

# ST. CLOUD STATE UNIVERSITY

## Department of Nursing Science

### Student Handbook 2007

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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 will be useful to you 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.

The Nursing Faculty reserve the right to update the policies in this handbook as the need should arise. Policy changes will be distributed in writing. This edition of the Student Handbook supersedes all previous handbooks.

It is the responsibility of the students to seek the counsel of course instructors 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. [www.stcloudstate.edu/nursing](http://www.stcloudstate.edu/nursing)

**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 127 credits for graduation. Students complete 47 credits of pre-requisite and general education courses. Seventy-four of the credits are nursing courses taken over five semesters and organized into three levels. The baccalaureate program builds on the general education program that emphasizes the development of skills in communication, research methods, critical thinking, analyzing and synthesizing information.

### **ACCELERATED PROGRAM**

The accelerated program is designed to provide an accelerated process through the baccalaureate curriculum. Students meet all objectives of the traditional model and adhere to the philosophy and objectives of the Department of Nursing Science. Applicants to the accelerated program must have earned a baccalaureate degree from an accredited institution in a field other than nursing. They must have demonstrated superior achievement with an undergraduate GPA of 3.0. Applicants are admitted to the 16 month program on alternate years; the next class will begin in 2008.

Prerequisite coursework with a GPA of 3.0 for the accelerated program is:

Anatomy and Physiology I and II	Pathophysiology
Microbiology	Pharmacology
Human Growth and Development	

### **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) 617-2294 or (888) 234-2690  
[www.nursingboard.state.mn.us](http://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). Eligibility for the NCLEX is dependent upon a Criminal Background Check clearance. 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 & STUDENT INVOLVEMENT**

The faculty values student participation within the departmental organization. The department is organized into five standing committees including Executive, Curriculum, Admissions, Progressions and Advising (APA), Resource, and Assessment. Student representatives serve on several departmental committees including: Curriculum, Resource, and APA Committees. 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](http://www.stcloudstate.edu/nursing/handbook.asp)).

## DEPARTMENT ORGANIZATIONAL CHART

## FACULTY AND STAFF

FACULTY MEMBER	CREDENTIALS	OFFICE	PHONE	E-MAIL
<b>DEPARTMENT CHAIR</b>				
Lenz, Brenda	RN, Ph.D.	BH 210	(320) 308-4731	<a href="mailto:bklenz@stcloudstate.edu">bklenz@stcloudstate.edu</a>
<b>FULL-TIME FACULTY</b>				
Bagley, Jane	RN, BSN	NSL	(320) 308-5256	<a href="mailto:jsbagley@stcloudstate.edu">jsbagley@stcloudstate.edu</a>
Bishop, Jennifer	RN, MS, CEN	BH 215	(320) 308-5231	<a href="mailto:jlbishop@stcloudstate.edu">jlbishop@stcloudstate.edu</a>
Bresser, Patricia	RN, Ph.D.	BH 208	(320) 308-2101	<a href="mailto:pbresser@stcloudstate.edu">pbresser@stcloudstate.edu</a>
Copley, Darlene	MS, APRN, BC	BH 212	(320)308-5267	<a href="mailto:dmcopley@stcloudstate.edu">dmcopley@stcloudstate.edu</a>
Dinndorf-Hogenson, Georgia	RN, MSN, CNOR	BH 218	(320) 308-1745	<a href="mailto:gahogenson@stcloudstate.edu">gahogenson@stcloudstate.edu</a>
Herm, Susan	RN, MSN, BC	BH 211	(320) 308-5266	<a href="mailto:smherm@stcloudstate.edu">smherm@stcloudstate.edu</a>
Hoenig, Mary	RN, MS	BH 214	(320) 308-5773	<a href="mailto:mehoenig@stcloudstate.edu">mehoenig@stcloudstate.edu</a>
Schorn-Rhoda, Mary Ann	RN, MSN, CPNP	BH 218	(320) 308-5778	<a href="mailto:maschorn-rhoda@stcloudstate.edu">maschorn-rhoda@stcloudstate.edu</a>
Simones, Joyce	RN, EdD	BH 217	(320) 308-5775	<a href="mailto:jmsimones@stcloudstate.edu">jmsimones@stcloudstate.edu</a>
Warner, Susan	RN, CPNP, MPH, EdD	BH 216	(320) 308-1748	<a href="mailto:sjwarner@stcloudstate.edu">sjwarner@stcloudstate.edu</a>
Wilcox, Joan	MS, APRN, BC	BH 209	(320) 308-4135	<a href="mailto:jmwilcox@stcloudstate.edu">jmwilcox@stcloudstate.edu</a>
<b>ADJUNCT FACULTY</b>				
Names, e-mail address and additional contact information is posted in the Department's Administrative Office		BH 228	(320) 308-1749	
<b>STAFF</b>				
Barth, Carrie	Student Services Coordinator	BH 207	(320) 308-4064	<a href="mailto:cmbarth@stcloudstate.edu">cmbarth@stcloudstate.edu</a>
Vacant	Clinical Lab Coordinator	NSL	(320) 308-5781	
Jankowsky, Kaye	Program Assistant	BH 213	(320) 308-5268	<a href="mailto:kdjankowsky@stcloudstate.edu">kdjankowsky@stcloudstate.edu</a>

Faculty office hours are posted in the Department of Nursing Science Administrative Office and in the Nursing Science Laboratory.

