

ST. CLOUD STATE UNIVERSITY

Department of Nursing Science

Student Handbook 2011

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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

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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 122 credits for graduation. Students complete 51 credits of prerequisite and general education courses. Seventy-one 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.

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

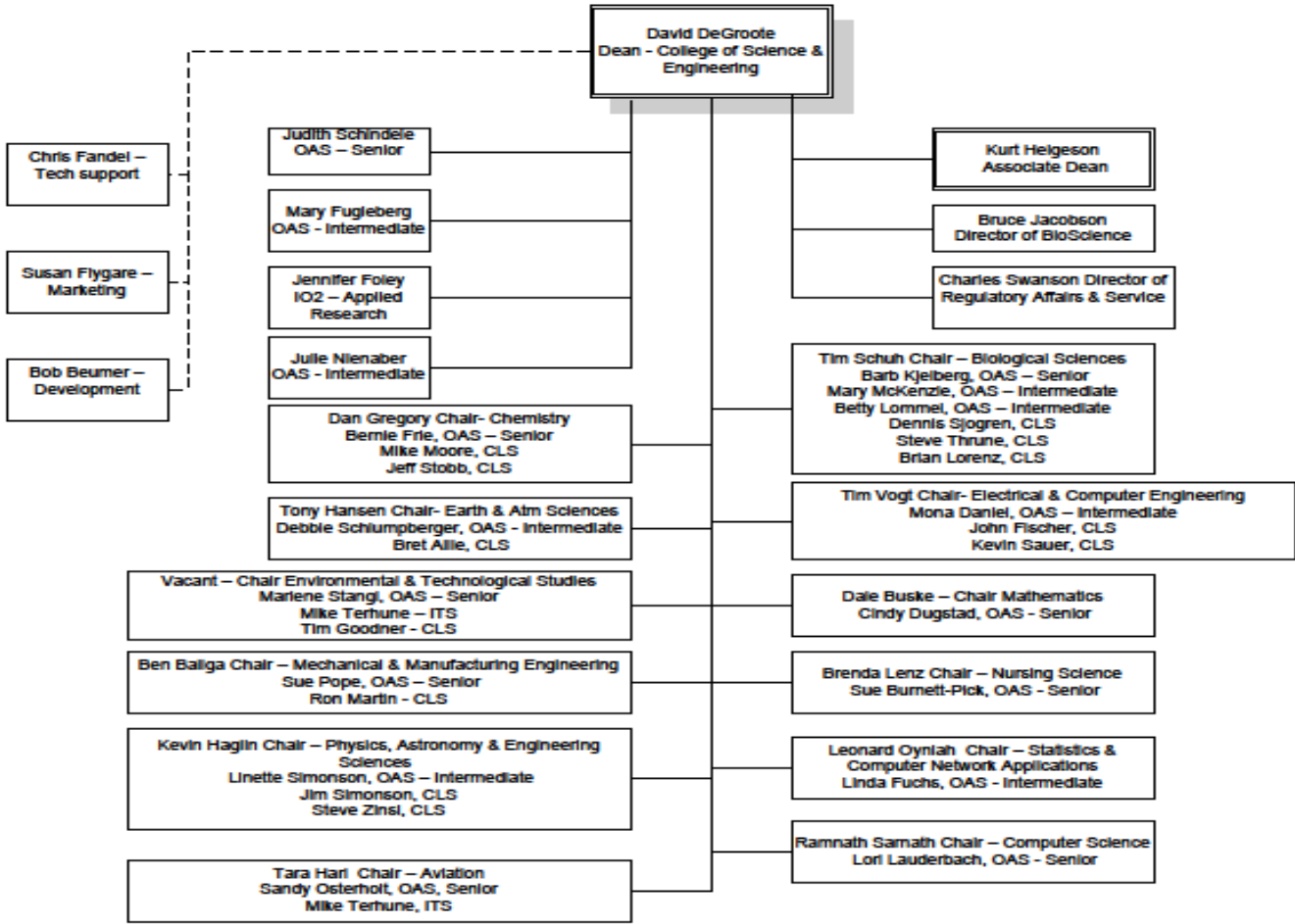
The faculty values student participation within the departmental organization. The department is organized into five standing committees including Executive; Curriculum; Admissions, Progressions and Advising (APA); Resource; and Assessment. Student representatives serve on several departmental committees 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).

