MINNESOTA STATE UNIVERSITY MOORHEAD

BSN Program

STUDENT HANDBOOK | 2023-2024

M Nursing™

MINNESOTA STATE UNIVERSITY
MOORHEAD®

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Forward

This handbook has been prepared for students enrolled in the Minnesota State University Moorhead (MSUM) Bachelor of Science in Nursing (BSN) program addressing policies and standards.

Disclaimer: This handbook is subject to change at any time. Students will be notified of changes to this handbook. Students are responsible to adhere to information in the handbook.

The MSUM Student Handbook (https://www.mnstate.edu/student-handbook/) addresses the policies for all students at the University, including nursing students. *Nursing students must refer to the MSUM Student Handbook for **all** information that is not specific to the nursing program.*

Minnesota State University Moorhead Undergraduate Nursing Program Accreditation

The undergraduate nursing programs at Minnesota State University Moorhead are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

Minnesota State University Moorhead is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

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BSN Curriculum Plan

The BSN Program Plan is a concept-based curriculum which spirals concepts throughout the program. Nursing courses are sequential due to the teaching and learning methodology. MSUM's BS in Nursing is designed as an 8-semester program; two semesters of pre-requisites followed by six semesters of nursing and related requirements. Admitted students will progress year-round (fall, spring, and summer).

BSN Concepts
The curriculum includes concepts that are spiraled throughout the curriculum.

Macro-Concepts
- Foci of Care (example: health promotion, acute or chronic care, end of life)
- Professional Integrity (example: clinical judgement, leadership, ethical comportment)
- Psychosocial Integrity (example: family dynamics, grief and loss)
- Physiological Integrity (example: mobility, oxygenation, pain)
- Lifespan/Growth and Development

Curricular Concepts
- Professional Development and Identity
- Collaborative Practice
- Safety
- Holism
- Communication/Informatics
- Evidence-Based Practice & Quality Improvement
- Diversity and Culture

BSN Competency Statements
Competencies describe the knowledge, skills and attitudes expected upon graduation and are categorized according to the nine baccalaureate essentials (AACN, 2008). The competencies are leveled for the baccalaureate degree completion points. A hallmark of the competency model is a spiral approach to teaching and learning. Competencies are revisited throughout the curriculum with increasing levels of difficulty and with new learning building on previous learning.

- A competent nurse develops insight through reflection, self-analysis, self-care, and lifelong learning.
- A competent nurse demonstrates leadership as part of a health care team.
- A competent nurse effectively uses leadership principles, strategies and tools.
- A competent nurse locates, evaluates, and uses the best available evidence.
- A competent nurse utilizes information technology systems including decision support systems to gather evidence to guide practice.
- A competent nurse practices within, utilizes and contributes to the broader health care system.
- A competent nurse practices relationship-centered care.
- A competent nurse communicates effectively.
- A competent nurse's personal and professional actions are based on a set of shared core nursing values.
- A competent nurse makes sound clinical judgments.

Graduation Requirements

1. A student shall complete all courses required in the program, including meeting all MSUM Graduation Requirements.
2. Students must request the link to the online Application for Graduation in the first two weeks of the anticipated semester of graduation from their advisor. If students are graduating in a summer semester, they will complete the graduation application in the first two weeks of the spring semester. Students must notify their academic advisor if they have not received access to the online Application for Graduation via their MSUM email account.
3. BSN students are encouraged to participate in commencement. Spring and summer graduates walk at the spring commencement ceremony.
4. The student's degree audit has been prepared to assist in determining academic progress at MSUM. While reasonable efforts have been made to ensure its accuracy, final responsibility for meeting graduation requirements resides with the student. For further information contact your advisor or the Registrar's Office, Owens Hall 210, 218-477-2565.

Program Milestones

Stethoscope Ceremony

The stethoscope ceremony is a symbolic opportunity for new nursing students to be welcomed into the nursing program. The Stethoscope Ceremony traditionally takes place at Program Orientation.

Pinning Ceremony

MSUM Nursing celebrates the accomplishment of completing the bachelor's degree in nursing with a Pinning Ceremony. The Pinning Ceremony takes place at the culmination of nursing courses.