# CURRICULUM

## Vision

**Educate nurse leaders for the 21<sup>st</sup> 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 Patterns.<sup>1</sup> The framework has provided the themes around which the curriculum and the courses are organized.

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

## Definition of Terms

### 1. Health and Harmony

*Disharmony*

Incongruence that inhibits actualization of full potential by disrupting unity.

*Imbalance*

Impacted disruptive forces that significantly impede harmony.

*Risk*

Vulnerability to disruptive forces that impede harmony.

*Harmony*

Actualization of human potential through goal-directed behavior, competent self-care, and satisfying relationships while striving for unity within the mind-body, and soul.

### 2. Clients

*Client*

The recipient of nursing care or services which could be person, family, aggregate, community, or society.

*Family*

Two or more individuals who share emotional closeness and identify themselves as being part of a unit.

*Aggregate*

A cluster of individuals; a group of individuals with a common concern.

*Community*

Experience of persons relating to others.

*Society/Population*

A collection of various communities as a whole with or without geographic boundaries.

### 3. Environment

*Internal environment*

Energy field in continuous interaction with the client

*Immediate external*

The energy field within the mind-body-spirit.

Energy field apart from the mind-body-spirit that is nearest the individual and includes intimate, personal, and social space.

*Local External*

The space within which an individual lives including family, neighborhood, and community.

*Geopolitical*

The energy field comprised of politics, geography, demography, environment and economics and its impact on the health of the client.

*Global environment*

International energy fields that have a wide-ranging impact on the health of populations.

### 4. Nursing

*Caring*

Caring is a discipline that requires the integration of knowledge, skills, and values. A professional caring relationship is based on respect for the harmony of client and environment.

*Integrity*

Integrity is acting in accordance with an appropriate code of ethics and accepted standards of practice.

*Advocacy*

Advocate is one who pleads for or defends for a vulnerable client.

*Inter Disciplinary*

Collaborating with nurses, colleagues, and others to achieve client goals.

*Social Contribution*

A commitment to social justice through professional practice, relationships, and the promotion of public policy.

## Goals/Objectives

### The Department of Nursing Science will:

1. Provide high quality, innovative, and accessible professional nursing education programs to meet the rapidly changing needs of a global health care environment.
2. Provide a teaching-learning environment that is collaborative, learner-centered and responsive to the needs of diverse students.

3. Prepare graduates for entry-level positions in a variety of practice settings and for graduate study in nursing.
4. Recruit and retain students and faculty from diverse backgrounds.
5. Support faculty development in teaching and clinical scholarship, research, clinical competence and community service.

**At completion of the program, graduates will be prepared to:**

1. Integrate theory and research-based knowledge and skill from the arts, sciences, humanities, informatics and nursing science into professional nursing practice.
2. Utilize critical thinking in the provision of holistic, evidence-based care that is culturally and ethnically sensitive and addresses the needs of individuals, families and communities in all stages of life.
3. Collaborate with consumers and providers in the design and management of outcome-based care in primary, secondary and tertiary levels of care across all environments.
4. Communicate effectively through active listening, oral, nonverbal and written communication skills.
5. Contribute to health care improvements for all, including the underserved, rural and vulnerable populations, through advocacy, socio-political action, resource stewardship and health policy development.
6. Integrate professional values, ethics and standards into a personal philosophy of nursing practice with caring at the core.
7. Become life-long learners, engaged in professional and leadership development, and the advancement of the nursing profession in a culturally diverse, rapidly changing, global society.

**PROGRAM EVALUATION**

The program has a comprehensive assessment program plan; copies of this document may be reviewed in the Department of Nursing Science Office. This systematic evaluation plan 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.