FACULTY AND STAFF

FACULTY MEMBER	CREDENTIALS	OFFICE	PHONE	E-MAIL
DEPARTMENT CHAIR				
Lenz, Brenda	RN, PhD., CNE	Brown Hall 202K	(320) 308-4731	bklenz@stcloudstate.edu
FULL-TIME FACULTY				
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Olson, Steve	Student Services Coordinator	Brown Hall 213 D	(320) 308-4064	scolson@stcloudstate.edu
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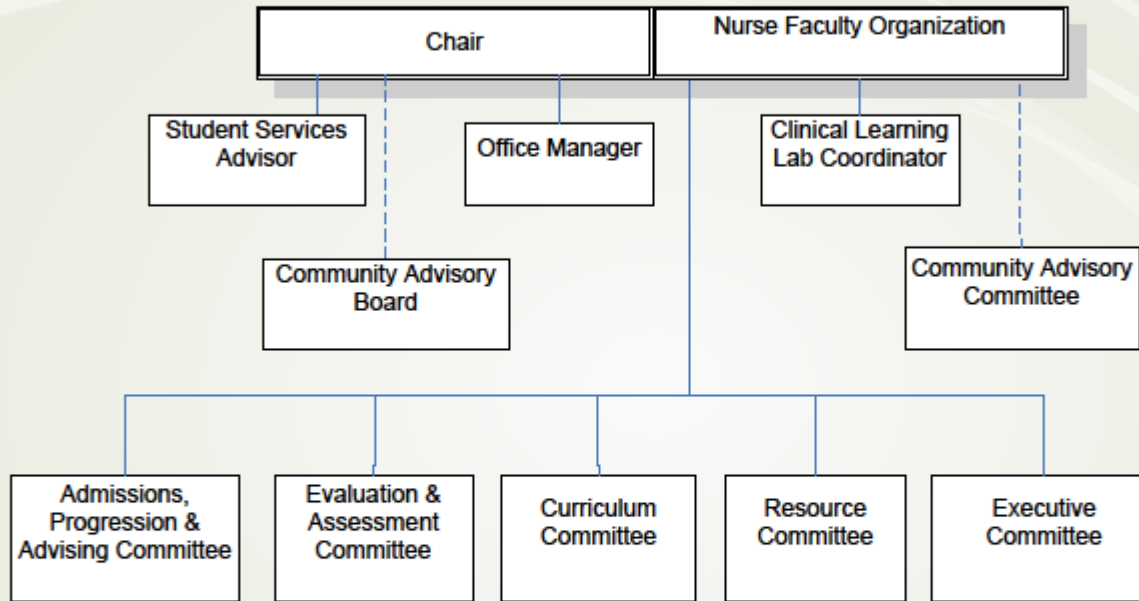
Faculty office hours are posted in the Department of Nursing Science Administrative Office and in the Nursing Science Laboratory

COSE Organizational Chart



21 August 2009

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 Patterns.¹ 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). (2 ed). Washington: The Publishing Program of ANA.)

GOALS/OBJECTIVES

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.

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 genetics into professional nursing practice.
2. Prepare nurse leaders to practice in a culturally diverse, rapidly changing, global society, who are engaged in professional development to provide highest 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 ethically 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 interpersonal 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.
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; 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.

TRADITIONAL BACCALAUREATE COURSE DESCRIPTIONS

Please refer to the St. Cloud State University Undergraduate Course Catalog or the Department of Nursing Science website (<http://www.stcloudstate.edu/nursing>).

TRADITIONAL BACCALAUREATE PROGRAM PLAN

There are two different admissions, one in the fall and the other in the spring. Both follow the same format listed below, with alternating spring and fall starts.

