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Introduction

Welcome to the College of Nursing and Health Sciences, Department of Nursing. This handbook contains information that will be helpful to you as you progress through the undergraduate nursing program.

A. WSU Nursing Department Addresses

<table>
<thead>
<tr>
<th>Department of Nursing</th>
<th>Department of Nursing</th>
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<tbody>
<tr>
<td>Winona State University</td>
<td>WSU - Rochester Center</td>
</tr>
<tr>
<td>PO Box 5838</td>
<td>859 SE 30th Avenue</td>
</tr>
<tr>
<td>303 Stark Hall</td>
<td>HS107</td>
</tr>
<tr>
<td>Winona MN 55987</td>
<td>Rochester MN 55904</td>
</tr>
<tr>
<td>Phone: (507) 457-5120</td>
<td>Phone: (507) 285-7349</td>
</tr>
<tr>
<td>Toll-Free Numbers:</td>
<td>Toll-Free Number:</td>
</tr>
<tr>
<td>1-800-242-8978 (in Minnesota)</td>
<td>1-800-366-5418</td>
</tr>
<tr>
<td>1-800-342-5978 (other states)</td>
<td></td>
</tr>
</tbody>
</table>

Nursing Department Hours: 8:00 am-4:00 pm during academic year.

B. WSU Nursing Department Faculty and Staff

William McBreen, Dean, College of Nursing and Health Sciences
Winona: 301A Stark Hall,
Rochester: HS 105
Email: wmcbreen@winona.edu

Jo Stejskal, Chairperson, Department of Nursing
Winona: 325 Stark Hall,
Rochester: HS 106
jstejskal@winona.edu

Mary Ballard, Administrative Assistant, Winona Campus
Stark 301
507-457-5122
MBallard@winona.edu
Melissa Neitzel, Administrative Assistant, Winona Campus
Stark 303
507-457-5120
MNeitzel@winona.edu

Deb Bond, Administrative Assistant, Rochester Campus
HS 107
507-285-7349
dbond@winona.edu

<table>
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<tr>
<th>Schedule appointments with Department Secretaries:</th>
<th>Rochester Campus</th>
<th>(507) 285-7349</th>
</tr>
</thead>
<tbody>
<tr>
<td>René G. Johnson, Chairperson</td>
<td>Winona Campus</td>
<td>(507) 457-5120</td>
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<td></td>
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<td>(507) 457-5136 Winona</td>
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<td></td>
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<td>(507) 529-6144 Roch</td>
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<td></td>
<td>(507) 457-5122 Winona</td>
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<tr>
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<td>(507) 529-6144 Roch</td>
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Nursing Department Website:  [http://www.winona.edu/nursing/](http://www.winona.edu/nursing/)

C. Nursing Degrees Offered at Winona State University

**Bachelor of Science - Nursing:**
Generic Option
RN to Bachelor of Science (RN to BSN) Option
[http://www.winona.edu/nursing/undergraduate/5765.asp](http://www.winona.edu/nursing/undergraduate/5765.asp)

**Master of Science - Nursing (see Graduate Bulletin)**
RN to MS Option
[http://www.winona.edu/nursing/graduate/5767.asp](http://www.winona.edu/nursing/graduate/5767.asp)

**Doctor of Nursing Practice**
DNP

D. Accreditation

Winona State University is accredited for Undergraduate and Graduate programs by the North Central Association of Colleges and Secondary Schools. The Undergraduate and Graduate Nursing Programs are accredited by the Commission
E. Location

The nursing major is offered on the Winona Campus and at the Rochester Center. Students are assigned to one of these locations for the junior and senior years. Various community facilities such as the Mayo Medical Center and its affiliated hospitals in Rochester, Minnesota; Gundersen-Lutheran Medical Center and Franciscan Skemp Healthcare in La Crosse, Wisconsin; Winona Health in Winona, Minnesota; and others such as long term care facilities, public health agencies, schools, and communities are utilized for site-based experiences in the nursing courses for students on either the Winona campus or at the Rochester Center.

F. Historical Development of the Nursing Program

Early in the sixties, leaders in the nursing profession succeeded in moving in the direction of an academic degree for nursing. Much of the impetus for establishing the nursing curriculum at Winona State had come from physicians and others who were part of the Winona medical community.

President Minne first presented the proposal for such a program to the legislature in 1960.

The move to phase out the hospital programs and substitute in their place four-year baccalaureate programs on college campuses was well underway by 1964, the year Winona State established its new nursing curriculum. In the spring of 1968, Winona State College graduated its first class of baccalaureate nursing majors. From the first small class of 16, the program grew to one which graduated 48 by 1973. In 1980 the generic nursing program expanded to the Rochester campus to allow for an additional class of undergraduate nursing students to study at the WSU Rochester Center.

The RN to BS program was started in Rochester in 1983 to meet the professional
needs of the local and regional community's nurses. Associate degree and diploma registered nurses were able to obtain their Bachelor of Science (BS) degree through WSU at the Rochester campus.

After a thorough study of the need for and feasibility of a master's program in nursing in both the Rochester and Winona areas, a master's program in nursing was developed with students beginning graduate classes in the fall of 1987. In 1990, nine students graduated from the first class of the graduate program in nursing. A nurse practitioner program was started in the fall of 1994 and the first Doctorate of Nursing Practice (DNP) students graduated in the spring of 2009.