**COMPREHENSIVE OR GENERIC BACCALAUREATE COURSE DESCRIPTIONS \***

**Nurs 301 Health, Healing, Harmony: Professional Nurse Practice**

Foundation of nursing knowledge, theory and research, professional values, core competencies and knowledge. Prereq: Admission to the major. Coreq: 302. 3 Cr. S

**Nurs 302 The Professional Nurse (Clinical)**

Applies the theoretical principles of intermediate nursing care for clients in laboratory and community settings. Prereq: Admission to the major. Coreq: 301. 3 Cr. 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. Prereq: 301, 302, 304, 308, 310, 368, 3 Cr. F

**Nurs 304 Professional Nursing Skills**

Application of fundamental technical skills in nursing in a simulated health care delivery setting. permission of department. Prereq: Admission to the major. 2 Cr. S

**Nurs 305 Nursing Law and Ethics**

Legal and ethical issues of professional nursing practice. Prereq: 303, 306, 307, 309, 310, and BIOL 367. 2 Cr. S

**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. Prereq: 301, 302, 304, 308, BIOL 368. Coreq: 307. 2 Cr. F

**Nurs 307 Nursing Care of Older Adults (Clinical)**

Applies theoretical principles of 306. Nursing Care of older adults across multiple environments. Prereq: 301, 302, 304, 308, BIOL 368. Coreq: 306. 3 Cr. F

**Nurs 308 Nursing Informatics**

Health care technologies for discovering, retrieving, and using information in nursing practice. Prereq: Admission to the major. 2 Cr. S

**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. Prereq: 301, 302, 304, 308, BIOL 368. Coreq: 310. 3 Cr. F

**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. Prereq: 301, 302, 304, 308, BIOL 368. Coreq: 309. 3 Cr. F

**Nurs 311 Mental Health Nursing**

Etiology of mental illness and substance abuse/dependence. Mental health promotion, illness management, disease prevention and psychosocial rehabilitation. Prereq: 303, 306, 307, 309, 310, BIOL 367. Coreq: 312. 2 Cr. S

**Nurs 312 Mental Health (Clinical)**

Clinical experiences with individuals, families and groups in hospital and community-based settings. Prereq: 303, 306, 307, 309, 310, BIOL 367. Coreq: 311. 3 Cr. S

**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. Prereq: 303, 306, 307, 309, 310, BIOL 367. Coreq: 315. 3 Cr. S

**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 in various settings. Prereq: 303, 306, 307, 309, 310, BIOL 367. Coreq: 314. 3 Cr. S

**Nurs 401 Health, Home Health and Nursing Interventions**

Nursing care in an interdisciplinary team context with service to clients in the home. Prereq: 305, 311, 312, 314, 315. Coreq: 402. 3 Cr. F

**Nurs 402 Nursing Intervention (Clinical)**

Builds on the theoretical base of Nurs 401. Make clinical judgments, develop health care management plans and perform follow up of patients in home health settings. Prereq: 305, 311, 312, 314, 315. Coreq: 401. 3 Cr. F

**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. Prereq: 305, 311, 312, 314, 315. 3 Cr. F

**Nurs 404 Health Care of Populations**

Synthesize nursing and public health theory to promote and protect the health of populations through systematic assessment, planning, intervention, and evaluation. Health care services to individuals, families, and aggregates. Public health values, research, and collaborative activities. Prereq: 305, 311, 312, 314, 315. Coreq: 405. 2 Cr. F

**Nurs 405 Health Care of Populations (Clinical)**

Builds on the theoretical base of Nurs 404. Planning and implementation of nursing care for individuals, families, and aggregates in public health agencies, schools, and other community settings. Prereq: 305, 311, 312, 314, 315. Coreq: 404. 3 Cr. F

**Nurs 406 Nursing Leadership and Management**

Synthesis of previous learning and its application in the various settings. The transition from the student role to that of a leader/manager of health care, accomplished through the application of management and leadership theories and principles in professional nursing practice. Prereq: 401, 402, 403, 404, 405, 413. Coreq: 407. 3 Cr. S

**Nurs 407 Nursing Leadership and Management (Clinical)**

Builds on the theoretical base of Nurs 406. Observe and participate in nurse leader/manager activities in providing health care to clients. Prereq: 401, 402, 403, 404, 405, 413. Coreq: 406. 3 Cr. S

**Nurs 408 Nursing Capstone Seminar**

Integration and synthesis of core knowledge, professional standards and values with core competencies in professional nursing. Prereq: 401, 402, 403, 404, 405, 413. Coreq: 409. 1 Cr. S

**Nurs 409 Nursing Capstone Practicum**

Final clinical immersion of core knowledge, professional standards and values to aid in transition into the professional nursing role. Prereq: 401, 402, 403, 404, 405, 413. Coreq: 408. 5 Cr. S

**Nurs 413 Cross Cultural Nursing and Global Health**

Knowledge, values and skills for competent care across cultures. Prereq: 305, 311, 312, 314, 315. 2 Cr. F

**Nurs 444/544 Internship**

Observe and participate in nurse leader/manager activities to personnel providing health care to clients. Prereq.: Successful completion of the junior year in the nursing major. 3 Cr. F, S, SUM

**Nurs 450/550 Readings in Nursing (Topical)**

Research in nursing is examined and analyzed. Prereq.: consent of instructor. 1-3 Cr. F, S, SUM

**Nurs 451/551 Research**

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

**Nurs 490/590 Selected Topics in Nursing**

\* The course descriptions and schedules presented in this handbook and the current SCSU Undergraduate Bulletin are subject to change. It is the responsibility of the student to seek counsel regarding pre-requisites, co-requisites and schedules from a nursing faculty advisor or the student services advisor.