	<p><u>Second Semester Sophomore</u> 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. (*) Total Number of Courses = 5 Total Credits = 13</p>
<p><u>First Semester Junior</u> 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><u>Second Semester Junior</u> 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><u>First Semester Senior</u> 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><u>Second Semester Senior</u> 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. Total Number of Courses = 4 Total Credits = 12</p>

(*) – These courses may be taken prior to admission to major

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 or above at the date in which the degree is earned. Applicants are admitted to the 16 month program on alternate years.

ACCELERATED BACCALAUREATE COURSE DESCRIPTIONS

Please refer to the St. Cloud State University Undergraduate Course Catalog or the Department of Nursing Science website (<http://www.stcloudstate.edu/nursing>).

ACCELERATED NURSING PROGRAM

Sample Program

Fall Semester			Fall Semester		
Term I (8 weeks)			Term II (8 weeks)		
Courses	Credit	Hours	Courses	Credit	Hours
NURS 301	3	6	NURS 311	2	4
NURS 320	3	17	NURS 323	3	17
NURS 304	2	8	NURS 306	2	4
NURS 308	2	4	NURS 303	3	8
TOTAL		10cr.	TOTAL		10cr.
35/hrs/wk			33/hrs/wk		

Spring Semester			Spring Semester		
Term I (8 weeks)			Term II (8 weeks)		
Courses	Credit	Hours	Courses	Credit	Hours
NURS 309	3	6	NURS 305	2	4
NURS 322	3	17	NURS 314	3	6
Nurs 321	3	17	NURS 324	3	17
			NURS 403	2	6
TOTAL		9cr.	TOTAL		10.cr.
40/hrs/wk			33/hrs/wk		

Summer Session I (7 weeks)			Summer Session II (7 weeks)		
Courses	Credit	Hours	Courses	Credit	Hours
NURS 403	1.	2	NURS 401	3	6
NURS 404	2	4	NURS 420	3	20
NURS 422	3	20			
NURS 413	2	4			
TOTAL		8.cr.	TOTAL		6cr.
30/hrs/wk			26/hrs/wk		

Fall Semester (8 weeks)			Fall Semester (7 weeks)		
Courses	Credit	Hours	Courses	Credit	Hours
NURS 406	3	6			
NURS 421	3	17	NURS 409	5	37.5
NURS 408	1				
TOTAL		7cr.	TOTAL		5cr.
25/hrs/wk			37.5/hrs/wk		

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.

Based on the Code of Ethics for Nurses with Interpretive Statements as published by the American Nurses Association, the Department of Nursing Science has developed nursing student code of ethics and 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 Concern up to dismissal from the nursing major. No copying of patient records is permitted. No discussion of faculty, students, patient(s) or patient situations on social networking programs (i.e. Facebook, internet, My Space, Twitter, etc.) or in social settings.

Code of Conduct for the Department of Nursing Science St. Cloud State University

The Department of Nursing Science of St. Cloud State University Ethical decision making is one of the utmost importance in the profession of nursing and to that end, all students are expected to maintain the high standards of ethical conduct in order to ensure accountability for their learning and optimal care of their clients.

As a client-centered practice, the profession of nursing is obligated to develop nursing students into individuals capable of providing culturally competent care based within mutually respectful interactions. Nursing is one of the most respected and trusted professions in society. Students are expected to provide client privacy, confidentiality, and safety, while accepting individual accountability. These ethically centered behaviors preserve the respect and trust of the public. Students are expected to conduct

themselves in accordance with high ethical standards consistent with the American Nurses' Association Code of Ethics (<http://nursingworld.org/ethics/ecode.htm>).

Violations of this code may result in sanctions including, but not limited to: a written warning, required compliance, probation, a probationary contract for continued course work, mandatory leave of absence, and/or dismissal from the Nursing Science Program.

NURSING STUDENTS 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, 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, health status, implications of the patient's medication and treatment regime, and educational needs
4. Seek appropriate assistance from faculty or staff when caring for patients.
 - When in doubt, consult with faculty, or assigned 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 evaluation
 - 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

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 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.
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, educational level

Violation of any of these behavioral standards may result in immediate, temporary exclusion from the learning environment.

