Associate of Science Degree
In Nursing (ASN)

STUDENT HANDBOOK

2018-2019
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I. GENERAL INFORMATION

Department of Nursing Directory

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

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 and Planner* for general university information. This *ASN Nursing Student Handbook* outlines the student policies specific to the Department of Nursing. The materials in this handbook 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 concerning course requirements should arise, individual course syllabi supersede the information presented in this handbook.

As a general rule, changes in policies and procedures become effective at the start of 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 reviewing the Student Handbook and any changes by signature.

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.

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

Kelly Amtmann MSN, RN, EdD (c)
Dean of College of Health Sciences
Director of the Department of Nursing
APPROVAL/ACCREDITATION

Montana State University – Northern is fully accredited by:

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

Montana State University – Northern Department of Nursing
Associate of Science Degree in Nursing Program is 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

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

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

MSU Northern provides higher education to students for professional and technical careers through an institution dedicated to teaching and pursuit of knowledge. (Approved by the Board of Regents on May 20, 2016)

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)

MSU-NORTHERN’S CORE THEMES

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

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

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

Department of Nursing Mission Statement
(March 2014)

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 themes 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 June 24, 2016)
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.

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

Effective: February 12, 2001
Revised: December 2016
Review Date: December 2018
Responsible Party: Dean of Students and Provost/Vice Chancellor for Academic Affairs

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.

DEFINITIONS

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; using books, notes or other devices such as calculators, during a quiz or test, unless authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise, copying reports, laboratory work or computer programs or files from other students.

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.
**Falsification:** the invention or unauthorized alternation 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.

**Facilitating Academic Dishonesty:** giving assistance or attempting to assist another in the commitment of academic misconduct.

**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.

**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.

**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.
Section 1000: Campus Policy

1001.7 Policy Statement

Montana State University's campuses are committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed consistent with this policy.  
http://www.msun.edu/admin/policies/1000/1001-7.aspx

MONTANA STATE UNIVERSITY – NORTHERN DISABILITY STATEMENT

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.

http://www.msun.edu/stuaffairs/disabilityserv/

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 consists of all members of the Department of Nursing Faculty, the Department Chair, and the Department Director. 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.

REQUIREMENTS OF STUDENTS ACCEPTED INTO THE ASN PROGRAM

Upon admission, current documentation is required to be on file in the Department of Nursing Office by the first day of class: The students will provide:

   a) A copy of a government issued photo identification document (driver licenses, passport, etc.);
   b) A copy of current LPN License/Certificate, if applicable;
   c) Health Insurance Card;
   d) A physical examination verifying: Nursing Students Functional Expectations as specified in the Nursing Student Handbook;
   e) Current American Heart Association Healthcare Provider certification; A course will be given in the nursing department every Fall Semester.
   f) 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.
      • Thereafter, nursing students will fill out the MSU-Northern annual TB questionnaire.
      • 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).
   g) MMR immunization. MMR Policy: Have immunizations that are current for, or have documented proof of immunity to, the diseases of Measles, Mumps, and Rubella (MMR). Adults born before 1957 are generally considered immune to measles, 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

h) Current Tetanus, Diphtheria, and Pertussis (Tdap) vaccination according to the Center for Disease Control guidelines.

i) Flu shot documentation requirement: (This documentation is required annually)
   - Documentation showing shot was received, OR
   - Doctor’s note stating why student cannot receive the flu shot

j) Documents of the Hepatitis B vaccination series, including titer, or have a valid waiver on file;

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

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

2. Health standards are to be met as required by the participating clinical facilities. Additional laboratory/diagnostic test results or verification of required health standards/status may be required by these facilities and the Department of Nursing Faculty will require documentation that standards/status is met.