**SAMPLE  
COMPREHENSIVE OR GENERIC BACCALAUREATE PROGRAM PLAN**

<p><b><u>First Semester Freshman</u></b>          BIOL 202 – Human Anatomy &amp; Physiology I – 4 Cr.          CHEM 140 – Preparatory Chemistry – 4Cr.          ENGL 191 – Intro to Rhetorical and Analytical Writing – 4 Cr. +          Area C Racial Issues Course – 3 Cr. *          Total Number of Courses = 4          Total Credits = 15</p>	<p><b><u>Second Semester Freshman</u></b>          BIOL 204 – Human Anatomy &amp; Physiology II – 4 Cr.          CHEM 141 – Intro to Organic and Biological Chemistry – 5 Cr.          PHIL 194 – Critical Reasoning – 3 Cr. +          CMST 192 – Intro to Communication Studies – 3 Cr. +          SOC 160 – Principles of Sociology – 3 Cr.          Total Number of Courses = 5          Total Credits = 18</p>
<p style="text-align: center;">Possible Summer Options: PHIL 194, PHIL 212, ENGL 191, CMST 192, MATH 193, PSY 240 and SOC 160. (Must take one more Area A left side course)</p>	
<p><b><u>First Semester Sophomore</u></b>          IM 204 – Research Strategies – 3 Cr. *          PHIL 212 – Ethics: Theory and Practice – 3 Cr.          MATH 193 – Mathematical Thinking – 3 Cr. +          PSY 240 – Developmental Psychology – 3 Cr.          Democratic Citizenship 195 – 3 Cr. +          Total Number of Courses = 5          Total Credits = 15</p>	<p><b><u>Second Semester Sophomore</u></b>          NURS 301 – Health, Healing, Harmony: Professional Nursing Practice – 3 Cr.          NURS 302 – The Professional Nurse (CL) – 3 Cr.          NURS 304 – Professional Nursing Skills – 2 Cr.          NURS 308 – Nursing Informatics – 2 Cr.          BIOL 368 – Introductory Pathophysiology – 3 Cr.          Area A Diversity Course – 3 Cr. *          Total Number of Courses = 6          Total Credits = 16</p>
<p><b><u>First Semester Junior</u></b>          NURS 303 – Holistic Health Assessment – 3 Cr.          NURS 306 – Nursing Care of Older Adults – 2 Cr.          NURS 307 – Nursing Care of Older Adults (CL) – 3 Cr.          NURS 309 – Holistic Adult Care: Physiological Wellness – 3 Cr.          NURS 310 – Physiological Wellness (CL) – 3 Cr.          BIOL 367 – Introductory Pharmacology – 3 Cr.          Total Number of Courses = 6          Total Credits = 17</p>	<p><b><u>Second Semester Junior</u></b>          NURS 305 – Nursing Law and Ethics – 2 Cr.          NURS 311 – Mental Health Nursing – 2 Cr.          NURS 312 – Mental Health (CL) – 3 Cr.          NURS 314 – Child and Family Nursing – 3 Cr.          NURS 315 – Child and Family Nursing (CL) – 3 Cr.          Total Number of Courses = 5          Total Credits = 13</p>
<p><b><u>First Semester Senior</u></b>          NURS 413 – Cross Cultural Nursing and Global Health – 2 Cr.          NURS 401 – Health, Home Health and Nursing Interventions – 3 Cr.          NURS 402 – Nursing Intervention (CL) – 3 Cr.          NURS 403 – Research in Nursing Practice – 3 Cr.          NURS 404 – Health Care of Populations – 2 Cr.          NURS 405 – Health Care of Populations (CL) – 3 Cr.          Total Number of Courses = 6          Total Credits = 16</p>	<p><b><u>Second Semester Senior</u></b>          NURS 406 – Nursing Leadership and Management – 3 Cr.          NURS 407 – Nursing Leadership and Management (CL) – 3 Cr.          NURS 408 – Nursing Capstone Seminar – 1 Cr.          NURS 409 – Nursing Capstone Practicum – 5 Cr.          Nursing Electives (see Nursing Advisor) – 3 Cr.          Total Number of Courses = 5          Total Credits = 15</p>

