Associate of Science Degree in Nursing

Nursing Student Handbook

2014-2015

(Revised August 2014)
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Welcome to MSU-Northern’s Department of Nursing! I congratulate you on your career choice. Both the study and practice of nursing are rigorous, but rewarding, endeavors. The faculty of Montana State University Northern’s Department of Nursing want you to have the best possible education. Our overall departmental goal is to graduate women and men prepared to assume professional nursing roles. All of us in the Department of Nursing look forward to assisting you as you prepare to enter our profession.

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 Nursing Student Handbook outlines the student policies specific to the Department of Nursing. The guidelines presented in this handbook will assist you in attaining your goal of becoming a registered nurse. If questions concerning course requirements should arise, individual course syllabi supersede the guidelines presented in this handbook.

Please do not hesitate to approach faculty advisors and/or the Nursing Director if questions or concerns arise. The nursing faculty and staff are here to help you and to facilitate a positive learning experience.

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

DEPARTMENT OF NURSING PHILOSOPHY

We believe:

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

The four major concepts of our nursing curriculum are PEOPLE, ENVIRONMENT, HEALTH/ILLNESS and NURSING:

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

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.

**NURSING**

Professional Nursing is an art and a science that encompasses the personal values and competencies of patient-centered care and clinical decision making. The essence of nursing is to provide evidence-based care with sensitivity and respect for the diversity of the human experience. Nurses develop critical thinking skills while performing patient-centered care. Nurses advocate for self, patients, and families while promoting health, wellness and personal growth. Nurses validate professional behavior by demonstrating ethical behaviors which acknowledge people’s differing values, cultures and religions.

Nursing knowledge and practice must be guided by theory and research. Professional nursing practice encompasses patient-centered care utilizing teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. The curriculum incorporates knowledge from general educational 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 healthcare settings.

**NURSING EDUCATION**

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

**DEFINITION OF CONCEPTS GOVERNING THE ASN PROGRAM**

**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.

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

**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.

**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 patient centered care are necessary to create an environment of healing and health promotion.

**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 patient-centered care and services which meet both appropriate nursing and healthcare industry standards.
**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 patient care, acquiring patient history, and communicating.

**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 patient advocates; treating others with dignity and respect; demonstrating regard for differing values, cultures and religions; maintaining patient confidentiality; and valuing lifelong learning.

**ASN STUDENT LEARNING OUTCOMES**

1. Utilize the nursing process to guide clinical decisions when providing safe, patient centered care.
2. Provide safe, evidence-based, patient centered care to diverse patient populations.
3. Utilize information technology to manage knowledge, plan patient-centered care and communicate effectively with patients and healthcare professionals.
4. Portray professionalism, respect diversity and practice ethical behavior while maintaining accountability and patient confidentiality.

**APPROVAL/ACCREDITATION**

MSU-Northern Department of Nursing Associate of Science program is approved by and/or accredited by:

<table>
<thead>
<tr>
<th>Accreditation Body</th>
<th>Contact Information</th>
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</thead>
</table>
| Montana State Board of Nursing | PO Box 200513
Helena, MT 59620-0513
Phone: 1-406-841-2340
www.nurse.mt.gov |
| Northwest Commission on Colleges and Universities | 8060 165th Avenue NE, STE 100
Redmond, WA 98052
Phone: (425) 558-4224
www.nwccu.org |
| ACEN (Accreditation Commission for Education in Nursing) | 3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone 404-975-5000 |
FACULTY AND STAFF

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ASN Nursing Student Handbook

NURSING PROGRAM COMPLETION
(Progression, suspension, readmission, add/drop)

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

Students are encouraged to meet with their assigned advisors at the beginning of each semester to confirm their plan of study and make any necessary adjustments. Meeting with an advisor before registering for classes each semester allows students to plan schedules that will meet their needs and assist them in completing requirements in an efficient manner.

Nursing Advising
Faculty advisors are assigned to each ASN student. If a student is assigned to the Great Falls campus for Level II, a Great Falls faculty member will be assigned as his/her advisor. During the summer session courses, faculty advisors are not necessarily on contract so there are no advisors assigned in the summer. Faculty who are teaching and the Director of Nursing are available during the summer months for advice as needed.

ASN Program Application Process
- Application - accepted from May 1st through May 31st (application link: http://msun.edu/academics/nursing/docs/Application-BSN-2014-web.pdf)
- A minimum extracted GPA of 2.85 required to apply (prerequisite courses only) (extracted GPA link: http://msun.edu/academics/nursing/docs/ExtractedGPAWorksheet.xlsx)
- If taking prerequisites during spring semester must wait for grades before filling out application
- A Kaplan Admittance Exam must be scheduled, taken and passed with at least 60% prior to applying
  - The Kaplan Admittance Exam can be taken a second time if there are any more testing days available that year
- Accepted applicants will be notified by email and mail on or before July 1st

LPN to RN Program Application Process
- Applications accepted from May 1st through May 31st (application link: http://msun.edu/academics/nursing/docs/Application-LPN-2014-web.pdf)
- A minimum extracted GPA of 2.85 (prerequisite courses only) is required to apply (extracted GPA link: http://msun.edu/academics/nursing/docs/ExtractedGPAWorksheet.xlsx)
- Must currently be an LPN or have passed LPN classes
- Must be able to take and pass the LPN to RN transition course
- If taking LPN courses during spring semester must wait for grades before filling out application
- The Kaplan Admittance Exam must be scheduled, taken, and passed with at least 60% prior to applying
  - The Kaplan Admittance Exam can be taken a second time if there are any more testing days available that year
- Accepted applicants will be notified by email and mail on or before July 1st

Documents required if students are accepted into the Nursing Program at MSU-Northern
- Must pay for, take, and pass a urine drug screen each August
- Must pay for and complete fingerprints/background check each year: http://msun.edu/academics/nursing/admitcriteria.aspx#
- Must take a Physical verifying good health once every 2 years
- Students must submit proof of required immunizations prior to registration for classes. In order to be in compliance with Montana state law, students born on or after January 1, 1957 who are taking seven or more credits OR are enrolled in a degree program must either:
  - MMR
    - Show proof of two vaccinations against measles and one against rubella. Immunizations must have been given after 1967 and after the student's first birthday and must have been
administered at least thirty days apart. Current immunizations must have been administered in the form of the MMR vaccine. Immunizations must be documented by a primary health care provider, registered nurse or school official. "OR"

- Show documentation of having contracted measles and rubella. Documentation by a primary health care provider is required including dates of illness. "OR"