Student Learning Outcomes and Professional Standards and Guidelines

Curricular Concepts	Semester PSLOs	AACN Essentials (selected competencies from Essentials)	QSEN	American Holistic Nurses Association
• Professional development and identity • Holism	Integrate reflection, self-analysis, self-care, and lifelong learning into nursing practice.	#1 Liberal Education for Baccalaureate Generalist Nursing Practice #8 Professionalism and Professional Values #9 Baccalaureate Generalist Nursing Practice	Teamwork and Collaboration	Core Value #1 – holistic philosophies, theories, and ethics Core Value #5 – holistic nurse self-care
• Safety • Collaborative Practice • Evidence Based Practice & Quality	Demonstrate leadership skills to enhance quality nursing care and improve health outcomes.	#1 Liberal Education for Baccalaureate Generalist Nursing Practice #2 Basic Organization and Systems Leadership for Quality care and Patient Safety # 6 Inter-professional Communication and Collaboration for Improving Patient Health outcomes	Safety Quality Improvement Teamwork and collaboration	Core Value #1 – holistic philosophies, theories, and ethics Core Value #3 – holistic communication, therapeutic environment, and cultural diversity
• Informatics • Evidence Based Practice & Quality	Evaluate best available evidence utilizing informatics to guide decision making.	#1 Liberal Education for Baccalaureate Generalist Nursing Practice #2 Basic Organization and Systems Leadership for Quality care and Patient Safety #3 Scholarship for Evidence-Based Practice #4 Information management and Application of Patient Care Technology #7 Clinical prevention and Population Health	Informatics Evidence based practice	Core Value #4 – holistic education and research
• Collaborative practice	Collaborate with inter-professional teams to provide services within the broader health care system.	#1 Liberal Education for Baccalaureate Generalist Nursing Practice # 6 Inter-professional Communication and Collaboration for Improving Patient Health outcomes #7 Clinical prevention and Population Health #9 Baccalaureate Generalist Nursing Practice	Teamwork and Collaboration Quality Improvement	Core Value #3 – holistic communication, therapeutic environment, and cultural diversity. Holistic nurses recognize that each person's environment includes everything that surrounds the individual both internal and external as well as patterns not yet understood.
• Safety • Diversity & Culture • Collaborative Practice • Informatics	Adapt communication strategies to effectively respond to complex situations.	#1 Liberal Education for Baccalaureate Generalist Nursing Practice #4 Information management and Application of Patient Care Technology # 6 Inter-professional Communication and Collaboration for Improving Patient Health outcomes	Patient centered care Safety	Core Value #2 – holistic caring process
• Evidenced-Based Practice & Quality Improvement	Promote ethical practice and research within the nursing discipline and organizational and political environments.	#2 Basic Organization and Systems Leadership for Quality care and Patient Safety #5 Healthcare Policy, Finance and Regulatory Environments #8 Professionalism and Professional Values	Evidence based practice Quality Improvement	Core Value #4 – holistic education and research
• Diversity and Culture • Holism	Practice holistic, evidence-based nursing care including diverse and underserved individuals, families, communities, and populations	#7 Clinical prevention and Population Health #9 Baccalaureate Generalist Nursing Practice	Patient centered care Evidence based practice	Core Value #2 – holistic caring process

MinnState Nursing Performance Standards

The system of Minnesota State Colleges provides the following examples of performance standards that registered nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs. The standards are based on The Minnesota Nurse Practice Act. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities may request accommodations. Please contact the Accessibility Resource Center.

Requirements	Standards	Examples include but are not limited to:
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	• Ability to assess, plan, implement, and evaluate care. • Organize workload to manage time effectively and prioritize the delivery of client care. • Use resources effectively to understand the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions. • Possess problem-solving skills, including the ability to reason, measure, calculate and use data to make decisions in time-pressured environment. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating and mentally sorting new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	• Maintain and protect client confidentiality and privacy. • Establish professional and ethical relationships with others. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to delegate. • Promote a team-building environment. • Provide effective and therapeutic care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.
Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	• Move about client's room and/or workspaces to complete client assessment. • Administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	• Ability to provide comprehensive assessment of client's health status through collection and synthesis of data to establish baseline status for client. • Ability to integrate assessment information to form a plan of care. • Recognize emergent needs; perform appropriate targeted assessment, interventions and evaluation. • Assume accountability for delivered care; recognize limits of knowledge, skills and licensure scope. • Understand and process healthcare provider orders according to assessment data, evaluate effectiveness of interventions and communicate with members of the healthcare team. • Demonstrate distinction between provider-dependent and independent nursing interventions.

Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	• Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions, and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgement in pressured situations.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility, and tolerance	• Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics. • Practice participation in development of healthcare policies and procedures. • Demonstrate understanding of nursing theory and practice.
Environmental Stressors	Other considerations	• Ability to work with infectious agents and blood-borne pathogens. • Ability to work in an area with potential chemical and radiation hazards, potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	• Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

Guidelines, Policies & Procedures

Nursing students will abide by the following nursing department guidelines, policies and procedures included in this handbook throughout the BSN program. Students will be notified regarding any changes or updates to the BSN program handbook.

Grading

The grading scale is as follows. Students desiring to appeal a grade must first attempt to do so informally at the program level. If the desired outcome is not achieved the student will follow the formal MSUM grade appeal process.

