



**Dorsey
College**

**ASSOCIATE OF APPLIED SCIENCE in
NURSING (AAS)**

REGISTERED NURSE PROGRAM

STUDENT HANDBOOK

Handbook ♦

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MISSION, PHILOSOPHY AND CONCEPTUAL FRAMEWORK

Mission

Dorsey College is committed to providing quality career education and positive reinforcement to enable the development of self-esteem, self-reliance, professionalism, and confidence in all students coupled with an obligation to support the diverse communities in which they live and work.

Coupled with the organizations mission, the RN program's faculty will demonstrate and cultivate the development of self-esteem, self-reliance, and accountability; to practice with integrity in all aspects of the graduates nursing career, thereby making a positive contribution to the advocacy and safety of the individuals, families, and communities in which they live and work.

Philosophy and Conceptual Framework

The nursing faculty along with the nursing leadership team have adopted the American Nursing Association philosophy statement of nursing: Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, and communities.

The conceptual framework of the program is founded on the competencies and core values of health care education as developed through the "Health Professions Education: A Bridge to Quality (2003)". This framework realigns the education of health care providers across the interdisciplinary team in order to enhance the quality of health care across a patients' life span. This redesign of health care education was birthed from the changing dynamics of a more diverse population, longer life spans, enhancing technology and the need to improve patient outcomes by increasing the of quality of care across all health care continuums. More patients are seeking care from a variety of sources, which increase the need for adequate communication among healthcare partners, utilizing technology to interface between various sources from the bedside to the community and, creating a patient center care approach incorporating the values, beliefs and needs of the individual patient.

Dorsey's registered nurse program is designed to instill the principle that nurses from novice to expert are leaders of change within in their communities and will lead efforts in advocacy, health promotions, and quality changes within the health care system, increasing the health and safety of the growing diverse population, while adhering to the rules and regulations that govern their practice.



Program Outcomes

Nursing education is a dynamic and interactive process that demands understanding and caring engagement between the learner and the educator. There must be mutual respect in the relationship as well as mutual responsibility. The nurse educator is a mentor and role model for the student and must guide the student in the development of enhanced logical thinking skills, both in the classroom and in the clinical setting. These enhanced logical-critical thinking skills form the basis of competency in nursing. The student is responsible and accountable to themselves and to the school for achievement of course and programmatic outcomes, including logical-critical thinking skills, clinical competence, accountability, problem solving, and commitment to the art and science of nursing as a profession.

The faculty of the Dorsey College registered nurse program accepts that there are common experiences and core knowledge shared at all levels of nursing education. This core nursing knowledge expands, and professional consciousness evolves, within each RN student as the individual progresses academically and experientially. The novice student begins with simple concepts and moves to more complex learning as he or she progresses through the program. Upon completing the program, the registered nurse graduate enters the work world as a novice practitioner of the art and science of nursing and as such, is expected to be competent in the end-of-program student learning outcomes as outlined below.

End-of-Program Student Learning Outcomes (EPSLOs):

1. Use clinical reasoning and knowledge based on the associate degree nursing program of study as the basis for decision-making in nursing practice.
2. Apply quality improvement principles in the delivery of safe, quality care, and to the culture of patient and work environment safety.
3. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and family.
4. Demonstrate evidence-based principles in promoting and coordinating safe care within the patients' environment.
5. Apply principles of altruism, excellence, caring, ethics, respect, civility, communication, and accountability in oneself and nursing practice.
6. Utilize information and technology to manage, coordinate, and monitor outcomes of care of patients and their families.

The EPSLO's statements are consistent with contemporary practice. They are learner-oriented, and comprise expectations of the knowledge, skills, and behaviors that graduates should be able to demonstrate upon completion of the nursing program. The EPSLO's embody elements from the National League of Nursing (NLN) Educational Competencies for Graduates of Nursing Programs, the American Association of Colleges of Nursing (AACN) Core Competencies for Professional Nursing Education, and the Quality and Safety Education for Nurses (QSEN) National Patient Safety Goals. The Michigan Board of Nursing (BON) General Rules and National Council of State Boards of Nursing (NCSBN) NCLEXPN test plan inform the direction of the curriculum in meeting the EPSLO's.



The table below shows how professional competencies, BON regulation and NCSBN test plan apply to and support the EPSLOs.

Associate of Applied Science in Nursing – Practical Application of Criterion 4.1			
EPSLO	Professional Competencies	Michigan BON Regulation	NCBSN RNCLEX
#1. Use clinical reasoning and knowledge based on the associate degree nursing program of study as the basis for decision-making in nursing practice.	<p>Knowledge of Nursing Practice: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.</p> <p>Nursing Judgement: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care for diverse patients and their families in collaboration with the health care team.</p>	<p>R 338.10307. The course content and other learning experiences must promote student growth in:</p> <p>The understanding of health, including the manifestations of disease and the initiation, organization, and application of the principles underlying the nursing care provided.</p> <p>The recognition of physical, psychosocial, and spiritual needs of diverse patient/client populations in the provision of nursing care.</p> <p>Developing skills and abilities in the administration of all aspects of nursing care using the nursing process including critical thinking, clinical reasoning, and problem solving.</p>	<p>Health Promotion and Maintenance</p> <p>Psychosocial Integrity</p> <p>Basic Care and Comfort</p> <p>Physiological Adaptation</p> <p>Safety and Infection Control</p>
#2. Apply quality improvement principles in the delivery of safe, quality care, and to the culture of patient and work	<p>Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.</p> <p>Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.</p>	<p>R 338.10307. The course content and other learning experiences must promote student growth in:</p> <p>Developing skills and abilities in the administration of all aspects of nursing care using the nursing process including quality and safety</p>	<p>Management of Care</p> <p>Safety and Infection Control</p> <p>Reduction of Risk Potential</p>



