



Nursing Student Handbook Spring 2019 – Spring 2020

Practical Nursing Diploma (PN)

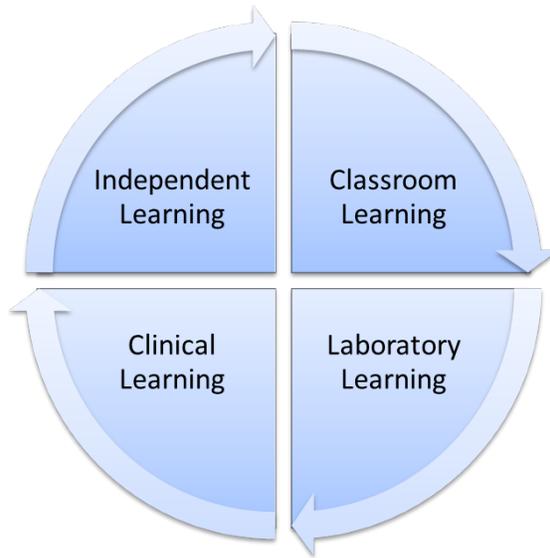
Table of Contents

Program History	5
History of the Practical Nursing (PN) Program in Winona	5
History of the Practical Nursing (PN) Program at Red Wing	6
History of the Practical Nursing Program (PN) at Minnesota State College Southeast	7
Most Recent Changes on Both Campuses	7
Nursing Department Vision, Mission, Philosophy and Values	8
Statement of Professionalism	10
Respect	10
Nursing Program Policies	13
Admission	13
Transfer of Credits	13
Progression and Graduation	13
Health Policy Requirements	15
Nursing Program Grading and Evaluation	16
Grading Policy	16
Medical Dosage Calculation Tests Policy	17
Late Papers/ Assignments/ Testing Policy:	17
Program Competencies/Standards Policy:	17
Evolve/Elsevier Expected Levels of Achievement Policy	18
Program Progression Policy	18
Accessibility Accommodation Policy	19
Letter of Concern Policy	19
Due Process for Program Performance Concerns	19
Student Conduct Policies	21
Academic and Professional Integrity	21
Academic Integrity	21
Professional Integrity	22
Nursing Program Course Requirements	23
Course materials	23
Written assignments	23
Official Program Communication Systems	24
D2L Brightspace: General Nursing Information Site	24
E-Mail Communication Requirements: Student Responsibilities	24
Bulletin Board	24
Nursing Faculty Advisor	24
Clinical Course Policies	25
Student Responsibilities for Clinical Rotations	25
DRESS/GROOMING CODE	27
Social Media Policy	29
Equal Opportunity Program:	31
Program Resources	32
Nursing Department Faculty & Staff	32
Nursing Skills Laboratory	32
Nursing Program Meetings:	32
Student Support Services	32
Disabilities Services	32
Learning Resource Center	32
Appendix A: Student Incident Form	33
Appendix B: Letter of Concern	34
Appendix C: Drug Testing Policy	35

Appendix D: Needle stick policy	41
Appendix E: Request for Program Re-entry	42
Appendix F: Nursing Program Re-entry Contract	44
Appendix G: Hesi Remediation Policy	45
Appendix H: Student Verification of Policy Form	47
Appendix I: Technical Standards for Entry-Level Nursing Programs	48
Nursing Program Essential Abilities	48
Physical Activity Requirements	48
Sensory Acuity Requirements	48
Intellectual and Emotional Requirements	49
Behavioral and Communication Requirements	49
Clinical Situations	49
Minnesota Statewide Technical Standards for Nursing Programs	50

Welcome to Minnesota State College Southeast's Nursing Programs. You have taken the first step in accomplishing your educational goals. We believe your time here will be filled with new friendships, personal growth, and the satisfaction of preparing yourself for an exciting and worthwhile career.

The nursing faculty and staff are sincerely interested in helping to make this a meaningful and successful experience for you, and are available to assist you in your growth and development in your nursing career. We expect that you will be actively involved in the learning process. We strive to provide an environment that stimulates your thinking, supports your ability to deal with challenges as they occur, and encourages lifelong learning. We utilize integrated learning which involves independent learning (learning activities you will do on your own), classroom learning (brief lectures and group activities), lab learning (hands-on and skill learning), and clinical learning (simulations and clinicals in healthcare facilities).



This Nursing Student Handbook is filled with valuable information that will be used and should be referenced during your educational experience at Southeast. Handbook changes will be communicated to students as needed via college email.

We look forward to a great year!

Program History

History of the Practical Nursing (PN) Program in Winona

The Practical Nursing Program was established in 1950 as a joint responsibility of the Board of Education, Winona Public Schools, and the Board of Directors at Winona General Hospital Association. It began as a one-teacher course with a maximum enrollment of twelve students. Offices and classrooms were located in the Nurses Home adjacent to the hospital. In 1954, the enrollment was increased to eighteen students per class. A clinical instructor was added to assist the director in teaching and supervision of the students.

In 1960, an affiliation agreement was made with St. Joseph's Hospital, St. Paul, Minnesota. This provided the program with new and improved learning experiences in the Care of the Ill Child and Care of the Emotionally Ill Patient.

In August of 1962, the school facilities moved into the new Community Memorial Hospital, owned and operated by the Winona General Hospital Association. This modern environment enabled the faculty to update the curriculum and provide more improved nursing experiences.

In 1966, the 100 bed Convalescent and Rehabilitation Unit was added to the hospital facilities. This provided a new experience in the course entitled, "Nursing Care of the Gerian".

In 1967, the faculty offices and classroom equipment were moved into the facilities provided in the new Winona Area Technical Institute. At this time, the program title was changed from Winona School of Practical Nursing to Winona Area Technical Institute, Practical Nursing Program. A second instructor was added to improve the correlation of instruction and guidance of the students in the clinical laboratory.

In 1969, the enrollment was increased to 30 students per class. A third instructor was added to the program at this time.

In 1977, the curriculum underwent major revision and clinical laboratory experience for the courses, "Nursing of Children" and "Mental Health Nursing" was moved to Community Memorial Hospital and the Winona community.

In 1983, the curriculum was again revised and the courses, "Geriatric Nursing", and "Mental Health Nursing" were combined and renamed, "Geriatric/Mental Health Nursing".

In 1986, a part-time Practical Nursing Program was offered for the first time, so that students who are unable to attend the program full-time may have an extended period to complete the 12-month program.

The entire curriculum of the Practical Nursing Program was restructured for the 1989-90 school year. Students now register per quarter hour credit, rather than the entire program. This provides greater flexibility for students who have the opportunity to select a class or classes to fit their individual needs.

In July 1987, all Vocational-Technical Institutes in Minnesota began use of the title, “Technical Institute”. On August 1, 1989, all Technical Institutes began use of the title, “Technical College”. On July 1, 1992, Winona Technical College aligned with Red Wing Technical College and formed Red Wing/Winona Technical College. The nursing program situated on the Winona Campus of Red Wing/Winona Technical College relocated to the Airport Campus in 1995. As of July 19, 1999, the name of the college officially changed to Minnesota State College – Southeast Technical (MSC-ST). Winona’s nursing program relocated back to the Homer Road Campus in August 2006.

On June 22, 2016, with the approval of the Board of Trustees of Minnesota State Colleges and Universities, the college became a comprehensive Technical and Community college and can offer students the Associate of Arts degree in Liberal Arts & Sciences. The College name was officially changed to Minnesota State College Southeast.

MSCS is part of the Minnesota State Colleges and Universities system. The [Higher Learning Commission](#) accredits the College and MSCS is a member of the North Central Association of College and Schools.

History of the Practical Nursing (PN) Program at Red Wing

The practical nursing program in Red Wing began on October 13, 1952 and was called the Red Wing School of Practical Nursing. A one year program, it was affiliated with St. John’s Hospital. Student nurses were housed in a nursing dormitory on site. In 1971, the practical nursing program became the first department of the newly organized Red Wing Vocational-Technical Institute.

Since that time, many changes have taken place. On August 1, 1989, the name of the school became Red Wing Technical College to reflect the education offered to our students. In July 1992, Red Wing and Winona Technical Colleges merged to form Red Wing/Winona Technical College. Nursing faculty from both campuses worked to articulate both programs while maintaining the uniqueness of each. In July 1999, the College name changed to Minnesota State College-Southeast Technical (MSC-ST). This name more clearly identifies the region that our college serves.

On June 22, 2016, with the approval of the Board of Trustees of Minnesota State Colleges and Universities, the college became a comprehensive Technical and Community college and can offer students the Associate of Arts degree in Liberal Arts & Sciences. The College name was officially changed to Minnesota State College Southeast. MSCS is part of the Minnesota State Colleges and Universities system. The [Higher Learning Commission](#) accredits the College and MSCS is a member of the North Central Association of College and Schools.

History of the Practical Nursing Program (PN) at Minnesota State College Southeast

In the spring of 2009, the Practical Nursing Program Winona and the Practical Nursing Program Red Wing were combined at the Minnesota Board of Nursing making the program Practical Nursing Program offered at both campuses.

Most Recent Changes on Both Campuses

In 2012, the Practical nursing programs underwent significant curriculum revision, incorporating competency-based curriculum taught in a concept-based format. The program changes occurred to better prepare students to meet ever-changing healthcare demands. The program continues to be based on standards and requirements from professional organizations such as the National League for Nursing (NLN), American Nurses Association (ANA), the National Association for Practical Nursing Education and Service (NAPNES), Quality and Safety Education for Nurses (QSEN), Institute of Medicine (IOM), and Center for Disease Control (CDC). Additionally, the Nursing Programs maintain approval from the Minnesota Board of Nursing.

The program changes are part of the Continued Quality Improvement (CQI) process to align with the standards and requirements of the Accreditation Commission for Education in Nursing (ACEN). Curriculum taught in a concept-based format decreases the need for large amounts of content, teaches application of material to better prepare students for the National Council Licensure Examination (NCLEX) exam, and reflects contemporary nursing practice. Program changes are explored throughout this Nursing Student Handbook.

