RN-BSN Completion Program

Nursing Student Handbook

Fall, Summer, Spring
2015 -2016
(Revised August 2014, 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 RN-BSN *Nursing Student Handbook* outlines the student policies specific to the Department of Nursing.


*RN-BSN Nursing Student Handbook* – outlines the student policies specific to the Department of Nursing
Welcome to Montana State University-Northern Department of Nursing RN-BSN Completion Program! I congratulate you on your decision to pursue a BSN. Both the study and practice of nursing are rigorous, but rewarding, endeavors. The Faculty, Staff, and Administration of MSU-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 leadership roles. All of us in the Department of Nursing look forward to assisting you with your lifelong learning in the nursing profession. We want the RN-BSN 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 RN-BSN Nursing Student Handbook outlines the information specific to the Department of Nursing. The material in this handbook presents the RN-BSN program of study current requirements and policies. The RN-BSN 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. 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 RN-BSN 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 RN-BSN 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 selecting our program to further your education.

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

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

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406-265-4196

RN-BSN Completion Program Chair

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RN-BSN Completion Program is Offered Through this Campus

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

RN-BSN COMPLETIONS PROGRAM MISSION STATEMENT

The mission of the Montana State University-Northern RN-BSN Completion Program is to offer an online nursing program of professional development which assists the RN to grow personally and professionally. The RN-BSN courses build on the student’s knowledge and experience as a registered nurse, enhancing skills in community health, research and leadership roles as she/he moves along the practice continuum from advanced beginner/competent to expert.

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-BSN program, AACN’s BSN Essentials (http://www.aacn.nche.edu/education-resources/bacessentials08.pdf), are incorporated into the RN-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 blending 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 more intensified focus to alterations in health status for individuals, families and groups throughout the lifespan. RN-BSN 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 RN-BSN 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 health care 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 health care team members. Nursing education should provide students with the incentive to engage in continued inquisitiveness and lifelong learning.

**Definition of Concepts Governing the RN-BSN completion 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.
RN-BSN COMPLETION PROGRAM OUTCOMES

1. Eighty-five percent of RN-BSN graduates agree that the RN-BSN Program Student Learning Outcomes and graduate competencies are met;
2. Seventy percent of RN-BSN students will graduate in five years.
3. Ninety-five percent of RN-BSN graduates obtain positions in nursing or continue their education.
4. Eighty percent of RN-BSN graduates state satisfaction with the RN-BSN program by demonstrating competencies appropriate to role preparation.
5. Eighty-five percent of employers state that RN-BSN graduates demonstrate achievement of competencies appropriate to role preparation.

RN-BSN Completion Program Student Learning Outcomes

1. Utilize critical thinking to formulate clinical decisions to assist individuals, families, and communities in obtaining optimum levels of health.
2. Design and manage safe, evidence-based, client-centered care with sensitivity and respect for the diversity of human experience.
3. Integrate leadership principles and information technology while incorporating knowledge, skill, and quality improvement to provide safe care to individuals, families, and communities.
4. Exemplify professionalism by assuming leadership positions, participating in professional organizations, and demonstrating a commitment to lifelong learning.

Program Options

MSU-Northern offers:
MSU-Northern offers four 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 three 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:**
100 percent of RN-BSN Completion Courses utilize an Internet or Online alternative method of course delivery.

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

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### NURSING PROGRAM COMPLETION
*(Advising, Application, Admission, Progression, Graduation)*

**MSU-Northern Academic Advising:**
Please review the following about academic advising at MSU-Northern:

- MSU-Northern Advising: [http://msun.edu/advising/](http://msun.edu/advising/)

**Nursing Advising:**

1. RN-BSN Program Chair is the assigned faculty advisor to RN-BSN Completion students. Academic advising will follow the university’s rules as stated in the *MSU-Northern Course Catalog*. (See Faculty Sheet for contact information.)