Grading scale
95 – 100% = A
92 – 94.9% = A-
90 – 91.9% = B+
87 – 89.9% = B
85 – 86.9% = B-
83 – 84.9% = C+
78 (minimum) – 82.9% = C
75 – 77.9% = C-
72 – 74.9% = D
< or = to 71.9% = F

Incomplete Grades

The mark of Incomplete "I" is granted when students are unable to complete course requirements for reasons beyond their control, and when arrangements have been made with the instructor before the end of the semester. If an incomplete requires substantial class attendance in a subsequent term, the student must register to repeat the course and pay tuition and fees.

"I" grades are administered by completion of the "Incomplete Grade" form by the student and instructor. "I" grades must be completed by the finish of the next semester or they will change to "F". All "I" grades will be converted to an "F" before a degree is conferred. Grade changes may be submitted as outlined per MSU Moorhead Grading Policy.

General Test Taking Information

1. Tests are the property of the MSUM nursing program. Students are not allowed to copy, share, or discuss test questions. Refer to the Professional & Academic Integrity Policy.
2. All tests have a specific start time and time limit. If a student is late or absent, it is up to the discretion of the course faculty to determine whether the student is allowed to take the exam and there is a penalty for taking the exam late.
3. All exams are required to be proctored, in-person or online, unless otherwise stated by course faculty. Students are expected to take exams in the delivery method determined by the faculty. Students must receive permission from faculty to take the test in alternative format.
4. Approved testing accommodations through Accessibility Resources must be arranged in advance and communicated with course faculty for each exam. Exams must begin at the same time as scheduled in the course.
5. Any actual or suspected of cheating or academic dishonesty should be reported to the instructor immediately.
6. Review of exams and test question appeals are at the instructor's discretion. Note taking or any form of retaining the exam information is not allowed.
7. Please see the course syllabus for specific rules and expectations related to course exams (in person and online).
8. When taking ATI exams, all testing protocols are set by ATI.

Medication Dosage Competency

The medication dosage exam must be passed at a minimum level of 90% with a maximum of three attempts in any assigned course. Failure to achieve a passing score (90% or above) on the first attempt will result in:

1. A requirement to remediate dosage calculation content appropriate to the semester. The student must meet with the Nursing Lab Assistant to develop a remediation plan. The Nursing Lab Assistant will submit the plan to course faculty.
2. The second exam attempt must occur within <u>one week</u> of the prior attempt.
3. The inability to administer medication during clinical until the test has been passed at 90% or above.

Failure to achieving a passing score (90% or above) after the second attempt will result in:
1. Individual lesson plans will be developed and assigned to the student by course faculty.
2. The student must complete the assigned lessons and turn into the course faculty prior to attempting the third medication dosage exam.
3. The third exam attempt must occur within <u>one week</u> of the prior attempt.
4. The inability to administer medication during clinical until the test has been passed at 90% or above.

Failure to achieve the required passing score (90% or above) on the third attempt will result in a critical incident and meeting with the Undergraduate Nursing Progressions Committee. The Undergraduate Nursing Progressions Committee will determine the student's plan for moving forward in the course and program

Altered Academic Progression

Altered academic progression can occur for many reasons in a nursing student's educational journey. At MSUM, we want to provide opportunities for students to return and complete their degree.

Unsuccessful Academic Progress

If a student fails to obtain a minimum of a C grade, or withdraws from one or more nursing courses in a semester, this is considered an unsuccessful course attempt. Unsuccessful academic progress may also occur for professional standard related issues, ethical misconduct, and/or unsafe behavior. Students are strongly encouraged to meet with their course faculty and advisor regarding any reasons for unsuccessful progress.

Voluntary Withdrawal

Students may initiate requests for voluntary withdrawal from nursing courses due to reasons not related to academic performance. Students who voluntarily withdraw need to follow the program re-entry process. Students withdrawing from a course(s) for military purposes do not need to complete the appeal process and will be given priority eligibility in an upcoming semester based on seat availability.

Program Re-entry Process

1. Students are not automatically allowed to retake or resume nursing coursework.
2. If the student desires to re-enter the program, they will be required to submit the MSU Moorhead Undergraduate Nursing Appeal Form (please see the appendix). If the appeal is granted, the student will be allowed one opportunity to repeat the course(s) on a space available basis the next term the course is offered.
3. Students who are dismissed from the program during the first semester will be required to reapply to the program.
   a. If demand exceeds available space, current nursing GPA calculation (including failed nursing courses) will be used to determine which student(s) are able to enroll in the course(s). If additional criteria are needed, nursing course percentage grades will be considered.
   b. Nursing appeals and space availability will be reviewed and determined at the end of each semester by the Program Progression Committee.
4. Due to the concept-based nature of the curriculum, nursing courses within any given semester must be taken concurrently and all courses in the semester must be successfully completed to progress to a subsequent semester course (please see course and semester pre-requisites and co-requisites).
5. An unsuccessful course attempt of a different nursing course in a subsequent semester will result in dismissal from the nursing program.

