



**Associate of Science Degree  
In Nursing (ASN)**

**STUDENT HANDBOOK**

**2025-2026**

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## I. GENERAL INFORMATION

## **Department of Nursing Directory**

## **Director of Nursing**

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MSU-Northern Department of Nursing welcomes returning ASN students and nursing students who are new to the ASN program delivered in Havre.

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

As a general rule, changes in policies and procedures become effective at the start of each semester. Any changes in policies and/or procedures made during the academic year will be distributed to students in writing. The student will acknowledge, by signature, reviewing the Student Handbook and any changes made.

Please contact the Department of Nursing or the Dean/Director if questions or concerns arise. The Nursing Faculty and Staff are here to facilitate a positive student learning experience.

We look forward to meeting all of you this Fall Semester.

MSU-Northern Department of Nursing Faculty and Staff

## **APPROVAL/ACCREDITATION**

*Montana State University – Northern is fully accredited by:*

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

Montana State University – Northern Department of Nursing  
Associate of Science Degree in Nursing Program is fully approved by:

Montana State Board of Nursing  
301 South Park  
PO Box 200513  
Helena, MT 59620-0513  
Phone: 1-406-841-2300  
[www.nurse.mt.gov](http://www.nurse.mt.gov)

The Associate of Science Degree in Nursing Program at MSU-Northern located in  
Havre, Montana is accredited by the

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone 404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners  
for the Associate of Science Degree in Nursing Program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at  
<http://www.acenursing.com/accreditedprograms/programsearch.htm>

## **MSU-NORTHERN'S MISSION STATEMENT**

MSU Northern provides higher education to students for professional and technical careers through an institution dedicated to teaching and the pursuit of knowledge (*approved by the Board of Regents on Nov. 17, 2023*). <https://www.msun.edu/aboutmsun/mission.aspx>

## **MSU-NORTHERN'S VISION STATEMENT**

MSU-Northern will be known for its supportive, student-centered environment in which a unique mix of academic programs are responsive to local, regional, and state workforce needs, offered in an atmosphere that promotes student success (*as selected by the campus community on April 16, 2012*).

<https://www.msun.edu/aboutmsun/mission.aspx>

## **MSU-NORTHERN'S CORE VALUES**

These institutional values guide and direct faculty, staff, students and administration as we work together to meet our MSU-Northern mission, realize our vision and achieve our goals.

### **Access, Equity, & Inclusion**

*We strive to be a Northern community who embraces difference and learns from one another.*

We seek first to understand and appreciate diversity, cultivating an intellectual and physical home for all. We champion meaningful relationships that create environments in which each of us can thrive. We lead through honesty, transparency, inclusivity and trust.

### **Excellence**

*We endeavor to improve, grow, and realize individual and shared potential.*

We recognize that learning is personal and connected, conceptual and practical, independent and integrated; learning occurs at all times and in all places. We recognize that institutional excellence thrives through innovative and effective teaching pedagogies, engaged learners, and a clear desire to collaborate.

### **Life-Long Learning**

*We cultivate a belief that learning is a life-long endeavor.*

We are committed to developing and delivering transformative learning experiences that will change lives. We challenge ourselves to become critical and creative thinkers who engage intellectual curiosity and welcome differing perspectives to solve complex problems.

### **Authenticity**

*We construct real bonds that empower ourselves and others to be who we are.*

We communicate openly and build relational foundations through trust, transparency and openness. We embrace our charge to serve Montana and to provide quality, individualized education for all.

### **Collaboration**

*We form intentional partnerships that deepen learning and engagement within and beyond the campus community.*

We work together and learn from one another. We create shared learning experiences by engaging the student perspective as we listen to and leverage internal and industry expertise. We seek to balance local impact within a global perspective.

### **Stewardship**

*We commit to actions that conserve present needs and that safeguard the needs of the future.*

We do this through intentional consideration of economic, societal, physical, human, and environmental factors. (as selected by the campus community on October 22, 2020) <https://www.msun.edu/aboutmsun/mission.aspx>

## **DEPARTMENT OF NURSING MISSION STATEMENT**

### **Department of Nursing Mission Statement**

(September 2017)

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

## **ASN PROGRAM MISSION STATEMENT**

### **ASN Mission Statement**

(September 26, 2016)

MSU-Northern ASN program provides a high quality nursing program that prepares students to become graduate nurses entering the profession of nursing.

## **DEPARTMENT OF NURSING PHILOSOPHY**

Montana State University-Northern Department of Nursing believes that all levels of professional nursing utilize the following Quality and Safety Education for Nurses (QSEN) concepts:

- **Patient-Centered Care**
- **Teamwork and Collaboration**
- **Evidence-Based Practice**
- **Quality Improvement**
- **Safety**
- **Informatics**

## **DEPARTMENT OF NURSING ORGANIZING CONCEPTUAL FRAMEWORK**

The Department of Nursing's mission, as well as the mission, vision statement, and core values of MSU-Northern guide the development of the ASN program outcomes, course outcomes, and student learning outcomes. Concepts related to QSEN <http://qsen.org/> are a guide for selection of content and meaningful student learning experiences for our curriculum (*revised July 25, 2022*).

## DEFINITION OF QSEN CONCEPTS GOVERNING THE ASN PROGRAM

### **Patient-Centered Care:**

Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

### **Teamwork and Collaboration:**

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

### **Evidence Based Practice:**

Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

### **Quality Improvement:**

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

### **Safety:**

Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

### **Informatics:**

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

<https://qsen.org/competencies/pre-licensure-ksas/>

## ASN PROGRAM OUTCOMES

The students' achievement for the program is to meet or exceed the following outcomes:

1. At least eighty percent (80%) of all ASN graduates, as first-time test takers, will pass the NCLEX-RN Exam on the first attempt during the same 12-month period.
2. At least eighty percent (80%) of all nursing students will earn their ASN degree within three-years of being admitted into the ASN Program.
3. At least eighty percent (80%) all ASN graduates will be employed in the field of nursing or continuing their nursing education in a RN-BSN program within twelve (12) months of graduation.

(Revised March 27, 2017)

## ASN STUDENT LEARNING OUTCOMES

At the end of the ASN Program, the nursing graduate will:

1. Provide coordinated patient-centered care which respects patient values, preferences and needs.
2. Collaborate with patients and inter-professional teams, to foster mutual respect, open communication, and shared decision-making.
3. Analyze evidence-based practices for delivery of optimal health care across the lifespan.
4. Explain the use of patient and health care data to monitor care outcomes for quality improvement.
5. Provide safe patient care across the lifespan in all practice settings.
6. Use technology to communicate, inform, and support decision-making while providing patient-centered care across the lifespan.

(Revised October 3, 2016)

## II. ACADEMIC POLICIES

### MSU-Northern Policy & Procedures:

#### 601.2 Academic Misconduct

##### Section 600: Student Affairs/Academic Affairs

<https://www.msun.edu/admin/policies/600/601-2.aspx>

**Effective: February 12, 2001**

**Revised: April 2021; March 2023**

**Last Review: March 2023**

**Next Review: March 2024**

**Responsible Parties: Senior Vice Chancellor for Academic Affairs/Provost and Dean of Students**

The faculty, administration and students of Montana State University-Northern believe that academic honesty and integrity are fundamental to the mission of higher education. The University has a responsibility to promote academic honesty and integrity and to assure the highest ethical and professional standards and behavior in the classroom. Accordingly, the University has developed procedures that address instances of academic dishonesty. Students who violate these standards commit academic misconduct and will be subject to academic and/or disciplinary sanctions.

Academic misconduct includes cheating; plagiarism; forgery; falsification; facilitation or aiding academic dishonesty; multiple submissions; theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments or computer programs without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors; or otherwise attempting to obtain grades or credit through fraudulent means.

#### DESCRIPTIONS and EXAMPLES

A description of some forms of academic dishonesty and some examples are provided to help students understand their responsibilities regarding academic honesty:

- A. **Cheating:** giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; unauthorized use of books, notes or other devices such as calculators, during a quiz or test; acquiring without authorization copies of tests or examinations before the scheduled exercise; copying reports, laboratory work or computer programs or files from other students.
- B. **Plagiarism:** presenting the work of another as one's own without proper acknowledgment. Examples of plagiarism include submitting as one's own work the work of another student, a ghost writer, or a commercial writing service; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source; using facts, figures, graphs, charts or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse or appropriation of another work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.
- C. **Falsification:** the invention or unauthorized alteration of any information or citation in an academic exercise. Examples of falsification include inventing or counterfeiting data or research procedures to give the appearance of results being achieved from procedures that were not undertaken; the false citing of a source of information; altering the record of, or reporting false information about, practicum or clinical

experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness; altering a returned examination paper and seeking a better grade.

- D. **Facilitating Academic Dishonesty:** giving assistance or attempting to assist another in the commitment of academic misconduct.
- E. **Multiple Submissions:** submitting the same paper or oral report for credit in two courses without the instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.
- F. **Tampering:** interfering with, altering, or attempting to alter University records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include using a computer or false-written document to change or affect the grade recorded for a student; forging the signature of a university official on a drop/add sheet or other official University record; erasing records or information of a student; unauthorized access to a university record by computer; unauthorized entry into an office or file; obtaining information from the University without proper authorization.
- G. **Other Academic Misconduct:** other examples of academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; collaborating on work with the knowledge that the collaboration is not authorized or will not be reported. Taking an examination or test for another student or signing a false name on an academic exercise.
- H. **Unauthorized Sharing of Course Materials:** Course materials are the property of MSU-N. Any unauthorized sharing or distribution of course materials without the explicit consent of faculty is prohibited. This is inclusive of any course content (including but not limited to assignments, exams, quizzes, and lab worksheet information).

## ACADEMIC MISCONDUCT PROCEDURES

If an instructor has reason to believe that a student has engaged in academic misconduct, the following procedures apply:

### 1. **Informal Meeting**

The instructor must attempt to personally and privately meet with the accused student and explain that there is reason to believe that the student has allegedly committed an act that constitutes academic misconduct. During this informal meeting, the accused student is allowed a reasonable opportunity to respond or explain the circumstances that lead to the accusation. If the student does not respond to a request for a meeting after 5 days, the instructor may continue to step 2 without a discussion taking place.

### 2. **Academic Misconduct Reporting Form**

If, after hearing the student's response (if any is provided), the instructor continues to believe the student engaged in academic misconduct, the instructor will submit the [Academic Misconduct Reporting Form](#) to the Dean of Students Office and provide a copy to the appropriate Academic Dean. The Academic Misconduct Notification Form shall be kept for seven years from the date of receipt.

The Dean of Students Office will determine if the student(s) involved has(ve) prior history of academic misconduct and relay that information to the instructor and the Academic Dean. In the event a prior history of academic misconduct does exist, the instructor will coordinate with the Academic Dean and the Dean of Students Offices for resolving the presented concern. Student Code of Conduct guidelines (further explained under "Student Code of Conduct Referral) might be implemented.

If there is no prior history of academic misconduct, the Dean of Students will notify the Instructor who will proceed with the Instructor imposed academic sanctions.

### **3. Instructor-Imposed Academic Sanctions:**

The instructor will make a determination of responsibility and assign sanctions, as appropriate. An instructor is limited to imposing sanctions within the scope of academic activity. The following sanctions may be imposed by instructors when a finding is made that academic misconduct has occurred.

- a. Oral reprimand
- b. Written reprimand.
- c. An assignment to repeat the work, or an alternate assignment.
- d. A lower or failing grade on the particular assignment or test
- e. A lower or failing grade for the course

Please see specific program handbooks for imposed sanctions as there are stricter sanctions specific to certain educational programs, such as nursing and education.

### **4. Appeal of Instructor-Imposed Academic Sanctions:**

The student may present a formal appeal in writing to the instructor's Academic Dean (or designee) no later than five (5) business days after receiving the instructor's determination of Academic Misconduct. The student must provide evidence that the instructor's determination of academic misconduct was incorrect, and the precise relief sought by the student. The student may attach copies of any relevant documents or evidence. The Dean shall send a copy of the appeal to the instructor.

The instructor shall have five (5) business days to respond in writing to the Dean after receipt of the appeal. The instructor shall present their evidence that the charged student committed academic misconduct.

The Dean will receive and review all evidence provided by the student and instructor, and, at the Dean's discretion, may interview either or both parties. The Dean shall render a written decision within five (5) business days of receipt of the instructor's response.

The Dean's decision may uphold, amend, or overturn the instructor-imposed sanction. However, the Dean may not impose a higher sanction than the sanction originally imposed by the instructor, unless new information is found through the appeal process. If a higher sanction is appropriate, the designated Dean shall refer the matter to the Provost.

The Dean shall send a copy of his/her decision to the student, the instructor, and the Provost. All the associated materials concerning an academic misconduct incident will be stored with the academic Dean for seven years.

The Dean's decision may be appealed, to the Provost, by either the student or the instructor, if new evidence comes to light or if the institutional process has not been followed. The Provost's decision shall be the final decision of the University.