- File a medical or religious exemption.
- International students have additional immunization requirements.
  - Must have a current **TB test** done yearly unless history of a positive test. If there is a history of a positive test proof of a negative chest X-ray is needed. Chest x-rays are to be repeated once every 10 years but an Annual TB Questionnaire must be submitted. Students who cannot meet this requirement for medical reasons must provide documentation with rationale from their health care provider (please contact the Nursing Department for further instructions).
  - Must have **Hep B** 3 series completed
    - A titre is required between 6 wks and 6 months following the completion of the vaccination series. Student declining the titre must have a signed waiver on file from a primary care provider. Students whose vaccination series was completed more than 6 months prior to admission are exempt from the titre requirement.
  - Current **tetanus and diphtheria vaccine (Tdap)** within the past 10 years. (Center for Disease Control Guidelines)
  - Health standards must be met as required by participating clinical facilities, which may include standards to document health status and practices as required by these facilities and the Department of Nursing faculty to document that such standards are met.
  - Must have a valid Healthcare Provider CPR Card (take class every 2 years)
  - **Students are required to renew CPR and TB test no later than August as classes start to ensure that your CPR certification and TB test extends throughout the full academic year.**
    - It is the student’s responsibility to provide proof of all requirements.
    - Students will not be allowed to work in clinical areas or the lab until the above requirements are met.

- Must show proof of private medical coverage yearly
- **Failure to keep the above items current are grounds for not allowing students to go to clinical which will result in a zero for each clinical day missed.**
- Must complete and return the Acceptance form upon acceptance in to each program prior to taking classes
- Must sign and return signature page from *Nursing Student Handbook* each year before taking classes
- A Learning Style Quiz may be taken during your first semester with us
- Professional liability insurance is included in the program fee charged to nursing students
- Applicants to the Associate Degree program are cautioned that professional and legal standards require nurses to conduct their lives lawfully and in concert with professional standards. Students completing the Associate Degree program who have been convicted of a felony or who have a history of abusing drugs or alcohol or engaging in any illegal activity may be denied licensure by the State Board of Nursing in any state. Questions about legal impediments to licensure may be directed to the Montana State Board of Nursing in Helena (406-841-2340) or www.nurse.mt.gov
- **Students will need to provide evidence of all admission requirements by the 1st day of class each semester or dismissal from the program will occur.**

### Estimated Expenses for the Nursing Program
Information at [http://msun.edu/academics/nursing/cost.aspx](http://msun.edu/academics/nursing/cost.aspx)

### Progression through the Nursing Program
All nursing courses (NRSG prefix courses) for the current semester must be successfully passed before a student can proceed to the next semester’s nursing courses in the Associate of Science Nursing Program. The MSU-Northern Department of Nursing is required to follow the Montana University System’s *PN/ASN Model Curriculum* adopted in 2006 ([http://mus.edu/che/arsa/nursing/Curriculum.pdf](http://mus.edu/che/arsa/nursing/Curriculum.pdf)).

1. All prerequisite courses required for the nursing program major must earn a grade of “C” or better.
2. Students must maintain a 78% average on tests and quizzes in each nursing course in order to pass.

3. To progress in the program, the student must successfully pass both the theory and clinical portions of a course. If either is not passed, the entire course must be repeated.

4. Clinical will be evaluated on a pass-fail basis only; therefore:
   a. clinical satisfactory - course grade will be determined by the grade earned in the didactic portion.
   b. clinical unsatisfactory - course grade will be an “F” regardless of grades earned in the didactic portion.

Suspension due to grades

1. All students enrolled in the ASN nursing program are allowed to repeat only one nursing course throughout the curriculum.
   a. If a student does not pass one course in the nursing program, that student will be suspended from the nursing program and can apply for readmission to the program—see information under readmission process.

2. In the event the student does not pass a second course, the student will be suspended from the nursing program and the student must withdraw from that class and the nursing program and wait three years before reapplying (see readmission) to the ASN program to re-take courses that weren’t passed and progress in the program.

3. According to university policy, any deviation of the student from the course requirements or sequences specified for his/her initially declared course of study will nullify the University’s responsibility to ensure the student’s graduation within the two (or four) year time frame.

4. It is imperative that students meet with their advisors regarding suspension from the nursing program.

5. If a student desires to take additional classes while waiting for readmission to the nursing program, see the current MSU-Northern Catalog at the following link: http://msun.edu/registrar/catalogs.aspx to determine prerequisites and co-requisites required for each class required for completion of the nursing major.

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, the student’s clinical practice jeopardizes client safety.

2. Evidence of chemical (drug or alcohol) abuse is reason for immediate dismissal from the major.

3. Dismissal from the Nursing Program can occur for violating HIPAA policy or breach of confidentiality. Student nurses are legally accountable to maintain client confidentiality. Refer to HIPAA policy at each individual facility.

4. If a student is terminated from one clinical course, the student will also be terminated from all other clinical courses in the interest of client safety.

Readmission Process

1. A student who has been suspended or who has withdrawn from the program may apply to the Department of Nursing for readmission.

2. Students who withdraw or are suspended from any nursing course must petition the 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 better in non-nursing course(s) taken.
   c. Evidence that current extracted GPA of required courses is 2.85 or above, on a 4.0 scale.
   d. Statement giving 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 major

3. The nursing faculty and nursing director will consider such cases on presentation of petition submitted. There is no guarantee, however, 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 work.
   b. The competition of other applicants.
   c. Class space available.
Required courses may only be repeated once and student must have earned a grade of “C” or better in each of them.

e. Extracted GPA must be 2.85 or better on a 4.0 scale.

4. A former student having completed a tour of duty in the armed forces will need to follow the readmission process.

5. All admission criteria must be met with the exception of the entrance exam.

6. Students will successfully complete the appropriate standardized examinations as required by the Nursing Department.

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.

**Dropping or Adding a Course**

A form for dropping/adding a course must be filled out and it can be found at the following MSU-Northern link: http://msun.edu/registrar/forms.aspx. Students are encouraged to talk to their advisors about adding or dropping classes.

**Disabilities/Accommodations**

Nursing students must meet the Nursing Student Functional Expectations listed in the Nursing Student Handbook in order to meet the course objectives both in the classroom and in the clinical setting. Reasonable accommodations will be provided to meet the requirements of the American Disabilities Act of 1990.

If a nursing student is unable to meet the functional expectations of nursing, the student must meet with the Disability Services on campus to arrange for reasonable accommodations. Reasonable accommodations cannot substantially alter the requirements or nature of the nursing program. If a student cannot meet functional expectations prior to being admitted or experiences health changes during the program, or, if reasonable accommodations cannot be made, the student will not be able to remain in the nursing program.

Further information and contacts for MSU-Northern’s Disability Services can be found at the following link: http://msun.edu/stuaffairs/disabilityserv/

If a student does have accommodations as stated by disability services, the student’s responsibilities for accommodations are as follows:

- Ensure that each instructor that needs to provide accommodations for the student have the necessary forms to provide those accommodations.
- Check in with instructor prior to each exam or situation needing accommodation to verify all accommodations are in place.