G. College Mission and Philosophy

MISSION

The mission of the WSU Department of Nursing is to educate knowledgeable Caring, Ethical, Creative, and Accountable nurse leaders who provide person- and relationship-centered care for individuals, families, groups, communities and populations in a diverse society. This mission is based on the beliefs that:

- a caring, diverse, and respectful community provides the best environment for students to learn how to care for themselves and others;

- optimal learning to care for self and others occurs in a caring, diverse and respectful community;

- faculty and students are accountable for maintaining and modeling professional standards of moral, ethical, and legal conduct;

- recognizing and valuing human diversity is essential to person- and relationship-centered care;

- individuals have different ways of knowing and learning about the world;

- creativity and innovation contribute to continuous quality improvement and sustainability;

- an enriched learning environment is the responsibility of faculty, staff, and students;

- effective nurse leaders engage in continuous professional development and lifelong learning.
PHILOSOPHY

The undergraduate and graduate curricula are based on a shared philosophy that views the professional nurse as an individual with a minimum of a baccalaureate degree in nursing who may also possess a master's degree or a doctorate. The philosophy of the Department of Nursing states that the professional nurse provides care that is:

- **Person-Centered.** Person-centered care is an approach in which individuals are viewed as whole persons. It involves advocacy, empowerment, and respecting the person's autonomy, voice, self-determination, and participation in decision-making. Persons are defined as the participants in nursing care or services. They may be individuals, families, groups, communities, aggregates, organizations, systems, and populations. Persons may seek or receive nursing interventions related to health promotion, health maintenance, disease prevention, illness management, and end-of-life care. Depending on the context or setting, persons may be referred to as patients, clients, residents, consumers, customers and/or organizations of nursing care or services.

- **Relationship-Centered.** Relationship-centered care values and attends to the relationships that form the context of compassionate care, including those among and between:
  - practitioners and recipients of care
  - individuals as they care for themselves and others
  - practitioners and communities in which they practice
  - healthcare practitioners across various professions
  - administrators and managers as they set the environment and resources for care

- **Evidence-Based.** Evidence includes research findings and their interpretation, practitioner and consumer expertise and preferences. The nurse draws upon these types of evidence to inform critical thinking and decision-making.

- **Respectful.** Respectful care is based upon mutual relationships that embrace diversity, and promote dignity and choice. Diversity includes the range of human variation that professional nurses encounter. Age, race, gender, disability, ethnicity, nationality, religious and spiritual beliefs, sexual orientation, political beliefs, economic status, native language, and geographical background are included.

The professional nurse achieves the following aggregate student learning outcomes:

- **Critical Thinker:** Integrates questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application and creativity to aid in clinical reasoning and to make appropriate clinical judgments.

- **Culturally Sensitive Practitioner:** Demonstrates knowledge, understanding, and skill in providing culturally sensitive care to diverse individuals, families, and populations.

- **Effective Communicator:** Demonstrates effective professional communication with persons, members of their support system, and interdisciplinary team members to
build relationships that promote person- and relationship-centered care and improve outcomes.

- **Excellent Provider of Care**: Provides safe, compassionate, person-centered, relationship-centered, evidenced-based, and respectful care to individuals, families, and populations across the lifespan and continuum of care.
- **Ethical Decision Maker**: Demonstrates moral, ethical and legal conduct in practice.
- **Facilitator of Learning**: Implements teaching and learning strategies to ensure the development of attitudes, knowledge and skills to maximize health outcomes. Promotes lifelong learning for self and others.

**Organizational and Systems Leader**: Applies leadership skills to manage environmental and system resources, within and across health care systems, to provide evidence-based nursing care that contributes to safe, high quality, patient outcomes and improvements in healthcare delivery.

**H. The Nursing Faculty Organization**

The philosophy of the Nursing Department provides for a faculty organization with student participation, which enables ongoing evaluation of the curriculum and establishes educational policy. The organization delegates responsibility to the appropriate standing committee and may establish ad hoc committees to facilitate faculty business. Student representatives from each campus are elected from the junior, senior, and RN classes to the standing committees of the Nursing Faculty Organization.

Students elected to faculty committees are voting members, and student participation is valued. Department of Nursing Committees available for student membership include: Undergraduate Student Development and Undergraduate Curriculum Committee.
A. Academic Standards
After admission to the nursing major, students are required to achieve a minimum grade of "C" in each course required for the major. It is extremely important to read the current WSU undergraduate catalog for information on university studies and graduation requirements.
(http://www.winona.edu/coursecatalog/General.asp)

A student wishing to complete a second major or a minor must meet the requirements of the department offering that major or minor and should seek additional advisement from that department.

Academic integrity is required throughout your college career and in the nursing program. Cheating and dishonesty are violations that have very severe consequences, such as dismissal from the nursing program. The WSU Academic Integrity policy can be found here: http://www.winona.edu/sld/6316.asp

B. Academic Progression
Minimal Standards:
A grade of "C" or above must be achieved in each required nursing course. Grades less than "C" constitute a failure in the nursing major. Students must adhere to the university standards for retention and scholarship as stated in the current undergraduate catalog.
(http://www.winona.edu/coursecatalog/AcademicPolicies.asp)

A level of health is maintained that does not interfere with the student's ability to
function adequately and safely in the nursing major. The student is expected to seek appropriate professional assistance as needed. The faculty may recommend the need for assistance, a leave of absence, and/or withdrawal from the program.

