Associate of Science Degree in Nursing

Nursing Student Handbook

MONTANA STATE UNIVERSITY NORTHERN

Fall, Summer, Spring

2015-2016
(Revised May 2015, July 2015)
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### ADMINISTRATIVE RESOURCE DOCUMENTS

The **MSU-Northern Course Catalog** serves as the primary student guideline. Please refer to the **MSU-Northern Course Catalog** and the **MSU-Northern Student Handbook and Planner** for general university information. This **ASN Nursing Student Handbook** outlines the student policies specific to the Department of Nursing.


**ASN Nursing Student Handbook** – outlines the student policies specific to the Department of Nursing.
MSU-Northern Department of Nursing welcomes returning ASN students and nursing students who are new to the ASN program delivered at Havre and Lewistown campuses.

I congratulate you on your decision to pursue a nursing degree. Both the study and practice of nursing are rigorous, but rewarding, endeavors. The Faculty, Staff, and Administration of Montana State University-Northern Department of Nursing want you to have the best possible education. Our overall departmental goal is to graduate students prepared to assume professional nursing roles. All of us in the Department of Nursing look forward to assisting you as you prepare to enter the nursing profession. We want the ASN Program experience to be interesting, exciting, and educational.

The MSU-Northern Course Catalog serves as the primary student guideline. Please refer to the MSU-Northern Course Catalog and the MSU-Northern Student Handbook and Planner for general university information. This ASN Nursing Student Handbook outlines the student policies specific to the Department of Nursing. The materials in this handbook presents the ASN Program of study, current requirements, and policies. The ASN Program Handbook provides information to assist students to learn about the curriculum, understand their responsibilities as students, and comply with policies and procedures. Each student is responsible to know, understand, and follow the information in this publication. Please review the handbook and retain it for future use. This handbook will assist you in attaining your goal of becoming a registered nurse. If questions concerning course requirements should arise, individual course syllabi supersede the information presented in this handbook.

As a general rule, changes in policies and procedures become effective at the start of the fall semester. Therefore, new and returning students are to attest that they have received a copy, read, and understand the information in the ASN Handbook. Any changes in policies and/or procedures made during the academic year will be distributed to students in writing and will be published on the Nursing web site.

Please contact the Chair of ASN Program or the Nursing Director if questions or concerns arise. The nursing faculty and staff are here to facilitate a positive learning experience.

Thank you for applying to our nursing program.
We are committed to your educational success,

Dr. Starr
Department of Nursing Director
MSU-Northern

**Each portion of this handbook references a more formal policy within the Nursing Department. We follow policies of MSU-Northern, and where necessary, we have Nursing Department policies to address those needs specific to our nursing program. For full reference information about each area, please refer to our Nursing Department Policy Manual.**
## FACULTY AND STAFF

### Department of Nursing Director

Jan Starr, DD, MSN, MS, RN  
janice.starr@msun.edu  
406-265-3749

### Administrative Staff
406-265-4196

### ASN Program Chair

Arlys Williams, MS, APRN  
awilliams@msun.edu  
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### Faculty

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### Professional Resource Registered Nurse (PRRN/CRRN)

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### ASN PROGRAMS ARE OFFERED AT THESE CAMPUSES

MSU-Northern at Havre– Cowan Hall #309, 300 West 11th Street, PO Box 7751, Havre, Montana, 59501

MSU-Northern at Lewistown – 773 Airport Road, PO Box 1144, Lewistown, Montana, 59457
APPROVAL/ACCREDITATION

Montana State University – Northern is fully accredited by:

Northwest Commission on Colleges and Universities
8060 165th Avenue NE, STE 100
Redmond, WA 98052
Phone: (425) 558-4224
www.nwccu.org

Montana State University – Northern Department of Nursing
Associate of Science Degree in Nursing Program is approved with a conditional status by:

Montana State Board of Nursing
301 South Park
PO Box 200513
Helena, MT 59620-0513
Phone: 1-406-841-2340
www.nurse.mt.gov

Montana State University – Northern Department of Nursing
Associate of Science Degree in Nursing Program is accredited with a warning status by:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE,
Suite 850
Atlanta, Georgia 30326
Phone 404-975-5000
www.acenursing.org
MISSION STATEMENT

MSU-Northern, a teaching institution, serves a diverse student population by providing liberal arts, professional and technical education programs ranging from certificates through master's degrees. The university promotes a student centered and culturally enriched environment endorsing lifelong learning, personal growth and responsible citizenship. The university partners with a variety of community and external entities to enhance collaborative learning, provide applied research opportunities, stimulate economic development and expand student learning experiences. Approved by the Board of Regents on September 22, 2011

MSU-NORTHERN’S CORE THEMES

1. Provide liberal arts, professional and technical programs that serve a diverse student population.

2. Promote student centered and culturally enriched environment which fosters student success.

3. Partner with external entities to enhance and expand learning experiences.
DEPARTMENT OF NURSING MISSION STATEMENT

The mission for the Department of Nursing is to provide professional nursing education for a diverse student population by promoting student centered and culturally enriched environments which foster students success; To utilize healthcare partnerships which expand learning experiences across North Central Montana and beyond.

ASN PROGRAM MISSION STATEMENT

The mission for the ASN Program is to provide the novice nursing students with a high quality nursing program that challenges them both personally and professionally in a variety of collaborative clinical settings in the community. We enhance the student’s learning within a student centered and culturally enriched environment and prepare the student to be an advanced beginner in the profession of nursing.

DEPARTMENT OF NURSING PHILOSOPHY

We believe:

Professional nursing is a practice-based discipline which incorporates knowledge from the humanities, and biological, psychological, social and physical sciences with nursing knowledge and theory to provide optimal health care to individuals, families, and communities. Professional nursing practice utilizes the nursing process, critical thinking and clinical decision making skills, cultural awareness, therapeutic communication, and evidence-based practice measures in a collaborative nurse/client relationship to promote desired health outcomes across the lifespan.

Both a sound educational base and a multitude of experiences are needed to develop expert nursing practice. Professional nursing faculty are collaborative partners in the learning process by being resource persons, motivators, and facilitators of experiential opportunities which assist students to meet specific educational goals and optimize achievement of each learner's potential growth.

DEPARTMENT OF NURSING ORGANIZING CONCEPTUAL FRAMEWORK

Our organizational framework and concepts of people, environment, health/illness and nursing reflect the Department of Nursing’s philosophy correlates with our Department of Nursing’s mission as well as the mission of MSU-Northern. Concepts related to QSEN [http://qsen.org/], Benner’s Novice to Expert Nursing Theory and Malcolm Knowles’ Adult Learning Theory are used to guide the development of program outcomes, course objectives and student learning outcomes. As the student graduates and progresses to the RN to BSN program, AACN’s BSN Essentials ([http://www.aacn.nche.edu/education-resources/baccessentials08.pdf]), are incorporated into the RN to BSN curriculum and student learning outcomes. Our organizational framework is a guide for the selection of content and meaningful student learning experiences for our curriculum.
The four major concepts of both nursing curriculums are PEOPLE, ENVIRONMENT, HEALTH/ILLNESS and NURSING:

**PEOPLE**
People are unique, multifaceted beings, who have inherent dignity and worth, and are capable of making their own health care decisions. An individual is a blend of body, mind, and spirit who adopts values and attitudes which influence life experiences, health, and quality of life. Initial exploration of basic nursing care with regard to caring for individuals throughout the lifespan occurs in Level I (ASN). Level II (ASN) continues with a more intensified focus of alterations in health status for individuals, families, and groups throughout the lifespan. ASN nurses explore care of individuals through the life span, families and groups with regards to evidence-based practice.

**ENVIRONMENT**
People enter the health care setting from environments that consist of both internal and external factors. The internal environment includes the individual’s biophysical and psychosocial states. The external environment includes relationships and communications among significant others, families, and communities. People are in constant interaction with those environments. The interactions between people and their environments affect human health/illness states.

**HEALTH/ILLNESS**
Health and illness are actual and perceived dynamic states. Health includes the ability to use one’s own powers to the fullest in the pursuit of chosen life-goals. Illness includes deviations from the usual or perceived health status or the presence of personal or environment deficits. The concepts of health and illness and their common variations/deviation are introduced in Level I. Level II concepts focus on increasingly complex acute and chronic needs related to health and illness and their more complex variations. The ASN program addresses higher acuity health/illness, more rigorous use of evidence-based practice, and health care theory and practice for groups and communities.

**NURSING**
Nursing is an art and a science. Nursing is a profession that encompasses the personal values and competencies of client-centered care and clinical decision making. The essence of nursing is to provide evidence-based care with sensitivity and respect for diverse client populations with actual and potential health alterations. Nurses develop critical thinking skills while performing safe, client-centered care. Nurses advocate for self, clients, and families while promoting health, wellness and personal growth. Nurses demonstrate professional behavior by assuming ethical behaviors and having regard for differing values, cultures and religions. Nursing knowledge and practice must be guided by theory and research. Professional nursing practice encompasses client-centered care utilizing teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. The curriculum incorporates knowledge from general education and fundamental nursing courses to enable students to progress from core to complex nursing courses and concepts. The clinical components of our curriculum provide opportunities for students to gain experience in a variety of acute, chronic, and community-based care settings and exposes them to the diverse cultures within our communities. The ASN graduate is prepared to function as a novice/advanced beginner and is able to provide nursing care in a variety of health care settings. The BSN graduate is prepared to advance through the practice continuum from an advanced beginner/competent nurse to an expert nurse by practicing the nursing profession in both structured and unstructured settings. The BSN prepared nurse is able to detect and implement evidence-based research findings in an effective manner, while assuming leadership positions, to improve client care.

**NURSING EDUCATION**
Nursing education is a process of lifelong learning that provides students, guided by faculty, with opportunities to use knowledge from the humanities, the behavioral and physical sciences as well as evidence based nursing literature to develop clinical decision making strategies. Faculty and students utilize healthcare information systems and technology to inform their practice of nursing. Faculty are responsible for the quality of the education and the promotion of safety and competence as students move through the novice and into the advanced beginning stages of nursing practice. The student-faculty
interactions provide the student with guidance and skills for forming collaborative relationships with the client, families, and healthcare team members. Nursing education provides students with the incentive to engage in continued inquisitiveness and lifelong learning.

**DEFINITION OF CONCEPTS GOVERNING THE ASN PROGRAM**

**Client-Centered Care:** The nurse provides care that is respectful of the client’s values and desires. Client-centered care includes collaboration with the client and family in the decision-making process and implementation of the client’s care resulting in greater client satisfaction.

**Communication, Collaboration, and Teamwork:** Communication is the process of exchanging information and can be nonverbal, verbal, interpersonal, and intrapersonal. It also consists of documentation shared among the healthcare team. Multidisciplinary approaches to client centered care are necessary to create an environment of healing and health promotion.

**Evidence Based Practice and Research:** Nurses make decisions about interventions to promote health or provide care by integrating the best available evidence. Evidence is the result of research findings derived from the systematic collection of data and the testing of hypotheses.

**Informatics and Technology:** Nursing informatics and technology, an integral component of the communication process, are used in the didactic and clinical courses to obtain evidence-based research. Electronic health records are an integral part of providing client care, acquiring client history, and communicating.

**Nursing Process and Clinical Decision Making:** The nursing process is the systematic framework for problem solving. It consists of five steps: assessment, nursing diagnosis, planning, implementation, and evaluation. The nurse uses the nursing process and critical thinking to make clinical decisions.

**Outcome:** A statement that reflects the achievement of identified goals.

- **Program Outcomes:** Indicators that reflect the extent to which the purposes of the nursing education unit are achieved and by which program effectiveness is documented. Program outcomes are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include but are not limited to: program completion rates, job placement rates, licensure/certification exam pass rates, graduate satisfaction, and employer satisfaction.

- **Student Learning Outcomes:** Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable, learner-orientated abilities that are consistent with standards of professional practice.

**Professionalism and Professional Behaviors:** Nurses are responsible, accountable, self-directed, and professional in behavior. Nurses validate professional behavior by demonstrating ethical behavior; conducting themselves as role models, and client advocates; treating others with dignity and respect; demonstrating regard for differing values, cultures, and religions; maintaining client confidentiality; and valuing lifelong learning.

**Safety and Quality Improvement:** Quality improvement is a continuous process. Healthcare professionals and industry work together to prepare nurses who have the knowledge, skills, and attitudes necessary to continuously maintain and improve the quality and safety of the healthcare systems within which they work. The goal is to produce higher quality client-centered care and services which meet both appropriate nursing and healthcare industry standards.
ASN PROGRAM OUTCOMES

The evidence of achievement for the program are to meet or exceed the following outcomes:

1. Eighty-five percent or better of all nursing students will be awarded their AND degree within three-years of beginning the Program.
2. Eight-five percent or better of all graduating nursing student will pass the NCLEX-RN on the first attempt.
3. Eight-five percent or better of all graduates will be employed in the field of nursing or continuing their nursing education in a RN-BSN program within six-months of graduation.
4. Eight-five percent of ASN graduates responding to the Six and the Twelve month graduate/alumni survey will rate (3) or higher to agree that the ASN program prepared them for nursing practice.
5. Eighty-five percent of ASN graduates of employers of ASN graduates responding to the employer survey will rate (3) or higher to agree that MSU-Northern ASN Program has adequately prepared them for nursing practice.

