



WINONA

STATE UNIVERSITY

Department of Graduate Nursing

**Student
HANDBOOK**

2022 – 2023

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MESSAGE FROM THE DEPARTMENT CHAIR

On behalf of the faculty and staff of the College of Nursing and Health Sciences I welcome you to the Department of Graduate Nursing. We are proud of the accomplishments of our faculty, staff, students, and alumni. We are pleased that you have chosen WSU as the place to continue your professional journey. You are joining a community of scholars, educators and leaders who contribute to our reputation of excellence and innovation. We are committed to an inclusive, respectful environment with educational programs that are rigorous and relevant to your future practice.

This handbook is your reference for program specific information in conjunction with the policies and procedures of WSU. If you have questions or need assistance, please reach out to us. WSU is rich with resources and tools to aid in your success.

We are excited for another year of learning! Best wishes for a wonderful educational experience.
Sincerely,

Lori M. Rhudy

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Administrative Assistants:

Jill Rasmussen is the Office Administrative Specialist in the Department of Graduate Nursing most responsible for information relative to advisors, progression through the program, application to candidacy, research forms, and graduation.

Patti Gangl is the Office Administrative Specialist in the Department of Graduate Nursing most responsible for documents related to applications, NursingCAS, clinical paperwork, and Typhon.

If you have questions about any of the above, Patti or Jill can often help you. Their office is located in ROB228 & ROB227 (Rochester on Broadway, 400 South Broadway, Rochester), (507) 535-2580, Fax: 507/535-2578, Email: patti.gangl@winona.edu or jill.rasmussen@winona.edu

This handbook has been prepared specially to highlight information that will be useful to you during your graduate education at the WSU College of Nursing and Health Sciences. Most of the information is unique to the Department of Graduate Nursing.

The handbook should be used in conjunction with the Winona State University Graduate Catalog and Academic Calendar.

Winona State University reserves the right to change information, requirements, and regulations published in this Handbook. It is not to be regarded as a contract.

TABLE OF CONTENTS

MESSAGE FROM THE DEPARTMENT CHAIR	i.
TABLE OF CONTENTS	ii.
MILESTONES IN GRADUATE EDUCATION	iv.
I. INTRODUCTION	1.
II. HISTORICAL DEVELOPMENT OF THE DEPARTMENT OF GRADUATE NURSING	2.
III. WINONA STATE UNIVERSITY DEPARTMENT OF NURSING MISSION, VISION, VALUES, AND PHILOSOPHY	3.
IV. DEPARTMENT OF GRADUATE NURSING	5.
A. Graduate Education	5.
B. Essentials of Graduate Education in Nursing (<i>AACN</i>)	5.
C. A Guide to Professional Nursing Standards, Competencies, and Guidelines	5.
D. Description of Programs	7.
E. Curriculum Structure	9.
F. Master of Science, Doctor of Nursing Practice & Graduate Certificate Programs	9.
G. Post-Master’s Doctor of Nursing Practice Programs	13.
H. Description of Curriculum	15.
I. Plans of Study	15.
J. Course Descriptions	16.
K. Class Schedule	16.
V. POLICIES AND REQUIREMENTS	17.
A. Admissions.....	17.
B. Academic Advising and Academic Policies	17.
1. Advising.....	17.
2. Electronic Program Plan.....	17.
3. Admission Deferral Policy	18.
4. Change of Program/Degree Focus.....	18.
5. Grades	19.
6. Registration	20.
7. Graduate Credit, Full-Time Status, and Credit Overload	20.
8. Independent Study	20.
9. Audited Courses	21.
10. Credit by Portfolio	21.
11. Portfolio Option for Practicum Courses for NOL Program	24.
12. Transfer Credit/Waiver Policies (<i>University</i>)	24.
13. Transfer of Graduate Credits (<i>Department</i>)	25.
14. Process for International Graduate Students Requesting Individual Study for Purpose of Curricular Practical Training in Nursing.....	26.
C. Clinical Requirements	28.
1. Clinical Practicum Requirements	28.
a. Background Checks.....	28.
b. Immunizations	31.
c. Bloodborne Pathogens	32.
d. Student Tracking System (Typhon)	32.

e. Insurance, CPR, Licensure	33.
2. Preceptor Learning Experiences (<i>MS and Specialty Courses</i>)	33.
3. DNP Clinical Scholarship Courses and Learning Experiences	34.
4. Graduate Nursing Clinical Practicums, Student Projects and Data Sharing at Mayo & Other Facilities.....	35.
5. Involuntary Termination from Employment and Student Experiences	35.
6. Simulated Clinical Experience Notification	35.
D. Academic and Clinical Progression	36.
1. Academic and Behavioral Integrity	36.
2. Conditions that May Lead to Dismissal from the Program	39.
3. Chemical/Substance Use and Abuse	39.
4. Exceptions to Policy or Requirements	40.
5. Clinical Progression Guidelines	40.
6. Grade Appeal	40.
7. Academic Appeals	41.
8. Cell Phones, Pagers, and Texting	41.
9. Program Evaluation	41.
10. Graduation Requirements	41.
11. Post-Graduation Forms	42.
E. General Support	42.
1. School of Graduate Studies	42.
2. WSU-R Student and Campus Services	43.
3. Online and Virtual Learning Information	43.
F. MS Graduate Nursing Student Scholarship Requirement	44.
G. Doctor of Nursing Practice Graduate Nursing Student Scholarship Requirement	44.
H. Institutional Research Board (IRB)	44.
VI. GENERAL INFORMATION	44.
A. Accreditation	44.
B. Tuition and Fees	44.
C. Alumni Activities	44.
D. Graduate Assistantships	45.
E. Helpful Resources and Information	45.
F. Job Postings	45.
G. Nursing Organizations	45.
H. Registration Information	46.
I. Scholarships /Financial Aid	46.
J. Syllabi and Major Assignments	47.
K. Facebook	47.
L. Student Senate (<i>WSU</i>), WSU Graduate Student Experience Committee, and Student Clubs	47.
M. Transcript Ordering.....	47.
N. Change of Name or Address.....	47.
VII. APPENDICES.....	48.
A. Inclusive Excellence	49.
B. Complaint Policy for the WSU Department of Nursing	50.
C. Clinical Records Requirements	52.
D. Graduate Nursing Policy Review Assurance Form	55.

Milestones in Graduate Education

Below is a general outline of applications, documents, or events that are important to remember. The events are listed in the chronological order in which they usually occur. Please pay attention to these milestones as they will help you reach your goal. Students are responsible for submitting these items.

1. **Electronic Program Plan**: The form must be on file with the School of Graduate Studies **before** completing 16 credits. Please meet with your advisor as soon as possible, as this is a map of which courses to take in each semester.

If you drop/add courses after approval of your Electronic Program Plan, you will need to revise the on-line application with your advisor. If you change programs, you will need a new Electronic Program Plan.

2. **Clinical Documentation** In order to ensure WSU is following our regulating bodies and our clinical partners, students are required to ensure all their clinical records are on file and up to date in their student *Typhon* account. If not in compliance, clinicals may (or will) be delayed or denied.
3. Masters Students - **Thesis/Scholarly Inquiry Paper (SIP)**: Using the Thesis/SIP Guidelines, complete Thesis/Scholarly Inquiry Paper process. Submit Thesis/Scholarly Inquiry Paper to [OpenRiver Digital Repository](#) at the end of this paper.

Doctor of Nursing Practice (DNP) Students - **DNP Project**: Using the DNP Project Guidelines, submit the Dissemination product to the Department of Graduate Nursing Office to show completion of the DNP Project (<https://www.winona.edu/graduatenuing/resources.asp>).

4. **Application for Graduation**: An “Application for Graduation” (MS, GC, DNP) or must be submitted to the School of Graduate Studies by midterm of the term prior to graduation (see academic calendar for official due date). Please see your advisor for more information (<https://www.winona.edu/gradstudies/student-forms.asp>).
5. **Commencement Ceremony**: You have achieved your goal. Congratulations!

Participation in the Commencement Ceremony is required by College Policy unless special permission is granted by the Dean. Commencement is an honoring ceremony for you and your support systems as well as an official culmination of the degree. Enjoy it!

If you have ANY questions about these milestones or about the program, please make an appointment to speak with your academic advisor.

I. INTRODUCTION

- A. This handbook contains information helpful to you as a graduate student as you progress through the Department of Graduate Nursing at WSU. It is intended to provide a collection of information in one place. It is not intended to duplicate information available elsewhere. Students must also refer to the [Winona State University Graduate Catalog](#), which contains regulations, course listings, and degree programs. You should read it carefully and be familiar with the timelines.

B. WSU Nursing

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Rochester, MN 55904
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C. WSU Department of Graduate Nursing Leadership

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D. WSU Department of Graduate Nursing Faculty

See [Department of Graduate Nursing faculty](#) for current list and contact information.

Department of Graduate Nursing office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday during the academic year.

II. HISTORICAL DEVELOPMENT OF THE DEPARTMENT OF GRADUATE NURSING

President Minne first presented the proposal for a baccalaureate program to the legislature in 1960. The move to phase out the hospital programs and add 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 increased to 48 graduates by 1973. It expanded to Rochester the following year where it quickly grew to meet the needs of the nursing community here. In Rochester the students were predominantly RNs until 1980 when generic nursing students also studied at WSU Rochester.

In the late seventies the nursing faculty made developing a master's program one of their long-range goals. A feasibility study was conducted in 1985-86 by Dr. Marjorie Smith and Dr. Rosemary Langston. It supported the need for a master's program in nursing. Local advisors and consultants were gathered to plan the curriculum based on area needs and survey results. Approval for the program was received from the Nursing Department, Graduate Council, University, State University System and the Higher Education Coordinating Board. The next step involved writing an "Advanced Nurse Education Training Grant" for the Department of Health and Human Services, Bureau of Health Professions. This required a rigorous review process of need and program quality before the grant was approved. The project was funded from July 1, 1987, to June 30, 1990, for more than \$600,000 over three years. Dr. Smith, Director of the Master's Program, was the project director. The Master's Program began in the fall of 1987 when 21 students were admitted part-time to the program. The Master's Program received NLN accreditation in 1991. In 1994 another Advanced Nurse Education Training grant was received to develop and implement the Adult Nurse Practitioner focus. A third three-year grant for over \$700,000 was received in 1997 to implement the family nurse practitioner focus and develop distance learning courses within the master's program. In 2011, in partnership with the Mayo Clinic School of Health Sciences, the adult-gerontology acute care nurse practitioner program was added. Students in that program participate with health professionals in other disciplines throughout simulation and clinical course work. The first cohort of Psychiatric-Mental Health Nurse Practitioner (PMHNP) Graduate Certificate students enrolled in WSU's newest program in May 2017. Development of this curriculum and program was funded by a grant from HealthForce Minnesota through a Minnesota State Centers for Excellence initiative. The PMHNP program was informed by community members in Winona and Rochester, MN and La Crosse, WI in response to the need for PMHNP providers and program delivery is primarily online. A PMHNP Doctor of Nursing Practice (DNP) program was approved by Minnesota State on May 4, 2018, and enrollment of the first PMHNP DNP students occurred in summer 2018.

In 2007, the Winona State University graduate nursing faculty began participation in the Minnesota State Colleges and Universities (MnSCU) Consortium post-nursing master's Doctor of Nursing Practice (DNP) program. This Consortium program was a fully online program taught by the graduate nursing faculties at four home universities: Metropolitan University; Minnesota State University, Moorhead; Minnesota State University, Mankato and Winona State University. Didactic courses were taught by faculty members from the four universities in teaching teams. Clinical project and capstone courses were taught by the graduate faculty members at each of the four home universities; students officially graduate from their home University with the DNP. The first Consortium DNP class was admitted in fall 2007. The first Winona State University DNP students graduated in the spring semester of 2009 and the last WSU DNP students graduated from the Consortium DNP program in May 2013. These students also received federal traineeship funds. Graduates are practicing in leadership roles in service, education and clinical scholarship. In 2012, the ability to offer the DNP as a stand-alone degree program at WSU was granted to the Department of Nursing, College of Nursing and Health Sciences by Minnesota State Colleges and Universities and the Higher Learning Commission. The first students were admitted to the WSU DNP program in spring 2013 and initial enrollment in the WSU DNP program began in fall 2013 and initial accreditation of the DNP program was granted by the Commission for Collegiate Nursing Education (CCNE) in 2015.

In 2020, the Department of Graduate Nursing (DGN) was formed to accommodate growing student enrollment, the needs of a variety of programs, and to organize the graduate faculty and programs according to the unique accreditation needs of graduate nursing education. The DGN created its component committee structure and Dr. Sonja J. Meiers was elected as the founding Department Chair. The DGN and the Department of Undergraduate Nursing are what is known as Winona State University Nursing and collaborate to advance nursing education at the baccalaureate and graduate levels.

III. WINONA STATE UNIVERSITY Department of Graduate Nursing MISSION, VISION, VALUES, AND PHILOSOPHY

A. MISSION

To prepare graduate nursing students to lead the transformation of nursing and health care.
To prepare nurse leaders, educators and advanced practitioners for the highest level of nursing practice and improve the world through all aspects of health and well-being.

B. VISION

To lead the region in quality graduate nursing education.

C. VALUES

The Department of Graduate Nursing is committed to:

- Effective and inspirational leadership
- Clinical relevance and excellence
- Critical and innovative thinking
- Academic rigor
- Integrity
- Engaged learning
- Student success
- Inclusive excellence
- Stewardship of resources
- Authentic and professional relationships

D. 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:

1. **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.
2. **Relationship-Centered.** Relationship-centered care values and attends to the relationships that form the context of compassionate care, including those among and between:
 - a. practitioners and recipients of care
 - b. individuals as they care for themselves and others
 - c. practitioners and communities in which they practice
 - d. healthcare practitioners across various professions
 - e. administrators and managers as they set the environment and resources for care
3. **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.

4. **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 educational outcomes in relation to seven key characteristics:

1. **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.
2. **Culturally Sensitive Practitioner:** Demonstrates knowledge, understanding, and skill in providing culturally sensitive care to diverse individuals, families, and populations.
3. **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.
4. **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.
5. **Ethical Decision Maker:** Demonstrates moral, ethical and legal conduct in practice.
6. **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.
7. **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.

IV. DEPARTMENT OF GRADUATE NURSING

A. Graduate Education

Graduate education in nursing builds upon and extends the knowledge base acquired in the baccalaureate program. Because nursing is a scholarly discipline, the advanced practice nurse must expand the theoretical body of knowledge and framework that provides a base for practice. Faculty believe that clinical study in advanced nursing should reflect societal needs for nursing services and be sufficiently broad in scope to enable graduates to practice in a variety of settings and locales. Sound, clinically-based learning experiences are central to advanced nursing and the advanced nurse clinician must be able to facilitate complex health care in a variety of settings.

Program Goals:

- The nurse who is educated at the master's level or in a graduate certificate role must assume responsibility for continued clinical scholarship and possess skills in the analysis and synthesis of knowledge essential for advanced nursing clinical inquiry in a role.
- The nurse who is educated at the doctoral level must assume leadership roles in clinical scholarship and analytical methods to improve health outcomes in complex situations and settings through understandings of clinical prevention and population health strategies; information systems and patient care technologies; health policy and advocacy; and interprofessional collaboration.