If a Dean is the instructor who has reason to believe that a student has engaged in academic misconduct, the Provost will appoint an academic administrator that will complete the appeal procedures described in this subsection.

### **5. Student Code of Conduct Referral**

In addition to instructor-imposed academic sanctions, an academic misconduct concern may be referred to the Dean of Students Office for further review and potential action. This process takes place when:

- a. the Dean of Students Office review of the Academic Misconduct Reporting Form submission identifies prior history of academic misconduct for the student(s) involved; or

- b. at the request of the instructor or Academic Dean, due to the severity of the concern or other aggravating circumstances.

In either case, the Dean of Students Office will contact the instructor to discuss the concern and identify further process for resolving the concern collaboratively with the instructor, the Academic Dean, and the Senior Vice Chancellor for Academic Affairs/Provost, as appropriate. Resolution may include filing formal charges against the student for a violation of the Student Code of Conduct. In the event it is determined that formal charges of a violation of the Student Code of Conduct need be filed against the student, the Dean of Students Office will assume responsibility for adjudication and further action as outlined in the Student Code of Conduct, to include any subsequent appeals processes.

These additional disciplinary sanctions may include, but are not limited to:

- a. Removal of the student from a major program or college.
- b. Withdrawal of a degree or academic credit previously bestowed.
- c. Any sanction that may be imposed for violation of the Student Conduct Code, including disciplinary probation, suspension or expulsion from the University.

### **MONTANA STATE UNIVERSITY – NORTHERN Title IX of the Education Amendments of 1972**

Title IX and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the university.

Sexual harassment is a form of sex discrimination prohibited by Title IX. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including rape, sexual assault, sexual battery and sexual coercion or other sexual misconduct.

Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program.

Any student, faculty or staff member with questions or concerns about sex discrimination or sexual harassment or who believes that he or she has been the victim of sex discrimination or sexual harassment may contact the Title IX Coordinator for assistance. The Title IX Officer is available to discuss options, explain university policies and procedures, and provide education on relevant issues.

Title IX complaints involving student complainants and student respondents will be referred to the Title IX Coordinator for investigation and shall be subject to the **STUDENT CONDUCT CODE**.

<https://www.msun.edu/hr/titleix/index.aspx>

### **MONTANA STATE UNIVERSITY – ACCESSIBILITY SERVICES**

At Montana State University-Northern, students with physical or learning disabilities are provided with a variety of services, as directed by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). In order to access these services, students are asked to complete an application, provide documentation of their disability, request accommodations for their courses and meet with the coordinator of disability services. For more information, please visit the following website: <http://www.msun.edu/stuaffairs/disabilityserv/>

## **MONTANA STATE UNIVERSITY – NORTHERN DRUG-FREE WORK PLACE**

### **Section 1000: Campus Policy**

#### **1003.2 Policy Statement**

Please review the following link:

<http://www.msun.edu/admin/policies/1000/1003-2.aspx>

## **NURSING STUDENT FUNCTIONAL EXPECTATIONS**

### **Functional Requirements for Participation in the MSU-Northern Department of Nursing ASN Program**

The functional requirements for participation in the Nursing Program are used to determine the ability to perform essential job functions or whether the Americans with Disabilities Act (ADA) accommodations or modifications are necessary.

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 include but are not limited to visual, auditory, tactile and olfactory acuity, adequate fine and gross motor skills and the ability to lift 50 pounds.

### **.III. PROGRAM POLICIES AND REQUIREMENTS**

#### **NURSING PROGRAM PROCESS** **(ADVISING, ADMISSION, PROGRESSION, GRADUATION)**

#### **ADMISSION, PROGRESSION AND GRADUATION COMMITTEE**

The admission, progression, and graduation committee consist of all members of the Department of Nursing Faculty, Staff, and the Director of Nursing. This committee meets, as needed, to discuss admission, progression, and graduation of ASN nursing students

#### **Nursing Advising**

1. Pre-Nursing students receive additional advisement, as needed, from the Department of Nursing.
2. ASN Nursing Students are assigned to Nursing Faculty advisors upon admission to the ASN Program.
3. During the summer, Nursing Faculty who are teaching and the Department of Nursing Director are available for advising.

#### **LPN Admissions**

1. LPN's who have successfully been accepted to the ASN program will follow the same plan of study as other students admitted into the program.
2. Current practicing LPN's have the option of testing out of their NRSG 232, 233 (Foundation and Lab) courses and substitute previous coursework for this requirement.
3. These students must pass a skill's check-off and pass the required Kaplan given during these classes prior to the start of their first semester of the ASN program
4. If the student is unable to pass this, the student must take the required course NRSG 232 and NRSG 233.

\*\*\*Students in who enroll in MSU-Northern does not automatically guarantee acceptance into the ASN Program, students will need to go through the ASN Application Process\*\*\*\*\*

#### **REQUIREMENTS OF STUDENTS ACCEPTED INTO THE ASN PROGRAM**

1. Upon admission and acceptance in the ASN program, students are required to purchase and set up an account with CastleBranch. CastleBranch provides secure storage of student's required documents for the clinical sites. The student is responsible for the fees associated with this account. This account will proceed with student after graduation from the ASN program for documentation storage. For more information: [www.castlebranch.com](http://www.castlebranch.com)
2. Prior to the first day of classes, students need to have current **documentation** uploaded to the student's CastleBranch account. The required documentation are:
  - a) Current American Heart Association Healthcare Provider certification; Students will complete this during their NRSG 233: Nursing Foundations Lab course during Fall semester.
  - b) A TB Skin test. Tuberculosis Policy:
    - All nursing students are screened annually for Tuberculosis (TB).
    - Each nursing student is responsible for providing evidence of screening for TB.
    - Documentation includes: TB screening form (date and test result cited as positive or negative).
    - Initially a two-step Tuberculin skin test (TST) will be used to provide a baseline or a

QuantiFERON-TB Gold Plus blood test.

- If symptomatic, the nursing student is required to submit documentation of medical evaluation of the nursing student's health status related to TB.
- Nursing students with a positive skin test are required to provide written clearance from their health care provider in order to provide patient care. Additional requirements may be expected based upon current Centers for Disease Control (CDC).

c) MMR immunization. **MMR Policy:** Have immunizations that are current for, or have documented proof of immunity to, the diseases of Measles, Mumps, and Rubella (MMR). **Adults born before 1957** are generally considered immune to measles, mumps and rubella. One dose of MMR vaccine should be considered for HCP with no laboratory evidence of disease or immunity to rubella. **All adults born in 1957 or later** should have documentation of one or more doses of MMR vaccine unless they have a medical contraindication to the vaccine or laboratory evidence of immunity for measles. Documentation of provider-diagnosed disease is not considered acceptable evidence of immunity for measles, mumps or rubella. (Healthcare Personnel Vaccination Recommendations Recommended United States, 2017 Immunization Action Coalition [www.immunize.org](http://www.immunize.org) \* [www.vaccineinformation.org](http://www.vaccineinformation.org) ).

d) Current Tetanus, Diphtheria, Pertussis (Tdap)

e) Varicella vaccination or titer.

f) Flu shot documentation requirement: **(This documentation is required annually in October)**

- Documentation showing shot was received, **OR**
- Doctor's note stating why student cannot receive the flu shot

g) Hepatitis B vaccination series, including titer, or have a valid waiver on file;

h) Professional liability insurance which is provided by MSU-Northern through student program fees;

i) Background check: this is done through CastleBranch. The costs associated with this account are the student's responsibility.

j) Clean Drug Test each academic year. Date will be given to students for drug testing appointment when program starts each Fall. The cost associated with this is at the expense of the student.

k) Valid Health Insurance Card

l) COVID-19 Vaccine: This vaccine is not mandated by MSU-Northern Department of Nursing, but clinical sites may require proof of vaccine or exemption from vaccine. If clinical sites request this information, students will be notified. If verification is requested from clinical sites, students will need to submit to the CoHS Administrative Office and have it placed in their student file. It will not have to be uploaded to Castlebranch.

3. Clinical Sites may require additional vaccine or lab tests prior to a student being able to enter clinical sites. If any additional laboratory/diagnostic test results or verification of required health standards/status is required for a student, it will be completed at the cost of the student. The student will not be able to enter clinical site if requirements of clinical site are not met.

4. During the final semester of the ASN program, students are required to participate in a preceptorship, some clinical facilities require additional labs/background checks or immunizations above the MSU-Northern ASN requirements. Any additional cost will be at the student's expense.

5. **HIPAA Policy:** All Nursing Students are legally accountable under the Health Information Privacy and Accountability Act (HIPAA) of 1996 to ensure the confidentiality of patient health information. <https://www.hhs.gov/hipaa/for-professionals/index.html>

## **6. NAME AND ADDRESS CHANGE**

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

## **MONTANA STATE UNIVERSITY-NORTHERN COLLEGE OF HEALTH SCIENCES NURSING: SUBSTANCE ABUSE SCREENING**

### **TITLE:** Student Substance Screening

**POLICY:** The College of Health Sciences Nursing Department requires an annual urine substance screen for all ASN students. The Nursing Department may also test for substances (alcohol or drugs) for reasonable suspicion of being under the influence of either in the classroom/clinical setting and after an accident or incident in the classroom, lab or clinical setting.

**RATIONALE:** To promote patient safety and decrease institutional liability, the College of Health Sciences Nursing Department and clinical agencies require students to have a negative urine substance screen test at admission and before they will permit students in the clinical setting.

#### **Annual Urine Substance Screen:**

1. Marijuana possession and use remain prohibited on MSU-Northern's campus and at MSU-Northern events and activities, on and off-campus. Please see MSU-Northern Student Handbook.
2. Urine substance screen testing will be required prior to beginning any clinical within the ASN program and will be conducted in the Fall of each year. Students will be given an appointment time and date for the drug testing.
3. All costs associated with the urine substance testing are the responsibility of the student, along with any additional testing that is needed throughout the program.
4. Failure to complete the substance testing process by deadlines established by COHS Nursing Department may result in revocation of placement in the ASN program of study.
5. Students must use and follow the procedures of the laboratory approved by the COHS.
6. Students will be tested using the 10- Panel Non-Rapid urine substance screen. A record of the test results will be sent directly from the laboratory to the student's CASTLEBRANCH® account, which is then tracked by the COHS Nursing Department.

#### Reasonable Suspicion and Post-Clinical Incident/Accident Substance screening:

The faculty/ instructor will request the student to leave the classroom, lab or clinical environment and direct that student to testing for alcohol and drugs if there is reasonable suspicion of substance abuse. Please see Lab and Clinical Expectations under Section IV of the ASN Handbook.

#### **Section A: Test Result Outcomes**

1. **Negative Substance Screen:** Students whose results show a negative substance screen are eligible to take and continue coursework within the ASN program.
2. **Negative Dilute, Adulterated or Other Inconclusive Substance Screen:** Students whose results show a negative dilute, adulterated or other outcome that is neither positive nor negative must take a second urine substance screen at the same site within 24 hours of notice of the results, which will be scheduled by COHS Nursing Department. Two separate negative dilute, adulterated or other inconclusive outcome will be treated in the same manner as a positive drug test. See# 3 below.
3. **Positive Substance Screen:** A Positive substance screen will be confirmed by the Medical Review Officer (MRO) from the CASTLEBRANCH® approved drug testing laboratory.

- A. Students with a positive substance screen, or whose results are treated as a positive substance screen, will meet with the Director of Nursing. ASN students with a positive drug screen confirmed by the MRO, or whose results are treated as a positive drug screen, will not be permitted to continue within the ASN program at MSU-Northern effective immediately upon results posting.
- B. All students with a positive substance screen or whose results are treated as a positive substance screen, will be referred to Student Health Services for further evaluation and services at the student's expense.
- C. Any student who is unable to participate in nursing courses due to a positive substance screen or whose results are treated as a positive substance screen, may apply for readmission to the remaining courses in the nursing programs after the following are met:
  1. A twelve (12) month waiting period.
  2. Successful completion of a chemical dependence treatment program.
  3. Follow the readmission after positive screening procedures.

**Readmission after positive screening:**

- A. Students who reapply to the ASN program, after a positive drug screening must submit a letter from a substance abuse counselor to the Director of Nursing to verify successful participation in a substance abuse treatment program or other follow-up monitoring as appropriate for the student.
- B. Students must also submit negative drug screening through CASTLEBRANCH® at the student's expense upon submitting reapplying.

### **PROGRESSION THROUGH THE ASN PROGRAM**

To assure progression through the program, the Nursing Student is required to maintain the total academic and clinical requirements. When assigned to a clinical situation, the student is also required to assure patient safety and welfare.

