

ST. CLOUD STATE UNIVERSITY™

**Department of
Nursing Science**



**Student Handbook
2015-2016**

St. Cloud, Minnesota

A member of the Minnesota State Colleges and Universities system.

ST. CLOUD STATE UNIVERSITY

Department of Nursing Science

Student Handbook 2015-2016

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**St. Cloud State University
Department of Nursing Science**

Student Handbook

This policy handbook provides information specific to the Department of Nursing Science that is important for you to know and understand as you enter, progress through, and complete the program.

These policies are binding on the student as part of the relationship between student, the Department of Nursing Science, and St Cloud State University. Ignorance of departmental policies does not grant immunity from adherence to the policies.

Nursing Faculty reserve the right to update the policies in this handbook as the need arises. Policy changes will be placed on the Department of Nursing Science website. This edition of the Student Handbook supersedes all previous handbooks.

It is the responsibility of the students to seek the counsel of course faculty or advisors if they have any questions about the policies presented in this publication. Students should use the department's website as the repository of the most current and accurate information at www.stcloudstate.edu/nursing

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St. Cloud State University will provide equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation, national origin, mental or physical disability, status with regard to public assistance or physical disability, or any other group or class against which discrimination is prohibited by state or federal law. The university will not tolerate any activity that constitutes illegal discrimination against any person or group. Consistent with its academic mission, the university also seeks to provide an environment that acknowledges and values diversity of all kinds, including but not limited to race, religion and ethnicity, amongst faculty, staff and students.

Inquiries or complaints concerning the application of affirmative action, equal opportunity or Title IX (sexual harassment) at St. Cloud State University should be referred to the affirmative action officer, 320-308-5123. Inquiries about services offered to students under Section 504 of the Rehabilitation Act of 1973 or the American's with Disabilities Act of 1990 should be referred to Student Life and Development at 320-308-3111, and for faculty and staff to Human Resources at 320-308-3203.

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GENERAL PROGRAM INFORMATION

DEGREE INFORMATION

The nursing major requires 120 credits for graduation. Students complete at least 51 credits of prerequisite and liberal education program (LEP) courses. Sixty-eight of the credits are nursing courses taken over five semesters and organized into three levels. The baccalaureate program builds on the liberal education program that emphasizes the development of skills in communication, research methods, critical thinking, analyzing, and synthesizing information. Students who have already graduated from SCSU will not be eligible to go through graduation ceremonies, but will be adding a major.

ACCREDITATION OF THE NURSING PROGRAM

The program is approved by the Minnesota Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE). Nursing students may obtain information about the Minnesota Board of Nursing requirements related to nursing programs by contacting:

Minnesota Board of Nursing
2829 University Ave SE #200
Minneapolis, MN 55414-3253
(612) 617-2270 or (888) 234-2690
www.nursingboard.state.mn.us

DEGREE AND LICENSURE INFORMATION

Graduates obtain a baccalaureate degree with a major in nursing and are eligible to take the National Council Licensure Examination (NCLEX) as a registered nurse (RN). A graduate is also eligible to apply for public health nursing certification through the Minnesota Board of Nursing. A school nurse licensure may be obtained by completing additional teaching courses required by the State Department of Education.

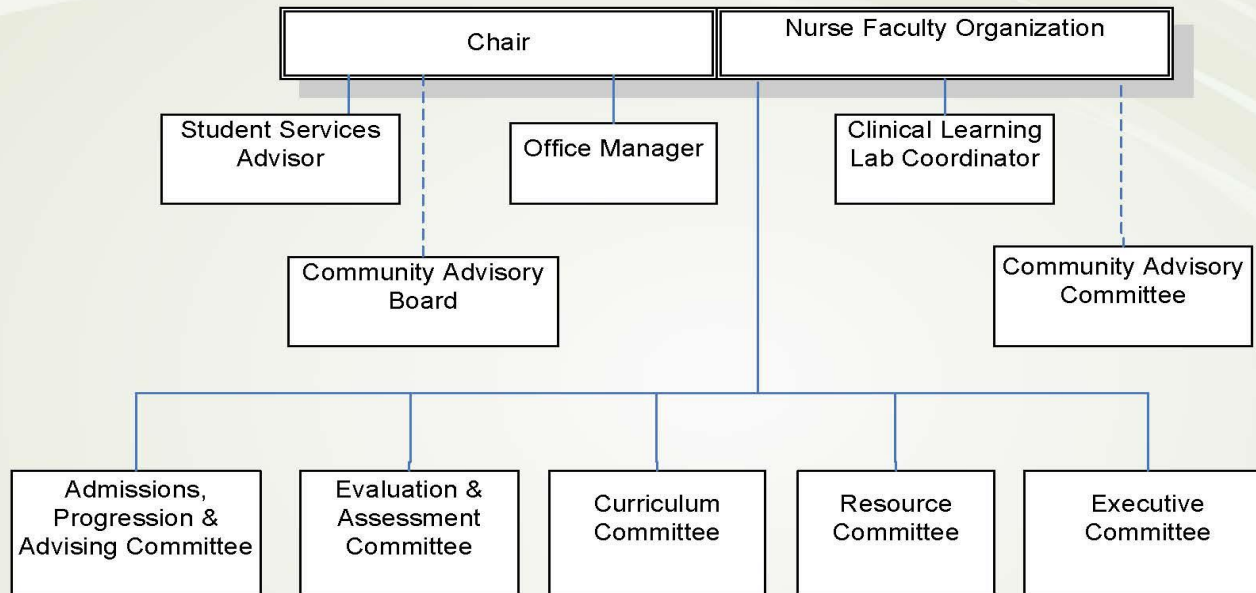
DEPARTMENT ORGANIZATION AND STUDENT INVOLVEMENT

The nursing faculty values student participation within the departmental organization. The department is organized into five standing committees including Executive, Curriculum, Assessment, Resource, and Admissions, Progressions and Advising (APA). Student representatives serve on several department-committees including: Curriculum, Resource, and APA. Students are selected during the first semester of the nursing major by peer election. Students remain on the committees for the remainder of their enrollment in the nursing major. Students will be removed from committee membership if they breach departmental policies as outlined in the Student Handbook (www.stcloudstate.edu/nursing/handbook.asp).

FACULTY AND STAFF

FACULTY/STAFF	CREDENTIALS	OFFICE	PHONE	E-MAIL
DEPARTMENT CHAIR				
Simones, Joyce	EdD, RN	Brown Hall 213K	(320) 308-5775	jmsimones@stcloudstate.edu
FULL-TIME FACULTY				
Bakker, Stacy	MA, RN	Brown Hall 202B	(320) 308-5773	sbbakker@stcloudstate.edu
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Ament, Rochelle Student Services Coordinator	MA	Brown Hall 213D	(320) 308-4064	rlament@stcloudstate.edu
Koepke, Katherine Clinical Lab Coordinator	MS, RN, CNHP	Brown Hall 306B	(320) 308-5781	kakoepke@stcloudstate.edu
Burnett-Pick, Sue Office Manager		Brown Hall 213 F	(320) 308-5268	sppick@stcloudstate.edu

Department of Nursing Science Organizational Chart



CURRICULUM

VISION

Educate nurse leaders for the 21st Century

MISSION

To educate caring nurse professionals committed to excellence, who will serve the health needs of diverse communities throughout Minnesota and the region.

PHILOSOPHY

St. Cloud State University Department of Nursing Science believes nursing is a professional discipline grounded in the knowledge of the sciences, arts, and humanities, with professional values and ethics at its core. The need for nursing is universal, and the practice of nursing continues to evolve reflecting the ever-changing needs of a diverse and global society. Nursing has a fundamental responsibility and commitment to promote and restore health and harmony, prevent imbalance, care for those at risk, alleviate disharmony and give compassionate care at the end of life.

Nurses work collaboratively with others to meet the complex health needs of individuals, families, aggregates, communities and populations in a variety of diverse environments and care settings. The goals of nursing are achieved through an interpersonal process that respects the rights, dignity, autonomy, values, diversity and culture of all people.

Professional values and ethics are integral to the foundation of nursing and the profession's commitment to society and include:

- Integrity through caring, clinical excellence, sound critical thinking and judgments,
- Autonomy through advocacy for client-centered care in environments which promote health,
- A commitment to social justice through professional practice, relationships and the promotion of public policy.

Caring is central to nursing practice and requires the integration of knowledge, skill, and values to provide quality care. A professional caring relationship is based on respect for the harmony of client and environment.

Person is a unique, dynamic, unity of mind-body-spirit seeking to achieve and maintain harmony. Harmony is actualization of human potential through goal-directed behavior, competent self-care, and satisfying relationships while striving for unity within the mind, body and soul within the socio-cultural beliefs and values of family and community.

A person's internal and external environment is ever changing and includes the totality of energy fields that influence the human health experience.

Nursing education is a dynamic process in which students and faculty collaborate in community to achieve a foundation for excellence in nursing practice. The teaching-learning process is student-centered and involves active participation in a broad range of activities, which promote critical thinking, development of professional values and a commitment to life-long learning.

This statement of philosophy evolved into a conceptual framework which also incorporated the Essentials of Baccalaureate Education for Professional Nursing Practice and Gordon's Functional Health Patterns¹. The framework has provided the themes around which the curriculum and the courses are organized.

¹Gordon, M. (2002). Manual of nursing diagnosis (10th ed.). Mosby: St. Louis

DEFINITION OF TERMS

Health and Harmony

Disharmony: A disruption in human functioning or an incongruence within the mind, body and soul. Disharmony is associated with illness, but not necessarily disease. Disease can result from disharmony and illness, and disease can in turn create more disharmony. (Craven, R., & Hernle, C. (2000). *Fundamentals of Nursing: Human Health and Function*. Philadelphia: J. B. Lippincott.)

Imbalance: Lack of equilibrium (Jose, S. *Nursing Practice – Framework: Scope and Trends*. *Australian Nursing Journal* 5, pp. 19-22)

Risk: A statistical concept based on probability. Nursing is concerned with human risk of disease, disability, and premature death. (Maurer & Smith (2005). *Community Public Health Nursing Practice: Health for Families and Populations*. (3rd ed.) Elsevier

Harmony: Congruence between the self as perceived and the self as actually experienced or external reality. Harmony is associated with health. (Maslow, A. (1968). *Toward a Psychology of Being*. (2nd ed.). New York: D. Van Nostrand)

Clients

Client: Person who engages the professional services of another (*The Merriam Webster Dictionary new edition*)

Family: Two or more persons who are joined together by bonds of sharing and emotional closeness and who identify themselves as being part of the family. (Friedman M.M., Bowden V. R., & Jones E.G. (2003). *Introduction to the family*. In *Family Nursing Research, Theory, and Practice* 5th ed. pp.10). New Jersey: Prentice Hall.)

Aggregate: Aggregate is a synonym for the second definition of a population. Aggregates are people who do not have the relatedness necessary to constitute and interpersonal group (system) but who have one or more characteristics in common, such as pregnant teenagers. Williams (1977) focused attention on the aggregate as an additional type of client with whom community health nurses apply the problem-solving process. For example, aggregates can be identified by virtue of setting (those enrolled in a well-baby clinic), demographic characteristic (women), or health status (smokers or those with hypertension). An aggregate is any number of individuals with at least one common characteristic (Williams, 1977). (Maurer & Smith (2005). *Community Public Health Nursing Practice: Health for Families and Populations*. 3rd ed.) Elsevier)

Community: Open social system that is characterized by people in a place over time who have common goals. (Maurer & Smith (2005). *Community Public Health Nursing Practice: Health for Families and Populations*. (3rd ed. pp. 341 Elsevier)

Population: Collection of individuals who share one or more personal and environmental characteristics, the most common of which is geographic location. (Maurer & Smith (2005). *Community Public Health Nursing Practice: Health for Families and Populations*. 3rd ed. pp 341) Elsevier)

Environment

Internal Environment: The internal environment pertains to that which is inside you. All that you encounter in your daily living is experience within you and influences your thinking, feelings, and behavior. (Eliopoulos, C. (2004). *Invitation to Holistic Health*, Sudbury, Massachusetts: Jones and Bartlett.)