Violation of the Code of Conduct

Any violation of the 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 possible level, 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.

ADMISSION POLICY

Traditional Program (71 Credits)

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. Information regarding applications, prerequisites, deadlines, etc. will be found at this website.

Admission Deadline:

For the traditional program there are two admissions each year. The deadlines for completed applications are January 5th and June 1st of each year for admission.

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).
4. Preadmission Nursing examination.
5. A TOEFL score of 220 must be achieved for students who use English as a second language.

Prerequisite Courses:

Please refer to St. Cloud State University undergraduate course catalog or the Department of Nursing Science website: <http://www.stcloudstate.edu/nursing>.

In addition to the prerequisite 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 42 credits of the prerequisite courses with a C (2.0) or better, before the major's start date.
2. Complete a Minnesota Criminal Background Check with successful approval, as required by Minnesota state law for professionals working with vulnerable populations. If the Minnesota Criminal Background Check is not approved, the student will forfeit an accepted position.
3. Obtain American Heart Association BLS for Healthcare Providers (CPR and AED) certification.
4. Successfully complete the pre-clinical health review and physical exam. Includes immunization analysis and requisite immunizations, latex allergy screen, physical demand analysis, two-step mantoux (if test is positive, a treatment plan must be established), and infectious disease history.

Courses Required After Admission:

Please refer to St. Cloud State University undergraduate course catalog or the Department of Nursing Science website: <http://www.stcloudstate.edu/nursing>.

Accelerated Nursing Program (65 credits)

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. 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 will be announced prior to an admission 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 at the date of conferment.
2. Accepted as a student at SCSU.
3. Completed application process; see department website (www.stcloudstate.edu/nursing).
4. Completed pre-requisite courses by major start date.
5. Preadmission Nursing examination
6. A TOEFL score of 220 must be achieved for students who use English as a second language.

Prerequisite Courses:

Please refer to St. Cloud State University undergraduate course catalog or the Department of Nursing Science website: <http://www.stcloudstate.edu/nursing>.

Upon admission students will be required to:

1. Complete all prerequisite courses with a C (2.0) or better by the program's fall start date.
2. Complete a Minnesota Criminal Background Check with successful approval, as required by Minnesota state law for professionals working with vulnerable populations. If the Minnesota Criminal Background Check is not approved, the student will forfeit an accepted position
3. Obtain American Heart Association BLS for Healthcare Providers (CPR and AED) program.
4. Successfully complete the pre-clinical health review and physical exam. Includes immunization analysis and requisite immunizations, latex allergy screen, physical demand analysis, two-step mantoux (if test is positive, a treatment plan must be established), and infectious disease history.

Courses required after admission:

Please refer to St. Cloud State University undergraduate course catalog or the Department of Nursing Science website: <http://www.stcloudstate.edu/nursing>.

PROGRESSION POLICY/ TRADITIONAL PROGRAM

In order to complete each nursing course successfully and progress in the major, students are bound to and must fulfill the requirements outlined in each course syllabus. This includes academic and professional requirements.

Course faculty in conjunction with the course coordinator (if applicable) will document student failure to meet standards using the Record of Concern (Appendix A). Students will be advised of the Record of Concern. A series of steps will occur in an effort to assist the student to meet the standard.

Steps:

- 1) In the event a student exhibits behaviors inconsistent with academic and professional standards, the student will be informed verbally as soon as faculty becomes aware and may result in a written Record of Concern (Appendix A). The course coordinator and student advisor will be notified of the behavior(s).
- 2) The Record of Concern, including strategies for improvement and expected outcomes to be achieved by the student, will be developed by the faculty directly involved. The faculty will consult with the course coordinator, student advisor, and may choose to consult with the department chair. The faculty and the student will review and sign the document.
- 3) The Record of Concern will be placed in the student's file.
- 4) If the student fails to successfully achieve the outcomes on the Record of Concern, the faculty will notify the student and the Department Chair whether the student may continue in the course or other action faculty has taken. {Note: examples [of faculty options] are illustrative and not intended to encompass all specifically desired options; counsel a student to withdraw from class, recommend probation}.