**Level II Clinical Placement Policy and Procedure**

1. Application for Level II Clinical Placement in Havre, Great Falls & Lewistown can be obtained from the nursing department’s administrative assistant.

2. The Placement Application submission deadline is May 31st and selections will be made by July 1st. As additional students file Placement Applications, they will be placed on space-available-basis.

3. All placements in the Department of Nursing are dependent upon adequate budget, faculty, and clinical resources in the Department of Nursing.

4. Students who do not have an updated nursing file in the Department of Nursing will not be placed. This refers to all documentation for immunizations, health records, CPR, liability and health insurance, and current transcript.

5. Please complete the application form and return it to the Administrative Associate on the Havre campus.
   a. Preferences will be honored until clinical spaces are filled.
   b. GPA of required courses will be used to rank students for placement after preferences are exhausted. Special needs are NOT considered when prioritizing. Along with your applications, you must submit one copy of your unofficial MSU-Northern transcript ending December of the semester preceding the application.
c. A minimum cumulative grade point average of 2.25 or better is required for progression in all required courses. General education courses must have been completed or must realistically be completed by the fall. (Note: In years which there are more students applying than there are spaces available, a considerably higher GPA of required courses may be required to be competitive for placement.)

d. This clinical placement is for the entire academic year for which placement is made. Clinical placements will be distributed evenly.

6. Students currently enrolled at Northern are given priority over students who articulate in with advanced placement. LPN students who want advanced standing are given priority over students wanting to transfer from other nursing programs (i.e. associate or baccalaureate). The program has determined that 20 LPN student placements will be allocated to the Great Falls campus.

7. Former MSU-Northern nursing students who are not currently enrolled in nursing courses must petition the nursing director and faculty for re-admission to the nursing program (see readmission requirements).

Graduation

Students who are going to graduate need to follow all university policies and procedures relating to graduation as published in the MSU-Northern Course Catalog. The current MSU-Northern Course Catalog can be found at the following link: [https://www.msun.edu/registrar/catalogs.aspx](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](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. NOTE: The ASN degree from MSU-Northern DOES NOT make you an RN. You must successfully pass the NCLEX to become a registered nurse. Instructions for preparing for the NCLEX exam will be provided in NRSG 266/267.

Student Records Policy

All records are kept in a locked room and only the Department of Nursing faculty and staff have access to student records. Student files contain admission applications, clinical evaluations, health records, transcripts, and any course substitution or waiver forms submitted by the student. It is the policy of the Department of Nursing to maintain nursing students/graduates records for ten years after attendance in the nursing program. Transcripts can be obtained from the Registrar’s office indefinitely.

Pinning Ceremony

1. The nursing pinning ceremony exists at the discretion of the nursing faculty and is under their jurisdiction. There is no state board or accrediting body “standard” or “policy” that governs the pinning ceremony.

2. 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, along with his/her significant other(s), by placing the nursing school pin on the graduate.

3. 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.

4. For the pinning ceremony, students will wear a professional all-white nursing uniform, with white shoes at all campuses.

5. The graduating nursing students may choose a speaker and music to be played during the ceremony. The students may also choose a MSU-Northern faculty, CRRN or staff to read their pinning cards (cards should be limited to 50 words.). Only current MSU-Northern faculty/staff will be selected to participate in this process (an exception would be faculty/staff that are on sick leave).

6. The graduating ASN students and faculty advisor will design invitations to pinning and the pinning ceremony program. They will arrange for copying of invitations and programs.

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

8. Nursing club money to be donated to the pinning ceremony will be at least $1,000. This money will be used to pay for a reception following the pinning ceremony. If the pinning class wishes to expand their reception, they will need to work with the Nursing Director.
   a. If there is not a Nursing Club on that campus with that group of students, student can obtain the funds in additional ways by working with the Nursing Director.

9. The Nursing club in Havre has a MSU-Northern Club account in which their funds are kept. Remaining funds will be dispensed to the next class unless the graduates allocate the remaining money to scholarships, memorials, equipping the Nursing lab or Nursing student study areas as per MSUN Student Senate Policy.
### General Education Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOH 201/202</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOH 211/212</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>M 121</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 101</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PSYX 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
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**Extracted GPA**

### Nursing Program Core Requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHMY 121/122</td>
<td>Introduction to General Chemistry &amp; Lab</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 121</td>
<td>Clinical Human Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>NRSG 100</td>
<td>Introduction to Nursing</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 24

### Semester 1 - Level I Nursing: (Havre or Lewistown)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Lab/Clinical Hrs</th>
<th>Lecture Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 130/131</td>
<td>Fundamentals of Nursing &amp; Lab</td>
<td>7</td>
<td>135</td>
</tr>
<tr>
<td>NRSG 135</td>
<td>Nursing Pharmacology</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>NRSG 138/139</td>
<td>Gerontology for Nursing &amp; Clinical</td>
<td>2</td>
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**TOTAL CREDITS** 12

### Semester 2 - Level I Nursing: (Havre or Lewistown)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<th>Lecture Hrs</th>
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<tbody>
<tr>
<td>NRSG 140/141</td>
<td>Core Concepts of Adult Nursing &amp; Clinical</td>
<td>7</td>
<td>135</td>
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<tr>
<td>NRSG 142/143</td>
<td>Core Maternal/Child Nursing &amp; Clinical</td>
<td>3</td>
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<tr>
<td>NRSG 144</td>
<td>Core Mental Health Nursing</td>
<td>2</td>
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</table>

**TOTAL CREDITS** 12

### Semester 1 - Level II Nursing (Great Falls, Havre or Lewistown)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Lab/Clinical Hrs</th>
<th>Lecture Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 252/253</td>
<td>Cmplx Care Maternal/Child &amp; Clnc</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>NRSG 254/255</td>
<td>Cmplx Care Mental Health Nursing &amp; Clnc</td>
<td>2</td>
<td>45</td>
</tr>
<tr>
<td>NRSG 256</td>
<td>Pathophysiology</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>BIOM 250/251</td>
<td>Microbiology for Health Sciences &amp; Lab</td>
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**TOTAL CREDITS** 12

### Semester 2 - Level II Nursing (Great Falls, Havre or Lewistown)

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<tr>
<td>SOCI 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NRSG 262/263</td>
<td>Complex Concepts of Adlt Nrsng &amp; Clinical</td>
<td>4</td>
</tr>
<tr>
<td>NRSG 265</td>
<td>Advanced Clinical Skills Lab</td>
<td>1</td>
</tr>
<tr>
<td>NRSG 266/267</td>
<td>Managed Client Care &amp; Clinical</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 12

**After graduation from the ASN program students are eligible to sit for NCLEX for RN licensure. The title of RN is not given until NCLEX is successfully passed!**

**NRSG 250 LPN-RN Transition is a course only for LPNs articulating into MSU-Northern’s ASN program**
CLASSROOM EXPECTATIONS

Attendance

1. Students are expected to be present in class on time unless excused. Failure to do so may result in a lowered, unsatisfactory, or incomplete grade for a course.