2. The student is required to meet with her/his advisor each semester to discuss grades, academic plans, questions, course changes, etc. These meetings can take place face-to-face, by telephone, or by email, according to the student’s and course 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](http://www.msun.edu/registrar/forms/RegistrationForm-web.pdf)

**RN-BSN Completion Program Application Process and Admission Requirements:**

1. Applications are accepted each semester (Summer, Fall, Spring).

2. **Credit 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 Baccalaureate Degree 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 2.25 and a grade of “C” or higher in each required course are necessary for admission to MSU-Northern RN-BSN Nursing Program.
• Registered nurses who graduated from a diploma program will receive 30 credits of advance standing upon successful completion of 15 upper division-nursing credits and all required general education courses. The diploma graduate must also provide evidence of 2000 hours of nursing experience as a registered nurse.
• Even though all students need 120 credits to graduate with their BSN, 30 of these credits must be completed at MSU-Northern.

3. A minimum cumulative Grade Point Average of 2.25.

4. Two applications are required:
   a. Application for admission to Montana State University –Northern: [https://www.applyweb.com/msunorth/](https://www.applyweb.com/msunorth/)

5. Students need to have access to a computer with Internet as 100% of the RN-BSN 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/](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. Copy of current licensure as a Registered Nurse (for the state where the practicum is to be done) or proof of registration and scheduled date for the NCLEX Exam.

**Professional Issues:**

1. Applicants to the RN-BSN Completion program are cautioned that professional and legal standards require nurses to conduct their lives lawfully and in concert with professional standards. Students enrolled in the RN-BSN Completion Program who have been convicted of a felony or who have a history of abusing drugs or alcohol or engaging in any illegal activity should be aware that this could result in having their licensure revoked by State Board of Nursing in the state they are licensed. Students having concerns regarding any portion of the State of Montana Statutes and Rules relating to nursing requirements are advised to contact the Montana State Board of Nursing directly at 301 South Park, P.O. Box 200513/ Helena, MT 59620-0513; telephone number: (406) 841-2340 or [www.nurse.mt.gov](http://www.nurse.mt.gov).

2. License Probation or Reprimand of Licensure 8.32.502
   “(1) A licensee may be placed on probation or reprimanded based on grounds specified in ARM 8.32.413(2).” – Rules of Professional Conduct.
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, marital 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 RN-BSN – 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, the following current documentation is required to be on file in the Department of Nursing Office. The student will provide:
   a) A copy of a government issued photo identification document (driver licenses, passport, etc.);
   b) A copy of current RN Licensure in the state where the clinical practicum will be conducted;
   c) Health Insurance;
   d) A physical examination verifying: Nursing Students Functional Expectations as specified in the Nursing Student Handbook (done every 5 years);
   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 has 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) Documentation of the Hepatitis B vaccination series, including titer, or has 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.

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:
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.

1. To continue in the MSU-Northern RN-BSN Completion Program without interruption, the student is required maintain the following:
   a) A cumulative grade point average (GPA) of 2.0 or higher on a 4.0 scale;
   b) A GPA of 2.25 or higher in both the major;
   c) A grade of “C” or higher in each required course (nursing, support or general education).

2. Students accumulating two grades of "W" or two grades below "C" in any course(s) required for the Nursing Major will be dropped from the program and may reapply in three (3) years. Faculty reserve the right to review each case on an individual basis.

3. RN-BSN Completion students are required to complete the program within five (5) consecutive years of being admitted. RN-BSN students may petition the faculty if an extension is needed due to extenuating circumstances.

4. Students are required to provide their own transportation to and from clinical area(s).

Suspension Due to Grades:
1. Students enrolled in the RN-BSN Completion 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 for readmission to the program to re-take courses that were not passed.

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 2.25 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 2.25 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.
7. 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. RN-BSN Students may participate in the Pinning Ceremony at either the Havre or Lewistown campuses. Please contact the Department of Nursing Director and your advisor prior to attending the ceremony.
### RN-BSN Program Sheet - General Education Core (33 credits)

<table>
<thead>
<tr>
<th>General Educ Core Req</th>
<th>Cr</th>
<th>Course Prefix &amp; #</th>
<th>Credits</th>
<th>Grade</th>
<th>Year</th>
<th>Semester</th>
<th>Substitution (Prefix, #, &amp; Place)</th>
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### RN-BSN Nursing Program Requirements

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<th>Substitution (Prefix, #, &amp; Place )</th>
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<td>STAT 216 Introduction to Statistics OR</td>
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<td>NRS 352 Complementary Therapies &amp; Alternative Healing</td>
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**VIRTUAL CLASSROOM EXPECTATIONS**

**Online Attendance**
Attendance in online classes is determined by the student’s participation in threaded discussion/activities and assignments per the course 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.