The student follows the Professional Behaviors as outlined in the WSU undergraduate catalog, http://www.winona.edu/coursecatalog/AcademicPolicies.asp

Withdrawal: Withdrawal from a nursing course and/or the university must be completed according to Winona State University guidelines as stated in the current undergraduate catalog. www.winona.edu/coursecatalog/academicpolicies.asp

Students are encouraged to meet with their nursing faculty advisor when considering withdrawal from a nursing course.
A. CNA (Certified Nursing Assistant)

Prior to starting the program, all nursing students must be registered with the MN Board of Nursing Registry as a CNA. Failure to meet this requirement will prevent the student’s progression in the program. Information about MN Nursing Assistant Registry can be found at http://www.health.state.mn.us/divs/fpc/proinfo/narinfo/aboutnar.html

Students do not need to remain active with this certification while in the nursing program and are not required to work as a CNA unless they choose.

B. Minnesota Board of Nursing Abilities

In order for nursing education programs that lead to RN licensure to have approval from the Minnesota Board of Nursing, they must show evidence that certain nursing abilities are evaluated at some time during the program. Such program approval is necessary for the graduates of the program to write the licensure examination. A description of these nursing abilities can be found in course syllabi.

C. Costs

Students are expected to provide their own transportation to all site-based experiences. The student must assume incidental costs including housing, professional liability insurance, health insurance, physical examination, uniforms, lab coat, name pin, and stethoscope. Initial book purchases cost > $800, but most of these books will be used throughout the program and include electronic versions downloaded to the student’s laptop.

Costs that students incur to maintain their health (including but not limited to throat cultures, treatments, blood test, x-rays, doctors visits) are the sole responsibility of the student. Clinical agencies used for site-based experiences require a physical examination, professional liability insurance, health insurance, yearly Mantoux or chest x-ray, proof of rubella immunity by blood titer, hepatitis B vaccine, and CPR certification. Other requirements may be imposed as dictated by individual agencies. Students will be informed when faculty are aware.
D. Scholarships
A number of scholarships are available for nursing majors. For the most part, scholarships are awarded on the basis of financial need and/or academic achievement. It may be required to show proof of financial need through completion of the FAFSA (Free Application for Federal Student Aid). Inquire about scholarships early in the academic year. If you are interested in any of these awards, contact the sources listed below early in the academic year. Awards are usually made in the spring for the following school year. Scholarship information can be found on the nursing website at http://www.winona.edu/nursing/undergraduate/7895.asp.

WSU Nursing Department (507) 457-5120
WSU Financial Aid (507) 457-5095 (Joy Duellman)
WSU Foundation (507) 457-5020
Rochester Campus (507) 285-7153 (Craig Johnson)
Individual benefactors, affiliating hospitals, and professional and community organizations provide scholarships. Students are encouraged to contact agencies (hospitals, nursing homes, American Legion, VFW, etc.) in their hometowns with regard to possible nursing scholarships. Refer to the current undergraduate catalog for general information on scholarships, grants, and financial aid.

E. Graduation and Licensure as a Registered Nurse
Graduation requirements include completion of WSU University Studies Program requirements or their equivalent for transfer students as well as all nursing major course requirements. A total of 120 semester credits is needed to graduate with a baccalaureate degree from WSU and at least 30 of the 128 credit hours must be completed in residence during the junior and senior years combined. http://www.winona.edu/registrar/graduation.asp

A formal application for graduation must be made no later than two semesters before the expected graduation semester. Refer to the current undergraduate catalog: http://www.winona.edu/coursecatalog/9388.asp

Graduating generic option students are responsible for completing the application for licensure as a registered nurse in the state of their choice. Information regarding the application procedure can be obtained from the Board of Nursing in that state. http://www.ncsbn.org/
Steps senior nursing majors must take to be eligible to complete the NCLEX examination:

All employers expect the new nursing graduate to complete and pass the National Council License Exam (NCLEX) prior to beginning employment. There are a few important steps that need to be completed in order to become eligible to register and complete the NCLEX examination. Completion of the following Registrar’s Office and Nursing Department steps will ensure a smooth transition for the nursing student’s graduation, NCLEX examination as well as future employment opportunities. Nursing students should take this information and develop timelines to use as a guide while transitioning from role of student to nursing graduate.

REGISTRAR’S OFFICE
The following steps are in sequential order and each step must be completed before the next step can be taken.

⇒ Student applies for graduation no later than two terms prior to the expected term of graduation.
⇒ Within five weeks after the graduation application is received, the Registrar’s Office responds to the student with a letter, which indicates:
  * the student will graduate if s/he successfully completed the courses listed on the graduation application, or
  * additional work is required to meet graduation requirements.
⇒ If the response leaves the student with questions or they need to seek advice from the Registrar’s Office on how to problem solve, the student should see the person from whom the response came within two weeks after receiving the response.
⇒ The student should successfully complete all graduation requirements by the end of the term in which s/he expects to graduate.
⇒ Instructors evaluate examinations, papers, and other course materials and submit grades online within 3 days after finals are over.
⇒ Within ten working days after grades are due to the Registrar’s Office, students academic records are reviewed to determine which students have met graduation requirements, compute grade point averages to determine honors, and post degrees.