Practical nursing courses are now taught full-time on both the Red Wing and Winona campuses.

In April of 2016, the Practical Nursing Program at Minnesota State College Southeast became accredited by the Accreditation Commission for Education in Nursing (ACEN).

Minnesota State College Southeast

Nursing Department Vision, Mission, Philosophy and Values

Vision

To create an educational environment fostering the holistic development of students at the practical and professional levels of nursing whom effectively influence and manage responses of individuals and groups across the health – wellness – illness continuum.

Mission

Minnesota State College Southeast is dedicated to providing education for employment, skill enhancement, and retraining. The primary focus is to anticipate and meet the educational and training needs of students and employers.

Southeast provides students with a strong foundation of general and technical education opportunities for acquiring knowledge, skills, and attitudes for a lifetime of learning. The college anticipates and responds to global, technological, and social changes.

Southeast provides equal opportunity and recognizes individual needs in its education, service, and employment practices. Certificates, Diplomas, Associate in Science, and Associate in Applied Science Degrees and Associate of Arts Degrees are awarded upon successful completion.

Nursing faculty embraces the college mission. This mission is integrated throughout the nursing curriculum. Nursing faculty facilitates the education of students in the art and science of nursing utilizing concept-based instruction.

Philosophy

The philosophy of the nursing department incorporates conceptual learning within three domains: nursing, the individual, and healthcare systems.

Nursing

Nursing faculty incorporate influences from teaching, scholarship, and service. We believe nursing is an integration of art and science utilizing documented best practice, caring skills, empathy, ethics and the development of therapeutic relationships. Additionally, we support the definition of nursing as defined by the International Council of Nurses (2010):

Nursing encompasses autonomous and collaborative care of individuals of all ages, families, groups, and communities, sick or well and in all settings. Nursing includes the promotion of health, prevention of illness, and the care of ill, disabled, and dying people. Advocacy, promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education are also key nursing roles.

Individuals

We believe that individuals have dignity, personal worth, a purpose for being, and certain inalienable rights. The domain of individuals may incorporate a significant support person, member(s) of a family, community, or culturally diverse society. Each individual has a right to health care and to information that will facilitate active participation in the promotion, restoration, and maintenance of health.

Healthcare Systems

The World Health Organization (2012) defines healthcare systems as “all the activities whose primary purpose is to promote, restore, and/or maintain health”. We believe that health is an individually defined dynamic state, which exists on a continuum from optimal wellness to illness and ending in death. According to Healthy People 2020 (2011), multiple aspects influence health status, especially personal, social, economic, and environmental elements.

Value Statements

1. We value the seamless delivery of nursing education and life-long learning for personal and professional growth.
2. We value the application of critical thinking in the educational process, which correlates theory and clinical experience.
3. We value nursing delivered in a safe, competent, culturally sensitive way to a diverse society.
4. We value utilizing the nursing process as a scientific method of providing and managing nursing care.
5. We value educational practices that are evidence-based.
6. We value a learning environment that fosters mutual respect and encourages student autonomy, accountability, and responsibility.
7. We value both the practical and professional levels of nursing as delineated by the nursing scope of practice.

Statement of Professionalism

As a nursing student, you are representatives of the Minnesota State College Southeast Nursing Department. As ambassadors of the college and the nursing profession, students are expected to conduct themselves in a professional manner at all times, encompassing academic and personal endeavors. The behaviors, attitudes, and performance of each nursing student echo the nursing profession. Professionalism and professional behavior are critical in service to our patients, healthcare teams and cohorts; consider the characteristics of “professional behavior”.

Respect

Your fellow students, instructors, and patients should feel and be treated with value and respect. Be courteous, polite, and strive to preserve the dignity of others. Acknowledge each other’s concerns, fears, and anxieties while celebrating accomplishments. Nursing students will not engage in behaviors such as divulging confidential client information, going into other students’ mailboxes, starting malicious rumors, or speaking about others in a manner that is intended to be hurtful. Choose your words carefully; people remember what you say.

Personal, Academic, and Professional Honesty

Dishonesty hurts not only the people around you, but hurts you personally as well. Strive to be open, direct, and accurate with your responses. Nurses continue to outrank other professions in [Gallup's 2018 Honesty and Ethics survey](#), released December 2018. Nurses have generally been able to avoid widespread scandals and, as such, Americans continue to hold them in the highest regard. It is our duty to ensure that nursing students and professionals maintain this high standard.

Responsibility

It is important that students take responsibility for their individual learning. Instructors are available to help facilitate that process. Students assume responsibility for their academic plan. In addition, students are obligated to conduct themselves in an appropriate manner and be aware of their behavior. Students are expected to attend classes and arrive in a timely manner so as not to disturb other class members.

Preparedness

It is important that students prepare for the tasks ahead of them. That includes ensuring that you have the necessary tools for each task and are prepared in a timely fashion. Students should know, in advance, how to use tools including but not limited to electronic equipment, lab equipment, and personal equipment. Students are responsible for being prepared for academic class work as well.

Communication

Good communication is essential. Communication requires adequate speaking, typing, listening, writing, and thinking skills plus visual acuity. Communication encompasses verbal and non-verbal exchanges of information in a manner that is comprehended by all parties. Communication includes an understanding of medical informatics systems. Students have the obligation to make sure that their communication is clear, timely, and appropriate when dealing with peers, instructors, college staff, outside nursing staff, and patients and community.

Minnesota State College Southeast
Practical Nursing (PN)
Program Outcomes

1. Informatics/Technology

- The practical nurse graduate will utilize information technology to facilitate best care practice in the health care setting.

2. Managing Care

- The practical nurse graduate will manage care through planning, organizing, and assigning aspects of care to UAP's and LPN's under the direction of an RN or other licensed Health Care Provider to provide a safe effective environment.

3. Nursing Judgment/Evidence Base Care

- The practical nurse graduate will utilize evidence based nursing judgment when prioritizing care, implementing interventions, reporting changes, and promoting the health of individual patients across the lifespan within the healthcare system.

4. Patient/Relationship Centered Care

- The practical nurse graduate will integrate effective communication skills while providing patient care founded on basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of individual patients across the lifespan.

5. Professional Identity/Ethical Behavior

- The practical nurse graduate will integrate professional behaviors/accountability with legal and ethical nursing practice standards for a competent practical nurse.

6. Quality Improvement

- The practical nursing graduate will provide input into systematic processes that measure patient outcomes/variances, and contribute to the development of changes in policies/procedures to achieve effective patient outcomes.

7. Safety

- The practical nurse graduate will provide a safe care environment for patients, self, and others.

8. Teamwork/Collaboration

- The practical nurse graduate will participate as a member of the interprofessional team collaborating and communicating with other health care providers to promote safe, quality, patient centered care.

**Minnesota State College Southeast
Practical Nursing Program Plan**

**Sample Full-Time Program Plan
Practical Nursing – Diploma**

Course No.	Course Name	Credits
Prerequisite		
Application Checklist		
BIOL 1200 or BIOL 2515	Human Biology or Anatomy and Physiology I*	4
ATI TEAS	ATI TEAS Exam* Nursing Assistant*	
	<i>Semester total</i>	<i>4</i>
First Semester		
MATH 1020 or higher	Algebra or a higher level Math course	2
BIOL 2516	Anatomy and Physiology II *	7
HEAL 1701	Practical Nurse 1	5
HEAL 1702	Practical Nurse 1 Clinical/Lab	14
	<i>Semester total</i>	<i>14</i>
Second Semester		
ENGL 1215	College Writing 1	3
PSYC 1115	Lifespan Psychology	3
HEAL 1801	Practical Nurse 2	7
HEAL 1802	Practical Nurse 2 Clinical/Lab	5
	<i>Semester total</i>	<i>18</i>
Total Credits		36

***Note: BIOL 2515 Anatomy and Physiology I *and* BIOL 2516 Anatomy and Physiology II may be used *together* in place of BIOL 1200 Human Biology. Educational programs to become a Registered Nurse generally require BIOL 2515 and BIOL 2516. If you plan to apply to such a program in the future, consider taking these courses instead of BIOL 1200. BIOL 2516 Anatomy and Physiology II must be taken concurrently and successfully passed with Practical Nurse 1 in the first semester of the program.**

* Human Biology or Anatomy and Physiology I & II, ATI TEAS Exam and Certified Nursing Assistant are all requirements prior to acceptance into the nursing program. (See Nursing Application Packet)

Minnesota State College Southeast

Nursing Program Policies

Admission

Admission to the Nursing Programs requires a secondary application process.

Please see the Practical Nursing academic program links on the College website to view the Prerequisite Checklists.

For policies on re-admission, see the College Catalog.

Transfer of Credits

General education credits may be transferred if they are equivalent to those required by the MSCS Nursing Program. MSCS counselors should be consulted first to determine transferability of courses and the MSCS Registrar approves final conferral of transfer.

Progression and Graduation

1. Students must meet the Nursing Program requirement of current Healthcare Provider Level CPR certification and must keep this certification throughout the program. Students are responsible to submit proof of CPR certification status to Verified Credentials or Castlebranch, whichever the student has an account with. CPR certification must be earned in a face-to-face course; online courses are not acceptable.
2. Minnesota law **requires** that any person who provides services involving direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual may be disqualified or have restrictions placed on patient contact and would not be permitted to participate in the clinical experience if a clearance is not issued. A background study with no restrictions is required to successfully complete the requirements of the program.

The clinical experience is an integral and essential part of Nursing Program courses. Minnesota law requires health care facilities licensed by the Minnesota Department of Health to check or have knowledge of a student's criminal background and could use the results to refuse to accept a student's placement at its facility. ***If the student refuses to participate in the background check, the clinical facility will refuse to accept the student.*** The student will then be unable to complete the requirements of the program.

Minnesota State College Southeast is unable to answer questions regarding DHS Background Study disqualifying events. If you are concerned about obtaining a DHS Background Study with no restrictions, you may wish to contact the DHS at 651-431-2000, or DHS.info@state.mn.us (not a secure email – do not send private information to this address). You may also wish to view [DHS policies](#) here, or read Minnesota Statute 245C.15 [DISQUALIFYING CRIMES OR CONDUCT](#) here.