environment safety.			
#3. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and family.	Interprofessional Partnerships: Intentionally collaborate across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes	R 338.10307. The course content and other learning experiences must promote student growth in: The understanding of effective human relations and demonstrating the ability to use these principles in nursing situations. Developing skills and abilities in the administration of all aspects of nursing care using the nursing process including inter-professional relationships with other health care providers.	Management of Care
#4. Demonstrate evidence-based principles in promoting and coordinating safe care within the patients' environment.	Evidence-based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. Systems-Based Practice: Respond to and lead within complex systems of health care by effectively and proactively coordinating resources to provide safe, quality, and equitable care to diverse populations.	R 338.10307. The course content and other learning experiences must promote student growth in: The application of the principles of nursing and the sciences which are basic to nursing practice in the development of plans of care for the patient or client. Developing skills and abilities in the administration of all aspects of nursing care using the nursing process including evidenced-based practice	Management of Care Safety and Infection Control Health Promotion and Maintenance
#5. Apply principles of altruism, excellence, caring, ethics,	Personal/Professional Development: Operate within the boundaries of practice, demonstrating knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that	R 338.10307. The course content and other learning experiences must promote student growth in:	Management of Care Psychosocial Integrity



respect, civility, communication, and accountability in oneself and nursing practice.	are gleaned from a situation, awareness of patient needs, and other contextual knowing.	Understanding and protecting the rights of patients or clients. The understanding of the roles and responsibilities of the members of the nursing profession. Developing skills and abilities in the administration of all aspects of nursing care using the nursing process including communication.	
#6. Utilize information and technology to manage, coordinate, and monitor outcomes of care of patients and their families.	Informatics and Healthcare Technologies: Use information and communication technologies and informatics processes to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.	R 338.10307. The course content and other learning experiences must promote student growth in: The application of the principles of nursing and the sciences which are basic to nursing practice in the development of plans of care for the patient or client.	Management of Care Reduction of Risk Potential

PROGRAM STANDARDS

Program Progression Policy

The purpose of the student progression policy is to delineate the process for advancement through the Registered Nurse program. Program progression is vital to your success therefore, failure to achieve any component of the progression policy may result in dismissal of the program.

All enrolled students must:

1. Follow the nursing course sequence as described in the Registered Nurse Program of Study and Program Progression outlined in this handbook.
2. Meet and maintain a minimum overall GPA of 2.5 and meet all Standards of Satisfactory Academic Progress per Dorsey College policy.



3. Pass each individual NUR course with a grade of “C” (78% or greater).
4. Note that passing all classes with the minimum grade of “C” (2.0) will not equate to successful completion of the program, as a CGPA of 2.5 or higher is required to earn an Associate Degree.
5. To assist you to stay on the right academic track, academic advising should take place for every C grade you receive in a course, prior to failing to meet SAP requirements (see policy below).
6. Students should be seeking assistance with the first C grade received in any NUR course to avoid failing to meet SAP requirements.

Satisfactory Academic Progress

Registered Nurse students must meet Dorsey College Standards of Academic Progress (SAP) per the school catalog received upon admission. Failure to achieve SAP will result in dismissal from the program.

Registered Nurse Curriculum Progression

COURSE NUMBER	COURSE NAME	CREDIT HOURS	CONTACT HOURS
QUARTER ONE			
ENG201*	English Composition	4	42
BI0201*	Anatomy and Physiology I	4	42
MTH201	Mathematical Concepts	4	42
Quarter One Totals		12	126
QUARTER TWO			
BIO202*	Anatomy and Physiology II	4	42
NUR200	Fundamentals of Nursing I	7	84
SOC201*	Introduction to Ethical Principle	3.5	36
Quarter Two Totals		14.5	162
QUARTER THREE			
NUR202	Fundamentals of Nursing II	7.5	128
NUR203	Nutrition and Health	4.5	48
Quarter Three Totals		12	176
QUARTER FOUR			
NUR204	Beginning Medical Surgical Nursing	10	180
PSY201*	Introduction to Psychology	3.5	36
Quarter Four Totals		13.5	216
QUARTER FIVE			
NUR206	Intermediate Medical Surgical Nursing	10	180
NUR205	Pharmacology for Nurses I	4.5	48
Quarter Five Totals		14.5	228
QUARTER SIX			
NUR208	Advanced Medical Surgical Nursing	7.5	108
NUR207	Pharmacology for Nurses II	4.5	48
Quarter Six Totals		12	156
QUARTER SEVEN			



COURSE NUMBER	COURSE NAME	CREDIT HOURS	CONTACT HOURS
NUR212	Nursing for Childrearing Families	6	96
NUR214	Nursing for Childbearing Families	6	96
Quarter Seven Totals		12	192
QUARTER EIGHT			
NUR216	Transition to RN Practice	3	96
NUR209*	Nursing Leadership	6	60
NUR210	Mental Health and Nursing	4.5	78
Quarter Eight Totals		13.5	234
PROGRAM TOTALS		104	1490
An asterisk (*) next to the course name indicates that the course is delivered online utilizing distance education delivery.			