ASN STUDENT LEARNING OUTCOMES

By the end of the ASN Program the Nursing Student (transitioning from novice to advanced beginner) will:

1. Utilize the nursing process to guide clinical decisions when providing safe, client-centered care across the lifespan.
2. Demonstrate safe, evidence-based, client-centered care to diverse client populations with actual and potential health alterations.
3. Utilize information technology to manage knowledge, plan client-centered care, communicate and collaborate effectively with clients and healthcare professionals.
4. Adhere to professional standards, respect diversity and practice ethical behavior while maintaining accountability, and client confidentiality within legal and regulatory frameworks.

PROGRAM OPTIONS

MSU-Northern offers:
MSU-Northern offers three options within the Department of Nursing: pre-licensure → ASN Program and Special Tracks (LPN-RN, and Advanced Placement) and post-licensure → RN-BSN Completion Program. The first two options of entry ASN Program and Special Tracks (LPN-RN, and Advanced Placement) follow the Montana State-wide Nursing Curriculum.

Mode of Delivery:
The MSU – Northern and the Department of Nursing educational process utilizes alternative methods of delivery: Face-to-Face/Enhanced and Internet or Online. Desire2Learn (D2L) Learning Management System is the distance technology used by MSU-Northern and the Department of Nursing.

Montana Board of Regents of Higher Education defines:

**Distance Education** is defined as planned learning that normally occurs in a different place from teaching, requiring specialized course design, instructional techniques, communication through various technologies, and special organizational and administrative arrangements. Both synchronous and asynchronous learning are included in this definition.
Face-to-Face/Enhanced delivery is characterized when instruction occurs in a traditional classroom with face-to-face interaction between the instructor and students, at any local campus or remote site, and includes utilization of technology to enhance the class without reducing student seat-time.

Internet or Online delivery implies that 100% of the course section is offered completely online and delivered asynchronously, with no face-to-face interaction between instructor and students.

**Note:** Learning to find information online and learning to use the tools in a D2L virtual classroom will be the student’s first challenge as a new online student. Information is available at [www.msun.edu/distance/pdfs/online/instructions.pdf](http://www.msun.edu/distance/pdfs/online/instructions.pdf)

**Percentage of Nursing Credits Delivered by Distant Learning:**
The majority of the ASN nursing courses are offered through Face-to-Face/Enhanced delivery presentation and only one course (5%) is always offered via Online Distance Education.

**Fees for Distance Learning Courses:**
http://www.msun.edu/busserv/feedesc-dist.aspx

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**CREDITS FOR PRIOR LEARNING**

**Credits Granted for Prior Learning:**
Submission of all Official Transcripts from colleges/universities attended are required to be on file in the MSU-Northern Admissions Office. Transcripts will be evaluated to determine credit allotment and articulation. No required course, including basic skill courses, will be waived simply on the basis that the applicant has a prior college degree.

A. Obsolete Course Content - In evaluating coursework from postsecondary institutions, Montana State University – Northern will:
   - Guarantee that any postsecondary course work taken within five (5) years of being admitted or re-admitted to the campus will be included in the transfer analysis of specific required classes in a major, minor, option or certificate.
   - Guarantee that any postsecondary course work taken within fifteen (15) years of being admitted or re-admitted to the campus will be included in the transfer analysis of general education core and elective course work.
   - Course work that falls outside these guarantee periods may be included in the evaluation, at the discretion of the University. This is a discretionary decision and cannot be challenged by students.

B. Students desiring to transfer into the ASN Program from another School of Nursing; placement in the program is determined on an individual basis through transcript and/or course evaluations.
   - An overall GPA of 2.50 and an extracted GPA 2.85 with grade of “C” or higher in each required course are necessary for admission to MSU-Northern ASN Program.
NURSING PROGRAM PROCESS
(Advising, Application, Admission, Progression, Graduation)

MSU-Northern Academic Advising:
Please review the following about academic advising at MSU-Northern:
- Advising website http://msun.edu/advising/

Nursing Advising:
1. Faculty Advisors are assigned to each nursing student upon admission to the nursing program. Academic advising will follow the University’s rules as stated in the MSU-Northern Course Catalog.

2. The student is required to meet with her/his advisor each semester to discuss grades, academic plans, or course changes, etc. These meetings can take place face-to-face, by telephone, or by email, according to the students and instructor’s schedules and location. The student or the advisor has the right to initiate a change in the advising assignment. Students are encouraged to confer with advisors as needed.

3. After Advisement, the ASN student may access the Class Registration Form at:
   http://www.msun.edu/registrar/forms/RegistrationForm-web.pdf

4. Faculty who are teaching, Program Chair and, the Department of Nursing Director are available during the summer months for advice as needed.

ASN Program Application and Admission Process:
1. Applications are accepted from May 1\textsuperscript{st} through June 15\textsuperscript{th}; applicants are accepted based on extracted GPA and score received on the Kaplan Admittance Test. Accepted applicants will be notified by July 1\textsuperscript{st} for fall semester.
   - Applicants not selected for the Nursing Program by their expected date of admission indicated on their application, will be placed on a waiting list for consideration during the next Application Acceptance period.
   - Students who are placed on the waiting list will need to submit a letter during the next Application Acceptance Period (May 1\textsuperscript{st} through June 15\textsuperscript{th}) notifying the Department of Nursing that they are still interested in being considered for admission.

2. Submission of all Official Transcripts from colleges/universities attended are required to be on file in the MSU-Northern Admissions Office. Transcripts will be evaluated to determine credit allotment and articulation. No required course, including basic skill courses, will be waived simply on the basis that the applicant has a prior college degree.

3. A minimum cumulative grade point average (GPA) of 2.50 and an extracted GPA of pre-requisites 2.85 is required to be admitted into the ASN Nursing Program.
   - Have at least a 2.85 extracted GPA with the following required pre-nursing courses: College Algebra, Anatomy & Physiology I, Anatomy & Physiology II, College Writing I, Clinical Human Nutrition, Introduction to General Chemistry w/ lab, Introduction to Nursing and Introduction to Psychology.
   - A grade of C or higher is required. A grade of “C-“ in any course is not acceptable; the course must be retaken. These courses may be taken at MSU-Northern or at other accredited institutions.
   - An advisor from the Department of Nursing will evaluate the transcripts from other institution and will recommend the credit, if any, to be transferred.

4. Two applications are required:
   a. Application for admission to Montana State University –Northern: https://www.applyweb.com/msunorth/
   b. RN to BSN Completion Program Application:

5. Students need to have access to a computer with Internet as all the Nursing Courses are offered Online. To verify that Desire2Learn will work properly the student should go to the Desire2Learn browser tune-up page at https://msunonline.org/ and follow the instructions on the page for adjusting your settings. Microsoft Word ® is the
required software for homework submitted electronically. Microsoft Word is available to students through the MSU-
Northern Bookstore.

6. Federal fingerprint/background check. Fingerprints can be obtained from the Sheriff’s Office and background checks are obtained through the State of Montana Department of Justice. The cost of the background check will be the student’s responsibility and the price varies in each county.

7. Kaplan Nursing Entrance Exam with a minimum score of 60%.

**LPN to RN Program Application and Admission Process:**
Same as above with the exception of:
- Currently be an LPN or have completed courses required to sit for the NCLEX PN Exam;
- Taken the LPN to RN Transition course NRSG 250;
- If taking LPN courses during spring semester the student will wait for grades before filling out application.

**MONTANA STATE UNIVERSITY – NORTHERN NONDISCRIMINATION STATEMENT**

Pursuant to Titles VI and the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, Executive Order 11246 as amended. American with Disabilities Act of 1990, and the Montana State Human Rights Act, Montana State University – Northern has a policy of nondiscrimination in employment practices and in admission, access to and conduct of educational programs and activities. Discrimination is prohibited on the basis of race, sex, color, natural origin, religion, age, disability, martial or parental status.

Any student, employee, or applicant for admission may file a discrimination grievance.

Inquiries or grievances should be directed to the Human Resources Director, MSU-Northern, P.O. Box 7751, Havre, MT 59501; (406) 265-4147.

Any student and/or person with disabilities concerned about accessibility and/or accommodation issues should contact our Disability Service Coordinator at (406) 265-3581.

**NURSING STUDENT FUNCTIONAL EXPECTATIONS**

Functional Expectations as Eligibility Requirements for Participation in the MSU-Northern Department of Nursing

The essential requirements for participation in the Nursing Program and examples of necessary activities (not all inclusive) are used to determine if the applicant/student meets these minimal essential job functions or whether the Americans with Disabilities Act (ADA) accommodations or modifications are necessary. (See Nursing Student Functional Expectations in the Associate of Science Degree in Nursing – Nursing Student Handbook 2015-2016)

ADA Guidelines apply to all qualified disabled persons. (A qualified disabled person is a person with a disability who, with or without reasonable modification to rules, polices, or practices, and with the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services, or the participation in the programs or activities provided by a public entity and who can perform the “essential functions” of the position). Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the special needs coordinator as soon as
possible to make necessary accommodations. Students should be prepared to present a disability verification form from their physician.

**Specific Nursing Student Functional Expectations:**
In order to be admitted and to progress and graduate in the nursing program one must possess the functional level of ability to perform the duties required of a nurse in order to provide safe and effective nursing care. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Montana State University – Northern Department of Nursing. No representation regarding industrial standards are implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions include but are not limited to the ability:

**Sensory Perception:**
1. **Visual:**
   a. Observe and discern subtle changes in physical conditions and the environment;
   b. Visualize different color spectrums and color changes;
   c. Read fine print in varying levels of light;
   d. Read for prolonged periods of time;
   e. Read cursive writing;
   f. Read at varying distances;
   g. Read data/information displayed on monitors, computers and equipment.
2. **Auditory:**
   a. Interpret monitoring devices;
   b. Distinguish muffled sounds heard through a stethoscope;
   c. Hear and discriminate high and low frequency sounds produced by the body and the environment;
   d. Effectively hear to communicate with others.
3. **Tactile:**
   a. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics.
4. **Olfactory:**
   a. Detect body odors and odors in the environment.

**Communication/ Interpersonal Relationships:**
1. To engage in oral and written two-way communication and interact effectively with others from a variety of social, cultural, and intellectual backgrounds;
2. Work effectively in groups;
3. Work effectively independently;
4. Discern and interpret nonverbal communication;
5. Express one’s ideas and feelings clearly;
6. Communicate with others accurately in a timely manner;
7. Obtain communications from a computer.

**Cognitive/Critical Thinking:**
1. Effectively read, write, and comprehend the English language;
2. Consistently and dependently engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings;
3. Demonstrate satisfactory performance on written or computerized examinations including mathematical computations without a calculator;
4. Satisfactorily achieve the program objectives.

**Motor Function:**
1. Handle small delicate equipment/objects without extraneous movement, contamination or destruction;
2. Move, position, turn, assist with lifting or lift and carry clients without injury to clients, self or others;
3. Maintain balance from any position;
4. Stand on both legs;
5. Coordinate hand/eye movements;
6. Push/pull heavy objects without injury to client, self or others;
7. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others;
8. Flex, abduct, and rotate all joints freely preventing injury to client, self or others;
9. Respond rapidly to emergency situations;
10. Maneuver small objects;
11. Perform daily care and functions for the client;
12. Coordinate fine and gross motor hand movements to provide safe effective nursing care;
13. Calibrate/use equipment;
14. Execute CPR and physical assessment;
15. Operate a computer.