Program Dismissal

A student may be dismissed from the program for academic or professional standard related issues. Dismissed students will not be eligible to return to the nursing program.

1. **Academic Issues**:
   a. Failure to successfully obtain a minimum of a C grade in the second attempt at a nursing course.
   b. Withdrawing from a nursing course on the second attempt.
   c. Failure of any two nursing courses (initial or repeat course attempts) in the same semester or different semesters.

2. **Professional Standards Issues:**
   MSUM Nursing reserves the right to dismiss a student for unsafe performance and/or unethical behavior.

Program Standards and Student Expectations

Nursing is a profession where those giving care impact directly upon the life and well-being of the patient and their family. Therefore, every nursing student is expected to demonstrate competent and safe patterns of behavior which are consistent with professional responsibilities and are deserving of the public's trust. The following standards articulate the goals, professional values, and ethical principles that direct the profession of nursing by which behavior is guided and evaluated**.**

- *American Nurses Association (ANA) Code of* Conduct *(ANA, 2018)*
- *American Nurses Association Code of Ethics for Nurses with Interpretive Statements (ANA, 2015)*

Students who fail to conform to reasonable standards of performance and behavior in the classroom, online, in the laboratory setting, in the clinical setting, as well as on campus and within the community will result in the student receiving a critical incident and/or meeting with the Nursing Progressions Committee depending on the severity of the incident.

Professional Expectations

Nursing students are responsible for their own actions, as they affect all class members and ultimately those whom they serve. It follows that all responsibility for honesty in learning, which is basic to competence and thus patient safety (as expressed in the ANA Code of Ethics for Nurses), is a moral and legal responsibility of the student regarding their own actions and the actions of other members of the group. As an MSUM student, you are also expected to adhere to **all** MSUM Policies and Procedures.

- Academic integrity-Cheating and plagiarism are not acceptable and will not be tolerated. Please review the MSUM Academic Honesty Policy.
- Attendance is mandatory. Students must notify faculty **30 minutes prior** to class, clinical or lab if they are going to be late or absent.
- Arrive on time and remain engaged for the entire experience.
- Avoid carrying any mobile devices during class/lab/clinical and turn them off when you come into all learning environments.
- It is not permissible for students to talk on their phone or to text during class/lab/clinical time. Students may be allowed to check their mobile device when "off stage" on a designated break and per agency policy.
- Faculty approval must be received prior to any video or pictures taken during class, clinical, or lab.
- Adhere to the MSUM BSN attire code (described below).
- Maintain a respectful and cooperative relationship with faculty, clinical preceptors/mentors, patients, families, and others you may interact with in all care and education environments.
- Demonstrate honesty and integrity in all communication and behavior.
- Use touch in a way that is appropriate to the nursing task, and a professional therapeutic versus a personal social relationship.
- Adhere to confidentiality requirements.

Communication Expectations
- Communicate effectively with peers, nursing staff, healthcare team members and instructors.
- Provide accurate, truthful reporting and documentation of information.
- Utilize therapeutic communication with clients, families, and facility staff to be respectful and supportive.
- Participate in small group discussions.
- Recognize and maintain professional boundaries which distinguish a therapeutic relationship from a personal/social relationship.
- Communicate effectively in writing (e.g., accurately reflects the patient's condition, addresses all patient priorities, uses correct spelling, grammar and syntax, etc.).
  - Note: The only title and format which may be used when acting in the capacity of a student in the Nursing Program for your signature on clinical documents is: **Your Name, SN, MSUM.** Students may not use any other title in the capacity of a MSUM Nursing Program student and/or under the auspices of MSUM's Nursing Program (e.g., LPN, CNA).
- Professional email communication using your MSUM email is expected, beginning with a salutation, complete sentences, and signed with your name.
- Report unethical and/or unprofessional behavior to assigned clinical faculty.
- Students may not post or share information about their clinical sites and clinical experiences via social media or other online outlets.
- Do not disclose confidential information about the nursing program, the University, its employees, or its students.
- MSUM Nursing does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic environment. Social media and other online outlets may be used to investigate student behavior.

Safety Expectations
A priority focus in all learning settings is safety. Students are expected to participate in learning activities in a manner that is not physically or psychologically threatening to the safety of the client, self, or others. Any behaviors that interfere with this expected level of student performance are considered unsafe.

Any behavior deemed inconsistent with professional responsibilities, conduct and/or unsafe behavior are addressed as an academic issue and will result in the student receiving a critical incident and/or meeting with the Nursing Progressions Committee depending on the severity of the incident.