External Environment: The external environment implies anything that is outside your body, such as the weather, elements in the air, food, sounds, and interactions with people. (Eliopoulos, C. (2004). *Invitation to Holistic Health, Sudbury, Massachusetts: Jones and Bartlett.*)

Geopolitical: The study of the interdependence of politics, geography, and economics; especially as it relates to foreign policy of a nation or the study of political problems which are affected by the geographical environment. (Reference derived from

1. <http://www.thefreedictionary.com/geopolitical> *The American Heritage® Dictionary of the English Language, Fourth Edition* copyright ©2000 by *Houghton Mifflin Company*. Updated in 2003. Published by *Houghton Mifflin Company*. All rights reserved 2. <http://www.allwords.com/word-geopolitical.html> ©2005 *Crystal Reference*, a division of *Crystal Reference Systems Limited*.)

Global Environment: Worldwide atmosphere composed of communication, space, time, social organization, environment, biological variation. (Giger & Davidhizar *Transcultural nursing: Assessment and intervention. 2nd ed.*)

Nursing

Caring: Caring is the moral ideal of nursing in which the utmost concern for human dignity and preservation of humanity is present. (Watson, J. *Human science and health care*. Norwalk, CT: Appleton-Century-Crofts)

Integrity: Acting in accordance with the Code of Ethics and accepted standards of nursing practice. (Giger & Davidhizar *Transcultural nursing: Assessment and intervention. 2nd ed.*)

Advocacy: Individuals are assisted by nursing to authentically exercise their freedom of self-determination. Authentic is meant as a way of reaching decisions which are truly one's own; decisions that one believes important about oneself and the world; the entire complexity of one's values. (Gadow, S. (1980). *Existential Advocacy*. In S.F. Spicker & S. Gadow (Eds.), *Nursing, images and ideals: opening dialogue with the humanities* (pp 81-86). New York: Springer.)

Interdisciplinary: Several professions collaborating to achieve goals (Jose, S. *Nursing Practice – Framework: Scope and Trends*. *Australian Nursing Journal* 5, pp. 19-22.)

Social Contribution: A commitment to social justice through professional practice, relationships, and the promotion of public policy. (Reference derived from the *American Nurses Association Nursing's Social Policy Statement*. (2003). (2nd ed.). Washington: The Publishing Program of ANA.)

STUDENT LEARNING OUTCOMES

The roles for the baccalaureate generalist nurse are derived from the discipline of nursing and include: a) provider of care, b) designer, manager, coordinator of care, and c) member of the profession. The baccalaureate generalist graduate is prepared to:

1. Integrate theory and research-based knowledge and skill from the arts, sciences, humanities, informatics and genetics into professional nursing practice.
2. Practice nurse leadership skills in a culturally diverse, rapidly changing, global society; engaging in professional development to provide high quality and safe patient care through quality improvement.
3. Utilize critical thinking in the provision of holistic, evidenced-based practice including integrative health that is culturally and ethnically sensitive and addresses the needs of individuals, families, groups, communities, and populations in all stages of life.
4. Integrate knowledge and skills in information management and patient care technology into nursing practice.
5. Examine healthcare policy, including financial and regulatory environments to influence the delivery of high quality and safe patient-centered care.

6. Communicate and collaborate with inter-professional teams in the design, management, and provision of safe, evidence-based, patient-centered care.
7. Contribute to improvements in individual and population health through health promotion and disease prevention including the rural and underserved communities.
8. Integrate professional values of altruism, autonomy, human dignity, integrity, and social justice into a personal philosophy of nursing practice with caring at the core.

PROGRAM EVALUATION

The program has a comprehensive assessment program plan, which provides information on the effectiveness of the nursing curriculum and enhances student preparation for national exams. Part of the student discipline fee is used to provide standardized, computerized evaluation and feedback to both students and the program.

TRADITIONAL BACCALAUREATE COURSE DESCRIPTIONS

Please see pages 43-45 for course descriptions. For further information refer to the St. Cloud State University Undergraduate Course Catalog (<https://catalog.stcloudstate.edu/~Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=7&topicgroupid=1780>) or the Department of Nursing Science website (<http://www.stcloudstate.edu/nursing>).

TRADITIONAL BACCALAUREATE PROGRAM PLAN

(*) – **Biology 367 is considered a course in the nursing major.** This course may be taken up to six months prior to the start of second semester nursing courses or must be taken with second semester nursing courses.

Nursing Major Semester One	Nursing Major Semester Two
Nursing 301: Health Healing Harmony: Professional Nursing Practices (3 cr) Nursing 302: Professional Nurse (Clinical) – (3 cr) Nursing 304: Professional Nursing Skills – (2 cr) Nursing 308: Nursing Informatics – (2 cr) Nursing 316: Pathophysiology for Nursing – (3cr) Diversity Course Choice 6 and 8 (3 cr) – <i>If needed to complete diversity courses</i> <p style="text-align: right;">Total Classes = 5 or 6 Total semester credits = 13 or 16</p>	Nursing 303: Holistic Health Assessment – (3 cr) Nursing 306: Nursing Care of Older Adults – (2 cr) Nursing 307: Nursing Care of Older Adults (Clinical) – (2 cr) Nursing 309: Holistic Adult Care: Physiological Wellness – (3 cr) Nursing 310: Physiological Wellness (Clinical) – (3 cr) (*) Biology 367: Introductory Pharmacology – (3 cr) <p style="text-align: right;">Total Classes = 6 Total semester credits = 16</p>
Nursing Major Semester Three	Nursing Major Semester Four
Nursing 305: Nursing Law and Ethics - (2 cr) Nursing 311: Mental Health Nursing – (2 cr) Nursing 312: Mental Health (Clinical) – (3 cr) Nursing 314: Child and Family Nursing – (3 cr) Nursing 315: Child and Family Nursing (Clinical) – (3 cr) <p style="text-align: right;">Total Classes = 5 Total semester credits = 13</p>	Nursing 401: Holistic Adult Care Advanced Concepts – (3 cr) Nursing 402: Holistic Adult Care: Advanced Concepts (Clinical) – (3 cr) Nursing 403: Research in Nursing Practice– (3 cr) Nursing 404: Health Care and Populations – (2 cr) Nursing 405: Health Care of Populations (Clinical) – (3 cr) <p style="text-align: right;">Total Classes = 5 Total semester credits = 14</p>
Nursing Major Semester Five	
Nursing 406: Nursing Leadership and Management – (3 cr) Nursing 408: Nursing Capstone Seminar – (1 cr) Nursing 411: Nursing Leadership Capstone Practicum – (6 cr) Nursing 413: Cross Cultural Nursing and Global Health – (2 cr) <p style="text-align: right;">Total Classes = 4 Total semester credits = 12</p>	

The SCSU Liberal Education Program (LEP) must be completed prior to graduation.

Upon admission students are required to:

1. Complete all prerequisite courses before the major's start date.
2. Successfully pass a Minnesota Criminal Background Check, as required by Minnesota state law for professionals working with vulnerable populations.
3. Obtain American Heart Association CPR certification at the health care provider level for infants through adults, and *to meet other health requirements.*

Students are required to earn at least a "C" (2.0) in all prerequisite courses and all major courses. Students must maintain at least a 2.5 cumulative GPA in the major (all NURS, and Pharmacology [BIO 367]). Any nursing course may be repeated once. A second failure in a nursing course will result in dismissal from the nursing program

Transfer In/Out of Nursing Courses/Program

Students admitted to the nursing program will not be allowed to transfer in required nursing core courses (NURS courses) designated in the Nursing Student Handbook. *Introductory Pharmacology (BIOL 367) may be transferred in with prior approval by the Admissions, Progression, and Advising (APA) Committee.* This courses must be approved prior to taking the course one full semester or less prior to the actual semester listed on the nursing course schedule.

The St. Cloud State University (SCSU) Department of Nursing Science will not entertain student requests from outside nursing schools to take one or more nursing courses with the intention of transferring those credits/courses back to the nursing school they were formally admitted to in replacement of their primary nursing school's course. The exception is NURS 444: Internship, which is an elective course offered each summer by SCSU. Preferences will be given to nursing students currently enrolled in the SCSU nursing program followed by students from other nursing schools

Student Transfers from Other Nursing Programs

Students requesting to enter the nursing program from another nursing program must comply with the following criteria:

- 1) Letter of Intent sent to Department Chair (may be sent via e-mail).
- 2) Must submit letter of recommendation from their Nursing Program Dean or Nursing Department Chair.
- 3) Must submit official transcripts.
- 4) Must submit current nursing program of study, and current standing in the program.
- 5) Entry into the program is dependent on space availability.
- 6) All requests will be evaluated by the APA committee and approved by the NFO committee.
- 7) Final approval into the nursing program is given by the School of Health and Human Service's Dean.

Undergraduate Academic Forgiveness Policy (per SCSU policy)

Refer to the SCSU "Undergraduate Academic Forgiveness Policy".

(http://www.stcloudstate.edu/policies/categories/documents/Undergraduate_Academic_Forgiveness_Procedure_Final-Revised_11-14-13.pdf)

Students who have been dismissed from the nursing program based on academic performance and intend to follow the SCSU "Undergraduate Academic Forgiveness Policy" must complete the following steps:

1. Must take 12 credits relevant to nursing content, completed with a 2.75 GPA or better.
2. Applicant must apply to the nursing program.
3. Applicant must meet eligibility criteria to achieve standing in the new cohort of students.
4. If accepted, applicant will repeat all nursing courses previously taken, beginning with first semester.

INTRODUCTION TO PROFESSIONAL NURSING

Nursing as a professional practice:

Ethics are an integral part of the foundation of nursing. The Code of Ethics for Nurses provides a framework for nurses and establishes the ethical standard for the profession. As a professional, the nurse practices with compassion and a genuine regard for all individuals without discrimination based on social or economic status, personal attributes, or the nature of health problems. This standard extends to all relationships including colleagues, employees, assistants, faculty, preceptors, staff, and students.

Rights of patients, residents, and clients:

The client has a right to safe and quality nursing care and this must be protected. Nursing is responsible and accountable for assuring that the client's rights are protected. Behavior by a student that threatens the health or safety of the client is a breach of this ethical responsibility. Students are expected to uphold the Patient Bill of Rights.

Professional behaviors and appearance:

Professional behavior and appearance provide the foundation for the therapeutic relationship and are essential to achievement of high standards of nursing practice and throughout the professions of health care. The standards of behavior and appearance convey a message of respect for all ages, cultures and beliefs. As such they often do not reflect current style or practice but rather conservative values and clinical safety.

Confidentiality and the Health Insurance Portability and Accountability Act (HIPAA):

Nurses and nursing students are legally and ethically obligated to maintain confidentiality of all client information. Only information pertinent to a client's treatment and welfare is disclosed to only those directly involved in the client's care or in the presence of faculty.

STUDENT POLICIES & PROCEDURES

Policies and procedures:

To insure students develop professional behaviors and duties, the Department of Nursing Science maintains policies on student behavior. These policies were developed using the ANA Code of Ethics for Nurses as a guide. Policies are reviewed yearly.

Students are expected to comply with law and policy related to their nursing student roles which include the SCSU Student Code of Conduct, Department of Nursing Science Student Code of Conduct, and policies of any site or clinical setting where they engage in learning activities related to this program.