2. When absence is unavoidable, the student must notify the instructor immediately via phone or email.

3. Three (3) absences or tardies for any reason, from the classroom, will result in initiation of the Professional Behavior Expectations policy in that class.

4. Attendance will be recorded by instructors.

5. Students who are absent for school/professionally-related activities, with prior approval from the nursing department director, will have an excused absence from the classroom.

6. It is the responsibility of the student to make up missed assignments, obtain notes, etc.

Online Attendance

Attendance in online classes is determined by your participation in threaded discussion/activities and assignments per the instructor’s syllabus.

Grading Scale

Work is graded by letters, interpreted as follows:

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

Explanation of grades and notations including incompletes, withdrawals can be found in the MSU-Northern Catalog and Student Handbook & Planner. The current catalog can be accessed from the registrar’s website: http://msun.edu/registrar/catalogs.aspx

Late Assignments and Work Completion

Assignments are due on the day and at the time noted on an instructor’s syllabus. If an assignment is not turned in at that day/time the following will occur (one day is defined as 24 hours):

- 10% deduction of total points on that assignment for each day late
- If an assignment is 5 days late, the assignment earns zero points
- The assignment is still required to be turned in for the student to pass the course, even if it earns a zero as a grade for being late

It is the instructor’s discretion to grant an extension. However, the request for an extension must occur prior to the due date/time.

Missed Exams

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

2. If a student misses an exam and does not notify the instructor ahead of time, the student may earn a zero on that exam.
Standardized Exams
Nursing students are required to take standardized examinations while in the ASN program. Students have a four semester contract and make payments for the examinations each semester through the bookstore. Students will see a standardized test charge per semester attached to the following classes; Fundamentals, Core Adult Health, Complex Maternal Child and Managed Client Care on their bills. Students may be able to pay for these examinations with financial aid and should ask the financial aid department if this is possible.

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

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

Test Reviews
Test reviews will be offered for each class. Format for test reviews is at the discretion of the instructor.

Cellphones, Computer usage, and Texting

1. Cell phone usage is not allowed in the classroom and during tests. Cell phones are to be turned to the “silent” (not vibrate) position during class and during tests. Messages can be returned when the class is complete or on break.
2. If additional numbers within the department are needed in case of emergency, please discuss this issue with your instructor
3. Laptops, iPads, and similar technology are acceptable for use in the classroom (such as taking notes) as long as they do not interfere with the learning environment.

Email
Each student is assigned a student email account upon acceptance to MSU-Northern. This email account is the primary way in which the University communicates with students.

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 every 24 hours in case of clinical or class changes.

Information Technology Services provides guidelines and best practices for email usage at MSU-Northern. You can find that 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.
**Required Technology**

Students must have computer with Internet access as all of the nursing courses have an online component. We recommend that you have a back-up option for access should your own Internet access be terminated 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 your web browser you must 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. You may be required to download Respondus Lockdown Browser software prior to taking exams online. The link for downloading this software will pop up when you attempt to take an exam with Respondus incorporated into it.

3. Microsoft Word ® is the required software for homework submitted electronically. Microsoft Word is available at a VERY nominal fee 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.

**CLINICAL EXPECTATIONS**

**The expectations listed here are the minimum requirements for clinical in the nursing program. Be aware that various facilities utilized for clinical may have additional requirements.**

**Clinical Grading Scale**

- Clinical evaluations will be performed for each class that has a clinical component.
- Students will receive either a pass/fail grade for clinical overall
- Should a student fail clinical, that student will fail the theoretical portion of the course as well

**Uniforms**

To participate in the clinical experience portions of the nursing curriculum, Associate Degree students are required to wear the MSU-Northern student nurse uniform, as listed:

1. The uniform consists of a wine colored scrub top and/or wine colored lab jacket with an MSU-Northern patch and black uniform slacks, all-white shoes, and white socks. No garment can be worn over the uniform during clinical. Long-sleeved scrubs can be worn or a long-sleeved undergarment in black, wine, gold or white can be worn underneath a short-sleeved uniform top.

2. Student must present a professional appearance as described in the nursing student’s code of conduct, including pressed uniforms & clean shoes

3. Name Badges - Each student must have a name badge with the letters S.N. after the name for student identification along with their pictures and school years (ex. 2014-2015). Picture name badges will be taken each fall during orientation and students must purchase their own. For further information please contact Student Services at 265-4113.

4. A MSU-Northern patch is to be sewn on the center of the left sleeve 2” down from the shoulder seam on the approved student uniforms. Patches are available for purchase from the MSUN Bookstore.

5. Students must wear full clinical uniform & name badge to gather all clinical prep information. Students will also wear full clinical uniform when in skills labs on campus.
Equipment
For both classroom practice and clinical use, EACH Associate Degree student is expected to have the following items which can be obtained through the MSU-Northern Bookstore:

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

Transportation
1. Varied facilities and cities may be used for either or both Level I and Level II clinical experience. Students may have to be prepared to travel to clinical sites as necessary. Faculty will be advising students at the beginning of the course about any expected travel so students can make necessary arrangements.
2. Students need to make their own arrangements for transportation to health care agencies for clinical and classes.
3. Under no circumstances are students allowed to transport clients in their private vehicles.

Appearance
1. No jewelry, other than wedding or engagement rings; maximum of two stud earrings per ear. 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.).
2. Any and all body art, such as tattoos, or intentional markings (hiccups, stamps, or pen markings) that can be seen outside of the uniform edges will need to be covered.
3. No false fingernails or nail polish.
4. Hair that is longer than collar length, must be pulled back and secured as well as hair that may fall into your face.
5. No perfume, hairspray, or other fragrant items should be worn during clinical time/patient care. This includes times of patient information research at the clinical site.

Professionalism
1. No smoking will be permitted during clinical times. Most institutions are smoke-free. Students are to remain in the building during assigned clinical times unless permission from instructor is obtained. On campus, smoking is prohibited within 25 feet from any building.
2. Cell phones are not to be on your person or in your pockets during clinical. Special emergencies are understood but you need to communicate this to your clinical instructor. If you need to be contacted during clinical times, the individual who needs to reach you must contact the hospital switchboard and have your clinical instructor paged. Be aware, that many clinical facilities are cell-free zones where you cannot carry your own personal cell phone.
3. No gum, candy, or drinks on the clinical floor except in approved areas.
4. 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 report directly to the Department of Nursing Director or designee for further evaluation and action. Abuse of chemical substances (drugs or alcohol) may be a cause for dismissal from the nursing major.