\* Diversity (MGM) Courses  
 + Core Courses

Accelerated Program

Fall Semester 2005			Fall Semester 2005		
Term I – 8 weeks			Term II – 8 weeks		
Course	Credit	Hours	Course	Credit	Hours
301- Health, Healing, and Holism	1.5	3	301 - Health, Healing, and Holism	1.5	3
306 – Nursing Care of Older Adults	2	4	320 - Accelerated Nursing Professional Nurse (CL)	3	17
308 – Informatics in Nursing	2	4	403 Research in Nursing Practice	3	6
304 – Professional Nurse Skills (LAB)	2	8			
321 - Accelerated Nursing: Adult Nursing (CL)	2	11	321 - Accelerated Nursing: Adult Nursing (CL)	1	6
TOTAL 9.5 credits 30 hr/wk			TOTAL 8.5 credits 32 hrs/wk		

Spring Semester 2006			Spring Semester 2006		
Term III – 8 weeks			Term IV – 8 weeks		
Course	Credit	Hours	Course	Credit	Hours
303 – Holistic Assessment	3	6	305 – Holistic Ethics	2	4
309 - Holistic Adult Care: Physiological Wellness	3	6	401 - Health, Home Health and Nursing Interventions	3	6
322 - Accelerated Nursing: Physiologic Wellness (CL)	3	17	420 - Accelerated Nursing: Nursing Interventions and Home Health (CL)	3	17
TOTAL 9cr 29 hrs/wks			TOTAL 8 cr. 27 hrs/wk		

May Intersession 2006			Summer Session I 2006		
Term V – 3 weeks			Term VI – 8 weeks		
Course	Credit	Hours	Course	Credit	Hours
404 - Health Care of Population	2	10	311 – Adult Mental Wellness	2	4
413 - Cross-Cultural Nursing and Global Health	2	10	323 - Accelerated Nursing: Mental Wellness (CL)	3	17
			422 - Accelerated Nursing: Population Health Care (CL)	3	17
TOTAL 4cr. 20hrs/wk			TOTAL 8 cr. 38 hrs/wk		

Summer Session II 2006			Fall Semester 2006		
Term VII – 5 weeks			Term VIII – 12 weeks (two 6 week blocks)		
Course	Credit	Hours	Course	Credit	Hours
314 – Care of Child, Adolescent and Family	3	9	406 - Nursing Leadership and Management ( 1 <sup>st</sup> 6 weeks)	3	7.5
324 - Accelerated Nursing: Child, Adolescent and Family (CL)	3	27	421 - Accelerated Nursing: Nursing Leadership and Management (CL) (12 weeks)	3	15
			408 - Nursing Capstone Seminar (1 <sup>st</sup> 6 weeks)	1	2.5
			409 - Nursing Capstone Practicum (last 6 weeks)	5	37.5
TOTAL 6 cr. 36 hrs/wk			TOTAL 12 cr. hr/wk varies		

# STUDENT POLICIES & PROCEDURES

## 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 of 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 the patients 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 patient'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.

### ***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 Code of Ethics for Nurses as a guide and are contained in the Student Handbook. Policies are reviewed yearly.

### ***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.

Drawing from the Code of Ethics for Nurses with Interpretive Statements as published by the American Nurses Association, the Department of Nursing Science has developed policies regarding acceptable student behavior and appearance. These policies require mandatory adherence and examples are specified in this Student Handbook, in course syllabi, and through verbal direction by faculty. Not every incidence can be listed. If a student questions acceptable behavior and appearance it is the responsibility of the student to discuss these concerns with the appropriate faculty prior to the learning experience. Noncompliance with course and program standards will result in denial of participation, potential loss of grade points, and ultimately dismissal from nursing major.

### ***Confidentiality and 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. Willful violation and/or negligence of HIPAA rules will result in a Record of Deficiency up to dismissal from the nursing major. No copying of patient records is permitted.

American Nurses Association (2002). Code of ethics for nurses with interpretive statements. Washington D.C.: Author.

## **ADMISSION POLICY**

### **Generic/Traditional Program (71)**

A formal application is required for admission to the nursing major. Admission to the nursing major is highly competitive. Application does not assure admission. The most current information may be accessed by contacting the Department of Nursing Science at 320-308-1749 or by reviewing the Department website at [www.stcloudstate.edu/nursing](http://www.stcloudstate.edu/nursing). Information regarding applications, prerequisites, deadlines, etc. will be found at this website.

#### **Admission Deadline:**

The deadline for completed applications is June 1 for each year for admission beginning the following spring semester (January).

#### **Students are Considered for Admission Based on the Following Criteria:**

1. Accepted as a student at SCSU.
2. Completion of a minimum of 24 credits from the prerequisite courses with a minimum GPA of 2.75. Note: a grade of C or better must be earned in all prerequisite courses.
3. Completed application process; see department website for process details and forms ([www.stcloudstate.edu/nursing](http://www.stcloudstate.edu/nursing)).

#### **Prerequisite Courses:**

ENGL 191, CMST 192, MATH/STAT 193, PHIL 194, PHIL 212, IM 204, PSY 240, SOC 160, BIOL 202\*, BIOL 204, BIOL 206, CHEM 141\*

\*Placement Test Required. See department offering course for details.