Violations of this code will result in sanctions that include verbal notification, a Record of Concern Without Probation, a Record of Concern With Probation, and dismissal from the Nursing Science Program.

NURSING STUDENT CODE OF CONDUCT

Academic Standards

The faculty believes that honesty is a hallmark of professionalism and academic dishonesty is viewed as unprofessional conduct. Academic dishonesty will not be tolerated in any form.

Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Nursing students will:

1. Assume personal responsibility for their nursing education
 - Attend all classes and labs as assigned
 - Be prepared for all class and clinical experiences
 - Engage actively in class/ laboratory/ and clinical settings
 - Consult with faculty regarding own clinical/academic progress
2. Demonstrate accountability in the classroom area and clinical setting
 - Meet obligations for classroom and clinical as outlined in each course syllabus
3. Base actions in the laboratory/clinical area on a sound knowledge base
 - Thoroughly prepare for clinical by researching patient's** pathology, lab values, and implications of the patient's medication and treatment regime
4. Seek appropriate assistance from faculty or staff when caring for patients.
 - When in doubt, consult with faculty or staff nurse before intervening
 - Consult with patients' families, and other health care professionals
5. Engage in the evaluation of own educational process
 - Complete end of semester evaluations
 - Provide faculty with constructive feedback as appropriate when requested
 - Examine own progress in attaining the knowledge, attitudes, and skills necessary to the role of nursing
6. Take responsibility for own clinical and educational experiences
 - Be accountable for all clinical actions
 - Consult with appropriate instructors or clinical staff
 - Participate in remediation activities if directed by faculty

** The word "patient" is used to refer to any person for whom students provide nursing care and includes residents of nursing homes and clients in the community.

Behavioral Standards

Honesty and integrity are expected of all students and foundational to trust in the learning environment. Dishonesty undermines nursing education and professional development, leading to demoralization of the spirit of learning among students and faculty. Developing the ability to make moral and ethical judgments is a lifelong process.

In addition to maintaining the Department of Nursing Science and St. Cloud State University academic standards, nursing students have a responsibility to conduct themselves in a professional manner. These behavioral expectations are described in the following standards and examples. Allegations received regarding the non-compliance of these standards will result in an investigation to provide appropriate due process for the student.

Nursing students will:

1. Demonstrate integrity and honesty in all actions.
2. Refrain from intake of any chemical substance which would impair judgment or result in disruptive/disorderly behavior within the University community or at a clinical site.
3. Engage in appropriate self-care behaviors that would not place clients at risk
 - Remain home when ill
 - Seek health care (physical and mental) when needed
 - Serve as a model of healthy behaviors
4. Be responsible for establishing and maintaining appropriate professional boundaries
5. Maintain a professional appearance in classroom/laboratory and clinical settings.
 - Maintain appropriate personal hygiene
 - Follow the dress code of the agency
 - Use respectful non-offensive language and tone
 - Communicate using appropriate spoken/written language and nonverbal communication as required by the profession
6. Respect the patient's right to confidentiality

7. Accurately and respectfully represent self as a student of nursing.
 - Wear appropriate school/facility name badge
8. Demonstrate respect toward patients, peers, staff, faculty, and others.
 - Work cooperatively and collaboratively with others regardless of race, color, national origin, gender, religious preference, age, disability, sexual orientation, marital status, public assistance status, veteran status, clinical diagnosis, political beliefs, or educational level
9. Demonstrate professional communication in verbal, electronic, written, and physical interactions with peers, staff, faculty, and others. Actions that may lead to concern include:
 - Argumentative or raised voice
 - Invading personal space
 - Physical actions that are perceived as threatening
10. Students must update change of name and/or address/phone number with the administrative assistant as needed while in the nursing program.

Violation of the Nursing Student Code of Conduct

Any violation of this Code of Conduct is considered an act of misconduct and warrants disciplinary action appropriate to the violation. A student has the right to contest any allegations of misconduct or disciplinary action. Whenever possible, allegations of misconduct should be settled at the lowest level possible, between the student and individual(s) involved. Allegations of misconduct must be resolved as quickly as possible, and a student may request a faculty present who is not involved in the allegation.

American Nurses Association (2002). Code of ethics for nurses with interpretive statements. Washington D.C.: Author.
<http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>

PROGRESSION POLICY

In order to complete each nursing course, and progress in the major, students must fulfill both academic and professional requirements.

Students will be informed of behaviors/performance inconsistent with program expectations as well as professional nursing standards. This policy outlines the procedure to be followed in the event that student outcomes and/or behaviors do not meet the expectations of the program or profession. Student expectations and relevant professional standards are communicated at orientation to the major and via the Student Handbook.

The Department of Nursing Science reserves the right to require a student to undergo professional evaluation regarding personal health issues as a condition of continued enrollment in the major. The student will be responsible for any diagnostic or treatment costs. Optimal management of the health issue is encouraged. In the event of diagnosed or undiagnosed health issues, the student will remain accountable to the expectations of the program and profession.

The Department of Nursing Science reserves the right to take whatever actions deemed appropriate, including immediate dismissal from the program, if the performance/behavior is deemed particularly egregious.

A. VERBAL NOTIFICATION

1. Students exhibiting minor, correctable, isolated unprofessional behavior, are provided with verbal notification and constructive advice for modifying behavior(s) to meet professional standards. This verbal notification will be documented and placed in the student's file. The faculty initiating a verbal notification will inform the course coordinator and other faculty teaching in the level. The faculty will send a brief email/memo to the chair of the APA Committee. This does not require a student signature. The student is expected to modify the behavior accordingly. If the behavior is not modified or if new unprofessional behaviors arise, the instructor initiates a Record of Concern (ROC).
2. Names of students receiving a verbal notification are entered into the disciplinary procedure tracking document accessible only to members of the APA Committee. The student's name will be deleted from the tracking document upon graduation.

B. RECORD OF CONCERN WITHOUT PROBATION

1. Students exhibiting repeated or multiple minor, correctable, unsatisfactory professional and/or personal behaviors in classroom/lab/clinical, and/or academic performance issues, require written notification.
2. The behaviors/performance(s) cited will be recorded on a Record of Concern. The instructor, course coordinator, or course team will designate on the form that this is formal written notification, and establish outcomes to be achieved by the student within the designated timeframe.
3. The student and faculty initiating the Record of Concern will review and sign the form. The student signature is an acknowledgment of receipt of written notification.
4. Names of students receiving Records of Concern are entered into the disciplinary procedure tracking document accessible only to members of the APA Committee. The student's name will be deleted from the tracking document upon graduation.
5. The faculty initiating the Record of Concern will inform the course coordinator, other level faculty, the student's advisor, and the chair of the APA Committee of the reason for and terms of the Record of Concern. The coordination and monitoring of the Record of Concern remains with the faculty member who initiated it during that semester.

6. If the student has fulfilled the outcomes of the Record of Concern, the instructor/and or course coordinator will notify the student and other level faculty. A copy of the Record of Concern will be retained in the student's file and be considered if additional ROCs occur.

7. At the end of each semester ROCs will be reviewed by the course coordinator, relevant course faculty, and APA chair. The course coordinator and relevant faculty will have a follow-up discussion with the student on progression toward outcomes.

C. RECORD OF CONCERN WITH PROBATION

1. The following will result a Record of Concern and probation:

- a. Receipt of a previous ROC for any reason
- b. A significant persistent pattern or multiple unprofessional behaviors in classroom/lab, or clinical performance problems (i.e. compromised patient safety, inadequate clinical preparation, negative feedback from facility)
- c. Academic misconduct

2. The behaviors/performances cited will be recorded on a ROC. The instructor, course coordinator, or course team will designate on the form that this is formal written notification, and establish outcomes to be achieved by the student within the designated timeframe.

3. Prior to meeting with the student, the faculty initiating the ROC should consult with the department chair, course coordinator, student's advisor and APA chair with the completed ROC. The Chair of APA will notify the members of the APA for review of the situation/form to ensure consistency across cases and for adherence to department policy and procedures.

4. Student will be notified by the faculty member initiating the ROC through a verbal and written notification of the unsatisfactory behaviors. Fulfillment of the terms of the probationary contract is essential for progression in the nursing major. The coordination and monitoring of the ROC with probation falls under the auspices of the chair of the APA committee in consultation with other members of the committee, course coordinator, and the faculty member who initiated it.

5. Names of students receiving a ROC with probation are entered into the disciplinary procedure tracking document accessible only to members of the APA Committee. The student's name will be deleted from the tracking document upon graduation.

6. The following individuals must be present at the time of review of the ROC with probation: the faculty initiating the contract, the course coordinator, chair of the APA committee, chair of the Department of Nursing Science, and the student.

7. The probationary contract is signed by the faculty initiating the contract, the student, and the course coordinator (signs again if initiated the contract). The signature is an acknowledgement of receipt of the probationary contract by the student. This probationary contract sets out the expectations for the student to successfully complete probation. The student's agreement and signature are required. Failure to sign the probationary contract means the student is declining continuation in the program and relinquishing any right to reapply at a later date.

8. The original probationary contract is stored securely in the student file in the Department of Nursing and retained in the student's file until graduation. Copies of the probationary contract are provided to the student (in person or via certified mail, if needed). The chair of APA committee will update the Nursing Faculty Organization about students placed on probationary contracts. The probationary contract information will be entered into the disciplinary procedure tracking document accessible only to members of the APA Committee. The student's name will be deleted from the tracking document upon graduation.

9. At the end of each semester probationary contracts will be reviewed by the course coordinator, relevant course faculty, and APA chair. Due to the serious nature of probationary contracts, each contract will be in effect through graduation. A copy of the contract will be retained in the student's file until graduation.

D. DISMISSAL FROM THE NURSING MAJOR

1. The Department of Nursing Science reserves the right to dismiss students for egregious infractions of regulations regardless of previous ROCs, probationary contract(s)/or lack thereof; failure to meet the terms of a probationary contract; unsatisfactory academic standing; failure to comply with contractual requirements of clinical facilities; suspension from St. Cloud State University; or other reasons that significantly affect the health, safety, property, or welfare of the individual student, patients, healthcare agency, and/or healthcare agency staff.

2. Procedure

a. When the chair of the Department of Nursing Science and involved course faculty deem that sufficient documented evidence exists to consider dismissal, the case will be referred to the APA committee for review. The student will be informed by the course coordinator or course faculty that their dismissal from the program is being considered and that the case has been referred to the APA committee. Depending on the circumstances of the situation, the student will be suspended from clinical activities while the case is under review. If a member of the APA committee is the advisor to the student, they will be recused from deliberations.

b. The chair of the Department of Nursing Science will notify the Dean of the School of Health & Human Services or the Dean's designee about the case.

c. The chair of the Department of Nursing Science will meet with the student to formally notify the student of his or her rights, including the right to have an advocate present during the disciplinary process.

d. The chair of the APA committee will then notify the student in writing that the committee has received a request for consideration of dismissal. To assure that the notification has been received, the letter will be sent via email with return receipt requested. The APA chair will inform the student that s/he may submit written comments (**within 48 hours**) relevant to the allegations to the APA committee prior to deliberations.

e. The student will be notified by the APA Committee Chair that they have a right to a hearing where their dismissal from the program will be considered. The student can request a hearing, which will occur as soon as possible. The APA Committee will not consider any information, by either the faculty or student, after the hearing. The entire hearing process will be completed within 2 weeks.

f. The APA committee will bring forward their recommendation to the faculty in the Department of Nursing Science. The faculty will make a recommendation regarding student dismissal from the nursing program. This recommendation will be forwarded to the Dean of the School of Health & Human Services or her/his designee who will then make the final determination regarding student dismissal.

g. The student will receive a formal letter with the final determination regarding dismissal from the Department Chair and the Dean of the School of Health & Human Services

1. If the student is retained, they will receive a ROC with probation.
2. If a student is dismissed, they will receive a formal letter of dismissal from the chair of the Department of Nursing Science.

h. If the student is dismissed from the program, fails to graduate, or withdraws from the major, the student's file shall be retained for five years and then confidentially disposed.