NOTE: Students who have deficiencies (such as transfer transcripts which have not been received, incomplete or in-progress grades, or course substitutions which have not been approved) may not expect to have their degree posted within this time frame.
♦ NURSING DEPARTMENT

The following process should be initiated during the student’s graduating term.
• The student should request application information from the board of nursing in the state they intend to take the NCLEX examination.
• The student should complete state board forms as indicated. If clarification is needed, the student should contact the specific state board of nursing.

The Dean of the College of Nursing and Health Sciences must receive the state specific degree verification forms in order for the process to proceed. Some states may require additional paperwork in order to verify completion of degree requirements.

Degree verification paperwork is held in the office of the Dean until the degree posting is verified on the computer and the application for licensure by examination has been processed by the board of nursing. Verification of degrees for the Minnesota Board of Nursing is done on-line. Verification of degrees for other state boards of nursing is processed via U.S. mail within three business days after degrees are posted by the Registrar’s office.

After the degree verification paperwork is received by the state board of nursing, they will contact the student via either U.S. mail or email. The student will then be given permission to contact the testing center to schedule the NCLEX examination.

F. Honors in Nursing

This program gives eligible students an opportunity to participate in scholarly activity above and beyond the normal course of study provided within the Nursing Department. Students in the Honors in Nursing Program have an opportunity to work closely with faculty advisors to pursue research or clinical projects and receive recognition for their achievements. Students interested in the Honors in Nursing program should contact their nursing faculty advisor. The following provides detail about the Honors in Nursing Guidelines, application and checklist.
Honors in Nursing Guidelines

This program is designed to provide eligible students an opportunity to participate in scholarly activity above and beyond the normal course of study provided within the Nursing Department. Students will have an opportunity to work closely with faculty advisors and pursue personal learning goals. We feel that this program will stimulate scholarly interest and give recognition to deserving students for their achievements. The Honors project should be a scholarly project with a research or evidence-based clinical focus.

To be eligible, each student must:
1. Have minimum of Term 2 status in the nursing major.
2. Have completed or enrolled in a Nursing Research course.
3. Have maintained a 3.6 overall GPA and 3.6 GPA in nursing courses.

After meeting eligibility requirements, the student will proceed as follows:
1. Student must find a faculty member willing to serve as an honors advisor and another faculty member willing to serve as a second reader for the honors project. These faculty members comprise the student's Honors Committee. Faculty Honors Advisor must be a tenured or probationary-track WSU nursing faculty member unless a waiver is obtained from the Undergraduate Student Development Committee, and the Second Reader may be tenured, probationary-track, or fixed-term WSU nursing faculty.
2. Student will prepare a scholarly proposal for the Honors project, with guidance from Honors Faculty Advisor. The Honors project should be a scholarly project with a research or evidence-based clinical focus. A proposed time line for carrying out the project, with specific objectives, must also be developed with the advisor.
3. Student will submit the Honors proposal to his/her Honors Committee (first and second Readers) for their approval. An Honors in Nursing Checklist is completed.
4. Student will submit to the Undergraduate Student Development Committee an application for the Honors in Nursing Program by the fifth week of the third term of the nursing program. Included in the application packet are the completed Honors in Nursing Application, the research question(s), list of resources, and proposed timeline for completion of the project (see Honors in Nursing Checklist) The Undergraduate Student Development Committee will review the student's complete application packet and subsequently notify the student of acceptance.
5. Student will carry out the Honors project under the direction of the Honors Faculty Advisor. Students are highly encouraged to register for N490 Independent Study in Nursing to earn credits for work on his/her Honors project.
6. Student will prepare a scholarly presentation and paper reporting or describing the results of the Honors project and the implications for nursing. A presentation will be given within the month prior to graduation. A final copy of the presentation/paper must be submitted and will be placed in the Honors in Nursing Archives. Final Honors are posted on the student's transcripts (WSU Catalog, 2008-2010, p. 26)
WINONA STATE UNIVERSITY
College of Nursing and Health Sciences
Department of Nursing

HONORS IN NURSING APPLICATION

Name: ______________________________________ Date: ______________

Email: ______________________________________

Status in Nursing Program: Term 2 _____ Term 3_____Term 4 _____

Campus:  Winona _____________ Rochester __________

Overall Cumulative GPA: ________ Nursing Courses GPA: ________
                          (must be 3.6)           (must be 3.6)

Signature of nursing faculty advisor: _________________________________
                              (signature verifies overall and nursing GPAs)

Project Title:________________________________________________
               ________________________________________________

Project Members: ____________________________________________
                   _____________________________________________
                   _____________________________________________

Signatures of faculty who have agreed to be your Honors Committee:

Faculty Honors Advisor: ________________________________
                        (First Reader) (must be tenured or probationary-track WSU nursing faculty)

Second Reader: ________________________________
                (may be tenured, probationary-track, or fixed-term WSU nursing faculty)

Would University IRB be needed for this project? Yes _____ No _____

For future reference, I agree to have my proposal and honors project on file
for others to review.