To progress in the MSU-Northern ASN Program without interruption, the student is required to:

1. Pass the required General Education courses. Students who do not pass the General Education courses that are embedded in the ASN curriculum cannot progress to next semester of the ASN program. The general education courses include:(Anatomy & Physiology II with Lab, Intro to Psych, Intro to Sociology, and Microbiology with Lab). Any student requesting an Incomplete in these 4 courses has to meet with the Director of Nursing for approval.
2. Earn a grade of "C" or higher in all courses required for the nursing program, even the required General Education courses.
3. Maintain an average of 80% or higher on tests and quizzes in order to pass the nursing course.
4. Pass both the didactic and lab/clinical courses in the same semester. If either is not passed, **both** must be repeated together.
5. Meet the criteria established for the standardized testing (Kaplan and Hurst Review) required for the nursing courses.
6. If a student withdraws from the program of their own choice, they must reapply to the program for acceptance.

## **REMOVAL FROM THE ASN PROGRAM FOR UNSAFE CLINICAL PRACTICE OR UNPROFESSIONAL BEHAVIOR**

1. A student may be removed from a nursing clinical course prior to its completion if, in the judgment of the Nursing Faculty, CRRN, preceptor or clinical facility, the student's clinical practice jeopardizes patient safety.
2. Evidence of chemical (drug or alcohol) impairment during any clinical is reason for removal from the nursing program. (See Substance Abuse Screening Policy)
3. Students who demonstrate unprofessional behavior at the clinical site, where clinical staff/leadership request removal from clinical site and refuse student to reenter into the clinical site will be removed from nursing program.
4. Removal from the nursing program may occur for violating the HIPAA policy or breach of confidentiality. Student nurses are legally accountable to maintain patient confidentiality. (Refer to HIPAA Policy).
5. A student who is removed from the ASN program for documented unsafe clinical practice or unprofessional behavior will not be considered for readmission.

## **READMISSION TO THE ASN PROGRAM**

1. A student who has been removed from the ASN program would be required to submit documentation to the following:
  - The APG committee will assess each case individually and decide on readmission.
  - If the student is not satisfied with the APG committee decision, the student can appeal the decision by submitting paperwork to the Appeals Committee. (\*see Section V, *Student Appeals*).
2. Students who voluntary withdraw from the ASN program, must reapply to the program and repeat the application process.

## **GRADUATION**

**Students are personally responsible for meeting all University graduation requirements and the requirements for their particular academic degree programs.**

**MSU-Northern Department of Nursing adheres to the graduation and general education requirements of MSU-Northern as identified at <http://catalog.msun.edu/graduation-general-education-requirements/>**

Students who are going to graduate need to follow all university policies and procedures relating to graduation as published in *MSU-Northern Course Catalog*. The current *MSU-Northern Course Catalog* is located at: <https://www.msun.edu/registrar/catalogs.aspx>

1. **Completed and signed applications for graduation are due in the Registrar's Office at least one full semester prior to the end of the semester in which the student intends to graduate or participate in Commencement.** Graduation application forms can be found at: <http://www.msun.edu/registrar/graduation.aspx>
2. Gowns and announcements need to be ordered through the bookstore during the *fall semester prior* to graduation. Announcements will be sent out by the MSU-N Bookstore.
3. All students who have received financial aid during their college experience are required to have an exit interview with the Financial Aide Officer.

**4. Students must complete Hurst Review requirements to receive a passing grade in NRSG 266. Student transcripts will not be released to the Board of Nursing until this requirement is met.**

### **PINNING CEREMONY GUIDELINES**

1. The ASN traditional nursing pinning ceremony is a celebration of the great achievement made in completing the nursing program. The purpose is to recognize each graduate by placing the nursing school pin on the graduate.
2. The official nursing school pin is used in the MSU-Northern nursing pinning ceremony. The official nursing pin from the MSU-Northern Department of Nursing will be selected by nursing faculty and student nursing representatives in Fall semesters.
3. Nursing Club President, members and faculty advisor for the Nursing club will design and arrange for copying of the invitations and programs for the pinning ceremony. All printed material must be approved by the Chancellor's office. This is a club activity and is under the supervision of the Dean of Students.
4. The MSU-Northern Nursing club has an MSU-Northern Nursing Club account in the Business Office and also in the MSU-Northern Foundation Office in which the funds are kept. Any donations made to the MSU Northern Nursing Club need to go through the MSU-Northern Foundation account.
5. The following people need to be invited from MSU Northern to the ceremony: Chancellor; Provost; Dean of the College of Health Sciences; Department Chair; Faculty, CRRN, and staff. Invitations should be sent by class officers. It is also expected that any graduating RN-BSN students be invited and recognized at the ceremony. The graduating class need to determine other community members for their guest list. IE. Preceptors, Directors of Nursing at healthcare facilities, CEOs, etc.
6. Speakers are decided by the graduating students, but should include Chancellor, Director of Nursing/or chair, faculty guest speaker, and anyone the graduating students get approved through advisor of nursing club.
7. Preferably the Nursing Pinning Ceremony should take place on MSU-Northern Campus.

### **CELLPHONES AND COMPUTER USAGE**

1. Cell phone use is not allowed in the classroom. Cell phones are to be turned to the "silent" (not vibrate) position during class. Please see individual course syllabi for specific policies regarding cell phone usage.
2. Cell phones are not allowed in the clinical facilities or in the students' possession during clinical, lab, and/or simulation. Many clinical facilities are cell-free zones.
3. If an emergency arises and the student needs to be contacted, the caller needs to contact the Department of Nursing office to have the student's clinical instructor notified. If additional numbers are needed in case of emergency, the student should discuss this issue with their instructor.
4. Laptops, iPads, and similar technology are acceptable for use in the classroom (such as taking notes and test taking) as long as they do not interfere with the learning environment. Students need their own laptop to take their tests on during class. **Chromebooks are not compatible with the Nursing Programs used for testing.** Students can contact Student Support Services, Little River, or the Vande Bogart Library if they do not have a compatible laptop

## **COHORT PHONE-TREE**

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

## **COMMUNICATION POLICY**

Communication within the Montana State University-Northern College of Health Sciences Nursing Program is a vital part of establishing and maintaining professional working relationships with each other and with MSU-Northern as a whole. Faculty, staff and students must conduct themselves in a professional manner in both written and verbal communication.

Professional communication is the responsibility of each member of the College of Health Sciences Nursing faculty, staff and student body. The guidelines listed below are examples, but not inclusive of professional and courteous communication methods that fall within the expected standards for faculty, staff and students.

### **ACCEPTABLE METHODS OF COMMUNICATION:**

- Outside of faculty office hours, email through Canvas is the method to be utilized for communication between faculty and students.
  - It is highly recommended that faculty and students set up their Canvas email to forward to their personal email and/or handheld device.
- Canvas should be accessed daily by students to ensure important announcements are not missed.
- Communication between all faculty, staff and students shall remain in a professional and respectful tone even when problems may exist.
- Faculty, staff and students will utilize proper channels when approaching a problem. **See chain of command in the Student Handbook.**
- Each individual shall take responsibility for communication errors when they occur.
- Faculty, staff and students shall respond to any email or phone contact within three (3) business days.
- If a face-to-face meeting is requested, the involved parties will strive to meet within three (3) business days of the initial request.
- Faculty and students shall abide by all communication policies stated in specific course syllabi.
- Texting faculty or staff should be reserved for urgent/emergent situations only. Example of such urgent situation which include: inability to attend clinical due to illness or emergency or family emergency where student will miss clinical (should relate to missing clinical).
- A follow-up email is required from the student if a faculty member is texted about an emergency.
- When communicating through email, voicemail or text the student will end the communication with their first and last name and contact information if needed (i.e. voicemail).

### **EMAIL**

Each student is assigned a student email account ([first.lastname@students.msun.edu](mailto:first.lastname@students.msun.edu)) upon acceptance to MSU-Northern. This email account will be used for all correspondence in the Department of Nursing.

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

communication sent to his or her official email address in the event there is a problem with redirecting the email. ***In the Nursing Program, students are required to check email frequently for notifications and updates.***

Information Technology Services provides guidelines and best practices for email usage at MSU Northern. The student can find this information at:

<https://www.msun.edu/its/o365/students/o365email.aspx> and what they can do to assist students at <https://www.msun.edu/its/services-students.aspx>

## EMERGENCY NOTIFICATION

### MSU-Northern Emergency Notification System

<http://www.msun.edu/msunalert/>

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

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

Enrollment is easy and takes only a few seconds!

### Register online

[http://entry.inspironlogistics.com/msu\\_northern/wens.cfm](http://entry.inspironlogistics.com/msu_northern/wens.cfm)

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

*Desktop Emergency Manual – Emergency Notification Protocol*

<http://www.msun.edu/admin/safety-disaster/docs/DesktopEmergencyManualv1-3.pdf>

## **SOCIAL MEDIA GUIDELINES**

Social Media is an exciting and valuable tool when used wisely. However, the inappropriate use of social media can violate privacy, confidentiality, and HIPAA, which could result in a report to the BON (Board of Nursing). This can be risky behavior, as it offers spontaneous decision making that allows no thinking time for the consequences of the posting. This can be an added burden to nursing students because what is posted on the internet is discoverable by a court of law even after it has been deleted. The following are some guidelines for using social media appropriately:

- Student Nurses have an ethical and legal obligation to maintain patient privacy and confidentiality in the classroom and at clinical settings.
- Student Nurses are strictly prohibited from transmitting by way of any electronic media any student, or patient-related image. In addition, student nurses are restricted from transmitting any information that may be reasonably anticipated to violate student or patient rights to confidentiality or privacy, or otherwise degrade or embarrass any students or patient.
- Student Nurses must not share, post, or otherwise disseminate any information or images about other students or patient, or information gained in the nurse-patient relationship with anyone (*unless there is a patient-care-related need to disclose the information or other legal obligations to do so*).
- Student Nurses must not identify students/patients by name or post or publish information that may lead to the identification of a student or patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Student Nurses must not refer to any students/patients in a disparaging matter, even if the student/patient is not identified.
- Student Nurses must not take photos or videos of student/patients on personal devices, including cell phones. Student Nurses should follow clinical facility policies for taking photographs or videos of patients for treatment or other legitimate purposes.
- If it is determined that a student has used, or is using social media inappropriately, disciplinary action may be taken.

## **FACULTY OFFICE HOURS:**

- Faculty will have a minimum of four (4) office hours per week or as regulated by the Collective Bargaining Agreement. These designated office hours will be indicated on the faculty's door schedule and the syllabi of the classes they are teaching each semester.
- Faculty will notify students via Canvas announcement or email if they will be unavailable for their designated office hours.
- Students should display courtesy to faculty and staff regarding their office hours, this is when the faculty make themselves available for face-to-face student meetings. While appointments are recommended to eliminate the need to wait for other "drop in" students, they are not required.
- If a faculty member is not available during their office hours and has not notified the students of this unavailability it is the responsibility of the student to notify the College of Health Sciences Dean at the time of the occurrence. This can be done by reporting the occurrence to the College of Health Sciences Administrative Assistant in the Nursing office. Reporting the occurrence can be by person, phone or email.

## **SMOKING**

The use of tobacco by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by MSU <https://www.msun.edu/admin/policies/1000/1001-1.aspx>. The use of tobacco is also prohibited in healthcare facilities.

## **STUDENT REPRESENTATION**

Each year students from the ASN Program select one or two Nursing Student(s) from their semester cohort to serve as their **“Nursing Student Representative.”** The Nursing Student Representatives are provided with the opportunity to give input into program planning, implementation, evaluation, and continuous improvement.

Expectations for Nursing Student Representatives are:

1. The Nursing Student Representatives represent their cohort.
2. Nursing Student Representatives are responsible for soliciting information and questions that their cohort would like addressed at the Department of Nursing Faculty meeting.
3. Nursing Student Representatives will submit the Question, Concern or Issue form within one to two weeks prior to the Department of Nursing meeting to the College of Health Sciences Administrative Office. (form found in Appendix G).
4. The Nursing Department will review and address concerns prior to the meeting and respond decisions, changes, and information to the Nursing Student Representatives during the Department of Nursing meeting.
5. Nursing Student Representatives are responsible for communicating the content and decisions made in the Nursing Faculty meeting to their semester cohort on a regular basis.
6. Nursing Student Representatives will come to the faculty meeting of each month and be first on the agenda, and then can leave the meeting after their addressed.

## **STUDENT RESOURCES**

- Learning Success Center  
The Learning Success Center’s mission is to support classroom instruction by providing access to computers and online programs, peer tutoring, informational mini-workshops (in partnership with Library staff)
- Library  
The Vande Bogart Library serves to enhance the quality of the academic experience at MSU- Northern by supporting the teaching, learning and research activities of faculty and students. To fulfill this purpose the library develops and maintains a relevant collection of print and electronic resources, and provides information services. The Library staff is dedicated to offering the highest level of service.  
<https://www.msun.edu/library/>
- Bookstore  
Montana State University-Northern Bookstore provides new and used textbooks. Students can special-order books for a small deposit. Inquire for more information. The bookstore proudly supplies the academic community with textbooks, computer software, supplies, and tools for the mind. <http://bookstore.msun.edu/>
- Little River Institute  
Serves as a center of tutoring, mentoring, and support for American Indian students at MSU-Northern, as well as a source of culturally responsive professional development for MSU-Northern faculty and staff.
- Career Center  
Career Center provides assistance in writing resumes, interview preparation or looking for employment. The Career Center is located in Cowan Hall 213. [www.msun.edu/career/](http://www.msun.edu/career/)
- Counseling  
A counselor is located in the Student Union Building on campus for any student enrolled in MSU-Northern. <https://www.msun.edu/health/counselingservices.aspx>

- Student Health

Any student that has healthcare needs can go to Student Health located in the Student Union Building. [www.msun.edu/health/](http://www.msun.edu/health/)

- Student Support Services

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

- **UNIVERSITY ID CARD – NORTH CARD**

All students can acquire an MSU-Northern North Card in the Admissions Department.