Faculty believe that graduate students should be involved in choosing their learning goals, the means of achieving them, and be active participants in their own learning. Graduate study fosters collegiality in the student-teacher relationship. It is within a climate of mutual respect and caring that students and faculty share in a cooperative enterprise of learning, inquiry and teaching.

B. The Essentials of Graduate Education in Nursing (AACN)

The Winona State University's Master's Programs in Nursing's curriculum is based on "The Essentials of Master's Education in Nursing" from the American Association of Colleges of Nursing (AACN).

The Winona State University's Doctoral Programs in Nursing's curriculum is based on "The Essentials of Doctoral Education for Advanced Nursing Practice" from the American Association of Colleges of Nursing (AACN).

Both documents can be found by visiting:

<https://www.aacnnursing.org/News-Information/Publications>

C. A Guide to Professional Nursing Standards, Competencies, and Guidelines

The American Nurses Association (ANA) and other professional nursing organizations have created a myriad of scope and standards for practice. Some also include advance practice scope and standards.

This link shows most of the Specialty ANA Scope and Standards (do not purchase, the link is for information; the libraries have many of these, if needed):

<https://www.nursingworld.org/continuing-education/ce-subcategories/scope-and-standards-of-practice/>

This ANA link shows affiliated organizations, many of which have specialty standards, guidelines, and/or competencies. Some are in collaboration with ANA or other organizations:

<http://nursingworld.org/FunctionalMenuCategories/AboutANA/WhoWeAre/AffiliatedOrganizations>

As you learn more about your advanced professional role, there are several documents specific to each role/population area. The WSU Department of Graduate Nursing uses the following standards or competencies for each role/population:

AGACNP = American Association of Colleges of Nursing [AACN]. (2012). *Adult-Gerontology Acute Care Nurse Practitioner Competencies*

<https://www.aacnnursing.org/Faculty/Teaching-Resources/Curriculum-Guidelines>

AGCNS = NACNS. (2019). *Statement on Clinical Nurse Specialist Practice and Education for CNS Core Competencies (only) and other content for education:*

https://mnscumy.sharepoint.com/:b:/g/personal/gm5827pw_minnstate_edu/EaR4UmA6nJdKqBv9WIRGSbcBgiHy8XaiPmKwzlh-KgLemw?e=Pl67ao

AND

AACN. (2010). *Adult-Gerontology Clinical Nurse Specialist Competencies*

<https://www.aacnnursing.org/Faculty/Teaching-Resources/Curriculum-Guidelines>

FNP = National Organization of Nurse Practitioner Faculty [NONPF]. (2013).

<http://cdn.ymaws.com/www.nonpf.org/resource/resmgr/competencies/populationfocusnecomps2013.pdf>

Population-focused Nurse Practitioner Competencies: Family/Across the Lifespan Competencies (pp. 9-20)

PMHNP = Population-focused Nurse Practitioner competencies (pp. 63-77).

https://www.pncb.org/sites/default/files/2017-02/Population_Focused_NP_Compencies.pdf

American Nurses Association (2014). *Scope and standards of practice: Psychiatric-mental health nursing (2nd Ed.)*. Silver Spring, MD: author.

Leadership = American Nursing Association [ANA]. (2016). *Nursing Administration: Scope and Standards (2nd ed.)*. The ANA does not have an electronic document for this but the book is available at Krueger library

<https://mnpals-wsu.primo.exlibrisgroup.com/discovery/NursingAdministration>

AND

American Organization for Nurse Leaders [AONL]. (2015). *The AONL Nurse Executive Competencies*

<https://www.aonl.org/nurse-executive-competencies>

Nursing Education = National League for Nursing. (2005). *Core Competencies of Nurse Educators*

Finke, L. M. (2012). Teaching in nursing: The faculty role (See Box 1-1 *National League for Nursing Nurse Educator Competencies*). In D. M. Billings & J. A.

D. Description of the Programs

Master of Science (MS) students select from the programs of:

- Nurse Educator
- Nursing Leadership: Nursing and Organizational Leadership

Master's Program Outcomes (approved 11-3-21 Curriculum Committee; DGN 11-8-21; effective August 2022)

1. Translate evolving evidence-based nursing knowledge when planning, implementing, and evaluating person-centered care for individuals, families, aggregates, systems, and organizations (Domains¹1, 2, 3, 4, 7)
2. Apply nursing theory; knowledge from other disciplines; research; ethics; diversity, equity and inclusion into the delivery of person-centered care for populations and health care systems; (Domains¹1, 2, 3, 4, 7, 10)
3. Cultivate professionalism, including person-centered, ethical, and accountable leadership, and innovation within an advanced nursing role; (Domains¹2, 9)
4. Partner within inter-professional teams to analyze complex practice and organizational issues and population health outcomes; (Domains¹3, 6, 7, 10)
5. Apply knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations (Domains¹1, 4, 5, 7, 8)

¹American Association of Colleges of Nursing (AACN) (2021). The essentials: Core competencies for professional nursing education. AACN.

Doctor of Nursing Practice (DNP) students select from the programs of:

- Adult-Gerontology Clinical Nurse Specialist
- Family Nurse Practitioner
- Adult-Gerontology Acute Care Nurse Practitioner
- Psychiatric-Mental Health Nurse Practitioner
- Nursing Leadership: Nursing and Organizational Leadership
- Nursing Leadership: Practice and Leadership Innovations

DNP Program Outcomes: (Approved 9-27-21 Curriculum Committee; DGN 9-27-21; effective August 2022)

1. Apply evidence-based practice and person-centered care when planning, implementing, and evaluating health care for individuals, families, communities, populations, systems, and/or organizations. (Domains¹2, 3, 7)
2. Integrate theory, research, ethics, and information science from nursing and related disciplines into the design and delivery of individual, family, community, and/or population health care spanning the health care delivery continuum. (Domains¹1, 4, 8)
3. Lead interprofessional teams in the design, implementation and evaluation of evidence-based, person-centered systems-based interventions that improve the quality and safety of healthcare for individuals, families, and populations. (Domains¹1, 2, 3, 5, 6, 7)
4. Utilize principles of leadership, professionalism, scholarship, quality, safety, informatics and information technologies, and interprofessional team when leading professional nursing practice within an advanced nursing role. (Domains¹5, 6, 8, 9)
5. Demonstrate standards of professionalism and professional development of self

and others consistent with advanced nursing role competencies. (Domains¹9, 10)

¹American Association of Colleges of Nursing (AACN) (2021). The essentials: Core competencies for professional nursing education. AACN.

Post-Graduate Certificate (GC) students select from the programs of:

- Adult-Gerontology Clinical Nurse Specialist
- Nurse Educator
- Adult-Gerontology Acute Care Nurse Practitioner
- Psychiatric-Mental Health Nurse Practitioner
- Nursing Leadership: Nursing and Organizational Leadership
- Family Nurse Practitioner

Post-Graduate Certificate Program Outcomes (approved 10-25-21 Curriculum Committee; DGN 10-25-21; effective August 2022)

1. Demonstrate proficiency in advanced nursing practice in an advanced nursing role and/or patient population focus with attention to diversity, cultural sensitivity, inclusivity, and socio/cultural/political/spiritual determinants of health and well-being. (Domains¹1, 2, 3, 4, 6, 8, 9)
2. Integrate scientific underpinnings for advanced nursing practice, clinical judgment, and advanced decision making into an advanced nursing role and/or patient population focus. (Domains¹1, 2, 3, 4)
3. Demonstrate role and population competencies as defined by professional standards and State practice acts to improve individual, family, population, and organizational outcomes. (Domains¹1, 2, 4, 3, 5, 6, 7, 8, 9)
4. Participate in evidence based practice and practice innovation within interprofessional teams to improve the safety and quality of person-centered care for individuals, families, populations,
5. Perform in an advanced nursing role/population focus reflecting professional ethics, accountability, reflective practice, and emotional intelligence. (Domains¹2, 9, 10)

¹American Association of Colleges of Nursing (AACN) (2021). The essentials: Core competencies for professional nursing education. AACN.

E. Curriculum Structure

Graduates of the MS programs are prepared for a variety of advanced nursing roles (e.g., nurse educators, nurse leaders). Graduates of the Graduate Certificate programs are prepared for a variety of advanced nursing roles and have previously completed a graduate degree in nursing. Graduate Certificate students in the APRN programs are prepared for a specific functional role and to care for a specific population. These graduates also have the foundation for continued graduate studies (i.e., DNP or PhD). Graduates of the DNP program are prepared for the highest level of clinical nursing practice.

Nursing science core courses, taken by all MS and DNP students, build on students' baccalaureate nursing knowledge to integrate scientific underpinnings for practice, understand nursing information management and decision-making, and advocate for health promotion. Students develop evidence-based knowledge and skills to enhance the quality and safety of health care while demonstrating leadership and professionalism. Courses within the selected programs of Adult-Gerontology Clinical Nurse Specialist, Nurse Educator, Family Nurse Practitioner, Psychiatric-mental Health Nurse Practitioner (GC), Adult- Gerontology Acute Care Nurse Practitioner, Nursing and Organizational Leadership or Practice and Leadership Innovations provide specialized knowledge and practice opportunities in each advanced nursing role. A unique feature of the programs is the targeted emphasis on the nurse's use of advanced knowledge and skills of health promotion with individuals and families in diverse populations to address health care needs within complex environments.

The DNP program of study builds upon previous baccalaureate or master's degrees in nursing. Students begin the DNP program at one of two entry points, either as a post- baccalaureate nursing applicant or a post-master's degree in nursing applicant. The post- baccalaureate DNP program is built upon the baccalaureate in nursing and is grounded in nursing theory, research, ethics and related sciences to prepare graduates for the highest level of nursing practice through use of advanced clinical judgment informed by sound evidence. The post-master's DNP program is built upon the master's degree in nursing that has prepared students according to the essentials of master's education (AACN, 2011), for direct or indirect care, and in a functional role for master's level nursing practice. The post- master's DNP in all areas also builds upon the functional role and adds content and experience in population-based health, evidence-based practice, clinical scholarship, and system level interprofessional leadership of practice change to improve patient health and system outcomes.

F. Master of Science, Doctor of Nursing Practice, and Graduate Certificate Programs

Adult-Gerontology Clinical Nurse Specialist (AGCNS)

Students in the Adult-Gerontology Clinical Nurse Specialist (AGCNS) program are prepared for the multi-faceted role of clinical nurse specialist with the adult-gerontology population. AGCNS students will demonstrate direct care (including prescriptive authority), consultation, systems leadership, collaboration, coaching, and research competencies and impact direct patient / client care, the practice of other nurses and nursing personnel, and healthcare systems / organization outcomes. The AGCNS program is available within a Doctor of Nursing Practice (DNP) degree or Post-Master's Certificate program. The Graduate Certificate (GC) program is for nurses who have completed a graduate degree in nursing from a nationally accredited graduate nursing program and in another nursing specialty or role. The AGCNS GC program provides nurses the opportunity to acquire the education, skills, and abilities to seek certification and licensure as an Advanced Practice Nurse (APRN), Adult-Gerontology Clinical Nurse Specialist (AGCNS). AGCNS graduates are prepared for eligibility for the American Nurses Credentialing Center's (ANCC) Adult- Gerontology Clinical Nurse Specialist certification exam or the American Association of Critical Care Nurses (AACN) Adult-Gerontology Clinical Nurse Specialist exam.

Nurse Educator (NE)

Students who elect the Nurse Educator (NE) program are prepared to teach in an academic or health care setting. In addition to the nursing science core and direct care core courses, content is offered in knowledge and skills related to the teaching/learning process in nursing, as well as curriculum and program design, instruction, assessment, and evaluation. Students practice teaching under the guidance of preceptors in academic and health care settings. The Graduate Certificate (GC) is designed for Post-Nursing Graduate degree prepared nurses making career moves from practice-based employment to education programs and is part of an effort to expand the outreach and access to educational programming for the preparation of qualified Nurse Educators. The program consists of three seminar courses and one practicum consisting of 180 hours clinical experience teaching in academic and health care settings. These courses may be taken in one semester or over two semesters. All of the courses are offered using distance teaching strategies. MS and GC graduates are prepared for eligibility to sit for the National League for Nursing Certified Nurse Educator^{CM} (CNE) Examination after two years of full-time employment in the academic faculty role.

Nursing Leadership: Nursing and Organizational Leadership (NOL)

Students who elect the Nursing and Organizational Leadership (NOL) program are prepared for administrative and leadership positions in a health care setting. In addition to the core courses, content focuses on elements of a nursing care system; the responsibilities of the Nursing and Organizational Leader in research, education, and clinical practice; human resource management; fiscal accountability; information and project management; the functions of the Nursing and Organizational Leader in the organization and system; and on issues and trends in nursing organizational management. Clinical practicums in advanced nursing for the Nursing and Organizational Leader emphasize management of clients, nurses, other health care personnel and resources. The Nursing Leadership Practicums offer students the opportunity to apply nursing leadership and administrative principles under the guidance of a qualified preceptor. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. The Graduate Certificate program is designed for nurses who already have a graduate degree in nursing and wish to develop their knowledge and skills in the principles of nursing administration and leadership. The certificate program requires completion of a 24-credit plan of study that prepares nurses for nurse administration and leadership roles in a variety of health care settings. All the courses are offered using distance teaching strategies. GC graduates are prepared for eligibility for the American Organization of Nurse Leaders exam after two years of practice as a nurse executive. Graduates of the DNP and MS programs are prepared for eligibility for the following certification exams after meeting additional eligibility criteria related to work experience: The American Nurses Credentialing Center (ANCC) Nurse Executive Board Certification (NE-BC)/Nurse Executive, Advanced (NEA-BC) or the American Organization of Nurse Leaders (AONL) Certified Nurse Manager and Leader (CNML)/ Certified Executive in Nursing Practice (CENP).

Nursing Leadership: Practice and Leadership Innovations (PLI)

Students who elect the Practice and Leadership Innovations (PLI) emphasis are prepared to develop innovations in practice and leadership. In addition to core courses, content focuses on leadership in practice, organizational leadership, and the development, implementation, and evaluation of innovations. Students will be allowed to tailor their program with electives that advance their knowledge of practice, innovations, and/or leadership. Students will be prepared to lead innovations, advance practice, and improve healthcare outcomes. Clinical practicums in advanced nursing for the Practice and Leadership Innovations emphasis enable students to develop and lead a practice and/or leadership innovation project with attention to the impact on the organization and human/financial implications. The Doctor of Nursing Practice Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. The Nursing Leadership Practicums offer the students the opportunity to apply nursing practice, interprofessional leadership, and innovation principles under the guidance of a qualified preceptor.