ASSESSMENT/EVALUATION OF LEARNING

Grading Policy

The following represents the Registered Nurse grading system and equivalency:

Percentage Earned	Letter Value	Points Earned
93% - 100%	A	4.0
85% - 92.99%	B	3.0
78% - 84.99%	C	2.0
Below 78%	F	0.0

Exams/Tests/Quizzes

Students will be asked to spread out (possibly placed in alphabetical order) and to remove everything from the desk and surrounding area. You may even be asked to take your test in another classroom. If this is the case, please take all your belongings with you to that location. There will be no breaks taken during an exam or quiz; please use the facilities prior. If you must leave during an exam, you will turn in your test/quiz as completed to the instructor and receive further direction. Cell phones are to be turned off and placed with student belongings. If your cell phone rings or vibrates during an examination or quiz, your test or quiz will be removed, and you may obtain a grade of 0 for that exam or quiz. Calculators are to be used instead of cell phones for questions requiring calculations. There is absolutely no talking during a quiz or exam. If you have completed your exam/quiz, please refrain from talking and remain in the assigned classroom.

Make-Up Work

Late assignments may be subject to a 20% grade penalty per each day assignment is late. Make-ups for missed exams will only be approved by the Director of Nursing for mitigating circumstances. It is the student's responsibility to schedule a meeting with the Director of Nursing within 48 hours of the original exam to request approval to make-up a missed exam. Make-up exams/tests/quizzes may not be in the same form as the original exam/test/quiz. These cannot be made up during class times and may be subject to the late assignment policy of a 20% grade deduction.



Students should not be late for class. If a student arrives after the test/quiz has been handed out, the student will not be permitted to enter the classroom until all students have completed their test/quiz. This is to minimize disruptions in the classroom that prevent students from performing to their highest potential during a test/quiz. The student who is late or absent must contact the Director of Nursing to see if a make-up test/quiz will be permitted. The make-up test/quiz, if permitted, may not be in the same format as the original test/quiz. This make-up examination, if permitted, may be subject to the late assignment policy of a grade penalty of 20% (for example, if you obtain a score of 100% on the examination, you will only receive a grade of 80%). Students are responsible for contacting the instructor about missed exams or quizzes before class begins on the day of the exam/quiz. If the instructor is not contacted, there will be NO possibility of a makeup, and the student will receive a “zero”. A student must notify the instructor before a scheduled exam/quiz if they will be absent.

Clinical Math Test

Students will be given a math quiz within the first week of the clinical course(s) that begins the med pass experience as indicated on the course syllabus. It will be expected that the student will achieve a score of at least 90% on the first attempt. Students who do not pass the first math quiz may attend clinical during the first week but may not pass medications. Students who score less than 90% will complete remediation and must retest. Failure to pass the math quiz on the third try with a score of at least 90% will result in a non-passing grade of the clinical course, resulting in failure of the course.

Examination Review

Examinations may be reviewed upon request. Exams may not be taken from the room and notes may not be made during the review. Contact the faculty to request to review an exam.

NCLEX Preparation** 1

The Dorsey College Registered Nurse program uses multiple resources to adequately prepare students for the NCLEX-RN® exam. HESI (Health Education System Incorporated) is a resource that is completely integrated throughout the curriculum as a comprehensive review for all core-nursing course content, as well as NCLEX-RN® preparation toward the end of the program.

The comprehensive NCLEX review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX-RN® success.
- Multiple assessments and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These tools, in combination with the nursing program content, assist you to prepare effectively, helping to increase confidence and familiarity with nursing content.

¹ **Please note any student who is caught cheating on any NCLEX preparation assignment eg., copying another student's work, working as a group, or allowing the assigned testing platform to run unattended to accumulate time will be dismissed from the RN program for academic dishonesty**



- Orientation for all resources will be available to all students. It is highly recommended that time is spent navigating through provided orientation materials to achieve maximum use of any assigned platform.
- Upon completion of the program and prior to challenging the NCLEX-RN® examination, nursing students will be required to obtain the benchmark score set by Dorsey College on an NCLEX-RN® predictor examination which will determine each student’s readiness to challenge the NCLEX-RN® examination.

Assessments

Practice and standardized proctored assessments are available for students and may be scheduled during any course. These assessments are designed to identify what you know as well as areas requiring remediation.

Remediation

Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on a proctored assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX-RN®. The student’s individual assessment report will contain a listing of areas of deficiency.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students may be required to show documentation that work was completed and could be counted as a “ticket to ride” for entry into additional courses as required.

Remediation Policy

RN students must meet a minimum individual score benchmark on the HESI proctored assessments. If the benchmark is not met, the student will remediate in one or more of the following ways according to a plan made with the instructor:

1. Complete assigned modules in order to strengthen student critical thinking/ problem solving skills as they are identified individually.
2. Complete remediation templates based on missed topics on the proctored assessment.
3. Re-take the proctored assessment.