Student(s) signature(s):
                          ________________________________
Honors in Nursing Checklist

The following checklist must be reviewed by the Faculty First Reader prior to being submitted to the Undergraduate Student Development Committee for approval.

By the first week of Term 3, the student will:
____ Develop personal learning outcomes (Why are you doing this project and what do you want to get out of it?)
____ Identify the aims/purpose of the project
____ Review the literature related to the project.

By the second week of Term 3, the student will:
____ Define and designate the faculty readers for the project
____ Complete an Honors in Nursing application

By the 5th week of Term 3, the student will submit to the Undergraduate Student Development Committee:
____ Application form with signatures
____ Personal Learning Outcomes
____ Literature review for the project (several pages to indicate the lit review at this point)
____ Specific Timeline for the project completion, including
   • IRB approval dates, if needed
   • Roles and responsibilities of each student involved in the project
____ A description of the project (research or clinical focus) which provides enough detail so that the UG Student Development Committee has a good understanding of the project and includes:
   • Purpose of the project,
   • Research questions/hypothesis for the study or description of the clinically focused project
   • Subjects
   • Methods/how this research/project will be carried out
   • Other information that adds depth to the understanding of the project to the committee, such as questionnaires or surveys if applicable

*The Undergraduate Student Development Committee will review these applications at the meeting closest to the 5th week of the term, when applications are received.

By the month prior to presentation in Term 4, the student will:
____ Submit a final copy of the paper/presentation to the UG Student Development committee. Upon final submission, the Committee will notify the Registrar’s office that you will be graduating with Honors in Nursing
____ Arrange with UG Student Development Committee Chair, a presentation time within the last month prior to graduation

Signatures:
Faculty reader: ___________________________________________
Student(s): ____________________________________________
__________________________________________
G. Functional Abilities Essentials of Candidates for Progression in the WSU Nursing Program
A student in the nursing program must possess essential functional abilities in order to provide safe and effective client care. These reflect the National Council of State Boards of Nursing (1996) essential functional ability categories and representative attributes. If a student believes that he or she cannot meet one or more of the standards without accommodations, the nursing program in conjunction with the WSU Disability Resource Center must determine, on an individual basis, whether a reasonable accommodation can be made.
See Appendix A

H. Student Activities:

**Minnesota Student Nurses Association (MSNA)**

The WSU MN Student Nurses Association (MSNA) is a member of the National Student Nurses Association (NSNA) [http://www.nsna.org](http://www.nsna.org). This organization focuses on nursing student issues and problems. MSNA meets monthly and has a nursing faculty advisor. Check with your campus specific Nursing Department for more details on current club officers and meeting information. Membership is available at the local, state, and national levels. Pre-nursing students are welcome and encouraged to join this pre-professional organization for nursing students.

**Nursing Club**

The Winona State Nursing Club is designed to serve as a social support system for those majoring in nursing, and to promote fundraising efforts and community service activities by nursing students. The Nursing Club assists with the Pinning Recognition Ceremony and has class officers and a nursing faculty advisor. Membership includes any pre-nursing students and junior and senior nursing students.

**Sigma Theta Tau**

The Kappa Mu Chapter of Sigma Theta Tau was chartered April 29, 1988, at Winona State University. It is a pre-professional organization and is acknowledged as an Honor Society in Nursing. This organization recognizes students, faculty and community leaders in nursing for their leadership, research and scholarship abilities. Membership is by invitation. Generic students must have a 3.00 GPA and be in the top 35% of their class and graduate students must have a 3.5 GPA for consideration.
A. General Responsibilities
1. The following form informs all students of their rights, responsibilities and consequences of requirements as specified in our affiliation agreements. It is a requirement along with CPR certification, health insurance and other program requirements. You will be required to sign this form each year.

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
WINONA STATE UNIVERSITY
COLLEGE OF NURSING & HEALTH SCIENCES

IMPORTANT NOTICES
REASONABLE ACCOMMODATIONS

There are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. The Nursing Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, you must contact the Office for Students with Disabilities (Disabilities Services) which is located at Maxwell Hall. The telephone number is 507-457-2391. Reasonable accommodations are not effective until students complete the documentation process required by the ADA (American Disability Act) office and are approved for accommodations.

RESPONSIBILITY FOR HEALTH CARE COSTS
Any health care costs incurred during the period of time you are a student in the Nursing Program will be your responsibility. Students enrolled in a Winona State University nursing program are required to have proof of health insurance.

WORKERS’ COMPENSATION
It is the position of the clinical facilities and the College/University that, as a nursing student, you are not an employee of either the clinical facilities to which you are assigned or the College/University for purposes of Workers’ Compensation insurance.
BACKGROUND CHECKS
An integral part of the Nursing Program is the clinical experience program. To provide this experience, the College/University contracts with local health care facilities. State law requires that any person who provides services, which involve direct contact with patients and residents of a health care facility, have a yearly background study conducted by the State. A facility most likely will initiate a background study by asking you to complete a form so that a background check can be conducted. If, as a result of the background study, you are disqualified from direct contact, it is highly unlikely that the facility will be able to allow you to participate in its clinical experience program. If you refuse to cooperate in the background check, the clinical facility will refuse to allow you clinical experience program participation.