3. HIPAA Policy: All Nursing Students are legally accountable under the Health Information Privacy and Accountability Act (HIPAA) of 1996 to ensure the confidentiality of patient health information. http://www.hhs.gov/ocr/privacy/hipaa/administrative/index.html

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

PROGRESSION THROUGH THE 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. Students who do not pass the General Education courses that are embedded in the ASN curriculum, once they are accepted into semester 2 (Anatomy & Physiology II with Lab, Intro to Psych, Intro to Sociology, and Microbiology with Lab) will not be able to continue in the ASN program. Any student requesting an Incomplete in these 4 courses has to meet with the Dean 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 in the same semester.

5. Meet the criteria established for the standardized testing (Kaplan and Hurst Review) required for the nursing courses.

**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, or preceptor that the student’s clinical practice jeopardizes patient safety.

2. Evidence of chemical (drug or alcohol) impairment during any clinical is reason for immediate removal from the nursing program.

3. 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).

4. 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 make a decision 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).

**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 @ [http://catalog.msun.edu/graduation-general-education-requirements/](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: [https://www.msun.edu/registrar/catalogs.aspx](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: [https://www.msun.edu/registrar/forms/GraduationApp-web.pdf](https://www.msun.edu/registrar/forms/GraduationApp-web.pdf)

2. Gowns and announcements need to be ordered through the bookstore during the fall semester prior to graduation.

3. 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.**
PINNING CEREMONY GUIDELINES

1. The ASN and BSN nursing pinning traditional 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. There is an ASN pin and a BSN pin. The official nursing pin from the MSU-Northern Department of Nursing can be purchased from the University bookstore.

3. The graduating ASN students and faculty advisor 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.

4. The MSU Northern Nursing club (located in Havre) has a MSU-Northern Club account in the Business Office, which the funds are kept.

5. There will be one pinning ceremony at MSU-Northern in Havre for all graduating students in both the ASN and BSN programs, at the end of every Spring semester. December graduates will be pinned during this Spring pinning ceremony.

CELLPHONES AND COMPUTER USAGE

1. Cell phone use, in general, 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 student possession during clinical. 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 and have the student’s clinical instructor notified. If additional numbers are needed in case of emergency, the student should discuss this issue with their instructor.

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

COURSE PHONE-TREE
Phone Trees are a useful organizational tool, allowing messages to be sent to groups of people quickly and effectively. The tree divides call responsibility between the group when there is an emergency or the need to spread a message. For example, the first person on the tree may have three people to call; each of these people will call another three people. This carries on until the entire group has received the message. Each cohort will establish a Phone Tree and furnish the Department of Nursing Office with a copy.
EMAIL
Each student is assigned a student email account (_____@msun.edu) upon acceptance to MSU-Northern. This email account will be used for all correspondence in the Department of Nursing. http://msun.edu/its/services/accounts.htm

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

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

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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!

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

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

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 violations, which could result in a report to the BON. This can be risky endeavor, as it offers spontaneous decision making that allows no thinking for the consequences of the posting. This can be an added burden to nursing students for what is posted on the internet is discoverable by a court of law 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 confidentially 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 a 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.

SMOKING

The use of tobacco (see section 600 for definition) 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](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:

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 in the Nursing Faculty and Staff meeting.
3. Nursing Student Representatives are responsible for communicating the content and decisions made in the Nursing Faculty and Staff meeting with their semester cohort on a regular basis.
4. Nursing Student Representatives will come to the first Faculty meeting of each month and be first on the agenda, and then can leave.
STUDENT RESOURCES

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

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

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

- 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/

- Counseling
  Amber Spring is a counselor located in the Student Union Building on campus. She is available to listen and be a supportive ear for any student enrolled in MSU-Northern.

- Student Health
  Any student that needs any questions answered regarding their health can see Sherry Kegel, RN located in the Student Union Building. www.msun.edu/health/

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

- UNIVERSITY ID CARD – NORTH CARD
  All students can acquire a MSU-Northern North Card in the SUB.