Family Nurse Practitioner (FNP)

Students who elect the Family Nurse Practitioner (FNP) DNP program are prepared to perform an expanded role as primary health care providers. In addition to the nursing science core courses and the direct care core courses, content includes comprehensive assessment of the health status of adults, children and families; diagnosis and management of common acute and chronic health problems; provision of counseling and teaching in areas of health promotion and disease prevention; and collaboration with other health professionals. Clinical practicums under the supervision of qualified nurse practitioners or other primary care provider preceptors will focus on primary health care in a variety of settings. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. The GC program is designed to integrate the Post Nursing Graduate students into the existing sequence of courses leading to preparation as a Family Nurse Practitioner. This option provides nurses that already have graduate degree preparation in another area of nursing the opportunity to acquire the education, skills, and abilities to seek certification and practice as an Advanced Practice Registered Nurse (APRN). Some of the courses are offered using distance teaching strategies. Prerequisite to GC admission: Graduation from a nationally accredited graduate program in nursing with evidence of completion of advanced pathophysiology, advanced health assessment (including diagnostic reasoning), advanced health promotion and advanced pharmacology (within last three years required in some states for credentialing). Graduates with the DNP award and GC graduates are prepared for eligibility for the American Nursing Credentialing Center's Family NP exam or the American Academy of Nurse Practitioner Certification Program's (AANPCP) FNP exam.

In 2007, WSU was selected for the "National Outstanding Faculty Practice Award" from the National Organization of Nurse Practitioner Faculties (NONPF).

Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)

Students choosing the Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) program are prepared to provide and manage health care of the acutely ill and the critically or chronically ill adult patient in a wide range of settings. AGACNP practice includes decision-making, both independently and interdependently; and is directly accountable for clinical judgments. In addition to the nursing science core and direct care core courses, content includes differential diagnosis and disease management; diagnostic and therapeutic interventions to manage acute and critical health problems; participation in and use of research; development and implementation of health policy, leadership, education, case management; and consultation with emphasis on interdisciplinary therapeutics. Clinical practicums under the supervision of qualified clinical preceptors will focus on acute care in a variety of specialty areas. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. The Graduate Certificate program is designed to integrate the Post-Nursing Graduate degree students into the existing sequence of courses leading to preparation as an Adult-Gerontology Acute Care Nurse Practitioner (AGACNP). This option provides nurses that already have graduate degree preparation in another area of nursing the opportunity to acquire the education, skills, and abilities to seek certification and practice as an Advanced Practice Registered Nurse (APRN), Adult-Gerontology Acute Care Nurse Practitioner. Some of the courses are offered using distance teaching strategies. Graduates with the DNP degree or Graduate Certificate are prepared for eligibility for the American Nurses Credentialing Center's (ANCC) Adult/Gero Acute Care NP certification exam or the American Academy of Critical Care Nurses (AACN) Adult/Gero Acute Care NP (Adult-Gerontology) certification exam.

Psychiatric-Mental Health Nurse Practitioner (PMHNP)

Students choosing the Psychiatric-Mental Health Nurse Practitioner (PMHNP) program are prepared with specialized knowledge, skills, and abilities to provide care across the lifespan to individuals, families, groups, and communities with behavioral and mental health problems/disorders or the potential for such problems. In addition to nursing science core courses and direct care core courses, content includes psychopharmacology, psychopathology, neurobiology, psychiatric assessment, case formulation, diagnostic interpretation, and therapeutic modalities. Clinical practicums under the supervision of qualified preceptors will focus on psychiatric-mental health care in a variety of specialty areas with a rural emphasis. All Doctor of Nursing Practice (DNP) students complete a clinical project within the clinical setting. The Graduate Certificate (GC) is for nurses who have completed a previous graduate degree in nursing from a nationally accredited graduate nursing program and desire to prepare for certification as a PMHNP. Upon completion of this graduate certificate program, graduates will be eligible to apply for certification as advanced practice nurses for medication prescribing and behavioral care. Clinical hours for GC may be tailored based on prior experiences. The PMHNP program prepares DNP and GC graduates for eligibility for the American Nurses Credentialing Center's Psychiatric-Mental Health Nurse Practitioner examination.

G. Post-Master's Doctor of Nursing Practice Programs

Adult-Gerontology Clinical Nurse Specialist (AGCNS)

This program provides nurses who already have Master's degree nursing preparation as an Adult-Gerontology Clinical Nurse Specialist (AGCNS) and certification the opportunity to acquire DNP education preparation. The Clinical Scholarship Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 540 hours. The remaining 460 clinical/practicum hours may come from a previous master's degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 460 hours.*

Nursing and Organization Leadership (NOL)

This option provides nurses who already have Master's degree preparation as a nurse administrator the opportunity to acquire DNP education preparation, and to further develop their knowledge and skills in the principles and practice of nursing administration and leadership. The program requires completion of a 32-credit plan of study that prepares nurses for nurse administration and leadership roles in a variety of health care settings. The Clinical Scholarship Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations. Graduates of the program are prepared for eligibility for either of the following certification exams after meeting additional eligibility criteria related to work experience: the American Nurses Credentialing Center (ANCC) Nurse Executive Board Certification (NE-BC)/Nurse Executive, Advanced Board Certification (NEA-BC) or the American Organization for Nurse Leaders (AONL) Certified Nurse Manager and Leader (CNML)/Certified Executive in Nursing Practice (CENP).

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 600 hours. The remaining 400 clinical/practicum hours may come from a previous master's degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 400 hours.*

Practice and Leadership Innovations (PLI)

This option provides nurses who already have Master's degree preparation the opportunity to acquire DNP education preparation and to develop innovations in practice and leadership. Students will be allowed to tailor their program with electives that advance their knowledge of practice, innovations, and/or leadership. Students will be prepared to lead innovations, advance practice, and improve healthcare outcomes. Clinical practicums in advanced nursing for the Practice and Leadership Innovations emphasis enable students to develop and lead a practice and/or leadership innovation project with attention to the impact on the organization and human/financial implications. The Nursing Leadership Practicums offer the students the opportunity to apply nursing practice, leadership, and innovation principles under the guidance of a qualified preceptor. The Doctor of Nursing Practice Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 600 hours. The remaining 400 clinical/practicum hours may come from a

previous master's degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 400 hours.*

Family Nurse Practitioner (FNP)

This option provides nurses who already have Master's degree nursing preparation as a Family Nurse Practitioner (FNP) and national certification the opportunity to acquire the DNP education preparation. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 540 hours. The remaining 460 clinical/practicum hours may come from a previous master's degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 460 hours.*

Adult-Gerontology Acute Care Nurse Practitioner (AGACNP)

This program provides nurses who already have Master's degree nursing preparation as an Adult-Gerontology Acute Care Nurse Practitioner (AGACNP) and certification the opportunity to acquire the DNP education preparation. The DNP Project is completed with guidance of a clinical mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 540 hours. The remaining 460 clinical/practicum hours may come from a previous master's degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 460 hours.*

Psychiatric-Mental Health Nurse Practitioner (PMHNP)

This program provides nurses who already have Master's degree nursing preparation as a Psychiatric-mental Health Nurse Practitioner (PMHNP) and certification the opportunity to acquire the DNP education preparation. The DNP Project is completed with guidance of a DNP Mentor by all DNP students and involves demonstration of knowledge and skills to enhance the quality and safety of health care in a variety of settings and for a variety of populations.

A total of 1,000 clinical/practicum hours are required for all graduates of a DNP program. This program provides 540 hours. The remaining 460 clinical/practicum hours may come from a previous master's degree (appropriateness will be determined by faculty). Additional clinical/practicum courses may be necessary to achieve this requirement of 460 hours.*

*Clinical/practicum hour ratio is 1 credit hour to 60 clinical/practice hours.

H. DESCRIPTION OF CURRICULUM

The description of curriculum by degree and program is available in the [Graduate Catalog](#).

I. Plans of Study

1. **Two-Year Master of Science Plans of Study (Full Time)**
 - [Master of Science - 2 Year Nurse Educator](#)
 - [Master of Science - 2 Year Nursing and Organizational Leadership](#)
2. **Three-Year Master of Science Plans of Study (Part Time)**
 - [Master of Science - 3 Year Nurse Educator](#)
 - [Master of Science - 3 Year Nursing and Organizational Leadership](#)
3. **Graduate Certificate Plans of Study**
 - [Graduate Certificate - Adult-Gerontology Acute Care Nurse Practitioner](#)
 - [Graduate Certificate - Adult-Gerontology Clinical Nurse Specialist](#)
 - [Graduate Certificate - Family Nurse Practitioner](#)
 - [Graduate Certificate - Nurse Educator](#)
 - [Graduate Certificate - Nursing and Organizational Leadership](#)
 - [Graduate Certificate - Psychiatric-mental Health Nurse Practitioner](#)
4. **Three-Year Post-Baccalaureate Doctor of Nursing Practice Plans of Study**
 - [DNP - 3 Year Adult-Gerontology Acute Care Nurse Practitioner](#)
 - [DNP - 3 Year Adult-Gerontology Clinical Nurse Specialist](#)
 - [DNP - 3 Year Family Nurse Practitioner](#)
 - [DNP - 3 Year Nursing and Organizational Leadership](#)
 - [DNP - 3 Year Practice and Leadership Innovations](#)
 - [DNP - 3 Year Psychiatric-mental Health Nurse Practitioner](#)
5. **Four-Year Post-Baccalaureate Doctor of Nursing Practice Plans of Study**
 - [DNP - 4 Year Adult-Gerontology Acute Care Nurse Practitioner](#)
 - [DNP - 4 Year Adult-Gerontology Clinical Nurse Specialist](#)
 - [DNP - 4 Year Family Nurse Practitioner](#)
 - [DNP - 4 Year Nursing and Organizational Leadership](#)
 - [DNP - 4 Year Psychiatric-mental Health Nurse Practitioner](#)
6. **Two-Year Post-Master's Doctor of Nursing Practice Plans of Study**
 - [PM DNP - 2 Year Adult-Gerontology Acute Care Nurse Practitioner](#)
 - [PM DNP - 2 Year Adult-Gerontology Clinical Nurse Specialist](#)
 - [PM DNP - 2 Year Family Nurse Practitioner](#)
 - [PM DNP - 2 Year Nursing and Organizational Leadership](#)
 - [PM DNP - 2 Year Practice and Leadership Innovations](#)
7. **Three-Year Post-Master's Doctor of Nursing Practice Plans of Study**
 - [PM DNP - 3 Year Adult-Gerontology Clinical Nurse Specialist](#)
 - [PM DNP - 3 Year Family Nurse Practitioner](#)
 - [PM DNP - 3 Year Nursing and Organizational Leadership](#)
 - [PM DNP - 3 Year Practice and Leadership Innovations](#)

8. Advanced Standing Doctor of Nursing Practice Plans of Study

- [Psychiatric-mental Health Nurse Practitioner – APRN](#)
- [Psychiatric-mental Health Nurse Practitioner – non APRN](#)

J. Course Descriptions

Course descriptions are available in the [Graduate Catalog](#)

K. Class Schedule

The Department of Graduate Nursing [Class Schedule](#) is available on the website.

V. POLICIES AND REQUIREMENTS

A. [Program Admission](#) information is available on the website.

B. Academic Advising and Academic Policies

1. Advising

You will be assigned an academic advisor after admission into the program. It is your responsibility to contact your academic advisor during your first semester of coursework. The academic advisor is a member of the graduate nursing faculty. If you are a newly admitted student or a Graduate Special student, please contact the Department of Graduate Nursing Office for Academic Advising (507.535.2580).

FUNCTIONS OF THE ACADEMIC ADVISOR INCLUDE:

1. Long range planning for the program of studies;
2. Short range planning, independent study, defining clinical and academic needs, transfer of credit; electives;
3. Support or referral for special services, including financial aid;
4. Aware of honors, awards, or financial assistance;
5. The academic advisor may be a member of the student's thesis / scholarly inquiry/ DNP project committee and may serve as major thesis / scholarly inquiry/ DNP Project advisor.

If you wish to change academic advisors, you may do so by obtaining the consent of the faculty member chosen and reporting the request to the Administrative Assistant of the Department of Graduate Nursing. Access to advisors may be limited in the summer months. Please plan accordingly.

2. Electronic Program Plan

Before completing 16 graduate credits (with a grade point of at least 3.0) and in consultation with your advisor, MS, GC and DNP students must complete an on-line Graduate Studies [Electronic Program Plan](#) (EPP) (*may also be referred as a Candidacy Form or Plan of Study*). Any courses taken beyond 16 credits may not count toward degree requirements if they are not part of the approved plan of study. Students are responsible for initiating this procedure by meeting with their advisor.

THE Program Plan MUST INCLUDE:

1. All courses already completed (including transfer courses);
2. Those courses needed to complete requirements for the degree and the proposed semester they will be taken;
3. Approval signatures from advisor and Chair, Department of Graduate Nursing.

Any drop/add changes in the Program Plan must be endorsed by your Academic Advisor, the Department Chair, and the Dean of Graduate Studies. If a course is dropped or added, students must update their Program Plan form during the semester before graduation with the School of Graduate Studies. The Program Plan must match your WSU graduate transcript. If a student changes the semester/year the course is taken, the Program Plan DOES NOT need to be adjusted.

WSU students who have not attended the University for one semester or more (*summer excluded*) are classified as "returning" students. Returning student must speak with their advisor and complete an [Intent to Return](#) form with the Registrar's Office the semester **before** planning to return.

3. Admission Deferral Policy

The College of Nursing and Health Sciences, Department of Graduate Nursing may not allow accepted applicants to defer admission. Applicants who have accepted admission (via letter of intent) but do not enroll in courses the subsequent semester as planned, may be removed from the admitted students list. Admittance to the upcoming academic year is **not automatically** granted. Applicants who have been removed from the admitted student list must reapply in order to be considered for admission in the future.

4. Change of Program/Degree Focus

1. Change of Program: When admitted to the Department of Graduate Nursing, students are admitted to a specific program. If the student wants to change programs, they must complete a new application and be reviewed for admission to the new program by graduate nursing faculty. Students submitting a new application will be considered along with the pool of all applicants to the new program.
2. Change of Degree: Students currently admitted to one of the MS programs who would like to transition to the BSN-DNP program will need to use the following process:
 - a. Applicant will submit the following materials to the Graduate Nursing Office by October 1.
 - i. Letter to Graduate Nursing Faculty requesting admission to DNP program
 - ii. Professional resume'
 - iii. Revised goal statement including clinical practice question.
 - b. Applications will be reviewed by Graduate Nursing Faculty Admission Subcommittee.
 - i. An interview may be required.

Students should apply to transition to BSN-DNP program as early in their program as possible as early transition will facilitate the most efficient plan of study.

Graduate Nursing Committee Approval: 09/23/13

5. Grades

Please view the "Grade Point Average (GPA)" and "In Progress (IP) Grades" section of the Graduate Catalog for the grading method at Winona State University.

Grading Scale: 92-100 = A; 83-91 = B; 74-82 = C; 65-73 = D; \leq = F

Minimum Grade, Repeat Course, Dismissal No course will be counted toward the degree if the grade is below C, the student will not be allowed to progress to subsequent courses for which that course is a prerequisite until the course is repeated and completed with a minimum grade of C. Students who receive a D or F in a course may repeat the course once. Only one course can be repeated in this manner, and students are allowed to repeat a course only once during the academic program. If a student is required to repeat a course for academic reasons, a formal request to repeat the course and to continue the program must be submitted to the School of Graduate Studies. A grade of C or better must be obtained to remain in the program. Failure to do so results in dismissal from the program.

Graduate Nursing Committee Approval: 2/11/13

In Progress Grades: An In Progress (IP) is permitted by the instructor for special cases when circumstances prevent the student from completing course requirements by the end of the semester, although the student is passing the course in all other respects.