The remediation plan will be documented as part of the student’s official file. Students must provide the instructor with proof of remediation completion from assigned modules and the remediation templates prior to retaking the proctored assessment. Students who do not achieve the expected benchmark score on the re-take proctored assessment are at risk of failing the course.

Students could potentially fail the course (regardless of grade in course) when the following occurs:

1. The student does not complete remediation successfully or within the timeframe agreed upon in the documented plan.
2. The student does not achieve the expected benchmark score on the retake assessment. This will be based upon the type and extent of students’ identified weaknesses per the proctored assessment.



3. The student does not complete the retake assessment within the timeframe agreed upon in the documented plan.

Decisions pertaining to program progression are made by the Director of Nursing upon consideration of several factors including student’s GPA, academic history, demonstrated willingness to remediate weaknesses, and the ability to do so based on performance.

Testing Misconduct (anomalies)

Dorsey College, as well as any additional NCLEX platform used throughout the program, screens data from assessments for anomalous student responses. Your responses to assessment questions will be statistically analyzed for possible test misconduct. If a test misconduct is identified, you will be notified and appropriate disciplinary measures will be implemented up to and including failure of a course, not eligible to receive “green light” status, and/or termination from the program.

PROGRAM COMPLETION

Upon completion of the entire program of study, the student will take a HESI Exit Exam-RN. The student must achieve the expected benchmark in order to be given “green light” status. Once “green light” status has been achieved and verified by the campus Director of Nursing (DON), or his/her designee will send the graduates Michigan Nursing School Certificate of Completion to the Michigan Board of Nursing.

NCLEX-RN Testing Fees

All students enrolled after 2021 are eligible to have all fees for NCLEX-RN® testing paid by Dorsey College, contingent upon the graduate meeting Dorsey College exam preparation requirements:

- Must be granted “green light” status within 3 months of graduation.
- Must agree to schedule NCLEX-RN® within 3 weeks of obtaining “green light” status.
- Must have attended all 3 days of live review NCLEX-RN® preparation.
- Cannot receive any anomaly reports from any NCLEX-RN® preparation resource.



HESI Scoring Interval	Performance Level
> 1050	Recommended Performance
1001 – 1050	
950 – 1000	
900 – 949	
875 – 899	Acceptable Performance
850 – 874	
800 – 849	Below Acceptable Performance
750 – 799	
700 – 749	Needs Further Preparation and Retesting
≤ 699	

FIRST ATTEMPT		RN HESI Exit Exam A
Achieve > 850	<ol style="list-style-type: none"> Exit HESI Exam must be completed. HESI Compass Engagement: Modules 1 to 10 must be complete. HESI Exit Exam A must be completed. HESI Unique Study Plan Engagement (A) must be completed and confirmed by the HESI coach HESI Practice Exam must be completed HESI Exit Exam B must be completed HESI Unique Study Plan Engagement (B) must be completed and confirmed by the HESI coach Meet attendance requirements for the entire quarter, 8 per Dorsey calendar Pass all courses (NUR209, NUR210, NUR216) and attend mandatory 3-day HESI Live Review Receive approval from Director of Nursing and RN Program Manager 	<p>“Green light” “preliminary” approval achieved</p> <p>“Full approval” is contingent upon the following:</p> <p>*Student is expected to complete the HESI Unique Study Plan Engagement (B) that must be completed and confirmed by the DON and the HESI coach.</p> <ol style="list-style-type: none"> HESI Practice Exam must be completed HESI Exit Exam B must be completed HESI Unique Study Plan Engagement (B) must be completed and confirmed by the HESI coach Meet attendance requirements for the entire quarter, 8 per Dorsey calendar Pass all courses (NUR209, NUR210, NUR216) and attend mandatory 3-day HESI Live Review Receive approval from Director of Nursing and RN Program Manager
	FIRST ATTEMPT	
Achieve < 850	<ol style="list-style-type: none"> Complete remediation on the RN HESI Exit Exam A using the remediation kit uploaded by the HESI coach in the individual student portal; to be completed prior to taking the RN HESI Exit Exam B 	Eligible to retake RN HESI Exit Exam B
	<ol style="list-style-type: none"> Incomplete remediation 	Subsequent failure of NUR216 and Required to retake NUR216 contingent on Financial Aid, Admissions department, and DON approval.



RETAKE RN HESI Exit Exam B		
Achieve > 850	<ol style="list-style-type: none"> 1. Exit HESI Exam must be completed. 2. HESI Compass Engagement: Modules 1 to 10 must be complete. 3. HESI Exit Exam A must be completed. 4. HESI Unique Study Plan Engagement (A) must be completed and confirmed by the HESI coach 5. HESI Practice Exam must be completed 6. HESI Exit Exam B must be completed 7. HESI Unique Study Plan Engagement (B) must be completed and confirmed by the HESI coach 8. Meet attendance requirements for the entire quarter, 8 per Dorsey calendar 9. Pass all courses (NUR209, NUR210, NUR216) and attend mandatory 3-day HESI Live Review 10. Receive approval from Director of Nursing and RN Program Manager 	<p>“Green light” status achieved”</p> <p>*Student is expected to complete the HESI Unique Study Plan Engagement (B) that must be completed and confirmed by the DON and the HESI coach.</p>
Achieve < 850	<ol style="list-style-type: none"> 1. Complete all requirements of NUR216. 2. Pass all courses (NUR209, NUR210, NUR216) and attend the 3-Day HESI Live Review. 3. Meet attendance requirements for the entire quarter, 8 per Dorsey calendar. 	<p>Work with campus faculty to determine readiness for the NCLEX-RN, up to and including, utilizing additional NCLEX prep resources, as deemed necessary by the campus faculty. “Green light” status determined by the campus for NLCEX testing.</p>
Achieve > or < 850	<p>All course requirements are not complete</p>	<p>Failure of NUR216 and REQUIRED to retake NUR216 contingent on Financial Aid, Admissions department, and DON approval</p>