DISMISSAL APPEAL PROCEDURE

Students have the right to appeal disciplinary actions in writing as directed by the St. Cloud State University Student Code of Conduct.

Appeal of course grades

Students may appeal grades pursuant to the SCSU Grading appeals policy found at <http://www.stcloudstate.edu/provost/files/documents/GradingAppeals%20PolicyOnline.pdf>

However, appeals must be initiated upon notice of the grade to assure regular progression in the nursing course sequence.

While a grade is in appeal, a student cannot progress in the program. A student who has a failing or less than requisite level grade is not entitled to start in subsequent courses in the sequence (program) until the student has the requisite grades. In general, a successful appeal may result in delayed progression.

Failure during a clinical course may occur for a student at any time with or without prior notification. Unsafe practice at any point in the clinical rotation may constitute grounds for failing the course.

Course Failure or Course Sequence Protocol

For the student to progress into the next semester of nursing courses, all prerequisites, co-requisites, and NURS courses from the previous semester must be successfully completed as per the current "Undergraduate Catalogue." BIO 367 (pharmacology) must be completed by or during second semester nursing courses in order to progress to third semester nursing. The prerequisites and co-requisites can be found in the *St. Cloud State University Undergraduate Catalog* (current edition). The nursing course progression (semesters) can be found on page 9.

At the end of each semester, the Department Chair reviews all course grades and transcripts. Students who have failed a course(s) or who have not taken the required courses for the following semester sequence will receive an e-mail from the Department Chair notifying them and the student's faculty advisor of their ineligibility for progression in the nursing program. It is recommended that the student meet with their faculty advisor at their earliest convenience. The student will then send an e-mail in response to the Department Chair, giving their intention for continuing their nursing education at St. Cloud State University. The nursing faculty and the APA Committee will not make exceptions in progression for students who are unsuccessful in a course(s) or who do not follow the sequence as outlined in the Department of Nursing Science Student Handbook. If the student has questions or concerns about the progression within the nursing program, they should meet with their faculty advisor.

If a student fails a course, the student will receive a Record of Concern and the course must be repeated within one calendar year or two semesters. If the student fails to repeat the course with a C or better, the student will be dismissed from the program, is ineligible to register for nursing courses, and will be removed from the nursing major.

Academic and Professional Standards

Students are required to earn at least a “C” (2.0) in all nursing major courses including all pre and co-requisite courses. Students must maintain at least a 2.5 cumulative GPA in the major. [Note: All NURS and Pharmacology (BIO 367), are courses in the nursing major].

At the end of each semester, the Department Chair reviews all students’ grades and progression in the major. Students who have not earned the required minimum grades or who have not taken the required pre or co-requisite courses will be notified of their ineligibility for progression in the nursing major. If eligible, the student may repeat the course which was not passed successfully. Once completed successfully, the student may continue in the major. If the student failed to take the necessary pre or co-requisite course on time, the student must complete the course successfully before proceeding in the major. The student must follow the continuation of Progression in the Major Policies as outlined in the student handbook in order to resume the progression in the major.

Students can repeat a single course. A second course failure while in the program will result in dismissal from the nursing program.

Incomplete Grades

An Incomplete in any course must be completed prior to beginning the next semester. If not completed, the student will not progress to the following semester course(s). Refer to the SCSU Undergraduate Bulletin for course pre-requisites and co-requisites.

Behaviors inconsistent with professional nursing standards, as set out in the St Cloud State Department of Nursing Science Student Code of Conduct, American Nurses’ Association Code of Ethics (2015), American Nurses’ Association Standards of Practice, Minnesota Board of Nursing standards and additional standards as specified in course syllabus will result in a Record of Concern.

Successful Progression in a Clinical/Lab Courses:

Successful completion of all clinical/lab courses in the nursing major include 3 components.

1. Satisfactory academic performance
2. Demonstration of appropriate professional behaviors.
3. Successful completion of all course competencies and/or assignments as listed in the course syllabus.

Satisfactory academic performance in all clinical assignments will not guarantee progression or a passing grade in the course. Unsatisfactory evaluation in one or more areas of professional behaviors on the clinical evaluation tool may result in immediate failure of the course. These professional behaviors are described in detail here and in the SCSU Student Handbook. Students will be held responsible for these policies and procedures. Failure in clinical performance (see daily evaluation tool) will result in a grade of C- or below, regardless of points awarded through assignments (academic performance).

A student on probation cannot receive an “Incomplete” grade in a course if they are not meeting satisfactory performance or are receiving a grade of C- or below.

While a grade is in appeal, a student cannot progress in the program. A student who has a failing or less than requisite level grade is not entitled to start in subsequent courses in the sequence (program) until the student has the requisite grades. In general, a successful appeal may result in delayed progression.

CONTINUATION OF PROGRESSION IN THE MAJOR

Students may be eligible to repeat or complete course work. This is dependent on meeting the eligibility criteria as well as following the procedure as outlined below.

Eligibility Criteria for Continuation/Re-entry in the Major

1. Students can repeat a single course with a passing grade without jeopardy to program success but will be in a new cohort.
2. Students who fail a second course will be dismissed from the nursing program.
3. Students who fail any first semester course are dismissed from the nursing program and are not eligible for re-entry.

4. Students who have stopped-out of the program of their own volition with pre-approval of the Department of Nursing Science. Students may stop out only once in the major and be out for a period no longer than one semester.
5. Students who failed to take a pre-requisite or co-requisite course in sequence.
6. Students who have been dismissed by the Department of Nursing Science are not eligible for re-entry, nor are they eligible for re-admission. See dismissal policy.

Procedure

1. Students who fail to meet the requirements of a course:
 - Must notify the Department of Nursing Science Chair in writing when they plan on repeating the course prior to the semester of enrollment
2. Students who have stopped-out:
 - Submit a written letter of intent to the Department of Nursing Science Chair. The letter of intent must be submitted by November 1st for spring semester re-admission, or by April 1st for fall semester re-admission. If the letter is not submitted to the department chair on time, it is presumed that the student does not wish to continue in the program.
 - The Department Chair brings this request to the APA for consideration, followed by the Department for approval.
 - The Department Chair informs the student of the decision in writing regarding eligibility to continue in the major.
3. Students who failed to take a pre-requisite or co-requisite course in the correct sequence:
 - Will follow the same procedure as students who have stopped-out.
4. Remediation Prior to Continuation of the Major:
 - Students who have stopped-out for longer than one semester may be required to attend classes and/or complete laboratory units prior to continuation. The course faculty will determine what remediation is necessary.
 - It is the student's responsibility to complete remediation work prior to the beginning of the semester in which they are enrolled. If the student fails to complete the remediation plan successfully prior to the first day of class, the student will not be allowed to begin.

COURSE, LABORATORY, and CLINICAL POLICIES

ATTENDANCE and TARDINESS POLICY

Attendance is required in all courses, clinical, and laboratory experiences. Any unexcused absences will result in loss of points and potential course failure.

Excused Absences

It is responsibility of the student to arrange anticipated absences in advance with the course faculty **prior** to the day of absence and provide appropriate documentation in a timely fashion. Examples of excused absences may include documented illness and injury, court ordered appearances, religious occurrences, and death in immediate family. *Recurrent excused absences:*

Recurrent absences (defined as 10% or greater of the course) whether excused or unexcused will result in loss of points and potential for course failure.

Tardiness

Students are required to arrive on time. Tardiness will result in loss of points and potential course failure.

Absence of clinical experiences:

Clinical make-ups may be scheduled at the discretion of the course coordinator, clinical faculty, and agency schedule. In the event of illness or emergency, the student must personally notify that instructor/clinical site **prior** to the assigned clinical time.

If considerable time (defined as 10% or greater of the course) is lost in the clinical course, the course coordinator and clinical faculty will determine if the student has had essential learning experiences, if course outcomes have been met, and if a plan can be devised to make up deficiencies.

Points deducted for absences or tardiness will be deducted from the total points earned for the course.

GRADING POLICY

Grades are assigned according to the following grading scale:

A+ = 98 - 100% A = 94 - 97% A- = 91 - 93%

B+ = 88 - 90% B = 84 - 87% B- = 81 - 83%

C+ = 78 - 80% C = 77 % C- = 73 - 76%

D+ = 70 - 72% D = 67 - 69% D- = 64 - 66 %

F = 63% or below

There is no rounding up of the percentage to the next grade.

This includes all nursing courses and course assignments (quizzes, exams, all assignments and final course grades). **Examples** - 76.5% will remain 76.5% and will not be rounded to 77%

EXTRA CREDIT POINTS

There are NO extra credit points given in any of the nursing courses. This is a programmatic decision.

EXAM DISPUTES

Students disagreeing with answers to exam questions must do so in writing and must include rationale for their answer along with page number in the textbook. No disputes will be given "air time" during or after class.

TEST TAKING POLICY

(Includes: all quizzes, exams, tests, case studies, etc.)

1. All electronic devices and cell phones will be turned off during all tests, unless specified by course faculty.
2. Talking is not permitted during any tests.
3. Students will not be allowed to leave the classroom until the test and answer sheet is submitted.
4. Once the test is submitted; it will not be returned until graded.

FORMAT for WRITTEN WORK

Papers must be typed, following the latest edition of the American Psychological Association (APA) format. Be certain to cite all references appropriately, according to APA, to avoid potential plagiarism.

COMMUNICATION, D2L, and EMAIL

HuskyNet Email and D2L are recognized as the official communication channels for all students at St Cloud State University. It is the responsibility of the students to:

- Activate their HuskyNet Email accounts once they are available to them.
- Receive, read, and act in timely manner upon communication distributed through HuskyNet Email and D2L.

Failure to read HuskyNet Email and D2L communication in a timely manner (except in SCSU system downtime) does not release the student from obligation of knowing and complying with its content.

When a nursing faculty requests a student meeting, the student will be expected to respond to the request.

ACADEMIC DISHONESTY and PLAGIARISM

Academic dishonesty [cheating, plagiarism, and collusion (working together)] as defined in the SCSU Student policies, violates the Code of Student Conduct and may result in an "F" on the work involved or in the course. Cheating not only violates the Code of Student Conduct, but also may be grounds for probation, suspension, and/or expulsion.

DISABILITIES

If you have a documented disability and wish to discuss academic accommodations, please contact SCSU Student Disability Services at 308-4080 as soon as possible. If you wish to discuss accommodations recommended by Student Disability Services, please see instructor.

BAD WEATHER

Decisions to close the University due to weather and other emergencies are made by Minnesota State Colleges and Universities (MnSCU). When the University is closed, all offices are to close and activities are to cease as soon as reasonable after the announcement. In the event of bad weather, closing/cancellations are announced via the major radio and television channels, and HuskyNet. It is the student's responsibility to check for these weather and emergency closings.

NURSING CLINICAL AND LABORATORY REQUIREMENTS

CLINICAL PLACEMENT

Faculty determine placement in clinical sites. Changes in clinical placement may occur depending on the site or staffing at any time.

Clinical placements are determined by objectives. This may include measures such as assessment testing, professor recommendation, grades, clinical availability, etc. Students are not allowed to contact any agency on their own behalf. All placements are done by and through faculty.