CLUBS, ORGANIZATIONS, AND PARTICIPATION

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

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

**STUDENT NURSE 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](http://montanastudentnurses.wixsite.com/msna)
- National Student Nurses Association link: [http://www.nsna.org/](http://www.nsna.org/)

**IV: EVALUATION OF STUDENTS**

Students are subject to the Academic Dishonesty Policy of the University.

**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 need permission from the instructor.
5. **Students cannot miss more than 2 lecture days per semester.**
   - 3 credit courses equals a maximum of 6 hours of missed lecture per semester
   - 2 credit courses equals a maximum of 4 hours of missed lecture per semester

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 Dean.
   - The 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 will use this form for **ANY** absence.
LAB/CLINICAL ATTENDANCE POLICY:

1. All instructors will take Attendance for each lab/clinical day.
2. **NO LAB/CLINICAL TIME CAN BE MISSED.**
3. **NO SHOW NO CALL** for clinical is considered patient abandonment and the student will be immediately dismissed from the nursing program.
4. **Students must notify the instructor or CRRN prior to missing any Lab or Clinical time.**
5. When absence/tardiness is reported, the student is to notify the instructor immediately and fill out the **Nursing Absent Form** (which will located in the Nursing office and online) to be signed by the Dean.
6. If the student misses lab/clinical for any reason, the student must arrange a meeting with the Administrative Associate to meet with the Dean before the next clinical day to discuss an action plan.

Department of Nursing Testing Policy:

1. Students must be on time to the scheduled test.
2. Instructor/Proctor will lock 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 laptops for testing with LockDown Browser Application downloaded before each test.
5. A testing cart will be provided for each scheduled test. The cart will include:
   - Scratch paper and pencils
   - Calculators
   - Ear plugs
   - Kleenex/hand sanitizer and Cough drops
6. **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 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 allowing during testing.
11. Bathroom breaks during testing time are discouraged, but student must get permission from proctor for bathroom breaks.
12. After the test is completed:
   - Tests can be reviewed only after grades are posted and the student may make an appointment with the instructor for test review.
LAB AND CLINICAL EXPECTATIONS

The Nursing Faculty is 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 following documentation is current in the student’s record:

- Fingerprint and Background check
- Immunizations
- CPR certification
- Flu Shot
- TB Health status

CLINICAL SKILLS COMPETENCIES 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.

b. Students are required to be in full uniforms with ID badges and a watch with a secondhand.

c. Students will bring their 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 that instructor assist. The student will give specific instructions about the assistance needed and actions the student wants the instructor to perform. If another student is 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.

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

- 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 Students 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 confidentially 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 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, heavily scented shaving cologne, body spray, shampoo/conditioner or deodorant.

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 visible 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 close-toed with a closed heel. (current Level II students can wear white or black nursing shoes to clinical).

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

4. Uniforms must be cleaned and wrinkle free and washed in detergent that is not heavily scented. A stripe will be sewn 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
   - 1st semester: no stripe needed
   - 2nd semester: one stripe
3rd semester: two stripes  
4th 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 ID badge with the letters N.S. after the name for student identification along with their pictures and school years (ex. 2015-2016). Picture ID badges will be taken each fall semester during orientation. 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.

**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
- Bandage Scissors
- Black pens (no felt tip)
- Blood pressure cuff
- Stethoscope
- Pocket size notebook
- Penlight or small flashlight

**LAB AND CLINICAL PRACTICUM**

1. Nursing Students are responsible for the handling, care, and use of equipment and supplies.

2. Nursing Students are also responsible 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 practicum 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.

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.

8. Any student whose ability to function or to practice safely is questioned will not be allowed on the clinical unit. The clinical instructor and/or preceptor has the right and obligation to determine the student’s ability to practice safely. Nursing Management Personnel may exclude a student from a clinical unit if they deem the student’s behavior unsafe.

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 Department of Nursing Director. Refusal to submit will be a cause for dismissal from the nursing program. The Director will notify the Chancellor, or the designee, of the chemical abuse condition or circumstances which warranted the removal of the student from the nursing program.