3. A minimum grade of "C" is required in all nursing and required general education courses. Students must earn a minimum grade of "C" in each of the nursing courses in order to proceed to the next nursing course in the sequence and to qualify for graduation.
4. The deadline for completing all nursing course requirements shall be the last day of the semester, as specified in the College Catalog and/or the semester Course Schedule of Assignments. A grade of Incomplete (I) may be given at the discretion of the instructor, following MSCS's Incomplete Grade Policy.

- A. According to the [MSCS Student Handbook](#), incomplete grades must be made up after the end of the term under the following guidelines, which include weekends and holidays:

Fall Term: Five weeks Spring Term: Three weeks Summer Term: Two weeks

Work not completed within the time permitted will result in a grade of "F". Incompletes may be given ONLY at the discretion of the instructor when the instructor determines that extenuating circumstances exist.

- B. **All assignments must be completed to receive a passing score for the course.** Students will be penalized for turning in any assignment after the due date with a 10% per week reduction in grade. Students are responsible for contacting the course instructor regarding missed exams or late assignments. **The opportunity to submit assignments late requires course instructor approval.** Late assignments will not receive full credit per instructor discretion.
5. Students must satisfactorily complete all of the courses listed in the Nursing Program curriculum prior to graduating. Students must meet the College requirement of a cumulative MSCS GPA (Grade Point Average) of at least 2.00 (C) for graduation.
6. Students must complete all required nursing courses in the nursing program **in consecutive academic semesters. First and second semester course must be taken concurrently with each other. For instance, HEAL 1701 and HEAL 1702 must be taken together.** ALL General Education Courses in the nursing program plan must be completed prior to or concurrent with the final semester of Nursing Courses.

Health Policy Requirements

NOTE: Health Policies are subject to change at anytime.

Students must submit documentation of compliance with health policy requirements by uploading the documents to Verified Credentials or Castlebranch before specified deadlines. Health and immunity requirements include but are not limited to:

1. Tdap immunization within the past 10 years.
2. Titer or proof of immunization for MMR.
3. Titer or proof of immunization for Varicella
4. Titer or proof of immunization against Hepatitis B virus times 3 or a signed declination waiver
5. Evidence of an influenza immunization or a signed declination waiver
6. If student declines influenza vaccine, student must follow facility policy, which may require personal protective equipment.
7. Students must present evidence of an initial 2 step negative Mantoux or Quantiferon Gold Blood test. Annual verification of a negative Mantoux is also required. Students with a previously positive Mantoux result are required to submit documentation of a one-time negative chest x-ray **with annual completion of questionnaire**.
8. Students who do not comply with health policy requirements will be unable to attend clinical experiences thus earning a failing grade.
9. Students may be required to submit additional health information if their health status has major changes that may affect their ability to perform expected behavioral and/or academic outcomes.
10. Students must meet the facility policy requirements of the health agencies to which they are assigned. Students **who refuse to comply** with the facility policy requirements of the health agencies to which they are assigned will be exited from the program.
11. Students receiving emergency care or other health services at the agencies to which they are assigned will be responsible for charges incurred.
12. Students may obtain personal liability insurance coverage. Professional liability insurance protects you against covered claims arising from real or alleged errors or omissions including negligence, in the course of your professional duties. Remember, legal defense and settlement costs are paid in addition to your limits of liability. This is optional for students.

The nursing program has zero-tolerance for drug and alcohol abuse. (See Appendix C)

Students must adhere to the standards of student conduct contained in the **Nursing Student Handbook** and the [MSCS Handbook & Catalog](#) to progress in the Program.

Nursing Program Grading and Evaluation Grading Policy

All nursing theory and clinical/lab courses must be passed with an earned grade of "C" or higher.

<u>Letter grade</u>	<u>Earned percentage</u>
A	100.00 – 90.00
B	89.99 – 85.00
C	84.99 – 80.00 (must achieve a minimum of 80% to pass course)
D	79.99 – 75.00
F	Below 75

PN students will need to pass the module exams and the final exam with an average score of 80%. Concept points and quizzes may be assigned throughout the semester, however, concept points and quiz scores will only be added to the final score for the semester once the 80 % average is attained.

1. All nursing competencies and course assignments included in a nursing course must be completed in order to pass the course. To satisfactorily complete any course, the student must meet the requirements for EACH applicable component of the course: Classroom for theory courses and Laboratory, Simulation, Lab, and Clinical for the Lab/Clinical Courses.
2. Tests are reviewed immediately after they are given (whenever possible) or in a designated timeframe and any clarification/dispute regarding test questions must be done in writing within one week following the day that the test is available for review.
3. Students are encouraged to seek out instructors during posted office hours.
4. All skills test outs must be passed successfully to complete the course.
5. Criteria for successful completion of skills test outs will be provided by the course instructor.
6. Unexcused absence for a skills test-out will count as a failed attempt.
7. Three attempts for each skill are allowed. A third failed attempt of a skill will be result in failure for the course.

Medical Dosage Calculation Tests Policy

Accurate medical dosage calculation skills are essential to the provision of safe nursing practice.

- A. Students will be required to successfully complete a medication dosage exam as a prerequisite to passing medications at clinical.
- B. **Dosage calculation exams must be passed at 100%.**
- C. PN 1 students will be taught dose calculation content in the designated courses and have the dose calculation exam during the semester. Students must be successful within the three attempts with remediation for each unsuccessful attempt. If unsuccessful after the third attempt, students will be required to drop the connected clinical course.
- D. Each student in PN2 will be given the dose calculation exam the first week of classes. Any unsuccessful attempt requires each student to remediate with a faculty member. Students should make every attempts to complete these by the last day of the first week of classes to enable the student to drop the course if unsuccessful. If the student chooses to take the test beyond the last days of the first week of classes, the student will not have the opportunity to drop the course, and will not be allowed to attend clinical placements unless the exam is passed in a maximum of three attempts.
- E. Review for the dosage calculation exam is provided via media space on the respective general nursing sites. Additional review information is also available on the general nursing sites in D2L Brightspace.

Late Papers/ Assignments/ Testing Policy:

- A. Students are expected to turn in papers/assignments/and complete testing at the scheduled time.
- B. If unable to submit paper/assignment or complete testing at the scheduled time, students must call or e-mail their instructor PRIOR to the due date using the form of contact designated by the faculty (i.e. email or phone directly to the faculty).
- C. An alternative version make-up of the exam may be given.
- D. Faculty will inform students of the process for make-up work.

Program Competencies/Standards Policy:

- A. Students must successfully meet established criteria for all Nursing Competencies and/or Standards to meet program completion requirements.
- B. Each course syllabus identifies Nursing Competencies and Standards included within the course. The MSCS Nursing Program utilizes the following standards and /or competencies: National League for Nursing (NLN), Quality and Safety Education for Nurses (QSEN), and and National Association for Practical Nurse Education and Service (NAPNES) for the PN program. The program also aligns with the standards and requirements of the Accreditation Commission for Education in Nursing (ACEN).

Evolve/Elsevier Expected Levels of Achievement Policy

Nursing students are required to purchase the most current Evolve/Elsevier learning system and meet the HESI exam expected levels of achievement (ELA) for each course.

Program Progression Policy

This policy applies to any students who wish to be considered for re-entry into the nursing program after unsuccessful completion of a nursing course, withdrawal from a nursing course, or departure from the nursing program for any reason.

Re-entry Requirements

- A. Students are required to supply documentation addressing why they exited the program, the individual extenuating circumstances that contributed to the program exit, and an individual learning plan for promoting success. This documentation will be placed in the student's permanent program record.
- B. Re-entry is allowed on a space available basis as determined by the Director of Nursing. Space available for registering in each subsequent semester will be determined at the end of each semester.
- C. Students progressing in the program plan without interruption will be placed in their courses prior to seating being made available for returning students. Priority for re-entry will be based on the student cumulative GPA of completed courses required for the nursing degree to date.
- D. A student who fails due to ethical misconduct and/or unsafe behavior will be re-entered based on college policies related to professional standards, conduct and due process and the decision of the Dean.
- E. A student who fails due to academic issues will be re-entered based on decisions of the Director of Nursing.
- F. The student has up to 48 hours from the time of the final exam to file a Nursing Student Program Re-Entry Request Form, with a current attached DARS report, to request re-entry into the nursing program, with the Director of Nursing, if the student wishes to re-enter in the upcoming semester.
- G. If a student is not successful for the second time, the student may apply for re-admission in the nursing program as a new program candidate and in accordance with the program admission requirements.
- H. Re-entry by the student into future semesters must be requested within 6 months from the last day of the semester not successfully completed. Student must re-entry within one year (2 semester, not including summer) of the last day of the semester not successfully completed or the semester of departure from the nursing program. After that time, students may re-apply to start the program over again.

Re-admission requirements

- A. All current program admission requirements must be met prior to readmission.
- B. If a student is re-admitted and is not successful in subsequent courses, they will not be allowed to apply for another re-entry into the nursing program. All nursing courses will be required to be repeated if the student is successful in their application for re-admission. Note that repetition of a course may have implications for loans and financial aid. A subsequent program exit, after re-admission, will result in a permanent exit from the nursing program.

- C. The Nursing Program reserves the right to deny re-admission based on professional standards and/or conduct violations.

Accessibility Accommodation Policy

A student with a diagnosed specific learning disability or other disability may be eligible for accommodations throughout the program. The student must contact [Student Disability Services](#) to determine what accommodations are appropriate. These accommodations must be established by the student each semester. Reasonable accommodations will be given to students with appropriate documentation and direction from Student Disabilities Services.

Use of foreign language or other dictionaries are not allowed at any time during test taking. Individual questions may be directed to the test proctor.

Letter of Concern Policy

A Letter of Concern may be issued to a student for unsatisfactory progress in a nursing course and/or noncompliance with Nursing Program Policies (See [Appendix B](#)). Refer to the due process information in this handbook for more information.