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.

ACADEMIC AND PROFESSIONAL STANDARDS

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, Pathophysiology, and Pharmacology). The Student Service Coordinator will review GPA’s at the end of each semester/block in the major, and notify the student’s advisor and Department Chair if below requirements.

Any nursing course may be repeated once. A maximum of two nursing courses (once each) may be repeated before a student is dismissed from the nursing major. A student who fails (C- or below) or withdraws from a major course, must follow the Re-entry Policy as outlined in the student handbook.

Behaviors inconsistent with professional nursing standards, as set out in the St Cloud State Nursing Department’s Student Code of Conduct, American Nurses’ Association Code of Ethics (2001), American Nurses’ Association Standards of Practice, Minnesota Board of Nursing Abilities, and additional standards as specified in course syllabus may result in a Record of Concern.

Successful progression in a clinical course:

Successful completion of all clinical courses in the nursing major include two components.

1. Satisfactory academics performance and,
2. Demonstrate appropriate professional behaviors.

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 in the SCSU Department of Nursing Science Student Handbook Code of Conduct and 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).

Probation

Faculty, in consultation with the Department Chair will determine whether the student circumstance merits probation as specified by the APA Committee protocol. Unique circumstances will be presented by the Department Chair to the APA Committee for action. A student on probation will be reviewed by the APA Committee at the end of each semester/block as to whether the probation status can be discontinued. A notice of the results of the review process is sent to the student, student advisor, course –coordinator, and department chair.

Appeals

Students may appeal grades pursuant the SCSU Grading appeals policy at www.stcloudstate.edu/studenthandbook . However, appeals must be initiated upon notice of the grade to assure regular progression in the nursing course sequence.

A student who has a (failing or less than requisite level) 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.

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 in the class.

Eligibility for Re-entry:

- Students who fail to meet the requirements of no more than two courses may be eligible for re-entry (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 successfully completed the first semester in the nursing major

Students who have been dismissed by the Nursing Department or have not successfully completed the first semester in the nursing major are not eligible for re-entry. See dismissal policy.

It is the responsibility of the student to initiate and complete the re-entry procedure.

Re-entry Procedure

- Submit a written letter of intent to the Department of Nursing Science Chair at least 7 days prior to the start of the semester the student intends to re-enter.
- Students who have stopped-out for longer than one calendar year may 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.
- The Department informs the student of the decision in writing
- It is the student's responsibility to complete remediation work prior to returning to classes. If the student fails to complete remediation plan successfully prior to the first day of class, the student will not be allowed to re-enter.
- **Remediation Work:** If a student is absent from clinical/lab 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 informed

DISMISSAL***Dismissal Policy***

Students may be dismissed from the nursing program. Reasons may include, but are not limited to:

- Failure to meet academic and/or professional standards as defined previously.
- Suspension from St Cloud State University

Dismissal Procedure

1. The APA Committee will make an initial determination as to whether there is sufficient basis to believe that a violation of the student policies has occurred as outlined by the Student Handbook.
2. The student will be notified by the APA Committee Chair, that a hearing has been scheduled to consider dismissal from the program. The student will be asked to appear at a hearing and/or submit written materials in advance of the hearing. The APA Committee will not consider any information, by either the faculty or student, after the hearing. Students should be given a reasonable time to prepare materials, but ordinarily the entire hearing process will be completed within 2 weeks.
3. The APA Committee will bring forward their recommendation(s) to the Nursing Faculty Organization (NFO).
4. The NFO will make the final determination regarding student dismissal from the nursing program. The student will receive a formal letter of recommendation from the Department Chair.

Dismissal Appeals Procedure

A student dismissed from the program has the right to a hearing and an avenue for appeal.

1. The student must submit a letter of appeal to the Department Chair within 10 working days of the 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.
4. This provision is not intended to replace or substitute for the student complaint process but is in addition to any other remedies available.
5. Parties are not required to mediate issues.