A grade of In Progress (IP) may be granted at the discretion of the course instructor and by request of the student consistent with the institutional grade policy. Students must submit a request for a grade of In Progress prior to the end of the respective course. The student may not progress into a subsequent course for which the course in which the student receives an IP grade is prerequisite. The student may not progress into a subsequent course until the lead instructor has submitted a satisfactory grade. In rare situations, a student might receive an IP grade for a clinical course due to delays resulting from the clinical environment. These situations will be negotiated between the student and their advisor. The student may register for subsequent courses and must complete the requirements for all courses within the semester. All IP grades for course work must be removed before a graduate degree is granted.

Completion of IP Courses Policy: Students unable to complete course work in a given semester may request an IP grade from the course faculty. Students are expected to negotiate a contract with the course faculty that allows for the expeditious completion of the IP grade. All incomplete requirements for the course must be completed and submitted to the course faculty no later than the fifth week of the semester before the IP grade converts to a failing grade. If incomplete requirements for the course are not completed and submitted by this deadline, the course grade will be recorded as a F.

Rationale: The purpose of this policy is to encourage timely student progression. The policy allows for remediation as necessary. Faculty will have time to adequately review, grade, and provide feedback to the students.

Graduate Nursing Committee Approval: 5/13/13

6. Registration

Students are expected to register each fall and spring semester unless a leave of absence has been approved by the advisor and the Department of Graduate Nursing Chair. Students who do not enroll in graduate nursing courses for one semester will be classified as “Inactive.”

Dropping Courses and Withdrawal: Dropping courses in the graduate programs is not encouraged since the progression will be delayed and the degree completion rate is affected. Degree completion rates are monitored and considered in degree progression rates and financial aid award calculations (see [Drop, Withdraw & Change Grade Method](#) for more information). If a student must drop a course, **it is important that the student officially drops the course in the course registration system**. Otherwise, the course will appear on the student transcript and students will be billed. Any course not officially dropped will be subject to institutional scholastic standards policies, and the student may receive an F for the course. Each class dropped after the fifth class day will result in a grade of withdrawal or W, which will appear on the student transcript. Please see [WSU Academic Calendars](#) for deadlines on dropping courses with refund.

7. Graduate Credit, Full-Time Status, and Credit Overload

All degree requirements including credits to be earned or transferred, final examinations, thesis/scholarly inquiry paper or DNP project; and all other program requirements must be completed within seven years of initial graduate enrollment. Under exceptional extenuating circumstances, a student may submit a petition through their advisor and to the School of Graduate Studies requesting an extension of the time limitation.

Six credits or more per semester is considered full-time for financial aid purposes. No graduate student is permitted to enroll for more than 12 credits per academic semester or during summer session unless permission is received from the School of Graduate Studies.

To request permission to enroll in more than 12 credits, a [Credit Overload Request](#) form needs to be submitted. The request needs advisor and department approval before submitting to the School of Graduate Studies for approval.

8. Independent Study

NURS 685 Individual Study in Nursing provides an opportunity for students to work independently under the direction of an advisor. Often students will do a special project to enable them to register for a full load of credits. Students need to have permission from the faculty person who will be working with them before registration. The student also needs to develop a contract that includes learning objectives, plan for accomplishing learning objectives, and state criteria for the project's evaluation. Individual Study may be repeated for a total of nine (9) credit hours. See the [Graduate Catalog](#) for the policy on arranged classes.

9. Audited Courses

The [Audited Courses](#) procedure permits a student to attend classes but not receive credit. Courses pursued on an audit basis must be declared and processed prior to completing the student's registration. Regular tuition charges apply. Students may not use audit credits to satisfy graduation, certification, or licensure requirements.

10. Credit By Portfolio

Portfolio Review Process for Course Substitution

Portfolio Purpose: The portfolio review process is available to all MS, DNP and Graduate Certificate program students who believe that they can meet the learning objectives/competencies required of a specific nursing course within their program of study without taking and completing the course in the traditional manner. The portfolio is a mechanism used to validate the acquisition of knowledge and skills congruent with course expectations and student learning outcomes. The portfolio provides objective evidence that students have acquired the content and skills through prior learning and/or practice experiences. The decision to accept the documentation provided is based on determination of the equivalency of this prior knowledge and skills that the student would be expected to demonstrate at the completion of a specific course.

Portfolio Policy:

1. The portfolio review option does not take the place of course transfer credit.
2. Students may exercise the portfolio option for a course or courses as long as it does not interfere with other standing university or school course/credit hour policies related to progression or graduation.
3. Graduate students seeking an MS or DNP degree in nursing must complete the number of graduate credit hours identified in the WSU Graduate Catalog for each focus area. Graduate students may earn up to 15% of their program credits by Portfolio Review. Graduate Certificate program students may not portfolio out of more than one-half of the credits for an individual program of study.
4. Portfolio policy and procedure applies to all MS and DNP nursing courses listed for the degree.
5. Students wishing to apply for portfolio credit for a course must:
 - Be admitted to the graduate program.
 - Be in good academic standing.
 - Demonstrate satisfactory progression toward degree or certificate program requirements.
6. Students pursuing the portfolio option must complete the portfolio the semester before the course is to be taken for normal progression toward the degree. Students will work with the academic advisor to initiate the process (see section below on "Course with Portfolio Options") and then negotiate with the specific course graduate faculty the plans and a deadline for submission of the portfolio to assure sufficient time for the faculty to review prior to enrolling in the course.

7. Once the course faculty has reviewed the portfolio, the following decisions are possible:
 - Award credit for the course petitioned based on the evidence provided. The faculty must assign a grade for the course. A pass/fail option is not available for graduate credit.
 - Request additional requirements before deciding the disposition of the portfolio.
 - Deny the granting of credit because the evidence presented was not strong enough to validate the consistency of prior learning with course expectations (i.e., the materials do not provide evidence that the student can meet the course objectives for the course for which the student is applying for portfolio credit). The student must then register for and successfully complete the designated course.
 - Require the student to register for the course and complete some but not all of the requirements. This option is for students who met some, but not the majority of the course requirements.
8. Portfolio Review decisions are forwarded by the faculty to the student's academic advisor for appropriate action relative to program planning. The review outcome is also forwarded to the Chair of the Department of Graduate Nursing.
9. Students enroll in and pay for the course for which the portfolio is approved and the faculty submits the grade assigned to the portfolio at the end of the semester. If credit by portfolio is denied, students enroll in the course and complete the course requirements.

Portfolio Procedure:

1. Graduate students have the responsibility for contacting their academic faculty advisor who will assist the student in determining: (1) the feasibility of undergoing a portfolio review; (2) the appropriateness of the portfolio option for the respective course work; (3) faculty role in assisting the student through the portfolio review process; (4) student role and responsibility in completing the portfolio review; (5) the time frame for completing the portfolio, conducting the review, and making the decision to accept or deny the portfolio.
2. If the student and advisor feel that portfolio is a viable option, the faculty advisor will review with and seek approval from the Graduate Faculty Committee. The faculty advisor will then work with the student to contact the corresponding course faculty member to establish the plan for the portfolio.
3. The course faculty member will assign a grade for the portfolio.
4. Students prepare the portfolio materials the semester before the course is required to be taken for normal progression toward the chosen degree.

5. Students constructing a portfolio for review must put together a comprehensive document that clearly shows how the course objectives/critical learning experiences and student learning outcomes have been achieved through prior alternative experiences. This requires the preparation of a persuasive personal statement and an explanation of the written documents and evidence submitted for portfolio review. Portfolios must include:

- A statement about how the alternative experiences contribute to their professional and personal development.
- A statement explaining how prior learning and experience supports achievement of learning outcomes for the course for which portfolio credit is being sought.
- A current resume' or curriculum vita.

Additional documentation that may be included to provide persuasive evidence includes but is not limited to:

- Job descriptions.
- Performance evaluations.
- Documentation of participation in professionally sanctioned continuing educational programs.
- Other recognized educational programs or offerings.
- Government service (Military, foreign, other).
- Course syllabi/outlines that address similar content. Only those courses that have not been applied to the fulfillment of the requirements for a previously awarded degree may be considered.
- Published or presented scholarship related to course content and skills.
- Summary of funded and unfunded professional investigative projects.
- Evidence of professional activities and how activities developed/ refined skills and knowledge required in course being reviewed for portfolio credit. Examples may include designing patient-teaching information packets, producing a video tape, public speaking opportunities, participation in peer mentoring, designing a special project for nursing unit, assisting with health fair projects, working on a volunteer basis with the homeless or other groups.
- Documentation of leadership/management skills.
- Documentation of nursing practice skills consistent with those expected in course being reviewed for portfolio credit.
- Letters of testimony to the acquisition of knowledge and skills required in courses being challenged.
- Copies of certifications received and criteria met for certification.

PLEASE NOTE THE ABOVE DOES NOT REPRESENT AN EXHAUSTIVE LIST OF ACCEPTABLE DOCUMENTS. Students are invited to submit other supporting evidence validating the meeting of course objectives and learning outcomes through prior learning experiences.

6. Submit the portfolio and portfolio review form to the faculty member of record for the course for which credit is desired, according to the negotiated submission date. The degree of completeness and explicitness of the portfolio reviewed will affect the time taken to complete the review process and reach a decision.

11. Portfolio Option for Practicum Courses for NOL Program

(Graduate Nursing Committee Approval 3/30/15)

The portfolio option is available for the practicum courses for students enrolled in the Master's, BSN-DNP, or Graduate Certificate Nursing and Organizational Leadership (NOL) emphasis. Students who are currently in formal leadership positions (e.g., Nurse Manager, Director of Nursing, Nurse Administrator, Chief Nurse Executive) may choose to exercise the portfolio option. Generally, students in the position of nurse manager are only able to portfolio one of the three practicum credits. Students in the position of Director of Nursing, Nurse Administrator, and Chief Nurse Executive may be able to portfolio two of the three credits. The final decision of how many practicum hours a student may portfolio will be made by the course faculty.

The rationale for this guideline is to acknowledge the previous nursing leadership experience and knowledge that students who enter this program may already possess and which may demonstrate competence and expertise in the American Organization for Leaders in Nursing (2015) Nurse Executive Competencies and the Nursing Administration Scope and Standards of Practice (American Nurses Association, 2016). Through additional practicum experience, the student will have the opportunity to work with leaders who will assist them in any areas that may need further growth.

Throughout the didactic portions of this program, the student will have been exposed to new knowledge and a different way of thinking. The practicum will allow the student to put into practice those ideas and skills under the mentoring of an experienced preceptor. The practicum will also allow the student to experience leadership at a level higher than their current role, unless the student is already a Chief Nurse Executive/Officer (CNE/CNO), and then the student will be asked to complete the practicum with a CNE/CNO from another organization. These practicum experiences will also allow the student to network with leaders from other organizations and gain a broader perspective of the nursing leadership role.

References:

American Nurses Association. (2016). Nursing administration: Scope and standards of practice. Silver Spring, MD: Author

The American Organization of Nurse Executives. (2015). AONE Nurse Executive Competencies. Nurse Leader

12. Transfer Credit/Waiver Policies *(See Graduate Catalog for additional information)*

A maximum of **10 graduate credits of A, B, or pass grades** may be transferred from regionally accredited graduate institutions and used to meet the requirements for graduate degrees in Nursing. However, **16 graduate credits** may be transferred from other Minnesota State Universities or the University of Minnesota. Acceptance of the credits is contingent upon approval of the advisor, Department Chair, and the Dean of Graduate Studies. Requests for transfer credits must be accompanied by an official transcript. Transfer credits must also be earned within the **seven (7) year time limit** for completion of the degree. Please see the WSU Graduate Catalog for further information [Transfer Credits](#).

Selected courses may be waived based on individual considerations. Such requests are reviewed by the Graduate Nursing Committee. Need for waiver often arises when students who are certified as Nurse Practitioners return to earn a master's degree or to

add additional preparation for another certification. A plan is developed for each student. The student must satisfy degree credit number requirements even if a course for DNP electives is waived.

13. Transfer of DNP Graduate Course Electives

Students will request approval from their Academic Advisor, who may obtain additional input regarding approval. Appropriateness of electives taken outside the WSU Department of Graduate Nursing will be based on:

1. Relevance to DNP Essentials
2. Contribution to the student's graduate nursing knowledge and experience

The student will submit a letter of request addressing the following:

1. Accreditation status of the Institution (name of accrediting body and date/currency of accreditation)
2. Number of credits requested
3. Course outline including student learning outcomes, syllabus/course overview and assignments, if possible
4. How the course relates to DNP Essentials
5. How the course will contribute to the student's graduate nursing knowledge and experience

**Students may need to communicate with the faculty of the proposed elective to obtain the necessary information*

Graduate Committee Approval: 09/26/15

14. Process for International Graduate Students Requesting Individual Study for Purpose of Curricular Practical Training in Nursing

1. The student submits a letter of request, in writing/email, to register for an Independent Study (NURS 685 Individual Study in Nursing) to the office of the Department of Graduate Nursing for the purpose of Curricular Training in Nursing (CPT). Potential rationale statement for this experience could be one of the following:
 - a. “Please consider this request to register for NURS 685 Individual Study in Nursing for the purpose of an internship during which professional nursing practice will occur in the clinical setting [name and address of clinical institution]. Ongoing professional nursing practice is required to provide sufficient experience to meet the requirements for admission to a graduate program.” OR
 - b. “Please consider this request to register for NURS 685 Individual Study in Nursing for the purpose of an internship during which professional nursing practice will occur in the clinical setting [name and address of clinical institution]. Ongoing professional nursing practice is required to provide sufficient experience to allow ongoing professional nursing practice while enrolled in the graduate nursing program. Professional nursing practice is essential for ongoing development of assessment and clinical reasoning skills needed for employment following graduation from one of the Graduate Nursing Programs at Winona State University.”
2. If the Department of Graduate Nursing Chair (or other graduate faculty member) agrees to supervise the NURS 685 Individual Study in Nursing:
 - a. The student and Chair (or other graduate faculty) completes the online Independent Study/Arranged Course Form and submits for online approval.
 - b. Planning for the focus of the NURS 685 is done between the student and the Chair (or other graduate faculty member).
 - c. The student also seeks the Chair’s (or the graduate faculty member’s) course verification and signature on the “Student Request for Curricular Training (CPT)” form
3. Simultaneous with the creation of the Independent Study Application, the student seeks a Letter of Verification from the Chair (or other graduate faculty member), on letterhead, verifying that the student is:
 - a. Registered for NURS 685 Individual Study in Nursing and will be completing curricular training in NURS 685 Individual Study in Nursing :[title of course appropriate to experience] during the [X] Semester, [Academic Year] through [X] Semester, [Academic Year], and
 - b. Clinical practice is a required part of sufficient preparation for further graduate work in nursing.

4. The student then submits the Letter of Verification and the completed “Student Request for Curricular Practical Training (CPT)” form to the International Services Office.
5. Once the Individual Study has been approved the student will be notified of permission to register for the NURS 685 Individual Study.
6. The student registers for the identified NURS 685 course section.
7. The student records a log of clinical activities throughout the CPT experience and maintains contact with the Chair (or designee) for supervisory reasons.
8. Upon completion of the NURS 685 course, the student completes the evaluation of each of the learning experience objectives and submits this evaluation along with the log of clinical activities to the Chair (or other graduate faculty member).
9. The Chair (or other graduate faculty member) submits the appropriate grade into the records system.