10. No food, drink, candy, gum, or cigarettes are permitted in the nursing labs or in clinical settings.

**CLINICAL GRADING SCALE**

1. 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.

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

2. Clinical evaluations will be performed for each clinical day. Students will receive a grade for clinical overall per grading rubric.

3. Should a student fail a clinical course, that student will be required to audit the didactic theoretical supportive nursing course while he/she repeats the clinical nursing course

**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.

**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:


**WEATHER POLICY FOR TRAVELING NURSING STUDENTS:**

1. The nursing students set up a phone tree (Lewistown cohort phone tree and Havre cohort phone tree). The phone tree needs to be turned into the faculty and the Department of Nursing office.

2. If no travel is advised, use the phone tree to notify everyone not to travel.

3. If students start to travel, using carpools, like a caravan is recommended. If group decides to turn around due to bad roads, they must notify faculty.

4. Once back home, set up with faculty the date and time for making up clinical as required.

5. If students are on Havre campus and the weather is bad, faculty will end lab early, so students can travel back to Lewistown.

6. Students will call faculty when arrived in Lewistown every week of travel, no matter the weather. If students do not call, the police will be notified.

7. There will be no penalties on student if missed class due to weather.

8. If no travel, class will be completed per Polycom or WebEx for the lecture part of lab (recorded lecture, if applicable).

**TUTORING**

To request tutoring for a course, the student/s should first approach the Nursing Course Instructor and then the Department of Nursing Chair for tutoring arrangements.

**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 Brightspace.
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 and MSU-Northern Student Handbook & Planner.

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 more late, the assignment will earn zero points;
3. The assignment is required to be turned in for the student to pass the course, even if the assignment has earned a zero for being late.
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.

STUDENT ACTIVITY EXTRA CREDIT:

1. Student will get to attend a professor pre-approved community event.
2. 1 extra credit point will be given to the student’s choice of nursing course after the verification form is complete for each event attended.
3. Each Student can receive a total of 5 extra credit points per semester.
4. After the student attends the event, a 1-page paper in APA format, single-spaced, minimum of 250 words, with at least one reference stating the value of the event will be attached to the verification form.
5. Professor in the student’s chosen class must sign the verification form.
6. The verification form is a required documentation that has to be signed by professor to receive the extra credit points.
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. https://nursing.kaplan.com/. 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 QUESTIONS POLICY (August 2017)

- In all ASN Nursing Courses, students will have graded Kaplan NCLEX Focused Question Assignments.
- The points earned for these assignments will be applied towards the total course assignment points.

KAPLAN FOCUSED REVIEW TEST POLICY (August 2017)

- In all ASN Nursing Courses, the Kaplan Focused Review Tests count towards the course assignment points.
- Kaplan Focused Review Tests can be found on the Kaplan website under “Focused Reviews.”
- 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.

KAPLAN INTEGRATED TEST POLICY (MARCH 2018)

- 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 (MARCH 2018)**

- All Kaplan Integrated Tests will be given **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 Brightspace Assignment Submission Folder by 11:55 PM Sunday of Week 15.
- Once the completed Kaplan Remediation Worksheet is submitted, points will be awarded based upon the percentage earned on the test as follows: per rubric
  - 80% or better = 100 POINTS
  - 60-79.9% = 90 POINTS
  - ≤59.9% = 80 POINTS

**HURST REVIEW**

All ASN Nursing Students are required to purchase the Hurst Review that includes both the Elevate and Hurst Review Program from the MSU-Northern Bookstore. This program is required for the last semester 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 verify that Brightspace will work properly with the student’s web browser, the student needs to go to the Brightspace browser tune-up page at [https://msunonline.org](https://msunonline.org) and follow the instructions on the page for “Please click here for a system check before you login.”

Resources for how to use Brightspace can be found at the following link: [http://www.msun.edu/distance/online.html](http://www.msun.edu/distance/online.html).

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: Ipads, Notebooks, Smartphones are not computers; they may not be compatible with Brightspace, 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/](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.