PROGRAM GUIDELINES

Attendance Expectations

Dorsey College is dedicated to preparing individuals for promising career opportunities and reinforcing the development of self-esteem, self-reliance, discipline, and confidence in all graduates. We have found that good attendance is clearly linked to successful completion of all course work and preparation for a successful career, therefore it is expected that students attend a minimum of 90% of their scheduled course contact hours to earn a passing grade. Lecture/lab classroom absences in excess of 10% could potentially result in failure of the course(s).



In addition to the standard set for lecture/lab/classroom attendance, students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours are only made up for approved mitigating² circumstances. Make-up hours must be completed under the supervision of nursing faculty and are scheduled based on the availability of the clinical site and nursing faculty. These may be scheduled during weekends, scheduled school breaks, and/or second or third shifts. There is never a guarantee that make-up hours will be available. If all clinical hours are not met, then failure of the course will result.

Please note that four instances of being tardy³ are equal to one hour of absence.

Distance Education Attendance Policy

Students must attend a minimum of 90% of scheduled course contact hours to earn a passing grade. Absences in excess of 10% could potentially result in failure of the course. Attendance for online classes is based on the submission of a Discussion Board post.

Clinical Assignment of Students

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following: physical (health) screening, a negative TB test indicated by a negative skin test, or a physician confirmed negative chest x-ray, proof of immunity against communicable diseases, hepatitis B vaccinations, health insurance, forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality. At any time upon entry or during clinical assignment, registered nurse students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or director of nursing immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College registered nurse program. Registered nurse students are placed in a variety of clinical settings throughout their academic program, which provide students with a range of experiences with diverse populations, organizations, and agencies. Cooperating agencies are located in both urban and suburban settings throughout Metropolitan Detroit and

²Mitigating circumstances are any personal/family related events that cause a student to miss clinical/class that is accompanied by documentation that will justify the absence. This does not excuse the absence, but the Instructor/Director of Clinical Operations/Director of Nursing can take the events into consideration as long as proper documentation can justify the need for the absences, to determine if make up will be allowed. Make up is never guaranteed, as absences is never excused.

³ Tardy is defined as arriving to class 15 minutes late or departing from class 15 minutes early. Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.



Southeastern Michigan. Clinical rotations begin early in the program and continue throughout on a rotational basis. The clinical locations and meeting times vary according to the site and school scheduling demands. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

Compliance with Clinical Agency Policy

Compliance with clinical agency rules and regulations including the use of the agency resources and materials is required. Failure to return materials to an agency may result in a "hold" being placed on student's eligibility to transition to the next quarter. Students are responsible to maintain compliance with all clinical requirements including maintaining up to date immunizations, current BLS training, and physically able to meet the demands of working in a clinical setting. Failure to meet these requirements will result in removal from clinical site and can cause failure of the course.

Transportation to Clinical Sites

Dorsey College does not provide transportation to and from clinical sites. Students are responsible for providing their own transportation to and from their assigned clinical location.

Student Responsibilities

Students are responsible to the clinical instructor and the clinical nursing staff for:

- Reporting to the clinical site on time, properly attired, and fully prepared with stethoscope, blood pressure cuff and any other equipment identified by the clinical instructor as mandatory;
- Care provided to the clients;
- Reporting urgent needs of each client promptly, including abnormal assessment findings;
- Reporting on the condition of the clients before leaving the clinical area, and leaving the unit (for lunch, break, etc.) only according to procedures identified by the faculty;
- Attending pre- and post-clinical conferences scheduled to discuss the care of selected clients, to determine the adequacy of your planning, and to share experiences;
- Compliance with evaluation tool benchmarks developed for each course which will be used to evaluate your clinical performance and a grade assigned based upon the performance behaviors outlined in the evaluation tool; (Students will receive a copy of the evaluation tool at the beginning of each clinical course.

Tips for Successful Completion of each Clinical Experience

1. Maintain car in good condition.
2. Review directions on map prior to leaving for first visits in new areas.
3. When arriving or leaving a clinical site, be alert and aware of your surroundings.
4. Allow extra travel time on the first scheduled clinical day, during bad weather and in rush hour traffic.
5. Keep car doors locked at all times.



6. Personal valuables should be kept in a safe location identified by the clinical instructor and should not be carried with the student during clinical rotations. Valuables and personal belongings are your responsibility.
7. Report any concerns about safety, security, or client assignment to the clinical instructor.
8. Do not at any time transport clients and/or family members.
9. Obtain and retain contact information of clinical instructor and clinical agency.
10. Dorsey recommends that each student obtain and retain a cellular phone (for communication with instructor before and after clinical). NOTE: Use of wireless communication (i.e. cell phones, blackberry, palm, MP3, Bluetooth, etc. is not permitted therefore, such devices must be turned OFF during clinical time.
11. Report any absence and/or anticipated tardiness to the clinical faculty personally in a timely manner.
12. Be familiar with clinical agency safety policies.