In addition to the preadmission courses, there are other university requirements that students must complete including a Racial Issues course, a Democratic Citizenship course, and the university Diversity requirement – see University requirements.

#### **Upon admission students will be required to:**

1. Complete all 38 credits of the prerequisite courses with a C (2.0) or better, before the major's January 1 start date.
2. Complete 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.
4. Successfully complete the pre-clinical health review and physical. Includes immunization analysis and requisite immunizations, latex allergy screen, two-step mantoux (if test is positive, a treatment plan must be established), latex allergy screen, and infectious disease history.

#### **Courses Required After Admission:**

BIOL 367, BIOL 368, NURS 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 314, 315, 401, 402, 403, 404, 405, 406, 407, 408, 409, 413.

### **Accelerated Nursing Program (65)**

The accelerated nursing program is an option for students with previous baccalaureate degrees. The most current information may be accessed by contacting the Department of Nursing Science at 320-308-1749 or by reviewing the department website at [www.stcloudstate.edu/nursing](http://www.stcloudstate.edu/nursing). Course sequence and prerequisites in accelerated program will vary. Information regarding applications, prerequisites, deadlines, etc. will be found at this site. A formal application is required for admission to the program.

**Admission Deadline:**

Deadline for completed application is February 1 of each admission year. A class will be admitted every other year.

**Students will be considered for admission based on the following criteria:**

1. Completed bachelor's degree in any field from an accredited institution with a minimum GPA of 3.0.
2. Accepted as a student at SCSU.
3. Completed application process; see department website for details and accessible forms.
4. Completed pre-requisite courses.

**Preadmission Courses:** Please see website at [www.stcloudstate.edu/nursing](http://www.stcloudstate.edu/nursing).

Upon admission students will be required to:

1. Complete prerequisite courses before the Fall start date.
2. Complete 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.

**Upon admission students will be required to:**

1. Complete prerequisite courses before the fall start date.
2. Complete 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.
4. Successfully complete the pre-clinical health review and physical. Includes immunization analysis and requisite immunizations, latex allergy screen, two-step mantoux (if test is positive, a treatment plan must be established), latex allergy screen, and infectious disease history.

**Courses required after admission:**

NURS 301, 303, 304, 305, 306, 308, 309, 311, 314, 320, 321, 322, 323, 324, 401, 403, 404, 405, 406, 408, 409, 413, 420, 421, 422. Elective course (see web site for latest information).

**PROGRESSION POLICY**

Students are required to earn at least a "C" in all prerequisite courses and all major courses.

Students must maintain at least a 2.5 GPA in the major in order to graduate.

In order to complete each nursing course successfully and progress in the major, students are bound to and must fulfill the requirements as outlined in each course syllabus. This includes both academic and professional behavior requirements. The faculty of record will document student's failure to progress and forward copies to the course coordinator, student's advisor, APA Committee Chair, and Department Chair. Faculty may use the Record of Deficiency Report form (Appendix A).

A student may repeat any one nursing course once. Up to two nursing courses (once each) may be repeated before student is dismissed from the nursing major. Students repeating a nursing course, for whatever reason, must follow the Re-entry Policy as outlined in the student handbook.

See course syllabi for grading scale.

## **Grade Appeals and Student Complaints Concerning Faculty**

Refer to SCSU Grading Appeal Policies at [www.stcloudstate.edu/studenthandbook](http://www.stcloudstate.edu/studenthandbook)

**Graduation:** Students must submit a “Graduation Application” two (2) semesters prior to graduation. This form can be obtained in the Office of Records and Registration (AS118) or downloaded from their homepage on the SCSU web site ([registrar@stcloudstate.edu](mailto:registrar@stcloudstate.edu)). It is the student’s responsibility to assure that all required courses are completed for graduation.

## **RE-ENTRY POLICY and PROCEDURE**

Students may be eligible for re-entry to the Nursing Program. Re-entry is dependent on successful completion of the re-entry procedure and availability of an opening in the class.

### **Eligibility for Re-entry:**

- Students who fail to meet the requirements of a course and must stop-out of the program, but still qualify to progress (see Progression Policy)
- Students who have stopped out of the program of their own volition with pre-approval of the Nursing Department.
- Students who have stopped out for longer than one calendar year will be required to attend classes and/or complete laboratory units prior to re-entry to ensure competency.
- Students may initiate the re-entry procedure only once.
- Students must successfully complete a minimum of 1 semester in the nursing major in order to qualify for re-entry.
- Students who step out and have not successfully completed 1 semester in the nursing major must re-apply for admission to the nursing program.

**Students who have been dismissed by the Nursing Department are not eligible for re-entry. See dismissal policy.**

It is the responsibility of the students to initiate and complete this procedure.