Approved: 8/26/13 (*Graduate Nursing Committee Meeting*)

C. Clinical Requirements

1. Clinical Practicum Requirements

In order to ensure WSU's Department of Graduate Nursing is in compliance with our regulating bodies and our clinical partners, students are required to have all their clinical records on file and up-to-date in their student Typhon account. (Please refer to Appendix C for more detailed information on these requirements.) If students are not in compliance, their clinicals will be delayed or denied by the clinical partner. Questions or concerns can be directed to the Clinical Placement Coordinator or the Graduate Nursing Office.

Students who are doing clinicals at their place of employment may notice that the records and documentation needed as a student are higher than what they are required to have on file as an employee. In addition, in some cases like the TB/Mantoux requirements, they are not in alignment with current CDC and MDH recommendations. *The clinical requirements and documentation needed are dictated by our Education Affiliation Agreement with our clinical partners and as a legal contract, there are NO exceptions to these requirements. If students cannot comply with these requirements, they will not be approved for clinicals by the clinical partner.* Clinical partners typically set the highest standards for student experiences on campus to minimize liability concerns and ensure they have the necessary policies and procedures to create the highest level of safety for the patient and student.

[Infection Control Guidelines During the COVID-19 Pandemic](#) – these Guidelines describe expectations to keep you safe on campus and in the simulation/skills laboratory/clinical setting.

a. Background Studies Policies

Many of the clinical facilities where Winona State University students complete their clinical experiences (such as hospitals, clinics, and other facilities) require qualification to provide care based on review of criminal background before students can be assigned to their health care facility. Based on the requirements of these facilities, as well as state and federal regulations, all students accepted for admission must consent to and submit a criminal Background Study Authorization form. A student's past criminal background may impact his or her admission status in Winona State University programs, limit the number of suitable clinical facility placement sites, and/or affect the student's ability to obtain licensure after graduation.

Minnesota State – MN Caregiver Background Study/Net 2.0 Policy

Minnesota State law requires a Minnesota Caregiver Background Study for any person who directly works with patients and residents in licensed health care facilities. The state of Minnesota allows educational programs, such as Winona State University, to initiate the process of a Background Study of students who will be assigned to their clinical facilities for clinical experiences instead of each licensed facility requesting background studies. Results of Background Studies initiated by educational programs may be released to the health care facilities where students are assigned.

Specific details about the requirements for the Minnesota State law are available from the Minnesota Department of Human Services Division of Licensing, Background Study Unit 444 Lafayette Road St. Paul, MN 55155-3842.

Wisconsin State Background Study Policy

Wisconsin State law requires a Wisconsin Caregiver Background Search and Background Information Disclosure (BID) form to be completed for any person who directly works with patients and residents in health care facilities. This requirement is for any student that will be assigned to clinical facilities and clinical experiences in Wisconsin. Results of the Background Studies and BID form may be released to the health care facilities where students are assigned.

Specific details about the requirements for Wisconsin State law are available from Wisconsin Department of Health Services, Office of Caregiver Quality at <https://www.dhs.wisconsin.gov/publications/p0/p00038.pdf> Questions can be directed to DHSCaregiverIntake@dhs.wisconsin.gov or by calling 608-261-8319.

Other States Background Study Policy

Each state has varying caregiver background study requirements. Students who will be assigned to clinical facilities and clinical experiences outside of Minnesota and Wisconsin will work closely with the Department of Graduate Nursing Office and the Clinical Placement Coordinator to complete the specific state's requirements. Results of the background studies may be released to the health care facilities where students are assigned.

National Criminal Background Study Policy

National Criminal Background Studies are required of all persons who will be in direct contact with patients and residents in many health care facilities. Students who will be in direct contact with patients and residents in these health care facilities must be qualified for care by the National Criminal Background Study. All students will be informed of the components of the National Criminal Background Studies within the electronic vendor site and give permission within the vendor site for release of information to the <Department of >. Note: If the results of the National Background Study indicate that the student may cause risk for the patient or resident, the student may be disqualified from having direct patient/client contact. The student has a right to request a copy of their report and to dispute the completeness or accuracy of the information in their report. If the disqualification is not set aside based on lack of completeness or inaccuracy, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University.

Results of the Background Studies may be released to the health care facilities where students are assigned.

Disqualification Factors

The [Patient Protection and Affordable Care Act of 2010](#) (Affordable Care Act) defines disqualifying information for anyone with direct contact to a patient or resident within a long-term care facility/provider setting as “a conviction for a relevant crime or a finding of patient or resident abuse. Conviction of a relevant crime ([Section 1128 \(a\) of the Social Security Act](#)) includes:

- Conviction of a criminal offense in delivery of Medicare or state health care plan item or service
- Conviction related to patient neglect or abuse in connection with delivery of health care item or service
- Felony conviction related to health care service fraud
- Felony conviction related to controlled substance

Background Studies Procedures

Minnesota Background Study Qualification and Appeal Procedure

The Minnesota Caregiver Background Study must be completed immediately after admission into the program. Students must have a yearly Minnesota Caregiver Background Study conducted that demonstrates qualification to provide direct care. All students sign a Background Study Authorization form allowing Winona State University to share results with health care facilities. Students will not be allowed to participate in clinical experiences until they are qualified to provide direct care. Winona State University is notified by the Minnesota Department of Human Services Division of Licensing if there are any changes to the student's Minnesota Caregiver Background Study.

If the results of the Background Study disqualify a student from having direct patient/client contact and if the disqualification is not set aside by the Commissioner of Health, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University. If the student is disqualified, but has requested reconsideration from the Commissioner of Health, in most circumstances health care facilities may allow the student to continue direct patient/client contact at their facility, pending the outcome of the reconsideration. The student must, however, provide documentation of having requested the reconsideration.

Wisconsin Background Study Qualification and Appeal Procedure

If the results of the Caregiver Study disqualify a student from having direct patient/client contact, the student may not be accepted for clinical experiences at licensed health care facilities in Wisconsin. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University. If the student is disqualified but has requested reconsideration from Division of Quality Assurance's Rehabilitation Review, in some circumstances health care facilities may allow the student to continue direct patient/client contact at their facility, pending the outcome of the reconsideration.

Wisconsin Caregiver Program's offenses affecting caregiver eligibility is found at <https://www.dhs.wisconsin.gov/publications/p0/p00274.pdf>. Detailed directions on the Rehabilitation Review process can be found, starting on page 28 at <https://www.dhs.wisconsin.gov/publications/p0/p00038.pdf>

National Criminal Background Study Qualification and Appeal Procedure

Students will also need to have a national criminal background study completed immediately after admission into the program. All students are required to sign a Background Study Authorization form allowing Winona State University to share results with health care facilities. Students submit an application for the national criminal background study through the Winona State University's approved vendor CastleBranch. Winona State University is notified by CastleBranch of the National Criminal Background Study results. Students will not be allowed to participate in clinical experiences until they are qualified to provide direct care. Winona State University will be notified if there are any changes to the student's national criminal background study.

If the results of the Background Study disqualify a student from having direct patient/client contact the student may clear any misidentification causing the

disqualification by contacting the courthouse where the supposed offense happened and requesting a security clearance. The student may need to provide personal identifying information to verify identify and pay a fee for the service. If the disqualification is not set aside, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University.

Implications for Licensure

Students are encouraged to contact the Board of Nursing in the state to which the student will apply for licensure/is licensed if there are any reasons the student may be disqualified for licensure or re-licensure in that state. In Minnesota, the office of the Board of Nursing may be contacted at:

Minnesota Board of Nursing
1210 Northland Drive Suite 120
Mendota Heights, MN 55120
Phone: 612-317-3000
Fax: 651-688-1841
Email: Nursing.Board@state.mn.us

Fees

Students are responsible for the cost of all background studies.

Approved by Departments of Undergraduate Nursing and Graduate Nursing 3.4.21

b. Immunizations

Proof of current immunizations is required by clinical agencies. All students born in 1957 or later must be in compliance with the Minnesota College Immunization Law (Minnesota Statute 138A.14). You are expected to be up-to-date with tetanus, diphtheria and pertussis boosters (within last 10 years) and that measles, mumps, and rubella shots have been given after the first birthday. A completed health form must be on file. This form can be found at <http://www.winona.edu/healthservices/> and selecting the “Student Immunization Requirement” form.” Please see Appendix C for more information.

For clinical experiences, students are expected to be in compliance with the vaccines required by the clinical partner. Please refer to Appendix P for the complete list of required immunization records.

Some facilities also impose certain requirements regarding the health of persons working in their facilities and may require that health information and partial Social Security Number of students in clinical site programs be made available to them. The College/ University may ask you to provide health information and partial Social Security Number 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 Department of Nursing does not guarantee an alternative facility placement. If no alternative facility placement is available, you will be terminated

from your academic program.

c. Bloodborne Pathogens

The Winona State University College of Nursing recognizes that all students, faculty, staff, and lab personnel within the College of Nursing have the potential to be exposed to bloodborne pathogens or other potentially infectious materials (OPIM) in laboratory and/or clinical settings.

College of Nursing students are expected to be educated on bloodborne pathogens and use of Standard Precautions annually through their employer, or students are responsible to complete through a private vendor. “Standard Precautions represent the minimum infection prevention measures that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered. These evidence-based practices are designed to both protect healthcare personnel and prevent the spread of infections among patients. Standard Precautions replaces earlier guidance relating to Universal Precautions and Body Substance Isolation. Standard Precautions include: 1) hand hygiene, 2) use of personal protective equipment (e.g., gloves, gowns, facemasks), depending on the anticipated exposure, 3) respiratory hygiene and cough etiquette, 4) safe injection practices, and 5) safe handling of potentially contaminated equipment or surfaces in the patient environment.” (CDC, 2011).

Students are responsible for immediately reporting all sharps injuries and suspected exposures to bloodborne pathogens and/or OPIM to their clinical or lab instructor/faculty and the proper persons within the clinical agency.

d. Student Clinical Tracking System (Typhon)

- Graduate Nursing uses a software program called [Typhon Student Tracking System](#) for all students during their clinical rotations. Typhon is a repository for clinical records. Clinical preceptors and clinical faculty use the system to evaluate students, provide feedback on students’ experiences, and keep their contact information up-to-date. Students will use Typhon to report their clinical experiences, complete evaluations, and where students can build a portfolio to use when job hunting after graduation. [This is also the system where you must upload all your required clinical documents.](#) Students can access their account at www.typhongroup.net
- NP students use the NPST Typhon System
- AGCNS, NE, NOL and PLI students use the NSST Typhon System.
- [Registering for Typhon Student Tracking System is an additional educational cost to students.](#)
- Students are required to have a Student Typhon account at the time they are admitted into the Graduate Nursing Program. If for some reason the student switches programs of study which entails switching from the NPST Typhon system to the NSST Typhon system, WSU needs to adhere to Typhon’s policy of making this change within six months of when the student activated their account. If the change occurs after the

six month window, the student will be required to activate a new Typhon account and pay the new fee.

- Students who have graduated from one program are not eligible to keep their Typhon account open/active for their new program of study. Typhon requires students enrolling in a new program to create a new Typhon account with a new anticipated graduation year and pay the fee.

e. Insurance, CPR, Licensure

You are expected to carry liability and health insurance while you are enrolled in clinical classes. CPR, liability and health insurance are required before beginning any clinical/practice experience. Liability insurance of \$2,000,000 each claim and \$3,000,000 in aggregate is **required** for enrollment in all clinical courses (*amounts subject to yearly changes*). Verification of coverage is required. Liability insurance for the Masters, BSN-DNP, and Graduate Certificate programs who are not APRNs may be purchased individually or through the University. More information is available from the Administrative Assistant of the Department of Graduate Nursing. More information is available from the Graduate Nursing Office and in Appendix C.

Licensure: States regulate licensure requirements for graduate nursing students. A student who has clinicals in Minnesota need only have an unencumbered RN license from any state. In contrast, a student who has clinicals in Wisconsin must obtain a Wisconsin RN license if they will be having > 72 hours of clinical time. Students whose licensure is part of the Nursing Licensure Compact must refer to their state of residence's requirements regarding license portability as a graduate nursing student. Obtaining a RN license is the financial responsibility of the student, may take several weeks to months, and must be done prior to beginning clinicals.

Students who are scheduled for clinicals outside of MN will be required to have the appropriate license for that state. Please see Appendix P for more information. Below are links to Minnesota and Wisconsin statutes and the Nursing Licensure Compact:

Minnesota: <http://mn.gov/boards/nursing/licensure/licensure/who-needs-mn-nurse-license.jsp>. Refer to the section on Exceptions.

Wisconsin: Statute under 441.115 (2) (b) Exceptions; temporary practice: <http://docs.legis.wisconsin.gov/statutes/statutes/441.pdf>

Nursing Licensure Compact: <https://www.ncsbn.org/nlc.htm>

2. **Preceptored Learning Experiences (*Clinical/Practicum Courses*)**

Several of the courses in the Department of Graduate Nursing use preceptored learning experiences. These clinical or educational experiences often are designed by you, the preceptor, the Clinical Placement Coordinator and faculty member to meet your specific needs. These practicums allow you to focus on the particular population, age group, or setting of interest within advanced practice nursing. It is most preferred that preceptors for master's students and for clinical specialty courses have at minimum a master's degree in nursing. There are times, however, when a preceptor with a master's degree in a related field or specialty experience in the desired role will be the preferred professional to guide the student learning experience. Credentials of all clinical preceptors will be approved by

the coordinator of the student's program in consultation with the Clinical Placement Coordinator.

All clinical experiences are in development 6-12 months in advance in order to secure preceptors/mentors. The clinical placement process is highly competitive due to the shortage of preceptors/mentors, and each clinical agency has its own policies for placing students. WSU students must not contact potential preceptors/mentors until after meeting with the Clinical Placement Coordinator to determine next steps. Clinical placements are based upon availability and are not guaranteed. However, we do work closely with each student to secure the best learning experiences available. Please contact the Clinical Placement Coordinator with any questions.

Once a student has been approved for a clinical/practicum experience at a site, they will be notified by email of any site-specific onboarding requirements. It is the student's responsibility to read through the onboarding directions and complete any site-specific requirements in a timely basis. If for some reason the student does not complete the site-specific onboarding on time, the clinical/practicum may be delayed or cancelled. When a student is scheduled to attend the same site for a consecutive semester, the student will still need to either re-register as a returning student or work with the Clinical Placement Coordinator to complete any requirements as a returning student.

3. DNP Clinical Scholarship Courses and Learning Experiences

The clinical scholarship courses in the DNP Programs are a sequence of courses designed to provide DNP students with clinical experience with a DNP Mentor and in a setting for development and implementation of the DNP Project. Students typically complete the DNP clinical scholarship project in pairs.

When you are ready to enroll in the DNP Clinical Scholarship courses, course faculty will work with you to learn your interests and provide information about project sites, project advisor and project mentor (usually the semester before taking these courses).