Ethical Code of Behavior

Students in any of Dorsey College nursing programs are expected to adhere to the same ethical code of behavior that governs the actions of nurses, regardless of time or circumstance. Among the attributes identified in this code is the responsibility to “follow policies of the organization and guidelines outlined by the profession⁴”. Dorsey College believes that cheating, in any form, is a serious violation of our Student Code of Conduct, as well as the code of ethics for nurses, and it will not be tolerated. Consequences for cheating of any form include failure of the course enrolled and possible termination from the program.

****Please note any student who is caught cheating on any NCLEX preparation assignment, including but not limited to the following, copying another student's work, working as a group, or allowing the assigned testing platform to run unattended to accumulate time will be dismissed from the PN program for academic dishonesty.**

Cheating can take many forms, including but not limited to plagiarism, obtaining or giving away either questions or answers from an exam and copying the work of another or allowing another to copy one’s written work, obtaining answers to quizzes/test from any unauthorized website.

1. **Cheating can** include:
 - a. Submission of work that is not the student’s own for papers, assignments, or exams,
 - b. Submission or use of falsified data,
 - c. The use of unauthorized material including textbooks, notes, cell phones/technical devices or computers during an examination,
 - d. Supplying or communicating, in any manner, unauthorized information to another student for the preparation of an assignment or during a quiz or examination,

⁴ American Nurses Association. (2015). Code of ethics for nurses. American Nurses Publishing.

** This includes ATI, PASSPOINT, NCSBN and any other approved NCLEX prep provider at the direction of Dorsey Staff



- e. Collaboration in the preparation of an assignment, (Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the school as cheating.)
- f. Obtaining or retaining partial or whole copies of examinations, tests, or quizzes before these are distributed for student use,
- g. Securing, giving, or exchanging information during examinations, tests, or quizzes, and/or
- h. Cooperating with another student to do any of the above.

2. **PLAGIARISM:** “Plagiarize” means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an idea or work derived from an existing source without full and proper credit to the original source of the ideas, words, or works. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes, where appropriate, if any of the following are reproduced in the work submitted by a student:

- a. A phrase, written or musical,
- b. A graphic element,
- c. A proof,
- d. Specific language, and/or
- e. An idea derived from the work, published or unpublished, of another person or persons.

3. **CONSEQUENCES:** Any student deemed in violation of this policy is subject to academic consequences. An instructor may take the following actions in response to **the very first** instance of cheating and/or plagiarism.

- a. The student who has violated the policy is subject to receive a “zero” on the assignment(s), quiz(ze)s, exam(s), or project(s) and will be reported in writing to campus administration (Director of Nursing, Academic Dean, or Managing Director).
- b. Failure of the course could result from the zero obtained, or as a first-choice consequence for the initial occurrence.**
- c. Documentation of the infraction using the “Violation of Professional Code of Conduct” form will be placed in the student’s permanent academic file. The instructor or administration shall keep all evidence of cheating or plagiarism in a secure place and provide it upon request to any administrator.
- d. Any additional instances of cheating and/or plagiarism will be reported to Campus Support Administration and may be grounds for termination from Dorsey College.**

Drugs and/or alcohol will not be permitted, and suspicious behavior will be investigated by a Dorsey College staff member. Immediate expulsion from the nursing program will occur if a student is under the influence of drugs and/or alcohol while on premises.

The following list is illustrative and not meant to be an exhaustive enumeration of inappropriate behavior:

- 1. Obstruction or disruption of teaching on Dorsey College property.
- 2. Physical abuse, assault or battery or unauthorized detention of any person on Dorsey College property or at affiliation sites, and/or conduct or expression, verbal or written which threatens or endangers the health or safety of any such persons.
- 3. Theft of or damage to property.
- 4. Unauthorized entry or use of Dorsey College facilities.
- 5. Falsification of any official records.



6. Interference with the proper educational functions and the appropriate educational climate of Dorsey College by obscene actions or language or disorderly conduct, including aiding or abetting another to breach the climate of Dorsey College.
7. Illegal use, possession or distribution of alcoholic beverages, narcotics, or controlled or illicit substances, or public intoxication.
8. Illegal or unauthorized possession or use of firearms, explosives, other weapons, dangerous chemicals, or improper use of fire extinguishers on Dorsey College property.
9. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose
 - b. Unauthorized transfer of a file
 - c. Unauthorized use of another individual's identification or password
 - d. Use of computer facilities that interfere with the work of another student, faculty member or staff member
10. Discrimination, harassment and offensive conduct against any person, student, or staff member on the basis of race, creed, color, sex, age, socioeconomic status, marital status, handicap, disability and/or national origin
11. Bullying: Written, verbal, physical conduct or any electronic communication that is intended to place one or more students or other persons in fear of harm or cause substantial emotional distress by directly or indirectly doing the following:
 - a. Substantially interfering with educational opportunities;
 - b. Adversely affecting the ability of a student(s) to participate in or benefit from school programs;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health;
 - d. Causing substantial disruption of the orderly operation of school.
12. Cyber Bullying: The use of any electronic communication (i.e., internet, personal digital assistant (PDA), smart phone, or wireless handheld device), network or technology, including social media (e.g., Facebook, Twitter, Tumblr, Instagram, etc.), to bully is cyber-bullying. Bullying and cyber-bullying are prohibited against all students, educators, employees, contractors, agents, or volunteers.
13. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of which:
 - a. Substantially interferes with the student's educational opportunities; or
 - b. Creates an intimidating, hostile or offensive educational environment; or
 - c. Otherwise adversely affects a student's educational opportunities.