- Accept responsibility for providing safe care including physiological and psychological safety (Examples include, but are not limited to: report medication error, follow institutional policies and guidelines, communicate patient concerns to appropriate individual in a timely manner, question a medical order and/or care interventions when in doubt).
- Do not attend class, lab or clinical if you are ill. You must notify faculty in advance that you will not be attending due to illness.
- Immediately report injuries sustained and safety concerns.
- Only students currently enrolled in a nursing course may be in the lab. No guests unless they are guests arranged by the course faculty.

Learning Environment Expectations
- Please see the Online Education Expectations Checklist in each BSN D2L course.
- While class, clinical, and lab are in session, individual side conversations are disrespectful and disruptive. Instructors reserve the right to ask students to leave the classroom if their private discussions become disruptive. Individual opinions need to be respected even if it differs from your own.
- No children are allowed during class, clinical or lab.

Clinical and Laboratory Expectations

- Any skill requiring invasive procedure, sterile technique and/or preparation, and administration of medications or solutions without instructor supervision, unless otherwise directed, is considered unsafe clinical behavior. Please see semester- specific clinical expectations.
- If you miss a clinical experience or leave early, you must communicate with your instructor. Please see the Clinical Attendance section for further details and instructions.
- Follow the provided specific semester by semester clinical expectations documents (in the NURS 270, NURS 280 and NURS 361 D2L courses).
- When appropriate, complete preparation as assigned and/or show evidence of preparation for clinical prior to the experience and complete clinical assignments within designated period.
- Arrive on time for clinical experiences. **Failure to arrive on time will result in a failed grade and/or a critical incident for the clinical day per the discretion of the clinical faculty.**
- Two failed clinical experiences (including clinical, observational and simulation) in one course will result in a critical incident and/or meeting with the Progressions Committee.
- Continuous compliance with required clinical verifications.
- Compliance with the nursing dress code.
- Lab equipment and textbooks must always stay in the practice lab unless permission to remove items has been approved by the lab faculty and/or the Nursing Lab & Simulation Assistant and the sign out sheet completed.
- Lab computers are to be used only for instructional purposes.
- Lab and simulation substances used are **NOT** intended for human ingestion, inhalation, or application.
- Students may **not** contact clinical sites to arrange clinical experiences.

Student Technology Requirements

Computer Access and Requirements

This program uses the online environment to enhance the educational experience. It is important for students to utilize appropriate hardware and software to be successful. MSUM's Information Technology Department provides technology tools, services and support for achieving success at MSUM.

Attendance Requirements

Minnesota State University Moorhead expects students to complete all course requirements, which are expected to include class attendance either in person or online, as appropriate. However, it is recognized that absences can occur through events outside of the student's control. This creates a need to determine what is considered an excused absence and what follow-up actions should occur to ensure that course-related student learning outcomes are maintained.

If there is a conflict between this policy and state or federal regulations, such as Title IX, then the state or federal regulation will be followed.

Please refer to the [MSU Moorhead Absence Policy](#).

If a student anticipates being absent for three or more consecutive days for reasons outside their control, the student will notify the Dean of Students Office for a University excused absence (deanofstudents@mnstate.edu).

Being absent because of a work-related situation, a non-emergent medical appointment, not remaining in compliance with all clinical verifications, etc. are not considered excused absences. Be sure you have a backup plan in the event of car issues, childcare, and other life situations.

Theory, Lab and Clinical Attendance
Attendance is mandatory to ensure clinical and class outcomes are met. Students must be present and on time for the entire scheduled learning experience. There is a significant amount of team-based activities conducted in theory, lab and clinical; therefore, it is crucial that students attend all courses for the scheduled class period.

Students must notify faculty **30 minutes prior** to class, clinical or lab if they are going to be absent or late.

Due to absences, the student may be unable to successfully complete the requirements of the course. Ongoing patterns of absenteeism, tardiness, or not staying for the entire scheduled experience, will result in the Progressions Committee review of student progression in the course and/or program.

Theory
1. It is the student's responsibility to complete all required work in each course due to an absence.
2. It is up to the discretion of the faculty to determine how missed assignments and exams will be graded.
3. Students are responsible for obtaining all information verbalized or distributed during the scheduled class.

Lab
1. It is the student's responsibility to communicate with the faculty regarding missed lab activities.
2. It is up to the discretion of the faculty to determine how missed activities will be graded.
3. All absences must be made up within one week of contacting the instructor unless otherwise arranged by course faculty.
4. Failure to successfully complete all lab activities will result in failure of the lab and the course.

Clinical & Simulation
1. It is the student's responsibility to contact both the course faculty and clinical coordinator (30-minutes prior) regarding a missed clinical to initiate rescheduling the clinical experience. There is no guarantee that the clinical or simulation experience make-up will be at the site previously scheduled.
2. An unexcused absence and/or tardiness in clinical or simulation will result in a failed clinical day.
3. A student with more than one clinical failure may be issued a critical incident and/or be required to meet with the Progressions Committee.