### **Re-entry Procedure:**

- Submit a letter of intent at least one full semester preceding the start of the semester in which reentry would occur. (Example – prior to fall semester for spring start).
- Submit letter of intent to the Chair of the Admissions, Progression, and Advising (APA) Committee.
- The Department informs the student of the decision in writing.
- It is the student’s responsibility to complete remediation work prior to the beginning of the re-entry semester.

### **Remediation Work:**

If a student is absent from clinical/lab courses more than one semester, he/she is required to complete remediation. The student and course coordinator will mutually set a plan of remediation. The student’s advisor will be consulted.

## **DISMISSAL POLICY and PROCEDURE**

Students may be dismissed from the Nursing Program at the discretion of the Nursing Department. Reasons for dismissal may include, but are not limited to:

- Academic failure and/or failure to progress.
- Dismissal from St Cloud State University.
- Conviction of a felony or failure to pass the annual Minnesota Criminal Background Check.

- Unsafe clinical behaviors (events that represent actual or potential risk to clients, families, and visitors not consistent with or expected in routine nursing care).
- Moral turpitude including but not limited to: stealing, knowingly furnishing false information, false documentation, cheating, plagiarism, transgression of professional boundaries (spaces between the nurse's power and the client's vulnerability), breaching of confidentiality.
- Sexual misconduct.

Disciplinary actions will be initiated by the involved faculty by submitting a signed Record of Deficiency (Appendix A) to the Admissions Progression and Advising Committee (APA). The report must state facts, including specific name(s), date, location, and description of the alleged act(s) of misconduct in sufficient details to enable the APA Committee to make a determination as to whether further fact-finding is necessary and if sufficient evidence exists for a hearing on the charge.

**Dismissal Procedure:**

1. The APA Committee will make an initial determination as to whether there is sufficient basis to believe that a serious violation of the Student Policies has occurred as outlined by the Student Handbook.
2. The student will be asked to appear at the hearing. Students who fail to appear will forfeit their right to present testimony.
3. The APA Committee will bring forward their recommendations to the Nursing Faculty Organization (NFO).
4. The NFO will make the final determination regarding student dismissal from the nursing major. The student will receive a formal letter of dismissal from the Department.

**DISMISSAL APPEALS POLICY**

Any student dismissed from the program has the right to

1. A timely hearing and an avenue for appeal.
2. Call witnesses.
3. Question the faculty and the evidence.
4. Waive the above rights provided that it is done of the student's own free will.
5. Follow the appeals procedure.

**Dismissal Appeals Procedure**

1. The student must submit a letter of appeal to the Department Chair within 10 working days of notification of dismissal from the program.
2. The student must be given an opportunity to present their appeal to the Department Chair and the APA Committee.
3. The Department Chair and the APA Committee will determine if the appeal has merit. If the appeal has merit it will be brought forward to the NFO for review and recommendation. If the appeal does not have merit it will be denied. The student will receive a formal written response from the Department Chair regarding the outcome of the appeal.

**Note: For grade appeals and student complaints concerning faculty please refer to the progression policy.**

**NURSING CLINICAL and LABORATORY REQUIREMENTS**

**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 white shoes, a white lab coat/jacket.
- Pen light.
- Watch with a second hand.
- Black ink pen.

**STUDENT DISCIPLINE FEES POLICY**

Students are charged a discipline fee per semester to cover goods and services that are required (not optional) for all students. Currently, the fee is \$312.50 per semester. The items purchased through the fee are subject to change. Items that induce cost through-out the program include; mal-practice insurance, Total Testing Package, Student Handbook, clinical placement screenings and data management.

<b>Semester</b>	<b>Items purchased</b>
First Semester	Med-surg Kits #1 and Fundamentals Kits PDA nursing software
Second Semester	Gerontological nursing software Med-surg Kits #2 TB screening
Third Semester	CPR recertification Tuberculosis screening Child & Family kit
Fourth Semester	Med-surg kit & lab supplies #3 Community kit & lab supplies TB screening
Fifth Semester	Leadership kit NCLEX review NURS 403 Research Poster Supplies

**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.

**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.

**DRESS CODE**

**Examples including, but not limited to:**

- No blue jeans, shorts, capri pants, or open toe shoes are to be worn to any clinical experience. This includes orientation days.
- Blouses, shirts, and sweaters should cover the midriff and upper chest/breast area.
- Students at some clinical agencies will wear a photo ID instead of the SCSU name pin. The ID must be worn on the left front yoke of uniform. Replacement cost of any ID is the responsibility of the student.
- 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 visible body piercing (eyebrow, tongue, etc.).
- All visible tattoos must be covered.