Title IX Information

Dorsey strives to ensure equal access to educational programs and activities, compliant with Title IX which prevents sex discrimination, including accommodations for pregnancy and pregnancy related conditions. Dorsey College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Dorsey College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Dorsey College's Title IX Coordinator is Ann Victoria Thomas, 31799 John R Road, Madison Heights, MI 48071, athomas@Dorsey.edu, Ph: 248.585.9200, ext. 11228. Dorsey College's nondiscrimination policy and



grievance procedures can be located at <https://www.dorsey.edu/policies-and-plans/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please also refer to <https://www.dorsey.edu/policies-and-plans/> and select “Report an Incident” under the Title IX heading.

Dress Code Policy

A well-groomed appearance significantly contributes to an individual’s self-esteem and general performance; therefore, Dorsey College asks all students to maintain a healthy, clean, and well-groomed appearance. The following is the required dress code for the RN student and must be maintained at all times, in the classroom, lab, and clinical setting unless otherwise stated below.

- Students are required to be in a scrub uniform. Scrubs must be appropriate and presentable (correct fit, no wrinkles, tears, lint, etc.).
- **Campus setting:** (lecture and lab classes): solid, ceil blue scrubs (top and bottom) are to be worn. A solid blue lab coat (provided by your campus) may be worn over the scrub top. Male students should wear a t-shirt under the scrub top at all times.
- **Clinical setting:** solid, navy-blue scrubs (top and bottom) are to be worn. Lab coats are to be worn over the scrub uniform whenever a student is off the patient care unit. The clinical uniform may change for maternal child and clinical rotations according to clinical agency policies and/or preference. One set of clinical scrubs (top and bottom) and one lab coat will be provided to you by your campus.
- Shoes appropriate for a medical professional must be worn. Shoes must be **clean and cover the entire foot**. Open toed, backless, mule style, and shoes with holes are not permitted. Shoes must be made of a material that will not allow liquids to seep through or needles to penetrate. **Shoes must be either black, blue, or white and must be clean at all times.** Winter boots may not be worn in class. Students must change their boots to an acceptable shoe as mentioned above. Shoes may be stored under desk during class.
- A Dorsey name badge is to be worn on the uniform at all times.
- Hats and headdresses (including head bands) of any type are not allowed except for that which is required for religious or health reasons and as approved by Dorsey College.
- Hair must be a **professional natural color at the discretion of the campus**. Hair that is shoulder length or longer must be tied back. A clean-shaven face is preferred. If a beard is worn, the length must be kept close to the face.
- Nails must be clean, trimmed, and must not be visible beyond the fingertip. In order to promote infection control, nail polish, artificial nails, acrylics, gels, tips, wraps, etc. are not permissible.
- Jewelry such as earrings, necklaces, bracelets, and rings are to be kept minimal so as not to cause injury to the client, student, or others. Ornate jewelry, including hoop earrings, bars, chains, etc., are not to be worn.
- All facial piercings such as nose, tongue, eyebrow, cheek, tragus, and lip must be removed. Earrings are limited to one earring per ear.
- Artificial eyelashes are prohibited.
- All visible tattoos must be covered.



As stated above, the dress code must be followed in all settings. No exceptions will be made. Students found to be in violation of the dress code may be sent home from class or clinical as determined by the instructor. Absence/tardy policy will apply.

Etiquette Rules for the Distance Education Classroom

- Sit up, as you would in a physical classroom, no lying in bed.
- Make sure you are using your legal name as your screen name.
- Camera should be on unless you've received permission from your instructor to turn it off.
- Clothing is NOT optional. Remember that, even though you may be alone at home, your professor and classmates can see you; make sure that you are presenting yourself in the best possible light, at least from the waist up.
- Be aware of your surroundings. Your instructor and classmates can also see behind you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your bedroom, it may be the only place you can find peace and quiet away from roommates or family members. If that is the case, you can employ to hide what you don't want seen.
- Mute is your friend. Once you log in to the virtual classroom, be sure to mute your microphone; this will help to eliminate background noise that could distract others.
- Raise your hand and wait to be called upon. If you wish to speak, either physically raise your hand or use the "Raise Hand" button (usually located at the center of the bottom of your screen, depending on which platform is being used). Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, do not forget to mute your microphone again.
- Most videoconferencing platforms have a chat feature where you can make comments and ask questions without interrupting the speaker. Note, your comments may be public and would be included in the recording of the session.
- Finally, be patient, be courteous, and anticipate unexpected outcomes such as physical or technical interruptions.