Course faculty and the Clinical Placement Coordinator will provide guidance when it is time to select your project, project site and DNP mentor. Refer to the DNP project guidelines for details on these roles.

The clinical placement process is highly competitive, and each clinical agency has its own policies and procedures for processing requests. Clinical placements are based upon availability & are not guaranteed. However, we do work closely with each student to secure the best learning experiences available. Please contact the Clinical Placement Coordinator with any questions. **WSU students must NOT contact potential sites or mentors until after meeting with WSU's Clinical Placement Coordinator** to determine next steps.

Clinical Documentation: Your DNP project courses are clinical courses. will be delayed or denied if your clinical records are not in compliance, and/or you are not compliant with the agency's policies.

Onboarding for Clinical Site: Obtaining approval and completing the site-specific onboarding takes time. Once a student has been approved for a clinical scholarship experience at a site, they will be notified by email of any site-specific onboarding requirements. It is the student's responsibility to read through the onboarding directions and complete any site-specific requirements in a timely basis. If the student does not complete the site-specific onboarding on time, the clinical scholarship may be delayed or cancelled. When a student is scheduled to attend the same site for a

consecutive semester to work on their DNP project, the student will still need to either re-register as a returning student or work with the Clinical Placement Coordinator to complete any requirements as a returning DNP project student.

4. Graduate Nurse Clinical Practicums, Student Projects and Data Sharing at Mayo and other Facilities

a. Clinical Practicums:

1. AGCNS, NE, and NOL students who complete a clinical practicum anywhere within the Mayo Clinic system and other clinical facilities, are required to complete special Mayo Clinic or other clinical facility application forms. If students complete another preceptored experience, the student will complete addendum forms. Please be aware that WSU required clinical documents must be completed IN ADDITION to clinical site-specific forms.
2. Family Nurse Practitioner and Psychiatric-mental Health Nurse Practitioner students seeking to complete clinical practicums anywhere within the Mayo Clinic system are required to complete special Mayo Clinic application forms. These positions are typically open only to Mayo Clinic Rochester and Mayo Clinic Health System (MCHS) employees.
3. Adult-Gerontology Acute Care Nurse Practitioner students seeking to complete clinical practicums anywhere within the Mayo Clinic system are required to complete special Mayo Clinic application forms. These positions are typically open only to Mayo Clinic Rochester and MCHS employees. In addition, those students can only be accepted to WSU's AGACNP program if they are ALSO accepted to Mayo's program. This is to ensure appropriate clinical experiences. AGACNP students who are not employed by Mayo Clinic have clinicals arranged at their respective employers' clinical facilities and may need to complete special Mayo Clinic application forms for simulation experiences within the curriculum.
4. Feel free to direct any questions to WSU's Clinical Placement Coordinator, as the process may change during the course of your program.
5. Please be aware that students who are or have been involuntarily terminated from Mayo Clinic are no longer considered to be in good standing. Access to Mayo Clinic's patient care records and to the buildings for clinical experiences will be terminated immediately. Involuntarily terminated students will not be allowed to do their clinical, project or any other school activities at Mayo Clinic.

5. Involuntary Termination from Employment and Student Experiences

Certain health care facilities do not allow former employees who have been involuntarily terminated to have student experiences in their facility. This includes clinicals, projects, or any other school activities within the health care system.

If you have ever been involuntarily terminated from an agency, you must notify the Winona State University Department of Graduate Nursing before beginning coursework. Such status does not necessarily preclude you from acceptance into the program.

6. Simulated Clinical Experience Notification

Winona State University, may whenever possible, provide opportunities for its students to

participate in simulated clinical experiences. Simulated clinical experiences are an educational opportunity to obtain practical experience through clinical roleplay. As such, strict adherence to confidentiality is required of each student participating in simulated clinical experiences.

All students are hereby notified that:

- All events, procedures, and information used in conjunction with the simulation will be kept strictly confidential. This includes, but is not limited to, patient and/or scenario data that was provided prior to the simulation, obtained during the simulation, and discussed during the debriefing of the simulation.
- The simulation laboratory is a learning environment, and all students will demonstrate professional behaviors that maintain a supportive environment.
- Students will maintain confidentiality of all students' performances in the simulation laboratory.
- Manikins and standardized patients will be treated and handled with respect.
- The simulation laboratory is considered a clinical/client interaction and students will be dressed professionally in accordance with the applicable simulation, as specified by the faculty leading simulation.
- Students and faculty may be video recorded for the purpose of education, research and/or quality improvement projects. Recordings obtained for the purposes described herein are for educational purposes only.

Failure to adhere to these rules will result in disciplinary action which may include but not be limited to removal from and failure of the course, dismissal from the nursing program, or suspension or expulsion from the University.

D. Academic and Clinical Progression

All members of the WSU community must adhere to the University Academic Policy as well as this Graduate Nursing Academic and Behavioral Policy. Please refer to [University Academic Integrity](#) policy and for the due process rights of students.

The following policies are specific to the Department of Graduate Nursing that have implications for academic and clinical program progression. All members of the WSU community are responsible for adherence to the [University Academic Policies](#) and the policies specific to the Department of Graduate Nursing.

1. Academic and Behavioral Integrity

Winona State University Student Conduct Code

The Department of Graduate Nursing follows the [Winona State University Student Conduct Code](#).

Academic Integrity*

The Department of Graduate Nursing expects students to abide by the [Academic Integrity Policy](#) of Winona State University. Academic Integrity at Winona State University is based on honesty. The University requires that work produced by students represents their personal efforts and requires that they properly acknowledge the intellectual contributions of others. Following are examples of behaviors considered unacceptable and viewed as violations of the academic integrity policy: Cheating, deception and misrepresentation, enabling academic dishonesty, fabrication, multiple submissions, and plagiarism (see [Academic Integrity Policy](#) for definitions).

Plagiarism in the Department of Graduate Nursing

Consequences of academic integrity violations include the following:

- Faculty: Re-do the exam or assignment, award a lower or failing grade on an assignment and/or the course, or allow the student to withdraw from the course.
- Department: Dismissal from a program or major
- Dean: Administrative withdrawal of the student from a course after consultation with the instructor
- Vice President for Student Life and Development: Disciplinary probation or suspension
- Consequences for academic violations are most often addressed by the instructor and the student at the time of the violation.

Consequences for academic integrity violations are often addressed by the instructor and the student at the time of the violation. The instructor's determination is final unless appealed to the dean of the college. More information about academic integrity may be found in the [Winona State University Student Conduct Code](#).

Students are responsible and accountable for their own written work, whether in hard copy or electronic format. Copying another student's paper or electronic work or any portion of it is plagiarism. Additionally, copying any portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. Instructors reserve the right to use a web-based plagiarism checking system on any work submitted within a course.

If five or more words in a sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication and page number of publication. Patchwriting is a form of plagiarism and is not acceptable. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors, whose words or ideas have been used in the preparation of a paper, must be listed in the references cited at the end of the paper. Usually, permission from the author is required to quote more than 350 words in a printed document. Please use the APA Publication Manual (7th Edition) as a reference guide for writing scholarly papers.

Academic Misconduct Reporting Procedures

Persons noting academic misconduct use the [Academic Misconduct Referral Form](#) for reporting violations of the Academic Integrity Policy. The Office of Student Conduct will use this form to open an Academic Integrity file within the University Conduct Reporting System. No Student Conduct cases will be open unless consultation between the Dean of the College and the Director of Student Conduct has occurred. [Academic Integrity Policy](#)

*This Academic Integrity statement is based upon the policies of Winona State University with additions specific to course delivery in the Department of Graduate Nursing.

Behavioral Integrity**

Winona State University (WSU) is an academic community committed to providing an environment of learning. It has a vested interest in the safety and well-being of members of the University community, and in the promotion and protection of the University's educational mission. Students are members of both WSU and the local community and are expected to be respectful citizens who are responsible for their behavior.

The University's Student Conduct Code is designed to promote attitudes conducive to learning; hold students accountable for violating University standards; and protect the due process rights of those charged with Student Conduct Code violations. All students are expected to comply with the Student Conduct Code. The University has an obligation to investigate conduct that interferes with the rights of others, threatens University property, or interferes with the University's educational mission. The University also supports local, state, and federal laws. This policy applies to all conduct that occurs on University premises; at University-sponsored activities whether on or off-

campus; and to certain off-campus conduct identified in the website below. Consequences for failing to comply with the Student Conduct Code could result in sanctions from the University. The Conduct Code is based on mutual respect and understanding. In this community of learners, student conduct issues will be addressed with an educational approach. Sanctions will be designed as educational opportunities which promote personal responsibility. [Winona State University Student Conduct Code](#).

The Department of Graduate Nursing believe that Behavioral Integrity** is based on the premise that each student has the responsibility:

1. To uphold the highest standards of behavioral integrity in the student's work;
2. To refuse to tolerate violations of behavioral integrity; and,
3. To foster a high sense of integrity and social responsibility in the professional nursing.

Behavioral integrity shall consist of demonstrating behaviors that are consistent with expected professional behaviors in the classroom and clinical setting.

The primary responsibility for ensuring adherence to the principle of behavioral integrity rests with students and instructors. Any infraction that comes to the attention of any member of the WSU community should be brought to the attention of the instructor of the course to which it pertains. Students are expected to demonstrate and maintain the following standards of behavioral integrity in relation to professional activities:

1. ADHERENCE TO PATIENT CONFIDENTIALITY

Patient confidentiality is to be maintained at all times.

2. PROFESSIONAL & APPROPRIATE PERSONAL BEHAVIOR

Mutual respect, kindness, and authenticity are trademark qualities of the professional nurse and are expected of every Winona State University graduate student in academic and clinical settings. All persons in the WSU graduate nursing programs have the right to pursue their education and career free from harassment, coercion, or disruptive conduct from student colleagues, staff, or faculty. WSU Department of Graduate Nursing will not tolerate disrespectful or disruptive behavior of any kind, ranging from inappropriate humor and subtle hints to covert acts of threat, whether in person or in electronic form.

3. PROFESSIONAL ETHICS AND CONFIDENTIALITY

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, the faculty is obligated to follow university policy.

4. 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:

1. Refer situations beyond own capabilities to appropriate personnel.
2. Recognize, correct and report own errors (e.g., isolation, surgical asepsis medications, etc.).
3. Report incidents and accidents that endanger the patient.
4. Carry out nursing functions only when practice is unimpaired by alcohol, drugs, physical disability or emotional disability.
5. Maintain the confidentiality of information or knowledge concerning the client unless obligated by law to disclose the information.
6. Practice without discrimination on the basis of age, race, religion, sex, sexual orientation, national origin, or disability.

7. Respect the dignity and rights of clients regardless of social or economic status, personal attributes or nature of health problems.
8. 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.
9. Obtain, possess, furnish or administer alcohol and/or drugs only when legally authorized.

5. VIOLATIONS, PROCEDURES, AND STUDENTS' RIGHTS

Violation of behavioral integrity will be addressed within the Student Conduct Code Procedures section of the Definitions/Rights and Responsibilities, Prescribed Conduct, and Student Code Procedures. [Winona State University Student Conduct Code](#).

Behavioral Integrity Reporting Procedures

Persons noting Student Conduct Code violations use the [Student Conduct Report Form](#) to report violations. The Conduct Code is based on mutual respect and understanding. In this community of learners, student conduct issues will be addressed with an educational approach. Sanctions will be designed as educational opportunities which promote personal responsibility.

**This Behavioral Integrity statement is based upon the policies of Winona State University with additions specific to the practice of professional nursing.

2. Conditions Leading to Dismissal from the Program

- a. Students who are admitted on probation and who do not achieve a cumulative GPA of 3.00 on the first 12 credits, may be dismissed.
- b. Students whose cumulative GPA falls below 3.00 will be placed on probation. Students will be given one semester to raise their GPA to 3.00. If students are placed on probation for a second time, their status will be reviewed regarding continuation in the program.
- c. Violation of academic or behavioral integrity policies, is grounds for dismissal <https://www.winona.edu/advising/academic-status.asp>
- d. Inability to provide safe patient care in clinical experiences, is grounds for dismissal. (See VI. D.6 Clinical Progression Guidelines)
- e. Two or more failing course grades, is grounds for dismissal.
- f. Students who do not take classes for two (2) or more semesters and who do not notify the Department of Graduate Nursing department of their intent to return to the program, may be dismissed
- g. A grade of C or better must be obtained to remain in the program. Failure to do so results in dismissal from the program. (See VI. B.6. Grades.)
- h. Chemical Use and Abuse. (See VI D.4 Chemical Use and Abuse.)
- j. Not meeting WSU requirements/policies

3. Chemical/Substance Use and Abuse

1. Chemical/substance 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. 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.
2. No student shall come to class or clinical settings under the influence of alcohol, marijuana, controlled substances, or other drugs that affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.
3. When a student is taking medically authorized drugs or other substances that may alter clinical judgment or performance, the student has the ethical responsibility to notify the

clinical instructor of the potential or actual alteration.

If a student violates any of these policies, the student will be removed from the current clinical or classroom setting and will be referred to the appropriate source for drug and/or alcohol abuse treatment/assistance. Students in violation of these policies will also be referred to the Graduate Nursing Committee who will determine the most appropriate course of action for progression in the program which may include dismissal from the program. In all instances state regulations regarding nursing practice and reporting of chemical use and abuse will be complied with.

All Winona State University students must adhere to the [University Alcohol & Other Drug Policy](#).

4. Exceptions to Policy or Requirement

Students may request an exception to a policy or requirement. Students are advised to meet with their advisor and complete the [Request for Exception to Graduate Program in Nursing Policy or Requirement](#)

5. Clinical Progression Guidelines

A passing grade must be achieved in all clinical coursework prior to progressing to the successive clinical course. It is the responsibility of both the student and faculty member to become aware of and attempt to address any difficulties that arise in the clinical setting that would prevent the student from progressing. Every attempt should be made by both parties to address difficulties in clinical prior to the end of the semester. Faculty members are responsible for documenting problem areas and notifying students. Students are responsible for acknowledging problem areas and committing to plan for improvement. Together faculty and students will develop a plan to address the problem areas and maximize learning.

When clinical courses are offered with required concurrent didactic courses, it is necessary for the student to maintain a passing grade in both the concurrent didactic and clinical courses in order to progress to successive courses. Students

are expected to attend class and clinical seminar time and are also required to pass each course at a C level or above. If a student should fail either the didactic or clinical course, progression within the program will not be allowed until the student successfully completes the failed course(s). Students may also be required to repeat selected components of the didactic or clinical course that are considered concurrent with the failed course.

Faculty members evaluate the ability of students to deliver safe advanced nursing care and to meet course and program outcomes. While evaluating a student's performance in clinical settings, faculty members understand and support the development of student skills as the student progresses through a course and a focus area.

If a student's performance in a single or in multiple clinical experiences indicate(s) that a student will not be able to safely meet the course outcomes, the faculty member may remove the student from the clinical setting and will give a non-passing grade for the clinical component of the course. If a student's performance indicates that the student will not be able to successfully meet the program outcomes and safely deliver advanced nursing care by the time of completion of the program, the student will receive a failing grade in the respective clinical course; be removed from the clinical setting; and referred to the Graduate Nursing Committee for a possible recommendation for dismissal from the focus and/or program.