**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.

**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.
Required Technology

Students are required to have a computer with Internet access as all of the nursing courses have an online component. We recommend that the students have a back-up option for access to the Internet should there be a connection problem for some reason (such as a library or friend’s house or satellite). 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 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 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/PRACTICUM EXPECTATIONS

The RN-BSN 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. RN license; licensed in the state in which the clinical practicum is being completed.
   e. 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 RN-BSN 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.

Confidentiality and HIPAA

All Nursing Student 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 confidentially 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. No jewelry, other than wedding or engagement rings; maximum of two stud earrings per ear.
2. 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.).
3. 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.
4. No artificial fingernails, tips, or nail polish.
5. Hair that is longer than collar length, must be pulled back and secured as well as hair that may fall into your face.
6. 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.
7. Uniforms are clean and pressed. The uniform is specific and appropriate to the facility requirements for the clinical practicum;
8. White shoes (clean and/or polished);
9. MSU-Northern student picture ID badge. (See policy below)

RN-BSN Photo Identification Policy
The student taking a clinical course is required to have a MSU-Northern RN-BSN Student ID. The student is required to provide a headshot photo of themselves against a plain, non-white background, no other people or distracting items in the background. Preferred method of submission is an e-mailed PDF file. For security reasons, along with the photo, the student is required to provide a government issued photo identification document (driver license, passport, etc.) and verification of current mailing address. The RN-BSN photo ID’s are processed on campus. It is best to allow a minimum of two weeks to receive the student ID. Upon receipt of the MSU-Northern ID Card, the student will provide the Department of Nursing office with a photo copy of the card.

Equipment

1. The Nursing Student is expected to have the necessary equipment required for the successful completion of their clinical practicum, such as a watch with a second hand.
2. Students will be responsible for the handling, care, and use of equipment and will be responsible for leaving all work areas neat and orderly with materials returned to the appropriate cupboards or areas.

Health Care Information System Policy for RN-BSN Students
It may be necessary for RN-BSN students in the MSU-Northern Nursing Program to utilize the Health Care Information System (HCIS) to document client care. RN-BSN students doing their clinical practicum in the same facility that they are employed will obtain an additional login and password with a student nurse designation. It is the RN-BSN student nurses responsibility to ensure that this policy is adhered to and to obtain and sign the necessary documentation.

Clinical/Practicum Experience

1. 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.
2. 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.
3. It is the responsibility of the student to make-up any missed clinical assignments.
4. 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.
5. 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.
6. 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.

7. 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.

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 link:


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. Any student who is dismissed from a clinical unit based on performance will be given a grade an “unsatisfactory” for that day.

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 (or current state you hold your nursing license in, and state you are working in while doing your clinical).
   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 behavior will be considered by the instructor, preceptor, RN-BSN Chair of Nursing, Director of Nursing, and, if necessary, by other faculty members. Actions will depend upon circumstances, level of student, and actual or potential consequences of the incident.

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 completing nursing care;
10) Performing interventions without adequate preparation or needed supervision;
11) Performing 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 RN-BSN 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 RN-BSN nursing students.

Cellphones

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 during clinical times, the caller needs to contact the facility switchboard and have the student’s clinical instructor/preceptor paged. If additional numbers are needed in case of emergency, the student should discuss this issue with their course instructor.

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/

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
http://entry.inspironlogistics.com/msu_northern/wens.cfm

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*

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 Policy
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](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 and RN-BSN Programs 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

- 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/

- 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/

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. Students need to make their own arrangements for transportation to health care facilities for clinical;
2. Under no circumstances are students allowed to transport clients in their private vehicles.
STUDENT MISCONDUCT AND GRADE APPEAL POLICIES

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](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](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 instructors. 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](mailto: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/](http://owl.english.purdue.edu/owl/resource/589/1/)
  - Quoting, Paraphrasing, and Summarizing: [http://owl.english.purdue.edu/owl/resource/563/1/](http://owl.english.purdue.edu/owl/resource/563/1/)
  - APA Style: [http://owl.english.purdue.edu/owl/section/2/10/](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](http://www.nsna.org/Publications/AcademicClinicalConduct.aspx) and [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)

- 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  ||  RN-BSN 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: http://www.nsna.org/portals/0/skins/nsna/pdf/nsna_coc_academic_clinical_interp_statements.pdf.

