



Department of Nursing

MINOT STATE UNIVERSITY

Department of Nursing

NURSING STUDENT HANDBOOK

2024-2025

Subject to Change Statement: This handbook has been prepared by the nursing faculty to provide information to enrolled students. The right is reserved to change any of the policies of the nursing department at any time. Students will be informed of policy changes. This entire document was reviewed January 2013, November 2015, March 2018, November 2018, January 2021, January 2024, November 2024.



Be seen. Be heard. Be inspired.

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Introduction

Purpose and Background Information

1. The purpose of the *Department of Nursing Handbook* is to provide a source for the written policies and procedures used by the Department of Nursing. The *Handbook* supplements the Minot State University Undergraduate Catalog and the *Minot State University Student and Faculty Handbooks*.
2. The *Handbook* has been developed by faculty and students in the baccalaureate nursing education program. This document facilitates progression through the nursing education program.

Accreditation

Minot State University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Department of Nursing is fully approved by the ND Board of Nursing. The baccalaureate degree program in nursing at Minot State University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

Revised 09/2021

Characteristics of Baccalaureate Nursing Education

The faculty in nursing subscribe to the view held by the American Association of Colleges of Nursing (AACN) and the American Nurses Association (ANA) that the BSN degree is the minimum foundation for professional nursing practice.

The faculty believes that the collegiate program in nursing provides students with a broad-based education in the arts, sciences, and humanities for self-development and professional practice. In such programs, students in nursing develop as scholars and share learning experiences with students entering other professions. Students are enabled to develop a broader view of, and increased knowledge about life. Students can expand their interests and capabilities for service in a professional career.

More than half of the nursing major is concentrated at the upper-division level to provide a strong foundation in the arts and sciences that can be utilized in learning professional nursing theory and practice. The program endeavors to prepare a competent, generalized professional practitioner in nursing who has sufficient background to pursue further specialization and graduate study in nursing. The faculty believes that the accountability for learning is the responsibility of the student. The role of the faculty is to facilitate that learning through multiple teaching strategies and the sequential development of knowledge. Clinical learning experiences provide for application of knowledge to real and simulated nursing practice situations to build competency.

History

The History of Department of Nursing at Minot State University

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|----------------|---|
| 1913, December | Minot State College established. |
| 1965 | Nursing Needs and Resource Committee of Upper Midwest identified need for nursing program in Minot. |

1968	Community-wide Committee, Lynn Aas and Dr. Richard Larson assisted in introducing legislation for establishment of a BSN program at MSU.
1969	House Concurrent Resolution #13 passed in the ND legislature authorizing the establishment of a BSN program at Minot State College. No financial authorization. Private local dollars used for 18 months for Director's salary. The applicants for the Sisters of St. Francis School of Nursing program were referred to MSC.
1969, July	Sister Mabel Meng, former Director of Sisters of St. Francis School of Nursing, became the first Director of Nursing at MSC. Resigned in 1975. Shared an office in the Science Building (Cyril Moore Hall) with refrigerators, tables and another faculty member and secretary. Moved to small office "broom closet," (also passage to photo lab) - near the main entrance of the Science Building.
1970, Spring	Federal HEW grant received for development of nursing program. Dakota Hall used for Fundamentals Lab.
1972	ND State Board of Nursing approval; application made for NLN Accreditation.
1973	First class to receive BSN degree - 17 graduates.
1975-1979	Francis Forrest Svee, Ed.D. - Director of Nursing.
1976, August	Nursing program moved to west wing of Hartnett Hall.
1979	Designated as Division of Nursing and Health Professions.
1979-1980	Mildred Galvin, M.S., R.N., Acting Director.
1979	Three-year grant #1 D10 NU 28039-01 Special Project Grant Application: "Nursing Curriculum Revision for Effective Education," received; provided funds for curriculum changes needed for accreditation. Grant began January, 1980.
1980-1981	Elagrace Reekie, Ph.D., consultant and project director for curriculum Revision. Chairperson, July 1980-December 1981.
1980, Fall	Implemented revised curriculum.
1981	Title changed to Division of Nursing and Health Management Science.
1981, December	Accredited by NLN for eight years.
1981	Graduates from 1973 through 1982 total 220.
1982, January	Valeda C. Fabricius, Ph.D. - Division Chair.

1984, July	Designated as School of Nursing and Health Management Sciences headed by a Dean.
1987, May	Designated as College of Nursing in Minot State University.
1989, Fall	Reaccredited by NLN for eight years.
1992, Fall	Converted to Semester system.
1994	Received continued ND State Board of Nursing Approval. Research and Professional Activity Forum, December 9, 1994. Impetus leading to the development of Mabel Meng Honor Society in Nursing.
1996	College of Nursing moved to 3 rd floor of Memorial Hall as part of the Institute for Rural Human Services, June, 1996.
1997	Evaluation visit from Sigma Theta Tau International, April 21-22, 1997.
1997, Fall	Reaccredited by NLN for eight years. Received continued ND State Board of Nursing approval.
1998	Omicron Tau Chapter, Sigma Theta Tau, International, Minot State University, Chartering ceremony, April 30, 1998.
1999, Fall	Valeda C. Fabricius Greenspan resigned as Dean October 29, 1999. Linda Pettersen, Appointed Interim Dean.
2001	Linda Pettersen, named Chairperson, Department of Nursing, College of Education and Health Sciences.
2004, Fall	Dr. Elizabeth Pross named Chairperson, Department of Nursing, College of Education and Health Sciences.
2005, Spring	Nursing Curriculum revision approved, MSU.
2006, Spring	Reaccredited by NLNAC for 8 years. Received continued ND State Board of Nursing Approval.
2006, Summer	Dr. Elizabeth Pross resigned as Chair. Mary Smith, appointed interim Chair.
2007, Summer	Kelly Buettner-Schmidt named Chairperson, Department of Nursing, College of Education and Health Sciences.
2007	BSN Completion Online Program started.
2008, April	Department of Nursing Conference Room dedicated and named for Sister Mabel Meng
2008, Fall	Implementation of Adult Health Maintenance Clinic at Henry Towers.

2009, Fall	Incorporation of High-Fidelity Simulation into Learning Resource Center.
2011, Summer	Kelly Buettner-Schmidt resigns as Chair. Mary Smith appointed as Interim Chair.
2011, Fall	Nicola Roed named Chairperson, Department of Nursing, College of Education and Health Sciences.
2011, Fall	Clinical Nursing Lab II opens.
2012, Spring	EMS Arcadia system for Simulation installed.
2012, Fall	Electronic Health Records incorporated into curriculum.
2013, May	Name change of accrediting agency from National League for Nursing Accrediting Commission (NLNAC) to Accreditation Commission for Education in Nursing, Inc., (ACEN)
2014, August	ACEN Board of Commissioners granted continuing accreditation with a Follow-Up Report in two years and the next evaluation visit Spring 2022.
2016, March	North Dakota Board of Nursing granted full approval of the Minot State University Baccalaureate Degree Nursing Education Program until March 2021.
2017, March	Accreditation Commission for Education in Nursing (ACEN) accepted follow-up report and granted continuing accreditation to the MSU Baccalaureate Nursing Program with the next onsite accreditation review during the Spring 2022 cycle.
2018, July	The BSN Program is accepted as a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington DC 20001, (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.
2020, February	The BSN Program at MSU hosts a three-day site visit for initial accreditation by the Commission on Collegiate Nursing Education.
2020 August	Nicola Roed resigned as Chair. Dr. April Warren appointed as Chairperson of Department of Nursing.
2020 October	Commission on Collegiate Nursing Education (CCNE) granted accreditation to the BSN program for 5 years, extending to December 31, 2025.
2020 November	MSU voluntarily withdrew from accreditation with the ACEN effective December 31, 2020.

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- 2021, April North Dakota Board of Nursing granted full approval of the Minot State University Baccalaureate Degree Nursing Education Program until February, 2026.
- 2021, August First White Coat Ceremony held for incoming pre-licensure nursing students.
- 2022, February Dr. April Warren resigned as Chair. Amy Lee, MSN, RN, CNE appointed as Chairperson of Department of Nursing.

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History of the Department of Nursing - Pin

The Nursing Pin

A symbol of the nursing profession, unique to each school, is the nursing school pin. Designs range from small and simple to large and elaborate multicolored designs. The lamp of Florence Nightingale lights many of them. This is the symbol for the Greek lamp of knowledge.

The first school pin was presented in 1880 to the class at Bellevue Hospital School of Nursing in New York City. The hundreds of school pins designed since then carry both traditional symbols and symbols understood by those who have graduated from the school.

The first pin of **Minot State University Department of Nursing** was presented to graduates in 1973. The Nursing pin is to be worn proudly and cherished by the graduate.

Reference: Medical Economics (1996). *RN Nursing School Pin Collection 1997 Calendar*. Montvale, NJ.

MINOT STATE UNIVERSITY DEPARTMENT OF NURSING PIN





Be seen. Be heard. Be inspired.

Section 1

**Mission and Vision, Philosophy,
Graduate Outcomes, Professional
Nursing Standards, Organizations,
Committees, Organizational Chart,
and Student Records**

College of Education and Health Sciences Mission and Vision

Mission

The College of Education and Health Sciences prepares quality professionals and pre-professionals in education, human service, and health science to meet the needs of others within a changing society.

Vision

The College of Education and Health Sciences has a regional, national and international reputation as a college:

- With graduates whose standards of performance are sought after by employers.
- With faculty who are sought after for their expertise as scholars and teachers and for their contributions to the community.
- With first class facilities including state-of-the-art technology and equipment.

Philosophy, Theoretical Framework, and Policies

Mission & Philosophy

Minot State University is a public university dedicated to excellence in education, scholarship, and community engagement achieved through rigorous academic experiences, active learning environments, commitment to public service, and a vibrant campus life.

Mission Statement

The Minot State University Department of Nursing, as an integral part of the parent institution, is dedicated to excellence in nursing education, scholarship, and community engagement. The mission of the Department of Nursing is to educate individuals for professional roles in nursing and for graduate education through rigorous academic experiences, active learning environments, commitment to public service, and contributions to a vibrant campus life.

Department of Nursing Philosophy and Theoretical Constructs

The philosophy of the Department of Nursing is anchored in the major constructs of the meta-paradigm of nursing. Those constructs are identified as person, environment, health and nursing.

The Nursing Department faculty recognizes people are unique, complex, and evolving. Persons interact with a changing environment to maintain life and achieve purposes as individuals and members of a society. The person within the context of nursing is identified as a client. A client may be further defined as an individual, family, a group and/or community. People are dynamic, complex, adaptive, and self-determined in achieving a meaningful existence.

The environment is dynamic, complex, and multidimensional. The environment is further defined as the context, surroundings, settings, foci, or backgrounds within which individuals interact. Persons have a reciprocal relationship with ever changing internal and external environments. These environment systems interact in the ecological, socio-cultural, political, economic, spiritual, ethical and legal realms.

Health is defined as a condition of the life cycle that is dynamic, adaptive, responsive to both internal and external stimuli, and influenced by the behaviors of the person. Health refers to the person's

state of well-being at the time nursing occurs. Health is personal and can range from high-level wellness to terminal illness.

Nursing is the application of scientific knowledge enhanced by artful practice in a socially responsible manner. Nurses provide compassionate, sensitive, evidence-based client centered and population focused quality nursing care and provide leadership as members of interprofessional teams to promote health, prevent disease and injury, and restore and maintain client integrity throughout the life span.

Nursing education is viewed as a process designed to facilitate learning for achievement of expected learning outcomes and prepare for nursing generalist practice. Students and faculty are active and responsible participants in learning. Nursing education at the baccalaureate level integrates content from the arts, humanities, social and physical sciences and incorporates the three domains of learning: cognitive, affective, and psychomotor. The key curricular components emphasized within the curriculum are derived from the Department of Nursing's mission and philosophy and include professionalism, research for evidence-based practice, holistic health, and globalization.

Professionalism

Professionalism in nursing includes adherence to professional nursing practice and performance standards. Professional nursing practice provides client and family centered quality care through interprofessional and client collaboration using best practices following the principles of altruism, autonomy, human dignity and integrity. The professional nurse possesses leadership and management skills using clinical judgment when delegating and supervising members of the health care team. Professional nurses practice autonomously and collaboratively within the legal/ethical scope of practice of the licensing organization. As leaders and members of the multi-disciplinary health care team, nurses think critically, communicate effectively, and work to create a safe, caring environment for care delivery, utilize information and patient care technology, and promote quality improvement and safety within an ever-changing and complex healthcare system. In providing services to society, nursing practice is based on knowledge from the discipline of nursing which requires ethical determinations, lifelong learning, accountability for one's self and nursing practice, professional engagement, and the creative use of therapeutic nursing interventions.

Research for Evidence-based Practice

Research is a systematic inquiry that uses various approaches to answer questions and solve problems. Nursing research is a process that allows nurses to ask questions to gain knowledge for improving client outcomes. Evidence-based nursing encompasses the judicious use of theory and research driven knowledge in the clinical decision-making process to provide best practices for the client and family. Evidence-based practice includes integrating reliable and best available evidence obtained from research combined with clinical expertise and client values. Nurses are accountable for the evaluation of client outcomes and identifying concerns in practice. Nurses collaborate with the health care team and incorporate technology in pursuit of the most current evidence for improvement of client outcomes.

Holistic Health

Nursing supports a holistic view of diverse persons and requires its practitioners to achieve a substantial knowledge base in the sciences, arts, and humanities. The caring, competent nurse uses self and presence, recognizing the importance of human dignity, spirituality, diversity, community

and social justice in the promotion of health through the life span. Communication of information is critical in educating people toward health and healing.

Globalization

The baccalaureate nurse is prepared to practice professional nursing in a global society, with an awareness of diversity and varied cultures. As members of a global community of nurses, the faculty is dedicated to support the education and professional development of nurses working to improve the health of the world's people. With a commitment to social justice, the Department of Nursing prepares nurses to address issues of equity, fairness, and diversity.

Theoretical Constructs

The Department of Nursing's theoretical beliefs are eclectic in nature with key concepts drawn from the works of Florence Nightingale, Madeleine Leininger, and M. Jean Watson. Major theoretical constructs are as follows: Nightingale's (1969) emphasis on environment to optimize health; Leininger's (1978) advocating for cultural care; and Watson's (1979) premise that caring is the soul of nursing. Faculty embraces these theoretical beliefs as vital to nursing and baccalaureate education.

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Student Learning Outcomes and Program/Graduate Outcomes: Nursing Program Goals and Outcomes

GOAL	OUTCOMES
Provide a positive learning and workplace environment that supports student success and promotes sensitivity to diverse populations.	1. Communicate effectively – orally, in writing, with technology.
Deliver high-quality nursing education by providing an accredited baccalaureate nursing program supported by the liberal arts and sciences.	2. Integrate knowledge for safe, effective, quality care environments, health promotion and maintenance, psychosocial integrity, and physiological integrity.
Provide for the acquisition of knowledge, values, and skills to enable nursing graduates to meet competencies for entry level roles. Foster collaborative partnerships to enhance nursing education learning opportunities.	3. Practice professional nursing in a variety of settings responding to the needs of diverse individuals, families, groups, and communities.
Support and value teaching, scholarship, and service. Support meaningful student service, community engagement, and scholarly activities.	4. Employ critical thinking/reasoning in problem solving and decision making.
Promote health and well-being to individuals and groups with varied and complex health needs across generations. Encourage ongoing personal and professional development and life-long learning.	5. Incorporate research for evidence-based nursing practice.

Program/Graduate Outcomes

The Graduate will meet program outcomes consistent with contemporary practice and includes:

1. Graduates will pass the licensure examination.
2. Graduates complete the nursing major with normal progression.
3. Graduates are employed in nursing.
4. Graduates are satisfied with the educational process and their ability to meet the student learning outcomes.
5. Graduates report intent to seek graduate education.