STUDENT SUPPLIES AND COURSE MATERIALS

Supplies and equipment are required for use in the Nursing Science Laboratory as well as clinical sites. Each student is responsible for the personal purchase of:

- A stethoscope with bell and diaphragm capability.
- Appropriate scissors for use in the clinical arena.
- Uniforms, appropriate black shoes and black socks, a white lab coat or a black scrub jacket.
- Pen light.
- Watch with a second hand.
- SCSU nursing student photo ID
- Black ink pen

DRESS CODE POLICY

Students must follow policies and the appropriate dress code, including identification badges, for each clinical and laboratory experience. Non-adherence to dress code will result in disciplinary action. (See course syllabus.)

POLICY RATIONALE

The dress code is required by clinical agencies and St. Cloud State University to assure patient safety and infection control. This appearance communicates professionalism, thoughtfulness, and responsibility to clients, co-workers, and prospective employers. (See individual course syllabi)

DRESS CODE FOR LAB, CLINICAL, PREP

Examples including, but not limited to:

- No blue jeans, shorts, capri pants, or open-toe shoes are to be worn to any clinical experience. No leggings or winter boots (including UGG boots) in patient care areas. This includes orientation to clinical and prep days.
- Blouses, shirts, and sweaters should cover the midriff and upper chest/breast area.
- Neutral colored headbands only
- Students at some clinical agencies will wear a photo ID instead of the SCSU name pin. ID must be visible. Replacement cost of any ID is the responsibility of the student.
- No visible body piercing (eyebrow, tongue, etc.).
- All visible tattoos must be covered.
- No visible Henna (body art).
- No ear gauges nor visible openings in earlobes allowed
- No visible undergarments.
- The student is expected to be well groomed and free of offensive odors, including tobacco smoke.
- No fragrances, (e.g. cologne, perfume, body lotion, hair spray, heavy scented deodorant or after-shave lotion) should be worn as they may cause unpleasant physiological responses for patients.
- No gum chewing is allowed. Students may have breath mints.
- No evidence of alcohol, tobacco products, or drugs will be tolerated.

Please refer to course syllabi, clinical agency policy, or course faculty for more specific direction.

HOSPITAL AND NURSING HOME DRESS CODE

Women and Men

- Wear a hunter green uniform top, black straight-legged uniform pants and black socks. All uniform tops must have a minimum of one pocket, preferably two (in effect for students graduating prior to May 2016).
- Wear a red uniform top with SCSU logo, and black straight-legged uniform pants and black socks. All uniform tops must have a minimum of one pocket, preferably two. Wear a black scrub jacket with SCSU logo.
- A plain white round neck tee shirt with long or short sleeves may be worn under the uniform top.
- Footwear must be clean, black professional shoes or black tennis shoes with minimal color. Closed toed, black clogs W ITHOUT ventilation ports are permissible. Clinical shoes should only be worn in clinical setting.
- Students must wear a white wrinkle free lab coat with facility identification badge over business casual dress clothes during clinical prep (for students graduating prior to May 2016). Students graduating in May 2016 or after will wear their black scrub jack with embroidered logo. Uniform wear is to be clean and wrinkle free. Pants must be hemmed and not longer than foot wear.
- Stethoscope covers are not allowed.
- No more than one ring may be worn. Some agencies do not allow any jewelry.
- Only one tiny post (stud) earring may be worn in each earlobe. No hoops or dangled earrings. No earrings in the tragus.
- Hair needs to be short or contained to prevent it from falling forward into one's face. Dreads must be pulled back from face and off collar. No "messy buns." Hair looks of a natural color (no pinks, blues, greens, etc.). Hair must not contain any feathers, beads, ribbons, or other adornments.
- Nails must be short and clean with no nail polish, or false or gel nails.
- Male students must shave or have neatly trimmed and groomed beards and sideburns each clinical and prep day.
- All worn medical devices must be concealed under all clothing (i.e. insulin pumps, TENS, etc.).
- When students have two clinical courses in the same week, they must wash their uniform or wear a clean one for their second clinical experience. Uniforms that have been worn in one clinical site MAY NOT be worn in a second site unless laundered.

COMMUNITY-BASED DRESS CODE

A variety of learning experiences are used within Nursing Science clinical courses such as public health departments or client homes. Any variation in dress will be explained during clinical orientation for the course.

CLASSROOM

Due to concern about the transfer of organisms (infection control), students **must not wear**, in any classroom setting, any clothes that have been in direct contact with clients.

CLASSROOM/CLINICAL EXPECTATIONS

Personal beepers, cell phones, pagers, etc. will be turned off during class and most clinical (setting on vibrate mode is NOT acceptable) and can only be used during breaks. **St Cloud Hospital policy states that no cell phones will be turned on or used during clinical time.** Computers are to be used only for classroom assignments and taking notes. Checking email or being on the Internet is not allowed during class or clinical time.

Breaks are provided during class time. Leaving during class time should be kept to a minimum out of respect to classmates, faculty, and guest speakers.

NURSING SCIENCE LAB DRESS CODE

Refer to the Nursing Science Lab Dress Code Policy posted in the lab.

TRANSPORTATION POLICY

Students will be traveling to a variety of clinical agencies and are responsible for transportation to and from all assigned learning opportunities. Students will not be permitted to transport clients.

UNIVERSAL BLOOD AND BODY SUBSTANCE PRECAUTIONS

Students exposed to blood or body fluids at clinical agency will follow the clinical agency's procedure at the student's own expense. Exposures that occur at the Nursing Science Laboratory will follow procedures outlined in the Student Handbook Appendix E.

CARE COSTS ASSOCIATED WITH STUDENT EXPERIENCES

Any health care costs incurred during any SCSU Department of Nursing activity, including but not limited to, clinical and laboratory experiences and field trips, are the student's responsibility.

CLINICAL AND LABORATORY PARTICIPATION POLICY

In order to participate in clinical and laboratory courses it is the responsibility of the students to obtain certification and other health requirements. Under no circumstances will a student be allowed to attend any clinical or laboratory experience unless documentation of these requirements is on file in the nursing department. Student information related to clinical requirements is disseminated only to contracted clinical agencies students utilize during the SCSU nursing program.

Those requirements are:

1. American Heart Association Basic Life Support for HealthCare Providers Certification (CPR and AED). This must be completed upon admission into the program and renewed every two years. CPR recertification classes are provided for students enrolled in the nursing major using Student Discipline Fees. Students are mandated to attend on the scheduled date as arranged by the department. No alternative dates are allowed.
2. A two-step Tuberculosis screening is required upon admission. Students must be re-screened yearly using the Student Discipline Fees. It is the responsibility of the student(s) who has a positive result to complete further tuberculosis testing and treatment as deemed necessary by a licensed health care provider, at the student's expense, before attending the clinical or laboratory experience. This documentation must be provided to the SCSU Department of Nursing Science.
3. Pre-clinical participation health screening must be completed upon admission. This documentation must be provided to the Department of Nursing Science prior to clinical.
4. Changes in a student's health status that limit the student's ability to safely complete clinical and laboratory requirements need to be evaluated by a licensed health care provider. This documentation must be submitted to the Department of Nursing Science.
5. Minnesota Criminal background checks must be completed with successful approval upon admission and updated yearly throughout the program.
6. Students must sign a chemical free contract upon admission and yearly throughout the program.
7. Students must sign a confidentiality (HIPAA) contract upon admission and yearly throughout the program.
8. Documentation of influenza immunization is required annually by October 31st each year.
9. Some facilities require each student to have health insurance, satisfactory to the facility, in effect while the student is participating in the clinical experience program at the facility. Students may be required to provide documentation of health insurance coverage to the facility before beginning the clinical experience. For help in obtaining free or low-cost health care coverage, call Legal Aid Health Care Outreach Program at 1.888.360.2889 or 320.253.0121 if you do not have insurance. You can also go to their office at 830 W. St. Germain St. #300, St. Cloud, MN 56301.

PROGRAM CLINICAL and LABORATORY PARTICIPATION REQUIREMENTS

This table indicates what path the required student information follows.

Semester	Requirements	Contact for Department
Upon admission	Complete Physical	Lab Coordinator
	Immunization Compliance	Lab Coordinator
	2-step TB screening	Lab Coordinator
	American Heart CPR	Lab Coordinator
	Criminal Background Check	Lab Coordinator
	SCH-Health Insurance	Lab Coordinator
	Photo ID/SCSU ID	Office Manager & Lab Coordinator
First	General Orientation to St Cloud Hospital 4- 6 hours	308 Faculty
	SCH HIPAA, drug contract	308 Faculty
Second	TB Screening	Lab Coordinator
	Criminal Background Check	Lab Coordinator
	SCH HIPAA, drug contract	Lab Coordinator
	Fairview Northland Hospital forms	Lab Coordinator
	Long Term Care forms	Lab Coordinator
Third	General Orientation to St Cloud Hospital 4-6 hours	Lab Coordinator
	SCH HIPAA, drug contract	Lab Coordinator
	VA requirements & Annandale	Lab Coordinator
Fourth	TB Screening	Lab Coordinator
	Criminal Background Check	Lab Coordinator
	SCH HIPAA, drug contract	Lab Coordinator
	American Heart CPR	Lab Coordinator
	Public Health Forms	NURS 405 faculty
Capstone	Orientation to assigned hospital or agency by individual students 2-3 hours	

Additional requirements

SCH and other sites Every Fall –Flu immunization

Key
St Cloud Hospital (SCH)

CHEMICAL USE AND/OR ABUSE POLICY

In compliance with the American Nurses Association Code of Ethics for Nurses and Standards of Nursing Practice, the personnel policies of contracted affiliating clinical agencies, and with a commitment to protect the public welfare, the nursing faculty require that nursing students provide safe, effective, and supportive client care. To fulfill this responsibility, nursing students must be free of chemical impairment. The use, possession, or distribution of any controlled substance or drugs and/or drug paraphernalia on university premises (including off-campus and clinical sites) is prohibited.

No student shall come to class, laboratory, field experiences, or clinical settings under the influence of alcohol, marijuana, controlled substances, tobacco, or other drugs. Evidence of usage will result in immediate dismissal from the setting, and additional follow-up.

Procedure:

1. If the clinical agency, faculty, or fellow students form a reasonable suspicion that a student has used, is using, possessing, transferring, or selling alcohol or illegal drugs, the student may be tested pursuant to the clinical agency's employee and volunteer drug and alcohol testing policy. In some agencies, the fees associated with testing will be the responsibility of the student.
2. If the tests are confirmed positive, clinical faculty will complete a Clinical Variance Report and a Record of Concern with probation (Appendix A).
3. The student will be immediately dismissed from the clinical site after safe transportation has been arranged by the student.
4. Course faculty will submit Clinical Variance Report to the Department Chair within 24 hours and the Faculty Clinical Variance Procedure will be followed.
5. Student will be subject to disciplinary action according to department policy and recommendations.

STUDENT SUPPORT

ADVISING

It is the student's responsibility to seek advising, academic counseling, and assistance in identifying and meeting learning goals. Each student is assigned a faculty advisor. The advisor will be notified regarding student progression concerns by course coordinators. Faculty office hours are posted on each faculty office in Brown Hall. Numerous SCSU resources, identified in the SCSU Student handbook are available to support students.

STUDENT CONCERNS/COMPLAINTS

Students are encouraged to discuss concerns or problems with their instructors first as complaints often are based upon misunderstanding between students and faculty. Thus, whenever possible, it is best to resolve them informally. The student's advisor or a departmental faculty mediator may also be contacted for help in processing concerns. If a student is unable to achieve closure regarding a concern with the involved faculty, he/she is encouraged to review the SCSU policy for student complaints.

SCSU policies will be followed in resolving student concerns. These policies are published in the SCSU Bulletin and at www.stcloudstate.edu/studenthandbook.