The Nursing Program does not guarantee an alternative facility placement. If no facility placement is available, you may be terminated from the Nursing Program.

DATA PRACTICES ADVISORY AND INFORMED CONSENT
Some facilities also impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The College/University may ask you to provide health information, which will be used to determine whether you meet a clinical site’s health requirements for care providers. Health information collected is private data on you. A clinical site may refuse to allow you to participate based on data provided by you.

The information provided will be disclosed, as needed, to the College/University Dean, College of Nursing and Health Sciences and, should any clinical site request the data, to any clinical site where you are placed as a student. You are not legally required to provide this information to the College/University.

However, refusal to provide the information requested could mean that a clinical site may refuse to accept you at its facility. The Nursing Program does not guarantee an alternative facility placement. If no alternative facility placement is available, you will be terminated from the Nursing Program.

I hereby authorize the College/University to release my health information to any facility to which I am assigned during my nursing education, should the facility request the information. This authorization is valid for one year from the date of my signature.

__________________________________________________
Student’s Name (please print)

__________________________________________________
Student’s Signature

__________________________________________________
Date of Signature

MnSCU015 Revised 7/2005
2. **Official Information:** All students are responsible for compliance with rules and regulations printed in the current undergraduate catalog. All students are responsible for the observance of official notices posted on the official nursing bulletin boards on each campus. Official notices will also be conveyed to students through announcements made in nursing classes, course website, or emails.

3. **Student Performance:** The following requirements are pertinent to each nursing course within the program. Additional requirements may be communicated to students in specific courses.

   **The student will:**
   a. Communicate using correct terminology, word choice, spelling and pronunciation.
   b. Utilize word processing and computer technology; write in a neat, legible manner.
   c. Effectively manage time to maximize learning in class and site-based experiences.
   d. Be on time for site-based experiences except by prior arrangement with the clinical instructor.
   e. Be responsible for timely completion and submission of assignments. Seek guidance/assistance when appropriate.
   f. Be actively involved in the teaching-learning process. Identify own learning needs and seek experiences to meet these needs.
   g. Engage in cooperative learning and communicate knowledge and experiences in a collegial manner (i.e., in class, small group activities, clinical settings)
   h. Evaluate self according to course outcomes/criteria.
   i. Be responsible for the content of each class, as well as materials, handouts and announcements.

4. **Employment:**
   a. Employment opportunities are available for students on both campuses. Employment should not interfere with the student's ability to meet course requirements.
   b. Students must remove any identifiable part on the student uniform (i.e., school insignia, name pin) when employed in a health care setting.
   c. By Minnesota law, an unlicensed student may not assume professional nurse responsibilities when working for pay. He/She may only accept employment as a nurse aide/orderly, nurse technician, or in a non-nursing capacity.
   d. Summer technician/internship programs following the second semester of the nursing program are available from a variety of institutions. Check the nursing bulletin boards or specific agencies or institutions directly for more information.
B. Requirements for Participation in Clinical Courses

1. Health Policies: Students must meet the following health policies required by Winona State University and the Joint Commission of Accredited Hospitals before participating in any clinical course:
   a. Evidence of freedom from tuberculosis-submit yearly.
   b. Evidence of rubella immunity.
   c. Documentation that immunizations (Polio, DT, MMR, and Hepatitis B) are current. Students may obtain a waiver for Hepatitis B series; however, if a waiver is signed and the student is subsequently assigned to a clinical agency which requires this vaccine series, the student may not progress in the course.
   d. Evidence of chickenpox or record of immunization.
   e. Documentation of personal health insurance.
   f. Physical examination on file with Health Service.
   g. Questions related to health policies should be referred to the nursing department chairperson.

2. Professional Liability Insurance:
   Currently licensed LPNs ONLY:
   You will need to purchase your own occurrence-based professional liability insurance. (Employer coverage is not adequate.) The amount of coverage must be $1,000,000/$5,000,000 minimum.

   All other enrolled nursing students:
   Students will be billed by Winona State University during each semester for professional liability insurance coverage. Therefore, no proof of insurance will be required from students at this time.

3. CPR: Students must maintain continuous current certification in one and two person resuscitation for infant, child, and adult (CPR) throughout their progression in the nursing program. This certification is valid until expiration date on the card. This can be done through the American Heart Association as Basic Life Support for Healthcare Providers or through the American Red Cross as CPR for the Professional Rescuer. Proof of certification must be submitted to the Nursing Department prior to starting clinicals. A lapse in coverage or failure to have current certification may result in dismissal from that clinical course.

4. Attire for Client Interaction: Professional apparel is neat, modest, well-fitting and must conform to agency dress code. Students are expected to be dressed in a professional manner at clinical sites and during client interactions. Examples of non-professional attire include clothing that is too casual (such as jeans, shorts,
sweat shirts) or too trendy (such as excessive jewelry or logo shirts), or too revealing (no belly, butt or cleavage). If a student’s appearance is deemed to be unprofessional, the student may be asked to leave the clinical area. Additionally, tattoos are to be covered.