## **CLUBS, ORGANIZATIONS, AND PARTICIPATION**

### **NURSING CLUBS**

Nursing Clubs are registered with the MSU-Northern student government, are authorized to use the school name and facilities and can request money during the annual budgeting process. Contact Student Senate for more information visit websites <http://www.msun.edu/stuorgs/asmsun/> and <http://www.msun.edu/stuorgs/>

Each ASN class member and pre-nursing students are invited to join the MSU-Northern Nursing Club. Meetings may be scheduled in a classroom on campus with approval from the building coordinator.

Under *Clubs and Organization* in the *Student Handbook* 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 ASSOCIATIONS**

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://montanastudentnurses.wixsite.com/msna>
- National Student Nurses Association link: <http://www.nsna.org/>

**\*\*\*We encourage students participate in MSU-Northern campus activities and clubs\*\*\***

## IV: EVALUATION OF STUDENTS

All students are subject to the Academic Dishonesty Policy of MSU-Northern

### **CLASSROOM ATTENDANCE POLICY:**

1. Students are expected to be in class and on time for every nursing course. All instructors will take attendance at the beginning of each class.
2. Do not make doctor appointments, vacation plans etc....during class/lab/clinical time.
3. Attendance for the online portion of blended learning courses is determined by the student's participation in threaded discussion/activities and assignments per the course instructor's syllabus.
4. If a student leaves class during lecture, they first need notify the faculty/instructor.
5. **Students should not miss more than 2 lecture days per semester.**
  - 3 credit courses equal a maximum of 6 hours of missed lecture, per semester
  - 2 credit courses equal a maximum of 4 hours of missed lecture, per semester

The ASN program is based on practical and hands-on learning, it will be more difficult to master course objectives if class time is missed. **If students miss more than the allowed hours, the course objectives may not be met and the student could fail the course.**

6. When absence/tardiness is reported, the student is to notify the instructor immediately and fill out the **Nursing Absence Form** (*which is located in the Nursing office and online*) to be signed by the nursing faculty and then the Director of Nursing.

<http://www.msun.edu/academics/chs/nursing/studentresources.aspx>

- This form must be completed before the next scheduled class time.
- The signed form will be put in the student's file and the APG book.
- All nursing students must use this form for **ANY** absence, which includes sports or any extracurricular activities.

### **LAB/CLINICAL ATTENDANCE POLICY:**

1. All Faculty/CRRN will take Attendance for each lab/clinical day.
2. **NO LAB/CLINICAL TIME CAN BE MISSED. Unless deemed an emergency or excused, but these hours will be required to be made up by student.**
3. Students who do not show up or are late for lab/clinical when scheduled, unless given previous permission from nursing faculty for clinical must notify nursing faculty within 12 hours of start of

missed lab/clinical of why student missed lab/clinical.

4. When absence/tardiness is reported, the student is to notify the nursing faculty by follow-up email immediately and fill out the **Nursing Absence Form** (*which will be located in the Nursing office and online*).
5. **If a student misses clinical, it is the student's responsibility to work with faculty to reschedule clinical day, students are not to discuss make-up clinical with the CRRN. Student will work with faculty to arrange a make-up day.**
6. **Make-up clinical days are at the convenience of the nursing faculty and /or CRRN.**
7. If a student misses lab/clinical for any unexcused reason the student must meet with the Nursing faculty and receive a performance improvement plan (PIP) for lab/clinical absence.

#### **DEPARTMENT OF NURSING TESTING POLICY:**

1. Students must be on time to all scheduled tests.
2. Instructor/Proctor will lock the door to the testing room when the exam starts.
  - Any student that arrives after the door is locked will go to the Nursing Office to take the exam. No extra time will be given for tardiness.
3. If a student does not report for an exam, the student will receive a grade of zero for that exam.
4. Students will use their own lap tops for testing with the LockDown Browser Application downloaded before each test.
5. Students will be provided with a scratch sheet of paper.

**Students are not allowed to use their own supplies during proctored tests, and scratch paper must be given to Proctor before exiting the room after the test.**

7. All personal items are to be placed in the front of the classroom.
8. Cellphones will be turned off or on silent mode and placed in the student's bag during testing
9. No coffee containers, cans, or water bottles are allowed during testing.
10. No jackets, hats, hoodies, or ear buds of any kind are allowed during testing.
11. Bathroom breaks during testing time are discouraged, but students must get permission from proctor for bathroom breaks.
12. After the test is completed:
  - Tests can be reviewed only after all grades are posted and the student may make an appointment with the instructor for test review. Tests will not be reviewed during class, unless the faculty deems it necessary for the benefit of the class.

## **LAB AND CLINICAL EXPECTATIONS**

The **Nursing Faculty** are required to ensure that nursing students provide safe and competent nursing care. The Nursing Faculty can be assisted by Clinical Preceptors and Clinical Resource Registered Nurses (CRRNs) in lab and clinical settings.

ASN **Nursing Students** are required to complete assigned clinical hours as scheduled in hospitals, long term care, and other community facilities at varied times (days, evenings, and weekends). All Nursing Students are required to comply with health care facility agreements pertinent to student participation.

In order to participate in required clinical experiences, **Nursing Students** are required to assure that the all required information is up to date in their CastleBranch account. Clinical facilities dictate the requirements that are listed in CastleBranch.

**\*\*\*\*If CastleBranch account is not up to date students will not be allowed to attend clinical. If student is unable to attend clinical due to CastleBranch not being up-to-date, the student may not be allowed to finish clinical course and will have to repeat course\*\*\*\***

## **CLINICAL SKILLS /COMPENTENCIES FOR ADVANCEMENT**

Every nursing student will be required to demonstrate clinical skills/competencies at the start of each semester(excluding the new Fall ASN cohort). These clinical skills/competency demonstrations assure that all ASN nursing students are prepared to perform safe and competent care in the clinical setting. There will be a series of stations or scenarios through which each student will progress. At each station, the student will be expected to competently perform a different set of skills.

### **Guidelines**

- a. Prior to the skills demonstrations, students will receive a list of skills they need to be prepared to competently perform, including math for meds test.
- b. Students are required to be in full uniform, wearing ID badges and a watch with a secondhand.
- c. Students will bring their own stethoscope and blood pressure cuff.
- d. Students will not be permitted into the testing rooms until her/his assigned date and time.
- e. The student will demonstrate each skill independently. If a student needs assistance with a skill (such as turning), the student will request the instructor to assist. The student will give specific instructions about the assistance needed and actions the student wants the instructor to perform. If another student is assigned by the instructor to help (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. If a student needs to repeat a skill for any reason, it will not be done on the same day. The second attempt will be scheduled on a make-up day based upon instructor availability.

### **ASN PRE-CLINICAL MEDICATION ADMINISTRATION POLICY**

#### **DRUG DOSAGE CALCULATION EXAM (Revised August 2020)**

Accurate drug dosage calculation is considered to be a critical skill in the nursing program. Prior to participating in clinical experiences each semester, the student is expected to perform common dosage calculations necessary for safe medication administration with 100% accuracy.

Students will take a proctored 10-20 question Drug Dosage Calculation Exam online.

- A maximum of 60 minutes is allowed to complete the exam.
- Students may use only a simple four function calculator (no programmable electronics, cellphones, or other devices may be used).
- Scratch paper will be provided and collected at the end of the exam.
- There will be 20 questions involving calculations.
- The following dosage/calculation rules will be followed for this exam:
  - Amounts less than 1 will be written with a zero to the left of the decimal.
  - Extra zeros will NOT be placed at the right of the decimal point at the end.
  - All tablets are scored in half, so round tablets to the nearest half of a tablet.
  - Volumes less than 1 mL will be rounded to the nearest hundredth (two places).
  - Volumes 1 mL or over will be rounded to the nearest tenth (one place).
  - Weights in kilograms will be rounded to nearest tenth (one place).
- The calculations may require conversions as part of the problem.
- The amounts may range from fractions/decimals to thousands of units.
- There will not be information needed or questions about specific pharmacology of medications, administration techniques or nursing implications in the preclinical dosage/calculation exam. These topics will be covered in theory and/or clinical applications.

A student achieving less than 100 % will have two subsequent opportunities to achieve the 100% on the drug dosage calculation exam. It is the responsibility of the student to seek remediation in math tutoring to prepare for the subsequent drug dosage calculation test prior to attending clinical.

Not passing the third medication calculation exam indicates that the student is **NOT** prepared to safely administer medications in the clinical setting. If student who does not pass on the third attempt a meeting with the instructor, dean, and student will need to take place to determine the progression through the program.

Skills needed for drug dosage calculation include:

- Interpretation of medication orders and standard abbreviations needed for dosage calculations
- Conversion within and between these selected measurement systems:

Metric

- Convert weight between micrograms, milligrams, grams and kilograms
- Convert volume between milliliters and liters

**Household**

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

**Apothecary**

- Convert weight between grains and milligrams

- Calculation of dosages for administration of medications by common routes:
  - Calculate dosages of solid oral medications from 0.5 to 3 tablets.
  - Calculate oral liquid volumes from 0.001 to 30 mL.
  - Calculate injectable medication volumes from 0.0001 to 3 mL.
- Calculation of infusion rates and times for intravenous administration:
  - Calculate volumes between milliliters per hour and drops per minute.
  - Calculate total/end infusion times for intravenous fluids.
  - Calculate amounts/times to administer IV push medications.
  - Calculate infusion rates/times for intermittent intravenous (piggyback) infusions.
- Calculation of dosages for administration of medications in tightly controlled situations:
  - Determine dosages based on a patient's clinical data. (Weight, vital signs or lab results.)
  - Determine if an ordered amount is within a safe/recommended range.
  - Contrast different concentrations of solutions/ratios.
  - Calculate rates/amounts for intravenous medication drips

## **DOSAGE/CALCULATIONS EXAM BLUEPRINT AND EXAMPLES OF QUESTIONS**

**Bloom Taxonomy is the framework used by the Department of Nursing to develop and evaluate the complexity of questions. It includes the six levels: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation.**

**Comprehension, Application and Analysis are used predominately for the Dosage/Calculation Exam. Below are some examples:**

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

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

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

- The patient needs: Lasix 15 milligrams PO now. The medication is available as: Lasix 10 milligram (scored) tablets. How many tablet(s) will the nurse administer now? (1.5 tablets)
- A patient has an order for: Ceclor 100 mg PO every 6 hours. The local pharmacy

has: Ceclor 125 mg per 5 milliliters. How many milliliter(s) should the patient take for one dose? (4 mL)

- Order: Morphine Sulfate 10 mg IM every 4 hours prn pain. Available: Morphine sulfate grain 1/6 per milliliter. How many milliliter(s) will the nurse inject for one dose? (1 mL)
- A patient has a prescription for: Insulin Humulin NPH 30 units every am and 20 Units every hrs. How many total unit(s) will the patient receive in 24 hours? (50 units)
- The order is for: Heparin 5,000 Units SC every 8 hours. The available vial contains: Heparin 10,000 Units per mL. How many milliliter(s) will the nurse administer for one dose? (0.5 mL)
- There is an order for: Normal Saline IV at 125 mL per hour. The available IV infusion set has 20 gtt per milliliter. How many drops per minute will the nurse administer? (rounded to 42 gtt/min)
- A patient has a physician's order for: Kefzol 0.5 g IVPB every 6 hours. The manufacturer supplies: Kefzol 0.5 g mixed in 50 mL of D5W. The medication book recommends that each dose be administered intermittently over 30 minutes. How many milliliter(s) per hour will the nurse set the IV pump to infuse one dose?  
(100 mL/hour)

#### **Analysis level** (break down information for further understanding)

- The order is for: Zithromax 400 mg IVPB every day for 2 days. The supplied vial has 500 mg of powdered Zithromax with directions on the label as follows: Reconstitute to 100 mg/mL with 4.8 mL of Sterile Water for injection. How many milliliter(s) would the nurse draw out of the vial to obtain one dose? (4 mL)
- The practitioner orders: Vistaril 20 mg IM every 4-6 hours prn nausea for a child, who weighs 44 lbs. The medication resource indicates that the usual IM dosage is 0.5 mg to 1 mg/kg/dose every 4 to 6 hours as needed. Is this a safe dosage for this child's weight? (Yes, this child's safe range is 10 to 20 mg/dose.)
- A patient, who weighs 110 lbs., has an order to begin IV Heparin by hospital protocol. The protocol is an IV bolus, then: Infuse the IV drip at 18 Units/kg/hour. Draw an APTT in 6 hours and call MD with results. The standard heparin available from the pharmacy is: Heparin 25,000 Units in 250 mL of 1/2 NS. How many milliliter(s) per hour should the nurse set the IV pump for this infusion? (9 mL/hr)

## **NURSING STUDENTS ARE REQUIRED TO DEMONSTRATE COMPETENT AND PROFESSIONAL BEHAVIOR AT ALL TIMES**

- ❖ Students are expected to read and understand the National Student Nurses' Association (NSNA) Code of Ethics. [Code of Ethics - NSNA Convention](#)
- ❖ Students who demonstrate behavior which conflicts with safe nursing practice or unprofessional behavior will be evaluated by the clinical instructor, preceptor, the APG Committee, and Dean/Director of Nursing.
- ❖ The consequences of unsafe practice are determined by the nature of the behavior exhibited and the situation in which it occurs, and include the following:
  - 1) Dismissal from the clinical experience;
  - 2) Failing grade for the course;
  - 3) Dismissal from the ASN Program.