Strategic Priorities

MSU Strategic Plan Goals

“Empowering Generations”

DON Goals

DON Strategic Priorities 2021-2022

1. Excellence in Education. Offer high-quality academic opportunities to meet educational needs.	Deliver high-quality nursing education by providing an accredited baccalaureate nursing program supported by the liberal arts and sciences.	Deliver high-quality nursing education by meeting or exceeding CCNE accreditation and NDBON standards.
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<p>2. <u>Recruit and Enroll.</u> Increase student enrollment and improve student support services.</p>	<p>Provide a positive learning and workplace environment that supports student success and promotes sensitivity to diverse populations.</p>	<p>Investigate options to enhance recruitment and retention of students and to increase student admission numbers in the nursing major through course planning, active recruiting strategies, guaranteed freshman admission, and scholarship opportunities.</p>
<p>3. <u>Retain and Graduate.</u> Support and increase student retention and graduation.</p>	<p>Provide for the acquisition of knowledge, values, and skills to enable nursing graduates to meet competencies for entry level roles.</p>	<p>Create a departmental environment that supports diversity and inclusion while promoting student success through advising, active learning, enhanced quality simulation and clinical experiences, and nursing scholarships.</p>
<p>4. <u>Vibrant and Inclusive Campus.</u> Promote and support a vibrant and inclusive campus community.</p>	<p>Promote health and well-being to individuals and groups with varied and complex health needs across generations.</p> <p>Encourage ongoing personal and professional development and life-long learning.</p>	<p>Monitor student needs and success through analysis of student learning outcomes, role-specific graduate competencies, graduate satisfaction data, program completion rates, and NCLEX first-time pass rates to assure graduates are prepared to address health care challenges across the health-illness continuum.</p>
<p>5. <u>Community Engagement and Partnerships.</u> Foster and grow collaborative partnerships and community engagement.</p>	<p>Foster collaborative partnerships to enhance nursing education learning opportunities.</p>	<p>Foster diverse cultural experiences through community and global engagement and/or partnerships. Support collaborative partnerships with clinical sites, internships, practicums, scholarships, grants, Nursing Education Consortium, CUNEA and other opportunities.</p>
<p>6. <u>Creative and Engaged Faculty and Staff.</u> Support and value faculty and staff.</p>	<p>Support and value teaching, scholarship, and service. Support meaningful student service, community engagement, and scholarly activities.</p>	<p>Promote a commitment to teaching, scholarship, and service by promoting professional development opportunities, continuing Nurse Scholarship Days, recognizing service, scholarly, and teaching achievements of students, faculty, and staff, and incorporating these activities into course assignments as appropriate.</p>

Revised 2012
Revised 2013
Revised 2015
Revised 2018
Revised 2019
Revised 2020
Revised 09/2021

Professional Nursing Standards

The Department of Nursing is committed to a specified set of professional nursing standards. The documents by The American Nurses Association (2021), *Nursing: Scope & Standards of Practice*, *Guide to the Code of Ethics for Nurses*, and *Nursing's Social Policy Statement: The Essence of the Profession*, have been accepted by Faculty. Thus, when the term “nursing process” is identified in course objectives, it means the first six “Standards of Practice.” All students in the Department of Nursing will purchase a copy of each document and adhere to these standards. Professional standards of specialty groups may also be utilized to guide nursing practice.

Revised 2015

Organizations

1. Alumni Association

All students are encouraged to join the Minot State University Alumni Association at graduation. It is through this organization that the University maintains contact with its graduates. An annual Homecoming for alumni is traditional.

2. Nursing Student Associate of North Dakota (NSAND) – Nursing Student Association – Minot State University (NSA-MSU) Alumni Association

The Nursing Student Association (NSA)-Minot State University (MSU) Chapter is open to any student declaring nursing as their major. The Association provides the student with organizational and leadership opportunities. It is a professional responsibility for the student to become involved in activities that will broaden one's commitment to, and knowledge of, nursing.

- a. The purposes of NSA-MSU include: To assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interest and concerns and to aid in the development of the whole person, their professional role, and their responsibility for the health care of people in all walks of life.
- b. The NSA-MSU Chapter (constituency) of the Department of Nursing is a member of The Nursing Student Association of North Dakota (NSAND). The Nursing Student Association of North Dakota is a member of the National Student Nurses Association (NSNA). This is the largest independent student professional organization in the U.S.
- c. The NSA-MSU chapter meets monthly. A President, Vice-President, Secretary and Treasurer are elected annually from the membership. NSA-MSU is involved in the state convention in February of each year and encourages members to attend; as well as the National convention which is held in spring semester. Local activities, involving a variety of committee groups, include: selecting a SNOY (Student Nurse of the Year), sponsoring community and campus service projects, and providing programs at general monthly meetings.
- d. Students may also earn college credit (must register for the class) through participation in NSA MSU chapter.

3. MSU Student Association

The Department of Nursing and NSA-MSU chapter are encouraged to have representation on the Minot State University Student Association.

4. Omicron Tau Chapter, Sigma Theta Tau International Honor Society of Nursing

The Honor Society, chartered in 1998, supports nursing scholarship and leadership. Senior students meeting criteria set forth by the national organization are inducted in the spring of every year. Students invited must be in the top 35% of their class with a cumulative GPA of 3.0 or above.

Department of Nursing Committees

1. Admission and Progression Committee

A. Composition

Composed of at least three faculty members.

B. Duties

- Admission and Progression Committee members select a chairperson for the academic year.
- Record minutes for distribution to all faculty and for permanent filing, and available on blackboard.
- Meet as needed to fulfill duties of committee.
- Review policies and procedures including criminal background checks for admission and progression in the Department of Nursing and make recommendations to Faculty Committee.
- Review student applications (based on published admission criteria) and present list of qualified applicants to Faculty Committee for admission decisions.
- Review transfer students' requests for NURS course substitutions/equivalencies and make recommendations to Faculty Committee.
- Review Student Applications for re-admission and make recommendations to Faculty Committee.
- Review individual student progress as necessary and make recommendations to Faculty Committee regarding progression in the major.
- Enter copies of any decision regarding academic status of a student in their student file and notify advisor.
- Review Systematic Process for Program Effectiveness (SPPE) and complete responsibilities as indicated.

2. Curriculum Committee

A. Composition

- Composed of at least four faculty members, preferably with representation from each of the 200, 300, and 400 courses and positions for student representation from each of the 5 continuing class groups (semesters 1-5).

B. Duties

- Select a chairperson from the faculty representatives to serve for the academic year.
- Record minutes for distribution and for permanent filing, and available on Blackboard.
- Meet monthly and as needed to fulfill the duties of the committee.
- Recommend criteria for the organization and development of the curriculum for the BSN program.
- Evaluate the ongoing curriculum to reflect current trends in nursing and review nursing courses for consistency and appropriateness. Submit recommendations to the faculty.
- Evaluate the utilization and development of learning resources used by the Department of Nursing.
- Assess the adequacy of learning resources for the Department of Nursing and recommend purchases to faculty.
- Review requests for major course changes, including changes in course catalog descriptions, course objectives, clinical site usage, clinical assessment and evaluation tools, and high-stake assessments. Submit recommendations to faculty.
- Review recommendations for textbook changes during the semester preceding the textbook change. All requests will include: 1) rationale for change; 2) effect on other nursing courses; 3) textbook evaluation form.
- Review new course requests. All requests should include a syllabus, rationale for the new course, and needed resources. Submit recommendations to faculty.
- Review Department of Nursing SPPE and complete responsibilities as indicated.

3. Student-Faculty Affairs**A. Composition**

Composed of at least four faculty members, preferably with representation from each of the 200, 300, and 400 courses and positions for student representation from each of the 5 continuing groups (semesters 1-5).

B. Duties

- Select a chairperson from faculty members.
- Record minutes for distribution to faculty and permanent file including Blackboard.
- File an annual report including recommendations on new and evolving issues related to student and faculty welfare and satisfaction.
- Meet monthly and as needed to fulfill duties.
- Recommend criteria and procedures for the promotion of student and faculty welfare.
- Recommend criteria and procedures for the selection of students for scholarship funds. The faculty assigned to implement the process for scholarship, reports to SFA for student nominee selection.
- Submit recommendations for student awards and recognition event to Faculty Committee. *Only faculty members consider issues involving individual student awards.
- Assist with coordination of Department of Nursing special events which may include high school health career student tours, holiday, and student nurse day activities.

- Review and update Department of Nursing Handbook and Faculty Manual for students and faculty.
- Complete assessment as identified in Department of Nursing SPPE.

4. Clinical and Community Advisory Committee

The Minot State University Department of Nursing collaborates with many community and clinical agencies across the region in providing educational experiences in the clinical setting. The primary purpose of the Clinical and Community Advisory Committee is to elicit feedback and exchange information between the MSU Department of Nursing, the community, clinical agencies and others. Through this effort, trends may be identified, changes implemented, and opportunities for improved outcomes achieved. Membership is invited by the chairperson of the Department of Nursing with faculty input and includes representatives from students, faculty, the community, and the clinical agencies. A membership list can be obtained within the Department of Nursing.

5. Community of Interest Definition

The Community of Interest is defined by the Department of Nursing and includes but is not limited to our students, faculty, staff, alumni, the Clinical and Community Advisory Committee, clinical agencies, professional and community groups, the University, and regulatory and accrediting agencies. This group shares the DON mission and philosophy of preparing a Bachelor of Science in Nursing graduate for a professional role in nursing and for graduate education through rigorous academic experiences, active learning environments, a commitment to public service and contributions to a vibrant campus life.

6. Assessment Committee

A. Composition

Composed of the faculty teaching within the curriculum 200, 300, 400 courses.

B. Duties

- Select a chairperson from faculty members.
- Meet once per semester or as necessary to fulfill duties.
- Record minutes for distribution to all faculty and the permanent file.
- Make recommendations concerning current curriculum and student learning outcome results to Faculty Committee.
- Manage matters pertaining to all Assessment Technology Incorporated (ATI) learning experiences and utilization of ATI resources for the appropriate courses within curriculum.
- Invite additional faculty and ATI representative involvement as needed.
- Complete assessment as identified in Department of Nursing SPPE.

7. BSN Completion Program Committee

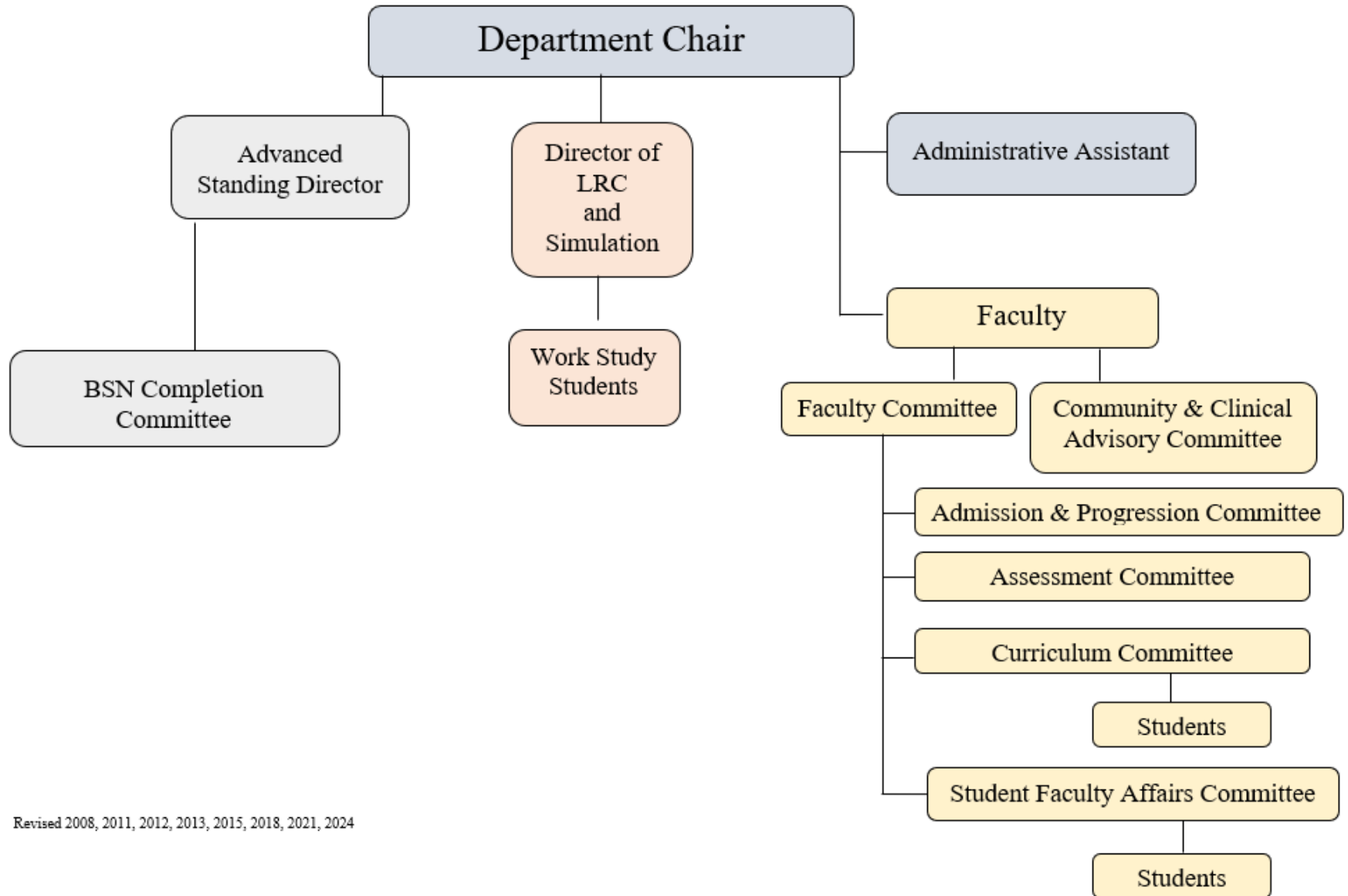
C. Composition

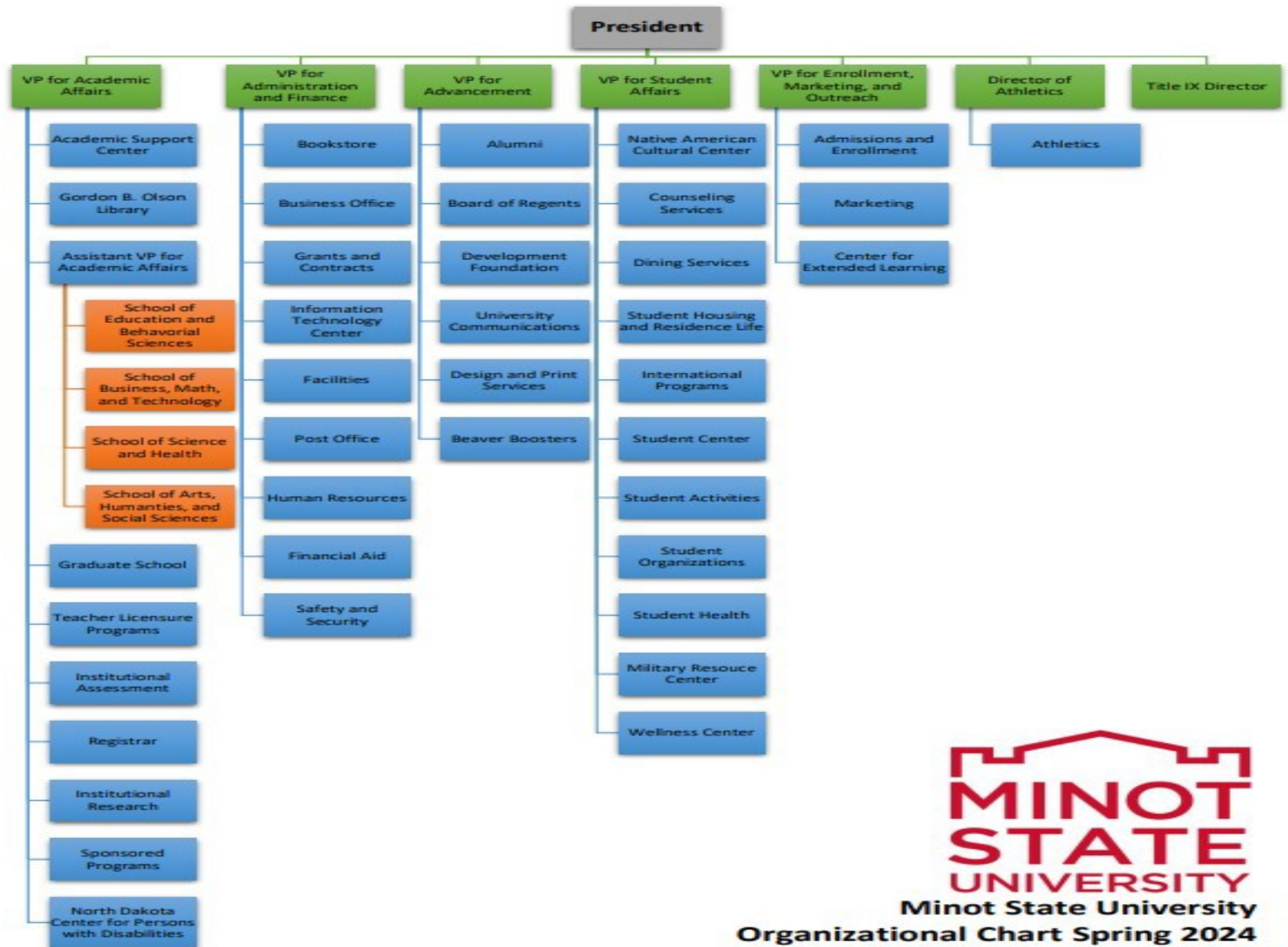
Composed of the faculty teaching BSN Completion online courses, a student representative, Advanced Standing Director and Department of Nursing Chair.