- No visible undergarments.
- Hair needs to be short or contained to prevent it from falling forward into one's face.
- The student is expected to be well groomed and free of offensive odors.
- No fragrances, (e.g. cologne, perfume, body lotion, hair spray, or after-shave lotion) should be worn as they may cause unpleasant physiological responses for patients.
- Smoking while in uniform or previous to client contact is not permitted. No odor of smoke will be tolerated.
- Nails must be short and clean with no colored nail polish, or false nails.
- No gum chewing is allowed. Students may have breath mints.
- No evidence of alcohol or drugs will be tolerated.
- Necklaces are not permitted.
- Personal beepers, cell phones, pagers, etc. will be turned off during class and clinical (setting on vibrate mode is NOT acceptable) and can only be used during breaks

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

### **Hospital Dress Code**

#### **Women and Men**

- Wear a hunter green uniform top, white straight-legged uniform pants and white socks.
- A plain white round neck tee shirt with long or short sleeves may be worn under the uniform top.
- Footwear must be clean, white professional shoes or white leather tennis shoes with minimal color. Closed toed, white clogs WITHOUT ventilation ports are permissible. Clinical shoes should only be worn in clinical setting.
- White nylons/socks must be visible above the shoe.
- Students must wear a white lab coat over casual dress clothes during hospital prep time. All other dress code requirements apply to this situation.
- Uniform wear is to be clean and pressed. Pants must be hemmed and not longer than foot wear.
- In some clinical rotations the nursing uniform is not required or appropriate. Students are expected to comply with the dress code specified in the agency policies or in the course syllabus.
- Student must wear plain white underwear under white uniform pants. Thong underwear is not permitted.

**In addition**, male students must shave or have neatly groomed beards and sideburns each clinical day.

### **Community-Based Dress Code**

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

### **Classroom Dress**

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

### **Nursing Science Lab Dress Code**

Refer to the Nursing Science Lab Dress Code Policy housed at the Lab and within the Lab course syllabi

### **TRANSPORTATION POLICY**

Students will be traveling to a variety of clinical agencies outside of the St Cloud area and are responsible for transportation to and from all assigned learning opportunities.

### **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 B.

### **HEALTH 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 and periodically update CPR certification and health requirements. Under no circumstances will a student be allowed to attend any clinical or laboratory experience unless documentation of these requirements are on file in the nursing department.

1. American Heart Association Basic Life Support for HealthCare Providers Certification (CPR certification). This must be completed upon admission into the program and renewed every two years. CPR classes are provided using the Student Discipline Fees every December/January. Students are required to attend every two years.
2. Tuberculosis screening is required upon admission and students must be re-screened yearly in December/January. Tuberculosis screening is provided using the Student Discipline Fees. Students are required to attend. It is the responsibility of the student(s) who fails the tuberculosis screening to complete further tuberculosis testing and treatment as deemed necessary by a licensed health care provider before attending the clinical or laboratory experience at the student's expense and this documentation must be provided to the SCSU Department of Nursing Science.
3. Pre-clinical participation health record must be completed upon admission.
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 nursing department. These changes include but are not limited to:
  - a. Change in immune status or change in communicable disease status.
  - b. Permanent or temporary mobility or lifting restrictions
5. Minnesota Criminal background checks must be completed 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.

### **CHEMICAL USE and/or ABUSE POLICY**

In compliance with the American Nurses Association Code 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 requires 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, 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 forms 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 Deficiency (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 in the Department of Nursing Science Administrative Office in Brown Hall 228 and in the Nursing Science Laboratory. 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 resolution of student concerns. These policies are published in the SCSU Bulletin and at [www.stcloudstate.edu/studenthandbook](http://www.stcloudstate.edu/studenthandbook). See Appendix C.

### 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 Atwood Memorial Center, Room B111. Website: <http://www.stcloudstead.edu/sds>. Email: [sds@stcloudstate.edu](mailto: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://www.stcloudstate.edu/d2l>. Email: [d2l@stcloudstate.edu](mailto:d2l@stcloudstate.edu).

### HEALTH INSURANCE

Health insurance is recommended 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 101 Stewart Hall. For more information see <http://www.stcloudstate.edu/alc>. Email: [alc@stcloudstate.edu](mailto: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.

## **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 <http://www.stcloudstate.edu/csold/studentorganizations> 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 College**

Students are encouraged to participate in governance at the university, college and department levels. All students have the opportunity to individually participate in the Student Organizations. [www.stcloudstate.edu/studentOrgs/](http://www.stcloudstate.edu/studentOrgs/). Students may run for Student Association offices, serve on committees or serve as a representative to the College of Science and Engineering.

**APPENDIX A**

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

**Record of Deficiency**

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Nursing Course \_\_\_\_\_

Deficient Behavior(s)

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Factual Description of Deficient Behavior: (Use back if necessary)

Witness & other evidence:

Recommended Student Action:

Faculty Signature \_\_\_\_\_

Student Response

I have read this record and discussed it with my clinical instructor.

Student Signature \_\_\_\_\_

## Appendix B

### 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 student learning 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.