Confidentiality and HIPAA
1. Student nurses are legally accountable under the Health Information Privacy and Accountability Act (HIPAA) of 1996 to ensure the confidentiality of client health information. Student nurses are allowed to have access to protected health information for educational purposes and to provide safe nursing care to client(s).
2. When students obtain client information while preparing to give client care, they must omit full names, addresses, medical record numbers, room numbers and patient initials and any other information that could be used to
students must 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.

4. Nursing students are required to attend a HIPAA presentation at the clinical site and sign confidentially documentation before any clinical practicum.

5. Violation of HIPAA regulations may result in dismissal from the program based on the judgment of the Privacy Officer at the clinical site 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.

6. Students are not to provide personal information about self or personal contact information to clients.

Math Exams

Students will be required to take a math exam each semester that they are enrolled in clinical courses.

1. Students will need to pass that exam with a 90% or higher in order to attend clinical experiences.

2. Math exams will be administered in the following courses:
   - NRSG 131
   - NRSG 141
   - NRSG 253
   - NRSG 263

3. Students who do not pass the first math exam with a 90% or higher, will need to remediate math skills to prepare for a 2nd exam on a day scheduled per the syllabus.

4. Students who do not pass the 2nd math exam with a 90% of higher will need to remediate math skills to prepare for a 3rd math exam scheduled per the syllabus.

5. If students do not pass the 3rd exam, students cannot progress in the nursing program.

Clinical and Lab Attendance

1. Clinical attendance is mandatory unless prior arrangements have been made in writing.

2. Guidelines, policies, and procedures for each clinical facility will be followed by students. They may differ from Nursing Student Handbook policies, but they do apply.

3. There are NO automatic excused absences from clinical.

4. If a student must miss a clinical day, the student must notify the instructor and the clinical unit prior to the beginning of the shift to which they were assigned.

5. Any student who misses clinical time, excused or unexcused, will be required to make-up missed hours as the instructor can schedule them. If make-up days cannot be rescheduled the student may earn an incomplete for the course until the clinical hours can be met.

6. Should agency personnel determine that a student is unsafe in any way, they may refuse admittance to that student to practice at their facility.

7. Student participation in clinical areas is dependent upon space and faculty availability. Clinical agencies have the right to restrict student participation if client census is low.

8. ASN students will be assigned to lab classes for practice times in specified days and times
   a. Independent practice in the campus labs is encouraged.
   b. Each student will be scheduled with a clinical instructor for performance skills evaluation
   c. Because students are scheduled in clinical agencies to provide client care at varied times throughout a 24 hour period students who hold jobs must arrange with employers for flexibility in meeting schedules.

NOTE: It is extremely difficult to arrange a make-up clinical day and each day represents a significant contribution to
student learning. Therefore, it is the instructor’s judgment and decision that determines if missed clinical day(s) can be made-up and whether the student has met the clinical objectives for the course.

Clinical Competency Advancement Skills Lab
Every student will be required to participate in clinical competency advancement at the start of each semester (excluding the new incoming students in the fall). This clinical competency advancement ensures that all ASN nursing students are prepared to perform safe and competent care in our clinical settings. There will be a series of stations that each student must move through. Each station will have a different set of skills that the student will be expected to perform to competency. Every student must perform competency skills at each of the stations.

1. Guidelines
   a. Students must be in full uniforms with name badges, watch with a secondhand
   b. Students need to bring stethoscope and blood pressure cuff
   c. There will be several stations for students to complete required skills/information in preparation for clinical
   d. During final competency skills check-off, students will not be permitted into the testing rooms until her/his
      assigned date and time. Students will not be permitted to cross-over into other stations until the previous
      student has finished her/his competency demonstration. All necessary items (excluding blood pressure cuff
      and stethoscope which you will bring) for each station will be provided.
   e. Each skill will be performed by the student independently. If a student feels she/he needs assistance with that
      skill (such as turning), the student needs to request that instructor assist and give specific instructions about
      the assistance needed and actions the student wants the instructor to perform. If another student is asked to
      help the student (as a patient, helper, etc.), that student will not be allowed to speak, lead, or provide
      guidance. The student patient will be expected to do EXACTLY as the student performing the skill asks.
   f. Students will receive a list of skills they need to be prepared to perform prior to the skills competency lab
   g. If a skill needs to be repeated for any reason, it will not be done on the same day. The second attempt will be
      scheduled at instructor discretion.

2. Skills
   a. Students will be asked to draw a skill from a container and will be expected to perform that skill within a
      focused assessment and medication administration
   b. If, in performing the skill, a student makes an error, the student needs to verbalize that error out loud to the
      faculty (for example, “I broke sterile technique”).
      i. If a student does not announce the error, the student will be told to stop the skill, and the skill will
         need to be repeated on a different day.
      ii. The student will receive a PIP form per the Professional Behavior Expectations Policy (stage 1).
      iii. There will be a debriefing with the instructor after the skill is performed. This is the student’s second
          opportunity to announce an error or if something should have been done differently.
   c. If a student is not prepared as evidenced by inability to complete the skill or verbalize missed components, the
      student will be dismissed from that skill demonstration, and will need to repeat that skill on a different day.
      i. The student will be able to attempt to complete other stations.
      ii. The student is encouraged to use the time prior to the next skills test to practice their skills.
   d. If the student does not pass a 2nd skills attempt, the student will receive an unsatisfactory and a PIP form per
      the Professional Behavior Expectations Policy (stage 2).
      i. The student is encouraged to use the time prior to the next skills test to practice skills.
      ii. The student, instructor, and director will need to meet per the Professional Behavior Expectations
          policy guidelines.
   e. If the student does not pass a 3rd skills attempt, a 2nd unsatisfactory will be issued and the PIP completed per
      the Professional Behavior Expectations (stage 3) and the student will be suspended from the nursing program
      for unsafe clinical performance.

3. Competencies
The following modules will be required to be completed and passed:
   • HIPAA
   • Confidentiality
   • Bloodborne Pathogens/Universal Precautions
Sharps and Accidental Exposure

The MSU-Northern Department of Nursing recognizes that students must practice nursing skills in a safe environment and that sharp instruments must be managed in a safe manner to prevent injury or disease. Sharps in the nursing skills lab include needles, syringes and intravenous insertion devices.

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

Standard Precautions

Students are expected to adhere to standard precautions guidelines as set forth by the Centers for Disease Control (CDC) and clinical facilities. To review these guidelines, see the following link: https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html and you can also look at pages 66-73 at the following link: http://www.cdc.gov/hicpac/pdf/isolation/Isolation2007.pdf from the CDC.