D. Duties

- Advanced Standing Director shall serve as committee chair.
- Meet once per semester or as necessary to fulfill duties.
- Record minutes for distribution to all faculty and the permanent file.
- Make recommendations concerning BSN Completion online program courses, curriculum, admission criteria, clinical issues, etc.
- Identify Strategic Plan for academic year.
- Provide BSN Completion online program data as needed for official accrediting reports.
- Invite additional faculty and RN student's involvement as needed.
- Advanced Standing Director will bring to the committee concerns/questions relating to applicants not meeting admission criteria. Committee recommendations will be brought to Faculty as needed.

Department of Nursing Organizational Chart





Student Records

Ongoing Records

1. An official academic record is maintained for each student in the Registrar's Office. The Department of Nursing advisement records are located securely in a locked file room within the Department of Nursing. Students can view and contribute to their own records with faculty consultation.
2. A summary of clinical evaluation after each clinical course will be placed in the student's advisement file in the Department of Nursing office and securely maintained.
3. FERPA* policies are followed.

*The Family Education Rights and Privacy Act (FERPA) of 1974 information can be found at [https://www.minotstateu.edu/records/right to privacy.shtml](https://www.minotstateu.edu/records/right%20to%20privacy.shtml)

Revised 08/2013
Revised 02/2021
Revised 11/2024



Be seen. Be heard. Be inspired.

Section 2:

Student Admission, Progression, Graduation and Related Policies

Academic Advising

Academic advising is available for each nursing major. Advisors are appointed by the Department of Nursing Chairperson. Advisors are available to each student by appointment during scheduled office hours for assistance with scheduling and registration. Students should meet with their academic advisor prior to registration each semester.

The Advanced Standing Director is the academic advisor for BSN Completion Program RN Students.

Admission

The nursing major consists of five semesters of full-time study (NURS 255 and higher numbers). All classifications of students must make application to the major before commencing this program of study. Application must be preceded by advisement, which should take place early in the student's admission process (see Academic Advising).

University and Department of Nursing policies apply to all student classifications (basic, transfer and advanced standing) unless specified otherwise in the Department of Nursing Handbook. These policies and procedures shall include those pertaining to admission to the institution, progression, retention, dismissal, and graduation (see current *MSU Undergraduate Catalog*: "Requirements for Application for Admission into the Nursing Major" or Department of Nursing website under the Application Requirement tab <https://www.minotstateu.edu/nursing/bsn.shtml>), the BSN Program (Prelicensure) fact sheet and RN to BSN (BSN Completion) Program fact sheet).

1. Applicant and Student classifications

Basic – Students who have only previously earned nursing major credits of NURS 253 or equivalent.

Transfer* - Students without a nursing license, but having transferable nursing major credits comparable to NURS 255 and higher. A letter of recommendation which documents the student leaving the program in good standing must be received from the prior nursing program administrator.

Advanced Standing* - Students with a nursing license (Registered Nurse) and prior educational and experiential qualifications in nursing who are applying for the BSN Completion online program.

*Based upon credit mechanisms established by the MSU Registrar's Office in consultation with the Department of Nursing Chairperson and/or appropriate faculty.

2. Academic requirements

See "*Requirements for Application for Admission into the Nursing Major*" (MSU Undergraduate Catalog) for policy that includes grades, grade point average, required support and nursing major courses, and credits.

All academic requirements of the University must be met by achievement of credits; transfer credit; validation of prior learning by mechanisms providing for the demonstration of the achievement of objectives; approved College Level Examination Performance (CLEP), Advanced Placement (AP) examinations; or other measures of equivalency established for advanced placement (See Validation section).

In order to establish credit, the quantity, quality, and content of transfer credits from regionally accredited colleges and universities must be evaluated by the MSU Registrar's Office and the Department of Nursing.

3. Application

Application for admission to the Department of Nursing is based on criteria identified in "Requirements for Application for Admission into the Nursing Major" (MSU Undergraduate Catalog) and BSN Program (Prelicensure) Fact Sheet and RN to BSN (BSN Completion) Program Fact Sheet. When eligibility has been established, an application must be completed and submitted to the DON. The applications form is available online at www.minotstateu.edu. All pre-nursing students accepted into the Nursing Program at MSU will have a Criminal Background Check before semester classes start (as noted in admission letter). The student will be required to complete an alcohol and/or drug test 10 business days from date of acceptance letter into the nursing program. This includes basic students and transfer students. Semesters 1, 3, and 5, the basic students will complete and sign the "Statement Relating to Criminal Offenses" form.

The Admission and Progression Committee processes the applications and submits admission recommendations to the Faculty Committee who vote on acceptance of each applicant, faculty determine the number of basic students accepted each semester.

In order to determine eligibility, transfer applicants must request that official college/university transcripts from previously attended institutions be sent to MSU Enrollment Services (if new transfer student) or MSU Registrar's Office (if returning student) for evaluation.

BSN Completion students (***Advanced Standing Applicants***) must:

- A. Submit completed online "Application for Admission to the BSN Completion Program".
- B. Plan a program of study with the Advanced Standing Director.
- C. Advanced Standing Director reviews and admits BSN Completion applicants to the program following identified admission criteria.

Revised 10/22/21

4. Selection and notification

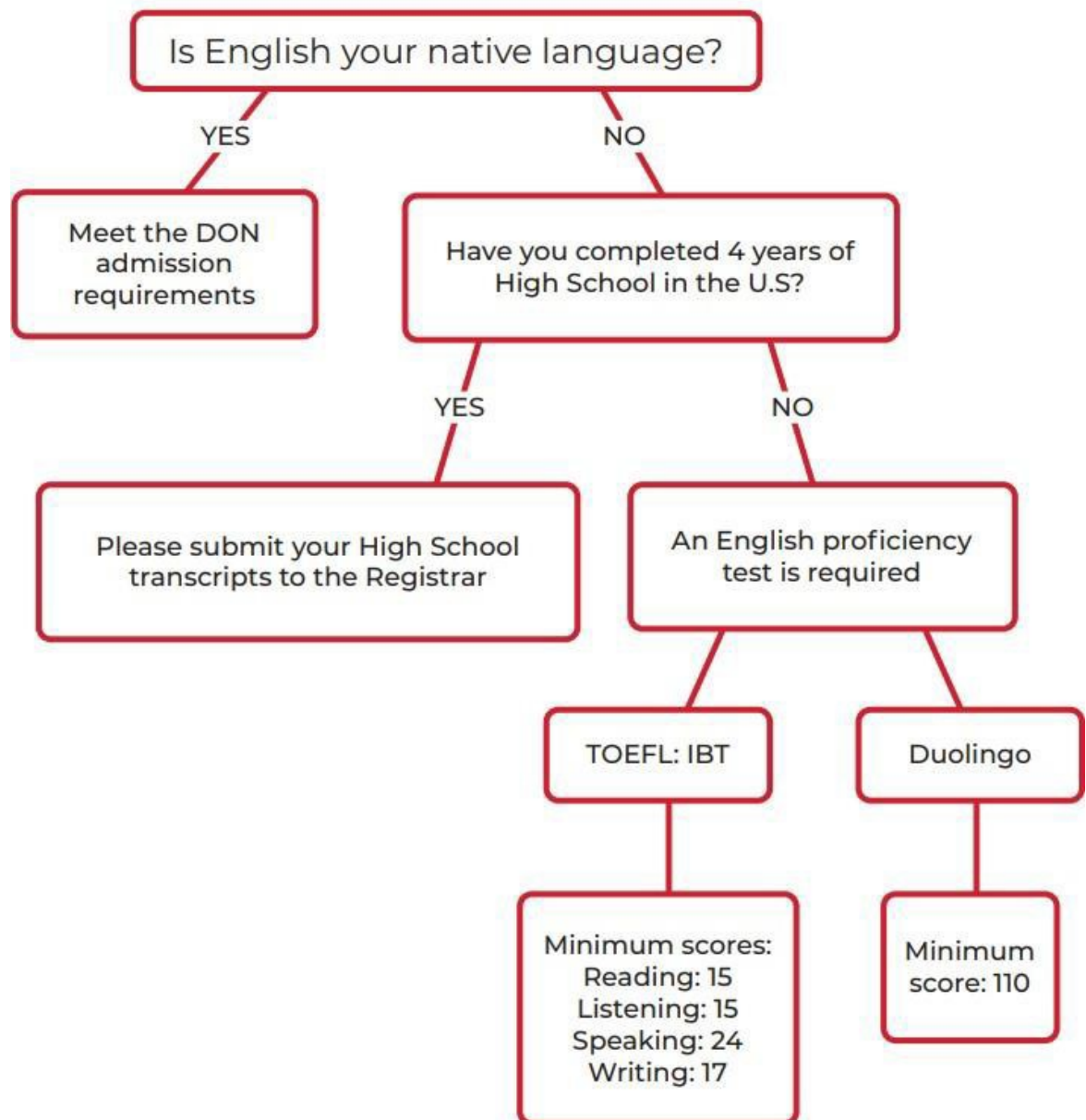
Basic student selection is made according to the process detailed on the Department of Nursing website and fact sheet.

Acceptance is considered tentative until official transcripts verify policy requirements are complete (e.g. completion of required support courses, maintenance of GPA requirements, etc.). Each selected student must submit a written statement, to the Chair, of intent to enroll within two weeks of notification of admission to the nursing major. If English is not your native language, an English proficiency test may be required. Please follow the TOEFL decision tree to determine the requirements for admission. The students must also complete the health protection requirements, including immunizations, TB testing, CPR, health insurance, and drug/alcohol testing by the date stated in their admission letter. In addition, students must submit a criminal background

check and complete the HIPAA and Infection Control course modules and any other requirements stated in their admission letter.

Official results must be sent directly from the testing agency (www.ets.org/toefl).

TOEFL Decision Tree



Revised 05/2023
Revised 10/2023

Admission of *transfer* students (from an accredited nursing program) in courses with a clinical or laboratory component is dependent upon such factors as the availability of clinical resources and spaces in each course, faculty-student ratios, and approval by the Faculty Committee of an entry date. Academic advisement is required for advanced placement.

Pre-licensure students transferring into the MSU nursing program, S2-S5, must meet the RSGPA of 2.8, cumulative GPA of 2.75, complete the nursing application and meet MSU nursing program requirements. If English is not your native language, an English proficiency test may be required. Please follow the TOEFL decision tree to determine the requirements for admission. Completion of the TEAS test will not be required. The students must also complete the health protection requirements, including immunizations, TB testing, CPR, health insurance, and drug/alcohol testing by the date stated in their admission letter. In addition, students must submit a criminal background check and complete the HIPAA and Infection Control course modules and any other requirements stated in their admission letter.

The Admission and Progression Committee Chair notifies applicants of admission status.

Revised 02/04/2022

Revised

09/19/2022

5. Admission appeal

A student not satisfied with the admission decision of the nursing faculty is referred to the Nursing Admission Appeal Process.

Department of Nursing Admissions Appeal Process

If the student is not satisfied with the admission decision of the Nursing Faculty Committee, the student may:

- D. Within seven (7) working days of receipt of the letter, contact the Chair of the Admission and Progression Committee for clarification of the process and decision. At this time, the student may request a hearing with the Admission and Progression Committee to resolve the grievance on an informal basis. The student may submit additional materials to contest recommendation of non-admission.
- E. If still dissatisfied with the decision, the student may, within seven (7) working days of meeting with the Admission and Progression Committee, request a formal special review by filing a formal notice of appeal with the Chairperson of Nursing. Within seven (7) working days, the Department chairperson will convene a Special Review Committee comprised of nursing faculty. This committee will review all phases of the admission procedure. The Special Review Committee shall make its recommendations in writing to the grievant, Chair of the Admission and Progression Committee, the Department of Nursing Chairperson, and the Nursing Faculty Committee.
- F. Upon receipt of the Special Review Committee's recommendation, the Nursing Faculty Committee will make the final determination in the matter.

- G. If the grievant wishes, a further appeal to the appropriate University level grievance committee must be made by the grievant within fifteen (15) days of written notification of the Nursing Faculty Committee decision.

6. Probationary Status

Probationary status is the term used for students in these situations:

- H. A student admitted to the Department of Nursing without having completed all of the designated required support courses and/or meeting the minimal GPA requirements (e.g., basic student applicant accepted when clinical spaces are available after the acceptance of basic applicants who fully meet admission requirements) and;

- I. A nursing major whose progress is subject to stipulations.

Students accepted on probationary status receive notification of required stipulations or conditions that must be met within a specified period of time in order to continue progressing through the nursing major.

Revised 11/2013

Revised 11/2015

Progression

1. For all student classifications, the following criteria must be met to be retained and progress in the nursing major:
 - A. Maintain a minimum cumulative GPA of 2.0.
 - B. Receive a minimum grade of "C" in required support courses and nursing major courses.
 - C. Complete or validate sophomore level nursing courses satisfactorily prior to enrollment in junior level nursing courses. Complete or validate junior year nursing courses before entry into senior level nursing courses.
 - D. Satisfactorily meet objectives of sequential courses within a given semester (example: N325 before N335, N383 before N483).
 - E. Achieve ATI benchmarks as identified in the policy.
 - F. Meet the stipulations outlined in the admission letter if admitted with probationary status.
 - G. Meet additional requirements as published in this *Department of Nursing Handbook* and current editions of the *MSU Undergraduate Catalog* and *MSU Student Handbook*.
 - H. **Adhere** to Code of Student Conduct identified in Dept. of Nursing Handbook.
 - I. As a student, workmen's compensation coverage will not be provided while at clinical site, regardless of employment status at the facility.

2. BSN Completion Program Policies

A. Course Sequence Policy

If a BSN Completion student fails a nursing course (N363, N383, N483, N457, N493, HMS special topics courses), that course must be successfully completed before advancing to the next course(s) in the identified plan of study.

B. Program Progression Policy

Students admitted to the BSN Completion Program who do not enroll in classes for two consecutive semesters (Fall & Spring or Spring & Fall) will have an ADVISOR HOLD placed on their account in Campus Connection. The student must then re-apply for admission into the BSN Completion Program. Students that withdraw from the program must contact their advisor regarding future academic plans and time of return.

C. Program Successful Progression Policy

If a BSN Completion student receives two failures within the required 23 semester hours for the BSN Completion Program, that student will be ineligible to progress in the program. This would include two failures for the same course or a failure in two different courses.

D. Program Completion Policy

The program must be completed in five years from the date of initial enrollment in BSN Completion Program Nursing courses. In very rare cases, when in the judgement of the Advanced Standing Director and BSN Completion Program Committee, there is clear evidence of probable future academic success, a letter of request for readmission may be considered.

E. NCLEX-RN Examination Credit

The NCLEX-RN examination credit validates the student's successful completion of the licensure exam. The examination credit allows progression in the program as we acknowledge your prior studies and successful licensure. The NCLEX-RN examination credit is also designed to help you meet the graduation requirement of a minimum of 60 semester hours completed at a 4-year institution. Thirty-five (35) semester hours will be posted on the official MSU transcript during the semester of graduation.