Requirements of Students Accepted into the Nursing Program at MSU-Northern:
1. Upon admission, current documentation is required to be on file in the Department of Nursing Office: The students will provide:
   a) A copy of a government issued photo identification document (driver licenses, passport, etc.);
   b) A copy of current LPN License/Certificate, if applicable;
   c) Health Insurance;
   d) A physical examination verifying: Nursing Students Functional Expectations as specified in the Nursing Student Handbook;
   e) A current CPR certification (Health Care Provider or Professional version);
   f) A TB Skin test. **Tuberculosis Policy:** All nursing students are screened annually for Tuberculosis (TB). Initially a two-step Tuberculin skin test (TST) will be used to provide a baseline. Thereafter, nursing students will fill out the MSU-Northern annual TB questionnaire. Each nursing student is responsible for providing evidence of screening for TB. Documentation includes: TB screening form (date and test result cited as positive or negative). If symptomatic, the nursing student is required to submit documentation of medical evaluation of the nursing student’s health status related to TB. Nursing students with a positive skin test are required to provide written clearance from their health care provider in order to provide client care. Additional requirements may be expected based upon current Centers for Disease Control (CDC).
   g) MMR immunization. **MMR Policy:** Have immunizations that are current for, or have documented proof of immunity to, the diseases of Measles, Mumps, and Rubella (MMR). Adults born before 1957 are generally considered immune to measles and mumps. All adults born in 1957 or later should have documentation of one or more doses of MMR vaccine unless they have a medical contraindication to the vaccine or laboratory evidence of immunity to each of the three diseases. Documentation of provide-diagnosed disease is not considered acceptable evidence of immunity for measles, mumps or rubella. (Recommended Adult Immunization Schedule United States 2015, CDC.gov)
   h) Current Tetanus, Diphtheria, and Pertussis (Tdap) vaccination according to the Center for Disease Control guidelines;
   i) Documents of the Hepatitis B vaccination series, including titer, or have a valid waiver on file;
   j) Professional liability insurance which is provided by MSU-Northern through student program fees;
   k) Federal fingerprint/background check. Fingerprints can be obtained from the Sheriff’s office and background checks are obtained through the State of Montana Department of Justice. The cost of the background check will be the students’ responsibility and the price varies in each county.

2. Health standards are to be met as required by the participating clinical facilities. Additional laboratory/diagnostic test results or verification of required health standards/status may be required by these facilities and the Department of Nursing faculty will require documentation that standards/status is met.
3. HIPAA Policy: All Nursing Students are legally accountable under the Health Information Privacy and Accountability Act (HIPAA) of 1996 to ensure the confidentiality of client health information. 
http://www.hhs.gov/ocr/privacy/hipaa/administrative/index.html

**Name and Address Change:**
The student is required to provide verification of current legal names, current address, current (________@msun.edu) email address, and current phone numbers. Failure to keep all information current in D2L, Banner (Registrar), and the Department of Nursing, may result in delay of communication or ability to complete registration, classes, and/or program in a timely manner.

**Progression through the Nursing Program:**
The MSU-Northern Department of Nursing is required to follow the Montana University System’s PN/ASN Model Curriculum adopted in 2006 (http://mus.edu/che/arsa/nursing/Curriculum.pdf).

To assure progression through the program, the student is required to maintain the total academic and clinical requirements. When assigned to a clinical situation, the student is also required to assure client safety and welfare. To continue in the MSU-Northern ASN Program without interruption, the student is required maintain the following:

1. All courses required for the nursing program major are required to earn a grade of “C” or higher.
2. Students are required to maintain an average of 78% or higher on tests and quizzes in order to pass the course.
3. To progress in the program, the student is required to successfully pass both the didactic and clinical portions of a course. If either is not passed, the entire course must be repeated.
4. Standardized testing is required throughout the ASN program. The student is required to meet the criteria established within each course.
5. Students are required to provide their own transportation to and from clinical area(s).

**Suspension Due to Grades:**
1. Students enrolled in the ASN nursing program are allowed to repeat a required nursing course one time.
2. A student’s failure to successfully complete a required nursing course on their second attempt will result in the student’s suspension from the nursing program.
3. Should a student not pass a second required nursing course, the student will be suspended from the nursing program and be required to withdraw from the nursing program.
4. The student will be required to wait three (3) years before reapplying to the ASN to the program to re-take courses that were not passed.
5. A student should meet with their advisor regarding suspension from the nursing program.
6. A student suspended from the nursing program is encouraged to take additional classes while waiting for readmission to the nursing program.

**Suspension for Clinical Reasons:**
1. A student may be terminated from a nursing course prior to its completion, if, in the judgment of the student’s clinical instructor or clinical preceptor the student’s clinical practice jeopardizes client safety.
2. If a student is terminated from one clinical course, the student may also be terminated from all other clinical courses in the interest of client safety.
3. Evidence of chemical (drug or alcohol) abuse is reason for immediate dismissal from the nursing program.
4. Dismissal from the nursing program can occur for violating the HIPAA policy or breach of confidentiality. Student nurses are legally accountable to maintain client confidentiality. (Refer to HIPAA Policy).
Readmission Process:

1. A student who has been suspended or who has withdrawn from the program may reapply to the Department of Nursing for readmission.
2. Students who withdraw or are suspended from any nursing course must petition nursing faculty and nursing director in writing for readmission to the nursing program. The petition must contain the following:
   a. The last semester in attendance at MSU-Northern, the last nursing course completed and the grade received in that course;
   b. Evidence of having achieved a “C” or higher in non-nursing course(s) taken;
   c. Evidence that current cumulative GPA of required courses is 2.50 or above, on a 4.0 scale;
3. The petition gives the faculty permission to review the student’s record to determine the student’s eligibility to be readmitted and to determine which semester the student will need to re-enter. The nursing faculty and nursing director will consider such cases on presentation of petition submitted. There is no guarantee that a student will be readmitted. Readmission depends on:
   a. The faculty’s evaluation of the likelihood of the applicant’s successful performance in succeeding course work;
   b. The competition of other applicants;
   c. The available class space;
   d. Required courses may only be repeated once and student is required to earn a grade of “C” or higher in each of them.
4. Cumulative GPA must be 2.50 or higher on a 4.0 scale.
5. A former student having completed a tour of duty in the armed forces will need to follow the readmission process.
6. All admission criteria must be met with the exception of the entrance exam.
7. Students will successfully complete the appropriate standardized examinations as required by the Department of Nursing.
8. If approval for readmission is made, the student will resume the nursing program at a point of entry which allows for smooth progression to the next sequence as determined by the faculty. The student may be advised to audit a previous nursing course so that transition can be made smoothly and student achievement enhanced.

Graduation:

Students who are going to graduate need to follow all university policies and procedures relating to graduation as published in MSU-Northern Course Catalog. The current MSU-Northern Course Catalog:

https://www.msun.edu/registrar/catalogs.aspx

1. Graduation application forms must be completed during the fall semester prior to (spring) graduation and returned to the registrar’s office in Havre. Graduation application forms can be found at:
   https://www.msun.edu/registrar/forms/GraduationApp-web.pdf
2. Gowns and announcements need to be ordered through the bookstore during the fall semester prior to graduation.
3. All students who have received financial aid during their college experience must have an exit interview with the Financial Aide Officer.

Pinning Ceremony:

1. The nursing pinning ceremony is a celebration of the great achievement made in completing the hard work of this nursing program. The purpose is to recognize each graduate, by placing the nursing school pin on the graduate.
2. Only the official nursing school pin will be used in the MSU-Northern nursing pinning ceremony. The official nursing pin from the MSU-Northern Department of Nursing can only be purchased from the University bookstore. A pin bought anywhere else is not official.
3. For the pinning ceremony, graduating nursing students will wear a professional all-white nursing uniform, with white shoes.

4. The graduating nursing students are to choose the speakers and music to be played during the ceremony. The students may also choose MSU-Northern faculty, CRRN or staff to read their pinning cards (cards should be limited to 50 words.).

5. The graduating ASN students and faculty advisor will design and arrange for copying of the invitations and programs for the pinning ceremony.

6. The following people need to be invited to the ceremony: MSU-Northern Chancellor; Provost; Dean of the College of Education, Arts & Sciences and Nursing; Department of Nursing Director and Chairs; Faculty, and PRRNs. Invitations should be sent by class officers. It is also expected that any graduating RN-BSN students be invited and recognized at the ceremony.

7. Nursing Club donates at least $1,000 to the pinning ceremony. This money will be used to pay for a reception following the pinning ceremony. If the graduating ASN students pinning class wish to expand their reception, they will need to work with the Faculty Nursing Advisor to do additional fund raising activities. The additional fund raising activities will need to be approved by the Department of Nursing Director. If there is not a Nursing Club on that campus with that group of students, student can obtain the funds in additional ways by working with the Faculty Nursing Advisor and Department of Nursing Director.

8. The Nursing club in Havre has a MSU-Northern Club account in which the funds are kept. Remaining funds will be dispensed to the next class unless the graduates allocate the remaining money to scholarships, memorials, equipping the Nursing lab or Nursing student study areas as per MSU-N Student Senate Policy.
CLASSROOM EXPECTATIONS

Attendance
1. Students are expected to be present in class and on time unless excused.
2. When absence/tardiness is unavoidable, the student is to notify the instructor immediately via phone or email.
3. Attendance will be recorded by instructors to verify last day of attendance.
4. Students who are absent have the responsibility to obtain notes, make up missed assignments, etc.

Online Attendance
Attendance in online classes is determined by the student’s participation in threaded discussion/activities and assignments per the instructor’s syllabus. Online courses will have various requirements for participation; students are expected to log on when required by their course instructor.

Grading Scale
Work is graded by letters, interpreted as follows:

- A = 93-100
- B = 83-92
- C = 78-82
- D = 77-67
- F = 66 and below


Assignment Instructions/Rubrics
Each nursing class assignment will include assignment instructions and/or rubrics on how that assignment will be graded.

Tutoring
If a nursing student or class is in need of tutoring, the student or student representative (for class requests) should first approach the Nursing Instructor and then the ASN Program Chair for tutoring arrangements.

Late Assignments and Work Completion
Assignments are due on the day and at the time noted on a course instructor’s syllabus. If an assignment is not turned in at the stated date and time, the following will occur:

1. 10% deduction of total points on the assignment for each day the assignment is late (one day is defined as 24 hours);
2. If an assignment is five (5) days or more late, the assignment will earn zero points;
3. The assignment is required to be turned in for the student to pass the course, even if the assignment has earned a zero for being late.

Late assignments and extensions are at the discretion of the course instructor. A request for an extension can be made prior to the stated date and time.

Test Reviews
Post-test reviews and format for test reviews are at the discretion of the instructor.

Missed Exams
1. Examinations should only be missed for illness or extreme emergency/extenuating circumstances. Missed exams
are to be taken within two (2) days after return to class. A make-up exam will not be the same as the original; it may be an essay. If not made up within the allotted time, the student will earn a zero for the exam.

2. If a student misses an exam and does not notify the course instructor prior to exam time, the student will earn a zero on that exam.

**Standardized Examinations (Kaplan Integrated Exams Policy)**

Nursing students are required to take integrated standardized examinations while in the ASN program. Students are required to make payments for the standardized examinations each semester through the bookstore. Students may be able to pay for these examinations with financial aid; students should check with the financial aid department.

Students will see a standardized exam charge on their bill for the following courses:

- NRSG 130 - Fundamentals,
- NRSG 140 - Core Adult Health,
- NRSG 252 - Complex Maternal Child, and
- NRSG 266 - Managed Client Care.

The integrated standardized examinations provide useful information to the student, the faculty, and the program, in assessing the student performance of mastering nursing content and preparing for the NCLEX-RN exam. After each exam the student can access information on the testing site detailing areas to study. This information explains areas that need to be remediated for the NCLEX-RN examination. Students will sign a form stating that they have read and understand the Kaplan standardized Examination Policy which is as follows:

1. Standardized tests will be administered in association with most classes as noted on your syllabi.
2. Standardized tests taken and passed within the 60th percentile rank or higher will earn 10/10 points.
3. Standardized tests taken and passed within the 50th percentile rank or higher will earn 8/10 points.
4. Standardized tests taken earning less than the 50th percentile rank will require the student to remediate the exam (see remediation worksheet). After completing these steps, the student can earn a maximum of 8/10 points.

**Kaplan Focused Review Exams**

The student will be required, as part of the program to complete Kaplan Focused Review exams in some courses. They can be found on the Kaplan website under “Focused Reviews.” It is beneficial to watch a tutorial of Kaplan to learn to navigate the site. It is important that the student has their username and password to complete assigned Focused Reviews exams. If the student needs assistance, contact the instructor.

The student will need to remediate each question, both correct and incorrect, for a full minute (60 seconds) in order to earn the points for completion in that course. Remediate means that the student will look at each question, understand what it’s asking, why each answer is not correct, and why the correct answer is correct. The student can also look at an overview/explanation of that question to understand why the credited answer is correct.

**Required Technology**

Students are required to have a computer with Internet access as all of the nursing courses have an online component. It is recommend that the students have a back-up option for Internet access if there is an interruption in service. Internet connection problems are not an acceptable excuse for exceeding the due date on out-of-class work.

1. To verify that Desire2Learn will work properly with the student’s web browser the student should go to the Desire2Learn browser tune-up page at [https://msunonline.org](https://msunonline.org) and follow the instructions on the page for “Please click here for a system check before you login. Resources for how to use Desire2Learn can be found at the following link: [http://www.msun.edu/distance/online.html](http://www.msun.edu/distance/online.html) as well as on the nursing page for MSU-Northern.
2. The student may be required to download Respondus Lockdown Browser software prior to taking exams online. The link for downloading this software will pop up when the student attempts to take an exam with Respondus incorporated into it.