Nursing Dress Code

Nursing students are required to wear specific attire in clinical and lab settings. Clinical sites reserve the right to require compliance with their institution's uniform policies. If the facility has a dress code that is different, students are responsible to adhere to the facility's code. Students shall not go to a health care facility posing as a student unless assigned to that facility, and then only in accordance with the nursing program dress code requirements.

1. The MSUM BSN program nursing dress code consists of the following:

   a. Nursing students are required to wear MSUM grey scrubs and student nurse photo ID in all clinical, simulation and lab settings unless otherwise instructed by faculty or clinical sites.
   b. Scrubs are to be clean, wrinkle and odor free, fit well and not drag on the ground. Undergarment should not be visible when bending.
   c. Solid white, black, or grey shirt may be worn **under** the scrub top. No hoodies, sweatshirts or other colored shirts are permitted.
   d. Head coverings, if worn, will be a solid color, free of fringe or other adornments and tucked under scrub top.
   e. Grey nursing jacket is optional and is not to be worn during direct patient care activities.
   f. Nursing or athletic style shoes are to be worn. No sandals, open toe or moccasins are permitted. Shoes and socks are to be clean.
   g. Hair must not obstruct the visual field or fall into or contaminate patient care areas. Head bands must be a solid color.
   h. Jewelry and artificial beauty enhancements (nails, eyelashes, etc.) should not present a safety or infection control hazard.
   i. In general, any unprofessional attire (wardrobe, make-up, piercings, etc.) will be addressed by the clinical instructor and if not corrected, may result in disciplinary action.
   j. Clinical agency dress code policies will supersede MSUM Nursing Program dress code.

2. Gum chewing and eating is prohibited in the clinical area and during simulation or skills labs.
3. Smoking is not allowed at MSUM or at clinical sites. Smoking includes smokeless tobacco products (e-cigarettes), carrying a lighted cigar, cigarette, pipe or any other lighted tobacco or plant product intended for inhalation.

Clinical Verifications

To comply with Minnesota, federal, and agency clinical use contracts and requirements for MSUM's BSN program, students must verify all program requirements before program start and during enrollment in the program. Students must submit the required documentation of verifications prior to the deadline. Failure to submit this information prior to the deadline will result in the student's inability to attend clinical courses and would result in an unexcused clinical absence, impacting the student's grade and success in the course. If a student attends clinical with an expired verification, the student is subject to clinical failure and/or a critical incident. All requirements must remain valid for the duration of all clinical and practicum experiences. It is the student's responsibility to maintain the records. Some agencies may add requirements beyond what are currently required; in such case, students need to comply with the added clinical site requirement(s).

Where to Upload Required Verifications

Students in the MSUM BSN program are required to complete and submit all verifications to an electronic repository. Students are required to establish an account which provides a secure location to upload, track, monitor, and house all program verifications. To remain program compliant, it is the student's responsibility to remain current with verifications. Students who are non-compliant face risk of program exit. Students may also be required to upload verifications and complete additional onboarding requirements to other online repositories or directly to practice partners per agency agreements.

Liability Insurance

The University (through MinnState) provides liability insurance for nursing students (and faculty members) only for when students/faculty function as students/faculty. Students are not covered by this liability insurance while practicing for pay, during personal volunteer work, or during any engagements other than in the student role.

Nursing students are encouraged to carry their own personal professional liability policies as practicing clinicians. Reasonable insurance rates may be obtained from insurance companies, e.g., the Nursing Service Organization (NSO), Mercer (through the ANA) and others.

Criminal Background Checks

National and State criminal background checks are required. A student who is disqualified from having patient contact based on results of a background check will be delayed in academic progression until qualified to provide direct care, or the student will be ineligible for a degree in this program.

For more information, please visit https://mn.gov/boards/nursing/licensure/licensure/.

Internship & Experiential Learning Policy

The undergraduate nursing programs at Minnesota State University Moorhead (MSUM) are committed to providing students with the opportunity to engage in quality experiential learning and internships. This policy defines minimum guidelines set forth by MSUM as well as each undergraduate nursing program specific requirements to prepare, guide, and evaluate those experiences. The BSN program at MSUM requires experiential learning (including onsite clinical experiences) throughout the curriculum and a final preceptorship along with an optional internship experience.

Students work in partnership with the course faculty, mentors, designated clinical coordinator(s) when securing these experiences. Each program describes specific processes/procedures in terms of steps and requirements in securing these experiences in a separate set of program-specific procedures that align with the clinical agency/site. Please see the program specific requirements in Student Passport.

General Guidelines: Internships

The nursing program(s) guidelines are informed by a number of policies including the MSUM Internship Policy, the appropriate board of nursing (BON), and accreditation.