6. Grade Appeal Policy

To appeal the grade received in any graduate course, the student should follow the grade appeal

process outlined in the Graduate Catalog. Appeal of all other policies and decisions made by the Graduate Nursing Committee must be first made in writing to the Graduate Nursing Committee with a statement of the circumstances and supporting rationale for the appeal. If the appeal is not approved by the Graduate Nursing Committee, the student may continue the appeal by contacting the Dean of the College of Nursing and Health Sciences.

7. Academic Appeals Process

Students have the right to appeal academic decisions. See University policies as stated in the [Graduate Catalog](#) and [Student Complaint and Grievance Processes](#). Please also read and become familiar with the “Complaint Policy for the WSU Department of Nursing.” (*Appendix B of the Graduate Student Handbook.*)

8. Cell Phones, Pagers, and Texting

Students with pagers are asked to set them on vibrate mode or silent mode during class or clinical experiences. Cell phones should be set to the silence option; or turned off and set to the messaging option during class or clinical experiences. Texting during class demonstrates a lack of mutual respect for student colleagues and faculty.

If you have an extenuating circumstance where you need to keep your pager or cell phone on or text, please inform the instructor and seat yourself close to the door so you can leave without disrupting the discussion. If your use of cell phones, pagers, or texting is considered disruptive to the faculty member or your student colleagues, the faculty member may address the disruption generally in the class. If the disruptive behavior continues, you may be addressed individually and privately. Course instructors may choose to designate consequences for such disruption on a course-by-course basis.

9. Program Evaluation

Evaluation of courses, faculty teaching effectiveness, clinical and practica experiences, and the graduate program itself is an important part of quality improvement for all programs. Continuous quality improvement and attention to student perceptions of their learning are important aspects of our national accreditation processes, as well. WSU has a required program of evaluation that begins the first semester after admission, continues with a major portion at graduation, and includes follow-up after graduation at 1 and 5 years. Both formative and summative evaluations are incorporated in the program’s evaluation plan. Students are asked to evaluate courses each semester as well as facilities and learning tools once a year. A student representative, who serves on the Graduate Nursing Committee, also provides evaluation input. Alumni evaluations include, but are not limited to, periodic surveys on employment, job responsibilities, and other activities in nursing. **Please keep the school informed of job and address changes after graduation so the evaluation process can continue smoothly.**

You are encouraged to serve as a member of the Department of Graduate Nursing Committee--while enrolled in the program. In this role, you will be an integral agent within the evaluation processes and provide a liaison between faculty and students on curricular and program issues.

10. Graduation Requirements

A STUDENT IS ELIGIBLE FOR GRADUATION UPON:

1. Completion of required courses found on the officially approved Electronic Program Plan (EPP).

2. Completion of the thesis, scholarly inquiry paper (SIP), or DNP Project a minimum of two weeks before intended date of graduation.
3. Oral Presentation of the thesis, SIP, or DNP Project at least two weeks before intended date of graduation.
4. Evidence that all college policies and general requirements of the University for graduation are met.

The "Application for Graduation" form (all degrees) must be submitted at least one semester prior to graduation (may be found by visiting the Office of Graduate Study website at: <https://www.winona.edu/gradstudies/student-forms.asp>) Students who graduate spring semester must participate in commencement exercises unless excused by the Dean of Nursing on presentation of proof that attendance at commencement will cause undue hardship. Students planning to graduate in the summer may be able to participate in spring or fall commencement.

PLEASE NOTE: The Master of Science or the DNP degree will **not** be posted on your WSU transcript until your **Completion Certificate** has been received by the School of Graduate Studies. Please NOTE THE DEADLINES in the [Graduate Catalog](#) for Application for Graduation and Degree Requirements.

11. Post-Graduation Forms

Certification Examination Eligibility

If you are a graduate of one of the Advanced Practice Registered Nurse (APRN) programs, following degree completion, you are prepared for eligibility for taking Advance Practice Registered Nurse (APRN) certification examinations. As part of the application for taking these examinations, the certification agencies will require documentation from Winona State University, as the educational institution from which you are graduating, to verify your program completion. This is done with a form (currently ANCC and AANP) or electronic (AACN). Currently, the process for the three certification agencies is as follows:

- a. American Nurses Credentialing Center (ANCC): This form is completed by the Graduate Nursing Office. It is typically given directly to the student by the program coordinator/faculty prior to graduation so the student can include in their application packet. For AGCNS, FNP, AGACNP, PMHNP.
- b. American Association of Nurse Practitioners (AANP): You are responsible for requesting that Winona State University (through Warrior Hub) send your transcript to AANP. This process may change to an electronic system in the future. For FNP, AGACNP.
- c. American Association of Critical-Care Nurses (AACN): The student makes application to AACN and AACN electronically notifies the Chair of the Department of Graduate Nursing. The Chair enters approval of eligibility into the AACN Portal. The student is then notified of their eligibility. For AGCNS, AGACNP.

State Licensure

Upon successful completion of your certification examination, you are eligible to apply for Advanced Practice Registered Nurse (APRN) licensure in Minnesota, Wisconsin, and other states recognizing APRN licensure for practice. Follow state specific instructions for education verification.

E. General Support

1. School of Graduate Studies

The center of information and assistance for graduate students is the [School of Graduate Studies](#), Somsen 210C (Winona Campus). The School of Graduate Studies Office reviews applications for

admission, program contracts, graduation documents, graduate assistantships, and maintains graduate student records.

The School of Graduate Studies coordinates graduate programs and recommendations on graduate programs. Inquiries on specific program requirements should be addressed to the department chairperson or program director of the degree-sponsoring department.

Jeanine E. Gangeness, PhD
Dean, School of Graduate Studies and
Associate Vice President-Rochester
Academic Affairs
Director of Graduate School 400
South Broadway, Suite 300
Rochester, MN 55904
Phone: (507) 535-2530
jgangeness@winona.edu

Brenda Canar, Office Manager WSU
School of Graduate Studies Somsen
210C
PO Box 5838, 175 W Mark Street
Winona, MN 55987
Phone: (507) 457-5038
Fax: (507) 457-5571
GradOffice@winona.edu

2. WSU-R Student and Campus Services

WSU-R Student and Campus Services has a wide array of services and information available as outlined in the [WSU-R Registration Guide](#), including:

- Technology Guide,
- computer requirements,
- Study Lab and printing information,
- Proctoring Center,
- Tutoring,
- Bookstore,
- Library,
- Counseling,
- Access Services,
- Health Services,
- Lost and Found,
- Parking,
- Security Information,
- Severe Weather Information and
- Student Life.

3. Online and Virtual Learning Information

Most graduate faculty members use Desire2Learn (D2L) Brightspace to support their courses. In addition, many graduate nursing courses are taught by either hybrid (*3-4 on campus or synchronous web-based meetings per semester with the remainder of the course online via D2L*) or fully online. Please visit http://elearning.winona.edu/wiki/Softchalk/D2L_Overview/index.html. For more D2L Brightspace information visit www.winona.edu/wsuoonline/default.asp.

For information on Zoom visit <https://learn.winona.edu/wiki/Zoom>

For more general information on distance learning visit www.winona.edu/distance-learning

Class sessions may be video recorded for the purpose of educational review. Recordings obtained for the purposes described herein are for educational purposes only.

F. Master of Science Graduate Nursing Student Thesis/SIP Requirement

Please see the [Master of Science Thesis and Scholarly Inquiry Paper Guidelines](#) for information specific to the Master of Science Graduate Nursing student scholarship requirement at Winona State University.

G. Doctor of Nursing Practice Graduate Nursing Student Project Requirement

Please see the [Doctor of Nursing Practice \(DNP\) Project Guidelines](#) for information specific to the DNP Project at Winona State University.

H. Institutional Review Board (IRB)

For information regarding IRB Policies, please visit <http://www.winona.edu/grants/irb.asp>

VI. GENERAL INFORMATION

A. Accreditation

Winona State University is accredited for Undergraduate and Graduate Programs by the Higher Learning Commission.

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN (Advanced Practice Registered Nurse) certificate program, at Winona State University are accredited by the:

[Commission on Collegiate Nursing Education \(CCNE\)](#)

**655 K Street, NW, Suite 750
Washington, DC 20001
Phone: 202.887.6791**

The Commission on Collegiate Nursing Education has accredited the Winona State University Baccalaureate Degree Programs and Master's programs in Nursing through June 2023. Doctor of Nursing Practice programs and post-graduate APRN certificate programs are accredited through June 2030.

The WSU Nursing program is approved by the [Minnesota Board of Nursing](#). The Baccalaureate and Master's programs received continuing program approval in June of 2013. The next consideration for continuing approval by the Board of Nursing will be after the planned 2022 Commission for Collegiate Nursing Education (CCNE) accreditation visit and when the CCNE board action is complete.

B. Tuition and Fees

Information regarding the Department of Graduate Nursing tuition rates and fees: <https://www.winona.edu/billing/rochesterrates.asp>

C. Alumni Activities

Graduates of Winona State University are eligible to be involved in alumni activities. <https://www.winona.edu/alumni/>

Keeping the school informed of your address changes after graduation will make sure you know

about alumni activities (www.winona.edu/registrar/default.asp).

D. Graduate Assistantships

Graduate Assistants are graduate students, enrolled in the graduate programs, who are hired to assist in research, instruction, or similar professional activities to which their status as graduate students bring special expertise and experience. Specific responsibilities will be negotiated between the student and faculty member based on mutual goals. Full-time graduate assistants work 20 hours per week and register for at least 6 credits each semester. The allocation for a graduate assistantship is made by the Vice President for Academic Affairs on the recommendation of the Dean of the College of Nursing. Part-time graduate assistants work 10 hours per week and register for at least 3 credits each semester. Graduate assistants are granted resident tuition for the period of time they hold the appointment. Appointment is usually for one academic year. Students apply for Graduate Assistant positions by logging in to Handshake Candidate Portal, WSU's job recruiting system, using your StarID@winona.edu and password. Applications should be completed in the spring for the coming school year. For more information, please visit [Graduate Assistants](#) and [Graduate Catalog](#).

E. Department of Graduate Nursing Helpful Resources and Information

The Department of Graduate Nursing Helpful Resources and Info D2L Brightspace site, it is a site for graduate nursing students. Students are able to join by self-registering on the D2L home page. To self-register, go to the [D2L Brightspace home page](#), log-in, click on self-registration at the top of the page, locate this course, and then enroll.

F. Job Postings

Job Postings are available at Winona State University's [Career Services](#). For more information please contact the Student and Campus Support Office at (507) 285-7100.

G. Nursing Organizations

1. Midwest Nursing Research Society (MNRS)

Each fall, faculty selects graduate students to present their thesis or DNP via posters at the spring (March/April) Meeting of the MNRS. Students are required to be members of MNRS and pay registration fees. To help with expenses, Winona State University Nursing Research Fund usually contributes to each student who presents a poster. The amount contributed will depend upon available funds and the number of students attending. If you anticipate your research will be ready for this meeting, contact your thesis advisor/DNP Project advisor or the Chair for application materials or to get your name "on the list" of potential presenters. WSU thesis and DNP project posters have received awards in the poster competition. If your application is accepted, you should identify yourself on the poster as a WSU Graduate Student and list your advisor as co-author. Please visit <http://www.mnrs.org/> for more information.

2. Sigma Theta Tau

The **KAPPA MU** Chapter of Sigma Theta Tau was chartered April 29, 1988, at Winona State University. Graduate students must have a 3.5 GPA on existing grades, meet integrity criteria, and have completed one-fourth of program to be recommended by graduate faculty. Contact the Graduate Nursing Office if you are interested in learning more about

membership. Induction occurs during the spring semester. For more information on Sigma Theta Tau, please visit their website at www.nursingsociety.org/default.aspx.

H. Registration Information

Students should become familiar with the [WSU Academic Calendar](#) to view registration deadlines, including drop/add deadline dates.

Students accepted into a program within the Department of Graduate Nursing have a two-week window to register before classes are opened to Graduate Special Students. Please pay attention to registration dates listed on courses and register early before classes fill up.

To view the on-line WSU course schedule, students should visit www.winona.edu/ – click on the “Resources” tab – “eServices” tab – under the “Course Search” tab select the highlighted fields. **The “Campus” field tab defaults to show only classes held on the Winona campus. Please change this field to “Any Campus” otherwise you will not see Rochester class offerings.**

The screenshot shows the WSU Course Search interface. At the top, there are four tabs: Search, Search Results & Plan, Review My Plan, and Register. Below these are three sub-tabs: Course Search, Course Equivalents, and Non-Credit/Continuing Ed. The 'Search' section includes several fields: College/University (Winona State University), Campus (any campus), Semester (Fall 2020 (Aug - Dec)), Subject (Nursing (NURS)), Course Number (Example 1100), and Course ID # (Example 004390). There are also radio buttons for 'Display' (Open + Waitlist Eligible Courses, Open Courses Only, All Courses) and 'Delivery Method' (All, In Person, Completely Online, Blended/Hybrid, Mostly Online). A link for 'Expand/Collapse for Advanced Search' is present. Below that are checkboxes for 'Days' (Monday through Sunday) and 'Times between' (dropdown and dropdown). There are also dropdowns for 'MN Transfer Curriculum Goal', 'General/Liberal Ed', 'Credit Type' (Graduate - for college credit), and '# of Credits/Hours'. Fields for 'Instructor', 'Keyword Search', 'Begins after Date' (mm/dd/yyyy), and 'Location' are also visible. At the bottom, there are 'Search >' and 'Clear' buttons.

To view detailed course information, double click on the class title. If interested in registering for the class, click on “Add to Cart.” Once you are ready to register, click on “Continue to Registration” under the picture to the right of the screen.

If you have any questions on the registration process, please contact the Student and Campus Support office at 507.285.7100. Please also visit <https://www.winona.edu/registrar/register-classes.asp>

I. Scholarships / Financial Aid

A limited number of scholarships are available to graduate students. A list is available at [Graduate Nursing Scholarships](#). WSU Graduate Nursing students are also advised to check with the WSU [Financial Aid](#); [WSU Foundation](#); employers; or with such organizations as the American Cancer Society, Minnesota Nurses Association or the Veteran’s Administration for funding support of their education. Nurse Practitioner students are also eligible for the National Health Service Corps (NHSC) Scholarship program. The Kubrick Scholarship is available for Iowa NP students. Questions about financial aid can be directed to 507.457.2800.

J. Syllabi and Major Assignments

Students are strongly encouraged to retain an electronic copy of all course syllabi and major assignments for future reference. In this electronic age, employers and future professional colleagues will be asking about your curriculum. Creating an academic portfolio is one way to be prepared for these requests at the end of the program and beyond.

K. Facebook

WSU-Rochester has a Facebook page. Please “like” the WSU-Rochester Facebook Page to view photos, win trivia contests, and connect with your classmates. The Facebook page can be found at <https://www.facebook.com/pages/Winona-State-University-Rochester/169518217578?fref=ts>

Students are encouraged to join our Graduate Nursing closed/private Facebook group. This social media platform is a way for students, alumni and faculty to stay connected. You can request to join by clicking the link off the [WSU Nursing Department Facebook page](#)

L. Student Senate (WSU); WSU Graduate Student Experience Committee; and Student Clubs

Student Senate: The WSU Student Senate is the governing body of the Winona State University Student Association. In its capacity, Student Senate acts as the recognized voice and bargaining unit for all students at Winona State University. This is done through the process of consultation and student government.