Due Process for Program Performance Concerns

If, at any time during the learning experience, a student's behavior and/or actions are deemed unsafe and/or unsatisfactory, the student may be asked to leave the clinical, classroom or lab setting.

If a student's behavior and/or actions are deemed unsafe or unsatisfactory in the clinical, classroom, or lab setting, the following steps will occur to assure due process:

1. The faculty will notify the student in writing, or via college email, of a meeting to discuss the incident or concern. The notification will be sent a minimum of three (3) business days (Monday to Friday) prior to the meeting. This requirement for three business days' notice may be waived by mutual written agreement of the student and faculty.
2. This meeting will be an opportunity for the student to explain the incident from her/his perspective in an informal setting with the faculty member.
3. The results of this meeting could include, but are not limited to, any combination of the following:
 - a. **A finding that the student was not responsible:** The student in question is found not responsible for the allegations; the student continues to progress through the Nursing Program as planned.
 - b. **A reprimand:** Written reprimand for violation of specified regulations. Notice of action may appear on the student's academic transcript.
 - c. **A learning contract developed between the student and faculty member:** Continued enrollment in the nursing program, but under specific written conditions for a specified period of time. Notice of action will be placed in the student's program record.
 - d. **A referral:** Use of special support services, including but not limited to services provided by health, social service agencies or law enforcement agencies. The student may be required to

show evidence of completion of the referral, which may include a renewed health clearance, prior to returning to the nursing program.

e. **A Student Code of Conduct Complaint:** Complaints are forwarded to the Associate Dean of Student Services for investigation and further action. Refer to the Student Conduct Code in the college policies.

f. **Immediate failure of the course:** All course failures result in exit from the Nursing Program at the end of the semester in which the failure occurred. A request for re-entry to the program to the Director of Nursing is required to repeat the course and re-enter the Nursing Program. A meeting with the Director of Nursing, will be required prior to reentry into the Nursing Program

g. **Dismissal from the program:** The student will be exited from the Nursing Program. The student may re-apply for readmission to the program during the next application cycle. Acceptance is not guaranteed. All nursing courses must be successfully retaken, even if they have been successfully completed in the past. This decision will be made only with consultation with the Director of Nursing.

4. The student will receive written notice of the outcome from the faculty member within five business days of the meeting.

5. If the student believes there is improper, unfair, or arbitrary treatment by a faculty or staff member, the student may schedule an appointment to discuss the concern with the Dean of Health.

6. If, after the student has followed the above procedure, there is no agreement or resolution with the Dean of Health, and the student believes there is improper, unfair or arbitrary treatment by a faculty or staff member, the student may seek resolution using the Minnesota State College Southeast Student Complaint and Grievance Procedure outlined in [Procedure 112 – Complaints and Grievances Procedure](#).

Student Conduct Policies

MSCS believes that every student is accountable for his/her individual behavior, especially as it imposes on the freedom, rights, and safety of another individual or to the extent that it has a contradictory effect upon the conducive atmosphere and environment of the educational mission of the college community. Within this context, special kinds of behavior are judged unacceptable and may serve as a basis for disciplinary action, which may result in reprimand, suspension, or expulsion from the College. Unacceptable behaviors are described here and in the MSCS College Student Handbook and Catalog.

Academic and Professional Integrity

The Minnesota State College Southeast Nursing Program expects the highest standard of academic and professional integrity from every student, staff member, and nursing faculty. Professional integrity, respect for others and responsibility for one's actions is inherent in the role of a professional nurse. The right to learn in a community free from academic dishonesty is crucial to the development of a college student. For this reason, the college will impose sanctions for instances of plagiarism or cheating, or any act which violates the academic integrity of Minnesota State College Southeast.

Using standards that define these behaviors is necessary in the provision of proper patient and health care. Accordingly, students are required to comply with policies and standards of academic, ethical and professional behavior defined by Minnesota State College Southeast, clinical partners of the nursing program, the [American Nurses Association \(ANA\) Code of Ethics](#) and any of the nursing program's accrediting and governing agencies.

Academic Integrity

Student behaviors that do not meet the standards of academic integrity include, but are not limited to:

- Plagiarism will not be tolerated. Plagiarism is defined as the "the practice of claiming credit for the words, ideas, and concepts of others" (APA manual, 2010, pg. 170). All assigned work such as papers, laboratory exercises, presentations, and clinical assignments must be the student's own work with proper citation, references for sources of quotations, information, opinions, or ideas contributing to his or her work. These standards pertain to all work, paper or electronic.
- Academic cheating, including, but not limited to, unauthorized copying of academic work of another and collaboration for use of notes or books on examinations without prior permission of the faculty.
- Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
- Submission of substantial portions of the same academic work for credit more than once without authorization.
- Submission of another student's work as your work.

Professional Integrity

Student behaviors that do not meet the standards of professional integrity include, but are not limited to:

- Violation of program policies.
- Falsification of records.
- Signing in, or reporting time of arrival or departure for course activities for another student or requesting another student to do so for him/her.
- Inattention to duty during clinical hours such as performing under sleep deprivation, leaving the clinical facility without permission and accepting or making personal phone calls or texts
- Insubordination, including refusal to accept direction from faculty.
- Immoral or indecent conduct of any nature.
- Using vulgar or abusive language.
- Possession of or being under the influence of mind-altering substances.
- Threatening, intimidating or coercing others
- Unauthorized possession, use, copying, reading or sharing of patient records or disclosure of information contained in such records to unauthorized persons.
- Possession of patient identifying information outside of clinical setting.
- Unexcused lateness or absenteeism.
- Turning in late assignments without prior approval of faculty.
- Disregard for any rule, regulation or practice of the clinical facility.
- Any action or attitude that would be detrimental to the interests, safety or health of any patient.
- Failure to abide by the social media policy
- Disclosing contents of an exam or quiz to anyone.

Students are expected to practice within the guidelines and boundaries of the profession as stated in the Minnesota Statute and Minnesota Board of Nursing Rules. The only title that may be used when acting in the capacity of a student in the Nursing Program, and the format for your signature on clinical documents is **Your Name, SN (for student nurse)**. Students who have other titles (e.g., LPN, RT, MD, PhD, JD) **may not** use these titles in the capacity of a Minnesota State College Southeast Nursing Program student and/or under the guidelines of the Minnesota State College Southeast Nursing Program.

When a student's behavior or performance does not meet the standards of academic or professional integrity, the student is at risk for dismissal from the nursing program. (See Due Process policy.)

Refer to the MSCS Student Handbook for Student Conduct/Academic Honesty policy.

Nursing Program Course Requirements

Each semester students will take nursing courses that encompass concept-based delivery of nursing theory, laboratory experiences, simulated scenarios, and clinical practice. Curriculum taught in a concept-based format decreases the need for large amounts of content, teaches application of material to better prepare students for the National Council Licensure Examination (NCLEX) exam, and reflects contemporary nursing practice. Students will acquire knowledge about nursing via lecture, case studies, small group discussions, role-playing, and a variety of additional teaching resources. This knowledge will be applied in both on-campus and in clinical practice settings.

Course materials

At the beginning of each semester, students will receive a course outline and syllabus for each nursing course in which they are registered. The course textbooks are required and may be purchased from the MSCS Bookstore or other source. The Evolve/Elsevier Learning System is used in the nursing programs and provides student textbook resources, case studies, practice tests, and skill performance videos, and simulated electronic health records. The Evolve/Elsevier system incorporates HESI exams and remediation to increase learning capability.

Written assignments

Grading criteria for written assignments will be identified in each individual course. Since care, precision and skill in composition are an important part of nursing, points may be lost for inaccuracies in spelling, grammar, and punctuation, for poor logic, lack of clarity and incorrect information. The nursing profession uses American Psychological Association (APA) format and use of this style is expected with all papers/assignments.

Official Program Communication Systems

D2L Brightspace: General Nursing Information Site

The D2L General Nursing Information Site serves to communicate such things as program announcements, and program information pertinent to all students. All currently enrolled nursing students will have access to this site throughout the academic year including summer. The college provides training with ongoing updates posted as needed. **ALL STUDENTS ARE HELD RESPONSIBLE FOR INFORMATION POSTED ON D2L Brightspace.** It is strongly advised that you access and read the messages posted on D2L Brightspace daily.

E-Mail Communication Requirements: Student Responsibilities

The student's college email is the primary means of communication at MSCS. **It is recommended that nursing students check their school email accounts several times a week.** The Nursing Department communicates program and course information regularly via email. Currently enrolled students have an MSCS student email account and students are responsible for information transmitted to them via email from MSCS Nursing instructors and staff. To access this e-mail account, go to the MSCS website.

External email accounts such as Hotmail, Gmail, and Yahoo accounts are NOT acceptable for communication with nursing faculty.

Bulletin Board

Located within the nursing department, the bulletin board is for student communication such as; employment opportunities, selling books, uniforms, or to post times of study groups, etc.

Nursing Faculty Advisor

Each nursing student will be assigned to a nursing faculty member upon registration in the first semester of nursing courses. The advisor serves as a resource for questions pertaining to the nursing program and the student's progress within the nursing curriculum. Students may contact their advisor via the College email, visiting their office, or by phone at any time in the semester. Barring any unforeseen events, students will have the same faculty advisor as long as they are enrolled in the program. Faculty advisors are also available to assist students with other academic issues or concerns. The school also has counseling staff and services available to help students with personal concerns and job seeking and keeping skills.

While advisors are here to assist students, the responsibility for registering for the classes needed to complete your program, as well as having the prerequisites for those classes, rests with the student.

Clinical Course Policies

The nursing program reserves the right to exit a student at any point in the program for unsafe /unethical/unprofessional clinical performance or for a violation of the Code of Conduct at a clinical site. The purpose of the attendance policy is to ensure quality education for the student. Because of the large volume of material covered each day, and because clinical laboratory experience validates learning objectives, it is extremely important that attendance at clinical is mandatory.