*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 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 beginning Fall semester 2018.

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.

3-Stage Procedure

Stage One
- Meet with Nursing Course Faculty
- Professional Improvement Plan Initiation
- Notification of Department of Nursing APG Committee

Stage Two
- Meet with Faculty and Department of Nursing Chair
- Professional Improvement Plan Reviewed and Revised
- First Unsatisfactory grade earned

Stage Three
- Meet with Faculty, ASN Chair, and Nursing Director
- Second Unsatisfactory grade earned
- Dismissal from the Program

Stage 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* should be referenced for any student demonstrating unprofessional behavior.
   b. Detail description of unsuccessful academic performance by the student.
c. 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 Stage 2.
   c. APG Committee will be apprised of the student’s improvement progress

Stage Two: Student unprofessional behavior and/or unsuccessful academic performance noted on Professional Improvement Plan continue.

Steps:
1. Faculty member documents additional note on Professional Improvement Plan:
   a. Documentation of non-compliance with Professional Improvement Plan;
2. Meeting scheduled with Student, Faculty member, and Department of Nursing Chair:
   a. Professional Improvement Plan discussed with the student;
   b. Action plan with strategies and options for student success developed by Student, Faculty member, and Department of Nursing Chair;
   c. Student receives an Unsatisfactory for unprofessional behavior displayed in the nursing course.
   d. Student needs to be aware that this is a serious warning that continued behavior which violates the NSNA Code of Ethics Part II will result in dismissal from the Nursing Program.
   e. 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

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

Steps:
1. Faculty documents additional note on Professional Improvement Plan:
   a. Documentation of non-compliance with Professional Improvement Plan;
   b. Student Code of Ethics should be referenced.
2. Meeting scheduled with Student, Faculty member, the Department of Nursing Chair, and Nursing Director:
   a. Professional Improvement Plan discussed with the student.
3. Student receives a “F” for the nursing course;
4. Student is dismissed from the program based upon unprofessional behavior(s).
5. APG Committee will be apprised of the student’s outcome.
TurnItIn
MSU-Northern has joined the MSU system (Billings, Bozeman, Great Falls, and Havre) in adopting TurnItIn plagiarism detection software. The primary intent of adopting TurnItIn is to provide a positive instructional tool in terms of student learning related to information literacy, academic integrity, originality, creativity, and writing skills. However, the instructors may also use TurnItIn to determine whether material the student quoted, paraphrased, summarized or used in any way is properly cited or is plagiarized. Faculty, at their discretion, may opt to have assignment submissions automatically checked against the TurnItIn database to generate an originality report. The originality report will record what percentage of the submission either matches or is highly similar to text from a wide variety of sources within the TurnItIn database. The originality report will also specifically identify which portions of the text are similar or identical to existing sources and provide links to those sources for comparison. Note that if the instructor opts to submit a student’s assignments to TurnItIn, that work will likewise be stored in the database as a source document for comparison with future submissions. TurnItIn will not use the content of the student’s submission for any purpose other than to compare future submissions for matching or highly similar text.

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

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

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

- **TurnItIn Resources:**

**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:

```
    STUDENT
       ||
      INSTRUCTOR
         ||
    Academic Advisor
       ||
DEPARTMENT OF NURSING CHAIR
       ||
Dean/Director DEPARTMENT OF NURSING
       ||
    PROVOST
```