3. Microsoft Word ® is the required software for homework submitted electronically. Microsoft Word is available to students through the MSU-Northern Bookstore or Information Technology Services.

4. Be aware that the computer and software programs for online/distance learning may require newer operating systems in order to successfully access the programs and software needed to complete the program. Note: Ipads, Notebooks, Smartphones are not computers; they may not be compatible with Desire2Learn, and Microsoft Programs.

5. Other programs that may be required for classes include Adobe Acrobat, Adobe Flash Player, Quicktime player, and Excel.

Note: Use of technology by nursing students is subject to https://www.msun.edu/admin/policies/ MSU-Northern Policies and Procedures relating to appropriate conduct (601.2-601.4) and information technology (1001.4-1001.5), as well as to Section 1300 (Information Technology) of the Montana University System’s Policies and Procedures Manual and Montana Code Annotated 45-6-311 (Unlawful use of a computer). The MSU-Northern Student Handbook also provides information about email access.
CLINICAL EXPECTATIONS

ASN Nursing Students are expected to participate in clinical experience in hospitals, nursing homes, and other community facilities at varied time schedules (days, evenings, and weekends). Students who are employed must arrange with employers to allow for flexibility in meeting their clinical rotation schedules.

Nursing Faculty
Nursing Faculty are obligated to ensure that nursing students who care for clients are competent to do so. In the interest of safeguarding the client’s welfare, students are required to:

1. All admission documentation is current and in the student’s file – (Student’s failure to keep current will result in being barred from entry into a clinical facility and possible termination from the nursing program.)
   a. Fingerprint and Background check;
   b. Immunizations;
   c. CPR;
   d. Health status free from any condition that could jeopardize client safety and comfort.
2. Demonstrate professional behavior at all times;
3. Demonstrate emotional stability;
4. Demonstrate sensitivity to client safety and comfort;
5. Practice within legal standards;
6. Demonstrate regard for professional ethics;
7. Comply with facility requirements pertinent to student participation;
8. Perform client care assignments with the required knowledge and skill;
9. Any student who has indication of chemical abuse will be sent immediately to the nearest laboratory to submit a sample for drug/alcohol testing at the student’s expense. Refusal to submit will result in dismissal from the program. The student will be required to contact the ASN Chair or Director of the Department of Nursing for further evaluation and action. Confirmed abuse of chemical substances (drugs or alcohol) will be a justification for dismissal from the nursing program.

Under the Montana Board of Nursing [24.159.665]
Preceptors in Nursing Education Programs

According to the Montana Board of Nursing, “Preceptors are not considered faculty.

When utilizing preceptors, faculty members are responsible for:

(a) ensuring safe, accessible and appropriate supervision based on client health status, care setting, course objectives, and student level of preparation;

(b) ensuring appropriate preceptor qualifications and scope of responsibility;

(c) ensuring that the preceptor demonstrated competencies related to the area of assigned clinical teaching responsibilities and will serve as a role model and educator to the student; and

(d) providing the lecture and laboratory portions of a course.”
Confidentiality and HIPAA

All Nursing Students are legally accountable under the Health Information Privacy and Accountability Act (HIPAA) of 1996 to ensure the confidentiality of client health information. Nursing Students are allowed to have access to protected health information for educational purposes and to provide safe nursing care to client(s).

1. Nursing students are required to sign confidentiality documentation before any clinical practicum.
2. Violation of HIPAA regulations will result in dismissal from the program based on the judgment of the Privacy Officer at the clinical facility and the Director of the Department of Nursing. A student could also be subject to criminal prosecution or civil lawsuit for breach of confidentiality under the HIPAA law.
3. When students obtain client information while preparing to give client care, they will omit names, addresses, medical record numbers, room numbers and client initials and any other information that could be used to identify a client.
4. Students will not leave nursing care plans, concept maps, or other personal materials containing client data unattended; nor should confidential information about clients be discussed with persons not directly involved with client care or the student’s education.
5. Students are not to provide personal information about self or personal contact information to clients.

Uniforms

Students are required to present a professional appearance:

1. Students are required to wear full clinical uniform including name badge for clinicals. Students will also wear clinical uniform when in skills labs on campus.
2. The uniform consists of a wine colored scrub top and/or wine colored lab jacket with an MSU-Northern patch and black uniform slacks, all-white shoes, and white socks. No garment can be worn over the uniform during clinical. Long-sleeved scrubs can be worn or a long-sleeved undergarment in black, wine, gold or white can be worn underneath a short-sleeved uniform top. Uniforms are clean and pressed.
3. A MSU-Northern patch is to be sewn on the center of the left sleeve 2” down from the shoulder seam on the approved student uniforms. Patches are available for purchase from the MSU-Northern Bookstore.
4. No jewelry, other than wedding or engagement rings; maximum of two stud earrings per ear.
5. Bring a large safety pin for pinning jewelry to clothing when rings must be taken off for certain clinical areas (i.e. surgery, OB delivery, nursery, etc.).
6. Any and all body art, such as tattoos, or intentional markings (hickeys, stamps, or pen markings) that can be seen outside of the uniform edges will need to be covered.
7. No artificial fingernails, tips, or nail polish.
8. Hair that is longer than collar length, must be pulled back and secured as well as hair that may fall into your face.
9. No perfume, hairspray, or other fragrant items should be worn during clinical time/client care. This includes times of client information research at the clinical facility.
10. MSU-Northern student picture ID badge - each student will have a ID badge with the letters N.S. after the name for student identification along with their pictures and school years (ex. 2015-2016). Picture ID badges will be taken each fall semester during orientation. Student are given the first card without charge. If damaged, lost or stolen a replacement fee of $10.00 will be charged. For further information please contact Student Services at 406-265-4113.
**Equipment**
For both classroom practice and clinical use, each ASN Nursing Student is expected to have the following items which can be obtained through the MSU-Northern Bookstore:

- Watch with a secondhand
- Bandage scissors
- Black pens (no felt tip)
- Blood pressure cuff
- Stethoscope
- Hemostat
- Pocket size notebook
- Pen light or small flashlight

**Note:** Students are responsible for the handling, care, and use of equipment and are responsible for leaving all work areas neat and orderly with materials returned to the appropriate cupboards or areas.

**Food and Drinks**
No food, drinks, candy, or gum is permitted in the nursing labs or on the clinical floor.
Medication Administration Policy and Procedures

Nursing Students will administer medications in compliance with the current Joint Commission National Patient Safety Goals for Medication Administration, and the policies and procedures in effect in the clinical agency. The nursing student is required at all times to demonstrate critical thinking skills regarding pharmacologic interventions.

The *Lippincott’s Nursing Procedures* manual is sanctioned as the Medication Administration and clinical/skills procedures manual for the Department of Nursing. All ASN nursing student are required to comply with the Drug Administration Skills identified in the Lippincott manual.

I. ASN Pre-Clinical Drug Dosage Calculation Exam

A. Purpose

Accurate drug dosage calculation is considered to be a critical skill in the nursing program. Prior to participating in clinical experiences each semester, the student is expected to perform common dosage calculations necessary for safe medication administration with a minimum of 93% accuracy by the second attempt. A student achieving less than 93% will have one subsequent opportunity to achieve 93% or higher on the second drug dosage calculation exam. It is the responsibility of the student to seek remediation in math tutoring to prepare for the second drug dosage calculation exam within two weeks. Students with less than 93% on the first exam will not be permitted to administer medications in the clinical setting while preparing for the one (1) subsequent exam.

If the student does not meet the required 93% on the one (1) subsequent exam, the nursing student will not be allowed to continue in the nursing program. The student will withdraw from the nursing courses.

Medication Administration and skills competencies will also be evaluated in the skills lab and the clinical setting based on the course skills list.

B. Expected Outcomes

Prior to the beginning of each semester, the student is expected to:

- Interpret medication orders and standard abbreviations needed for dosage calculations;
- Convert within and between these selected measurement systems:
  
  **Metric**
  - Convert weight between micrograms, milligrams, grams and kilograms
  - Convert volume between milliliters and liters

  **Household**
  - Convert weight between pounds and kilograms
  - Convert volume between ounces and milliliters
  - Convert volume between teaspoons and milliliters

  **Apothecary**
- Convert weight between grains and milligrams

- Calculate dosages for administration of medications by common routes:
  - Calculate dosages of solid oral medications from 0.5 to 3 tablets.
  - Calculate oral liquid volumes from 0.001 to 30 mL.
  - Calculate injectable medication volumes from 0.001 to 3 mL.

- Calculate infusion rates and times for intravenous administration:
  - Calculate volumes between milliliters per hour and drops per minute.
  - Calculate total/end infusion times for intravenous fluids.
  - Calculate amounts/times to administer IV push medications.
  - Calculate infusion rates/times for intermittent intravenous (piggyback) infusions.

- Calculate dosages for administration of medications in tightly controlled situations:
  - Determine dosages based on a patient’s clinical data. (Weight, vital signs or lab results.)
  - Determine if an ordered amount is within a safe/recommended range.
  - Contrast different concentrations of solutions/ratios.
  - Calculate rates/amounts for intravenous medication drips.

- Other requirements for exam problems will include:
  - The calculations may require conversions as part of the problem.
  - The amounts may range from fractions/decimals to thousands of units.
  - There will not be information needed or questions about specific pharmacology of medications, administration techniques or nursing implications in the preclinical dosage/calculation exam. These topics will be covered in theory and/or clinical applications.

C. Specific Requirements

- This exam is online. Scratch paper will be provided.
- Students are expected to do their own individual work. Observed acts of cheating— including but not limited to copying the work of another student, signaling or messaging between students, use of additional notes or other materials— will result in the student(s) dismissal from the testing session and loss of the testing opportunity (1st or 2nd).
- Students may use only a simple calculator (no programmable electronics, cellphones, or other devices may be used).
- There will be 27 questions involving calculations following the blueprint below.
- A maximum of 60 minutes is allowed to complete the exam.
- The following dosage/calculation rules will be followed for this exam:
  - Amounts less than 1 will be written with a zero to the left of the decimal.
  - Extra zeros will NOT be placed at the right of the decimal point at the end.
  - All tablets are scored in half, so round tablets to the nearest half of a tablet.
  - Volumes less than 1 mL will be rounded to the nearest hundredth (two places).
  - Volumes 1 mL or over will be rounded to the nearest tenth (one place).
  - Weights in kilograms will be rounded to nearest tenth (one place).
D. Retakes

- Students will have two (2) attempts to achieve 93% or higher accuracy on the drug dosage calculation exams. A time and date will be announced for students to review their exam results prior to a retake. Students are responsible for their own remediation prior to retaking the exam (see faculty for resources).

- If it is necessary for students to retake the exam, a time and place will be determined.

- The second version will follow the same requirements, outcomes, and blueprint.

- If a student misses the first exam attempt for any reason, the only other attempt will be during the scheduled “retake” session of the second version.
### Dosage/Calculations Exam Blueprint and Examples of Questions

<table>
<thead>
<tr>
<th>BLOOM’S LEVEL</th>
<th># OF QUESTIONS</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehension</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>Application</td>
<td>15</td>
<td>60</td>
</tr>
<tr>
<td>Analysis</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>TOTAL</td>
<td>27</td>
<td>100</td>
</tr>
</tbody>
</table>

#### Comprehension level (understanding the meaning of information)

- How many milliliters are in 2 Liters? (2,000 milliliters)
- How many kilograms are in 163 pounds? (rounded to 74.1 kilograms)
- How many milligrams are in grain X? (600 to 650 milligrams)

#### Application level (use learned information in relevant situations)

- The patient needs: Lasix 15 milligrams PO now. The medication is available as: Lasix 10 milligram (scored) tablets. How many tablet(s) will the nurse administer now? (1.5 tablets)

- A client has an order for: Ceclor 100 mg PO every 6 hours. The local pharmacy has: Ceclor 125 mg per 5 milliliters. How many milliliter(s) should the client take for one dose? (4 mL)

- Order: Morphine Sulfate 10 mg IM every 4 hours prn pain. Available: Morphine sulfate grain 1/6 per milliliter. How many milliliter(s) will the nurse inject for one dose? (1 mL)

- A client has a prescription for: Insulin Humulin NPH 30 units every am and 20 Units every hs. How many total unit(s) will the client receive in 24 hours? (50 units)

- The order is for: Heparin 5,000 Units SC every 8 hours. The available vial contains: Heparin 10,000 Units per mL. How many milliliter(s) will the nurse administer for one dose? (0.5 mL)

- There is an order for: Normal Saline IV at 125 mL per hour. The available IV infusion set has 20 gtt per milliliter. How many drops per minute will the nurse administer? (rounded to 42 gtt/min)

- A patient has a physician’s order for: Kefzol 0.5 g IVPB every 6 hours. The manufacturer supplies: Kefzol 0.5 g mixed in 50 mL of D5W. The medication book recommends that each dose be administered intermittently over 30 minutes. How many milliliter(s) per hour will the nurse set the IV pump to infuse one dose? (100 mL/hour)
Analysis level (break down information for further understanding)

- The order is for: Zithromax 400 mg IVPB every day for 2 days. The supplied vial has 500 mg of powdered Zithromax with directions on the label as follows: Reconstitute to 100 mg/mL with 4.8 mL of Sterile Water for injection. How many milliliter(s) would the nurse draw out of the vial to obtain one dose? (4 mL)

- The practitioner orders: Vistaril 20 mg IM every 4-6 hours prn nausea for a child, who weighs 44 lbs. The medication resource indicates that the usual IM dosage is 0.5 mg to 1 mg/kg/dose every 4 to 6 hours as needed. Is this a safe dosage for this child’s weight? (Yes, this child’s safe range is 10 to 20 mg/dose.)