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
- Violation of 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

Note: If unprofessional behaviors occur in the online classroom or at the clinical facility, the student may be asked to leave the online classroom or clinical facility.
**PRECEPTOR – GUIDELINES, CRITERIA, PROCEDURES, AND SCHEDULE CHANGES**

**Preceptor Guidelines**
A preceptor is highly proficient registered nurse, with a specific area of expertise, who can guide an RN-BSN student toward attainment of the course/student objectives. Selection is a collaborative effort between the student, faculty, administration, and preceptor.

The preceptor functions as a resource person, consultant, and role model for the student, on a voluntary basis, and provides input into the student evaluation. The preceptor must be capable of providing an environment in which the student can participate in learning experiences required to attain course objectives. Feedback from the clinical preceptor for the purpose of validating the clinical experience is an essential part of the evaluation process.

**Criteria for selection of Preceptor**
Preceptors are selected in consultation with course instructor. Course instructors can arrange for dual preceptors when necessary.

1. Registered Nurse or Advanced Practice Registered Nurse (APRN) with a specific area of expertise appropriate to course/student objectives.
2. Possesses a minimum of a Bachelor’s Degree or Master’s Degree in Nursing. Other arrangements can be made with the faculty member if there is not a BSN prepared preceptor available.
3. If there are extenuating circumstances, a student may choose a preceptor in the field who does not possess a BSN, yet is an expert in the field. If this is the case, the student needs to clear this preceptor with the Chair of the RN-BSN program as well as the course instructor.
4. Is employed in an organized health care setting.
5. The preceptor will be licensed in the state in which the clinical or practicum experience occurs.

**Preceptorship Procedures**

1. Clinical Facilities – Affiliation Agreement:
   The course instructor is to verify with the RN-BSN chair that an Affiliation Agreement exist between the clinical facility and MSU-Northern. It is the responsibility of the RN-BSN chair to assure that a current Affiliation Agreement is on file in the Department of Nursing Office.

   An Affiliation Agreement between MSU-Northern and the desired clinical facility for the practicum experience needs to be signed and on file in the Department of Nursing Office prior to the beginning of the clinical experience. Additional paperwork is necessary for IHS health care facilities.

   Should an Affiliation Agreement not exist the RN-BSN chair will need to provide the Nursing Director with the following information:

   a) Name of Facility;
   b) Address;
   c) Name of CEO or administrator;
   d) Phone Number.

   Establishing a contract with new clinical facility usually takes 10 days or more. Students are encouraged to submit their request prior to the beginning of class.

2. Student Responsibility:
   a) Prior to the beginning of class the student will provide the course instructor with the name and location of the facility the student plans to utilize for their practicum.
b) The student will submit signed copies of the “Preceptor Acknowledgement of Student Assignment” form to the course instructor.

c) The student will submit the “Precepting Schedule & Data” to the course instructor for approval. **No student may attend clinical without approval from the course instructor.**

d) The student is responsible for providing a copy of the “Precepting Schedule & Data” to the Nursing Manager of Facility.

e) The student, upon conclusion of the practicum, will complete and return to their course instructor the “Student Evaluation of Preceptor”.

f) The students will send the preceptor a formal “Thank You” after the clinical experience.

3. Course Instructor:

   a) The course verifies with the RN-BSN chair that there is a current copy of an Affiliation Agreement is on file in the Department of Nursing Office for the facility the student has selected.

   b) Once the preceptor has been selected, the course instructor or his/her designee will send the preceptor the Syllabus which includes course objectives/expectations.

   c) The course instructor will contact the preceptor in person, email, or by telephone to review the preceptor requirements and answer any questions.

   d) The course instructor will send the preceptor a formal “Thank You” after the clinical experience.

4. Preceptor:

   a) The preceptor will sign a “Preceptor Acknowledgement of Student Assignment”.

   b) The preceptor will review “Performance Skills Evaluation” with student – student may make a copy for his/her record.

   c) The Preceptor will complete and return to course instructor the “Performance Skills Evaluation” upon conclusion of practicum.

   d) Due to the flexibility of RN-BSN student’s clinical assignments, it is expected they will make-up any missed clinical time and provide an updated schedule to the course instructor / preceptor of the course.

   e) If it is necessary for a student to miss a clinical day, the student will notify the course instructor and their preceptor prior to the beginning of the shift to which they were scheduled. The clinical time will be rescheduled.