DISABILITIES ACCOMMODATION

There are conditions for which accommodations may be appropriate under the Americans with Disabilities Act and other laws. The nursing program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, you must contact Student Disability Services (SDS) with appropriate documentation of your disability. SDS is located in 202 Centennial Hall. Website: <http://www.stcloudstate.edu/sds> Email: sds@stcloudstate.edu Phone: (320) 308-4080.

DESIRE 2 LEARN

Desire2Learn (D2L) is SCSU's course management software system and is used by the nursing department to supplement classroom courses. For additional information and/or assistance related to D2L, visit <http://huskynet.stcloudstate.edu/d2l> Email: d2l@stcloudstate.edu

HEALTH INSURANCE

Health insurance is required for nursing students. This cost is not covered by SCSU nor included in student fees.

ACADEMIC LEARNING CENTER

The Academic Learning Center provides study and reading assistance to students at SCSU to help them become more efficient and effective learners. It is located in 236 Centennial Hall. For more information see <http://www.stcloudstate.edu/alc>. Email: alc@stcloudstate.edu. Phone: (320) 308-4993.

JAMES W. MILLER LEARNING RESOURCES CENTER

Visit <http://lrts.stcloudstate.edu> for more information related to the learning resources and technology services available at the Miller Center at SCSU. Call (320) 308-2084 for more information.

COUNSELING AND PSYCHOLOGICAL SERVICES:

Stewart Hall 103: For further information call (320) 308-3171.

OPPORTUNITIES FOR STUDENT PARTICIPATION

SCSU NURSING CLUB

This club provides participants with knowledge of nursing through participation in an assortment of activities such as volunteering, attending health care conventions, fundraising and listening to professional speakers. Sharing experiences and thoughts assists bonding with future colleagues and supports the surrounding community. See <https://stcloudstate.collegiatelink.net/organization/nursing-club> for more information.

NATIONAL STUDENT NURSES ASSOCIATION (NSNA)

All admitted nursing students may enroll in the NSNA organization. See <http://www.nsna.org> for more information about this organization.

UNIVERSITY and SCHOOL

Students are encouraged to participate in governance at the university, school, and department levels. All students have the opportunity to individually participate in the Student Organizations. www.stcloudstate.edu/csold/studentorganizations . Students may run for Student Association offices, serve on committees or serve as a representative to the School of Health & Human Services.

APPENDIX A

**St. Cloud State University
Department of Nursing Science**

Record of Concern

Student _____

Date _____

Faculty _____

Nursing Course _____

Behavior(s) of Concern:

Factual Description of Behavior(s) of Concern: (Use back if necessary)

Actions for improvement to be implemented by student:

Faculty Signature _____

Date _____

Course Coordinator Signature _____

Date _____

Student Advisor: _____ Date _____

Student Response:

I have read and understand this record. I understand and have discussed with the Faculty of Record the actions for improvement that I must implement. I have also received a copy of this document.

Student Signature _____

Date _____

APPENDIX B

St Cloud State University Department of Nursing Science

Remediation

Philosophy

Students who are admitted to the nursing major will be offered opportunities to repeat instruction/testing (remediation) if faculty determines it is likely the student will succeed in the course(s) if provided with this additional support.

Purpose

To offer remediation opportunities to students who are experiencing academic difficulties as early as possible. Difficulties include nursing knowledge, psychomotor skills, and professional behaviors.

Criteria

- Academic performance falls below 80% in the course and in the judgment of the faculty the student has the capacity to be successful following remediation.
- Psychomotor performances in lab are inconsistent with standards following one re-test by course faculty.
- Clinical performance is inconsistent with academic and professional standards.

Intervention

The course coordinator along with faculty will notify the student and the remediation coordinator of the need for remediation. To ensure student on-going clinical progression, urgent clinical and psychomotor remediation needs must be planned with respect to:

- The student's academic schedule & return to clinical in timely manner
- The remediation coordinator's schedule

Process

- **Academic performance remediation**
Remediation coordinator will have established published class time for each level. Course coordinator/faculty will provide remediation coordinator with a course specific plan {content of remediation, completion dates, and specific student learning outcomes}.
- **Psychomotor remediation**
Course coordinator/faculty will inform remediation coordinator of the needs {remediation content, completion dates, and specific student learning outcomes}. Students will be allowed an opportunity to remediate; after which the course coordinator/faculty will be updated on the remediation. Course coordinator/faculty will determine course progression.

- ***Clinical performance remediation***
Course coordinator/faculty will inform remediation coordinator of the needs {remediation content, completion dates, and specific student learning outcomes}. Students will be allowed an opportunity to remediate; then return to clinical for course faculty to evaluate student. Course coordinator/faculty will determine course progression.

Student responsibility

- Attend remediation efforts as scheduled.
- Student must make appointments with either lab coordinator or course faculty for remediation.
- Student will seek appropriate resources offered on campus (see below for Support Resources).
- Be prepared, be motivated, and actively participate in remediation.

Tracking:

Course Coordinator will:

- Apprise faculty of student participation.
- Record student remediation and place in the student academic file.

Additional Support Resources:

- Nursing Science Lab Coordinator – 308-5781
- The Write Place, 51B Room 117, tutoring in writing
- The Math Lab, ECE 101, tutoring in mathematics
- The Academic Learning Center, Centennial Hall 236, assistance in study strategies and student success
- The Counseling Center, Stewart Hall 103, counseling services, 308-3171
- Student Disability Services, Centennial Hall 202, assistance with learning and physical disabilities and identification of learning disabilities
- The Advising Center, Centennial Hall 366, academic advising and help locating resources on campus
- Health Services- 308-3191
- Tutoring Services - SCSU Multi-cultural Student Services Tutoring Program (Shawn Kakuk) – 308-5392

APPENDIX C
St. Cloud State University
Department of Nursing Science
Personalized Plan of Success
Date _____

Student Name: _____ ID # _____

Area of Concern

<input type="checkbox"/> <u>Knowledge</u>	<input type="checkbox"/> <u>Behavior</u>
<input type="checkbox"/> <u>Psycho/Motor</u>	<input type="checkbox"/> <u>Other</u>

Referrals

<input type="checkbox"/> <u>Nursing Science Lab Coordinator – BH 306B, 320-308-5781</u>	<input type="checkbox"/> <u>Student Disability Services – 202 Centennial Hall Room, 320-308-4080</u>
<input type="checkbox"/> <u>The Write Place, 51B Room 117 320-308-2031</u>	<input type="checkbox"/> <u>The Advising Center, 366 Centennial Hall 320-308-6075</u>
<input type="checkbox"/> <u>The Math Lab, ECE 101</u>	<input type="checkbox"/> <u>Health Services- 320-308-3191</u>
<input type="checkbox"/> <u>Academic Learning Center, 236 Centennial Hall, 320-308-4993</u>	<input type="checkbox"/> <u>Tutoring Services – SCSU Multi-cultural Student Services Tutoring Program (Shawn Kakuk) – 320-308-5392</u>
<input type="checkbox"/> <u>The Counseling Center, Stewart Hall 103 320-308-3171</u>	<input type="checkbox"/> _____

(This space is for additional written material.)

Advisor’s Signature _____ Date _____

Level/Course Coordinator/
Faculty signature _____ Date _____

Student’s Signature _____ Date _____

Copies: Student
 Student File
 Level or Course Coordinator or Accelerated Coordinator

APPENDIX D

St. Cloud State University Department of Nursing Science

UNIVERSAL BLOOD AND BODY SUBSTANCE PRECAUTIONS

AN EXPOSURE INCIDENT IS DESCRIBED AS:

Contact with blood, body fluids or other potentially infectious material by a splattering onto your eyes, mouth, mucous membranes, or non-intact skin. All sticks from a used needle or used sharp object also qualify as an exposure.

GENERALLY ACCEPTED STANDARDS TO ASSURE PROTECTION OF HEALTH CARE WORKERS INCLUDE:

- Routine use of appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids;
- Wearing gloves when:
 - Touching blood and body fluids, mucous membranes, or non-intact skin, handling items or surfaces soiled with blood or body fluids, performing venipuncture and other vascular procedures;
- Changing gloves after contact with each patient;
- Applying mask and eye protection for procedures likely to result in splashing or spraying of blood and body fluids about the face;
- The use of a gown/apron during procedures likely to soil clothing;
- The use of disposable resuscitation equipment;
- Thorough and immediate hand washing
 - after: Removing gloves,
 - Contamination with blood,
 - Contamination with body fluids;
- Implementation of precautions to prevent injuries caused by needles, scalpels or other sharp objects such as:
 - Not recapping needles,
 - Not bending or breaking a needle by hand,
 - Disposing needles, scalpels and sharps in appropriate containers, Use of needle-less systems whenever possible.
- Avoiding direct patient care or handling of patient care equipment if a fresh, open or weeping lesion is present on the health care worker.

GENERAL GUIDELINES:

Nursing Science

Laboratory

- The incident should be reported immediately to the Nursing Science Laboratory coordinator. If this person or their designee is not available, proceed to the SCSU Student Health Services and inform a nursing faculty member and/or the department chair.
- Post exposure treatment should be initiated within 1-2 hours after exposure. Therefore, it is important to **immediately** report to the SCSU Student Health Services or nearest provider of care.
- All exposures must be documented and reported to the SCSU Student Health Services and the Department of Nursing Science.

GENERAL GUIDELINES:

Clinical Affiliates

Students are responsible to acquaint themselves with each clinical affiliate's exposure follow-up policy.

- Policies of the clinical affiliate must be followed.
- All exposures must be reported immediately to the responsible clinical faculty.
- All exposures must be reported to the department and the appropriate office at the clinical affiliate.

Neither the clinical agency nor SCSU will be responsible for costs. The student is responsible for all medical costs. This includes costs of evaluation and treatment for the student and tests for documentation of the source. Students should check with their own insurance provider regarding coverage.

APPENDIX E
St. Cloud State University
Department of Nursing Science
Plan for Improving on HESI Exams and for Passing the NCLEX-RN

Date _____

Name _____ ID _____

The nursing faculty are committed to your success not only in the nursing major but, in passing the NCLEX that demonstrates competency as an entry level baccalaureate prepared nurse. As such, a plan for your success on future HESI exams and on the NCLEX is crucial. Please complete the following plan and submit to your advisor if you have received less than 850 on your most recent HESI exam or on the exit HESI exam.

Write a brief reflection on the HESI score you received:

Identify an Overall Goal:

1.

Outcomes or SMART Objectives to reach the above goal:

1.

2.

Actions I will take to accomplish the outcomes/objectives and goal (you may want to include test taking strategies and resources available to you):

1.

2.

3.

4.

Below, provide a study schedule/timeline that includes time to enhance knowledge, experience with test-taking, and prepare for future HESI exams and the NCLEX while in the program or finishing your final semester's course-work

Advisor comments:

Advisor Signature _____

Date _____

Student Signature _____


Date _____

Student Expectations for HESI Remediation

*Students are expected to plan for and seek remediation for **all** HESI testing results with a score of less than 850. Students should plan to meet with their academic advisor after reviewing Appendix E and F at the end of this handbook. Appendix E should be completed prior to meeting with their academic advisor. Students are responsible to utilize learning opportunities offered by Elsevier. Faculty are committed to student success during and when taking the NCLEX-RN*

APPENDIX F

ELSEVIER student life



ELSEVIER
HESI Assessment

HOW TO ACCESS YOUR REMEDIATION

Some of the best preparation for the NCLEX® comes after you've taken a HESI exam. This **free, personalized, online remediation** helps you review – and then improve – your weaknesses.