- A patient, who weighs 110 lbs, has an order to begin IV Heparin by hospital protocol. The protocol is an IV bolus, then: Infuse the IV drip at 18 Units/kg/hour. Draw an APTT in 6 hours and call MD with results. The standard heparin available from the pharmacy is: Heparin 25,000 Units in 250 mL of ½ NS. How many milliliter(s) per hour should the nurse set the IV pump for this infusion? (9 mL/hr)

II. Prevention and Consequences of Drug Dosage Medications Errors Policy

A. Terminology:
   - Medication (or drug)
   - At Risk Behavior
   - Computer Order Entry System
   - Behavior Choice
   - Human Error
   - Potential Adverse Drug Events
   - Proactive Risk Assessment
   - Reckless Behavior
   See following definitions at: http://www.ismp-canada.org/definitions.htm
   - Critical Incident
   - Harm
   - Medication Incident
   - Near miss or close call
   - No harm event
   - Safety
B. Prevention of Drug Dosage Medications Errors:

1. Each semester each nursing student will do a medication skills lab as part of the clinical skills advancement day.
   a. A student with any deficiency in skills lab related to medication administration, will be required to attend remediation to assist the student with proper medication administration at a safe, proficient level, and 100% accuracy with drug dosage calculations.
   b. If a student is not successful in medication administration skills it may result in lack of progression or dismissal from course.

2. See definition of Medication Incidents at: [http://www.ismpcanada.org/definitions.htm](http://www.ismpcanada.org/definitions.htm)

3. Examples of medication incidents include but are not limited to the following:
   a. Not signing name and initials on the Medication Administration Record
   b. Failure to have co- signature on narcotic waste
   c. Failure to document a reason for omitting a medication
   d. Failure to obtain/record apical pulse, BP as indicated (i.e. pulse for digoxin dose)
   e. Not following the seven rights of medication administration
   f. Administering a duplication of medication that has already been given
   g. Omitting an ordered medication
   h. Giving a medication has been discontinued
   i. Leaving a medication at the bedside without an order (vaginal creams, skin ointments, inhalers may be left at the bedside per hospital policy)
   j. Failing to check physicians’ orders prior to administration of medication.
   k. Being unable to calculate correct dosages.
   l. Failure to obtain instructor’s approval prior to medication administration.
   m. Medications that are prepared incorrectly by the student and presented to the instructor in preparation to administer the medication to the patient.

C. Consequences of Drug Dosage Medications Errors

1. Take Appropriate Action
   a. Assess for any adverse reaction to the medications
   b. Follow facility protocols
   c. Follow-through with medication or treatment ordered by physicians (if any)
   d. Level of care maintained/continued

2. Students will be counseled after a medication error. A remediation plan will be developed by the clinical instructor and course instructor. Remediation will include skills lab practice and return demonstration, additional medication passes will be determined upon student progress and faculty recommendation.

3. Disciplinary actions of a medication error could be one of two options per instructor’s discretion:
   a. Student sent home from clinical with an unsatisfactory for the day which will be recorded on his/her clinical evaluation form. Reasons a student may be sent home include:
      i. Refusal to take responsibility for his/her part in the medication error.
      ii. Failure to self-report a medication incident of which the instructor is unaware.
      iii. Unprofessional behavior in response to the medication error as evidenced by the National Student Nurses Association Code of Ethics Part II: [http://www.nsna.org/portals/0/skins/nsna/pdf/nsna_coc_academic_clinical_interp_statements.pdf](http://www.nsna.org/portals/0/skins/nsna/pdf/nsna_coc_academic_clinical_interp_statements.pdf)
   b. Student may not be sent home and will not be allowed to give further medications that day.
4. Student may also be tested for reasonable suspicion of drug and alcohol usage at the student expense. Student may be tested at the clinical site.
5. Documentation of medication errors will be maintained in the student’s record.
6. The clinical instructor will initiate the Professional Improvement Plan investigating a root cause analysis of what/why/how this happened such as:
   a. Medication packaging
   b. Incorrect order followed/acknowledged
   c. Technology failure
   d. Hospital system not followed
   e. Poor judgment used
   f. Previous knowledge of student
7. Notification
   a. Clinical instructor/Client’s primary RN/Preceptor
   b. Site supervisor/Manager
   c. Provider of Care
   d. MSU-Northern ASN Chair
   e. MSU-Northern Nursing Director
8. The Admission, Program, and Graduation (APG) Committee will determine the progression of the nursing student (per the MSU-Northern ASN Nursing Student Handbook):
   a. Continuance in the course,
   b. Suspension from course,
   c. Dismissal from the Nursing program.
Lab and Clinical Practicum

1. Clinical Facility policies, procedures, and guidelines will be followed.
2. Students are expected to be on time and fulfill every practicum rotation. Failure to do so will result in a lowered, unsatisfactory, or incomplete grade for a course.
3. When an absence is unavoidable, the student is required to notify the course instructor and preceptor as early as possible and at least prior to start time of the scheduled clinical day.
4. Attendance at Lab and Clinical Practicum is mandatory.
5. If it is necessary for a student to miss a clinical day, the student will notify the clinical instructor and the clinical unit prior to the beginning of the assigned shift.
6. It is the responsibility of the student to make up any missed required clinical times. If make-up days cannot be rescheduled the student may earn an incomplete for the course until the clinical hours have been met.
7. Student participation in clinical areas is dependent upon facility census and faculty availability. Clinical agencies have the right to restrict student participation if client census is low. The students will be assigned to lab for clinical practice time.
8. Clinical agencies safeguard client welfare by assuring that students meet health requirements, have a regard for professional ethics, comply with facility standards, and have the ability to carry out client care assignments with required knowledge and skills. Should facility personnel determine that a student is unsafe in any way, they may refuse admittance to that student to practice at their facility.
9. Any student whose ability to function or to practice safely is questioned will not be allowed on the clinical unit. The clinical instructor and/or preceptor has the right and obligation to determine the student’s ability to practice safely. Nursing Management Personnel may exclude a student from a clinical unit if they deem the student’s behavior unsafe.
10. If there is any condition or circumstance, which constitutes an unreasonable risk to the safety and well-being of the client, the faculty, or other students, a student will be removed from the program. The final decision regarding removal will be based on the judgment of the Department of Nursing faculty and the Department of Nursing Director. The Director will notify the Chancellor, or the designee, of the condition or circumstances which warranted the removal of the student from the nursing program.
11. Any student who has an indication of chemical abuse will be dismissed from the unit and be required to report directly to the Department of Nursing Director will be a cause for dismissal from the nursing program. The Director will notify the Chancellor, or the designee, of the chemical abuse condition or circumstances which warranted the removal of the student from the nursing program.

Clinical Skills Advancement (CSA)

Every student will be required to participate in clinical competency advancement at the start of each semester (excluding the new incoming students in the fall). This clinical competency advancement ensures that all ASN nursing are prepared to perform safe and competent care in the clinical setting. There will be a series of stations through which each student will process through. At each station, the student will be expected to competently perform a difficult set of skills.

Guidelines

a. Students are required to be in full uniforms with ID badges and a watch with a secondhand.
b. Students will bring their stethoscope and blood pressure cuff.
c. Stations will be set up for students to complete required skills/information in preparation for clinical.
d. Students will not be permitted into the testing rooms during the final competency skills check-off, until her/his assigned date and time.
e. The student will perform each skill independently. If a student needs assistance with a skill (such as turning), the student will request that instructor assist. The student will give specific instructions about the assistance needed and actions the student wants the instructor to perform. If another student is asked to help (as a client, helper, etc.), that student will not be allowed to speak, lead, or provide guidance. The student client will be expected to do exactly as the student performing the skill asks.
f. Prior to the skills competency test, students will receive a list of skills they need to be prepared to perform. If a student needs to repeat a skill for any reason, it will not be done on the same day. The second attempt will be scheduled at instructor discretion.
Sharps and Accidental Exposure
The MSU-Northern Department of Nursing recognizes that students need to practice nursing skills in a safe environment and that sharp instruments need to be managed in a safe manner to prevent injury or disease. Sharps in the nursing skills lab include needles, syringes, and intravenous insertion devices.

1. Sharps containers are to be properly secured and discarded by professional disposal company.
2. All sharps are to be appropriately disposed in impermeable sharps containers.
3. Sharps container are not to be overfilled.
4. Sharps are not to leave the nursing labs.
5. Montana State University-Northern nursing students participate in clinical rotations in multiple facilities. Therefore, in the event of accidental exposure injuries, the faculty and students will follow the policy of the facility where the incident occurred. Neither MSU-Northern, nor participating facilities assume responsibility for the cost of testing in accidental exposure injury. The student will be responsible for the cost of the evaluation, testing, and, treatment if required.

Standard Precautions
Nursing Students are expected to adhere to standard precautions guidelines as set forth by the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA) and those of the clinical facilities. To review these guidelines, see the following links:

Clinical Grading Scale
1. Clinical evaluations will be performed for each class that has a clinical component;
2. Students will receive either a pass/fail grade for clinical overall;
3. Should a student fail clinical, that student will fail the theoretical portion of the course as well.
4. Clinical Grading Rubric:
## Concept Map/Care Plan Grading Rubric MSU-Northern Nursing Department

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Highly Satisfactory</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
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<tbody>
<tr>
<td><strong>Demographics</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
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<td>- Admission Date and reason</td>
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<td>- Allergies</td>
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<td>- Medical Diagnosis and significant information</td>
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<td>- History and Physical (including past history and recent hospitalizations)</td>
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<td>- I&amp;O, weight, height</td>
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<td>- Vital Signs</td>
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<td>- Diet, K-cal needs, Est. fluid needs</td>
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<td>- ADLs and restrictions</td>
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<td>- Lab values</td>
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<td>- Resources for discharge planning</td>
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<td></td>
<td><strong>20% of points</strong></td>
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<td><strong>Points</strong></td>
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<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
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<td><strong>Medications</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
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<td>- All medications (action, major adverse effects, anticipated response, drug interactions, nursing considerations)</td>
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<td></td>
<td>- Allergies</td>
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<td></td>
<td>- Treatments</td>
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<td></td>
<td><strong>10% of points</strong></td>
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<td><strong>Points</strong></td>
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<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
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<td><strong>Pathophysiology</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
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<td>- Diseases process workup - at least three pathophysiology workups with anticipated medical and nursing management noted as well as anticipated diagnostic tests</td>
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<td><strong>10% of points</strong></td>
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<td></td>
<td><strong>Points</strong></td>
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<td></td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
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<tr>
<td><strong>Assessment Data</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
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<td>- Diagnostic tests completed or ordered</td>
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<td>- Vitals</td>
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<td>- Head to toe assessment</td>
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<td>- Psychosocial assessment</td>
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<td></td>
<td>- Medical terms used appropriately</td>
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<td></td>
<td>- Documentation is appropriate</td>
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<td><strong>10% of points</strong></td>
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<td><strong>Points</strong></td>
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<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
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<tr>
<td><strong>Nursing Diagnoses</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
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<td></td>
<td>- 3 nursing diagnoses related to health and illness</td>
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<td></td>
<td><strong>10% of points</strong></td>
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<tr>
<td></td>
<td><strong>Points</strong></td>
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<td></td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
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</tbody>
</table>
- 1 psychosocial nursing diagnosis
- Diagnoses stated correctly with proper NANDA terminology
- Subjective and objective data noted
- Individualized
- Prioritized

**Goals/Outcome Criteria 10% of points**

<table>
<thead>
<tr>
<th>Points</th>
<th>A concept map/care plan at this level would contain complete information about the following:</th>
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<tbody>
<tr>
<td></td>
<td>• 2-4 goals per nursing diagnosis</td>
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<td></td>
<td>• At least 1 of the goals should be short-term</td>
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<td></td>
<td>• At least 1 of the goals should be long-term</td>
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<tr>
<td></td>
<td>• Measurable</td>
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<td></td>
<td>• Realistic</td>
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<td></td>
<td>• Client-centered</td>
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<tr>
<th>Points</th>
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<td></td>
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**Nursing Interventions 10% of points**