PROGRESSION POLICY/ACCELERATED BACCALAUREATE PROGRAM

Accelerated students who fail to meet course and clinical objectives and outcomes have one of the following options:

1. Withdraw/fail from the course and withdraw from the accelerated program.
2. Withdraw/fail from the course, withdraw from the accelerated program and apply to re-enter the traditional program.
3. Withdraw /fail from the course and apply to re-enter the next accelerated program cohort.

Recommendations about which option to pursue will vary according to each student's unique situation, the reason for failure to progress, and the pre-requisites required. It is the responsibility of the student to initiate and complete the re-entry procedure as outlined in the Student Handbook.

- Students are able to drop courses that have not been started and receive a refund. No refunds are available after the first day of class.
- Students may withdraw from a class according to published dates after the class begins.

COURSE, LABORATORY, AND CLINICAL POLICIES

ATTENDANCE and TARDINESS POLICY

Attendance is required in all courses, clinical, and laboratory experiences. Any unexcused absences (may) 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 15% or greater of the course) whether excused or unexcused may result in loss of points and potential for course failure.

Tardiness

Students are required to arrive on time. Tardiness (may) 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 15% 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 collected prior to 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.

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 a "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 anytime.

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.

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.)

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 syllabi for each course.)

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 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 visible undergarments.
- The student is expected to be well groomed and free of offensive odors, including smoke.
- 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.
- 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 Dress Code

Women and Men

- Wear a hunter green uniform top, white straight-legged uniform pants and white socks. (Potential for alteration in nursing student uniform). All uniforms tops must a minimum of one pocket.
- 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 tennis shoes with minimal color. Closed toed, white clogs WITHOUT ventilation ports are permissible. Clinical shoes should only be worn in clinical setting.
- Students must wear a white lab coat with facility identification badge over casual dress clothes during hospital wrinkle free. 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.
- Hair needs to be short or contained to prevent it from falling forward into one's face.
- Nails must be short and clean with no colored nail polish, or false nails.
- 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 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 and IPODS 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 at 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. **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 required to attend every two years.
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 Nursing Science department 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 nursing department.
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.

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 tobacco products, 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 (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.

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.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 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. 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 <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.nсна.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/csold/studentorganizations . 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 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.

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 of the need for remediation. To ensure student on-going clinical progression, urgent clinical and psychomotor remediation needs must be planned in respect to:

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

Process

- ***Academic performance remediation***
Course coordinator/faculty will provide the student with a course specific plan {content of remediation, completion dates, and specific learning outcomes}.
- ***Psychomotor remediation***
Course coordinator/faculty will inform the student 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 the student of the remediation needs according to any reports from the student's clinical faculty.. 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 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, Riverview 101, tutoring in writing
- The Math Lab, ECE 101, tutoring in mathematics
- The Academic Learning Center, Stewart Hall 101, assistance in study strategies and student success
- The Counseling Center, Stewart Hall 101, counseling services, 308-3171
- Student Disability Services, Atwood Memorial Center 101, assistance with learning and physical disabilities and identification of learning disabilities
- The Advising Center, Centennial Hall 101, 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 D

St. Cloud State University
Department of Nursing Science

Personalized Plan of Success

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 – 308-5781</u>	<input type="checkbox"/>	<u>Student Disability Services - Atwood Memorial Center 101</u>
<input type="checkbox"/>	<u>The Write Place, Riverview 101</u>	<input type="checkbox"/>	<u>The Advising Center, Centennial Hall 101</u>
<input type="checkbox"/>	<u>The Math Lab, ECE 101</u>	<input type="checkbox"/>	<u>Health Services- 308-3191</u>
<input type="checkbox"/>	<u>Academic Learning Center, Stewart Hall 10</u>	<input type="checkbox"/>	<u>Tutoring Services - SCSU Multi-Cultural Student Services Tutoring Program (Shawn Kakuk) – 308-5392</u>
<input type="checkbox"/>	<u>The Counseling Center, Stewart Hall 101</u>		<u></u>

Advisor's Signature _____ Date _____

Student's Signature _____ Date _____

Copies: Student
Student File
Level or Accelerated Coordinator
Course Coordinator

Appendix E

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.