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 give 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 Dean of the College of Health Sciences. 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** 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:
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Highly Satisfactory</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A concept map/care plan at this level would contain complete information about the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demographics</td>
<td>• Admission Date and reason</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20% of points</td>
<td>• Allergies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Medical Diagnosis and significant information</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• History and Physical (including past history and recent hospitalizations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• I&amp;O, weight, height</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Vital Signs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Diet, K-cal needs, Est. fluid needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ADLs and restrictions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lab values</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Resources for discharge planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>____ points</td>
<td>____ points</td>
<td>____ points</td>
</tr>
<tr>
<td>Medications</td>
<td>• All medications (action, major adverse effects, anticipated response, drug interactions, nursing considerations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of points</td>
<td>• Allergies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Treatments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>____ points</td>
<td>____ points</td>
<td>____ points</td>
</tr>
<tr>
<td>Pathophysiology</td>
<td>• Diseases process workup - at least three pathophysiology workups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of points</td>
<td>• Anticipated medical management</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Anticipated nursing management</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Anticipated diagnostic tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>____ points</td>
<td>____ points</td>
<td>____ points</td>
</tr>
<tr>
<td>Assessment Data</td>
<td>• Diagnostic tests completed or ordered</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10% of points</td>
<td>• Vitals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Head to toe assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Psychosocial assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Medical terms used appropriately</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Documentation is appropriate</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>____ points</td>
<td>____ points</td>
<td>____ points</td>
</tr>
<tr>
<td>Nursing Diagnoses</td>
<td>• 3 nursing diagnoses related to health and illness</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10% of points</strong></td>
<td><strong>Goals/Outcome Criteria</strong></td>
<td><strong>Nursing Interventions</strong></td>
<td><strong>Evaluation</strong></td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>1 psychosocial nursing diagnosis</td>
<td>2-4 goals per nursing diagnosis</td>
<td>At least 4 interventions per goal</td>
<td>Were goals met, not met?</td>
</tr>
<tr>
<td>Diagnoses stated correctly with proper NANDA terminology</td>
<td>At least 1 of the goals should be short-term</td>
<td>References and rationales noted</td>
<td>Give statement with rationale about whether goals met/not met</td>
</tr>
<tr>
<td>Subjective and objective data noted</td>
<td>At least 1 of the goals should be long-term</td>
<td>Appropriate</td>
<td>Develop further interventions if necessary</td>
</tr>
<tr>
<td>Individualized</td>
<td>Measurable</td>
<td>Individualized to patient</td>
<td>Draw conclusions</td>
</tr>
</tbody>
</table>
# APPENDIX B:

## Semester 1 | 14 Credits

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Didactic Credits</th>
<th>Lab Credits</th>
<th>Clinical Credits</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOH 201/202</td>
<td>Anatomy and Physiology I with Lab -</td>
<td>3</td>
<td>1</td>
<td></td>
<td>4</td>
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<tr>
<td>CHMY 121 &amp; 122</td>
<td>General Chemistry with Lab</td>
<td>3</td>
<td>1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>WRIT 101</td>
<td>College Writing I</td>
<td>3</td>
<td>(1)</td>
<td>3 (4)</td>
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<tr>
<td>M 121</td>
<td>College Algebra</td>
<td>3</td>
<td>1</td>
<td></td>
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<td><strong>Total Credits Semester 1</strong></td>
<td></td>
<td>12</td>
<td>3 (4)</td>
<td>15 (16)</td>
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## Application to Nursing Program

## Semester 2 | 15 Credits

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Didactic Credits</th>
<th>Lab Credits</th>
<th>Clinical Credits</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOH 211/212</td>
<td>Anatomy and Physiology II with Lab</td>
<td>3</td>
<td>1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>NRSN 230</td>
<td>Nursing Pharmacology</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
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<tr>
<td>NRSN 231</td>
<td>Nursing Pharmacology Lab</td>
<td>3</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>NRSN 232</td>
<td>Foundations of Nursing</td>
<td>3</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>NRSN 233</td>
<td>Foundations of Nursing Lab</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Total Credits Semester 2</strong></td>
<td></td>
<td>9</td>
<td>6</td>
<td>15 (16)</td>
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</table>