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<tr>
<th>Points</th>
<th>A concept map/care plan at this level would contain complete information about the following:</th>
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<tr>
<td></td>
<td>• At least 4 interventions per goal</td>
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<td>• References and rationales noted</td>
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<tr>
<td></td>
<td>• Appropriate</td>
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<tr>
<td></td>
<td>• Individualized to client</td>
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<tr>
<td></td>
<td>• Concise and specific (what, when, why, how)</td>
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<tr>
<td></td>
<td>• Prioritized</td>
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<tr>
<th>Points</th>
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<td></td>
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**Evaluation 10% of points**

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<tr>
<th>Points</th>
<th>A concept map/care plan at this level would contain complete information about the following:</th>
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<tbody>
<tr>
<td></td>
<td>• Were goals met, not met?</td>
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<tr>
<td></td>
<td>• Give statement with rationale about whether goals met/not met</td>
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<td></td>
<td>• Develop further interventions if necessary</td>
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<tr>
<td></td>
<td>• Draw conclusions</td>
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<thead>
<tr>
<th>Points</th>
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<tr>
<td></td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
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</table>

**Formatting 10% of points**

<table>
<thead>
<tr>
<th>Points</th>
<th>Information at this level is well-organized, neat, legible, and useable for end of shift report and references present.</th>
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<tr>
<th>Points</th>
<th>Information listed under &quot;Highly Satisfactory&quot; is incomplete.</th>
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<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
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**Overall Score**

<table>
<thead>
<tr>
<th>93% of points or more</th>
<th>78-92% of points</th>
<th>0% points or more</th>
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</thead>
</table>

**Safe/Unsafe Practice Guidelines**
1. **Safe Practice**

   To ensure safe nursing practice the student is required to adhere to the following at all times:
   1) Practice within the scope of the Montana current Nursing Practice Act;
   2) Practice within the rules and regulations of affiliating health care agencies;
   3) Practice within the American Nurses Association (ANA) Code of Ethics;
   4) Be accountable for continuity in preparation, care of clients, and written and verbal communication.

2. **Unsafe Practice**

   Students who demonstrate behavior which conflicts with safe nursing practice will be dismissed from the program. Incidents involving unsafe practice will be evaluated by the clinical instructor, preceptor, facility personnel, the APG Committee, and Director of Nursing.

   Unsafe practice includes, *but is not limited* to the following:
   1) Failure to use the nursing process effectively, demonstrated by such behaviors as lack of knowledge of client’s diagnoses, treatments or medications;
   2) Failure to follow safety precautions for clients such as (but not limited to) side rail, restraint, and gait belt use, positioning of client, etc;
   3) Acts of omission including utilization of correct principles while administering medication;
   4) Failure to take nursing action when such action is essential to the health and safety of the client;
   5) Performing nursing activities which are detrimental to the health and safety of the client;
   6) Attending clinical laboratory or any learning experience while under the influence of lack of sleep, alcohol or drugs;
   7) Failure to adjust one’s attitude, values, beliefs and behavior that negatively affect client care;
   8) Deliberately giving false or inaccurate information regarding nursing care;
   9) Failure to assume responsibility for nursing care provided;
   10) Performing interventions without adequate preparation or needed supervision;
   11) A breach of confidentiality and/or privacy.

3. **Consequences of Unsafe Practice**

   The consequences of unsafe practice are determined by the nature of the behavior exhibited and the situation in which it occurs and include the following:
   1) Dismissal from the clinical experience;
   2) Failing grade for the course;
   3) Dismissal from the ASN Program.
GENERAL STUDENT INFORMATION

Admission, Progression and Graduation Committee
The admission, progression, and graduation committee consists of all members of the Nursing Department Faculty, the Department Chairs, and the Department Director. This committee meets as needed to discuss admission, progression, and graduation of ASN nursing students.

Cellphones, Computer Usage, and Texting
1. Cell phone usage is not allowed in the classroom and during tests. Cell phones are to be turned to the “silent” (not vibrate) position during class and during tests. Messages can be returned when the class is complete or on break.

2. Cell phones are not allowed in the clinical facilities or in the student possession during clinical. Many clinical facilities are a cell-free zones.

3. If an emergency arises and the student needs to be contacted, the caller needs to contact the Department of Nursing and have the student’s clinical instructor notified. If additional numbers are needed in case of emergency, the student should discuss this issue with their instructor.

4. Laptops, iPads, and similar technology are acceptable for use in the classroom (such as taking notes) as long as they do not interfere with the learning environment.

Course Phone-Tree
Phone Trees are a useful organizational tool, allowing messages to be sent to groups of people quickly and effectively. The tree divides call responsibility between the group when there is an emergency or the need to spread a message. For example, the first person on the tree may have three people to call; each of these people will call another three people. This carries on until the entire group has received the message. Each cohort will establish a Phone Tree and furnish the Department of Nursing Office with a copy.

Email
Each student is assigned a student email account (________@msun.edu) upon acceptance to MSU-Northern. This email account will be used for all correspondence in the Department of Nursing.

http://msun.edu/its/services/accounts.htm

A student wishing to use another email service (Yahoo, Hotmail, etc.) may forward their campus email to that service at his or her own risk. The University will not be responsible for the handling of email by outside vendors. The student is not absolved from the responsibilities associated with communication sent to his or her official email address in the event there is a problem with redirecting the email.

- In the Nursing Program, students are required to check email frequently for notifications and updates.

Information Technology Services provides guidelines and best practices for email usage at MSU Northern. The student can find this information at http://www.msun.edu/its/inside/guide-email.htm and what they can do to assist students at http://www.msun.edu/its/index.asp.
**Emergency Notification**

**MSU-Northern Emergency Notification System**

[http://www.msun.edu/msunalert/](http://www.msun.edu/msunalert/)

MSU-Northern Alert is a notification system to deliver critical information to MSU-Northern students, faculty, and staff in the event of an emergency. The system delivers emergency messages through text messaging and e-mail. The system is being used for all of MSU's affiliate campuses.

**Enrollment in MSUN Alert is free and voluntary.** If you do not enroll in the system, you will not receive emergency alert messages through this system. Enrollment is strongly recommended.

Enrollment is easy and takes only a few seconds!

**Register online**


MSUN Alert will only be used for emergency notifications, testing and maintenance of the system. Tests are expected to be conducted once a year.

*Desktop Emergency Manual – Emergency Notification Protocol*


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**Social Networking Policy**

Montana State University-Northern is an advocate of social networking (Facebook, Twitter, etc.) and electronic communication. However, these venues provide an opportunity for possible serious ramifications in regard to breaches in professionalism and confidentiality.

The following guidelines should help students to use this technology appropriately:

1. Be thoughtful of how you present yourself. Do not post inappropriate pictures/videos that can be misunderstood or misinterpreted by others.
2. All interactions and communications on social networking sites should be respectful, responsible and accountable. There is a value on sharing your opinions, however, be aware of your communications. You can be sued for libel or slander and belonging to certain groups may be a negative reflection on you.
3. Adhere to professional standards of conduct. Do not post anything referring to a client, facility or university- even without identification. Students are held responsible for adhering to policies related to HIPAA and Client Confidentiality.
4. Obtain written consent before posting copyrighted material.
5. Be aware of risks to your privacy and safety. Restrict access to your personal information and do not post detailed personal information.
6. Never use your MSU-Northern email address or passwords on social networking sites.
7. Be aware of computer security risks.
8. If the MSU-Northern faculty is aware that inappropriate communications or images are posted, serious implications can result, which includes but is not limited to; dismissal from the MSU-Northern nursing program. Students will be held accountable for the proper use of all social networking sites.
9. MSU-Northern faculty are to maintain a professional relationship with all students enrolled in any MSU-Northern nursing program. To achieve this, faculty will not communicate, correspond with, or “friend” any current MSU-Northern students on a social networking site.
Smoking:
The Department of Nursing strives for a healthy life style and discourages the use of tobacco and tobacco products. No smoking is allowed in either classrooms, laboratories, or clinical facilities property, including all parking lots.

On MSU-Northern campus, smoking is prohibited within 25 feet from any building per MSU-Northern policy. http://msun.edu/admin/policies/1000/1003-5.aspx

Student Records Policy
Nursing Student records are held in locked file cabinets in a secure room. The Department of Nursing Director, Program Chairs, and administrative staff will have access to student records.

Nursing student records contain: admission applications, transcripts and course substitution or waiver forms, health records, background check clearance, authorization signature pages, skills competencies, graduations documents, and verification of RN licensure submitted by the student.

Nursing student records that are archived include: admission applications, MSU-Northern graduation documents and final transcript, student record checklist, background check clearance, authorization signature pages, and verification of RN licensure.

It is the policy of the Department of Nursing to maintain or archive nursing students/graduates records.
1. Upon graduation, student records are routinely maintained in the department for one (1) year and then are archived for a period of nine (9) years.
2. The record of any nursing student who withdraws from the program (e.g. academic, medical, military, or personal reasons) will be maintained for five (5) years and then archived for additional five (5) years.
3. All nursing student records are destroyed after the ten (10) year period.

Note: It is the Nursing student’s responsibility to maintain a copy of the student record: admission documents, transcripts, and course substitution or waiver forms, registration documents, health records, background check clearance, authorization signature pages, skills competencies, graduations documents, and verification of RN licensure. In addition, the nursing student is responsible to maintain copy of syllabi, course catalogs, and examples of their academic students work. Transcripts can be obtained only from the Registrar’s office indefinitely.

Student Representation
Each semester, Students from the ASN Program select one or two Nursing Student(s) from their semester cohort to serve as their “Nursing Student Representative.” The Nursing Student Representatives are provided with the opportunity to give input into program planning, implementation, evaluation, and continuous improvement. The faculty strongly encourages Nursing Student Representative and Nursing Students to attend the full Faculty Nursing and Staff meeting.

Expectations for Nursing Student Representatives:
1. The Nursing Student Representative represent their semester cohort.
2. Nursing Student Representatives are responsible for soliciting information and questions that their semester cohort would like addressed in the full Nursing Faculty and Staff meeting.
3. Nursing Student Representatives are responsible for communicating the content and decisions made in the full Nursing Faculty and Staff meeting with their semester cohort on a regular basis.
4. Nursing Student Representatives are expected to attend the full Nursing Faculty and Staff meeting.
5. All Nursing Students are invited to attend the full Nursing Faculty and Staff meeting.
6. Agenda items should be submitted to the ASN Program Chair and the RN-BSN Program Chair, in writing, as soon as possible or at least one week prior to the meeting.
7. Each cohort may have a maximum of two representatives. If a Nursing Student Representatives cannot attend the meeting an alternate or designee may attend.
8. The cohort Nursing Student Representatives can change every semester.
RN-BSN Completion students are invited to attend the full Nursing Faculty and Staff meeting to give their input. If they are unable to attend and have input it may be sent via email through their RN-BSN Program Chair or through the D2L Advising Page.

**Student Resources**

- **Learning Success Center**
  The Learning Success Center’s mission is to support classroom instruction by providing access to computers and online programs, peer tutoring, informational mini-workshops (in partnership with Library staff)

- **Library**
  The Vande Bogart Library serves to enhance the quality of the academic experience at MSU-Northern by supporting the teaching, learning and research activities of faculty and students. To fulfill this purpose the Library develops and maintains a relevant collection of print and electronic resources, and provides information services. The Library staff is dedicated to offering the highest level of service. [http://www.msun.edu/infotech/library/index.htm](http://www.msun.edu/infotech/library/index.htm)

- **Bookstore**
  Montana State University-Northern Bookstore provides new and used textbooks. Students can special order books for a small deposit, inquire for more information. Proudly supplying the academic community with textbooks, computer software, supplies, and tools for the mind. [http://bookstore.msun.edu/](http://bookstore.msun.edu/)

- **Student Support Services**
  Student Support Services, a federally funded TRIO Program with the U.S. Department of Education, help disadvantaged students to enter college and graduate. Their goal is to provide college students with the support and skills needed to remain in college and complete a degree program. For more information, [http://msun.edu/grants/sss/](http://msun.edu/grants/sss/)

**University ID Card – North Card**

All students are required to have an MSU-Northern North Card. ID pictures are taken at the beginning of each semester and periodically throughout the semester through the Dean of Student Engagement in SUB 204. Faculty and Staff are also encouraged to have a North Card.

The North Card is the property of Montana State University-Northern. The North Card is non-transferable and must be used under the provisions prescribed by MSU-Northern. The North Card is used in the following locations on the MSU-Northern campus; University Food Service, Vande Bogart Library, to access gym and athletic facilities and for entrance to certain student functions. Students are also required to show University identification when requested by University officials.

Faculty, Staff and students are given the first North Card with no charge. If damaged, lost or stolen a replacement fee of $10.00 will be charged. For more information contact the Dean of Student Engagement in SUB 204.