1. If late or absent, students must **notify their clinical faculty at least 30 minutes prior** to the clinical start time, in the fashion set forth by the clinical faculty. All missed clinicals must be remediated. Clinical remediation must be initiated by the student within two business days of the absence and completed within one week. Consequences for an unexcused absence will be determined through the academic due process as outline in this handbook. A student with more than one absence from clinical will be required to meet with their faculty. Any absence may result in the student being unable to successfully complete the complete requirements needed to pass the course, due to inability to meet the course objectives.
2. Students are expected to be on time for their clinical experiences. Tardiness is considered a breach of professional standards for nursing students. **If the student is late to clinical and has not notified the instructor**, the student may be sent home and the experience will be identified as a clinical absence. Cases of repeated tardiness may result in course failure and/or nursing program exit.
3. Clinical learning experiences are limited and based on availability, per healthcare facility. The ability to schedule make-up clinical experiences may or may not be possible on a space available basis.
4. Daily evaluation of student performance by the nursing instructor will be based on written criteria established in the clinical rubric.
5. When there is evidence of concern over student clinical performance, due process will be followed.
6. While at ANY clinical setting the student is representing MSCS, students are NOT allowed to use a cell phone **without prior permission** from the facility representative and the instructor. If there is an emergency, please speak with the faculty for special accommodations.

Student Responsibilities for Clinical Rotations

1. All Clinical health requirements complete and uploaded in Verified Credentials or Castlebranch. **Mantoux or completion of chest x-ray (every 5th year) and symptom questionnaire and Influenza immunization are ANNUAL renewals. If students do not have requirements uploaded prior to the first day of clinical, the student will not be allowed to attend clinical which could result in course failure.**
2. Has successfully completed all nursing and general education courses that are prerequisites for the course. Is attending co-requisite course as indicated.
3. Attends scheduled clinical sessions on or off campus.
4. Arrives on time.
5. Is awake and alert

6. For safety reasons, does not work a night shift prior to a clinical day shift. This includes working between the hours of 11 p.m. the evening before prior to the start of a clinical day shift the following day.
7. Adheres to MSCS Nursing Department's Dress/Grooming Code. (Refer to the Dress/Grooming Code in the Nursing Student Handbook).
8. Notifies the instructor if ill, late, or unable to come for pre-clinical or clinical experience **at least 30 minutes prior to** start of the scheduled experience.
9. Shows evidence of preparation for clinical PRIOR TO the clinical session at a level consistent with course objectives:
 - A. Is able to state and demonstrate knowledge regarding assigned clients, such as:
 - . medical diagnosis
 - . diet and activity level of client
 - . medications (actions, dosage, side effects, time and method of administration)
 - . nursing intervention (e.g. procedures and treatment)
 - . special precautions for client
 - B. Provides **written documentation** outlining the action(s) to be taken when caring for assigned client as determined in the course syllabus or by the clinical instructor, and at what time the action(s) will be taken.
10. Provides for physiological safety (e.g. practices principles of infection control, administers medications safely, uses side rails and restraints safely, attempts only care assigned and for which student has had preparation).
11. Provides for psychological safety (e.g. is respectful, kind, uses therapeutic techniques in interactions and does not cause client anxiety).
 Implements steps of the nursing process, consistent with course objectives and scope of practice (e.g. observes and/or reports essential data; sets priorities, etc.)
 Utilizes the communication process appropriately
12. Assumes legal responsibilities for providing safe nursing care (e.g. reports medication error, following institutional protocol and completing Nursing Department Student Incident Form). (See Appendix A)
13. Immediately notified faculty and completes needle stick exposure form (Appendix D)
14. Immediately reports injuries sustained to the faculty
15. Shows evidence of appropriate professional behavior, for example:
 - A. [Adheres to American Nurses Association \(ANA\) Code of Ethics.](#)
 - B. Complies with institutional policies/protocols.
 - C. Demonstrates honesty and integrity in all communication and behavior.
16. Completes clinical assignment within designated timeframe.
17. Maintains a relationship with instructor that is characterized by mutual respect and cooperation and is conducive to learning.

DRESS/GROOMING CODE

Professional nursing requires prudent and reasonable behaviors. The nursing student must present a clean and well-groomed appearance. The uniform worn at the clinical sites must be CLEAN and should allow a wide range of movement with dignity and modesty. Nursing students must wear a designated uniform color and style. Information on ordering the uniform is provided to students during the nursing orientation session prior to beginning the nursing program.

The following criteria apply whenever wearing the standard uniform:

1. Uniform must be **CLEAN** and **UNWRINKLED**.
2. An MSCS photo ID badge, **which identifies the individual as a nursing student** from the College, must be worn on the uniform whenever the student is in the clinical setting in a student capacity.
3. Students will wear a white uniform top and navy blue bottom (pants/skirt). They may not be denim, knit, or have elastic or cuffs at the ankle. The length of a skirt should be knee length or longer, so that when arms are raised, the skirt is not mid-thigh or above. Skirt must not be too long or loose to compromise patient or student safety.
4. All uniform tops and/or lab coats need to have the MSCS student emblem sewn on the **left upper arm** of the garment. Scrub tops may be worn outside the pants. A plain **white** shirt or turtleneck may be worn under the top. Long sleeves must be able to be pushed up to the elbow for sanitary reasons.
5. Shoes must be CLEAN and WHITE, NAVY or BLACK leather or vinyl with matching laces.
6. White socks or hose may be worn with pants. White nurse's stockings must be worn with skirt.
7. **Students have the option of wearing a white lab coat in addition to their uniform.** A white lab coat is required to have the MSCS student emblem sewn on the **left upper arm** of the garment. Students may wear a lab coat with business casual dress if they come in to the hospital or any clinical site to select clients for clinical experience. The MSCS Nursing name badge must be worn with the lab coat.
8. Only small, stud-type earrings may be worn in ear lobe and are limited to one small post earring per ear. Large, dangling and/or hoop earrings are not allowed. Other jewelry is limited to one ring and watch.
9. Nose, cheek, tongue, lip or other oral/facial jewelry, or tattoos must comply with the facility clinical policy.
10. Fingernails must be no longer than 1/4th inch. No artificial nails or nail polish allowed.
11. Underarm deodorant may be used but NO colognes, perfumes, or aftershave lotions.
12. Hair must be clean, neat, and odor free. Long hair must be tied back and under control. Facial hair must be clean-shaven or have beard/mustache that is clean and trimmed.

13. Students who smell of cigarette smoke, alcohol, or body odor may be sent home at the discretion of the instructor. The nursing program has a no smoking policy during clinical hours.
14. Gum chewing is not allowed at the clinical site. Breath mints are allowed.

Social Media Policy

The Minnesota State College Southeast Nursing Program supports the use of social media, which has become an important communication tool for our college community. This policy applies to the Minnesota State College Southeast Nursing Program students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical, simulation lab, and theory course activities. Distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and the American Nurses Association Code of Ethics whether discussed through traditional communication channels or through social media.

Examples of social media include, but are not limited to, LinkedIn, Wikipedia, Snapchat, Instagram, Facebook, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, YouTube, etc. 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.

Students are expected to represent Minnesota State College Southeast and the Nursing Program in a fair, accurate and legal manner while protecting the reputation of the institution and our clinical partners. When publishing information on social media websites, be aware that information may be public for anyone to see and can be traced back to you as an individual, and may result in dismissal from the nursing program and possible legal action.

The student will:

1. Protect confidential, sensitive, and proprietary information. Do not post confidential or private information about the College, staff, students, clinical facilities, patients, or others with whom one has contact in the role of a Century College nursing student. Never use/post names or identifying information of patients and/or families. Use faculty or clinical site name or contact information with respect and discretion.
2. Respect copyright and intellectual property. When posting, be mindful of the copyright and intellectual property rights of others and of the College. For guidance, review the Minnesota State policy related to intellectual property and copyright.
3. Not use Minnesota State College Southeast or the Nursing Program marks, such as logos and graphics, on personal social media sites. Do not use Minnesota State College Southeast's name to promote a product, cause or political party or candidate.
4. Not engage in personal phone conversations or texting at any time while in clinical or in the classroom. If needed to respond to an emergency text or phone call during class, the student will leave the classroom and respond as necessary.
5. Not videotape faculty or fellow students for personal or social media use without the verbal or written permission of the faculty or fellow student. No photos or videos may be taken on clinical site property or at off-property clinical experiences, even if the photo or video does not contain images of patients/clients. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility management.
6. Be aware of your association with Minnesota State College Southeast in 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 and potential employers. When posting your

views, you should neither claim nor imply you are speaking on Minnesota State College Southeast's behalf, unless you have written authorization from nursing program management.

The Student Agreement Verification Form is initialed and signed upon entry to the Nursing program, which indicates the student will follow the Confidentiality and Social Media Policies throughout the educational experience. Students will follow procedures allowing for due process and appeal according to Minnesota State policies as well as those of the Minnesota State College Southeast Nursing Program.

Further Information: Nursing students are preparing for a profession which provides services to a public that expects high standards of behavior. Adhere to all applicable College privacy and confidentiality policies. You are legally liable for what you post on your own site and on the sites of others. Individuals have been held liable for commentary deemed proprietary, copyrighted, defamatory, slanderous, libelous or obscene (as defined by the Courts).

Employees are increasingly conducting Web searches on job candidates before offering employment opportunities. Therefore, think carefully before you post any information on a social media website. You can set your site so 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.

Consequences: Violations of patient/client privacy with or without 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 and/or dismissal from the program according to due process. 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, such as music, videos, text, etc. Students who violate clinical site policy may be unable to complete the nursing program if the clinical site does not allow them future access to the site. As well, the clinical site policies may prohibit any student who violates their policies from being hired at that site in the future.

NOTE: Nursing Program policies are subject to change. Students will be notified of changes in policy prior to implementation of the change.

Equal Opportunity Program:

Minnesota State is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Student Complaints should be directed to the Dean of Students, Josiah Litant (Josiah.Litant@southeastmn.edu). If you require an accommodation for a disability, please contact Disability Services. Employee complaints should be directed to the Director of Human Resources.