- ▶ Before you take a HESI exam, you'll be asked to create an Evolve account.
- ▶ Your remediation will be loaded into this online account.
- ▶ An email will be sent to let you know when it's ready.
- ▶ Look for the email about 24-48 hours after your exam has been completed and sent to HESI.
- ▶ If you don't receive an email, check your spam filter or contact Elsevier Technical Support at 1-800-222-9570.
- ▶ Go to <http://evolve.elsevier.com> and login with your username and password.
- ▶ Your remediation will be located in your "My Content" list under "HESI Testing and Remediation."

**▶ TAKE CONTROL WITH HESI
GET RESULTS**



USING YOUR REMEDIATION

The HESI online remediation is free, and it's the best way to make sure you are spending your valuable time before the NCLEX® (or before a HESI retest) focusing on exactly what you need to study.

- ▶ After logging in on Evolve and selecting HESI Testing and Remediation, click on the exam name.
- ▶ Choose “specialty area results & review materials.”
- ▶ From here, you'll see a breakout of how you performed by topic and subtopic.
- ▶ For every area you missed at least one question, you'll be linked to the content you need to study.
- ▶ Quick and in-depth reviews are provided and include excerpts from Elsevier textbooks, as well as related images and tables.
- ▶ Many sections also include practice questions to help you ensure you've mastered what you've been studying.
- ▶ Excerpts of content can also be saved into a customized study packet for quick access.



TAKE CONTROL WITH HESI
GET RESULTS

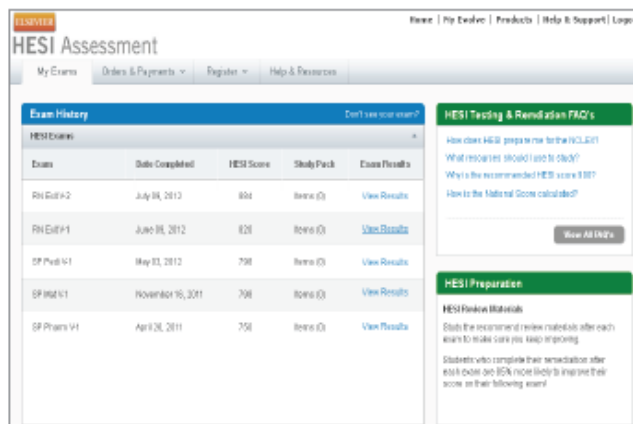
HESI REMEDIATION WALK-THROUGH

Exam History

1. Log into Evolve using your Username and Password. In the “Content List” of your “My Evolve” Page, select HESI Assessment.



3. Under My Exams > Exam History > Exam Results, select the “View Results” link to access Detailed Scoring Reports and remediation Review Materials.”



▶▶ Remediation Navigation Tips!

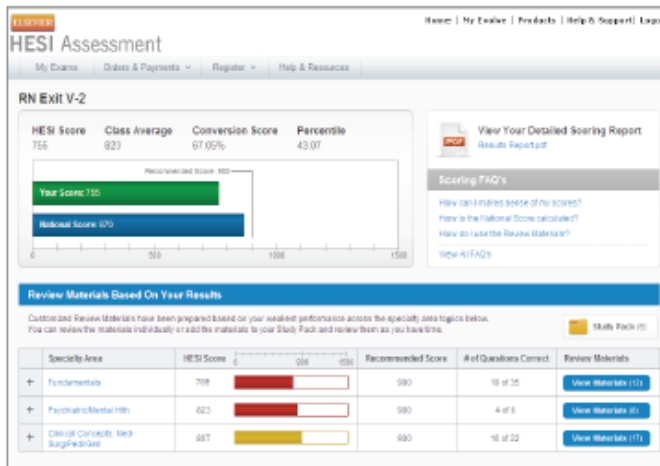
The View Results link will quickly take you to your Detailed Scoring Reports and remediation Review Materials for each exam.

The Study Packet column will tell you how many items are in your customized Study Packet for each exam!

HESI REMEDIATION WALK-THROUGH

Remediation

- The selected exam summary screen shows the **HESI Score**, **Class Average**, **Conversion Score**, and **Percentile**, provides a link to “**View Your Detailed Scoring Report**”, and includes a summary view of **HESI Scores**, **Recommended Scores**, **# of Questions Correct**, and links to **View Materials** by Specialty Area.

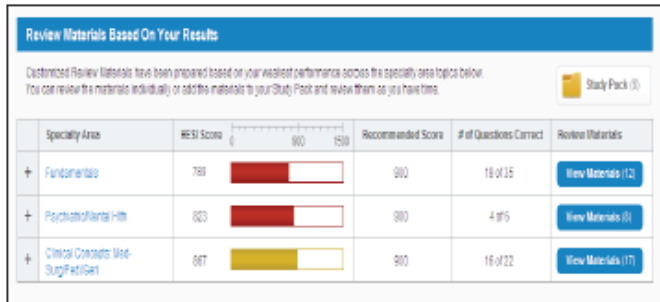


► ► Remediation Navigation Tips!

Want additional information on how to interpret your HESI exam scores or understand what a Conversion Score is and what it means to you? Click on the Score FAQs links to find out!

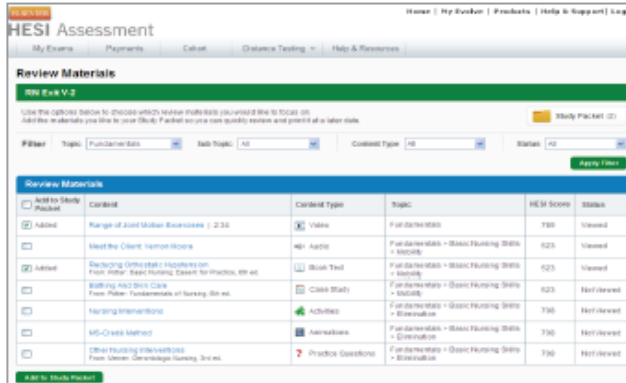
You can also print your Scoring Report. Just click on the Results Report link.

- Select “**View Materials**” under the **Review Materials** column. A new screen will appear.



HESI REMEDIATION WALK-THROUGH

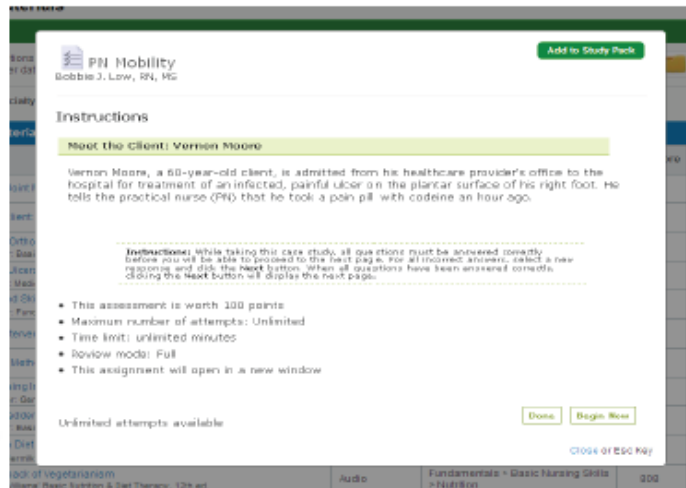
6. Select a link under **Content** to view remediation material.



▶▶ **Remediation Navigation Tips!**

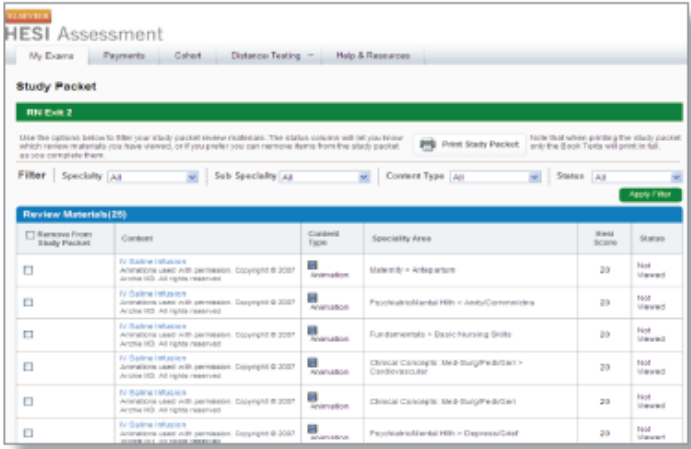
Your customized review materials include content review for items you missed on the exam. Use your remediation content to be sure you're better prepared next time!

7. A new window will open with the corresponding review materials. Select **"Add to Study Packet"** in the top right-hand corner.



HESI REMEDIATION WALK-THROUGH

8. Review and print the contents of your personalized **Study Packet**.



►► **Remediation Navigation Tips!**
 You can add and remove content from your Study Packet at any time with just one click – it's up to you. And it's printable, too!



APPENDIX G

NURSING COURSE DESCRIPTIONS

NURS 301. Health, Healing, Harmony: Professional Nursing Practice

Foundation of nursing knowledge, theory and research, professional values, core competencies and knowledge. Co-req.: 302, permission of department 3 Cr. F, S, SUM.

NURS 302. The Professional Nurse (Clinical)

Principles of intermediate nursing care for clients in laboratory and community settings. Co-req.: 301, permission of department. 3 Cr. F, S.

NURS 303. Holistic Health Assessment

Assessment of the whole individual across the lifespan considering physical, emotional, spiritual, and cultural factors utilizing therapeutic communication, physical examination and health promotion techniques. Permission of department- Pre-req.: 301, 302 3 Cr. F, S, SUM.

NURS 304. Professional Nursing Skills

Application of technical skills in a simulated health care delivery setting. Permission of department. 2 Cr. F, S, SUM.

NURS 305. Nursing Law and Ethics

Legal and ethical issues of professional nursing practice. Pre-req.: 301, 302, 310. 2 Cr. F, S, SUM.

NURS 306. Nursing Care of Older Adults

Care of older adults across multiple environments. Psychosocial, spiritual, and biophysical changes of aging, quality of life, human dignity, and autonomy issues. Pre-req.: 301, 302, 304, 316. Co-req.: 307. 2 Cr. F, S, SUM.

NURS 307. Nursing Care of Older Adults (Clinical)

Applies theoretical principles of 306. Nursing care of older adults across multiple environments. Co-req.: 306. 2 Cr. F, S, SUM.

NURS 308. Nursing Informatics

Health care technologies for discovering, retrieving, and using information in nursing practice. Permission of department. Co-req.: 301, 302. 2 Cr. F, S, SUM.

NURS 309. Holistic Adult Care: Physiological Wellness

Illness and disease management of individuals in acute disharmony. Social, physical, psychological, and spiritual responses of the individual and appropriate nursing interventions. Pre-req.: 301, 302/320, 304, 308, 316. Co-req.: 310 Pre-req. or Co-req.: 303, BIOL 367. 3 Cr. F, S, SUM.

NURS 310. Physiological Wellness (Clinical)

Applies theoretical principles of 309. Development of concept maps and application of advanced technical skills in caring for adults experiencing acute disharmony in various health care settings. Co-req.: 309. 3 Cr. F, S, SUM.

NURS 311. Mental Health Nursing

Etiology of mental illness and substance abuse/dependence. Mental health promotion, illness management, disease prevention and psychosocial rehabilitation. Pre-req.: 301, 302, 303, 304, 309/310 BIOL 367.

Co-req.: 312. 2 Cr. F, S, SUM.

NURS 312. Mental Health (Clinical)

Clinical experiences with individuals, families and groups in hospital and community-based settings.

Pre-req.: 301, 302, 303, 304, 309/310 BIOL 367. Co-req.: 311. 3 Cr. F, S, SUM.