## **CONFIDENTIALITY AND HIPAA**

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

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

## **APPEARANCE AND GROOMING STANDARDS FOR LAB/CLINICAL SETTINGS:**

Requirements for grooming and appearance in the lab/clinical setting are based on infection control and professional appearance.

1. Student's personal hygiene must include: no body odor; clean breath; no perfume, body sprays or heavily scented shaving cologne; no heavily scented shampoo/conditioner or deodorant. Personal care products may and should be used, just make sure they do not have a strong smell.
2. No jewelry, other than wedding or engagement rings; maximum of two stud earrings per ear.
3. Visible body piercing including face, head, neck, tongue or other exposed parts of the body (other than ears) is prohibited.
4. 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.).
5. Any and all body art, such as tattoos, or intentional markings (hickeys, stamps, or pen markings) that can be seen outside of the uniform edges will need to be covered.
6. No artificial fingernails, tips, or nail polish.
7. Hair that is longer than collar length must be pulled back and secured as well as hair that may fall into your face.
8. Sideburns, moustaches and beards must be neatly trimmed; a beard hood may be required in certain areas. OSHA does not ban beards per se, but it does require bearded healthcare providers who are required to wear tight-fitting face pieces trim their beards so that they do not interfere with the sealing surface of the respirator or are not so large that they could interfere with valve function.

## **UNIFORMS**

**The ASN Students are required to present a professional appearance at all times in the lab or clinical settings:**

1. **The full uniform attire** includes a wine-colored scrub top and/or wine-colored lab jacket with an MSU-Northern patch, black scrub pants, black shoes, black socks, and nursing student name identification badge. Shoes must be closed-toed with a closed heel.
2. Students are required to wear the full clinical uniform for lab and clinical experiences, as well as when obtaining patient information during clinical preparation.
3. An MSU-Northern logo patch is to be sewn on the center of the left sleeve 2" down from the shoulder seam on the approved student uniforms. Patches are available for purchase from the MSU-Northern Bookstore.

4. Uniforms must be cleaned and wrinkle-free and washed in detergent that is not heavily scented. A stripe will be sewn horizontally on the right sleeve, 2" down from the shoulder seam on the approved student uniform. The nursing student will add a stripe for each semester he/she progresses through the ASN program
  - 1<sup>st</sup> semester: no stripe needed
  - 2<sup>nd</sup> semester: one stripe
  - 3<sup>rd</sup> semester: two stripes
  - 4<sup>th</sup> semester: three stripes

Stripes are available for purchase from the MSU-Northern Bookstore only.

5. MSU-Northern student picture ID badge: each student will have a nursing student ID badge with their first name for student identification along with their picture and school year (e.g. 2019-2020). Pictures for ID badges will be taken each fall semester during orientation. Students are given the first card without charge. If damaged, lost or stolen, a replacement fee of \$10.00 will be charged. For further information please contact Dean of Student Services at 406-265-4113.
6. 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. **Distressed undergarments are not acceptable.** Uniforms are clean and pressed.
7. MSU-Northern Uniforms **are NOT** to be worn in establishments that serve alcohol.
8. Students must receive approval from Department of Nursing office to wear their uniform at events that are not nursing sanctioned events.

## **EQUIPMENT AND SUPPLIES**

For both laboratory practice and clinical use, each ASN Nursing Student is expected to have the following items:

Watch with a secondhand	Stethoscope
Bandage Scissors	Pocket size notebook
Black pens (no felt tip)	Penlight
Blood pressure cuff	

## **LAB AND CLINICAL PRACTICUM**

1. Nursing Students are responsible for the handling, care, and use of equipment and supplies.
2. Nursing Students are responsible for assisting faculty with the lab set up at the beginning of the lab shift, and with the lab clean up at the end of the lab shift. All lab simulation areas are to be left clean, neat, and orderly with the equipment and/or supplies that were used being returned to the appropriate cupboards or areas.

### **3. Transportation:**

- 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.
- Students need to make their own arrangements for transportation to health care agencies for clinical and classes.
- Travel time to and from clinical areas are not included in scheduled clinical time.
- Under no circumstances are students allowed to transport patients in their private vehicles.

4. Clinical Facility policies, procedures, and guidelines will be followed.
5. Students are expected to be on time and fulfill every clinical rotation.
6. Student participation in clinical areas is dependent upon facility census and faculty availability. Clinical agencies have the right to restrict student participation if patient census is low. The students will be assigned to lab for clinical practice time or other assignment as faculty deem.
7. Clinical agencies safeguard patient welfare by assuring that students meet health requirements, have a regard for professional ethics, comply with facility standards, and have the ability to carry out patient care assignments with required knowledge and skills. Should facility personnel determine that a student is unsafe in any way, they may refuse admittance to that student to practice at their facility. If a facility refuses a student to return due to unsafe behavior student will not be able to continue in the program.
8. Any student whose ability to function or to practice safely is questioned will not be allowed on the clinical unit. The clinical faculty, CRRN and/or preceptor has the right and obligation to determine the student's ability to practice safely. Nursing Management Personnel may exclude a student from a clinical unit if they deem the student's behavior unsafe.
9. Any student who has an indication of a substance use disorder will be dismissed from the unit, be sent immediately to the nearest laboratory to submit a sample for drug/alcohol testing at the student's expense and be required to report directly to the Dean of the COHS. Refusal to submit will be a cause for dismissal from the nursing program. The Dean will notify the Chancellor, or the designee, of the chemical abuse condition or circumstances which warranted the removal of the student from the nursing program.
10. No food, drink, candy, gum, or cigarettes are permitted in the nursing labs or in clinical settings.
11. If a student is excused by clinical faculty from clinical, the student will work with clinical faculty to reschedule at the convenience of clinical faculty and/or CRRN.
12. No student may perform any nursing task (administer any medication or perform any intervention physically on a patient) without direct visual supervision by an RN employed by either the facility in which they are completing their clinical training clinical faculty, CRRN or preceptor. Violating this safety rule will be grounds for immediate removal from clinical and failure of the clinical course.
13. Students are not to contact any clinical site with questions about schedules or clinical site policies, unless authorized by the course faculty. Any student that does this without prior permission from course faculty may be required to participate in an improvement plan the guidelines listed under Professional Improvement Plan.

**14.** Students must follow the Can and Cannot listed in the Appendix I of handbook.

### **SHARPS AND ACCIDENTAL EXPOSURE**

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

- 1.** Sharps containers are to be properly secured and discarded by professional disposal company.
- 2.** All sharps are to be appropriately disposed in impermeable sharps containers.
- 3.** Sharps containers 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.
- 6.** Should a student have an accidental exposure, please refer to APPENDIX H for instructions.

### **STANDARD PRECAUTIONS**

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

<https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>

<http://www.cdc.gov/infectioncontrol/guidelines/>

### **TUTORING**

To request tutoring for a course, the student/s should first approach the Nursing Course Instructor and then the Director of Nursing for tutoring arrangements. Students are encouraged to utilize Student Support Services and the Little River Institute for additional help and resources.

### **ASSIGNMENT INSTRUCTIONS/RUBRICS**

Each nursing class assignment will include assignment instructions and/or rubrics on how that assignment will be graded. Grading rubrics for the course will be distributed on the first day of class and posted in the course on Canvas.

#### **Assignment Grading Standards:**

- Graded Assignments may include papers, oral presentations, forum assignments, tests or quizzes, worksheets, and any other type of assignment sent to faculty for feedback and a grade by students.
- The student shall ensure submission instructions for the assignment are followed prior to submitting assignment.
- Unless designated by the instructor as a group assignment, assignments are graded as the individual student's work product and should be completed as such.
- Collaborative work on an individual graded assignment is a violation of the MSU-Northern Academic Misconduct Policy and may result in failure of that assignment, the entire course or in certain cases, dismissal from MSU-Northern College of Health Sciences Nursing program
- The course policy for assignments (graded or ungraded) is stated in the instructions for each course in the course syllabus. The faculty for each course determines whether or not there are options for resubmission.
- The student is responsible for reading and adhering to the course syllabus and individual assignment instructions carefully.
- Faculty will make every attempt to return all graded assignments based in the following guidelines:

### **Quizzes/Test:**

- In most cases, students will have access to their performance quizzes and tests immediately upon completion.
- In the case of written quizzes/tests the results will be posted within 48 hours of student completion.
- The students will have the opportunity to review missed questions on every quiz/test taken after all students have completed the quiz/test. This may not be immediately after the quiz/test is completed. If needed, student can create a meeting with faculty of the course to discuss the test/quiz results.
- In the situation of written quizzes/tests or varying completion dates/times of quiz/test completion students will be afforded the opportunity to review missed questions during the office hours of the instructor.
- Individual Quiz/Test grades will not be discussed in class, students should meet with instructors during office hours or at a scheduled meeting time. Instructors have the discretion to discuss the Tests/Quiz as a whole during class time.

### **Written Assignments (care plans, essays, and journals):**

- Every effort will be made to complete grading within ten (10) business days of the due date. This excludes holidays and weekends.
- This guideline may be extended by the instructor if the assignment includes a lengthy written paper which may take extensive grading time.
- Any extensions of this timeline will be clearly stated in the course.
- In the case of series assignments, the initial assignment will be returned to the student three (3) days prior to the due date of the next assignment.

### **COURSE AND CLINICAL/ LAB GRADING SCALE**

Work is graded by letters, interpreted as follows:

- ❖ A = 94-100
- ❖ B = 87-93
- ❖ C = 80-86
- ❖ D = 67-79
- ❖ F = 66 and below

Explanation of grades and notations including incompletes, withdrawals can be found in the *MSU-Northern Course Catalog*: <http://msun.edu/registrar/catalogs.aspx>

The earned clinical grade is based upon the nursing student's clinical skills performance, drug dosage calculations, medication administration, utilization of safety measures, and professionalism. The total clinical experience is graded by the use of a points system per a grading rubric. Clinical evaluations will be performed for each clinical day. Students will receive a grade for clinical overall per grading rubric.

## **LATE ASSIGNMENTS AND WORK COMPLETION POLICY**

Assignments are due on the day and at the time noted on a Nursing Course Instructor's syllabus. If an assignment is not submitted by the due date and time, the following will occur:

1. 10% deduction of total points on the assignment for each day the assignment is late (one day is defined as 24 hours);
2. If an assignment is five (5) days or late or more, the assignment will earn zero points;
3. The assignment is required to be turned in for the student to pass the course, even if the assignment has earned a zero for being late.
4. Any assignment extension is at the discretion of the Nursing Course Instructor. Any request for an extension must be made prior to the stated due date and time.
5. If an assignment extension has been given and student does not complete by the extension date a Zero (0) will be received.

### **TurnItIn**

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

The student is strongly encouraged to review MSU-Northern Academic Misconduct Policy 601.2, including plagiarism and multiple submissions, available at <http://www.msun.edu/admin/policies/600/601-2.aspx>. If the student has any questions about this policy or what constitutes plagiarism, be sure to consult an instructor.

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

- **Writing Resources:**

- Avoiding Plagiarism: [https://owl.purdue.edu/owl/avoiding\\_plagiarism/index.html](https://owl.purdue.edu/owl/avoiding_plagiarism/index.html)
- Quoting, Paraphrasing, and Summarizing:  
[http://owl.purdue.edu/owl/research\\_and\\_citation/using\\_research/quoting\\_paraphrasing\\_and\\_summarizing/index.html](http://owl.purdue.edu/owl/research_and_citation/using_research/quoting_paraphrasing_and_summarizing/index.html)
- APA Style:  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

## **ONLINE KAPLAN RESOURCES**

Kaplan is the supportive online resource that the MSU Northern Department of Nursing uses for the success of the students.