Program Resources

Nursing Department Faculty & Staff

Nursing faculty teach both didactic courses and the Lab/Clinical course(s). Since their responsibilities frequently take them off campus, you are encouraged to see faculty during their office hours. Faculty schedules are posted next to their office doors and they may be reached by e-mail.

Nursing Skills Laboratory

The on-campus Nursing Skills Laboratory is furnished with supplies and equipment, which are applicable to nursing practice. The lab is also open during designated “open” hours for practice sessions. Please consult faculty regarding times of open labs.

Nursing Program Meetings:

Faculty: Hold bi-monthly to discuss Nursing Program matters such as curriculum content, policies, and other issues. Student cohort representatives will invited to attend throughout the semester. Please contact the Director of Nursing for more information.

Student Support Services

Bookstore	ESL and ELL Students	Student Activities
Bus Transportation	Health and Wellness	Students of Diversity
Campus Security	Insurance	Students with disabilities Career
Assessment	Learning Resource Center	
Counselor, Guidance	Lockers	
Career Services	Program Resale Services	
E-Mail		

Disabilities Services

Students with disabilities, including learning disabilities, who request accommodation(s) should contact Disability Services (651-385-6309) for advising and arrangement of appropriate accommodations.

Learning Resource Center

The Learning Resource Center (LRC) on each Campus provides educational support services to students including:

- A. Computer Lab
- B. Library Services
- C. Basic Skills Testing
- D. Tutoring

Refer to the [MSCS Student Handbook](#) for additional contact information.

**Minnesota State College Southeast
Nursing Department**

Appendix A: Student Incident Form

Date of incident: _____ Student(s) involved: _____

For safe and effective performance, students are expected to comply with the stated policies of the technical college, the nursing program and its associated facilities. Students are responsible for their performance. Students are legally responsible for their clinical performance and will render nursing care within the stated clinical objectives and safety guidelines of each clinical rotation.

Any incident requires documentation and review in order to provide information for any changes to assist in the prevention of future incidents.

1. Description of the incident:

2. Conference:

3. Recommendations: (related to student's responsibilities/compliance/goals, period of re-evaluation)

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Director Signature: _____ Date: _____

**Minnesota State College Southeast
Nursing Department**

Appendix B: Letter of Concern

A Letter of Concern may be issued to a student for unsatisfactory behavior or progress in a nursing course, unsafe performance in the clinical setting, and/or noncompliance with Nursing Program policies.

Two (2) Letters of Concern throughout the Nursing Program will result in the student being exited from the Nursing Program.

Student:

Date:

Dear

This is a letter of concern regarding

If you have any questions regarding this letter, please do not hesitate to contact me.

Faculty Signature

Faculty Name

Phone

Email

Minnesota State College Southeast Nursing Department

Appendix C: Drug Testing Policy

Purpose:

The [American Nurses Association Code for Nurses with Interpretive Statements](#) outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated by the profession. According to the Code of Ethics, members of the nursing profession are obligated to take appropriate action regarding any instances of impaired practice by individuals that place the rights or best interests of the patient in jeopardy (Provision 3.5). Nurses must be vigilant to protect the patient, the public, and the profession from potential harm when nursing practice in any setting appears to be impaired (Provision 3.6). The Minnesota State College Southeast (MSCS) Nursing Department is therefore committed to providing and maintaining an environment that is free from the influence of illegal drugs and alcohol in order to help maintain the health, safety, and well-being of students and faculty on campus, and patients, employees, and visitors in the clinical setting. The MSCS Nursing Department has therefore adopted this policy that applies to all students.

Policy:

- The illegal use, possession, transfer, manufacture, distribution, dispensation, sale, and being under the influence of drugs and inhalants while attending classroom or clinical activities on or off campus are prohibited.
- Diverting drugs from MSCS will be considered theft and grounds for immediate dismissal.
- Tampering with the collection of a specimen will be grounds for discipline up to and including dismissal from the nursing program.
- The use and possession of properly prescribed drugs or medications is permitted provided they do not interfere with the student's performance in the classroom, lab, and/or clinical setting. The student is obligated to notify his/her instructor if there is a question about the ability to perform while taking prescribed medications.
- Returning to the classroom, lab, or clinical setting after consuming alcoholic beverages is a violation of this policy and grounds for discipline.

Testing:

In order to carry out our commitment to an alcohol and drug free environment, all students admitted to the nursing program at MSCS are subject to testing in accordance with Minnesota State law. The policy serves as the notice required under statute and will be provided to all students who are requested to undergo testing.

Reasonable suspicion: Students may be required to be tested if MSCS nursing faculty reasonably suspects that the student:

1. is under the influence of drugs or alcohol and/or
2. has violated MSCS nursing department rules prohibiting drug and alcohol use.

Additional Consideration:

Prescriptions Medications: Physician prescribed drugs or controlled substances can adversely affect performance and patient safety in the clinical setting. Therefore, students taking such medications should talk to the prescribing physician to determine if taking such medications poses a threat to the student's health or safety on the job, or that of others. If it is believed such a threat exists, the student is obligated to inform his or her instructor.

Right to Refuse: A student has the right to refuse to be tested. However, a refusal will be treated as a failure to comply with this policy and may result in disciplinary action up to and including dismissal from the nursing program.

Confidentiality: Test results reports and other associated information acquired during the testing process is confidential information and will only be disclosed as permitted or required by law, or with the written consent of the student being tested.

The Laboratory: the National Institute on Drug Abuse, the College of American Pathologists, or the Minnesota Department of Health and Human Services will certify the laboratory selected to perform the testing.

Costs: Costs incurred related to initial and confirmatory drug and alcohol testing under the reasonable suspicion drug testing policy are the responsibility of the student.

Negative Test Results: Students who test negative on an initial or confirmatory test will be provided with written notice of the test results within three (3) days after the MSCS nursing program has been notified of the result. Students whose initial or confirmatory drug test results are negative who have missed clinical time due to reasonable suspicion drug testing will be provided with the opportunity to make up the clinical days that have been missed.

Positive Test Results: A confirmatory test will automatically be performed on all samples that result in a positive test on an initial test. Positive test results will be reported to the Dean and/or Director of Nursing. Individuals who test positive on the confirmatory test will be notified in writing of the test result and has the right to explain the result within three (3) days after the MSC-ST nursing program has been notified of the results.

Consequences of Positive Test Results:

Drug Tests – Any student who tests positive for marijuana, cocaine, opiates, amphetamines, and/or phencyclidine (PCP) on a confirmatory drug test has violated the alcohol and drug policy and is therefore ineligible to progress in the nursing program, and will be referred to a substance abuse professional. A student who has violated the Drug Testing Policy will be eligible to apply for readmission to the nursing program after one calendar year from the semester in which the violation occurred. The student must provide documentation of completion of substance abuse treatment in order to be considered for readmission to the nursing program.

Alcohol Tests – Any student who tests positive for alcohol in any amount on a confirmatory test has violated the drug and alcohol policy and is therefore ineligible to progress in the nursing program, and will be referred to a substance abuse professional. A student who has violated the Drug Testing Policy will be eligible to apply for readmission to the nursing program after one calendar year from the semester in which the violation occurred. The student must provide documentation of completion of substance abuse treatment in order to be considered for readmission to the nursing program.

Reasonable Suspicion Determination Checklist and Collection Procedures

The following process should be followed when determining the need for a reasonable suspicion drug and alcohol test. The instructor shall obtain the facts and use this form to document the circumstances for the requested drug testing, including information from the student that may provide an alternative explanation for the observed behavior if reasonable to do so under the circumstances. Documentation should include the sources of information (direct observation, co-student report, third party report, police, etc.), date and time of observations, and other witnesses. The request of testing must be based on more than mere speculation, rumors, or intuition, and must be based on objective, observable symptoms of manifestations associated with being under the influence of an illegal drug or alcohol.

Determination Checklist:

The purpose of this form is to assist the instructor in documenting the facts and circumstances behind a decision to request a student to undertake a reasonable suspicion drug test.

Circle the pertinent items based on your observation of the student. Ask a second instructor or other professional, if available, to observe the behavior of the suspected impaired student and complete a duplicate form.

1. **Walking/Standing:**

Normal Stumbling Staggering Swaying Falling Unsteady Holding On Unable to Walk

2. **Speech:**

Normal Shouting Silent Slobbering Threatening Whispering Slow Slurred Rambling/Incoherent

3. **Demeanor:**

Normal Sleepy Crying Silent Talkative Excited Fighting

4. **Actions:**

Normal Resistant Fighting Threatening Erratic Drowsy Hostile Profanity Hyperactive

5. **Eyes:**

Normal Bloodshot Watery Glassy Droopy Closed Blank Stare

6. **Face:**

Normal Flushed Pale Sweaty

7. **Appearance/Clothing:**

Normal Unruly Messy Dirty Partially Dressed Bodily Excrement Stains Stains on Clothing

8. **Breath:**

Normal Alcohol Odor Faint Alcohol Order No Alcohol Order Marijuana Odor

9. **Movements:**

Normal Fumbling Jerky Slow Nervous Hyperactive

10. **Eating/Chewing:**

Normal Fumbling Mints Other (Identify, if possible)

- If there is reason to believe the student is impaired, the student is to arrange for alternate transportation home or a taxi voucher will be offered. If it is felt that medical attention is necessary, the student will be referred to ER.

INSTRUCTOR ACKNOWLEDGEMENT:

Based on the above, it is determined that **reasonable suspicion exists** to have this student tested for drugs and alcohol.

Signature: _____ Date: _____ Time: _____

Signature: _____ Date: _____ Time: _____

Based on the above, it is determined that reasonable suspicion **does not exist** and the student is allowed to return to the classroom/clinical setting.

Signature: _____ Date: _____ Time: _____

Signature: _____ Date: _____ Time: _____

STUDENT ACKNOWLEDGEMENT:

I have been provided with a copy of the Student Drug and Alcohol-Testing Policy and have had an opportunity to review the policy. I admit that I have violated the Policy and do not wish to undergo testing. I understand in admitting my violation of the Drug and Alcohol-Testing Policy, I am admitting to a positive, unexplained test. Therefore, I will be offered the opportunity to participate, at my own expense or pursuant to coverage under a student benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined after consultation with a chemical dependency professional.