Please see the MSUM Internship Policy for Internship Standards -
https://www.mnstate.edu/about/policies- procedures/list/internship/

Objectives of the Internship Program

The objectives, methods of assessment, expectations, and procedures of monitoring internship achievements of the internship program are outlined in the NURS 469: Nursing Internship and Practical Training course syllabus and D2L Brightspace course.

Program Procedures for Approving and Facilitating Internships

Before the starting date of the internship:
- The nurse intern must provide proof of nursing internship offer to the assigned NURS 469 course faculty.
- The NURS 469 course faculty will provide a permission override so the nurse intern can register for NURS 469.
- The nurse intern must complete all pre-internship requirements, as outlined in the NURS 469 course, before starting the onsite internship experience.
- The nursing program must have an interagency agreement with the agency where the internship will take place.
    - Before the starting date of the experience, an interagency agreement will be verified and executed between the site and MSUM that clearly articulates liability assumption, mutual expectations, and responsibility between MSUM, the site, and the student.
    - The current interagency agreement will be kept on file in the SNHL department.
    - Each internship site will be evaluated for appropriateness by the respective program coordinator, nursing Chair, or the course faculty.
- The nurse intern must be in compliance with all nursing program verifications and site-specific onboarding requirements.
- As a part of the course requirements, the internship supervisor (nursing course faculty for NURS 469: Nursing Internship and Practical Training), the site evaluator (as determined by the internship site), and the nursing student intern shall sign an Internship Agreement which outlines mutual responsibilities and expectations for the internship and contains statements clearly articulation liability assumption on the part of Minnesota State University Moorhead, the site, and the student intern.

General Guidelines: Experiential Learning

- All onsite agency experiential learning must be approved by the agency using the specific process required by that agency.
- Before the starting date of the experience, a clinical interagency agreement will be verified and fully executed between the agency and MSUM.

The student must be registered for the appropriate course in which the experiential learning is to occur (per the program requirements).

Critical Incident Policy

It is an expectation that students in the nursing program conduct themselves in a professional, legal, and ethical manner at all times during their educational experiences. In the event of a breach of associated policies of the nursing course syllabus, program handbook, and college or practice partner standards and policy, a critical incident and formal disciplinary action will be issued through the Nursing Progressions Committee.

Critical Incident Reporting and Procedure:

1. The course faculty or program coordinator documents their account of what was reported regarding the incident using the Critical Incident Report Form and meets and shares with the students.
   a. If the incident is associated with a specific course, the course faculty or staff promptly communicates the concern to the student, removes the student from the situation as necessary, and notifies the Nursing Progressions Committee Chair and any practice partner site leaders as appropriate.
   b. If the incident is not course specific, but at the program level, the process bypasses the course faculty and elevates to the program coordinator who will notify the Nursing Progressions Committee Chair and any practice partners site leaders as appropriate.

2. The student documents their account of the incident on the Critical Incident Report Form, or authors a letter as an appendix to the form and submits it to the faculty member. The faculty member will submit the form to the Nursing Progressions Committee Chair.

3. The Nursing Progressions Committee reviews the Critical Incident Form and any additional exhibits, and outlines associated expectations and the plan of action or consequences to the student and the person who initiated the report. If a committee member is involved in the incident, they must recuse themselves from the committee meetings.

4. The outcome of the Critical Incident will be determined by the Nursing Progressions Committee, which may range from no action taken to dismissal from the program.

5. The final Critical Incident Report is filed electronically by the department in the undergraduate nursing repository in D2L Brightspace.

6. The Critical Incident Report remains active throughout the student's enrollment in the nursing program.

7. Students have the right to appeal the Nursing Progressions Committee's decision (see Student Grievance, Complaints, and Appeal policy).

Student Grievance, Complaints, and Appeal Policy

The School of Nursing and Healthcare Leadership (SNHL) and nursing programs at Minnesota State University Moorhead (MSUM) are committed to the promotion of quality education in an environment of civility, fairness, and integrity. To honor that commitment, students are encouraged to seek resolution of any concerns, problems, or grievances they may encounter during their education journey. All students are informed of the process in the program handbook.

The nursing programs at MSUM act vigilantly to resolve any issues on an informal basis. When issues arise, individuals are to first seek resolution at the lowest appropriate, informal level. If resolution is not satisfactory, the individual informally moves the concern, as appropriate, to the next level. Should issues not be resolved on an informal basis, the process for resolution becomes formalized.

In all instances, it is important for the student to provide as much detail about the concern as possible in a professional, civil manner. The student is advised to indicate a potential resolution or solution strategy. Communications regarding the concern may occur verbally and/or via written or email communication. The written or email complaint closes with the student's signature and date.

In summary, the process should occur in the following order:

Program Level Informal Process for Student Grievance and Complaints
1. The student will first discuss the issue(s) with the person(s) directly involved to seek resolution of the problem (i.e., another student, staff, a preceptor).
2. If the matter remains unresolved, the student discusses the problem with the associated course faculty member(s).
3. If the matter remains unresolved, or the issue is at the program level initially, the student may contact the program coordinator and/or nursing department Chair for a resolution.
4. If the program level informal process does not result in resolution, the student can informally discuss the situation with the College of Science, Health, and Environment Dean.