**Transportation**

1. Varied facilities and cities may be used for either or both Level I and Level II clinical experience. Students may have to be prepared to travel to clinical sites as necessary. Faculty will be advising students at the beginning of the course about any expected travel so students can make necessary arrangements.

2. Students need to make their own arrangements for transportation to health care agencies for clinical and classes.

3. Under no circumstances are students allowed to transport clients in their private vehicles.
CLUBS, ORGANIZATIONS, AND PARTICIPATION
AT MSU-NORTHERN, WITHIN THE DEPARTMENT OF NURSING, AND WITHIN THE PROFESSION OF NURSING

Nursing Club
Nursing Clubs are registered with the student government and are authorized to use the school name and facilities and can request money during the annual budgeting process. Contact Student Senate for more information: 265-3714 and http://www.msun.edu/stuorgs/asmun/ and http://www.msun.edu/stuorgs/
Each ASN class member is invited to join the MSU-Northern Nursing Club. Meetings may be scheduled in the nursing classrooms as schedules allow.

Under Clubs and Organization in the Student Handbook and Planner is the following:
- Level I Nursing Club: Organizes and oversees nursing club activities. Offers a meeting place for nursing students to have fun and share ideas.
- Level II Nursing Club: Organizes, plans and oversees nursing club activities and events. Also offers nursing students an opportunity to gather and exchange ideas.

Student Nurse Association
Students are encouraged to join Student Nurses Associations for professional development. The National Student Nurse Association is organized on the local, state, and national level, and is an affiliate of the American Nurses’ Association.
- Montana Student Nurses Association link: http://www.mtnurses.org/TopMenuCategory/Student-Nurses
- National Student Nurses Association link: http://www.nsna.org/default.aspx
Montana State University –Northern Administrative Policy and Procedures Section 600:
Student Affairs Policy 601.2 Academic Misconduct:
“The faculty, administration and students of Montana State University-Northern believe that academic honesty and integrity are fundamental to the mission of higher education. The University has a responsibility to promote academic honesty and integrity and assure the highest ethical and professional standards and behavior. Accordingly, the University has developed procedures that address instances of academic dishonesty. Students who violate these standards commit academic misconduct and will be subject to academic and/or disciplinary sanctions.” MSU-Northern Academic Misconduct Policy 601.2 determines what constitutes academic dishonesty: cheating, plagiarism, etc.: http://www.msun.edu/admin/policies/600/601-2.aspx.

Students who are suspected of or found cheating will be referred to the sanctions as described by the MSU-Northern Policy 601.2.

To avoid plagiarism, any information used from other sources must be cited by the student and referenced on each document in which he/she is using that information, including previous papers completed by the student or others.

TurnItIn
MSU-Northern has joined the MSU system (Billings, Bozeman, Great Falls, and Havre) in adopting TurnItIn plagiarism detection software. The primary intent of adopting TurnItIn is to provide a positive instructional tool in terms of student learning related to information literacy, academic integrity, originality, creativity, and writing skills. However, the instructors may also use TurnItIn to determine whether material the student quoted, paraphrased, summarized or used in any way is properly cited or is plagiarized. Faculty, at their discretion, may opt to have assignment submissions automatically checked against the TurnItIn database to generate an originality report. The originality report will record what percentage of the submission either matches or is highly similar to text from a wide variety of sources within the TurnItIn database. The originality report will also specifically identify which portions of the text are similar or identical to existing sources and provide links to those sources for comparison. Note that if the instructor opts to submit a student’s assignments to TurnItIn, that work will likewise be stored in the database as a source document for comparison with future submissions. TurnItIn will not use the content of the student’s submission for any purpose other than to compare future submissions for matching or highly similar text.

The student is strongly encouraged to review MSU-Northern Academic Misconduct Policy 601.2, including plagiarism and multiple submissions, available at http://www.msun.edu/admin/policies/600/601-2.aspx. If the students has any questions about this policy or what constitutes plagiarism, be sure to consult an instructor. If the student has any questions about TurnItIn specifically, please contact Randy Bachmeier, Dean of Extended University (Desire2Learn and TurnItIn system administrator), at rbachmeier@msun.edu or (406) 265-4152.

Below are links to several resources to help the student understand and avoid plagiarism, as well as links providing additional information about TurnItIn.

- **Writing Resources:**
  - Avoiding Plagiarism: http://owl.english.purdue.edu/owl/resource/589/1/
  - Quoting, Paraphrasing, and Summarizing: http://owl.english.purdue.edu/owl/resource/563/1/
  - APA Style: http://owl.english.purdue.edu/owl/section/2/10/

- **TurnItIn Resources:**
Student Code of Academic and Clinical Conduct
MSU-Northern Department of Nursing has adopted the “National Student Nurses’ Association’s Code of Ethics: Part II Code of Academic and Clinical Conduct” as the standard for the expectations for students in the nursing program. This Code of Conduct can be found in its entirety at the link http://www.nsna.org/Publications/AcademicClinicalConduct.aspx and http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf

- Students are responsible to review and uphold these standards.
- Reference: National Student Nurses’ Association, Inc.® Code of Ethics: Part II Code of Academic and Clinical Conduct and Interpretive Statements

MSU-Northern Department of Nursing Chain of Command
If a student encounters an issue with an assignment, grade, or Professional Behavior Expectations, the chain of command is as follows:

```
STUDENT
||
INSTRUCTOR
||
ASN CHAIR
||
DEPARTMENT OF NURSING DIRECTOR**
||
PROVOST
```

**It is strongly encouraged that you see your faculty advisor for guidance if you decide to proceed to department of nursing director.

Department of Nursing Student Grade Appeal Process:
The instructor for the course is responsible for assigning grades. No one else has the authority to assign a grade to the student. Differences in opinion over the grade assignment should be handled utilizing the MSU-Northern Department of Nursing Chain of Command, starting with the instructor. The decision of the Provost is the final decision of the University for the Grade Appeal.
**Professional Improvement Plan**

**Professional Behavior Expectations in the Nursing Program**
Expected behavior of nursing students is defined by the *National Student Nurses Association Code of Ethics Part II:*

Departure from the defined expected behaviors is considered “*unprofessional behaviors.***” Unprofessional behavior is behavior demonstrated by a student of the MSU-Northern Nursing Program who, while on University or associated classroom and clinical facility exhibits any behavior which interferes with:

- MSU-NORTHERN Department of Nursing providing a learning environment which is free from discrimination and harassment;
- Safety of clients in our care;
- The potential of other MSU-NORTHERN students to learn;
- The rights of faculty/staff and students to be treated fairly, with respect;
- Violation of MSU-Northern Policy 601.3 Student Conduct [http://msun.edu/admin/policies/600/601-3.aspx](http://msun.edu/admin/policies/600/601-3.aspx)
- Violation of the *National Student Nurses Association Code of Ethics Part II:*

If unprofessional behaviors occur in the classroom or at the clinical, the student may be asked to leave the classroom or clinical facility immediately. Any student demonstrating unprofessional behavior will require the faculty to complete a Professional Improvement Plan. If a student's behavior is seriously disruptive, violent or threatening in any manner, campus security or law officials will be contacted immediately.

**The Professional Improvement Plan is a 3-stage process to improve professional behavioral.**

- **Goals of this process include:**
  1. Provide an opportunity to improve nursing student’s professional behavior;
  2. Provide counselling and assistance for successful nursing student’s professional behavioral improvement.

**3-Stage Process of Professional Behavior Expectations**

<table>
<thead>
<tr>
<th>Stage One</th>
<th>• Meet with Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Professional Improvement Plan Initiation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage Two</th>
<th>• Meet with Faculty and ASN Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Professional Improvement Plan Reviewed and Updated</td>
</tr>
<tr>
<td></td>
<td>• First Unsatisfactory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stage Three</th>
<th>• Meet with Faculty, ASN Chair, and Nursing Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Second Unsatisfactory</td>
</tr>
<tr>
<td></td>
<td>• Dismissal from the Program</td>
</tr>
</tbody>
</table>

---
Stage One: Student demonstrates unprofessional behavior.

Unprofessional behavior is: behavior that does not adhere to the *NSNA Code of Ethics Part II or the MSU-Northern Student Conduct Policy 601.3*

Steps:
1. Professional Improvement Plan initiated by the Faculty member:
   a. *NSNA Student Code of Ethics Part II* should be referenced.
2. Professional Improvement Plan discussed with the Student by Faculty member:
   a. Action plan with strategies and options for student success developed by Student and Faculty member;
   b. Follow up meeting within two (2) weeks to evaluate action plan.
3. At the follow-up meeting:
   a. If improvement has been demonstrated; the Professional Improvement Plan is closed and signed by Student and Faculty member.
   b. If improvement has not been demonstrated; then move to Stage 2.

Stage Two: Student unprofessional behavior noted on Professional Improvement Plan continues.

Steps:
1. Faculty member documents additional note on Professional Improvement Plan:
   a. Documentation of non-compliance with Professional Improvement Plan;
   b. Student Code of Ethics should be referenced.
2. Meeting scheduled with Student, Faculty member, and ASN Chair:
   a. Professional Improvement Plan discussed with the student;
   b. Action plan with strategies and options for student success developed by Student, Faculty member, and ASN Chair;
   c. Student receives an Unsatisfactory for unprofessional behavior displayed in the nursing course.
   d. Student needs to be aware that this is a serious warning that continued behavior which violates the *NSNA Code of Ethics Part II* will result in dismissal from the Nursing Program.
   e. Follow up meeting to within two (2) weeks evaluate action plan.
3. At the follow-up meeting:
   a. If improvement has been demonstrated; the Professional Improvement Plan is closed and signed by Student and Faculty member.
   b. If improvement has not been demonstrated; then move to Stage 3.

Stage Three: Student unprofessional behavior noted on initial Professional Improvement Plan continues.

Steps:
1. Faculty documents additional note on Professional Improvement Plan:
   a. Documentation of non-compliance with Professional Improvement Plan;
   b. Student Code of Ethics should be referenced.
2. Meeting scheduled with Student, Faculty member, ASN Chair, and Nursing Director:
   a. Professional Improvement Plan discussed with the student.
3. Student receives a “F” for the nursing course;
4. Student is dismissed from the program based upon unprofessional behavior(s).
APPENDIX

MSU-Northern Nursing Program Clinical Evaluation Tool
Instructor Supplement for the Clinical Evaluation Tool
ASN Program Sheet
ASN Progression Sheet
## General Education Core Requirements Credits:

<table>
<thead>
<tr>
<th>General Education Core Requirements</th>
<th>Credit</th>
<th>Course Prefix &amp; #</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Semester</th>
<th>Substitution (Prefix, #, &amp; Place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category III Natural Sciences</td>
<td>6</td>
<td>BIOH 201/201</td>
<td>4</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOH 211/212</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category II Mathematics</td>
<td>3</td>
<td>M 121</td>
<td>3</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
<tr>
<td>Category I Communications</td>
<td>3</td>
<td>WRIT 101</td>
<td>3</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
<tr>
<td>Category IV Social Sciences/History</td>
<td>6</td>
<td>PSYX 100</td>
<td>3</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
</tbody>
</table>

## Nursing Program Core Requirements:

| Category III Natural Sciences      | CHMY 121/122 | 4 | FA | SP | SU |
| NUTR 121                           |             |   | FA | SP | SU |
| NRSG 100                           |             | 1 | FA | SP | SU |

Total Pre-Requisites Credits: 24

### Level I Nursing Courses:

#### Semester 1 (Fall)

<table>
<thead>
<tr>
<th>Course Prefix &amp; #</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Semester</th>
<th>Substitution (Prefix, #, &amp; Place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 130/131</td>
<td>7</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
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<tr>
<td>NRSG 135</td>
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<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
<tr>
<td>NRSG 138/139</td>
<td>2</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
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</tbody>
</table>

Total Credits: 12

#### Semester 2 (Spring)

<table>
<thead>
<tr>
<th>Course Prefix &amp; #</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Semester</th>
<th>Substitution (Prefix, #, &amp; Place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 140/141</td>
<td>7</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
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</tr>
<tr>
<td>NRSG 142/143</td>
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<td>SP</td>
<td>SU</td>
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</tr>
<tr>
<td>NRSG 144</td>
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<td>FA</td>
<td>SP</td>
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</tr>
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</table>

Total Credits: 12

### Level II Nursing Courses:

#### Semester 1 (Fall)

<table>
<thead>
<tr>
<th>Course Prefix &amp; #</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Semester</th>
<th>Substitution (Prefix, #, &amp; Place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 252/253</td>
<td>3</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
<tr>
<td>NRSG 254/255</td>
<td>2</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
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</tr>
<tr>
<td>NRSG 256</td>
<td>3</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
<tr>
<td>BIOM 250/251</td>
<td>4</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits: 12