Signature: _____ Date: _____ Time: _____

Print Name: _____

Drug and Alcohol-Reasonable Suspicion Testing Consent Form

The Minnesota State College Southeast (MSCS) Nursing Program has adopted a Drug and Alcohol-Testing Policy that provides for the testing of students when reasonable suspicion of drug or alcohol use exists. An assessment of your behavior suggests that reasonable suspicion exists; therefore, you are being requested to consent to a urinalysis. You have the right to refuse to be tested; however, a refusal will be treated as a failure to comply with the Drug and Alcohol Testing Policy and my result in disciplinary action up to dismissal from the nursing program/

By signing your name below, you are consenting to a drug and alcohol test. Precautions will be taken to maintain the confidentiality of test results.

Signature: _____

Print Name: _____

Date: _____

Minnesota State College Southeast Nursing Department

Appendix D: Needle stick policy

The following policy is to be followed exactly in the event a person experiences a needle stick or other actual exposure to blood or body fluids while participating in off-campus clinical experiences:

1. Report incident to Nursing Faculty (source person to accompany exposed person to report incident, if applicable).
2. Notify the Clinical Supervisor at the facility or clinical agency.
3. Follow the facility's policies or procedures following the exposure.
4. The student notifies their healthcare provider the same day or following business day and follows any recommendations.
5. The clinical supervisor completes State of Minnesota Incident Report.
https://www.minnstate.edu/system/finance/facilities/insurance-riskmgmt/pdf/rmd-pc-property-liability-loss-notice_tcm36-283350.pdf
6. Each person is encouraged to initiate testing and/or prophylactic treatment for blood borne diseases within 1 hour of exposure. This may be done with a health care provider of choice. If the individual has no designated health care provider, an appropriate referral will be made (refer to listing of public clinics/agencies).
7. Each person is responsible for all costs associated with his/her testing, prophylactic treatment, and follow-up care.
8. Because of each person's right to privacy, individuals may decide whether to be tested and whether to disclose test results to faculty or other students. The source person will be asked to voluntarily and confidentially share blood borne disease status with Instructor and/or Program Director.
9. If the source person decides not to be tested or does not disclose test results, the Center for Disease Control guidelines recommend:
 - ☐ HIV and Hepatitis testing be done on the exposed person immediately post-exposure and three, six, and twelve months post-exposure.
 - ☐ Beginning prophylactic treatment within one hour, or as soon as possible.
10. Each individual is encouraged to follow the advice given by the Health Care Provider.

**Minnesota State College Southeast
Nursing Department**

Appendix E: Request for Program Re-entry

Name _____ Student ID # _____

Address _____

Home Phone _____ Work Phone _____

List course(s) for which you are requesting re-entry _____

Last nursing course (s) successfully completed _____

1. Identify the reason you are requesting re-entry:

2. Describe how you studied and prepared for the course/requirement in which you were unsuccessful.

3. Describe any circumstances which may have prevented you from successfully completing the Nursing Program requirements and/or which contributed to your leaving the Program.

4. Describe your plan for completing the Nursing Program requirements should your request be accepted.

5. Attach any other data as needed.

Student Signature and Date

<p>Action by Faculty and/or Director of Nursing</p> <p>_____ Approved</p> <p>_____ Approved with conditions</p> <p>_____ Denied</p> <hr/> <p>Signature</p> <hr/> <p>Date of Disposition</p> <hr/> <p>Date Stuent Notified</p>	<p>Faculty and/or Director of Nursing Comments/Conditions:</p>
---	--

**Minnesota State College Southeast
Nursing Department**

Appendix F: Nursing Program Re-entry Contract

Student Name: _____ ID#: _____

Requirements of Re-entry:

Students may apply for re-entry only once. Re-entry is on a space-available basis in this and subsequent semesters of the nursing program. Candidates for available spaces will be entered in rank order of cumulative GPA.

Re-entry must be requested using the process outlined in the Nursing Student Handbook.

Students are responsible for reviewing any implications to loans or financial aid. A load of fewer than six credits often has an effect on loans and financial aid.

All students must comply with the current health and clinical requirements to be re-entered into the program.

Non-compliance with the provisions of this contract may result in dismissal from the nursing program.

Other (initial each requirement):

- _____ Attend tutoring a minimum of 2 hours per week
 - _____ Attend open labs for a minimum of _____ hours per week
 - _____ Meet with faculty weekly/every two weeks/monthly
 - _____ Meet with the Director of Nursing monthly
 - _____ Other:
-
-

Reminder: Drop all courses for which you are ineligible to avoid being charged tuition for these courses.

Courses to be repeated: Semester/Year _____

Action by Faculty / Director of Nursing: Re-entry Approved _____ Re-entry Denied _____

I agree to abide by the provisions of this contract.

Student Name (Please print)

Student Signature

Nursing Faculty / Director of Nursing
Revised 06/2019

Date

Minnesota State College Southeast Nursing Department

Appendix G: Hesi Remediation Policy

Following HESI Specialty and Exit Exams, students are required to remediate. Remediation requirements are dependent on individual student HESI scores for each exam. HESI Exam Scores can be indicative of the student's level of risk for success in the program and on NCLEX. Student with lower HESI scores require more intense remediation.

All students must complete a Remediation Plan Requirement for approval by their theory lead, and then complete the remediation specified in the requirement. Students receive the HESI Exam reports and correlating online remediation within 48 hours of the exam being closed. From the HESI Exam student report, students can develop their personal plan for remediation. Students will list specific activities they will complete in order to understand their missed concepts/content. Students will complete the Remediation Plan Requirement (see template attached), gain faculty approval for the plan, and then notify faculty when the remediation is complete.

* Remediation must be completed by faculty designated due date. Remediation is a course requirement and not completing all requirements of the course will result in a failing grade.

Students will not be eligible for admission into the second version of the HESI Specialty Exam or Exit Exam unless they complete the remediation requirement of the first version.

The second HESI exam will also have remediation following the requirements below. This work **MUST** be completed by faculty designated due date .

Students can develop other forms of remediation that are subject to faculty approval (document how this completion of remediation will be determined).

** Student must be logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. Time spent in remediation content is monitored and students can break up the required remediation hours into multiple sessions.

*** When using Adaptive Quizzing as remediation after HESI exams, use Custom Exams and not Mastery exams. Additionally, it is advised that only ONE priority content area and sub topic area be selected for each quiz (as opposed to combining multiple topic areas into a quiz with more questions).

**** HESI Case Studies that are not used in class assignments can be used. Consult faculty for available Case Studies.

Our goal as a nursing program is to assist you in being successful not only in our program but successful in passing your NCLEX exam boards. Education is expensive, so to allow you to pass our program but not give you adequate assurance of your ability to pass the NCLEX exam would be a great disservice to you.

Student Remediation Plans based on HESI scores

HESI score 900 or above	Complete online remediation provided in HESI Student Access specific to the exam. A minimum of TWO hours of study is required.**
HESI score 850-899 REQUIRED	1- Complete online remediation proved in HESI Student Access specific to the Exam. A minimum of TWO hours of study is required.** 2-Develop TWO 30-question custom quizzes in Evolve Adaptive Quizzing for NCLEX. Each quiz hould reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80 % score is achieved. ***
HESI score 800-849 REQUIRED	1- Complete online remediation proved in HESI Student Access specific to the Exam. A minimum of THREE hours of study is required.** 2-Develop THREE 30-question custom quizzes in Evolve Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80 % score is achieved. ***
HESI score 750-799 REQUIRED	1- Complete online remediation proved in HESI Student Access specific to the Exam. A minimum of FOUR hours of study is required.** 2-Develop FOUR 30-question custom quizzes in Evolve Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80 % score is achieved. *** 3-Select one HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80 % score. ****
HESI score 700-749 REQUIRED	1- Complete online remediation proved in HESI Student Access specific to the Exam. A minimum of FIVE hours of study is required.** 2-Develop FIVE 30-question custom quizzes in Evolve Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80 % score is achieved. *** 3-Select one HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80 % score. ****
HESI score 699 or below REQUIRED	1- Complete online remediation proved in HESI Student Access specific to the Exam. A minimum of SIX hours of study is required.** 2-Develop SIX 30-question custom quizzes in Evolve Adaptive Quizzing for NCLEX. Each quiz should reflect ONE priority content area and sub topic area of weakness identified in your HESI Exam Student Report. Continue to take until 80 % score is achieved. *** 3-Select two HESI Case Study in a content area of weakness based on your HESI Exam Student Report and complete with 80 % score. ****