Revised 06/2015
Revised 11/2015
Revised 01/2021
Revised 11/2022

3. Comprehensive Assessment and Review Program (CARP)**Assessment Technologies Institute®, LLC****Overview:**

The Department of Nursing has contracted with **Assessment Technologies Institute®**, hereafter referred to as **ATI**, to provide an assessment and review program for nursing students. The ATI Comprehensive Assessment and Review Program is designed as a comprehensive program to help students prepare more efficiently for the registered nurse licensure exam (NCLEX-RN®), lower program attrition, increase student confidence, and help students achieve content mastery through targeted study materials and review. The assessments are congruent with the NCLEX-RN® test blueprint. The computer tests provide practice for students in test taking skills and assist in individual and program assessments. Students are involved in taking both non-proctored and proctored computer exams on content areas throughout the nursing program. A Comprehensive Predictor exam is given during the last semester and Virtual ATI is available at the end of the program. ATI materials are integrated within the nursing curriculum and are further addressed by the faculty in each of the nursing courses.

ATI Policy

Students are expected to achieve proficiency level 2 or higher on the (ATI test name) ATI, LLC proctored exam (or achieve a 97% or higher probability of passing NCLEX on 1st attempt and \geq the 50th percentile for program type on the Comprehensive Predictor in the 5th semester). To facilitate mastery learning of content, students achieving below proficiency level 3 (or $<$ 97% probability of passing NCLEX-RN® or less than the 50th percentile for program type on the proctored Comprehensive Predictor) will engage in an individualized written review of the questions that were missed on the test. Students who score below proficiency level 2 will retake the test after documented review of the content. If a student is not successful after a second attempt, the course faculty will address an appropriate plan of action. Students required to retake an ATI proctored exam more than once will pay the cost for the additional exam(s). Course faculty will coordinate the review and test retakes.

Procedure:

- A. Throughout the Nursing Program, students will be informed regarding the purpose of the Comprehensive Assessment and Review Program which utilizes ATI testing to help students achieve mastery learning of content. For each course with a proctored ATI exam, the policy statement as well as further specific information related to the exam and course grading will be listed in the syllabus.
- B. Information related to the comprehensive assessment and review program can be accessed on the ATI website under the students' section at: <https://student.atitesting.com/WelcomeNewATIUser>.
- C. The cost of the ATI program is divided into five payments and is included as a course fee in one course per semester for five semesters. In consultation with faculty, the LRC Coordinator will order and distribute to students the ATI review materials. In addition to the proctored and non-proctored tests, students have access to a series of online skills videos, other tutorials, and an end of program review (Virtual ATI). The non-proctored tests are available for one year after graduation and the skills videos are available for two years after graduation.
- D. ATI course content will be integrated into course work throughout the nursing curriculum. Some ways in which the ATI content may be integrated within a course include:
 - The inclusion of ATI review book page numbers in the reading assignments.
 - Test questions from the ATI book on unit tests.
 - Assignments and/or discussions from the ATI critical thinking exercises.
 - Bonus points awarded for superior achievement on the ATI proctored tests.
 - Encouragement to use the embedded media in the onlinebooks.
 - Emphasis from faculty on mastery learning because preparation precedes success.
- E. Students will attend the virtual/on-campus informational meeting with the ATI Representative, as scheduled.
- F. At the discretion of the course faculty, class time may be scheduled for students to take the **non proctored** tests. Students may take the non proctored tests as often as they wish with a minimum of a 24 hour wait period between attempts. Achievement of a 90% or

Revised 09/2021

higher individual score (as determined by course faculty) is required prior to taking the proctored test. Students may be required to show documentation by submitting a printed copy of the individual student transcript to the faculty prior to testing. To strengthen the review method, students should understand the rationales for each distracter. It is recommended that students review 5-15 questions at a time with ample time given to review each of the rationales. When the student logs in again, the exam will continue from where the student had stopped previously.

- G.** The ATI **proctored** exam will be administered after sufficient content has been studied and will be scheduled at the discretion of the course faculty. A proctored assessment may not exceed 10% of a course grade with the exception of NURS 471 Nursing Review.
- H.** ATI proctored assessment is 10% (or 10 points) of the final grade for classes NURS 344 (Nursing Care of Children), NURS 354 (Mental Health), NURS 364 (Maternal Newborn), and NURS 456 (Public Health) the following point distribution will be applied:
- Level 3 = 10 points
 - High level 2 = 9 points
 - Low level 2 = 8 points
 - High level 1 = 6 points
 - Low level 1 = 4 points
 - Below level 1 = 0 points

ATI proctored assessment counts towards class/test points for NURS 335 (Foundations), NURS 464 (Medical Surgical), and NURS 473 (Leadership). Example:

- Level 3 = 5 points or 20 points
- High level 2 = 4.5 or 18 points
- Low level 2 = 4 or 16 points
- High level 1 = 3 or 12 points
- Low level 1 = 2 or 8 points
- Below level 1 = 0 points

The Pharmacology ATI proctored test (completed in Semester 5) will not have associated points. Students must pass the test with a Level 2 or above to progress in the program.

Revised 10/01/2021

Revised 05/5/2023

- I.** A controlled testing environment will be maintained. All students should begin the exam at the same designated time. Exam results should not be printed in the testing area during ATI test taking. Students are encouraged to wear earplugs if they are easily distracted.
- J.** For all proctored ATI tests, students achieving below proficiency level 3 (or < 97% probability of passing NCLEX-RN or less than the 50th percentile for program type on the proctored Comprehensive Predictor) will engage in an individualized written review of the questions that were missed on the test and are listed under “Topics to Review.” The written review will consist of:
- Level 3: No review
 - Level 2 High: Write three essential points for each topic missed

- Level 2 Low: Write three essential points for each topic missed and complete a minimum of two hours of Focused Review.
- Level 1: Write one Active Learning Template for each missed topic and complete a minimum of three hours of Focused Review. Nursing 473 will write three essential points for each topic missed rather than complete an Active Learning Template.

Students will submit remediation prior to retesting and/or course completion.

Revised 10/01/2021, 05/5/2023

- K.** For those students needing further review, course faculty will coordinate the individualized review. Students can access the online focused review for easy retrieval of information from the ATI Content Mastery Series Review Modules for the content review.
- L.** For students who have not attained the decision score on the first proctored exam, an alternate proctored exam will be given for the retake, which will be scheduled by the faculty. A 48 hour wait period between attempts is required to provide the opportunity for review.
- M.** Students must obtain a Level 2 or above ATI score in each proctored assessment in order to progress in the program. If a student is not successful after the second attempt, the faculty will address an appropriate plan of action with the student which may include specific requirements in order to advance in the program. An appropriate plan of action may include:
- Intensive remediation
 - Retake of proctored ATI exams
 - An incomplete in the course
 - An individual learning contract
 - Other as determined by the department of nursing faculty committee
- Program progression requires successful completion of each course.
- N.** During semester four of the nursing program, high risk students will meet with a Department of Nursing Assessment Committee member to review their ATI scores and develop a Student Improvement Plan. High risk students include those students who score below proficiency level 2 on the first attempt on 3 or more of the content ATI Assessment, excluding the Critical Thinking Entrance Test.
- O.** Students are responsible for additional testing fees beyond one retake exam per content area. When students log in to take the exam, a screen requesting a credit or debit card payment will appear. The student will need to complete this before the process to “login” will continue.
- P.** During the last semester, students will enroll in the Virtual ATI NCLEX RN Review program, around Week 12. ALL students are required to complete the Virtual ATI NCLEX-RN Review (NCLEX Strategies, Fundamentals, Pharmacology, Medical Surgical, and Maternal Newborn content areas) prior to taking the 2nd Comprehensive Predictor Assessment in Week 16.

If the decision scores (achieve a 97% or higher probability of passing NCLEX on 1st attempt and \geq the 50th percentile for program type) are not met on the 2nd ATI Comprehensive Predictor (administered in NURS 471), the student will complete assigned remediation activities to meet the course objectives and achieve a satisfactory grade in the course (see below).

Adopted 05/08
Revised
02/2019,
05/5/2023

Remediation:

- Level 3: No remediation (achieved the 50th percentile or higher for program type & 97% or higher probability of passing the NCLEX-RN).
- Level 2: Remediation includes a handwritten active learning template for each question missed (achieved the 50th percentile but not the 97% probability)
- Level 1: Remediation includes – (Did not achieve the 50th percentile or 97% probability)
 - a) A handwritten active learning template for each question missed,
 - b) Successful completion of the Virtual ATI NCLEX-RN Review and achieve the green light to test.

ALL students are *highly encouraged* to complete the Virtual ATI NCLEX-RN Review and Achieve the green light status as preparation to take their NCLEX-RN.

Revised 05/5/2023

4. Validation

Validation is the process of establishing equivalency between the student's knowledge and skill and the objectives and outcomes of the course for which the student seeks university credit. Successful validation may be accomplished by satisfactorily completing the requirements identified by the faculty. These requirements may include, but are not limited to, any or all of the following: module, unit, and course examinations; projects; presentations; written papers, standardized examinations, clinical finals; and portfolio evaluations.

A. Methods

Students wishing to validate a course should submit their written form entitled "Petition for Special Examination" to the chairperson on a request form obtained from the Student Records or Department of Nursing offices. Signatures required on the form "Petition to earn credit-by-exam" will precede fee payment to the MSU business office, administration of the examination, and a pass/fail grade.

- **Teacher-prepared validation tests**

Teacher-prepared validation tests may be taken one or more times at the discretion of the faculty. Teacher-prepared tests will be graded according to the scale used for basic students in the course being validated.

- **Clinical validation**

Clinical validation may consist of simulated situations or direct nursing care provided by the validating student to an assigned patient/client and written requirements (e.g., case study). Clinical validation(s) will be evaluated by the same scale and criteria used for basic students in each course being validated.

The Department contracted facilities or Learning Resource Center will be used for clinical validation with the final determination to be made by the Department. Refer also to Guidelines for Evaluation of Clinical Performance and to teacher-prepared validation tests.

- **Portfolio assessment**

Portfolio assessment of prior learning fosters uniformity among materials submitted by students who wish to demonstrate the achievement of course objectives to obtain university credit. If credit for prior learning is desired, the student should submit a portfolio for analysis and evaluation. Prior learning portfolios may include continuing education units (CEU's) and professional, job or work experience documentation.

5. Alternative strategies

The student requiring less faculty instruction, guidance, or supervision than a basic student may be eligible for utilizing alternative strategies to meet course objectives. The alternative strategies allow the student to meet course objectives by a variety of faculty-student determined methods including combinations of independent study, projects, scheduled seminars, presentations, grade or outcome contracted assignments or options, and examinations. A student wishing to take a course by alternative strategies should contact the faculty member(s) teaching the course. The faculty member(s) will make the final determination about the student's eligibility for alternative strategies. The student pays the same tuition and fees as do other students enrolled in the same course. The student earns a grade in the course.

A student wishing to take a course by alternative strategies should contact the faculty member(s) teaching the course. The faculty member(s) will make the final determination about the student's eligibility for alternative strategies. The student pays the same tuition and fees as do other students enrolled in the same course. The student earns a grade in the course.

6. Policy for grading special examinations and validation of courses

The student who petitions for a special examination for validation and who pays the course fee will earn a pass/fail grade in the course. The student who enrolls in a course and who chooses a validation method of achieving course objectives may earn a grade or a pass/fail in the course according to faculty decision. The student must be enrolled prior to the examination. (Refer *to MSU Undergraduate Catalog* to determine effect of Pass/Fail Grading upon application for graduation).

7. Non-Retention

Students suspended from the University for any reason are automatically non-retained in the nursing program. A student found guilty of a felony may be dismissed from the nursing program. *See Criminal Background Check, in this document, section 2(1x). When evidence exists that a student has cheated on an examination or assignment, the student is subject to the MSU Academic Honesty Policy and Student Conduct Policy.

8. Re-Admission

For readmission, the student must petition by letter for readmission with accompanying supporting statements (see [Appendix E](#) for Admissions and Academic Progressions Appeal Form). Nursing courses may be repeated one time only, subject to Admission and Progression Committee's recommendations and faculty decision, and such consideration as availability of faculty, clinical resources, and classroom spaces. The Faculty Committee reserves the right to deny readmission of a student who has failed one or more courses in the nursing major. Any student not making satisfactory progress may be subject to stipulations, such as probationary status, presentation of evidence of adequate aptitude for nursing, or evidence of academic improvement in prerequisite or concurrent courses. Documentation of any or all of these may be required. Special student requests should be directed by petition or letter to the Admission and Progression Committee through the Department of Nursing Chairperson.

BSN Completion students receiving less than a C in a nursing course are subject to Advanced Standing Director and BSN Completion Committee recommendations and progression policy. Students admitted to the BSN Completion Program who do not enroll in classes for two consecutive semesters (F & Sp or Sp & F) will have an ADVISOR HOLD placed on their account in Campus Connection. The student must then re-apply for admission into the BSN Completion Program.

Revised 2012
Revised 11/2015

Department of Nursing Credit Allotment Policy

Nursing courses in the Department of Nursing will follow this policy when scheduling classroom, clinical, and laboratory hours.

Credit Hour Definition: 1 semester credit hour = 1 clock hour of classroom study **(CS)** or 3 clock hours of clinical or laboratory study **(C/L)** x a 15-week term + 1 final examination week in the nursing major. Junior and senior courses are equivalent to a semester of study when they are conducted in less than 15 weeks. In an elective nursing internship course, 1 semester credit hour = minimum of 45 hours of clinical study.

See Department of Nursing fact sheet, *MSU Undergraduate Catalog*, and Course Modules.

Grading Policy

The numerical grading scale for each course reflects department policy and course requirements and follows with the MSU Grading System as described in the *MSU Undergraduate Catalog*.

93-100 A
85-92 B
77-84 C
70-76 D
69 and below F

Academic Honesty Policy

Honesty and integrity are central to the academic life at Minot State University and create a trust necessary in a community of scholars. When that trust is violated by cheating in any form, academic freedom is threatened. The Department of Nursing expects that every member of its academic community shares the commitment to honesty, integrity, and the search for truth. Academic dishonesty is defined to include but is not limited to any of the following: plagiarism; cheating, deception, collusion, misuse of technology, submitting work by another person, forgery, misrepresentation or fraud, and dishonest practices. The receipt, possession, or use of any material or assistance not authorized by the instructor in the preparation of papers, reports, examinations, or any class assignments to be submitted for credit as part of a course or to be submitted to fulfill College requirements.

Penalty for Violating the Policy: A student who fails to meet the standards for academic honesty may be subject to a lower course grade, failure of the course, and/or student disciplinary action in accordance with the Student Conduct Policy (MSU Student Handbook).

See information in the [Undergraduate Catalog](#), and the [Student Handbook](#).

Adopted 12/03/21

Testing Policy - See Appendix D

Revised 08/2017

Guidelines for Evaluation of Clinical Performance

The licensed status of the instructor allows students to practice in clinical nursing settings. Scheduling of clinical experiences shall be approved by faculty responsible for each course.

1. General Guidelines

- A. The faculty are uniquely qualified persons who will use professional judgment in arriving at grade for clinical nursing students. The process of determining the grade and intermediate evaluative steps towards that grade for clinical nursing students will be based upon, but not limited to the following:
 - Curriculum philosophy and objectives; course content; ANA Scope and Standards of Practice; ND Nurse Practices Act; Code of Ethics; accepted practices and policies of the Department; written policies and procedures in facilities in which students have clinical laboratory; guidelines and statements from accrediting bodies and the North Dakota Board of Nursing; scientific principles; textbook information; past nursing experiences; and other appropriate resources.
- B. Each faculty member will inform each of the clinical groups of the methods to be used in evaluation. Examples may include checklists, critical incidents, direct observation, simulation, journals, and case studies. In addition, faculty may collaborate with other health team members and/or, ask students to do peer evaluations. Clinical competency is best tested by application of the interactive components of the cognitive, psychomotor, and affective domains in real or simulated situations.

- C. Written records documenting student behaviors and performance may be kept by each clinical faculty member. These written records, sometimes called "anecdotal notes," will contain facts where faculty judgments may occasionally be made. The records will be legible, concise but inclusive, and pertinent.