**Each semester**, students are required to pay a fee through the bookstore to purchase access to the Kaplan resources used in all of the nursing courses. Students may be able to use financial aid to pay this fee; students should check with the financial aid department. Each student needs his/her Kaplan username and password to access the online Kaplan Resources. The student is required to watch the Kaplan tutorial to learn to navigate the Kaplan website. [Please watch the “Getting Started” section on the Kaplan website.](#)

If the student needs assistance, the student is to contact the Nursing Course Instructor.

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

- NRSG 230- Nursing Pharmacology
- NRSG 234 – Adult Nursing I
- NRSG 244 – Adult Nursing II
- NRSG 259 – Adult Nursing III

### **KAPLAN NCLEX FOCUSED REVIEW TEST QUESTIONS POLICY** (Summer 2023)

- In all ASN Nursing Courses, students will have graded Kaplan NCLEX Focused Question Assignments.
- The number of questions assigned will increase each semester per nursing class, as these are used to help facilitate passing of the NCLEX-RN.
  - First Semester 10 questions per assignment
  - Second semester 20 questions per assignment
  - Third semester 30 questions per assignment
  - Fourth semester 40 questions per assignment
- Faculty may assign certain premade Focused Review Tests in place of a total number of assigned questions for an assignment, depending on the content covered that week. Please see individual course syllabi for instructions.
- The points earned for these assignments will be applied towards the total course assignment points.
- Kaplan Focused Review Tests can be found on the Kaplan website under “Focused Review Tests- Practice.”
- The students are required to remediate all questions (both correct and incorrect), for at least a full minute (60 seconds) in order to earn the points for completion in that course. Remediation allows the student to critically review each question in order to: 1) understand what the question is asking and 2) analyze why an answer is correct or not correct. The student can also look at an overview/explanation to understand the rationale for the correct answer.
- As part of the assignment, students will be required to identify and submit via the course. Assignment Submission Folder what the student learned from the Kaplan Focused Review Test questions.
  - First semester: 3 things learned from taking Kaplan Focused Review Test questions
  - Second semester: 5 things learned from taking Kaplan Focused Review Test questions
  - Third semester: 7 things learned from taking Kaplan Focused Review Test questions
  - Fourth semester: 10 things learned from taking Kaplan Focused Review Test questions
- Please see individual course syllabus for requirements.

## **KAPLAN INTEGRATED TEST POLICY (SPRING 2023)**

- In all ASN Nursing Courses, Kaplan Integrated Tests count towards the course assignment grade points.
- Kaplan Integrated Tests ***are proctored standardized tests***, which provide vital information to the student, the faculty, and the Department of Nursing.
- These proctored standardized tests assess the students' mastery of key content in preparation to be able to pass the NCLEX-RN exam on the first attempt.
- Upon completion of each proctored standardized test, the nursing student is required to access the information in the ***areas of study*** on the Kaplan testing site.
- This information details the content areas the student is required to remediate.

## **KAPLAN INTEGRATED TEST REMEDIATION AND GRADING POLICY (SPRING 2023)**

\*\*\*See Class Individual Weekly Schedule for Integrated Test Dates and Remediation Due Dates\*\*\*

- All Kaplan Integrated Tests will be given by **Week 14 (2 weeks before Final Exam Week)**
- During Week 15, the nursing student is required to access the information in the ***areas of study*** for the Integrated Tests on the Kaplan testing site and **remediate each question** using the ***Kaplan Remediation Worksheet***.
- The ***Kaplan Remediation Worksheet*** will be submitted in the ***Canvas*** Assignment Submission Folder by 11:55 PM Sunday of Week 15. (See due dates in individual course syllabi)
- Once the completed ***Kaplan Remediation Worksheet*** is submitted, points will be awarded based to your assignment scores. (This will not count for test points).

## **KAPLAN COMPUTER ADAPTIVE TESTS**

Kaplan Computer Adaptive (CAT) tests will be utilized during your final semester in the ASN program during NRSG 266: Managing Client Care for the RN. Please see faculty syllabus during this course for detailed instructions.

## **HURST REVIEW**

All ASN Nursing Students are required to purchase the Hurst Review that includes both the from the MSU-Northern Bookstore. This program will be utilized during all four semesters of the ASN program. The cost of the program is split between the students first and second semesters of the ASN program.

## **REQUIRED TECHNOLOGY**

Students are required to have access to a computer with Internet access. It is recommended that students plan to complete assignments ahead of the due date in case there is an interruption in internet access or service.

1. To access Canvas, the student needs to go to the Canvas page at <https://www.msun.edu/otle/onlineresources.aspx> and click Canvas Login Page. Resources for how to use Canvas can be found at the following link: <https://www.msun.edu/otle/canvasfaq.aspx>
2. Microsoft Word ® is the required software for homework submitted electronically. Microsoft Word is available to students through the MSU-Northern Bookstore or Information Technology Services.

3. 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: I-pads, Notebooks, Smartphones are not computers; they may not be compatible with Canvas, and Microsoft Programs.**
4. Other programs that may be required for classes include Adobe Acrobat, Adobe Flash Player, QuickTime player, and Excel.

**Note:** Use of technology by nursing students is subject to <https://www.msun.edu/admin/policies/> MSU-Northern Policies and Procedures relating to appropriate conduct (601.2-601.3) and information technology [Section 1300](#) of the Montana University System's Policies and Procedures Manual. The MSU-Northern Student Handbook also provides information about email access.

## PROFESSIONAL IMPROVEMENT PLAN

### PROFESSIONAL BEHAVIOR EXPECTATIONS IN THE NURSING PROGRAM

If unprofessional behaviors occur in the classroom, lab, or at the clinical site, the student will be directed to leave immediately. Nursing Faculty will complete a Professional Improvement Plan (PIP) for any student demonstrating unprofessional behavior. *Please refer to the National Student Nurses Association Code of Ethics, Section 3: Academic and Clinical Conduct:*

<http://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>

*If a student's behavior is seriously disruptive, violent or threatening in any manner, campus security or law officials will be contacted immediately.*

### PROFESSIONAL IMPROVEMENT PLAN PROCEDURE

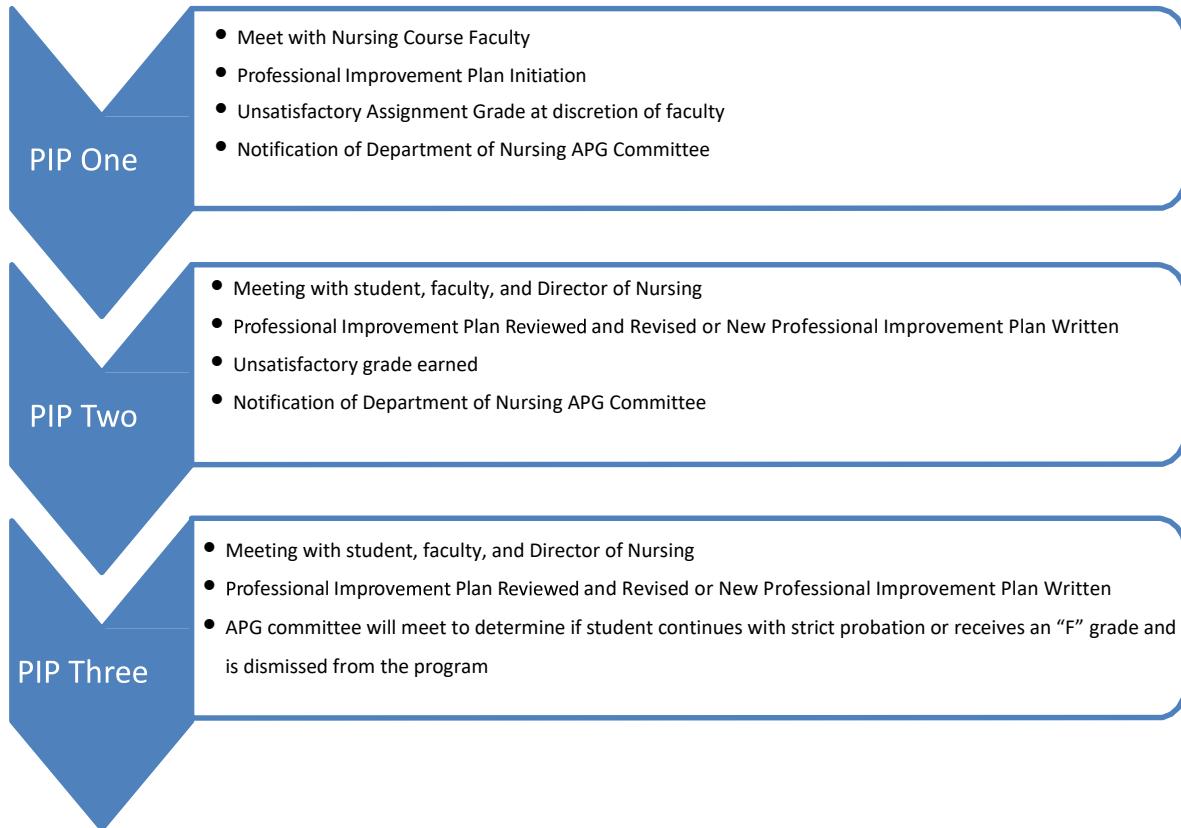
#### Professional Improvement Plan (PIP) Procedure Goal:

Provide an opportunity for student counseling and assistance to improve the nursing student's professional behavior and/or unsuccessful academic performance.

Only **three** PIP forms are allowed throughout the progression of the ASN program. The total amount of PIPs includes class, lab, and clinical. All students will start with zero PIPs. When beginning the ASN program.

If a student receives more than three PIPs during the ASN program, further disciplinary action will be taken and may include dismissal from the program.

## Three Professional Improvement Plan Procedure Plan



**PIP One:** Student demonstrates unprofessional behavior and/or unsuccessful academic performance.

**Steps:**

1. Professional Improvement Plan initiated by the Nursing Faculty member:
  - a. *NSNA Student Code of Ethics, Section 3 (referenced in behavior section of ASN handbook)* should be referenced for any student demonstrating unprofessional behavior.
  - b. Detailed description of unsuccessful academic performance by the student.
  - c. Assignment grade failure if deemed by faculty.
  - d. APG Committee will be apprised of the initiation of the PIP
2. Professional Improvement Plan discussed with the Student by Faculty member:
  - a. Action plan with strategies and options for student success developed by Student and Faculty member;
  - b. Follow up meeting within two (2) weeks to evaluate action plan.
3. At the follow-up meeting:
  - a. If improvement has been demonstrated; the Professional Improvement Plan is closed and signed by Student and Faculty member.
  - b. If improvement has not been demonstrated; then move to PIP 2.
  - c. APG Committee will be apprised of the student's improvement progress

**PIP Two:** Student unprofessional behavior and/or unsuccessful academic performance noted on previous Professional Improvement Plan continues or a new Professional Improvement Plan is written due to different unprofessional professional behavior and/or unsuccessful academic performance.

**Steps:**

1. Faculty member documents additional note if from first Professional Improvement Plan or starts a new Professional Improvement Plan due to different unprofessional behavior and/or

unsuccessful academic performance:

- a. Documentation of non-compliance with previous Professional Improvement Plan;
- b. New written Professional Improvement Plan if different occurrence of unprofessional behavior and/or unsuccessful academic performance

2. Meeting scheduled with Student, Faculty member, and Department of Nursing Chair/Director:
  - a. Professional Improvement Plan discussed with the student;
  - b. Action plan with strategies and options for student success developed by Student, Faculty member, and Director of Nursing
  - c. Student receives an *Unsatisfactory* grade for unprofessional behavior displayed in the nursing course.
  - d. Student needs to be aware that this is a serious warning that continued behavior which violates the *NSNA Code of Ethics Part II* will result in dismissal from the Nursing Program.
  - e. Student who continues to demonstrate unsuccessful academic performance will be counseled about special tutoring and the benefits of withdrawal from the course versus failing the course.
  - f. Follow up meeting within two (2) weeks to evaluate action plan.
3. At the follow-up meeting:
  - a. If improvement has been demonstrated; the Professional Improvement Plan is closed and signed by Student and Faculty member.
  - b. If improvement has not been demonstrated; then move to Stage 3.
  - c. APG Committee will be apprised of the student's improvement progress

**PIP Three:** Student unprofessional behavior and/or unsuccessful academic performance noted on previous Professional Improvement Plan continues or a new Professional Improvement Plan is written due to different unprofessional professional behavior and/or unsuccessful academic performance

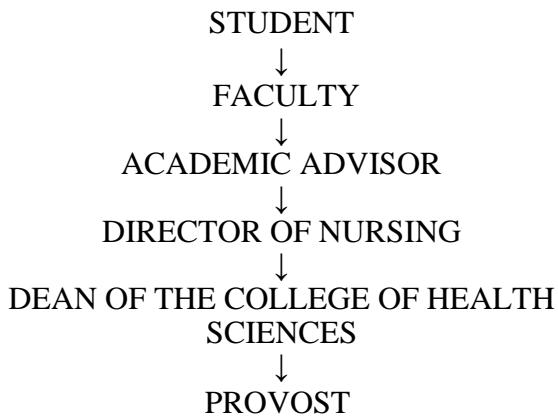
**Steps:**

1. Faculty documents additional note on previous Professional Improvement Plan or new Professional Improvement Plan is written due to different unprofessional professional behavior and/or unsuccessful academic performance.
  - a. Documentation of non-compliance with Professional Improvement Plan; or new Professional Improvement Plan is written.
  - b. Student Code of Ethics should be referenced.
  - c. If new Professional Improvement Plan is written, it will be noted that this is the third Professional Improvement Plan the nursing student has received by either repeated behavior or by new behavior or unsuccessful academic performance.
2. Meeting scheduled with Student, Faculty member, the Department of Nursing Director:
  - a. Professional Improvement Plan discussed with the student.
  - b. The Professional Improvement Plan is reviewed, along with previous Professional Improvement Plans by the APG Committee to determine if student should be removed from the program, or if failing grade is recommended from the APG Committee.
    - If this is the Third Performance Improvement Plan for the same behavior the student will receive a "F" for the nursing course.
      - a. Student is then dismissed from the program based upon continued unprofessional behavior or continued unsuccessful academic performance.
    - If this is a new Performance Improvement Plan written for unprofessional behavior or unsuccessful academic performance, the previous Performance Improvement Plans along with the new one will be reviewed by the APG Committee to determine if the student is to continue in the program with a strict probation period of not receiving another Performance Improvement Plan or student will receive an "F" in the nursing course and dismissed

from the nursing program.