References


# Concept Map/Care Plan Grading Rubric

## MSU-Northern Nursing Department

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Highly Satisfactory</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Demographics</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20% of points</td>
<td>• Admission Date and reason</td>
<td>20% of points</td>
<td>0 points</td>
</tr>
<tr>
<td></td>
<td>• Allergies</td>
<td>Information listed under &quot;Highly Satisfactory&quot; is incomplete.</td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
</tr>
<tr>
<td></td>
<td>• Medical Diagnosis and significant information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• History and Physical (including past history and recent hospitalizations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• I&amp;O, weight, height</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Vital Signs</td>
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<td></td>
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<tr>
<td></td>
<td>• Diet, K-cal needs, Est. fluid needs</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>• ADLs and restrictions</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Lab values</td>
<td></td>
<td></td>
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<td></td>
<td>• Resources for discharge planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medications</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of points</td>
<td>• All medications (action, major adverse effects, anticipated response, drug interactions, nursing considerations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Allergies</td>
<td>0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Treatments</td>
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<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
</tr>
<tr>
<td><strong>Pathophysiology</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of points</td>
<td>• Diseases process workup - at least three pathophysiology workups with anticipated medical and nursing management noted as well as anticipated diagnostic tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 points</td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
</tr>
<tr>
<td><strong>Assessment Data</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of points</td>
<td>• Diagnostic tests completed or ordered</td>
<td>0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Vitals</td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
</tr>
<tr>
<td></td>
<td>• Head to toe assessment</td>
<td></td>
<td></td>
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<td></td>
<td>• Psychosocial assessment</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Medical terms used appropriately</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Documentation is appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Nursing Diagnoses</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of points</td>
<td>• 3 nursing diagnoses related to health and illness</td>
<td>0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 1 psychosocial nursing diagnosis</td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
</tr>
<tr>
<td></td>
<td>• Diagnoses stated correctly with proper NANDA terminology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Subjective and objective data noted</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Individualized</td>
<td></td>
<td></td>
</tr>
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<td></td>
<td>• Prioritized</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goals/Outcome Criteria</strong></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of points</td>
<td>• 2-4 goals per nursing diagnosis</td>
<td>0 points</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information listed under &quot;Highly Satisfactory&quot; is not present or not accurate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- At least 1 of the goals should be short-term
- At least 1 of the goals should be long-term
- Measurable
- Realistic
- Patient-centered

| Nursing Interventions 10% of points | | |
|-----------------------------------|-------------------|
| A concept map/care plan at this level would contain complete information about the following: | | |
| - At least 4 interventions per goal | | |
| - References and rationales noted | | |
| - Appropriate | | |
| - Individualized to patient | | |
| - Concise and specific (what, when, why, how) | | |
| - Prioritized | | |

| Evaluation 10% of points | | |
|--------------------------|-------------------|
| A concept map/care plan at this level would contain complete information about the following: | | |
| - Were goals met, not met? | | |
| - Give statement with rationale about whether goals met/not met | | |
| - Develop further interventions if necessary | | |
| - Draw conclusions | | |

| Formatting 10% of points | | |
|--------------------------|-------------------|
| Information at this level is well-organized, neat, legible, useable for end of shift report and references present. | | |

| Overall Score | | |
|---------------|-------------------|
| 92% of points or more | 78-92% of points | 0% points or more |
STUDENT CONDUCT, PERFORMANCE AND GRIEVANCE PROCEDURES

**Student Code of Academic and Clinical Conduct**
MSU-Northern’s Nursing department 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

**Academic Misconduct**

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

The MSU-Northern Academic Misconduct Policy from the MSU-Northern site determines what constitutes cheating, dishonesty, plagiarism, etc. MSU-Northern Academic Misconduct policy 601.2: [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 according to the MSU-Northern Department of Nursing Professional Behavior Expectations, which may include sanctions as described by the MSU-Northern policy 601.2.

**MSU-Northern Department of Nursing Chain of Command**

If a student encounters an issue with an assignment, grade, or Professional Behavior Expectations policy, the chain of command is as follows:

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

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

**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, your instructors may also use TurnItIn to determine whether material you 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 your instructor opts to submit your assignments to TurnItIn, your work will likewise be stored in the database as a source document for comparison with future submissions. TurnItIn will not use the content of your submission for any purpose other than to compare future submissions for matching or highly similar text.
You are strongly encouraged to review MSU-Northern’s Academic Misconduct Policy 601.2, including plagiarism and multiple submissions, available at http://www.msun.edu/admin/policies/600/601-2.aspx. If you have any questions about this policy or what constitutes plagiarism, be sure to consult your instructors. If you have any questions about TurnItIn specifically, please contact Randy Bachmeier, Dean of Extended University (Desire2Learn and TurnItIn system administrator), at rbachmeier@msun.edu or (406) 265-4152.

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

- **Writing Resources:**
  - Avoiding Plagiarism: http://owl.english.purdue.edu/owl/resource/589/1/
  - Quoting, Paraphrasing, and Summarizing: http://owl.english.purdue.edu/owl/resource/563/1/
  - APA Style: http://owl.english.purdue.edu/owl/section/2/10/
  - MLA Style: http://owl.english.purdue.edu/owl/section/2/11/

- **TurnItIn Resources:**

**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 grade assignment should be handled utilizing the MSU-Northern Department of Nursing Chain of Command, starting with the instructor.

a) The student initiating the appeal can attend nursing course lectures while the appeal is in progress. The student may not be able to attend any clinical experiences during this time as deemed by the instructor.

b) If the student desires to bring a third party to any or all meetings to discuss the appeal, an advance notice of three working days must be provided in writing to the instructor.

I. If a student disagrees with the assignment of a grade by an instructor the student may file an appeal. MSU-Northern Department of Nursing follows the MSU-Northern Student Grade Appeal Process within the department first, then proceeding to the Provost. The appeal process outlined below is the same as the MSU-Northern Student Grade Appeal Process with the exception that “Director of Nursing” is substituted for “Dean.”

II. **Grade Decision Reviewed**

These procedures are available only to review allegedly unfair grade decisions and not mere differences of opinion regarding the professional judgment of the instructor in evaluating a student’s work or making a grade decision. The grade decision will be considered unfair if the decision is made:

a. On some basis other than performance in the course and/or compliance with course assignments and requirements.

b. By more exacting or demanding standards than were applied to other students in the same course section.

c. By a substantial departure from the instructor’s standards as articulated in the course syllabus, catalog descriptions and/or other written materials.
III. Student Grade Grievances

**Procedures:** A student who wishes to grieve a grade decision must proceed as follows:

1. **Informal meeting** The student should attempt to resolve the matter directly with the instructor through a personal conference as soon as possible after the grade decision is known.