#### Semester 2 (Spring)

<table>
<thead>
<tr>
<th>Course Prefix &amp; #</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Semester</th>
<th>Substitution (Prefix, #, &amp; Place)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOIC 101</td>
<td>3</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
<tr>
<td>NRSG 262/263</td>
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<td>FA</td>
<td>SP</td>
<td>SU</td>
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</tr>
<tr>
<td>NRSG 265</td>
<td>1</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
<td></td>
</tr>
<tr>
<td>NRSG 266/267</td>
<td>4</td>
<td>FA</td>
<td>SP</td>
<td>SU</td>
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</tr>
</tbody>
</table>

Total Credits: 12

Total Credits Required: 72-75
### Additional Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major GPA:</td>
<td>2.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall GPA:</td>
<td>2.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Independent Study Credits:</td>
<td></td>
<td>Maximum 9 Credits Allowed</td>
<td></td>
</tr>
<tr>
<td>Total Cooperative Education Credits Used:</td>
<td></td>
<td>Maximum 6 Credits for Degree</td>
<td></td>
</tr>
</tbody>
</table>

### Residency Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total MSU-N Credits Earned</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Total Credits Earned:</td>
<td></td>
<td>Minimum 60 Required, Maximum 72 Required</td>
<td></td>
</tr>
</tbody>
</table>

### Required:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature</td>
<td></td>
</tr>
<tr>
<td>Advisor Signature</td>
<td></td>
</tr>
<tr>
<td>Chair/Director Signature</td>
<td></td>
</tr>
<tr>
<td>Dean, College of Education, Arts, Sciences, and Nursing</td>
<td></td>
</tr>
</tbody>
</table>
### SLO Competencies

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Clinical #1</th>
<th>Clinical #2</th>
<th>Clinical #3</th>
<th>Clinical #4</th>
<th>Clinical #5</th>
<th>Clinical #6</th>
<th>Clinical #7</th>
<th>Clinical #8</th>
<th>Clinical #9</th>
<th>Clinical #10</th>
<th>Clinical #11</th>
<th>Clinical #12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met All:</td>
<td>☑</td>
<td>☑</td>
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<td>☑</td>
<td>☑</td>
<td>☑</td>
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</tr>
<tr>
<td>Not Met:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**The Clinical Evaluation Tool** is utilized by the clinical instructor to objectively quantify student performance in the clinical setting. SLO competencies will be evaluated utilizing expected behaviors as listed on the back of this sheet. All expectations in each core competency must be met in order to receive full credit, which is one point per SLO competency per day to equal ten points total.
MSU-Northern ASN Nursing Program Clinical Evaluation Tool
Clinical Instructor’s Documentation Form to Supplement the Clinical Evaluation Tool 2015

Rating Categories

4  Excellent
Demonstrates skills beyond required expectations
Consistent in prioritizing
Expedient use of time
Meets expected outcomes consistently
Rarely requires physical and/or verbal directive cues

3  Effective
Demonstrates required skills
Consistent in prioritizing
Expedient use of time
Meets expected outcomes with minimal direction the majority of the time
Requires occasional physical and/or verbal directive cues

2  Marginal
Inconsistent demonstration of skills
Inconsistent in prioritizing
Inefficient use of time
Only meets expected outcomes with direction
Requires frequent physical and/or verbal directive cues

1  Unsafe
Unable to demonstrate skills
Unable to prioritize
Inefficient use of time
Unable to meet expected outcomes
Requires continuous physical and/or verbal directive cues
Criteria for Clinical Evaluation

Safe (Met) Effective or Excellent Behavior
A score of 3 or higher on all critical behaviors AND an average of 2.9 or higher for all behaviors.

Marginal Behavior
A score of 2 on any critical behavior OR an average of 2.0-2.9 for all behaviors.

A marginal performance results in a Clinical Warning, initiation of a Professional Improvement Plan and is referred to APG. Failure to complete the Professional Improvement Plan will result in an unsafe clinical evaluation.

Unsafe Behavior
A score of 1 on any critical behavior OR an average of less than 2 on all behaviors.

An unsafe performance results in immediate referral to APG, Clinical Unsatisfactory and initiation of a Professional Improvement Plan. An unsafe clinical final course evaluation results in course failure and inability to progress in the program.
This form is to be completed by the Clinical Instructor any time a core competency has not been met. If the student’s performance does not improve, the Clinical Instructor submits the documentation to APG for Faculty Guidance.

*Critical behaviors  
2 = Marginal  
1 = Unsafe

### Student Learning Outcome 1
Utilize the nursing process to guide clinical decisions when providing safe, client-centered care across the lifespan.

<table>
<thead>
<tr>
<th>*Critical Behaviors</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nursing Process (Assessment, Nursing Diagnosis, Planning Interventions &amp; Setting Goals, Implementation &amp; Evaluation)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td></td>
</tr>
<tr>
<td>1. Collects data relevant to the client’s condition and presenting problems.</td>
<td></td>
</tr>
<tr>
<td>2. Assesses appropriate laboratory and diagnostic data.</td>
<td></td>
</tr>
<tr>
<td>3. Assesses teaching/learning needs.</td>
<td></td>
</tr>
<tr>
<td>4. Performs physical assessment appropriate to the client’s age and condition.</td>
<td></td>
</tr>
<tr>
<td><strong>Diagnosis</strong></td>
<td></td>
</tr>
<tr>
<td>1. Identifies problems/nursing diagnoses based on assessment data.</td>
<td></td>
</tr>
<tr>
<td>2. Utilizes critical thinking in applying the nursing process.</td>
<td></td>
</tr>
<tr>
<td><strong>Planning Interventions &amp; Setting Goals</strong></td>
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<tr>
<td>1. Develops a plan of care that demonstrates understanding of client’s specific needs.</td>
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<td>2. Integrates knowledge of cultural influences into care.</td>
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<td>3. <em>States rationale for nursing interventions.</em></td>
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<td>4. <em>Develops short-term and long-term goals in collaboration with client/family.</em></td>
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<tr>
<td><strong>Implementation &amp; Evaluation</strong></td>
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<tr>
<td>1. Performs interventions according to hospital policies and procedures.</td>
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<td>2. <em>Evaluates client outcomes in relation to established goals.</em></td>
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Comments
**Student Learning Outcome 2**  
Demonstrate safe, evidence-based, client-centered care to diverse Client populations with actual and potential health alterations.

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<th>Date</th>
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*Client Safety*

1. *Assesses the environment for health and safety issues.
2. *Protects the client from physical injury by implementing appropriate safety measures including precautionary measures (i.e. fall prevention, skin integrity, aspiration prevention, seizure precautions, appropriate ambulation and transfer techniques).*
3. *Complies with standard precautions and infection control standards.*
4. *Identifies client using two forms of identification prior to interventions.*
5. *Uses client care equipment appropriately and safely.*
6. *Performs psychomotor skills safely and in accordance with written procedures.*

**Medication Administration Safety (7 rights: Client, Medication, Dose, Route, Time, Reason, Documentation)**

1. Verifies medications, including dosage, indications, and side effects with instructor before administering to client.
2. Identifies client using two forms of identification prior to medication administration.
3. *Performs drug dosage calculations with 100% accuracy.
4. *Administers medications safely.
5. Evaluates outcomes/effectiveness of medications.

Comments

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<th>Date</th>
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**Student Learning Outcome 3**

Utilize information technology to manage knowledge, plan client-centered care, communicate and collaborate effectively with clients and healthcare professionals.

<table>
<thead>
<tr>
<th>Client Care Documentation</th>
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<tbody>
<tr>
<td>1. Able to access and navigate the Electronic Health Record to obtain and record client data.</td>
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<tr>
<td>2. Documents pertinent data in a timely manner.</td>
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<td>3. <em>Documentation is relevant, factual, complete and organized.</em></td>
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<td>4. Uses medical terminology correctly in documentation.</td>
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<tr>
<th>Collaboration</th>
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<tbody>
<tr>
<td>1. <em>Initiates discussion with peers/staff as needed to enhance delivery of client care.</em></td>
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<td>2. Carries out physician orders in a safe and timely manner.</td>
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<tr>
<td>3. Participates with team members in evaluating the quality of client care provided.</td>
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<tr>
<td>4. Participates with team members in discharge planning.</td>
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</tbody>
</table>
5. Makes appropriate referrals to other health care team members.

Comments

**Student Learning Outcome 4**
Adhere to professional standards, respect diversity and practice ethical behavior while maintaining accountability, and client confidentiality within legal and regulatory frameworks.

<table>
<thead>
<tr>
<th>Professional behaviors</th>
<th>Date</th>
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1. *Practices according to the legal statutes and norms and standards of nursing care.*
   b. Practices according to standards of nursing care.
   c. Demonstrates confidentiality in all clinical and educational situations.

2. *Demonstrates accountability and responsibility in the clinical setting.*
   a. Practices within parameters of individual knowledge and experience.
   b. Recognizes rights of the client.
   c. Assumes responsibility for actions and behaviors.
1) While providing care to individual clients.
2) While in other educational settings.

3. Demonstrates self-direction for professional and personal growth.
   a. Seeks relevant learning experiences.
   b. Assesses personal teaching/learning styles.
   c. Uses available resources for learning.
   d. Adheres to policies and protocols of the institutions.
       1) Follows directions.
       2) Attends all clinical practice experiences.
       3) Adheres to the dress code.
       4) Punctual in clinical.
       5) Punctual in submitting clinical assignments.
       6) Prepared for clinical practice experiences.

Comments
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<tr>
<th>Date</th>
<th>Description of Unsafe or Marginal Clinical Behavior(s)</th>
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Clinical Faculty Printed Name: __________________________________________

Clinical Faculty Signature: ___________________________________

To APG: __________No    __________Yes   Date: _____________________

This tool is used for the measurement of clinical objectives as related to established program outcomes. The lab or clinical setting allows the student to apply theoretical knowledge learned in the didactic portion of the program; translating theoretical knowledge into professional nursing behaviors. The evaluation is based on observation of student performance in clinical, lab, and post conference settings. Student performance is evaluated each clinical or lab day by the instructor and recorded on this form. Instructor observations and comments will be shared with the student approximately half-way through the clinical rotation and again at the end of the rotation.
Department of Nursing Acknowledgement Form

Returned to the Department of Nursing Office by the first day of class. If it is not turned in, you will be unable to attend lab or clinical. It is recommended that you retain a signed copy for your own records.

Please initial each line and sign at the bottom:

_______ I acknowledge receipt of the ASN Nursing Student Handbook. I understand that it’s my responsibility to read and follow the policies of the Department of Nursing as outlined in the Nursing Student Handbook. The Nursing Faculty and Director are available to answer any questions that may arise.

_______ Nursing students are required to take standardized examinations while in the ASN program. Students have a four semester contract and make payments for the standardized examinations each semester at the bookstore.

_______ I have read through the Nursing Student Functional Expectations section of this handbook and I am aware that it is my responsibility to seek out reasonable accommodations if I am unable to fully meet those functional expectations. I understand that admission, progression and graduation may not occur if I cannot meet the functional expectations of a nursing student at MSU-Northern.

_______ I give Montana State University-Northern and the Department of Nursing permission to use my picture on their website, in presentations by the Department of Nursing and in area newspapers to highlight department accomplishments. On occasion pictures are taken of students while participating in student activities, such as parades, moneymaking projects, group photos on orientation day, pinning and scholarships awards. Pictures may also be used in brochures for advertisements.

_______ I will provide State University-Northern Department of Nursing with a non D2L email address to be used to communicate with others in the department and I will allow this email address to be publically available to all other students, faculty, and staff in the MSUN Department of Nursing. D2L email address: ____________________________

I agree / I disagree (pick one) that my completed assignments, papers, discussion threads, presentations, etc. can be reviewed by accrediting and licensing bodies as part of the evidence required for systematic program review. All identifying information (such as your name) will be removed prior to review.

_______ NURSING COURSES CONFIDENTIALITY AGREEMENT: Students enrolled in the Department of Nursing are expected to protect confidential client, family, and facility information. It is the professional obligation of every student to protect and maintain confidentiality. All client information is considered confidential. It is the ethical and legal responsibility of all nursing students to comply with all confidentiality requirements of MSU-Northern, and agencies partnering with the Department of Nursing for all nursing educational experiences.

As a student at Montana State University-Northern Department of Nursing, I agree to the following:

1. I will protect the confidentiality of all client, family and clinical facility information.
2. I will not release unauthorized information to any source.
3. I will not access or attempt to access information other than that which I have been given the authorization to access in order to complete my assignment as a student nurse.
4. I will report breaches of the confidentiality agreement by others to my course instructor. I understand that failure to report breaches of confidentiality is an ethical violation and subjects me to disciplinary action.
5. I will not put client/family/clinical facility identifying information on any stored information (disk, Internet or hard drive) on my own personal computer or on any other public or private computer.
6. I will not photograph or digitally record any client/family/clinical identifying information.
7. I will not have conversations outside of the clinical/post conference/classroom setting concerning clinical experiences.

Printed Name: ___________________________________

Signature: _______________________________________

Date: __________________________

Montana State University
Northern