5. Hospital Dress Code:

**UNIFORMS** - uniforms are required and consist of white pants and a purple top. Students may purchase whatever style white pants they choose so as it follows the guidelines for ‘attire for client interaction’ as outlined above. The top should be a deep purple (e.g. grape, plum, NOT violet, lavendar or wisteria). At the beginning of each semester, the Nursing Club helps to provide an opportunity to purchase uniforms on the Winona campus in the Nursing Department. If there are questions regarding uniforms, please contact a faculty member. Some clinical areas may require a colored top/smock. WSU photo name badge, plain white socks, and white shoes are to be worn with the uniform. White athletic shoes without insignias or markings are allowed.

**LAB COATS** - a lab coat must be worn over street clothes when preparing for assignments in the hospitals. Name badge **MUST** also be worn.

**NAME BADGE** – Must be worn at all times during patient/client interaction or when at an agency as a WSU Nursing Student.

**JEWELRY** - Acceptable jewelry includes engagement and/or wedding rings. For pierced ears, one pair of small, non-dangling earrings are acceptable. No necklaces, bracelets or other rings. Visible piercings to other body parts should be avoided and jewelry removed.

**HAIR** - hair longer than shoulder length must be secured with a plain fastener. Beards and mustaches should be neatly trimmed.

**NAILS** - nails should be clean, well-manicured, and short. Acrylic nails and nail polish are generally **Not Allowed** in most agencies.

**MAKEUP, PERFUME and AFTERSHAVE LOTION** - minimize use of makeup, perfume and aftershave lotion.

6. Community Dress Code: Students having client interaction in community settings should wear appropriate street clothes. Jeans and shorts are not
acceptable. It is not necessary to wear a lab coat, but you must wear your WSU name badge. Specific agency policies are explained in the related courses. Denim skirts and jumpers should be avoided.

7. Equipment: In the clinical agency, students need to have a black ball point pen and a faculty-approved stethoscope, with interchangeable bells and diaphragms, suitable for adults and infants. Bandage scissors are also useful and recommended. A watch with a second hand is required.

8. Preparation for Clinical Experiences: Students are expected to be prepared for clinical experiences. Students who are unprepared may be told by the instructor to leave the clinical setting.

9. Absence from Clinical Experiences: Attendance at assigned clinical experiences is mandatory. Prior arrangements should be made with the instructor if a clinical experience must be missed. Clinical make-ups are scheduled at the discretion of the clinical faculty and agency schedule. In the event of illness or emergency, the student must personally notify the instructor and/or clinical site prior to the assigned clinical time. If illness or emergency results in a prolonged absence, the student must also notify their nursing faculty advisor. If considerable time is lost in any clinical course, the student’s record will be reviewed by clinical faculty and the course coordinator. They will determine if the student has had the essential learning experiences, if course outcomes have been met, and if a plan can be devised to make up deficiencies.

10. Transportation: Students are responsible for arranging and financing their own transportation and parking for site-based experiences in the nursing major. Since site-based experiences occur at various times in hospitals, community health and client’s homes, each student must plan for individual transportation to site-based experiences.

11. Computer Training: Students will complete each agency’s required computer competencies prior to clinical rotation and client interaction.

C. Ethical Responsibilities

1. Honesty: Personal and professional honesty is expected in all academic and clinical work. The following behaviors are examples of violating academic honesty and include, but are not limited to: stealing, lying, false documentation, abuse of library resources and plagiarism. If a student demonstrates dishonest behavior, faculty are obligated to follow university procedure as printed in the current
undergraduate catalog under Academic Integrity and Student Conduct Standards. 
http://www.winona.edu/sld/studentpolicy.asp

Students are accountable for professional behaviors as outlined in the University catalog, as well as the Department of Nursing student handbook. 
http://www.winona.edu/studentaffairs/integrity_policy.htm

Failure to demonstrate professional/ethical behaviors may result in failure of the course and/or dismissal from the nursing program and Winona State University.

2. **Patient’s Rights:** As stated in the *Patient’s Bill of Rights*, the client’s right to safe and quality nursing care must be protected. Any clinical behavior by a student that threatens the health or safety of the client is a breach of this responsibility.

The student will:

a. Refer situations beyond own capabilities to appropriate personnel.

b. Recognize, correct and report own errors (e.g., isolation, surgical asepsis, medications, etc.).

c. Report incidents and accidents that endanger the patient.

d. Carry out nursing functions only when practice is unimpaired by alcohol, drugs, physical disability or emotional disability.

e. Maintain the confidentiality of information or knowledge concerning the client unless obligated by law to disclose the information.

f. Practice without discrimination on the basis of age, race, religion, sex, sexual preference, national origin, or handicap.

g. Respect the dignity and rights of clients regardless of social or economic status, personal attributes or nature of health problems.

h. Protect the property of the client and the health agency by not acquiring or soliciting equipment, possessions, money, services or drugs from the employer or client.

i. Obtain, possess, furnish or administer alcohol and/or drugs only when legally authorized.
3. Student's Rights:

a. The student has rights, which must be protected. These include, but are not limited to: fair evaluations, advisement and academic counseling, assistance in identifying and meeting learning goals.

b. Each nursing student is assigned a nursing faculty advisor. The student is expected to utilize his/her advisor as a resource person. The student is free to request/select a different advisor in the event that he/she does not wish to meet with the assigned advisor. The Department of Nursing administrative assistant in charge of advisee assignments will assist with change of advisor requests.

c. Student grievance procedure: The purpose of this procedure is to provide a method of processing a student grievance. A grievance is a dispute or disagreement between a student and an employee in the university. Grievances related to nursing faculty action should be initiated within two weeks of occurrence. WSU Grievance: http://www.winona.edu/sld/studentpolicy.asp

D. Chemical Use and Abuse

1. Chemical abuse shall be defined as the misuse of alcohol and other drugs, which impair the individual’s ability to meet standards of performance in classroom and clinical settings or contribute to inappropriate interpersonal interactions. Chemical dependency is defined as a state of chemical abuse in which there is a compulsion to take a drug, either continuously or periodically, in order to experience its psychic effects or to avoid the discomfort of its absence.