2. **Director of Nursing Review**
   a. If the student and the instructor cannot reach a mutually satisfactory resolution to the problem, the student may file a formal grievance. The grievance must be presented in writing to the Director of Nursing within 15 working days of the alleged grading incident. If the grievance is based on the final grade in a course, the grievance must be presented in writing to the Director of Nursing no later than the 15th day of university instruction in the following academic term. The student must describe the grievance, the date(s) of occurrence, why the student believes the decision was unfair, the student’s attempts to resolve the grievance informally and the precise relevant documents. For purposes of this section, fall semester, spring semester and summer session shall each constitute an academic term.
   b. The student shall send a copy of the grievance to the instructor. The instructor shall have ten (10) working days to respond after receipt of the grievance. If the instructor does not respond within that time frame, the Director of Nursing will consider the grievance with the material formally submitted by the student.
   c. The Director of Nursing will receive and review all evidence, interview persons relevant to the appeal and the evidence submitted in support of the appeal, if possible, and render a written decision with recommendations as the resolution within ten (10) working days of receipt of the instructor’s response. A copy of the Director of Nursing’s decision will be given to the instructor and the student. If the grievance is not concluded within this time frame, the student may carry it forward to the Provost for resolution.
   d. If the Director of Nursing is the instructor who made the grade decision that is subject of the grievance, another Dean or Director at Montana State University-Northern shall complete the first formal step of the grievance, as described in section III.2., subsections a), b) and c) of this policy. That Dean will be selected by a process of elimination, the student having the first veto and the instructor having the second veto. The Provost will oversee the selection process.

3. **Provost's review** The student or the instructor may appeal the Director of Nursing’s decision. Such appeal will be filed in writing and submitted to the Provost within five (5) working days of receipt of the Director of Nursing’s decision, with copies to the instructor, the student and the Director of Nursing. The written appeal shall deal only with the part or parts of the Director of Nursing’s decision that the appellant disputes. New evidence, information or supporting documents cannot be included as part of the appeal except when, by clear and convincing evidence, it is established that such information was not available at the time of the original grievance. The Provost may interview the student, the instructor, the Director of Nursing and other appropriate persons, but only to discuss the issues in dispute in the appeal. The Provost will submit a written decision to the student, the instructor and the Director of Nursing within ten (10) working days of receipt of the appeal. The decision of the Provost is the final decision of the University.

4. **Time Extensions** The parties at each step of the process may agree to extend the time lines established in this policy. Such extensions should be in writing, and signed by the appropriate parties.

5. **Grade Changes** Grade grievances can occur in two ways, and the grading process shall be governed by the following procedures:
   a. If the grievance is the result of an instructor’s decision during the semester, the student will be assigned a grade of NR if the grievance has not been decided by the time final grades are awarded in the course. The final grade will be awarded, once the grade grievance is completed, based on the decision of that grievance.
b. If the grievance is based on the final grade awarded in a course, the grade will be changed only if the decision of the grievance requires a change.

**Professional Behavior Expectations in the Nursing Program (PIP forms, Unsatisfactories)**

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](http://www.nsna.org/portals/0/skins/nsna/pdf/nsna_coc_academic_clinical_interp_statements.pdf). Departure from those expected behaviors would be “unprofessional behavior.”

**Definitions and Guidelines**

The 3-stage process described in this policy is the faculty/student procedure for behavioral issues (not grade-related issues). **Goals of this process include:**

1. To provide opportunity for professional improvement for students struggling with behavioral issues which will impact that student’s success in the nursing program and the nursing field
2. To provide adequate counselling and assistance with behavioral issues in order to allow the student opportunity to succeed.

- If, at any time, a student chooses to bring in legal representation or brings the matter to the State Board of Nursing prior to working through the Nursing Departmental and University process, the issue is worked through the MSU-Northern Provost from that point forward.
- The student has the right to appeal any decision made by an instructor first to the Nursing Director, then the Provost and finally, the Chancellor at MSU-Northern (in that order per Chain of Command).
- All participants attending any of the meetings below are allowed a copy of the forms and are requested to sign the Professional Improvement Plan (PIP).
  1. If any member present does not agree with the PIP, that member must be given an opportunity to provide a dissenting plan of action within five (5) working days of the meeting.
- If unprofessional behaviors occur in the classroom or at the clinical site, the student may be asked to leave the classroom or clinical site immediately.
- *If a student's behavior is seriously disruptive, violent or threatening in any manner, campus security or law officials will be contacted immediately.*
- A second faculty member may be a part of any stage of this process

**Unprofessional behavior** is behavior demonstrated by a student of the MSU-Northern Nursing Program who, while on University or associated classroom and clinical sites exhibits any behavior which interferes with:

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

**Dismissible offense** is student action(s) that are unsafe in clinical, lab setting, or classroom as determined by the instructor.

- Dismissible offenses are automatic unsatisfactories. Students will immediately step to stage 2, and possibly stage 3 of this Professional Behavior Expectations policy.
- If a student is determined to be unsafe, the student will be removed from the setting for that day. A meeting will be scheduled with the student, instructor, and department director to determine the seriousness of the event, and the consequences which may include dismissal from the nursing program overall.
- If an instructor suspects that a student is under the influence of a substance at clinical, the student will be required to submit to a drug screen (at the student’s expense) and may be immediately dismissed from the nursing program.
3-Stage Process of Professional Behavior Expectations Policy

**Stage One:** Professional Improvement Plan (PIP) (these are not unsatisfactories for the first offense)

*1st PIP Form*

- A student can earn a Professional Improvement Plan (PIP) at any time. Students may earn several Professional Improvement Plans for various issues.
- Recurrent behaviors noted on any PIPs will require that stage two of this process be implemented.
- Examples of when PIPs are implemented can include, but are not limited to:
  - 3 classroom absences, 3 classroom tardies, 1 clinical absence, 1 clinical tardy, unprofessional behavior that does not adhere to the *NSNA Code of Ethics Part II* or the *MSU-Northern Student Conduct Policy 601.3*.
  - PIPs will not be issued for late papers (see late assignments guidelines).

**Steps:**

1. PIP form completed by the instructor.
   a. *NSNA Student Code of Ethics Part II* should be referenced.
2. PIP form and noted behavior is discussed with the student by instructor.
   a. Student and instructor are allowed to have another staff member present.
   b. Action discussed to change behavior and prevent it from happening in the future.
   c. Establish strategies and options to give the student the best opportunity to succeed.