Program Level Appeal
In some instances, the Undergraduate Nursing Appeal Form (found in the program handbook) will need to be completed to make a special request to the program-specific Nursing Admissions and Progressions Committee. Some examples of when this form would need to be utilized include, but not limited to, requesting a nursing or related requirement course substitution/exception, appealing a grade in a nursing course, or petitioning for re-entry into the nursing program due to altered progression or exit.

University Level Formal Process for Student Grievance and Complaints
A formal complaint is defined as a concern, grievance, and/or complaint in which an individual feels they have not received treatment consistent with university and program policies and/or have concerns about nursing students, faculty, staff, or the department. A formal complaint is initiated if the situation cannot be resolved informally (please see the informal process above), at which time it is sent out in writing and forwarded as outlined in the Grievance/Complaint Process section of the MSUM Student Handbook.

All written formal complaints will be kept by the College of Science, Health, and Environment Dean and the department nursing Chair. Documentation of action/resolution in response to a formal complaint will be according to MSUM's Student Data Privacy procedures and the Master Agreement between Minnesota State and the Inter Faculty Organization (IFO).

University Level Appeals
In some instances, depending on the reason for appeal, students may need to complete the specific appeal process at the university level. The student's nursing academic advisor or the nursing student support specialist can assist with directing students to the proper resources or appeal form based on the reason for the appeal. Further information on Disciplinary Procedures can be found in the MSUM Student Handbook or University Policies Website.

MSU Moorhead BSN Program COVID-19
Procedure & Screening Policy

As we continue to navigate life in this pandemic, it is imperative we remain diligent in our health and safety guidelines. The health and safety for our students, patients, and families is always a priority, and COVID-19 safety measures are in place campus-wide and with our clinical partners. The BSN Program is implementing guidelines and screening for nursing faculty and students for the classroom, applied learning laboratory, and clinical. In addition to MSUM's Dragons Care guidelines for COVID-19, nursing faculty and students must adhere to the following guidelines:

- MSU Moorhead's Dragons Care guidelines
- If you have any of the symptoms outlined on the MSU Moorhead's Dragons Care guidelines (or other symptoms of acute, contagious illness), please do not come to in-person learning. Masking an illness with medications is not acceptable.
- When in clinical, students and faculty are required to follow agency site policies for surveillance, symptom monitoring, quarantine/isolation, testing, and PPE use.
- Please notify your course faculty if you have any acute illness symptom and follow the MSU Moorhead or clinical agency guidelines for workability.
- If COVID positive, please complete the Student COVID 19 Reporting Form. Once this form is submitted, please follow guidance provided by the Dean of Students office.
- If masking is required on campus, students, faculty, and staff are required to wear a new, clean medical grade disposable mask at all times when indoor on campus. Masks are supplied upon request. ***Do not bring used disposable face masks from clinical facility back to campus.***
- Clinical and lab experiences may require additional PPE (eye protection and facial shield, etc.). One facial shield is provided to each student in the NURS 270 lab.
- Wash your hands or use hand sanitizer before entering the classroom and applied learning laboratory.
- Maintain social distancing when possible. All nursing students will self-screen daily prior to entering an on- campus learning environment.

If the COVID rates are determined to be high at the campus or community level, additional screening will involve symptom screening (questions) and a physical screening (checking temperature). A student roster will be maintained verifying that this screening process has taken place each day. Students are responsible for documenting their daily screening self-assessment on the roster prior to the start of class.

Important Contact Information

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Other MSUM Resources

Appendices

Undergraduate Nursing Appeal Form

Student Name   **Date**_____

For all Nursing Appeals, please address the following questions:
1.   Reason for submitting your appeal.
2.   Describe the situation that led to the appeal.
3.   What is the desired outcome of the appeal?

For Nursing Program Progression Appeals, please also address the following questions:
1. Please address the barrier(s) that affected your ability to progress successfully or as previously planned and led to this appeal.
2. If granted the appeal, please include a plan to address solutions to overcome or decrease these barriers to be successful in the program of study.

When appealing make a clear case for your appeal and submit supporting documentation. Please also reference the program handbook and course syllabus as appropriate in the development of your appeal.

Please email your completed appeal to the chair of the Progressions

Committee.

Undergraduate Nursing Critical Incident Report

Student:_____

Course:_____

Date of Incident:_____

    A. Faculty's account of incident (provide a detailed description):

    B. Student's account of incident or comments:

    C. Action Plan:

Student Signature: _____   Date:_____

Faculty Signature: _____   Date:_____

NAP Chair Signature_____   Date:_____

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