## **MSU-NORTHERN DEPARTMENT OF NURSING COMMUNICATION CHAIN OF COMMAND**

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



## **V. STUDENT APPEALS POLICY**

MSU-Northern ASN students can use the appeals policy to serve as a formal review of a complaint, disciplinary action (PIP), or grade. The Appeals Policy gives the student an opportunity to provide evidence that contraindicates instructors, faculty, or CRRNs decisions regarding class/lab/clinical disciplinary decisions or any discrepancies in grades.

### **Appeal Process:**

- After meeting with their academic advisor, the student will write a formal letter regarding the issue and deliver it to the Director of Nursing. The Dean must receive the letter no more than 48 hours after the issue arises.
- The Dean will convene an appeals committee.
- An unbiased committee will review the letter and the student will have the opportunity to address the committee personally.
- The committee will make a recommendation to the Dean.
- The Dean will make the final decision regarding the issue and a formal letter will be sent to the student with the decision.

*\*Please see the Complete College/Grade Appeals Policy 602.1 in the MSU-Northern Catalog Provost's review. <https://www.msun.edu/admin/policies/600/602-1.aspx>*

The student or the instructor may appeal the Dean's decision. Such appeal will be filed in writing and submitted to the Provost within five (5) working days of receipt of the Dean's decision, with copies to the instructor, the student and the Dean. The written appeal shall deal only with the part or parts of the Dean'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 Dean 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 Dean within ten (10) working days of receipt of the appeal. The decision of the Provost is the final decision of the University.

## APPENDIX A:

### CONCEPT MAP/CARE PLAN GRADING RUBRIC MSU-NORTHERN DEPARTMENT OF NURSING

<b>Criteria</b>	<b>Highly Satisfactory</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
	<p>A concept map/care plan at this level would contain complete information about the following:</p>	<p>Information listed under "Highly Satisfactory" is incomplete.</p>	<p>Information listed under "Highly Satisfactory" is not present or not accurate.</p>
<b>Demographics 20% of points</b>	<ul style="list-style-type: none"> <li>• Admission Date and reason</li> <li>• Allergies</li> <li>• Medical Diagnosis and significant information</li> <li>• History and Physical (including past history and recent hospitalizations)</li> <li>• I&amp;O, weight, height</li> <li>• Vital Signs</li> <li>• Diet, K-cal needs, Est. fluid needs</li> <li>• ADLs and restrictions</li> <li>• Lab values</li> <li>• Resources for discharge planning</li> </ul>	<p>_____ points</p>	<p>_____ points</p>
<b>Medications 10% of points</b>	<ul style="list-style-type: none"> <li>• All medications (action, major adverse effects, anticipated response, drug interactions, nursing considerations)</li> <li>• Allergies</li> <li>• Treatments</li> </ul>	<p>_____ points</p>	<p>_____ points</p>
<b>Pathophysiology 10% of points</b>	<ul style="list-style-type: none"> <li>• Diseases process workup - at least three pathophysiology workups</li> <li>• Anticipated medical management</li> <li>• Anticipated nursing management</li> <li>• Anticipated diagnostic tests</li> </ul>	<p>_____ points</p>	<p>_____ points</p>
<b>Assessment Data 10% of points</b>	<ul style="list-style-type: none"> <li>• Diagnostic tests completed or ordered</li> <li>• Vitals</li> <li>• Head to toe assessment</li> <li>• Psychosocial assessment</li> <li>• Medical terms used appropriately</li> <li>• Documentation is appropriate</li> </ul>	<p>_____ points</p>	<p>_____ points</p>

<b>Nursing Diagnoses</b> <b>10% of points</b>	<ul style="list-style-type: none"> <li>3 nursing diagnoses related to health and illness</li> <li>1 psychosocial nursing diagnosis</li> <li>Diagnoses stated correctly with proper NANDA terminology</li> <li>Subjective and objective data noted</li> <li>Individualized</li> <li>Prioritized</li> </ul> <p>_____ points</p>	_____ points	_____ points
<b>Goals/Outcome Criteria</b> <b>10% of points</b>	<ul style="list-style-type: none"> <li>2-4 goals per nursing diagnosis</li> <li>At least 1 of the goals should be short- term</li> <li>At least 1 of the goals should be long- term</li> <li>Measurable</li> <li>Realistic</li> <li>patient-centered</li> </ul> <p>_____ points</p>	_____ points	_____ points
<b>Nursing Interventions</b> <b>10% of points</b>	<ul style="list-style-type: none"> <li>At least 4 interventions per goal</li> <li>References and rationales noted</li> <li>Appropriate</li> <li>Individualized to patient</li> <li>Concise and specific (what, when, why, how)</li> <li>Prioritized</li> </ul> <p>_____ points</p>	_____ points	_____ points
<b>Evaluation</b> <b>10% of points</b>	<ul style="list-style-type: none"> <li>Were goals met, not met?</li> <li>Give statement with rationale about whether goals met/not met</li> <li>Develop further interventions if necessary</li> <li>Draw conclusions</li> </ul> <p>_____ points</p>	_____ points	_____ points
<b>Formatting</b> <b>10% of points</b>	<ul style="list-style-type: none"> <li>Well-organized</li> <li>Neat</li> <li>Legible</li> <li>Useable for end of shift report</li> <li>References present</li> </ul> <p>_____ points</p>	_____ points	_____ points
<b>Overall Score</b>	<b>94% of points or more</b>	<b>80-93% of points</b>	<b>≥79% of points</b>

## APPENDIX B:

<b>Semester 1   14 Credits</b>						
<b>Course Number</b>	<b>Course Name</b>	<b>Didactic Credits</b>	<b>Lab Credits</b>	<b>Clinical Credits</b>	<b>Total Credits</b>	
BIOH 201/202	Anatomy and Physiology I with Lab -	3	1		4	
CHMY 121 & 122	General Chemistry with Lab	3	1		4	
WRIT 101	College Writing I	3	(1)		3 (4)	
M 121	College Algebra	3	1		(3) 4	
<b>Total Credits Semester 1</b>		<b>12</b>	<b>3 (4)</b>		<b>15(16)</b>	
<b>Application to Nursing Program</b>						
<b>Semester 2   15 Credits</b>						
<b>Course Number</b>	<b>Course Name</b>	<b>Didactic Credits</b>	<b>Lab Credits</b>	<b>Clinical Credits</b>	<b>Total Credits</b>	
BIOH 211/212	Anatomy and Physiology II with Lab	3	1		4	
NRSG 230	Nursing Pharmacology	3			3	
NRSG 231	Nursing Pharmacology Lab		2		2	
NRSG 232	Foundations of Nursing	3			3	
NRSG 233	Foundations of Nursing Lab		3		3	
<b>Total Credits Semester 2</b>		<b>9</b>	<b>6</b>		<b>15</b>	
<b>Semester 3   14 Credits</b>						
<b>Course Number</b>	<b>Course Name</b>	<b>Didactic Credits</b>	<b>Lab Credits</b>	<b>Clinical Credits</b>	<b>Total Credits</b>	
NRSG 256	Pathophysiology	3			3	
NRSG 234	Adult Nursing I	3			3	
NRSG 235	Adult Nursing I Clinical			2	2	
NRSG 236	Health and Illness of Maternal Nursing	2			2	
NRSG 237	Health and Illness of Maternal Nursing Clinical			1	1	
PSYX 100	Introduction to Psychology	3			3	
<b>Total Credits Semester 3</b>		<b>11</b>		<b>3</b>	<b>14</b>	
<b>Semester 4   15 Credits</b>						
<b>Course Number</b>	<b>Course Name</b>	<b>Didactic Credits</b>	<b>Lab Credits</b>	<b>Clinical Credits</b>	<b>Total Credits</b>	
NRSG 244	Adult Nursing II	3			3	
NRSG 245	Adult Nursing II Clinical			2	2	
NRSG 254	Mental Health Concepts	3			3	
NRSG 255	Mental Health Concepts Clinical			1	1	
NRSG 246	Health and Illness of Child and Family Nursing	2			2	
NRSG 247	Health and Illness of Child and Family Nursing Clinical			1	1	
SOCI 101	Introduction to Sociology	3			3	
<b>Total Credits Semester 4</b>		<b>11</b>		<b>4</b>	<b>15</b>	
<b>Semester 5   14 Credits</b>						
<b>Course Number</b>	<b>Course Name</b>	<b>Didactic Credits</b>	<b>Lab Credits</b>	<b>Clinical Credits</b>	<b>Total Credits</b>	
NRSG 259	Adult Nursing III	3			3	
NRSG 260	Adult Nursing III Lab		1		1	
NRSG 261	Adult Nursing III Clinical			2	2	
NRSG 266	Managing Client Care for the RN	2			2	
NRSG 267	Managing Client Care for the RN Clinical			2	2	
BIOM 250/251	Microbiology with Lab	3	1		4	
<b>Total Credits Semester 5</b>		<b>8</b>	<b>2</b>	<b>4</b>	<b>14</b>	
<b>Total ASN Program Credits</b>		<b>51</b>	<b>10</b>	<b>11</b>	<b>73(74)</b>	



**APPENDIX C:**

**MONTANA STATE UNIVERSITY  
NORTHERN**

**Department of Nursing**

**Absence Form**

**Nursing Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Class/Semester:** \_\_\_\_\_ **Class** \_\_\_\_\_ **Lab** \_\_\_\_\_ **Clinical** \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How many Hours missed** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Resolution:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APPENDIX D:



## Nursing

### Department of Nursing Acknowledgement Form

*The Following form needs to be signed and uploaded to your CastleBranch account. 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 complete each section and sign/date at the bottom:**

I acknowledge receipt of the **(check one)**  ASN or  RN to BSN Completion Program Student Handbook. I understand that it's my responsibility to read and follow the policies of the Department of Nursing as outlined in the Nursing Student Handbook. The Nursing Faculty and Director are available to answer any questions that may arise.

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

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

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

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

1. I will protect the confidentiality of all client, family and clinical 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 medium (disk, thumb-drive, Internet or hard drive, etc.), 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: \_\_\_\_\_



The Montana State University-Northern Simulation Lab is a facility that utilizes simulations as part of the clinical curriculum of the Nursing Program. Video cameras and audio-recording have been installed in the Simulation Lab to allow for filming and recording students during these clinical simulations. These video recordings, combined with faculty-mediated debriefing sessions, is part of the instructional methodology for the Nursing Program. Students will be filmed and recorded in the lab for educational purposes and faculty will utilize these recordings for student instruction and evaluation. These recorded videos are intended for Simulation Lab use only and will not be made public without prior written authorization by the students involved. Authorization to release the footage, if requested, must be signed on a form separate from this one.

I have read the statement above. I consent to being recorded during clinical simulations in the Montana State University-Northern Simulation Lab for the purpose of instruction and evaluation. This consent is good for the duration of my enrollment in the Nursing program.

---

*Full Name of Student (printed)*

*Signature of Student*

*Date*

I have read the statement above. I do not consent to being recorded during clinical simulations in the Montana State University-Northern Simulation Lab. I understand that without this consent I will be unable to use the Simulation Lab. Failure to use the Simulation Lab will result in my being unable to fulfill my clinical hour requirements, and therefore being unable to advance in the Nursing program.