Practice Lab

The practice laboratory will provide students with the opportunity to practice psychomotor, communication (verbal and non-verbal), clinical interventions, and interpersonal skills in a simulated clinical setting. The lab also provides audio-visual learning aids, patient simulators, computer-assisted instruction, and access to the internet, interactive videos, and opportunities to study special nursing topics. Integral to the philosophy of the laboratory is an emphasis on self-paced learning and presentation of materials that reinforce classroom instruction.

Student Resources

Tutoring Services

Dorsey College provides free in-seat and online tutoring for students in most courses. Nursing faculty can be reached during scheduled posted office hours or by appointment to assist with questions/concerns relating to nursing courses, clinical requirements, grades, professional nursing issues or future goals.



Resource Center

Dorsey College's library resource can be assessed at the following website:

<https://www.mel.org/welcome>

Personal and Family Problem Referral Information

Information to assist students with personal and family problems such as referrals to mental health clinics, family counseling, homeless shelters, legal aid, etc. is available via WellConnect. Note that community services may also be available and vary per campus location.

Health

In the event an injury occurs on campus or at sanctioned school events, Dorsey College has an affiliation with Concentra Medical Centers and First Choice Medical Centers.

Student Representation/Organization

Registered nursing students will have an opportunity to represent their class as class representatives serving on the RN Student Council. All class participants are eligible. Students are recommended or nominated by instructors and administration, then elected by the student body. Class representatives function as a line of communication between the student nurses and the Director of Nursing.

Additional Resources

The Dorsey College catalog contains information including, but not limited to student policies. All students enrolled in the Dorsey College Registered Nurse program are expected to abide by all policies as outlined in the catalog. Examples of policies that are in the catalog are listed below:

- Alcohol and Substance Abuse
- School Closure
- Attendance
- Smoking
- Campus Safety Plan
- Standards of Professional Appearance
- Campus Security
- Student Grievance
- Copyright Infringement
- Student Code of Conduct
- Electronic Communication Devices
- Tutoring and Clinical Workshops
- Food and Drinks
- Weapons
- Non-Discrimination and Non-Harassment



Addendum for the Virtual Clinical Environment

Should clinical courses be delivered in a virtual clinical environment, this document outlines additional applicable requirements.

Clinical Attendance Expectations

All students and instructors are expected to be available for the entire 8 hours of clinical time.

In order to pass your clinical course, you must:

1. Be visually and verbally present with participation in all scheduled web base conferences, and
2. Complete all assignments by scheduled due dates and obtain at least an average grade of a C or greater

During this clinical time frame, students and instructors will interactively participate in videoconferencing for a **minimum of 4 hours**, which will include, but is not limited to:

1. Student completion of clinical assignments, discussion posts and skills
2. Instructor assisting students in developing therapeutic communication and critical thinking skills in order to successfully fulfill assignment requirements
3. Instructor and student dialogue on course content as it relates to the implementation of the nursing process
4. Instructor demonstrates and explain skills, tasks, and assignments
5. Direction and guidance on clinical related concepts and skills
6. Participates in group discussions to incorporate the physiologic and psychosocial aspects of nursing care

During the remainder of the clinical time frame students are to:

1. Complete course requirements (Ex. assignments, post, videos and/or discussions)
2. Communicate with instructors for understanding of expectations

To be counted as present on your assigned clinical day, you must participate for a **minimum of 4 hours** with your instructor via videoconferencing. **Video** and **audio** are both required for being a student to be marked present. At the discretion of your instructor, a conference could include, but is not limited to, interactive via online, face-to-face via web base conference, or verbal. Your instructor will notify you of your assigned meeting times.

A clinical scrub top is MANDATORY for dress code during video conferencing.

Clinical Assignments

Students are responsible for all assignments, postings, and/or videos that are required to pass this clinical course. Clinical assignments equate to your clinical time that is required by the Board of Nursing.



Assignments are due by midnight, the following day after your assigned clinical day. For example, if your assigned clinical day is Wednesday, your assignment(s) will be due no later than midnight on Thursday. Extenuating circumstances must be discussed, communicated promptly, and approved by your clinical instructor for any late/missed assignments. Failure to meet the above expectations of any virtual/simulated clinical course may result in failure of the clinical course.

Clinical Absence

Students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours are only made up for approved mitigating circumstances. Make-up may be scheduled during weekends, scheduled school breaks, and/or second or third shifts. There is never a guarantee that make-up hours will be available. If all clinical hours are not met, then failure of the course will result.

Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.



ACKNOWLEDGEMENT OF RECEIPT OF DORSEY COLLEGE NURSING STUDENT HANDBOOK

Please read this handbook carefully, then sign below and return this page to the Director of Nursing on the first day of class. Keep this handbook in a place where you will be able to use it as a reference throughout the program. If you have any questions, please contact the Director of Nursing.

I have read the student handbook and agree to comply with all rules, regulations, policies, restrictions, and requirements contained therein and in any future amendments or modifications to this handbook provided to me in writing. I understand this handbook applies to all course work in this Nursing Program. I further understand that graduating the Registered Nurse program does not permit me to practice nursing and that I must pass the NCLEX-RN® State Board Examination to practice nursing.

I, _____ certify that I have read,
(Print Name)

understand, and will abide by the content of this Student Nursing Handbook.

Signature: _____ Date: _____