In addition to the facts about the student, they shall contain the date of the observation, a brief notation of either the objectives for the unit or module of study, and a brief summary of pertinent data about the assigned patient(s).

The records will be available to the student to whom they pertain whenever such availability does not interfere with the teaching process, nursing care, or HIPAA law relating to privacy. Areas of concern will be reviewed with the student in a timely manner.

The student will sign and date the written record. The written record may have the notation, "I have read the above." The signature does not imply agreement with the contents. If applicable, the student may write comments in the space provided on the records and has the right to provide information pertaining to performance.

Sub-minimal Clinical Performance

When in the judgment of the faculty member, the cognitive, psychomotor, or affective clinical performance of the student falls below or threatens to fall below minimally acceptable standards or competency for the level of the student, the following procedure will be followed:

1. Students will be verbally notified of their deficiencies within three working days or as soon as feasible after identification of deficiencies by the faculty member. Available written documentation will be reviewed by the faculty member and the student.
2. The faculty member will make every effort to share the nature of the deficiencies with the student and will afford the student reasonable opportunity to respond. In addition, ways will be sought to correct or amend the deficiencies.
3. Should, for any reason, the student feel that the evaluation was unfair, or that the corrective measures are unreasonable in nature, the student shall have the right to ask for an independent evaluation by another nursing faculty member preferably within the same specialty or subject area within ten working days. The student relinquishes this right if less than five working days remain in the semester. A maximum of two independent evaluations may be requested in one course. If possible, the selected faculty member for the independent evaluation will be chosen in accordance with the wishes of both the original faculty member and the student. But, if agreement is impossible, the Department of Nursing Chairperson will, in consultation with the Chair of the Admission and Progression Committee, appoint a faculty member who, preferably, has not previously had the student in a nursing course with a clinical component. The report of the independent evaluation will be shared with the student and the faculty member, the comments from the report will be taken into consideration to resolve the problem area of student practice.

Non-Discrimination Statement

Minot State University (MSU) does not engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, or information protected by the Genetic Information Nondiscrimination Act (GINA); and complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including remaining compliant and consistent with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to participation in, and treatment in all University programs and activities.

MSU prohibits retaliation against any individual or group who exercises its rights or responsibilities protected under the provisions of state law, federal law and/or MSU policy. Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who commit discrimination or harassment may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

Title IX Statement

Minot State University adheres to all federal, state, and local civil rights laws prohibiting sex-based harassment in employment and education. The University does not discriminate in its admissions practices (except as permitted by law), in its employment practices, or in its educational programs or activities on the basis of sex/gender. A report may be made at any time (including during non-business hours) by email, in person, or by online reporting and will be addressed confidentially by the University.

For more information regarding Title IX, inquiries should be directed to the Title IX Coordinator, Lisa Dooley, Ed.D.

Lisa Dooley, Ed.D., Title IX Coordinator
Office of Title IX
Memorial Hall, 4th Floor, Room 412
500 University Ave W., Minot, ND 58707
(701) 858-3447
Email: lisa.dooley@ndus.edu
Web: [MSU - Title IX Coordinator \(minotstateu.edu\)](https://www.minotstateu.edu/title-ix)

Revised 09/2021

Disability Statement

In coordination with the Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through the Access Services, [in person](mailto:erika.brorby@minotstateu.edu), by phone 701-858-3372 or by e-mail at erika.brorby@minotstateu.edu.

Revised 09/2021

Dismissal from Clinical Assignment and/or Agency for Sub-minimal, Dangerous, or Potentially - Dangerous Clinical Performance

1. When in the judgment of the faculty member, the cognitive, psychomotor, or affective clinical performance or professional behavior deviates or departs from that which may reasonably be expected from similarly educated persons, this may constitute reason for dismissal from clinical, or from direct patient care, or from the clinical agency for as long as necessary for correction to take place.
2. When the departure from expected behaviors and/or performances are of such nature that they present danger or a reasonable assumption of danger to the person/patient/client or jeopardize the license of the faculty member, the student may be placed on immediate interim suspension from the clinical assignment and agency.
 - A. If the situation cannot be resolved at the course level, a hearing will be called by and held in the office of the Chairperson, Department of Nursing as soon as possible or no later than five academic days from the interim suspension. Minimum requirements of the preliminary hearing are that charges will be specified, and notification of full hearing will be given to the student.
 - B. When necessary to hold a full hearing following a preliminary hearing, the procedures in existence at Minot State University will be followed.

When the student has exhausted all the above avenues to reconcile differences and remains dissatisfied with the decision, outcome, or judgment, the formal grievance and appeal procedures in existence in Minot State University may be utilized.

Revised 2015
Revised 2018
Revised 2021

Written Assignments

1. Assigned student papers, care plans, etc., may or may not be returned to the student upon faculty evaluation of the paper.
2. The student is expected to maintain confidentiality of the assigned content. Students and faculty will comply with HIPAA regulations.
3. Students will use the most current edition of the Publication Manual of the American Psychological Association format for written assignments.

Graduation

1. The student is responsible for the "Application for Graduation" (see MSU student handbook and MSU Undergraduate Catalog). The student will meet with their advisor at the beginning of the semester for academic record audit (semester 4) and will complete the electronic Application for Graduation form and submit it to the Registrar's Office.
2. Nursing students must meet all general education requirements and diversity requirements of the University, as well as the Nursing requirements to be eligible for a Bachelor of Science degree in Nursing.

3. Additional information is found in the current MSU catalog and includes application procedure, commencement, credits, and grade point average (GPA) requirements.
4. All graduates, and students are entitled to use the services of the Student Success Center.
5. All students may participate in MSU May Commencement Ceremonies. December graduates may choose to plan an appropriate academic graduation ceremony in December with the approval and guidance of the Chairperson, Department of Nursing.
6. Nursing Pin
 - A. Graduates of the Department of Nursing may choose to purchase the official Department of Nursing, MSU pin. The pin is usually ordered during the last semester of the senior year in the nursing program.
 - B. Each graduating class may choose to plan a pinning ceremony at their own expense. The Department chairperson and faculty are available for guidance with planning.
 - C. See picture and narrative about the nursing school pin page viii of this handbook.

Revised 11/2015
Revised 1/2024

Criminal Background Check

Criminal Background Check Policy, Nursing Department, Minot State University

POLICY

Students accepted into the Pre-Licensure Nursing Program at Minot State University will have a Criminal Background Check on admission. This includes generic/basic students and transfer students. After admission the students will complete and sign the "Statement Relating to Criminal Offenses" (Appendix K) form in semesters 1, 3 and 5.

PROCEDURE

Students accepted into the Nursing Program at MSU are required to have a Criminal Background Check and will follow the procedure identified in CastleBranch.

The Department of Nursing students at MSU will complete and sign the "Statement Relating to Criminal Offense" form during the first, third and fifth semesters of the program.

A positive criminal background check and/or an affirmative response on the "Statement Relating to Criminal Offenses" form requires a letter of explanation to the Department of Nursing, MSU. An affirmative response on the "Statement Relating to Criminal Offenses" form may require an additional Criminal Background Check.

The Admission and Progression Committee Chair will review the background check findings. The Admission and Progression Committee Chair and committee members will review the Statement Relating to Criminal Offenses forms, and letters of response. Recommendations will be made to the faculty on a case by case basis. Professional consultation outside of faculty for decision making may be implemented as needed.

The Code of Ethics for nurses with Interpretive Statements, ANA, 2015 will be adhered to.

Department of Nursing Criminal Background Checks will be congruent with NDUS, Minot State

University and clinical agency policy and procedures. SBHE Policy 511, N.D.C.C. Sec. 12-60-24 PL 92-544.

**Admission to Minot State University's nursing program does not guarantee the student will be eligible to complete the NCLEX-RN. Minot State University has no control or jurisdiction over decisions for licensure made by the Board of Nursing in any state.

Revised 05/18/2018
Revised 05/01/2020
Revised 01/2021

Required Student Education/Information for MSU Nursing Department

Semester Required	S1	S2	S3	S4	S5
HIPAA Training: <ul style="list-style-type: none"> ATI – www.atitesting.com Complete module on ATI website Take test and upload to CastleBranch *Students are required to obtain a score of 90% or above	X		X		X
Infection Control <ul style="list-style-type: none"> ATI – www.atitesting.com Complete module on ATI website Take test and upload to CastleBranch *Students are required to obtain a score of 90% or above	X		X		X
Statement of Confidentiality/Insurance Coverage/Video Recording for Simulation-- MSU Nursing Dept. <ul style="list-style-type: none"> Student complete and upload to CastleBranch 	X		X		X
Statement Relating to Criminal Offenses <ul style="list-style-type: none"> Student complete and upload to CastleBranch 	X		X		X
Mandatory Clinical Requirements					
Current Immunization Record Stored electronically via CastleBranch	X	X	X	X	X
Current CPR <ul style="list-style-type: none"> Student complete and upload to CastleBranch (Reviewed by clinical faculty each semester) 	X	X	X	X	X
Extranet (TRINITY HEALTH) Confidentiality Statement	X				
Statement of Confidentiality (Trinity Hospital /LTC) <ul style="list-style-type: none"> Student complete, sign, and upload toCastleBranch 	X		X		X

Revised 05/2012
Revised 11/2015
Revised 01/2020
Revised 09/2020



Be seen. Be heard. Be inspired.

Section 3

Student Rights, Responsibilities, and Requirements

Affiliated Agency Requirements

Educational Agreements between Department of Nursing and clinical agencies are kept current and on file in the Department of Nursing. Cooperating agencies may require additional forms/statements (e.g., immunizations, car insurance, etc.) specific to their facility. Agencies may request a copy of statements and health related information on file or as carried by the student (e.g., immunization card). Students may also be subject to background checks as required by affiliated agencies.

Cardiopulmonary Resuscitation (CPR) Certification

1. All students are required to have current American Heart Association Basic Life Support for Health Care Providers or American Red Cross CPR for Health Care Providers certification according to deadline in Admission Letter and throughout the nursing program.
2. The student is to make own arrangements to meet this requirement.
3. The student upload current CPR card to CastleBranch.
4. Failure to comply with the above will prohibit participation in class and clinical courses and thus delay progression.

Privacy and Confidentiality of Patient's Health Information

Students in the Department of Nursing are legally and ethically required to maintain privacy and confidentiality of all client information obtained during clinical experiences at all agencies. The U.S.

law, known as HIPAA (Health Insurance Portability and Accountability Act of 1996), protects privacy through specific regulations.

It will be the responsibility of the Department of Nursing and the cooperating clinical agencies to educate students of their responsibility in maintaining privacy and confidentiality of health information.

1. Students will be educated about the Privacy Rule and Regulations of the HIPAA law and the professional standards for privacy and confidentiality at the beginning of the nursing curriculum and annually. HIPPA privacy rules apply to online social Networking sites such as Facebook.
2. Students will sign and date a Minot State University Department of Nursing *Confidentiality Statement* (Appendix L) witnessed by a faculty member annually, prior to clinical assignments in Semester 1, Semester 3, and Semester 5 of the nursing curriculum.
3. Students sign appropriate agency forms as indicated in the contract for the cooperating agencies. Failure to comply with the privacy and confidentiality regulations and standards may result in dismissal from the nursing program and may have legal consequences, as outlined in the HIPAA regulations.

Revised 11/2011
Revised 1/2024

Fire Regulations and Emergency Evacuation Plan (For Memorial Hall)

Fire alarms and fire extinguishers are located near each exit door on each floor. **In the event of fire, sound the alarm and evacuate the building.**

Students are responsible to know the plans for evacuation of the building in which they have class or spend time. Faculty members have responsibility for students in case of a fire and they will be the last to leave the classroom and will close the windows and doors (doors should not be locked).

Health Protection Policies

Student Health Services are available on campus. Hours are posted and appointments are required to facilitate processing. Measles, Mumps and Rubella (MMR), Hepatitis, and Tetanus vaccines, Tuberculosis (TB) and Rubella titer tests are available at the Student Health Center as well as other health services. The student is asked to bring immunization records to appointments for updating when services are provided. The Student Health Center is staffed by a Registered Nurse with physician/nurse practitioner appointments available.

Immunization

1. Required vaccines:

- A. Hepatitis B Vaccination Series with signed "Hepatitis B Statement form".
- B. Two MMR Vaccinations or proof of immunity by titer.
- C. Tetanus, Diphtheria and Pertussis Immunization (Tdap) – then boost with Td every 10 years.
- D. Varicella immunization (2 doses) or evidence of immunity to varicella.
- E. Influenza Immunization annually per CDC recommendations. All students or faculty who decline a flu shot will sign a declination form which will be kept on file in the DON office.
- F. TB testing: Students will be required to be tested annually.

In order to comply with clinical sites requirements, students may need to show proof of additional vaccination status (example COVID 19).

Revised 03/10/2022
Revised 03/09/2022
Revised 1/8/2024

2. Record

- A. Immunizations, tuberculin and titer records uploaded to student's CastleBranch account.
- B. Students and Faculty will be informed of deficiencies.
- C. Additional forms/statements required by cooperating agencies will be submitted to that agency.

- D. Failure to comply prohibits classroom, lab, and clinical participation until compliant. In addition, all assignments/tests/quizzes, etc. will receive a minimum of a 25% grade deduction. Failure to comply may also result in failure to progress in the program.

Revised 01/2024

3. Standard Precautions/Universal Precautions

- A. Guidelines for Standard Precautions have been developed by the Center for Disease Control (CDC) and are required for health agencies for the health protection of workers, including students of nursing. (OSHA and CDC "Blood borne Pathogen Standard").
- B. Guidelines for Standard Precautions are outlined in nursing textbooks and agency policy and procedure books.
- C. All students are required to complete an orientation program on OSHA, HIPPA, Standard/Universal Precautions, Hepatitis B, and Tuberculosis precautions. Guidelines will be adhered to by students in nursing. Students may purchase anti-fog, vented goggles before clinical courses at MSU Barnes & Noble Bookstore. Goggles and/or a mask are to be worn when spray exposure to body fluids or blood may occur.
- D. Annual review on HIPAA and Infection Control will be completed in semesters 1, 3, and 5 prior to beginning clinical experiences. Documentation of this will be uploaded and maintained in CastleBranch and will be provided to the clinical agencies, upon request.

Revised 01/2021
Revised 09/2021
Revised 1/2024

4. Hepatitis B Statement (See appendix G)

5. Immunization Exemption Form (See appendix H)

Infectious Disease Precautions

Nursing education programs prepare students for professional practice by educating students according to known information regarding such facets as health protection and risk management. It is the responsibility of the student to be accountable for using the most current information promulgated by the CDC and other authoritative sources. Standard universal precautions are to be practiced reducing the chances of a health care worker becoming infected.

The student is expected to follow policies in effect both at the University, in health care agencies, and if not in a formal health care agency, then the student is to follow recommendations of the CDC.

See Policy on Significant Infections Diseases in *MSU Student Handbook*.

Student Health Information

1. The student is required to have health insurance.
2. A health insurance policy is available to MSU students.
3. See clinical agency policies for specific guidelines.
4. Campus health care is available through the Student Health Center to supplement private health care.
5. Students with blood and body fluid exposures or accident or injury are to follow the agency protocol. The cost of testing and treatment are accrued by the student.

Revised 11/2019
Revised 09/2020
Revised 1/2024

Altered Health Status

1. Students with altered health status are encouraged to seek medical advice prior to clinical assignments, activities and immunizations.
2. The student is responsible to inform appropriate faculty of altered health status.
3. Students who have known or suspected sensitivity or allergy to **latex** or other **allergens** are encouraged to seek medical advice and inform faculty to facilitate informed decisions.
4. Nursing faculty, students and staff in conjunction with Facilities Management will make informed decisions regarding a healthy environment for student learning. This may include but not limited to latex, perfumes, chemicals, and air quality.

Student Absences and/or Ill Days

1. Students are expected to attend all class sessions of the course for which they are registered (*MSU Undergraduate Catalog*). There is no designated number of absent or ill days allowed. Students, whose illness or absence necessitates special arrangements for classes or clinical experiences, must have approval of the faculty with administrative approval as needed. Students may be required to provide written verification from physician and/or appropriate person. Students must meet stated objectives to successfully complete the course.