**Clinical Schedule Changes**

Students are required to notify their course instructor immediately, via email, of clinical schedule changes. If a student is ill, both the preceptor and course instructor need to be notified of missed clinical. Students are required to fax in an updated “Precepting and Schedule Data” form for every schedule/date change.
Under the Montana Board of Nursing [24.159.665]

Preceptors in Nursing Education Programs

<table>
<thead>
<tr>
<th>According to the Montana Board of Nursing, “Preceptors are not considered faculty.”</th>
<th>(a) ensuring safe, accessible and appropriate supervision based on client health status, care setting, course objectives, and student level of preparation;</th>
</tr>
</thead>
<tbody>
<tr>
<td>When utilizing preceptors, faculty members are responsible for:</td>
<td>(b) ensuring appropriate preceptor qualifications and scope of responsibility;</td>
</tr>
<tr>
<td></td>
<td>(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</td>
</tr>
<tr>
<td></td>
<td>(d) providing the lecture and laboratory portions of a course.”</td>
</tr>
</tbody>
</table>

FORMS

Precepting Schedule and Data
Preceptor Acknowledgement of Student Assignment
Student Evaluation of Preceptor
NRSG 304 Clinical Evaluation Criteria
NRSG 486 Clinical Evaluation Criteria
Department of Nursing Acknowledgement Form
MSU-NORTHER DEPARTMENT OF NURSING
PRECEPTING SCHEDULE & DATA

COURSE NUMBER: ________________  COURSE TITLE: ________________________________

COURSE INSTRUCTOR’S NAME: ______________________________________________________

Student Name: ___________________________  Home Phone # _______________________

Address: ________________________________  Work Phone # _________________________

City: ___________________________________  State: ______________  Zip: __________

If employed, where? ____________________________________________________________

Area of specialty/Unit: ___________________________  For How Long ________________

Previous Work Experience _______________________________________________________

Preceptor Name & Degree: _________________________________________________________

Title or Position Held: __________________

Home Phone # ___________________________  Work Phone # _________________________

UNIT/Area of Specialty ______________________ for How Long ______________

Previous Work Experience: _______________________________________________________

Facility Name: _________________________  City Located: ___________________________

Preceptor email Address: __________________________

<table>
<thead>
<tr>
<th>DATES</th>
<th>TIMES</th>
<th>UNIT</th>
<th>Total Hrs</th>
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</table>

I plan to practice in the clinical setting during the hours indicated above. I understand that the hours cannot coincide with student’s work hours.

Student Signature and Date ________________________________________________________
**These can be found in your course content as well. Make sure you follow the course instructor’s instructions for submitting these.**
STUDENT EVALUATION OF PRECEPTOR

Feedback is an essential part of the evaluation process. Upon completion of clinical, please rate your preceptor. Your personal comments are appreciated. Thank you for your valued time.

<table>
<thead>
<tr>
<th>Students Name</th>
<th>NRSG</th>
<th>Nursing Course #</th>
<th>YEAR</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUM</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Please Circle Semester</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Name of Course Faculty</th>
</tr>
</thead>
</table>

**PRECEPTOR INFORMATION**

<table>
<thead>
<tr>
<th>Name of Preceptor</th>
<th>Name of Facility</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Unit or Department</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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<td></td>
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</table>

**RATING SCALE**

5 – Outstanding
Exceeds student needs and/or expectations, always in a timely manner.

4 - Above Average
Consistently meets student needs and/or expectations, usually in a timely manner.

3 – Satisfactory
Usually meets student needs and/or expectations, fairly timely.

2 – Unsatisfactory
Rarely meets student needs and/or expectations.

1 – Unsatisfactory
Does not meet student needs and/or expectations.