2. No student shall come to class or clinical settings under the influence of alcohol, marijuana, controlled substances, or other drugs, which affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.

3. When a student is taking medically authorized drugs or other substances, which may alter clinical judgment or performance, the student has the ethical responsibility to notify the clinical instructor of the potential or actual alteration.

4. Chemical abuse is viewed as a controllable disease that alters the student’s level of health and ability to perform his/her duties and responsibilities.
Appendix A

Functional Abilities Essential of Candidates for Progression in the WSU Nursing Program

A candidate or student in the nursing program must possess essential functional abilities in order to provide safe and effective client care. These reflect the National Council of State Boards of Nursing (1996) essential functional ability categories and representative attributes. If a student believes that he or she cannot meet one or more of the standards without accommodations, the nursing program in conjunction with the WSU Disability Resource Center must determine, on an individual basis, whether a reasonable accommodation can be made.

<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
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<tbody>
<tr>
<td>Motor Abilities</td>
<td>Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide patient care.</td>
<td>Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.</td>
</tr>
<tr>
<td>Manual Dexterity</td>
<td>Demonstrate fine motor skills sufficient for providing safe nursing care.</td>
<td>Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.</td>
</tr>
</tbody>
</table>
| Perceptual/Sensory Ability  | Sensory/perceptual ability to monitor and assess clients.                  | • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.  
• Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc).  
• Tactile ability to feel pulses, temperature, palpate veins, etc.  
• Olfactory ability to detect smoke or noxious odor, etc. |
| Behavioral/Interpersonal/Emotional | • Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination.  
• Capacity for development of mature, sensitive and effective therapeutic relationships.  
• Interpersonal abilities sufficient | • Establish rapport with patients/clients and colleagues.  
• Work with teams and workgroups.  
• Emotional skills sufficient to remain calm in an emergency situation.  
• Behavioral skills sufficient to |
<table>
<thead>
<tr>
<th>Safe environment for patients, families and co-workers</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ability to accurately identify patients.</td>
<td>• Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</td>
</tr>
<tr>
<td>• Ability to effectively communicate with other caregivers.</td>
<td>• Elicits and records information about health history, current health state and responses to treatment from patients or family members.</td>
</tr>
<tr>
<td>• Ability to administer medications safely and accurately.</td>
<td>• Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</td>
</tr>
<tr>
<td>• Ability to operate equipment safely in the clinical area.</td>
<td>• Establishes and maintain effective working relations with patients and...</td>
</tr>
<tr>
<td>• Ability to recognize and minimize hazards that could increase healthcare associated infections.</td>
<td>• Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</td>
</tr>
<tr>
<td>• Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</td>
<td>• Maintains adequate concentration and attention in patient care settings.</td>
</tr>
<tr>
<td>• Prioritizes tasks to ensure patient safety and standard of care.</td>
<td>• Seeks assistance when clinical situation requires a higher level or expertise/experience.</td>
</tr>
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</tr>
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</table>

For interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.

- Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.
- Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

- Demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.
- Adapt rapidly to environmental changes and multiple task demands.
- Maintain behavioral decorum in stressful situations.

- Prioritizes tasks to ensure patient safety and standard of care.
- Maintains adequate concentration and attention in patient care settings.
- Seeks assistance when clinical situation requires a higher level or expertise/experience.
- Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.

Safe environment for patients, families and co-workers

Communication
<table>
<thead>
<tr>
<th>Cognitiva/Conceptual/Quantitative Abilities</th>
<th>Punctuality/Work habits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. * Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. * Ability to comprehend three-dimensional and spatial relationships. * Ability to react effectively in an emergency situation.</td>
<td>* Ability to adhere to WSU policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus. * Ability to complete classroom and clinical assignments and submit assignments at the required time. * Ability to adhere to classroom and clinical schedules.</td>
</tr>
<tr>
<td>* Calculates appropriate medication dosage given specific patient parameters. * Analyzes and synthesizes data and develops an appropriate plan of care. * Collects data, prioritizes needs and anticipates reactions. * Comprehends spatial relationships adequately to properly administer injections, start intravenous lines or assess wounds of varying depths. * Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. * Transfers knowledge from one situation to another. * Accurately processes information on medication container, in physicians' orders, and monitors equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</td>
<td>* Attends class and clinical assignments punctually. * Reads, understands and adheres to all policies related to classroom and clinical experiences. * Contacts instructor in advance of any absence or late arrival. * Understands and completes classroom and clinical assignments by due date and time.</td>
</tr>
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1/14/2010