2. Arrangements for alternative class and/or clinical experience may be arranged at the discretion of the instructor, course coordinator, and Department of Nursing Chair based on factors including the following: agency policies, liability insurance policies, availability of faculty, health of student, time available for completion of assignment to meet course objectives, and proper notification of the absence or appropriate prior arrangement by the student. It is the responsibility of the student to notify appropriate faculty prior to clinical time when absence occurs. Collaborative planning between the student and faculty should be made early in the academic term for known elective or obvious future events. Additional fees may be assessed.
3. Emergency Absence-the student is to follow the emergency notification policy on class absences under the academic progress requirements in the MSU Student Handbook.

Impaired Student Nurse

The Department of Nursing faculty believes they have professional and ethical responsibility to students and clients. This responsibility includes providing a safe environment for teaching, learning and clinical practice.

Student Substance Abuse Policy

Purpose

The Department of Nursing at Minot State University recognizes the importance of educating its students about the problems of substance abuse because this significant health risk, and in many cases, criminal matter, is unfortunately prevalent among healthcare providers. Aside from impacting upon the personal and psychological integrity of the abusers, substance abuse may significantly impact the ability of healthcare providers to administer safe, competent patient care. Recognizing that substance abuse is both a disease and a professional hazard, the Department of Nursing has incorporated substance abuse topical content areas into its curriculum. The Department of Nursing has likewise established this substance abuse policy.

This policy impacts upon and augments the student's ability to maintain personal and professional integrity and facilitates the student's success both clinically and didactically. It promotes a healthy learning environment for the student. In the clinical setting, this policy enhances patient safety. It also fosters the development of professional nurses who are well educated about the prevalence and adverse outcomes of substance abuse.

Policy

This policy applies to all students who have matriculated in the Department of Nursing. Any unlawful possession, use, manufacture, distribution, diversion, or improper use of any substances by any student in the Department of Nursing may constitute removal from clinical and/or cause for termination from the program. In addition, no student may consume or be under the influence of or be in the possession of alcohol and/or drugs at any time the student is in the classroom and/or performing clinical duties. Improper use of alcohol and/or drugs may also constitute removal from clinical and/or cause for termination from the program. Students must also comply with all local, state, or federal laws and regulations controlling the possession, manufacture, use, or distribution of controlled or illegal substances and alcohol. The use of marijuana (recreational or medical) is illegal under federal law and is prohibited while in the nursing program. Students must also adhere to the

Minot State University Alcohol and Drug Policies found in the Student Handbook. The policy can also be found at <https://www.minotstateu.edu/handbook/>.

In addition, there are circumstances in which students may need to take over the counter or prescribed medications that have the potential to impair their performance or personal behavior. As such, all students are responsible for being aware of the effect these medications may have on performance and must notify the Department Chair or Course Instructor within 72 hours prior to clinical attendance or drug testing about the use of any medication that could impair performance or has the potential to influence a drug screen.

Failure or refusal to comply with the substance abuse policy may be grounds for disciplinary action, including dismissal from the program. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy. In addition, failure or refusal to comply with any aspect of the substance abuse policy may be reported to the University's Student Affairs Office for possible disciplinary action in accordance with the university's Student Conduct Policy.

Procedures

1. Alcohol and/or Drug Testing

Many clinical training sites require students undergo alcohol and/or drug testing prior to placement at their clinical sites. Therefore, all students involved in clinical practice settings requiring alcohol and/ or drug testing, will need to undergo alcohol and/ or drug testing prior to working at the clinical sites.

In addition, during enrollment in the Department of Nursing, a student may be required to undergo alcohol and/or drug testing upon admission to the nursing program, at random, and/or for cause. Cause is defined when there is reasonable suspicion that the student is impaired due to illegal drug or alcohol use, or the use or misuse of prescribed or over the counter medications based upon, but not limited to the following examples: alcohol on breath, slurred speech, motor incapacities, absenteeism, unusual or aberrant behavior or patterns of abnormal or erratic behavior; physical symptoms of impairment; arrest or conviction for a drug or alcohol related offense; evidence of drug tampering, drug diversion, or misappropriation; direct observation of drug use or discrepant drug counts; alterations in student clinical and/or didactic performance that may not be attributed to other causes; following a work-related injury or illness, with evidence that it may have been related to use of a controlled substance; observation of poor judgment or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment as determined by the Chair of the Department, faculty or staff member.

2. Reporting

A faculty or staff member who suspects possible substance abuse by a student must report the suspicious behavior to the Department Chair. In the absence of the Department Chair, the faculty member observing the behavior should contact the Vice President for Academic Affairs. Any faculty member with evidence that an enrolled student has engaged in clinical care of patients and families or participated in classroom work while impaired may also report their observations to the University's Student Affairs Office.

A faculty or staff member suspecting impairment of a student related to substance (alcohol and/ or drugs) use or abuse should not confront the student directly. The faculty or staff member should report the observations to the Chair of the Department of Nursing, and if they are not available the Vice President for Academic Affairs. The student will then be

approached by both the faculty or staff member making the initial observation and the other relevant Department of Nursing or University personnel. The student will be escorted to a designated healthcare facility for appropriate alcohol and/ or drug testing (see testing procedure).

A student who suspects possible substance abuse or a violation of this policy by another student has the responsibility to report this information. A report can be made to the student's faculty, advisor, and/or Chair of the Department or the Vice President for Academic Affairs. The identity of the individual making the report will be kept confidential to the greatest extent possible consistent with the need to investigate the report and subject to legal requirements. Any student arrested or convicted of violating any federal, state, or local law pertaining to the manufacture, possession, sale, use, or distribution of a drug or alcohol or misuse of prescribed medications must report this event to their academic advisor, Chair of the Department of Nursing and Admissions and Progressions Committee within the Department of Nursing within three days of the event and prior to any clinical contact with patients and families.

3. Testing Procedure

The student will be required to complete an alcohol and/or drug test 10 business days from date of acceptance letter into the nursing program. Refusal of drug testing upon admission to the nursing program will be regarded as having voluntarily relinquished their position. Also, alcohol and/ or drug testing may be completed at random and for cause. The cost for any required testing will be the student's responsibility. Testing required by the Department of Nursing will be conducted utilizing the following measures:

- A. The student must be tested at a facility approved by the Department of Nursing and have the required test to be accepted by the Department of Nursing.
- B. The student must fully comply with the testing facility's methods and procedures for collecting samples (Urine, serum, hair, and saliva analysis or a combination of these may be tested).
- C. The test shall screen for the use of alcohol and/or drugs.
- D. The student will disclose any prescribed or over-the-counter medications, as well as any dietary habits that could modify testing results.
- E. If the accuracy of a positive test is disputed by the student, the student may request a retesting of samples by the facility; however, the cost of the additional testing would be the responsibility of the student. Testing done outside the appropriate window of time will not be considered valid.
- F. Substance abuse is verified if either: (i) the positive test result is not disputed, or (ii) if the student-requested retest is positive.
- G. The testing facility will make a final report of the test results (positive, negative, or inconclusive) to the Chair of the Department of Nursing and the Admissions and Progressions Committee within the Department of Nursing.
- H. Students are required to complete alcohol and/or drug testing and will be expected to authorize the release of the results to Minot State University and the Department of Nursing.
- I. If test results are "negative-diluted," student will be required to return to testing agency the following morning after notification for a urine retest at their expense. If a second "negative-dilute" is resulted a third and final urine drug test must be completed the following morning at the student's expense. If the third test is

“negative diluted,” the student will forfeit their position in the nursing program. If it is after the start of a semester, their position will be forfeited.

All interim actions including requiring the student to undergo alcohol and/or drug testing, to refrain from clinical contact with patients and families, or to refrain from attending classes will be determined by the Chair of the Department of Nursing, Admissions and Progressions Committee within the Department of Nursing in consultation with the relevant course faculty and relevant University experts. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to submit to testing and may result in an inference of impairment and/or a violation of this policy.

Confidentiality of Testing Procedures:

The requirement that a student be tested, as well as the test results, will remain confidential and disclosed only to those individuals within Minot State University or an affiliated clinical site with a need to know or as required by law. Upon written request, students will be provided a copy of test results. As required by law, BSN Completion students who have been suspected of substance abuse will be reported to the appropriate State Boards of Nursing where the student is currently licensed.

A. Review by Department of Nursing Admissions and Progressions Committee

Once evidence has been gathered documenting the use or suspected use of controlled substances and/ or impairment, the student’s case will be discussed at a meeting of the Admissions and Progressions Committee. The Committee will consider all evidence to determine next steps including removal from clinical, leave of absence, and/or dismissal from the program. A student who is suspected of violating this policy may submit written information to the Committee for their review.

B. Voluntary Self-Disclosure

Students who voluntarily self-disclose a substance or alcohol abuse problem to a faculty member, academic advisor, or Chair of the Department, prior to a positive alcohol and/ or drug test result, and who are willing to enter in and complete an appropriate program of treatment may be granted a medical leave of absence while they undergo treatment. In consultation with their health care provider and relevant documentation showing successful completion of an appropriate treatment program a recommendation will be brought to faculty from the Admissions and Progressions Committee for the option of re-admittance into the Department of Nursing. The student must sign appropriate University forms providing designated University personnel permission to communicate with the student’s private providers about their recovery status and the possibility of readmission into the Department of Nursing.

C. Treatment and Counseling Resources

Students who are concerned they may have a substance and/or alcohol abuse problem are encouraged to seek appropriate assessment, treatment, and counseling from qualified health care professionals.

Students who share concerns of a possible drug and/or alcohol problem will be referred to the University’s Student Health and Development Center for referral to appropriate treatment and counseling services.

Individuals with disabilities will be referred to Access Services to determine reasonable accommodations. The use of marijuana (recreational or medical), illegal

drugs, or any substance used for something other than its intent is prohibited while in the nursing program. The use of marijuana (recreational or medical) is illegal under federal law and a person currently using illegal drugs is not included in the definition of an individual with a disability.

D. Reentry into the Academic and Clinical Environment

Return from a medical leave of absence related to an alcohol and/or drug abuse problem will be considered by the Chair of the Department of Nursing, the Admissions and Progressions Committee recommendations and faculty decision following successful treatment and sustained progress in an appropriate treatment program. In addition, any other conditions that may have been stipulated in the leave of absence letter must be addressed prior to re-admittance to the Department of Nursing. All relevant University and School required documents must be completed, including an individualized plan for successful return to course and clinical work that is approved by the student's health care provider, relevant University personnel, and the Department of Nursing. The plan may also include but is not limited to a plan for follow-up treatment and progress, random drug screens, documentation of on-going participation in counseling or self-help meetings, and consequences of failure to comply with the plan and other requirements. Factors that have been identified as helpful for reentry into practice include 12-step program participation, random drug screening, and sponsorship in a support group. The student must also provide medical clearance from the appropriate healthcare provider and evidence of current, active nursing licensure (if a BSN Completion student). Re-entry to the Department of Nursing will be determined by the faculty after review of documents and other information by the Chair of the Department of Nursing and the Admissions and Progressions Committee bringing a recommendation forward.

Depending upon the length of absence from the program, the student may be required to restart the clinical and didactic components of their plan of study. Alternatively, the student may only be required to repeat specific semesters of clinical and didactic study, based on the decision of the Chair of the Department of Nursing, course faculty and the Admissions and Progressions Committee.

Before reentry into the Department of Nursing, conditions will be established between Minot State University's Department of Nursing and the recovering student. A student in recovery who is permitted to reenter the Department of Nursing must comply with the conditions of return delineated as part of the program reentry, which will be determined on an individual basis.

The Department of Nursing faculty will follow the University policy prohibiting illegal possession, distribution or use of drugs and/or alcohol on University property or as part of University activities, including clinical. Violators will be subject to prosecution under the laws and ordinances and disciplinary action according to University policy. The student will be made aware of the North Dakota Board of Nursing rules and regulations relating to licensure of the nurse with history of chemical dependency.

Invasive Procedure Lab

Invasive procedures including, but not restricted to, needle/lancet punctures and insertion of tubes, shall be performed on simulated models by nursing students in the Learning Resource Center.

Fire-Electrical-Chemical Safety

- A. Students will be informed of actions to prevent fire, electrical and chemical accidents in clinical sites.
- B. Students will follow standards and agency policy in the event of fire, electrical or chemical accident.
- C. Students will be informed of Federal Regulation "Employee Right to Know", Material Safety Data Sheet (MSDS) information, and/or other appropriate documents (available at clinical agencies).

Legal Student Signature

Student signature will be in compliance with agency policy and includes SN, MSU. This includes first name, last name and SN, MSU and must be legible (eg. Jane Doe, SN, MSU).

Professional Liability Insurance

1. Student liability insurance coverage is provided. Upon enrollment, after admission into the Nursing major, the Department of Nursing will annually include the student in the number of students submitted to the insurance company designated by MSU and the ND University System.
2. Student liability insurance coverage is provided for students enrolled in required and elective nursing courses at MSU.

Program Fee (Department of Nursing)

A Department of Nursing program fee is paid each semester by each Nursing major which helps to purchase additional program services as determined by the Department of Nursing with student input. Examples are computers, ATI tools, library resources, and audio-videos. Salaries are not paid using program fee monies.

*More information regarding fees and tuition can be found on the MSU Business Office website, [MSU - Student Information \(minotstateu.edu\)](http://minotstateu.edu)

Nursing Program and Course Fees

Nursing program and course fees are used to cover the cost of program development and are subject to change.

Student Grade Appeal Procedure

The Grade Appeal Form is available on the Registrar's Office website, under Forms, https://www.minotstateu.edu/records/documents/forms/grade_appeals.pdf.

Student Complaint Policy

The MSU Student Complaint Policy will be followed by the Department of Nursing to assist both students, faculty and staff in resolving student concerns and complaints. See MSU Student Handbook- Student Rights and Responsibilities for procedure.

Code of Student Conduct (including Dress Code)

National Student Nurses' Association, Inc.

Code of Academic and Clinical Conduct

1. Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments, we believe that ethical principles are necessary to guide to professional development. Therefore, within these environments we;

- A. Advocate for the rights of all clients.
- B. Maintain client confidentiality.
- C. Take appropriate action to ensure the safety of clients, self, and others.
- D. Provide care for the client in a timely, compassionate and professional manner.
- E. Communicate client care in a truthful, timely and accurate manner.
- F. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- G. Promote excellence in nursing by encouraging lifelong learning and professional development.

- H. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- I. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- J. Use every opportunity to improve faculty, clinical staff, and peers to mentor nursing students.
- K. Encourage faculty, clinical staff, and peers to mentor nursing students.
- L. Refrain from performing any technique or procedure for which the student has not been adequately trained.
- M. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
- N. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- O. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- P. Abstain from the use of tobacco or any electronic cigarette or vaping device in the academic or clinical setting.
- Q. Strive to achieve and maintain an optimal level of personal health.
- R. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- S. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on 04/06/2001

Revised 12/03/2021

2. Dress and Professional Conduct

The MSU student uniform is to be worn ONLY within the student role in any health agency. When in the clinical agencies, the students are to conform to individual agency dress policy. Refer to individual course syllabi/outlines for appropriate uniform during clinical experiences. If appropriateness of dress is in question, the final decision will be made by faculty. The student will comply with agency policies.

A. Apparel

- Uniforms
- Students may purchase the scrub **style** of their choice that meets professional presentation and the following criteria:
 - Black scrub top with the MSU Logo embroidered on the left side and black scrub pant or skirt. A black non-hooded warm up jacket with the MSU logo embroidered on the left side may be worn in the clinical setting. (The dress/skirt length should be no shorter than to the middle of the knee.) Information regarding the appropriate MSU Logo and vendors that will provide the service can be obtained from the NSA Faculty Advisor or at the Department of Nursing Office.
 - A plain white, black, gray, or red t-shirt may be worn underneath the scrub top. No visible graphics on t-shirts allowed.
 - Professional attire may be required in certain nursing courses. Professional attire will be defined per faculty discretion. Stockings/socks must always be worn. Sandals or open-toed shoes, jeans, athletic attire or t-shirts are not allowed.
 - No backpacks allowed in the clinical settings.

Internship Uniform

- If the student is enrolled in an MSU Internship course, the uniform will conform to the Minot State University Nursing Uniform Policy.

Shoes

- Shoes should be in good condition, no open-toed shoes or shoes with large ventilation holes are allowed.
- Shoes with heels over 1 ½" are not appropriate. Shoes should have a minimum of a back strap.
- Shoes should be a primary neutral color of black, gray or white, or a combination of those colors.