**EVALUATION**

1. Guided student toward attainment of course objectives.  
   | 1 | 2 | 3 | 4 | 5 | NA |

2. Guided student toward attainment of student's objectives.  
   | 1 | 2 | 3 | 4 | 5 | NA |

3. Functioned as a resource person, consultant, & role model.  
   | 1 | 2 | 3 | 4 | 5 | NA |

4. Provided student with evaluation about professionalism.  
   | 1 | 2 | 3 | 4 | 5 | NA |

5. Was available to the student in a timely manner.  
   | 1 | 2 | 3 | 4 | 5 | NA |

**Comments**

Return Completed Forms

<table>
<thead>
<tr>
<th>FAX TO:</th>
<th>Or MAIL TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAX: 406-265-3772</td>
<td>Instructor's Name</td>
</tr>
<tr>
<td>Phone: 800-662-6132</td>
<td>MSU-Northern</td>
</tr>
<tr>
<td>Email:</td>
<td>PO Box 7751</td>
</tr>
<tr>
<td>Instructor's Email Address</td>
<td>Havre, MT 59501</td>
</tr>
</tbody>
</table>
# CLINICAL WRITTEN WORK RATINGS

<table>
<thead>
<tr>
<th>Scale</th>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>INDEPENDENT</td>
<td>Outstanding effort and thought are obvious. All required areas are addressed in a complete and thorough manner. Information is accurate and presentation is professional in appearance. Assignments are turned in on or before due date.</td>
</tr>
<tr>
<td>4</td>
<td>SUPERVISED</td>
<td>Overall, written work is complete and accurate but lacks depth. Considerable thought and effort is evident. Presentation is professional in appearance. Assignments are turned in on or before the due date.</td>
</tr>
<tr>
<td>3</td>
<td>ASSISTED</td>
<td>Most of the assigned areas are addressed but there are obvious gaps. Information is missing and/or not factual. Presentation is acceptable but improvement needed. Assignments are turned in per faculty instructions.</td>
</tr>
<tr>
<td>2</td>
<td>MARGINAL</td>
<td>Large or important pieces of information are missing and/or not factual. Little effort or thought is evident. Presentation is non-professional.</td>
</tr>
<tr>
<td>1</td>
<td>DEPENDENT</td>
<td>Most of the information that was required has not been completed. Assignments are turned in greater than 48 hrs. late.</td>
</tr>
</tbody>
</table>

# CLINICAL PERFORMANCE EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Scale/Label</th>
<th>Standard Procedure</th>
<th>Performance Quality</th>
<th>Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDEPENDENT</td>
<td>5</td>
<td>Safe, Accurate</td>
<td>Proficient, coordinated, confident.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Expedient use of time</td>
</tr>
<tr>
<td>SUPERVISED</td>
<td>4</td>
<td>Safe, Accurate</td>
<td>Efficient, coordinated, confident.</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Expedient use of time</td>
</tr>
<tr>
<td>ASSISTED</td>
<td>3</td>
<td>Mostly safe and accurate</td>
<td>Partial demonstration of skills.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inefficient or uncoordinated.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Delayed time expenditure.</td>
</tr>
<tr>
<td>MARGINAL</td>
<td>2</td>
<td>Questionable safe and questionable accurate</td>
<td>Unskilled and inefficient.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Considerable and prolonged time expenditure.</td>
</tr>
<tr>
<td>DEPENDENT</td>
<td>1</td>
<td>Unsafe, Inaccurate</td>
<td>Unable to demonstrate procedures.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lacks confidence, coordination and efficiency.</td>
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</tbody>
</table>

Performance ratings must be 4 or above to receive a passing grade for the course in both written and clinical evaluation areas.
<table>
<thead>
<tr>
<th>Student Comments:</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
<th>Preceptor Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 1:</strong> Utilize evidence based nursing practice/nursing judgment to formulate strategies to meet health/illness needs of individuals, families, groups in their community settings.</td>
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</tr>
<tr>
<td>Implement appropriate nursing care, critical thinking, and teaching plans based on safe, evidence-based nursing practice of individuals, families, groups or communities</td>
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<tr>
<td>Respect diverse perspectives of individuals, groups and communities</td>
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<tr>
<td>Utilize current resources and evidence-based findings when performing a community assessment.</td>
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<tr>
<td><strong>Objective 2:</strong> Analyze contemporary urban, rural, and global community health nursing practice issues in their community settings.</td>
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</tr>
<tr>
<td>Integrate evidence-based practice while critiquing the impact of current issues and trends in health care delivery on communities and at-risk groups</td>
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<tr>
<td>Analyze strategies to improve collaboration and leadership skills in community health.</td>
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</tr>
<tr>
<td><strong>Objective 3:</strong> Use open communication skills, mutual respect, and sound nursing judgment to collaborate with other health care professionals in their community settings.</td>
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</tr>
<tr>
<td>Engage in professional dialogue with student peers, course instructors, preceptors and other interdisciplinary team members</td>
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<td></td>
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<tr>
<td>Manage data, information and use of technology while protecting confidentiality of health records</td>
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</tbody>
</table>
SUMMARIZE MID TERM EVALUATION FINDINGS