NURS 314. Child and Family Nursing

Core knowledge, skill and professional values to provide and design holistic, culturally sensitive, evidence-based nursing care for families and children. Pre-req.: 303, 309, 310, BIOL 367. Co-req.: 315

3 Cr. F, S, SUM.

NURS 315. Child and Family Nursing (Clinical)

Builds on the theoretical base of NURS 314. Planning and implementation of nursing care during labor and delivery and for children from infancy to adolescence including physiologic and psychological development with clinical experience. Co-req.: 314. 3 Cr. F, S, SUM.

NURS 316. Pathophysiology for Nursing Majors

Disruptions in normal physiologic function in individuals, primarily adults. Objective and subjective manifestations of common illnesses. Co req.: 302, 304. 3 Cr. F, S.

NURS 401. Holistic Adult Care Advanced Concepts

Collaborative role of the nurse in holistic nursing care for individuals and families experiencing critical, chronic, and/or terminal illness. Physical and psychological support to clients and families coping with loss, death, and chronic pain. Quality of life issues and the meaning of chronicity. Pre-req.: 305, 311, 312, 314, 315. Co-req.: 402. 3 Cr. F, S, SUM.

NURS 402. Holistic Adult Care: Advanced Concepts (Clinical)

Clinical component including care of clients experiencing a critical illness, chronic medical illness, and/or terminal illness in a variety of clinical settings. Co-req.: 401. 3 Cr. F, S, SUM.

NURS 403. Research in Nursing Practice

Basic concepts, processes, and applications of nursing research. Research role of the nurse in decision making and clinical practice, fulfills the upper division writing requirement. Pre-req.: 305, 311, 312, 314, 315.

3 Cr. F, S, SUM.

NURS 404. Health Care and Populations

Synthesize nursing and public health theory to promote and protect the health of populations through systematic assessment, planning, intervention and evaluation. Public health values, research, and collaborative activities. Pre-req.: 305, 311, 312, 314, 315. Co-req.: 405. 2 Cr. F, S, SUM.

NURS 405. Health Care of Populations (Clinical)

Builds on the theoretical base of NURS 404. Planning and implementing nursing care for individuals, families, and aggregates in public health agencies, schools, and other community settings. Co-req.: 404.

3 Cr. F, S, SUM.

NURS 406. Nursing Leadership and Management

Synthesis of previous learning and its application. Transition to leadership/manager of health care.

Application of management and leadership theories and principles in professional nursing practice. Pre-req.: 401, 402, 403, 404, 405. Co-req.: 411 3 Cr. F, S.

NURS 408. Nursing Capstone Seminar

Integration and synthesis of core knowledge, professional standards and values with core competencies in professional nursing. Pre-req.: 401, 402, 403, 404, 405 Co-req.: 411 1 Cr. F, S, SUM.

NURS 411. Nursing Leadership Capstone Practicum

Final clinical immersion of core knowledge, professional standards and values to aid in transition into the professional nursing role. Observe and participate in nurse leader/manager activities and provide direct health care to clients. Pre-req.: 401, 402, 403, 404, 405. Co-req.: 406, 408. 6 Cr. F, S, SUM.

NURS 413. Cross-Cultural Nursing and Global Health

Knowledge, values and skills for competent care across cultures. Pre-req.: 404, permission of the department. 2 Cr. F, S, SUM.

Nursing (NURS) Courses for Advanced Undergraduate and Graduate Students**NURS 444/544. Internship**

Observe and participate in nurse leader/manager activities on personnel providing health care to clients. 3 Cr. SUM.

NURS 450/550. Readings in Nursing (Topical)

Research in nursing is examined and analyzed with the assistance of a faculty member. Pre-req.: consent of instructor. 1-3 Cr. F, S, SUM.

NURS 451/551. Research

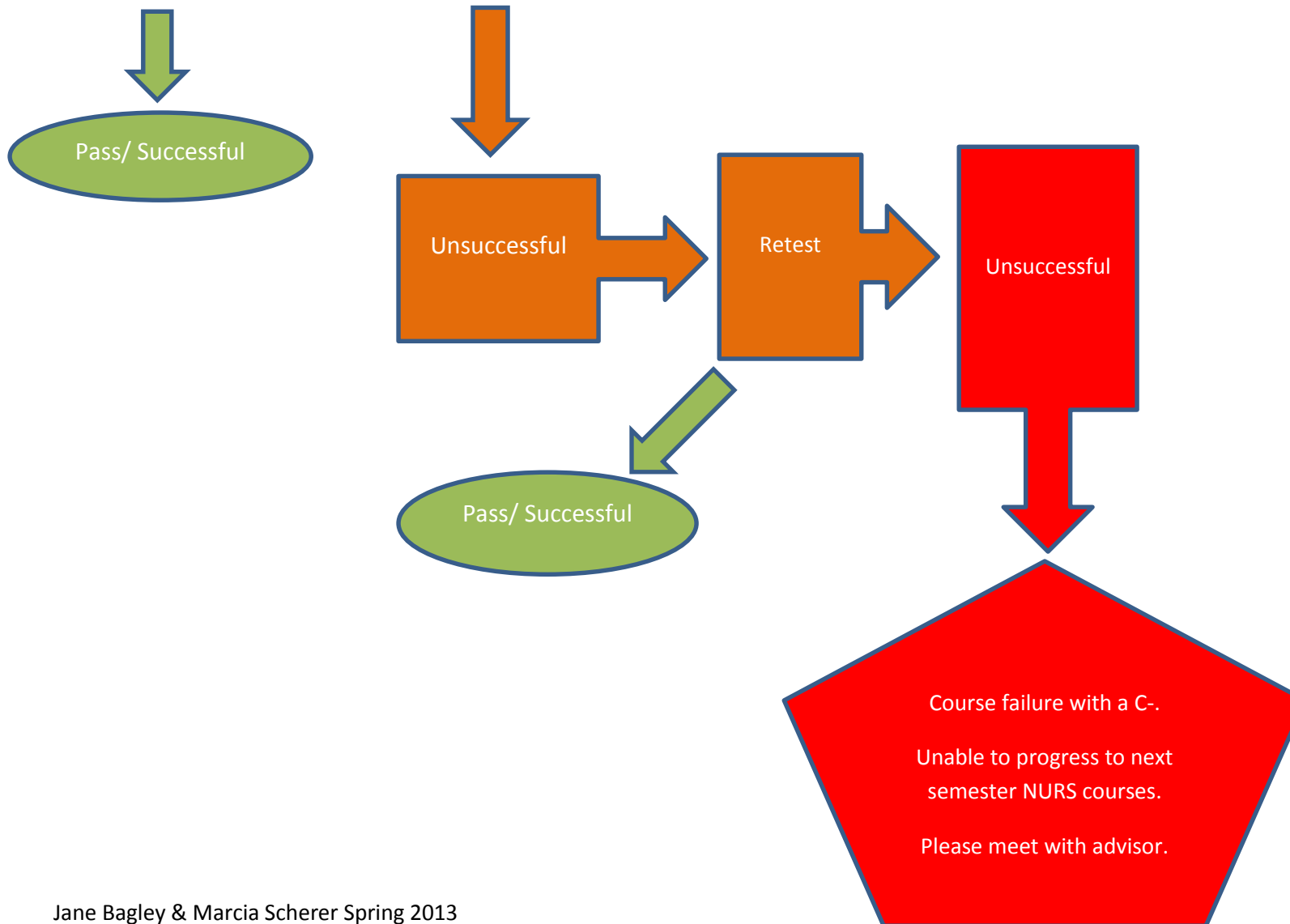
Laboratory or clinical field research in nursing. Pre-req.: consent of instructor. 1-3 Cr. F, S, SUM.

NURS 490/590. Selected Topics in Nursing

Current issues in nursing. May be repeated to a max. of 6 Cr. 1-3 Cr. DEMAND

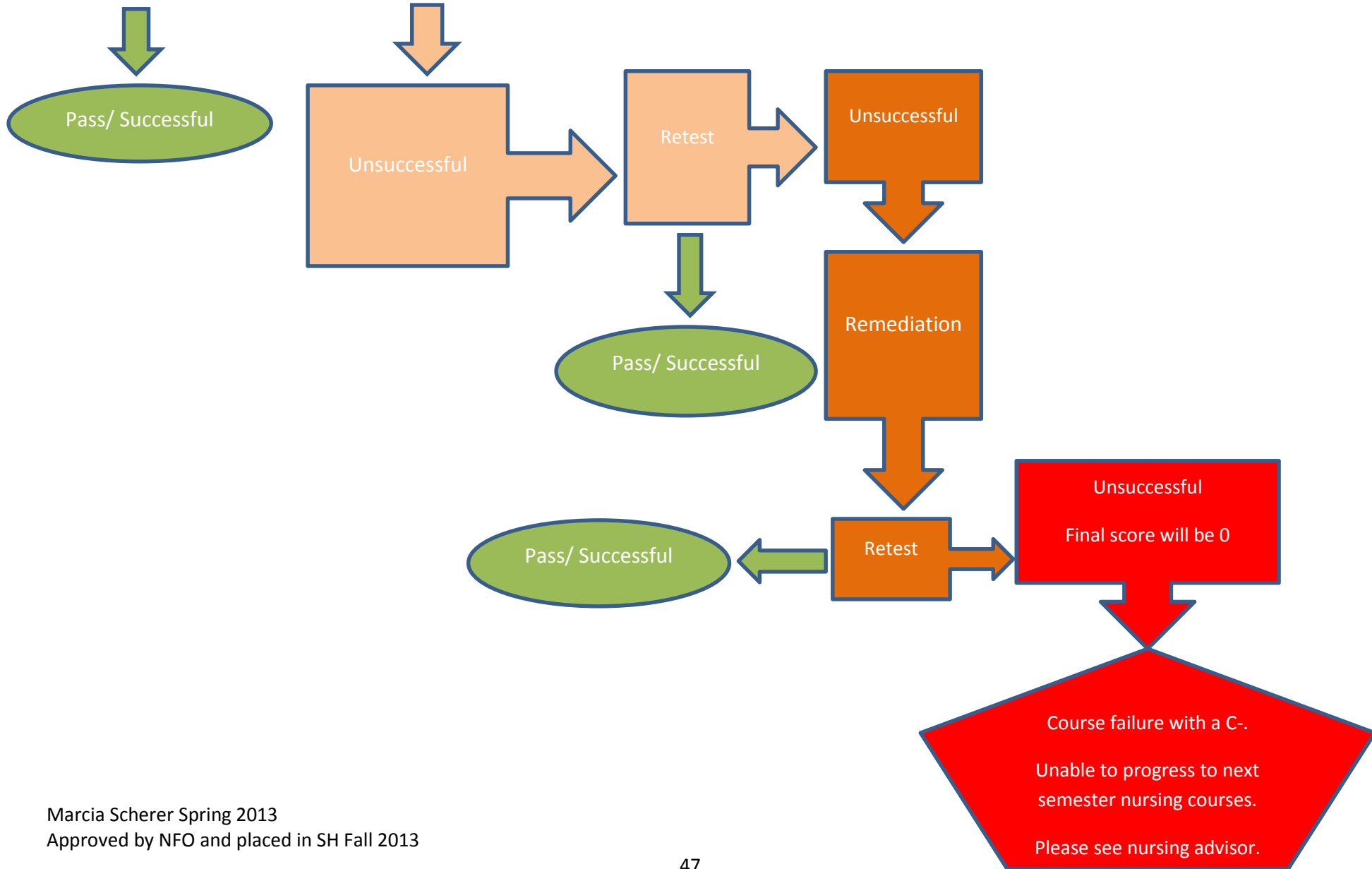
APPENDIX H

Decision Tree for Benchmark Simulation Test-out



APPENDIX I

Decision Tree for all Skill-Based Competency Test-Outs Except Benchmark





ST. CLOUD STATE
U N I V E R S I T Y

EDUCATION FOR LIFE.

St. Cloud State University

Department of Nursing

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