Undergarments

- Appropriate color, style and fit of undergarments.

Name Tag

- MSU nursing student photo ID is worn whenever the student is working with clients as part of the student's clinical experience or obtaining clinical assignments.
- Name tag/Photo ID will be obtained through the MSU Student Center Director with authorization from the Department of Nursing.
- One name tag/photo ID card will be provided to the student. The student is responsible for replacement cost. The information will include first name and last initial, SN, MSU. It will also include Student of Nursing, Department of Nursing and Minot State University. The MSU emblem will also be included.

- Title Badges for identification as a Student Nurse will also be worn behind the MSU Photo Identification and can be obtained from the LRC.

B. Grooming

- Uniform shall be clean and wrinkle free. Hair must be of conservative* color.
- Hair shall be clean, combed and worn off the collar.
- Beards and mustaches shall be short, neat, and trimmed. Facial hair that impedes the fit of an N-95 mask may have to be shaved. Extreme styling of mustaches is not permitted.
- Nails
 - Well-manicured and conducive to giving patient care.
 - Fingernails only extended $\frac{1}{4}$ inch longer than fingertip.
 - Unchipped nail polish may be worn. Specific departments do not allow nail polish, check with clinical instructor if this restriction applies.
 - Acrylic nails or nail ornaments are NOT allowed.
 - Fragrances: NO perfumes, colognes or aftershave, or cigarette smoke.
 - Tattoos/ body art must be conservative* and/or covered during clinical activities. If tattoos are deemed to be offensive*, the student may be asked to cover it.

C. Jewelry

- Earrings: Small, no hoop or dangling earrings. No gauged ears without plugs.
- Rings: Limit to one each hand, no high rings or stones.
- Watch with second hand, appropriate for clinical assignment.
- Necklaces should be small, without elaborate pendants.
- Piercings: The wearing of jewelry designed for pierced body parts shall be limited to the ears and facial jewelry shall be limited to one side nose/small stud piercing.
- Bracelets are not permitted with the exception of medical alert bracelets.
- Jewelry is to be removed in designated areas (such as: OR, Nursery)

D. Professional decorum

Student conduct reflects on MSU Department of Nursing and the student should be aware of the impression that is made on clients, the community, peers and prospective employers.

- Be respectful to all
- Gum chewing NOT allowed
- Tone of voice- well modulated
- Confidentiality - to be maintained at all times
- No smoking, vaping or use of smokeless tobacco during clinical
- Eating and drinking permitted in designated areas only

- E. Students will be required to sign the “Clinical/Lab Expectations and Code of Conduct” form (Appendix J) each semester.

* Faculty reserves the right to define professional attire/ conservative/offensive.

09/2020,
01/2021,
10/2022
1/2024
11/2024

3. Classroom behavior

A positive impression and demonstration of respect includes:

- A. Attending classes and paying attention. Do not ask an instructor in class to go over material you missed by skipping a class or not concentrating.
- B. Not coming to class late or leaving early. If you must enter a class late, do so quietly and do not disrupt the class by walking between the class and the instructor. Do not leave class unless it is an absolute necessity.
- C. Not talking with other classmates while the instructor or another student is speaking. If you have a question or a comment, please raise your hand, rather than starting a conversation about it with your neighbor.
- D. Showing respect and concern for others by not monopolizing class discussion. Allow others time to give their input and ask questions. Do not stray from the topic of class discussion.
- E. Turning off the electronics: cell phones and watches.
- F. Avoiding audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.
- G. Focusing on class material during class time. Sleeping, talking to others, doing work for another class, checking e-mail, and exploring the Internet are unacceptable and can be disruptive.
- H. Not packing book bags or backpacks to leave until the instructor has dismissed class.
- I. Disruptive behavior will not be tolerated.

Definition: Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to: verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/ receiving personal phone calls/texting, emailing or pages during class, leaving and entering class frequently in the absence of notice to instructor of illness or extenuating circumstances, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening,

intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

J. Recommendations for action to disruptive behavior:

- First step: verbal warning
- Second step: written warning
- Third step: dismissal from nursing program
- Student to see MSU grievance policy for further information.
- In extreme instances (e.g. where the problems is (are) declared severe), the Department of Nursing may opt to bypass the above actions and remove the student from the Nursing program.

Revised 2013
Revised 10/2018

4. Student Communication

Communication regarding issues in a nursing course shall begin with the course faculty. The student and faculty will work to resolve the issue. If no satisfactory resolution is achieved in ten calendar days, the student should make an appointment and meet with their advisor. The advisor, student and course faculty may then meet to discuss the issue. If no resolution is achieved within ten calendar days, the student should bring the issue to the Department of Nursing Student Faculty Affairs Committee. Student progression in nursing major may be affected by the outcome.

Transportation

Students must furnish their own transportation to and from clinical areas, family visits, and agencies. When funding is available, some approved applications for transportation expenses for selected student group tours/travel may be paid by the University. Students in N456 Public Health Nursing should be prepared for several assignments out of Minot and will be responsible for their own transportation.

Motor Pool Travel

University policies will be followed regarding ND State Fleet motor pool travel.

***Additional information can be found in the MSU Student Handbook, Student Rights and Responsibilities, <https://www.minotstateu.edu/handbook/code-of-conduct/index.shtml>.**



Be seen. Be heard. Be inspired.

Section 4:

Resources

Learning Resource Center (LRC)

The purposes of the LRC include providing an environment for performing clinical skills, taking exams, using A-V resources, simulations, and using computer services. (See LRC information in Appendices.)

The student is allowed to check out selected resources and is responsible for returning them in clean, good condition and by the time specified in the policy found in Appendix I.

Students are expected to use the LRC with respect for fellow students, faculty and staff and are to leave it clean and orderly.

Library Facilities

Library facilities are available to the students at the university and in the community. A variety of medical and nursing journals are also available.

- A. Gordon B Olson Library: Minot State University Campus
- B. Minot Public Library: Downtown Minot
- C. Community Resource Center: Medical Office Building of the Hospital. It is open to the students 8-430 Monday-Friday.
- D.

Nursing Internship - NURS 397

- A. Students who have successfully completed Nursing courses N325 and N335 may register for the nursing internship course for 3 - 6 semester hours.
- B. Students are responsible for obtaining internship employment in consultation with the faculty member responsible for N397.
- C. Education Agreements must be on file.
- D. The Nurse Practices Act exemption NDCC 43-12.1-04(2) (12) applies only to students who are enrolled in a course at a board approved program and are participating in clinical experience as part of an educational program designed to provide supervision for the student in the clinical setting. The supervised clinical practice of the internship/cooperative student must be based on content from required nursing courses that the student has completed and has received a grade acceptable for progression in the nursing program.

Revised
03/2018
Revised
02/2021



Be seen. Be heard. Be inspired.

Section 5

Appendices

Appendix A - Learning Resource Center

Minot State University Department of Nursing Learning Resource Center (LRC)

Welcome to the Department of Nursing. The LRC is a place for study, testing, nursing skills practice and completing simulated clinical and computer assignments. The LRC consists of Clinical Nursing Labs I (319) and II (324), and Sim Rooms (Sim I (321B), Sim II (321D), and Debrief Room (321A). The resource room and testing room can be accessed by request. **The LRC is regularly open 7:30 AM to 4:00 PM Monday through Friday. Evening and summer hours are variable and available upon request.**

Students are asked to use integrity, honesty, and be professionally responsible when using MSU Department of Nursing resources. Students are also expected to be respectful to staff, faculty and fellow students.

LRC GENERAL GUIDELINES:

1. Students, staff, and faculty must check out all supplies, equipment, and other items with a member of the LRC staff or the administrative assistants in the main Nursing Department office. Please sign LRC loan agreement.
2. **A limit of 3 videos/DVDs per student may be checked out at one time. You must know the name of the video that you are requesting.** Please request video by name and course.
3. The check-out policy is for an overnight period only. If you are unable to return the item(s) by 9:00 AM the following morning, notify the administrative assistants in the main nursing department by calling 701-858-3101.
4. The computer kiosks in the Nursing Department hallway are for student use, please be respectful of other student's needs.
5. The computer lab in Memorial 308 will be made available for student use as much as possible. However, student testing and use as classroom is priority. Please check schedules on door for open times.
6. Printing is a privilege, please remember to pick up what you print and only print what you need. If the office is locked, please contact your instructor to access printed materials. Printing is limited by your account with IT. You must contact IT to raise your spending limit.
7. Leave your work area in clean, working condition in the LRC, clinical nursing labs, testing room, and computer lab.
8. Remember, others may be studying or taking a test, so keep noise to a minimum especially in hallways!
9. **No food or drinks** will be allowed around the computer labs, learning resource center or simulation rooms.
10. No children in LRC, clinical nursing labs, testing rooms, or classrooms.
11. Contact the Director of LRC and Simulation for additional practice times, set-up of manikins, and supplies.

CHECK OUT OF LRC INSTRUCTIONAL INVENTORY MATERIALS:

Policy

Materials checked out by the close of business on Monday, Tuesday, Wednesday, or Thursday must be returned by 9:00 a.m. the following day. Materials checked out by the close of business on Friday must be returned by 9:00 a.m. on the following Monday.

Failure to return materials checked out may result in loss of the privilege to check out such materials. A HOLD will be placed on the students Campus Connection account, which will prevent registering and receiving grades until materials are returned and/or fees are paid. The collected fees will be used towards the purchase of new instructional materials and for the replacement and repair of worn instructional materials.

The timely return of LRC Instructional Inventory Materials reflects a number of factors, including a caring attitude of student's for classmates who must complete the same assignment with the same materials.

FEE* STRUCTURE for LATE RETURN of LRC INVENTORY INSTRUCTIONAL MATERIALS:

\$1.00 per hour with a \$5.00 maximum **AND** \$5.00 billing fee for materials not returned by the morning after the due date. The fees are non-refundable. Replacement cost will be charged to the students account if checked out material/equipment is not returned.

**Fees are subject to change.*

Revised 11/2015
Revised 11/2017
Revised 1/2024

Appendix B - Video Policy

Minot State University Department of Nursing

Video Policy

The student will receive the Policy on Video Recording in Semester 1, 3, 5 and after signing it is placed in their file in the Nursing Department office.

Policy on Video Recordings for Simulation

I acknowledge and understand that video recording may be done during my Nursing education for lab and simulation debriefing and evaluation. I consent to being videotaped for these purposes. I also agree that activities including pre-simulation, simulation, debriefing and evaluation which may include permission to view video following the simulation are to remain confidential. The confidentiality agreement signed by the student guarantees privacy and prohibits discussion of video contents or student's performance and is considered the property of Minot State University Department of Nursing. Any unauthorized use is prohibited and may result in dismissal from the nursing program.

Student Name (printed) _____

Student Signature_____

Date_____

Video Equipment

EMS (Education Management Solutions Simulation IQ Enterprise Web and AV are used in the Simulation Center at the discretion of the faculty with assistance of the Director of LRC and Simulation and the LRC Coordinator. The student will be informed if the session is being recorded. Recordings can be saved and used for educational purposes, debriefing opportunities, and evaluation by both student and faculty. The videos can be viewed through the EMS Simulation IQ Enterprise AV Viewer or the EMS Website. All are secure and password protected. Authorized viewers (faculty, students) will be given permission for viewing for designated times.

Video Recording Retention

The video recordings will be deleted at the end of the semester, unless needed for evaluation and supporting information for student and faculty. The faculty must inform the Director of the LRC and Simulation and LRC Coordinator if the videos need to be retained for a longer period of time.

Adopted 05/14/2015
Revised 04/06/2018

Appendix C - Essential Functions through Clinical Course Work

Minot State University Department of Nursing Essential Functions: Acknowledgement Form for Nursing Students

I acknowledge that I have reviewed and fully understand the Minot State University Department of Nursing's *Essential Functions for Clinical Course Work Through the Department of Nursing*.

I understand that it is my responsibility to contact the Academic Support Center and Access Services at Minot State University to discuss reasonable accommodations for any areas that I may need accommodation to successfully perform.

Department of Nursing students must be able to fully perform the essential functions in each of the following categories:

Essential Function	Able to Perform (initial box)
1. Motor Skills: Students must coordinate fine and gross motor movements sufficient to provide safe effective nursing care. Examples include transferring a patient in and out of bed, stretchers, and wheelchairs. Performing cardiopulmonary resuscitation (CPR), lift, move, turn, position, push, pull patients and/or objects. Complete skills tests within assigned time limit. Reach to place or access equipment such as intravenous (IV) fluid bags or bend or squat to reach such things as catheter bags, within compliance of safety standards. Safely prepare and administer medications, document care via computer or with pen or pencil, pick or grasp and use small objects used in patient care such as IV roller clamps, eye dropper, and insertion of catheters.	
2. Physical Endurance: Students must be able to stand (at client side during procedure); sustain repetitive movements (CPR); maintain physical tolerance (work entire shift).	
3. Physical Strength: Students must be able to push and pull 25 pounds (position clients); support 25 pounds of weight (ambulate client); lift 25 pounds (transfer client); move light objects up to 10 pounds; move heavy objects weighing from 10 to 50 pounds; defend self against combative client; carry equipment/supplies; use upper body strength (CPR, restrain a client); squeeze with hands (fire extinguisher).	
4. Hearing: Students must have an auditory ability to sufficiently assess and monitor health needs without the assistance of an interpreter. Examples include being able to hear normal speaking level sounds; hear faint voices; hear faint body sounds with the use of a stethoscope (BP); hear in situations not able to see lips (when using masks); hear auditory alarms.	
5. Visual: Students must be able to see objects up to 20 inches away; see objects up to 20 feet away; see objects more than 20 feet away; use depth perception; use peripheral vision; distinguish color; distinguish color intensity. Examples include detect changes in skin color, condition,	

temperature. Draw up a prescribed quantity of medication into a syringe.	
6. Tactile: Students must have a tactile ability sufficient for physical assessment. Examples include being able to feel vibrations (pulses); detect temperature; feel differences in surface characteristics (skin turgor); feel differences in sizes, shapes (palpate vein); detect environmental temperature.	
7. Smell: Students must be able to detect odors from client; detect smoke; detect gases or noxious smells.	
8. Communication Skills: Students must effectively read, write, comprehend, and speak English language. Communicate relevant, accurate, and complete information in a concise and clear manner both verbally and in writing to patients and health care members. Communicate and function effectively in environments with multiple auditory and visual inputs. For example: explain treatment procedures, document and interpret patient outcomes/responses.	
9. Arithmetic Competence: Students must be able to read and understand columns of writing (flow sheets); read digital displays; read graphic printouts (I&O); calibrate equipment; convert numbers to/from metric; read graphs (vital sign sheets); tell time; measure time (duration); count rates (pulse rate); use measuring tools (thermometer); read measurement marks (scales); add, subtract, multiply, divide; compute fractions (medication dosages); use a calculator; write numbers in records.	
10. Emotional Stability: Students must be able to be patient, calm, and react to perform in a high stress situation. Examples include establishing therapeutic boundaries; provide client with emotional support; adapt to changing environment/stress; deal with unexpected crisis (cardiac event, shock, hemorrhage) focus attention on task; monitor own emotions; perform multiple responsibilities concurrently; handle strong emotions (grief).	
11. Analytical Thinking: Students must be able to transfer knowledge from one situation to another; process information; evaluate outcomes; problem solve; prioritize tasks; use long term memory; use short term memory.	
12. Critical Thinking Skills: Students must be able to identify cause-effect relationships; plan/control activities for others; synthesize knowledge and skills; sequence information.	
13. Interpersonal Skills: Students must be able to negotiate interpersonal conflict; respect differences in clients; establish rapport with clients; establish rapport with co-workers.	
14. Professional Behaviors: Student behaviors must be consistent with forming a safe and effective therapeutic relationship with patients. For example: conveying a caring, respectful, sensitive, tactful, compassionate, empathetic, and tolerant attitude toward patients, family, and members of the interdisciplinary team. Accept responsibility, accountability, and ownership of one's actions.	

National Council of State Boards of Nursing. (1999). *Guidelines for using results of functional abilities studies and other resources*. Chicago: Author.