CLINICAL GRADE
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Student Signature ___________________________ Date __________________________

Faculty Signature ___________________________ Date __________________________

Preceptor Signature __________________________ Date __________________________

SUMMARIZE FINAL EVALUATION FINDINGS

FINAL CLINICAL GRADE
S U

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____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student Signature ___________________________ Date __________________________

Faculty Signature ___________________________ Date __________________________

Preceptor Signature __________________________ Date __________________________
MSU-NORTHERN DEPARTMENT OF NURSING
CLINICAL EVALUATION CRITERIA
NRSG 486: LEADERSHIP AND MANAGEMENT CLINICAL

CLINICAL WRITTEN WORK RATINGS

<table>
<thead>
<tr>
<th>SCALE/LABEL</th>
<th>INDEPENDENT</th>
<th>SUPERVISED</th>
<th>ASSISTED</th>
<th>MARGINAL</th>
<th>DEPENDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Outstanding effort and thought are obvious. All required areas are addressed in a complete and thorough manner. Information is accurate and presentation is professional in appearance. Assignments are turned in on or before due date.</td>
<td>Overall, written work is complete and accurate but lacks depth. Considerable thought and effort is evident. Presentation is professional in appearance. Assignments are turned in on or before the due date.</td>
<td>Most of the assigned areas are addressed but there are obvious gaps. Information is missing and/or not factual. Presentation is acceptable but improvement needed. Assignments are turned in per faculty instructions.</td>
<td>Large or important pieces of information are missing and/or not factual. Little effort or thought is evident. Presentation is non-professional.</td>
<td>Most of the information that was required has not been completed. Assignments are turned in greater than 48 hrs. late.</td>
</tr>
<tr>
<td>4</td>
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CLINICAL PERFORMANCE EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>SCALE/LABEL</th>
<th>STANDARD PROCEDURE</th>
<th>PERFORMANCE QUALITY</th>
<th>ASSISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDEPENDENT 5</td>
<td>Safe Accurate</td>
<td>Proficient, coordinated, confident. Expedient use of time</td>
<td>Without Direction</td>
</tr>
<tr>
<td>SUPERVISED 4</td>
<td>Safe Accurate</td>
<td>Efficient, coordinated, confident. Expedient use of time</td>
<td>With occasional physical or verbal direction</td>
</tr>
<tr>
<td>ASSISTED 3</td>
<td>Mostly safe and accurate</td>
<td>Partial demonstration of skills. Inefficient or uncoordinated. Delayed time expenditure.</td>
<td>Frequent verbal and/or physical direction</td>
</tr>
<tr>
<td>MARGINAL 2</td>
<td>Questionable safe and questionable accurate</td>
<td>Unskilled and inefficient. Considerable and prolonged time expenditure.</td>
<td>Continuous verbal and/or physical direction</td>
</tr>
<tr>
<td>DEPENDENT 1</td>
<td>Unsafe Inaccurate</td>
<td>Unable to demonstrate procedures. Lacks confidence, coordination and efficiency.</td>
<td>Continuous verbal and/or physical direction</td>
</tr>
</tbody>
</table>

PERFORMANCE RATINGS MUST BE 4 OR ABOVE TO RECEIVE A PASSING GRADE FOR THE COURSE IN BOTH WRITTEN AND CLINICAL EVALUATION AREAS.
## NRSG 486: LEADERSHIP AND MANAGEMENT CLINICAL: CLINICAL EVALUATION FORM

<table>
<thead>
<tr>
<th>Student Comments:</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
<th>Preceptor Comments:</th>
</tr>
</thead>
</table>

### Objective 1: Analyze various management styles as they relate to nursing practice.

- Differentiate between leadership and management functions and describe situations in which each leadership function is used appropriately.

- Discuss characteristics of the authoritative, democratic and laissez-faire leadership styles.