**Minnesota State College Southeast
Nursing Department**

Appendix H: Student Verification of Policy Form

Statement of Student Responsibility/Confidentiality		Initial
I understand I have an obligation to follow all facility policy and procedures, and hold confidential all information concerning the clients at clinical facilities. I understand any carelessness or thoughtlessness or release of any patient information is not only ethically wrong, but may involve the individual and the clinical facility legally and may be grounds for dismissal from the Nursing Program. I agree to adhere to the professional standards of confidentiality while enrolled in the Nursing Program at Minnesota State College Southeast (MSCS). I will not disclose information about my clients, their families or information about fellow students that may be obtained during my studies in Nursing.		
Universal Precautions Statement		Initial
As a student at MSCS, you have an obligation to use protective procedures against exposure to and transfer of body substances, diseases and disorders. I acknowledge that I have instruction (at either Minnesota State College Southeast or elsewhere) in the proper isolation and Universal Precautions (Body Substance Isolation) procedures for protecting ones-self from direct exposure to most body substances. I also verify that I understand the procedures and principles underlying these precautions and I understand I am responsible for carrying-out these procedures in the classroom and in clinical facilities.		
Authorization for the Release of Background Information		Initial
I hereby authorize <i>Minnesota State College Southeast</i> to release information contained in its files (including but not limited to reports, records and letters or copies thereof) regarding a background study performed by the Department of Human Services, or a request to the Commissioner of Health for reconsideration of a disqualification, to determine my eligibility to participate in clinical placements to fulfill the requirements of the <i>Nursing Program at Minnesota State College Southeast</i> . This information may be released to any of the facilities used for clinical experience. I understand that the facility will review this information to assess whether I may be permitted to participate in a clinical placement for the Nursing Program. If background clearance is denied/not received by the Department of Human Services, I understand that I will be removed from clinical courses until background clearance is obtained. I understand that I am not legally obligated to provide this information. If I do provide it, the data will be considered private data under state and federal law, and released only in accordance with those laws, or with my consent. I provide this information voluntarily and understand that I may revoke this consent at any time. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents.		
Receipt of Nursing Program Student Handbook		Initial
The MSCS Nursing Department provides access Nursing Program Student Handbook upon acceptance. I verify that I have accessed and reviewed the Nursing Student Handbook and am responsible to view updates to the handbook via the nursing website and follow the policies for the life of my career in the Nursing Program.		
Release of Hepatitis Liability		Initial
<input type="checkbox"/> I choose not to receive the Hepatitis B immunization series. <input type="checkbox"/> I choose to have the Hepatitis B immunization, but have not completed the Hepatitis B series. <input type="checkbox"/> I have completed the Hepatitis B immunization series and will provide the college with documentation. I agree to assume all risks in connection with immunization and fully release Minnesota State College-Southeast Technical and all Clinical Facilities associated with the Practical Nursing Program from any and all liability for any illness or damage to me by reason of my receiving the vaccine or of my failure to receive the vaccine		
Release of Health Information		Initial
I understand that there are conditions for which accommodations may be appropriate under the Americans with Disabilities Act and that the Nursing Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, I must contact the counselor's office. I grant Minnesota State College Southeast permission to share information contained in the HEALTH EXAMINATION FORM verifying overall mental and physical health to care for patients with those clinical institutions with whom I affiliate in my student role, should the clinical institution request or require it. I understand failure to sign this form or to provide the information requested could mean a clinical site may refuse me placement at their facility. The Nursing Program does not guarantee an alternative facility placement. I also understand that if no alternative facility placement is available, I may be unable to progress.		
Student Code of Conduct		Initial
I understand I have an obligation to conduct myself in a professional manner in all areas of classroom, lab and clinical. I will use professional communication through spoken voice, phone messages, and emails.		
Workers' Compensation		Initial
It is the position of the clinical facilities and the College/University that, as a nursing student, you are not an employee of either the clinical facilities to which you are assigned or the College/University for purposes of Workers' Compensation insurance. Any health care costs incurred during the period of time you are a student in the Nursing Program will be your responsibility.		
Student Printed Name	Student Signature	Date:
Witness Printed Name:	Witness Signature:	Date:

Minnesota State College Southeast
Nursing Department

Appendix I: Technical Standards for Entry-Level Nursing Programs

Nursing Program Essential Abilities

The Nursing program essential abilities listing is to make you aware of the **physical, cognitive, and mental capabilities** you may require once employed in a nursing position. These abilities are typical of the demands of a nurse in the work setting. The curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative, and interpersonal skills. If you have any questions regarding these, please contact the Nursing Program Director or the College Admissions Advisors.

Physical Activity Requirements

Occasional

- Crouching - positioning patients
- Repetitive motions - entering computer data
- Grasping - positioning patients
- Pulling - moving items that can weigh as much as 100 pounds

Frequent

- Pushing - transporting patients in wheelchairs or on carts using up to 50 pounds of force
- Pulling - assisting and moving patients off and onto carts using 8 to 40 pounds of force
- Lifting - moving patients (who can weigh more than 50 pounds) from wheelchair/cart or stretcher off and onto beds
- Fingering - entering computer data
- Carrying - carrying supplies/equipment that can weigh as much as 25 pounds

Routine

- Stooping - positioning and assisting patients in and out of wheelchairs
- Reaching - positioning patients and manipulating equipment
- Standing - clinical assignments may require prolonged standing
- Walking - transporting and assisting patients with walking. Walking to other areas of the department and hospital to do exams or have images interpreted
- Talking - must be able to communicate verbally in an effective manner with patients, co-workers, and physicians

Sensory Acuity Requirements

- Visual - See details at close range and at a distance
- Visual - Clinical assignments require working with printed and/or written documentation
- Visual - Students must be able to assess patient's condition, i.e., color, respiration, motion, etc.
- Visual - During clinical assignments, students are required to use a computer console
- Hearing - perceiving the nature of sounds during auscultation (listening) and percussion (tapping on a surface to determine the underlying structure)
- Feeling - perceiving attributes of patients and objects such as when positioning patients for procedures or palpating veins for IV insertion

Intellectual and Emotional Requirements

- Students must be able to make adaptations and respond with precise, quick, and appropriate action during emergencies
- Students must maintain patient confidentiality
- Students must be able to maintain a high standard of courtesy and cooperation in dealing with co-workers, patients, and visitors with satisfactory performances despite the stress of a hospital or clinic work environment
- Students must be able to learn to analyze, synthesize, solve problems, and reach evaluative judgment
- Students must be able to accept constructive criticism and adopt appropriate modifications
- Students must demonstrate appropriate emotional health required for utilization of intellectual abilities and exercise good judgment including critical thinking

Behavioral and Communication Requirements

- Able to interact with others verbally and in legible written form
- Demonstrate sensitivity, confidentiality, and respect when communicating with faculty, students, healthcare professionals, patients, family members, and significant others
- Display honest, compassionate, ethical, and responsible behavior
- Function as a team member and show respect for individuals when from different age, social, emotional, cultural, and intellectual backgrounds
- Be flexible and adapt to professional and technical changes
- Comply with safety procedures including the ability to wear safety glasses, facemask, protective clothing, and gloves
- Exhibit professional attitude in dress, attendance, punctuality, and conduct
- Follow established policies and procedures of the program and clinical sites

Clinical Situations

- Students may be subjected to electrical, radiant, and chemical hazards
- Persons in the nursing sciences have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials and, therefore, are included in the OSHA Exposure Control Plan with its specifications to prevent contact with the above materials

If you have a documented disability, there may be accommodations that can be made to assist in your successful completion of the program. Please see a college counselor.

Minnesota Statewide Technical Standards for Nursing Programs

These technical standards are required abilities for effective performance in MnState nursing education programs. The standards are compatible with the scope of practice as defined by the Minnesota State Board of Nursing. The examples show how a standard may be applied in entry-level nursing education programs. The examples listed are for illustrative purposes only and not intended to be a complete list of all tasks in an entry-level nursing program.

Reasonable accommodations to meet standards may be available for otherwise program- qualified individuals with disabilities. Contact the college/university's Disability Services Office as soon as possible for more information if you think you may need an accommodation for a disability.

Capability	Standard	Examples
INTELLECTUAL		
Cognitive Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a patient	Identify changes in patient health status Prioritize multiple nursing activities in a variety of situations
Critical Thinking Careful thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider "known facts" when new information becomes available and develop new "rules" when old ones fail or unavailable.	Critical thinking skills demanded of nurses require the ability to learn and reason, to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a patient.	Able to make effective decisions in the classroom and in the clinical sites Develop/contribute to nursing care plans that accurately reflect patient concerns Able to make decisions reflective of classroom learning in the clinical sites

Motor Skills	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient	Position patients Reach, manipulate, and operate equipment, instruments and supplies, e.g. syringes, sterile equipment, and monitors Perform/use electronic documentation Lift, carry, push and pull Perform CPR
Mobility	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient	Propel wheelchairs, stretchers, etc., alone or with assistance as available Transport supplies to patient room Work around bedside with other personnel Lift a child Move and lift patients in and out of bed, wheelchair or cart Assist with transfer and walking of patients who may require substantial support
Activity Tolerance	Ability to tolerate lengthy periods of physical activity	Move quickly and/or continuously Tolerate long periods of standing and/or sitting
COMMUNICATIONS		
Communication	Communicate in English with others in oral and written form Able to communicate with patients and members of the health care team in order to plan and deliver safe care	Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others Read, understand, write, and speak English Explain treatment procedures Initiate and/or reinforce health teaching Document patient responses Clarify communications received
Interpersonal Relationships	Interact with patients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with patients, families, and colleagues Respond in a professional/therapeutic manner to a variety of patient expressions and behaviors

SENSES		
Hearing	Auditory ability sufficient to hear normal conversation and/or assess health needs	Ability to monitor alarms, emergency signals, auscultatory sounds, e.g. B/P, heart, lung, and bowel sounds, cries for help, and telephone interactions/dictation Communicates with patients, families and colleagues
Vision	Visual ability sufficient for observation, assessment, and performance of safe nursing care	Observes patient responses Discriminates color changes Accurately reads measurement on patient-related equipment Read medication label Read syringe accurately Evaluate for a safe environment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	Performs palpation, e.g. pulse Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter
PSYCHOSOCIAL		
Psychosocial Behaviors	Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities	Demonstrate professional abilities of trustworthiness, empathy, integrity, and confidentiality Be able to change and display flexibility Learn to function in the face of uncertainties and stressful situations
ENVIRONMENTAL		
Environmental Adaptability	Ability to tolerate environmental stressors	Work with chemicals and detergents Tolerate exposure to odors Work in close proximity to others Work in areas of potential physical violence Work with infectious agents and blood-borne pathogens Work in environments that may have allergens, such as latex.

A task force of representatives from nursing education in Minnesota developed these Technical Standards. Educational institutions represented were: Bemidji State University, The College of St.

Scholastica, Lake Superior College, Itasca Community College, Rainy River Community College, Mesabi Range Community and Technical College, Hibbing Community College, and

Riverland Community and Technical College. Adaptations were made from the Core Performance Standards of the University of Arizona, Minnesota West Practical Nursing Program, and Iowa Community Colleges.

Presented to Minnesota Practical Nursing Education Directors' Association on 5/3/02, 1/24/03, and 4/4/03.

Revised 10/11/02, 1/21/03, and 3/28/03.

Presented and revised by Minnesota Practical Nursing Education and Associate Degree Education Directors' Association on 1/29/10.

Reviewed 6/16