I certify the information submitted in this document is complete and accurate to the best of my knowledge. I understand that submission of incorrect or false information may cause dismissal from the Department of Nursing and Minot State University. I understand that any request for accommodations will be made through the Academic Support Center and Access Services.

I understand I must maintain the ability to perform the essential functions throughout my time as a nursing student at Minot State University. I understand that if my status changes at any time while I am a student in the Department of Nursing at Minot State University, I will notify my academic advisor and the department chair. I will also submit a new *Essential Functions: Acknowledgement Form* for re-evaluation.

Print Name _____ **Student ID** _____

Signature _____ **Date** _____

Revised 11/2015
Revised 10/2019

Appendix D – Testing Policy

Minot State University Department of Nursing

Test Taking Policy

1. Store all personal belongings, notes, electronic devices, smart watches away from the testing area in backpack or book bag.
2. All back packs and book bags stored at the front of the room.
3. Cell phones must be turned off during the exam.
4. No cups or bottles that cannot be seen through allowed in the exam area.
5. No hats, hoodies, earphones, headsets, or ear buds may be worn during the exam. Earplugs may be allowed at the discretion and inspection of the exam proctor. Other personal belongings may be prohibited at the discretion of the proctor.
6. Raise hand with any questions, no questions shall be asked about the exam content.
7. Scratch paper will be provided by the proctor and must be turned in after the exam.
8. No talking during the exam.
9. No exiting browser during computer testing.
10. Unanswered questions will be scored as incorrect.
11. Use answer sheet provided by proctor for computer exams in the event of computer failure during exam.

Adopted 09/2017

Appendix E – Admissions & Academic Progression Appeal Form

Minot State University Department of Nursing

(Please print all information)

Name of Student: _____ Student ID#: _____

Address: _____

Phone #: _____ Email address: _____

Name of Advisor: _____

I am requesting permission to continue progression in the Nursing Program

- I withdrew from the Nursing program and I am asking for permission to resume my enrollment in the program.
- I have failed to achieve a grade of C or better or did not meet course objectives in the following nursing course _____ and wish to attempt this course again. I understand that the inability to achieve a C or better on the second attempt will result in dismissal from the Nursing Program.
- I have failed to meet the requirements of the Nursing Program and I am asking permission to resume my enrollment in the program.

Please attach a letter to the form addressing the following two statements:

- My barriers to success in the Nursing Program.
- My plan for success in the Nursing Program.

Student Signature/ Date: _____ Advisor Signature/ Date: _____

Please attach any letters of support or documentation of extraordinary circumstances to be considered in this appeal.

Committee Decision: _____

Chair Decision: _____

Letter sent to student on: _____

Copy placed in student file: _____

Appendix F – Simulation Guidelines, Policy and Procedure

Minot State University Department of Nursing

Background: Simulation in Nursing Education

The Minot State University Department of Nursing envisions enhancing the education of nursing students through the use of high-fidelity simulation. As the health care environment is in a state of constant change, nursing faculty prepares students for the complex nature of clinical practice. Some of the advantages and positive outcomes of being able to practice in a simulated clinical environment without risk of harm to human clients are:

1. Improved competence and confidence in providing care to clients in a variety of settings.
2. Active learning by students to improve comprehension and application of knowledge to the client care environment and encourage them to reflect on their practice in a safe setting.
3. Active participation in complex client situations to improve decision making, critical thinking, prioritizing, and delegating as needed in the practice of professional nursing.
4. Experience with simulated high-risk client's situations the student may not encounter while in actual clinical but would require rapid responses and critical thinking when in clinical practice as a registered nurse.
5. Enhance confidence and skill in the practice of nursing as a new graduate, with improved satisfaction of the new nurse and employer, increased retention, and thus decreasing the shortage of nurses.
6. Improve safety in client care whether in assessment, providing care, medication administration, identification of risk and appropriate delegation to other members of the health care team.
7. Work collaboratively with interdisciplinary teams to enhance outcomes for the clients they care for.
8. Experience with advanced technologies (i.e., simulated EHR, medication administration record, etc.) to enhance the realism of simulation.

Ultimately, the goal of improving the simulation program in nursing education is the graduation of increased numbers of graduate nurses able to provide safe, quality professional nursing care in a variety of health care settings in both rural and urban communities.

Several courses within the Department of Nursing provide students with simulation opportunities, which can involve using manikins, standardized patients, or virtual reality. These experiences are often recorded digitally and stored for assessment, feedback, and mentoring purposes. Maintaining confidentiality is a crucial aspect of the learning process during simulations. Students are asked not to share simulation events or debriefings with their peers.

Jeffries, P.R. (Ed). (2020). *Simulation in nursing education: From conceptualization to evaluation*. Lippincott Williams & Wilkins.

Appendix G – Hepatitis B Statement

Minot State University Department of Nursing

Hepatitis B Statement

Hepatitis is an inflammation of the liver that is most often caused by viruses identified by the letters "A," "B," "C." Up to 50% of persons with Hepatitis B infections (HBV) may be unaware that they have contracted the virus and many chronic carriers may have few or no symptoms. The long-term risk to workers such as student nurses is estimated between 15% and 30% and is greater in some specialties than in others (e.g., ICU nurses).

Persons at substantial risk of HBV (Hepatitis B) infection who are demonstrated or judged likely to be susceptible should be vaccinated. They include any healthcare or public-safety worker whose tasks involve contact with blood or blood-contaminated body fluids (needle sticks, mucous membranes, non-intact skin).

Risks among health-care professionals vary during the training and working career of each individual but are often highest during the professional training period. For this reason, student nurses should receive the Hepatitis B vaccine.

Hepatitis B vaccine is administered in three (3) doses over a six-month span of time. The side effects are minimal with the most common reaction being injection site soreness. Less common reactions are low grade fever, erythema, and swelling. As with any vaccine, the possibility of rare, adverse reactions exists.

Hepatitis B vaccine is strongly recommended to protect the student from this disease. Clinical agencies may deny the student an opportunity to practice in their facility without evidence of Hepatitis B vaccination.

The student will provide documentation to the Department regarding Hepatitis B immunization status, including signing one of the following forms:

I, _____, have received doses of the Hepatitis B vaccine, and am providing a copy of the record to the Department of Nursing office.

Date: _____

Signature of student: _____

I, _____, have read the background information for the Hepatitis B vaccine and understand the information provided regarding Hepatitis B exposure. I have chosen not to receive the vaccine.

Date: _____

Signature of student: _____

Appendix H – Immunization Exemption Form

The Department of Nursing at Minot State University requires the following vaccines. **A.** Hepatitis B Vaccination Series with signed “Hepatitis B Statement form”. **B.** Two MMR Vaccinations or proof of immunity by titer. **C.** Tetanus, Diphtheria and Pertussis Immunization (Tdap) – then boost with Td every 10 years. **D.** Varicella immunization (2 doses) or evidence of immunity to varicella. **E.** Influenza Immunization annually per CDC recommendations. All students or faculty who decline a flu shot will sign a declination form if the immunization is declined for non-medical reasons. The student will be required to notify their faculty. The form will be kept on file in the DON office. **F.** TB testing: Students and faculty will be compliant with the TB policies of the agencies were attending clinical.

***The Department of Nursing may accept documentation of a medical condition or disability other than this form. Please contact the Department of Nursing if you would like to submit alternative documentation.**

<p>READ THE INSTRUCTIONS CAREFULLY AND UPLOAD TO YOUR CASTLEBRANCH ACCOUNT https://discover.castlebranch.com/ For questions call the Department of Nursing at 701-858-3101 or 701-858-4308</p>				
Last Name	First Name	Middle Initial	Birthdate ____/____/____ <small>Month/Day/Year</small>	Age
Maiden/Former Name (if applicable)	Comments:		Student ID#:	

Please check all that apply, sign and upload to the student’s CastleBranch account.

I have a medical condition that contradicts immunization (must be signed).

- Please specify which immunization(s)

<input type="checkbox"/> HEP B	<input type="checkbox"/> Varicella
<input type="checkbox"/> Tdap	<input type="checkbox"/> Influenza
<input type="checkbox"/> MMR	<input type="checkbox"/> COVID-19

I have a disability that contradicts immunization and requires accommodation.

X Licensed Healthcare Provider (MD,DO,NP or PA) Signature: _____

Date: _____

X _____

Student Signature Date

X _____

Department of Nursing Chair Signature Date

Upload this form to your CastleBranch account: <https://discover.castlebranch.com/>
 PLEASE NOTE: If you have a disability requiring accommodations, please contact the Department of Nursing and Access Services at MSU.
 *Due to classroom, lab and clinical site immunization requirements, there is risk of nursing program progression if accommodations are not able to be met.

Appendix I- Equipment Loan Agreement

Minot State University Department of Nursing

Equipment Loan Agreement

I hereby agree to the following terms and conditions when borrowing equipment from the Learning Resource Center (LRC). Students, staff, and faculty must check out all supplies, equipment, and other items with a member of the LRC staff, instructor, or the administrative assistant in the main Nursing Department office.

Initial Equipment Condition:

- The equipment has been tested prior to loan and has been verified to be functioning properly.

Damages:

- I am responsible for reporting any damages or equipment malfunctions immediately.
- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to me.
- Failure to return materials checked out may result in loss of the privilege to check out such materials. A HOLD will be placed on my Campus Connection account, which will prevent registering and receiving grades until materials are returned and/or fees are paid. The collected fees will be used towards the purchase of new instructional materials and for the replacement and repair of worn LRC equipment.

Lateness:

- The check-out policy is for an overnight period only, unless otherwise approved by the instructor. If I am unable to return the item(s) by 9:00am the following morning, I will need to notify the Department of Nursing either by phone (701-858-4308 or 701-858-3101) or by email (nursing@minotstateu.edu) or a fine may be assessed.
- \$1.00 per hour with a \$5.00 maximum AND \$5.00 billing fee for materials not returned by the morning after the due date. These fees are non-refundable.

Fees for Collection:

- I authorize full replacement costs to be charged to my Campus Connection account.
- I understand the above and will accept any charges incurred.

I certify I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I am personally responsible for this equipment and may not loan it to a third party. I assume financial responsibility for all risk of loss or damage to the equipment.

Equipment on loan: _____

Date: _____

Student Responsible: _____

Returned Date: _____

Student ID # _____

Received By: _____

Appendix J – Clinical/Lab Expectations and Code of Conduct

Minot State University Department of Nursing

Clinical/Lab Expectations and Code of Conduct for NURS _____

Below are some of the expectations for your clinical/lab rotations. These are listed to help you meet the course objectives and be successful in this/these course(s).

1. Safety of patients, students, preceptors, and other members of the health care team is a top priority. Unsafe clinical/lab practice is defined as: any act by the student that is harmful or potentially harmful to the patient, the student, classmates, or other health care personnel. Unsafe student performance will be addressed by the faculty and may require students to complete remediation. Certain behaviors may result in immediate removal from clinical practice and could result in failure of the course. Unsafe behaviors can include but are not limited to knowledge and skills, interprofessional communication, and professional image.
2. Students must arrive on time and be prepared for each clinical/lab. Preclinical preparation is expected to be completed prior to arrival.
3. Students must follow the dress code for each clinical/lab area and demonstrate professional behavior at all times as per the student handbook.
4. Students will follow HIPAA regulations at all times and promote the highest levels of ethical and moral principles including but not limited to:
 - Patient confidentiality: verbal and electronic
 - Social media
 - Patient Electronic Health Records
 - Visual/audio recordings or pictures
5. Students are expected to treat patients, staff, classmates and all other team members with respect and professionalism.
6. Students are required to participate and be actively engaged in all aspects of the clinical/lab day.
7. Cell phones or smart watches are not to be used unless for educational purposes and approved by the supervising authority.
8. The students are responsible to communicate with the clinical/lab facility if they cannot come on the assigned day or any other alterations to the schedule.

I have reviewed and understand the above expectations for clinical/lab practice for NURS_____.

Student signature

Date

Revised 09/2021

References

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author

Chunta, K. (2016). Ensuring safety in clinical: Faculty role for managing students with unsafe behaviors. *Teaching and Learning in Nursing, 11*(3), 29-32.

Appendix K – Statement Related to Criminal Offense

Minot State University Department of Nursing

All students making application to (name of institution) must answer the following questions. An affirmative response to any of these questions will not automatically prevent admission, but you will be asked to provide additional information. The information will be reviewed by a campus officer or committee charged with that responsibility. Falsification or omission of information may result in a denial of admission, rescission of admission, dismissal, or other appropriate sanction.

1. Have you ever pled guilty (or no contest) to or been convicted of any felony? Yes No

2. Within the past seven (7) years, have you pled guilty (or no contest) to or otherwise been convicted of a crime involving violence or the threat of violence or of a sex offense. Crimes of violence refer to an offense in which physical force was used, attempted or threatened against the person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing and unlawful restraint or imprisonment. Sex offenses include, but are not limited to, rape, sexual assault, sexual battery, gross sexual imposition, trafficking, and the possession or distribution of child pornography. Yes No

3. Are you currently required to register as a sex offender in any State? Yes No

4. Have you been dismissed or suspended from a college or university for disciplinary reasons within the last seven (7) years (“Dismissed for disciplinary reasons” means a permanent separation from an institution due to conduct or behavior. “Suspended for disciplinary reasons” means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period but not permanently.) Yes No

Print Name _____

Signature _____ Date _____

References

N.D.C.C. § 12-60-24; SBHE Policy 511

Effective Fall 2021, NDUS institutions

https://ndusbpos.sharepoint.com/:w:/s/NDUSPoliciesandProcedures/EbaIFwU0UFBHjgFXCUfhUsEBSyp5eZR5v_zNB7vhIFnrCw

Revised 09/2021

Appendix L – Statement of Confidentiality

Statement of Confidentiality

I, _____ hereby acknowledge my personal responsibility as a student in nursing at Minot State University to respect and to maintain the confidentiality of all patient information which comes to my knowledge. As a student in nursing, I may not discuss any aspect of patient information except with my nursing faculty, clinical field supervisors, or in nursing class situations. I will comply with policies pertaining to privacy regulations and protected health information implementing the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

I understand that any breach of such confidentiality about patient information could result in my suspension from the clinical nursing course. If such breach is verified, I understand it may require my withdrawal from the nursing program at Minot State University.

Signature: _____ Date: _____

Appendix M – Additional CastleBranch Required Documents

Minot State University Department of Nursing

Acknowledgement Form for Nursing Students

The Minot State University Department of Nursing Handbook has been developed by the nursing faculty to provide information about our program, including policies and procedures, to our enrolled students. The Department of Nursing Handbook can be found on the Department of Nursing website, <https://www.minotstateu.edu/nursing/bsn.shtml>.

The Department of Nursing reserves the right to make changes to the handbook at any time. Students will be informed of any changes.

I acknowledge that I have reviewed and understand the policies and procedures in the Minot State University *Department of Nursing Handbook*.

I understand I am responsible for the information, and I am required to follow the policies and procedures in the Minot State University Department of Nursing Handbook. It is my responsibility to contact my nursing academic advisor regarding any questions I have about the information in the Department of Nursing Handbook.

Print Name _____

Student ID _____

Signature _____

Date _____

Appendix N – Student Reference Request Consent Form

Student Name (*print*): _____

I request _____ to serve as a reference for me.

The purpose(s) of the reference are (*check all applicable*):

- application for employment
- all forms of scholarship or honorary award
- admission to another education institution

The reference may be given in the following form(s) (*check all applicable*):

- written oral

I authorize the above person to release information and provide an evaluation about any and all aspects of my academic and/or employment performance at Minot State University to the following (*check all applicable*):

- | | | |
|--|----|--|
| 1. <input type="checkbox"/> all prospective employers | OR | <input type="checkbox"/> specific employers
<i>(list on reverse side)</i> |
| 2. <input type="checkbox"/> all educational institutions to
institutions which I seek admission | OR | <input type="checkbox"/> specific educational
<i>(list on reverse side)</i> |
| 3. <input type="checkbox"/> all organizations considering me
for an award or scholarship | OR | <input type="checkbox"/> specific organizations
<i>(list on reverse side)</i> |

This authorization to provide references is valid for one (1) year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending date: _____

Note: Under the Family Educational and Privacy Rights Act, 20 U.S. C. 1232(g), students may, but are not required to, waive the right of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely.

I waive my right of access

Signature

Date