- Provide leadership with sensitivity and respect for the diversity of human experience.

### Objective 2: Utilize evidence-based findings to implement change that improves the quality and safety in health care organizations.

- Demonstrate principles of leadership involved in professional nursing practice when implementing change, resolving conflict and developing a budget.

- Discuss evidence-based practice findings used when evaluating nursing staff in an organization or department.

### Objective 3: Collaborate with other health care professional and clients in a health care organization utilizing the communication skills needed for a multicultural and generational workforce to manage conflict and promote a culture of safety.

- Engage in professional dialogue with student peers, course instructors, preceptors and other interdisciplinary team members when providing leadership.

- Utilize evidence-based findings when recognizing economic, legal and ethical factors influencing the delivery of client care.

- Conduct self in a professional manner and engages in self-reflection.
SUMMARIZE MID TERM EVALUATION FINDINGS

CLINICAL GRADE

S   U

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________

Student Signature ___________________________ Date __________________________
Faculty Signature __________________________ Date __________________________
Preceptor Signature ________________________ Date __________________________

SUMMARIZE FINAL EVALUATION FINDINGS

FINAL CLINICAL GRADE

S   U

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student Signature ___________________________ Date __________________________
Faculty Signature __________________________ Date __________________________
Preceptor Signature ________________________ Date __________________________
DEPARTMENT OF NURSING ACKNOWLEDGEMENT FORM

The Following form needs to be signed and returned to the Department of Nursing 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 RN-BSN Completion Program 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.

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 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 must 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 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 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: __________

RN-BSN Student
APPENDIX

RN-BSN Online Discussion Rubric

RN-BSN Online Written Paper Rubric
# MSU-NORTHERN DEPARTMENT OF NURSING DISCUSSION RUBRIC FOR RN-BSN ONLINE COURSE

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Exemplary (points)</th>
<th>Proficient (points)</th>
<th>Unsatisfactory (points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates understanding of the content under discussion. Discussion exemplifies critical thinking and evidence-based practice.</td>
<td>Displays excellent understanding including critical thinking of course materials and underlying content being discussed. Cites relevant evidence-based research and other information to support points. Clearly relevant to discussion topic.</td>
<td>Displays some understanding and critical thinking of course materials and underlying concept being discussed. Limited use of relevant evidence-based research and other information to support points.</td>
<td>Displays little understanding of course materials and underlying concept being discussed. Use of research and other information to support points is incoherent or missing entirely.</td>
</tr>
<tr>
<td>2. Responds to peers with sensitivity and respect for diversity</td>
<td>Responds to peers with sensitivity and respect with substantive information that furthers the learning environment or by asking a new related question supported by personal experience or related evidence-based research which adds insight and generates discussion.</td>
<td>Responds to peers with sensitivity by asking a new somewhat related question somewhat supported by personal experience or evidence-based research.</td>
<td>Responds to peers with information that is not sensitive or related to research, does not further the discussion.</td>
</tr>
<tr>
<td>3. Connections to professional practice</td>
<td>Evidence of strong reflective thought pertaining to professionalism and personal perspectives.</td>
<td>Evidence of some reflective thought pertaining to professionalism and personal perspectives.</td>
<td>Little evidence of reflective thought pertaining to professionalism and personal perspectives.</td>
</tr>
<tr>
<td>4. Quality of writing, proofreading, timeliness, use of references and required number of postings</td>
<td>Written responses are free of grammatical, spelling or punctuation errors. Uses correct APA 6th ed. format, including references and citations. Work is completed on time.</td>
<td>Written responses are largely free of grammatical, spelling or punctuation errors. Not submitted on time. Little APA formatting used in primary response to discussion question.</td>
<td>Written responses contain more than 6 grammatical, spelling or punctuation errors. Not submitted on time. Little to no use of APA formatting, no reference or citation use included.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Points</th>
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<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>ACTIVITY</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1. Demonstrates critical thinking and understanding of the content assigned.</td>
</tr>
<tr>
<td>2. Utilizes evidence-based findings.</td>
</tr>
<tr>
<td>3. Exemplifies professionalism and connections to professional practice</td>
</tr>
<tr>
<td>4. Quality of writing and proofreading/use of APA format.</td>
</tr>
<tr>
<td>Total Points</td>
</tr>
</tbody>
</table>