---

*Full Name of Student (printed)*

*Signature of Student*

*Date*

**APPENDIX F:**  
**RULES FOR SIMULATION LAB**

1. Complete pre-simulation assignments before coming to SIM lab clinical.
2. **Come prepared**, dressed in uniform. **Do not enter** the SIM lab without a faculty or staff member.
3. **No eating or drinking** is allowed in SIM lab. Drink containers with lids are permitted in the debriefing room.
4. **Wash your hands** at the sink before touching the SIM mannequins.
5. Handle the SIM mannequins **carefully** and treat them like real patients.
6. **Be respectful and encouraging** to one another.
7. **Be confidential**. Outside of SIM lab, do not talk about each other's simulation performances.
8. **No cellphone use** is allowed in SIM lab, except faculty/staff.
9. **Do not operate equipment** before you have received training on it.
10. **You must sign a waiver** with the Department of Nursing before participating in a recorded simulation scenario.



## APPENDIX G:



# MONTANA STATE UNIVERSITY NORTHERN

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## Department of Nursing

### Nursing Student Representative Form

The College of Health Sciences Department of Nursing is committed to resolving student/class concerns, issues or questions in the most expeditious and informal manner possible. As a result, student/class are expected to discuss their concerns, issues or questions with the instructor, staff member, or office area in which they are experiencing these situations. Most concerns, issues or questions can be resolved at this level.

For situations that cannot be resolved informally, student/class can bring these situations (concerns, issues or questions to their student representation to submit a formal request to the College of Health Sciences Administrative Office within one to two weeks prior to the Department of Nursing Meeting. The information received on the forma will be discussed prior to the Department of Nursing Meeting to allow for student representatives to take information back to class.

In order to be considered valid the following is required:

*The student/class takes the issue, concern or question to the instructor, staff member or office in which they experienced the situation. Please follow chain of command prior to bringing concerns, issues or questions to the Nursing Department Faculty Meeting.*

Student Representative Level I or II (please circle)

Date submitted to College of Health Sciences Administrative Office: \_\_\_\_\_

What concerns needs to be discussed among faculty prior to meeting with student representatives at the Nursing Program Faculty and Staff Meeting:

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Steps taken to remedy the situation prior to the matter being brought to the Nursing Program Faculty and Staff Meeting:

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## **APPENDIX H:** **Needlestick Policy and Post-Exposure Plan**

Students must immediately report any exposure to pathogens to their clinical instructor or nurse preceptor. The student will be evaluated in the nearest emergency or occupational health facility. The Needle Stick Policy and Post- Exposure prophylaxis regimen will conform to current CDC guidelines. These guidelines can be accessed at <https://www.cdc.gov/niosh/topics/bbp/emergnedl.html> . A copy of this document is on file in the Nursing Program office.

### **Financial Responsibility**

- Financial responsibility for any recommended testing and treatment rests with the student alone. All students must show proof of health insurance prior to enrollment each year. This is uploaded to student CastleBranch account.
- A student who suspects or has a confirmed accidental exposure to blood and/or body fluids must follow this protocol and immediately report the exposure.
- An accidental exposure is defined as a
  1. Needle stick or cut caused by a needle or sharp instrument that was actually or potentially contaminated with blood or body fluids.
  2. Mucous membrane (splash to the eye or mouth) exposure to blood or body fluids.
  3. Cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

### **Upon exposure the immediate procedure is:**

1. For a needlestick or other broken skin exposure
  - Wash needlesticks and cuts with soap and water.
  - Flush splashes to the nose, mouth, or skin with water.
  - Irrigate eyes with clean water, saline, or sterile irrigants.
  - Report the incident to your supervisor
  - Following first aid treatment, notify your clinical instructor. If in a precepted clinical setting or community site, immediately notify your clinical preceptor, and then notify your clinical instructor or the Nursing Program.
  - You must be seen by medical personnel within one hour following exposure. You will follow the protocol at each of these institutions for accidental exposure. **It is imperative that you are seen within one hour following exposure.**
  - The hospital protocols will allow for an assessment of the exposure risk, post-exposure prophylaxis (PEP), and counseling. Follow-up counseling and evaluation will be available for at least 6 months after exposure.
  - The financial responsibility for any recommended testing and treatment rests with the student.
  - On the next required class day, the student must contact the MSU-Northern Nursing Program Accidental Exposure designated officer (Jaime Duke) to complete required paperwork.
  - Students should tell others about their exposure only on a need-to-know basis. The source of exposure and any patient information you have must be kept confidential.

Link to paperwork to be filled out with the MSU-Northern Director of Nursing:  
<https://rmtd.mt.gov/claims/reportincidentform>

By signing the student understands this policy and their financial responsibility:

Signature of ASN Student: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX I:** **MSUN Level I Nursing Students CAN & CANNOT LIST**

Level I Students CAN (under the direct supervision of Faculty, CRRN, preceptor):

1. Start IVs
2. Flush IVs with saline
3. Remove IVs
4. Place foleys
5. Remove foleys
6. Insert NG tubes
7. Remove NG tubes
8. Do accu checks and vitals (on assigned patients--may assist with other patients if time allows). Results must be shown to RN or CRRN before documenting.
9. Give SubQ and 1M injections (EXCEPT narcotics)
10. Administer oral medications (faculty, CRRN, preceptor or clinical RN must be present)
11. Hang bags of maintenance IV fluid and IV piggybacks (EXCEPT potassium & blood products)
12. Do wound care/dressing changes
13. Document medications, assessments and procedures completed (MUST be co-signed by CRRN or unit RN).
14. Go with patient to radiology procedures if approved by unit RN in charge of patient
15. Administer breathing treatments under RN or RT supervision
16. This list is not all inclusive—check with CRRN if uncertain.

Level I Students **CANNOT**:

1. Perform any of the above listed skills without first checking off with the faculty, CRRN or preceptor the first time (after this, they can perform skills with supervision of their assigned nurse)
2. Administer any medications on observations units (Med/Surg and Care Center is the only unit a student may administer medications on with the CRRN/Faculty supervision)
3. Perform any arterial blood draws
4. Flush or draw blood from dialysis catheters
5. Administer narcotics in any form
6. Give IV medications containing potassium
7. Administer blood products
8. Use the hospital internet for anything unrelated to their current patients/diagnoses being reviewed, etc. On observation units, studying may be done for classes during slow periods with no nursing activity (e.g. dialysis)

## MSUN Level II Nursing Students CAN & CANNOT LIST

(Level II Students wear 2 yellow stripes on scrub sleeve)

### Level 2 Students CAN (under the direct supervision of Faculty, CRRN, preceptor):

1. Start IVs
2. Flush IVs with saline
3. Remove IVs
4. Perform venous blood draws from arms/IVs/portacaths/PICC lines
5. Place foleys
6. Remove foleys
7. Insert NG tubes
8. Remove NG tubes
9. Do accu checks and vitals (on assigned patients--may assist with other patients if time allows). Results must be shown to RN or CRRN before documenting.
10. Give SubQ and 1M injections (EXCEPT narcotics)
11. Administer oral medications
12. Hang bags of maintenance IV fluid and IV piggybacks (EXCEPT potassium & blood products)
13. Do wound care/dressing changes
14. Document medications, assessments and procedures completed (MUST be co-signed by faculty, CRRN or unit RN).
15. Go with patient to radiology procedures if approved by unit RN in charge of patient
16. Administer breathing treatments under direct RN or RT supervision
17. This list is not all inclusive—check with faculty or CRRN if uncertain

### Level 2 Students CANNOT:

1. Perform any of the above listed skills without first checking off with the CRRN the first time (after this, they can perform skills with supervision of their assigned nurse)
2. Administer any medications on observations units (Med/Surg is the only unit a student may administer medications on)
3. Perform any arterial blood draws.
4. Flush or draw blood from dialysis catheters
5. Administer narcotics in any form
6. Give IV medications containing potassium
7. Administer blood products
8. Use the hospital internet for anything unrelated to their current patients/diagnoses being reviewed, etc. On observation units, studying may be done for classes during slow periods with no nursing activity (e.g. dialysis)

**APPENDIX J:**  
Translation of Clinical Credits

1. 1 clinical/lab credit hour = minimum 45 hours
2. 2 clinical/lab credit hours = minimum 90 hours

**Course Clinical/Lab Hour Translation for Resume/Board of Nursing Applications**

NRSG 231: Nursing Pharmacology Lab (2 credits) = 90 hours

NRSG 233: Nursing Foundations Lab (3 credits) = 135 hours

NRSG 235: Adult Nursing I Clinical (2 credits) = 90 hours

NRSG 237: Health and Illness of Maternal Nursing Clinical (1 credit) = 45 hours

NRSG 245: Adult Nursing II Clinical (2 credits) = 90 hours

NRSG 247: Health and Illness of Child and Family Nursing Clinical (1 credit) = 45 hours

NRSG 255: Mental Health Concepts Clinical (1 credit) = 45 hours

NRSG 260: Adult Nursing III Lab (1 credit) = 45 hours

NRSG 267: Adult Nursing III Clinical (2 credits) = 90 hours

NRSG 267: Managing Client Care for the RN Clinical (2 credits) = 90 hours

## **APPENDIX K: DRUG DOSAGE AND MEDICATION ADMINISTRATION INCIDENTS**

1. See the National Coordinating Council for Medication Error Reporting and Prevention (NCC MERP) at <http://www.nccmerp.org/> for current information about promoting the safe use of medications and the interdisciplinary causes of errors.
2. Examples of medication incidents include but are not limited to the following:
  - a. Not signing name and initials on the Medication Administration Record
  - b. Failure to have co-signature on narcotic waste
  - c. Failure to document a reason for omitting a medication
  - d. Failure to obtain/record apical pulse, BP as indicated (i.e. pulse for digoxin dose)
  - e. Not following the eight rights of medication administration
  - f. Administering a duplication of medication that has already been given
  - g. Omitting an ordered medication
  - h. Giving a medication has been discontinued
  - i. Leaving a medication at the bedside without an order (vaginal creams, skin ointments, inhalers may be left at the bedside per hospital policy)
  - j. Failing to check physicians' orders prior to administration of medication.
  - k. Being unable to calculate correct dosages.
  - l. Failure to obtain instructor's approval prior to medication administration.
  - m. Medications that are prepared incorrectly by the student and presented to the instructor in preparation to administer the medication to the patient.

### **DRUG DOSAGE AND MEDICATION ADMINISTRATION INCIDENT FOLLOW-THROUGH**

1. Student and Clinical Instructor will take Appropriate Action
  - a. Assess for any adverse reaction to the medications
  - b. Follow facility protocols
  - c. Follow-through with medication or treatment ordered by physicians (if any)
  - d. Level of care maintained/continued
2. Student may also be tested for reasonable suspicion of drug and alcohol usage at the student expense. Student may be tested at the clinical site.
3. The clinical instructor will initiate the Professional Improvement Plan investigating a root cause analysis of what/why/how this happened such as:
  - a. Medication packaging
  - b. Incorrect order followed/acknowledged
  - c. Technology failure
  - d. Hospital system not followed
  - e. Poor judgment used
  - f. Previous knowledge of student
4. Notification
  - a. Clinical instructor/patient's primary RN/Preceptor
  - b. Site supervisor/Manager
  - c. Provider of Care
  - d. MSU-Northern Department of Nursing Chair
  - e. MSU-Northern Department of Nursing Director

5. Students will be counseled after a drug dosage or medication administration incident.
6. Disciplinary actions for a medication error will result in one of the following outcomes per clinical or course instructor's decision:
  - a. Student will be sent home from the clinical site with an unsatisfactory grade for the day which will be recorded on his/her clinical evaluation form. A student will be sent home for the following reasons:
    - i. Refusal to take responsibility for his/her part in the medication error.
    - ii. Failure to self-report a medication error.
    - iii. Unprofessional behavior in response to the medication error as evidenced by the National Student Nurses Association Code of Ethics, Section 3 Code of Academic and Clinical Conduct:  
<http://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>
  - b. Student will be allowed to remain at the clinical site for the day; however, he/she will not be allowed to give further medications that day.
  - c. Documentation of medication errors will be maintained in the student's record.
7. The Professional Improvement Plan will be developed by the clinical instructor and course instructor if the drug dosage or medication administration incident was related to the student's care. Remediation will include skills lab practice with return demonstration. Allowing the student to perform future medication administration will be determined by the student's progress and Nursing Faculty approval.
8. The Admission, Program, and Graduation (APG) Committee will determine the progression of the nursing student (per the MSU-Northern ASN Nursing Student Handbook):
  - a. Continuance in the course,
  - b. Suspension from course,
  - c. Dismissal from the Nursing program.



## Department of Nursing

### TEST REMEDIATION FORM

Students MUST remediate ALL questions answered incorrectly and you will receive partial points for each remediated question added to your original test score. This remediation sheet must be turned in within 7 days after completing a test to receive remediation points.

**Student name:**

**Test Number, Date, Course name, Semester:**

Serial #	List the number and question you answered incorrectly	List your answer, why you selected this answer, (i.e., read the question incorrectly, guessed the answer, etc.), and why the incorrect answer is not the best answer	What is the correct answer to this question and explain briefly WHY this answer is the correct answer.	What source did you use to find the correct answer? (Book title, author and pg #, Lecture date and slide #, etc.)	Remediation points

**Faculty comments:**

**Total remediation points receive**