## Semester 3 | 14 Credits

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Didactic Credits</th>
<th>Lab Credits</th>
<th>Clinical Credits</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSN 256</td>
<td>Pathophysiology</td>
<td>3</td>
<td></td>
<td>3</td>
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</tr>
<tr>
<td>NRSN 234</td>
<td>Adult Nursing I</td>
<td>3</td>
<td></td>
<td>3</td>
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<tr>
<td>NRSN 235</td>
<td>Adult Nursing I Clinical</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td></td>
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<tr>
<td>NRSN 236</td>
<td>Health and Illness of Maternal Nursing</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NRSN 237</td>
<td>Health and Illness of Maternal Nursing Clinical</td>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td>PSYX 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td><strong>Total Credits Semester 3</strong></td>
<td></td>
<td>11</td>
<td>3</td>
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## Semester 4 | 15 Credits

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Didactic Credits</th>
<th>Lab Credits</th>
<th>Clinical Credits</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSN 244</td>
<td>Adult Nursing II</td>
<td>3</td>
<td></td>
<td>3</td>
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<tr>
<td>NRSN 245</td>
<td>Adult Nursing II Clinical</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NRSN 254</td>
<td>Mental Health Concepts</td>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td>NRSN 255</td>
<td>Mental Health Concepts Clinical</td>
<td>3</td>
<td>1</td>
<td>1</td>
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<tr>
<td>NRSN 246</td>
<td>Health and Illness of Child and Family Nursing</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NRSN 247</td>
<td>Health and Illness of Child and Family Nursing Clinical</td>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td>SOCI 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Credits Semester 4</strong></td>
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<td>11</td>
<td>4</td>
<td>14</td>
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## Semester 5 | 14 Credits

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Didactic Credits</th>
<th>Lab Credits</th>
<th>Clinical Credits</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSN 259</td>
<td>Adult Nursing III</td>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NRSN 260</td>
<td>Adult Nursing III Lab</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NRSN 261</td>
<td>Adult Nursing III Clinical</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NRSN 266</td>
<td>Managing Client Care for the RN</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NRSN 267</td>
<td>Managing Client Care for the RN Clinical</td>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIOM 250/251</td>
<td>Microbiology with Lab</td>
<td>3</td>
<td>1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credits Semester 5</strong></td>
<td></td>
<td>8</td>
<td>2</td>
<td>4</td>
<td>14</td>
</tr>
</tbody>
</table>

**Total ASN Program Credits**: 51 + 10 + 11 = 73 (74)
APPENDIX C: MONTANA STATE UNIVERSITY NORTHERN
Department of Nursing

Extra Credit Point Verification Form

Nursing Student Name: __________________________ Class/Semester: _________________

Name of Event: _______________________________________________________________________________________

Date of Event: __________________________ Time of Event: ____________ am/pm

Professor Approval and date: __________________________

Signature of individual at event: __________________________ Signature: __________________________

Print name

One page paper attached to form  Yes____  NO____

Approved: ____________  Not Approved: ________________

Professor Signature: __________________________________________________________________________________

*The Verification Form is a required documentation that has to be signed by professor to receive the extra credit points.
Absence Form

Nursing Student Name: ___________________________ Date: ______________

Class/Semester: ___________________________ Class_____ Lab_____ Clinical____

Reason for Absence: ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

How many Hours missed _____________

Faculty Signature: ___________________________ Date: ______________

Dean Signature: ___________________________ Date: ______________

Resolution: ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student Signature: ___________________________ Date: ______________
Department of Nursing Acknowledgement Form

The following form needs to be signed and returned to the Department of Nursing by the first day of class. If it is not returned, 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 Nursing Student Functional Expectations section of this handbook and I am aware that it is my responsibility to seek out reasonable accommodations if I am unable to fully meet those functional expectations. I understand that admission, progression and graduation may not occur if I cannot meet the functional expectations of a nursing student at MSU-Northern.

I agree / I disagree (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 (disk, Internet or hard drive) on my own personal computer or on any other public or private computer.
6. I will not photograph or digitally record any client/family/clinical identifying information.
7. I will not have conversations outside of the clinical/post conference/classroom setting concerning clinical experiences.

Printed Name: ________________________________
Signature: ________________________________ Date: __________

ASN or RN-BSN Student