**Stage Two:** Professional Improvement Plan (PIP) and 1st unsatisfactory

*Student behavior continues to be unsatisfactory in area noted on an initial PIP that was completed as noted above.*

*1st unsatisfactory earned*

**Steps:**

1. 2nd PIP form completed by the instructor.
   a. *Student Code of Ethics* should be referenced.
   b. 1st PIP form needs to be attached.
2. Meeting scheduled with faculty member, student and Department of Nursing Director to discuss 1st PIP and 2nd PIP.
   a. Purpose of the meeting is to investigate the incident, allow the student to explain the behavior, and to clarify expected behavior.
   b. PIP form and noted behavior is discussed with the student.
   c. Student is allowed to have another staff member present.
   d. Action discussed and put in writing to change behavior and prevent it from happening in the future.
   e. Strategies and options established to give the student the best opportunity to succeed.
3. Student needs to be aware that this is a serious warning that continued behavior that violates the NSNA Code of Ethics Part II will result in suspension or dismissal from the Nursing Program.

**Stage Three: 2nd unsatisfactory and dismissal from program**

Student behavior continues to be unsatisfactory in area noted on initial PIP and 2nd PIP/unsatisfactory issues in stages one and two

**2nd unsatisfactory earned**

Steps:

1. 3rd PIP form completed by the faculty to note ongoing behavioral issue
   a. Student Code of Ethics should be referenced.
   b. 1st and 2nd PIP forms need to be attached.
2. Meeting scheduled with faculty member, student and Department of Nursing Director to discuss 1st PIP and 2nd PIP and dismissal from the nursing program.
   a. Purpose of the meeting is to investigate the incident, allow the student to explain the behavior and to clarify expected behavior
   b. PIP form and noted behavior is discussed with the student and recorded in writing.
   c. Student will be dismissed from the program.
   d. Student is allowed to have another staff member present.
3. Student is allowed to utilize the chain of command to grieve the decision for dismissal from the department of nursing. That chain of command allows the student to proceed to the next step of meeting with the Provost of MSU-Northern.

**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 Nursing Program. No representation regarding industrial standard is 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**

a. Visual
   i. Observe and discern subtle changes in physical conditions and the environment
   ii. Visualize different color spectrums and color changes
   iii. Read fine print in varying levels of light
   iv. Read for prolonged periods of time
   v. Read cursive writing
vi. Read at varying distances
vii. Read data/information displayed on monitors, computers and equipment

b. Auditory
   i. Interpret monitoring devices
   ii. Distinguish muffled sounds heard through a stethoscope
   iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
   iv. Effectively hear to communicate with others

c. Tactile
   i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics

d. Olfactory
   i. Detect body odors and odors in the environment

Communication/ Interpersonal Relationships

a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
b. Work effectively in groups
c. Work effectively independently
d. Discern and interpret nonverbal communication
e. Express one’s ideas and feelings clearly
f. Communicate with others accurately in a timely manner
g. Obtain communications from a computer

cognitive/Critical Thinking

a. Effectively read, write, and comprehend the English language
b. 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
c. Demonstrate satisfactory performance on written or computerized examinations including mathematical computations without a calculator
d. Satisfactorily achieve the program objectives

Motor Function

a. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
b. Move, position, turn, assist with lifting or lift and carry clients without injury to clients, self or others
c. Maintain balance from any position
d. Stand on both legs
e. Coordinate hand/eye movements
f. Push/pull heavy objects without injury to client, self or others
g. 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
h. Flex, abduct, and rotate all joints freely preventing injury to client, self or others
i. Respond rapidly to emergency situations
j. Maneuver small objects
k. Perform daily care and functions for the client
l. Coordinate fine and gross motor hand movements to provide safe effective nursing care
m. Calibrate/use equipment
n. Execute CPR and physical assessment
o. Operate a computer
CLUBS, ORGANIZATIONS AND PARTICPATION AT MSU-NORTHERN, WITHIN THE DEPARTMENT OF NURSING, AND WITHIN THE PROFESSION OF NURSING

Student Participation in Department Meetings

1. **Student-Faculty Communication Meetings:**
   a. A faculty member from each campus will meet with the larger or a smaller representative student group from each level to discuss academic concerns, updates from students, or questions students are having.
   b. Faculty and students can bring updates/questions/concerns to scheduled faculty meetings.

2. **Faculty Meetings** - Any students are encouraged to attend any scheduled faculty meetings via personal appearance or teleconference. Students may be asked to leave for closed sessions.

Meetings, minutes, and announcements will be posted in D2L and announced in class.

**Nursing Club**

Nursing Clubs are registered with the student government and are authorized to use the school name and facilities and can request money during the annual budgeting process. Contact Student Senate for more information: 265-3714 and [http://www.msun.edu/stuorgs/asmsun/](http://www.msun.edu/stuorgs/asmsun/) and [http://www.msun.edu/stuorgs/](http://www.msun.edu/stuorgs/)

Each ASN class member is invited to join the MSU-Northern Nursing Club. Meetings may be scheduled in the nursing classrooms as schedules allow.

Under **Clubs and Organization** in the **Student Handbook and Planner** is the following:

- Level I Nursing Club: Organizes and oversees nursing club activities. Offers a meeting place for nursing students to have fun and share ideas.
- Level II Nursing Club: Organizes, plans and oversees nursing club activities and events. Also offers nursing students an opportunity to gather and exchange ideas.

**Student Nurse Association**

Students are encouraged to join Student Nurses Associations for professional development. The National Student Nurse Association is organized on the local, state, and national level, and is an affiliate of the American Nurses’ Association.

- Montana Student Nurses Association link: [http://www.mtnurses.org/TopMenuCategory/Student-Nurses](http://www.mtnurses.org/TopMenuCategory/Student-Nurses)
- National Student Nurses Association link: [http://www.nsna.org/default.aspx](http://www.nsna.org/default.aspx)
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 ASN Nursing Student Handbook. I understand that it’s my responsibility to read and follow the policies of the Department of Nursing as outlined in the Nursing Student Handbook. The Nursing Faculty and Director are available to answer any questions that may arise.

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

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

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 agency information.
2. I will not release unauthorized information to any source.
3. I will not access or attempt to access information other than that which I have been given the authorization to access in order to complete my assignment as a student nurse.
4. I will report breaches of the confidentiality agreement by others to my course instructor. I understand that failure to report breaches of confidentiality is an ethical violation and subjects me to disciplinary action.
5. I will not put client/family/clinical agency 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: __________
PHOTO RELEASE FORM

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

Agree _______                 Disagree _______

Signature:  _________________________________ Date:  _____________

Printed Name:  ________________________________

This form will be placed in my academic file; I have retained a copy of this agreement for my records.

Sign and submit to the Department of Nursing
EMAIL RELEASE FORM

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

Agree _______                 Disagree _______

Signature: __________________________ Date: _____________

Printed Name: _______________________

This form will be placed in my academic file; I have retained a copy of this agreement for my records.

Sign and submit to the Department of Nursing