Student Senate also is responsible, through the Student Activity Fee Committee (SAFC), for appropriating budgets to student clubs and organizations and granting special requests.

WSU-Rochester graduate students are eligible and encouraged to serve on [Student Senate](#).

Graduate Student Experience Committee: Graduate nursing students are invited to serve on the WSU Graduate Student Experience committee to provide consultation regarding experiences unique to the graduate student at WSU. More information on the Graduate Student Experience Committee can be found by visiting their website at: <https://www.winona.edu/alluniversitycommittees/>

Student Clubs & Organizations: Winona State University has a variety of clubs and organizations available for students to participate. Information can be found by visiting: <http://www.winona.edu/sal/clubs.asp>

M. Transcript Ordering

The process for ordering transcripts is a bit different depending on whether you are a current student, recent graduate or an alumni. Please visit: <http://www.winona.edu/registrar/transcriptsrequests.asp> for more information regarding ordering transcripts, or contact the Warrior Hub at 507.457.2800.

N. Change of Name or Address

If you have a name or address change, please be sure to contact both the Department of Graduate Nursing office (507.535.2580) and the Warrior Hub at 507.457.2800 (www.winona.edu/warriorhub/) Change of name/address can be submitted on-line at www.winona.edu/registrar/.

VII. APPENDICES

APPENDIX A

Inclusive Excellence

(<http://www.winona.edu/diversity/estatement.asp>)

Commitment to Inclusive Excellence: WSU recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from WSU's community or if you have a need for any specific accommodations, please speak with the instructor early in the semester about your concerns and what we can do together to help you become an active and engaged member of our class and community.

If you or a friend has been a victim of sexual assault, dating violence, domestic violence, or stalking, you can talk to a trained, confidential advocate by calling 507-457-5610. See the [Sexual Violence](#) page for more information about your rights and resources.

Campus Resources

- ❑ WSU-Rochester Student & Campus Services, Room SS128, 285-7100, Email: wsurochester@winona.edu (www.winona.edu/rochester/)
- ❑ [Office of Equity & Inclusive Excellence at WSU](#), Kryzsko Commons Room 122, Winona Campus, 507-457- 5595 or 1-800-DIAL.WSU
- ❑ WSU [Access Services](#) Access Services, Maxwell 314, 457-5878
- ❑ RCTC [Counseling Center](#) , Rochester, Room SS 133, 285-7260
- ❑ The [Writing Center](#)
- ❑ GLBTA Advocate, contact Counseling and Wellness Services in the Integrated Wellness Center on Winona's campus (507-457-5330) for the name and number of the current Advocate
- ❑ [Advising Services](#), Maxwell 314, 507-457-5878

Details about Campus Resources

- ❑ Two good places to help you find resources of all kinds are the WSU-Rochester Student & Campus Services Office and the WSU Inclusion and Diversity Office. Both offices are dedicated to helping students of all races, ethnicities, economic backgrounds, nationalities, and sexual orientations. They can facilitate tutoring and point you to a wide range of resources. The WSU-R Student & Campus Services Office is located in Room SS128 on the Rochester campus and can be reached at 507-285- 7100. The WSU Inclusion and Diversity Office is in Kryzsko Commons Rm 122 (507-457-5595).
- ❑ If you have a disability, WSU Access Services can document it for your professors and facilitate accommodation. Their office is on the Winona campus in Maxwell Hall and they can be reached at 507- 457-5878. If you have a documented disability that requires accommodation, please let me know as soon as possible. If you suspect you may have a disability, you are encouraged to contact the Access Services as soon as possible.
- ❑ College can be very stressful. Counselors are available at WSU-Rochester. Please see the section titled "Counseling Services" or contact WSU-R Student and Campus Services at 507-285-7100 for more information.
- ❑ For help with writing and the development of papers, contact the [Writing Center](#) located on the WSU- Winona campus.
- ❑ The GLBTA Advocate is responsible for documenting homophobic and transphobic incidents on campus and working with the appropriate channels to get these incidents resolved. In addition, the advocate can direct people to GLBT resources on and off campus.

APPENDIX B

Complaint Policy for the Winona State University Department of Nursing Nursing Faculty Organization (*approved 10.07.11*)

Introduction:

The Department of Nursing strives to provide an environment of mutual respect, cooperation, fair treatment, stewardship of resources, integrity, and quality education and services. Even with this commitment, problems and concerns sometimes occur. Resources and procedures are available to students and other parties for appealing decisions or policies, addressing concerns, resolving grievances and complaints, and dealing with retaliation.

Students, faculty, staff or other constituents who have a concern are expected to follow established policies and procedures for a concern or complaint which are listed as follows in 1. Current Policies and 2. General Complaint Resolution Process. When these processes are exhausted and the person believes he/she has been unfairly treated by or have concerns about Department of Nursing students, faculty, staff, administration, or the department as a whole, the person may file a Formal Complaint. The definition and process are listed as follows in 3. Formal Complaints.

1. Current Policies:

Concerns that are violations of Minnesota State Colleges and Universities (MnSCU) or Winona State University (WSU) policies are addressed through existing MnSCU and WSU policies and procedures, including but not limited to:

MnSCU Board Policies 3.8 and 3.81 Student Complaints and Grievances and Procedures

<https://www.minnstate.edu/board/policy/308.html>

<https://www.minnstate.edu/board/procedure/308p1.html>

WSU Student Grievance Procedure

<http://www.winona.edu/sld/studentgrievance.asp>

WSU Academic Integrity Policy

<http://www.winona.edu/sld/academicintegrity.asp>

WSU Suspension Appeal Process

<https://www.winona.edu/advising/academic-appeal.asp>

WSU Grade Appeal Policy - Academic Policies and University

Requirements <http://www.winona.edu/gradcatalog/policies.asp>

WSU Graduate Student Appeals Process - Graduate Catalog

<http://catalog.winona.edu/index.php>

Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization Article 28 Grievance Procedure

“The IFO and the Employer agree that they will use their best efforts to encourage an informal and prompt settlement of any complaint ...”

[http://www.ifo.org/General Complaint Resolution Process:](http://www.ifo.org/General%20Complaint%20Resolution%20Process)

Concerns or complaints about the Department of Nursing are addressed in the following general process.

- a. The Dean will recommend that the person filing the concern, grievance, or complaint discuss the matter directly with the party(ies) involved and seek resolution to the problem.
- b. If the matter remains unresolved for the person filing the concern, grievance, or complaint, the Dean will work with the person filing such to continue the process for seeking a resolution to the problem. If the complaint is

- against the Dean, the Vice-President for Academic Affairs or designee will serve in this role.
- c. If the matter still remains unresolved, the person filing the concern, grievance, or complaint will be referred to the applicable policies and procedures for Winona State University and Minnesota State Colleges and Universities.

2. Formal Complaints:

Formal complaints against the Department of Nursing are defined as grievances or complaints in writing to the Dean of the College of Nursing and Health Sciences after the other established policies and processes are exhausted and the person believes he/she has been unfairly treated by or has concerns about Department of Nursing students, faculty, staff, administration, or the department as a whole. Formal complaints must identify the person filing the complaint and his/ her role or relationship with the Department of Nursing and include his/her contact information, his/ her signature, the date, and as much detail as possible about the concern. The document must state that the individual is filing a formal complaint. Students, faculty, staff or other constituents can file a formal complaint. A copy of the formal complaint will be provided to named individuals if not provided by the person filing the complaint.

Documentation of action/ resolution in response to the formal complaint will be according to WSU Student Data Privacy procedures and the Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization 2017-2019. A request to withdraw the formal complaint must be submitted in writing and filed with the original complaint if a print or electronic copy is being retained. The Dean of the College of Nursing and Health Sciences will maintain a summary of the number and type of formal complaints and share relevant information with the Department of Nursing chairperson, faculty, and staff who are charged with review of the issue(s) and with identifying quality improvement activities as appropriate.

Should a consideration be made to file a formal complaint about the program to an accrediting or approving body, the student or other party must follow the criteria established by the agency.

Student and Faculty Codes of Conduct:

In consideration of concerns or formal complaints, the established codes of conduct for faculty, students, and college administration will be used to guide decision making when resolving a formal complaint. The following codes of conduct apply.

MnSCU System Procedures 1C.0.1 Employee Code of Conduct

<https://www.minnstate.edu/board/procedure/1c0p1.html>

WSU Student Conduct Code

<http://www.winona.edu/sld/studentconductcode.asp>

In addition, the Department of Nursing will use the *American Nurses Association's Code of Ethics for Nurses* and the *Code of Ethics: Part II Code of Academic and Clinical Conduct and Interpretive Statements* from the National Student Nurses' Association as a guide for determination of appropriate conduct of faculty, administration, and nursing students. The following codes of ethics apply.

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

<https://www.nсна.org/nsna-code-of-ethics.html>

APPENDIX C

CLINICAL Documentation REQUIREMENTS

Just as you are required to have your nursing license, CPR, immunizations, HIPAA training, liability insurance form, background study etc.... all up to date and on file to work for your employer; as an education institution we are also required to have your records on file and current for regulatory bodies and our clinical partners. **Students cannot start/continue/participate in clinical/practicum if their records are not up to date and complete.** Required documents students need to upload into their student Typhon account includes one-time forms that should be submitted at the time you are accepted into a program, and others that are annual or need to be renewed BEFORE the expiration date.

Students are encouraged to check their student Typhon account to ensure all their records are up to date on a regular basis. A good practice idea is to put Outlook calendar reminders to complete any expiring items and update the student Typhon account accordingly.

Below is a checklist noting all the clinical record requirements. The forms referenced in the table can be found under the tab “Current Student Clinical Forms” at <https://www.winona.edu/graduatenuing/forms.asp>

If you have any questions, please contact the Graduate Nursing Office Assistant Patti Gangl at Patti.Gangl@winona.edu or the Clinical Placement Coordinator Julie Langer Julie.langer@winona.edu

CLINICAL RECORDS CHECKLIST

Check Box When Done	<p>One Time Forms and Records <i>Should be on file at the time you are admitted, or as soon as your student Typhon account has been activated by the WSU Graduate Nursing Office.</i></p>
	<p>Health Info and Requirements Form – please ensure immunization records verifying the health requirements are submitted with this form.</p> <ul style="list-style-type: none"> • Copy of Immunization documentation that shows 1) MMR, documentation of 2 vaccinations or positive immunity titers; 2) Varicella, documentation of 2 vaccinations or positive immunity titers; 3) Hepatitis B Vaccination 3 shot series; 4) Tdap within the last 10 years. 5) Other clinical documentation may be requested based on clinical site requirements.
	<p>HIPAA Form – evidence of your HIPAA privacy and confidentiality training for clinical sites.</p>
	<p>Background/Fingerprinting for MN – ALL students are required to have a MN background/fingerprinting completed! Once a student submits their application to MN Dept. of Human Services, the student will have 14 days to complete their fingerprinting and photo identification. If you do not complete the fingerprints and photo identification during the 14-day authorization, the student will be required by the State of MN to submit in another application and pay the fee again.</p>
	<p>Background Check for WI – Students scheduled for clinicals in WI will need a WI background study completed and on file. Students needing the WI background check will be notified by the Clinical Placement Coordinator. For those students, they will need to:</p> <ul style="list-style-type: none"> • Step 1: Student completes the BID (F-82064) application form. This form stays with the university and a copy should be sent to the clinical site the student would be at.

	<ul style="list-style-type: none"> ○ Instructions on how to fill out https://www.dhs.wisconsin.gov/forms/f8/f82064a.pdf ○ PDF version https://www.dhs.wisconsin.gov/forms/f8/f82064.pdf ● Step 2: Student needs to go to WI Online Record System at https://recordcheck.doj.wi.gov/ <ul style="list-style-type: none"> ○ Click on the tab “Public Access” ○ Click on “Submit and Request” ○ Window opens with security message. Check “I accept conditions...” and then “Submit” <ul style="list-style-type: none"> ▪ Under “Background Search Types” – click the drop-down menu and choose “CAREGIVER” option. <i>(This is very important to do... do NOT choose the “General” one.)</i> ○ Follow the online prompts and fill in the data requested. ○ It will ask you to pay the \$10 fee. ○ Click on “Submit” ● Step 3: After step 2 submission. Students will see “In processing” message pop up. After 5 minutes or so, students can refresh, and the results of the background study will show up as a PDF to print. Students should print a copy for their records and submit a copy to the University to file with their BID form from step 1. <ul style="list-style-type: none"> ○ Some students who have a more common name may not get their results so quickly and will instead have to wait a few days to find out their results.
	<p>Other out of state background checks will be needed if student will be doing clinicals in a state outside of MN. For those students, the Clinical Placement Coordinator will send out a notification with directions as needed.</p>
	<p>Functional Abilities Statement Form – attestation to student’s ability to provide safe and effective patient care by the student and provider.</p>
	<p>Important Notices Form – acknowledgement by student on being informed of important notices.</p>
	<p>Authorization to Use Likeness Form– waiver/release form to use likeness, image, voice which may be used in publications for non-commercial educational, exhibition, promotional, advertising, and/or other purposes by the University and will not be sold to other entities and/or agencies.</p>
	<p>SIM Lab Procedures Waiver/Release Form – waiver/release form related to any course simulation and/or laboratory experiences.</p>
	<p>Infection Control Guidelines During the COVID-19 Pandemic – these Guidelines describe expectations to keep you safe on campus and in the simulation/skills laboratory/clinical setting.</p>
<p>Check Box When Done</p>	<p>Annual Documents that need to be renewed BEFORE the expiration date. <i>Tip – put Outlook calendar reminders to complete any expiring items and update the student Typhon.</i></p>
	<p>Nursing License – Renew before expiration date (Remember out of state license may be required for students doing clinicals outside of MN.)</p>

	<p>TB/Mantoux – ALL students are required to have on file a negative 2-step TST or a negative Blood Assay M. Tuberculosis (BAMT) in their medical history. (Two TSTs in less than 12 months can count as meeting this requirement.)</p> <p>Annual negative TST or BAMT test needs to be renewed before expiration date. <i>Students with positive test must have a negative chest x-ray test within the 12 months prior to the clinical visit, along with a negative annual symptom survey.</i> Some clinical sites may require students to have a TB/Mantoux test on file within 30 days of clinicals as part of their onboarding. As a result, some students may find themselves completing a TB/Mantoux test before the annual one expires. For students who may need the chest x-ray and annual symptom survey, timing it to be completed within a month of your first day of clinicals would be advised. Students impacted by this will be notified by the Clinical Placement Coordinator.</p>
	<p>Flu – Renew before Expiration Date annually or complete a Flu Declination Form</p>
	<p>CPR – BLS for Healthcare Providers. Renew before Expiration Date. Students in the AGACNP Program are required to have the ACLS in addition to their BLS. (Please note the BLS training needs to be the one for Healthcare Providers, and not one for the general public.)</p>
	<p>Proof of Health Insurance – Clinical sites may require evidence of students’ health insurance. Students are required to upload into their Student Typhon account, a front and back copy of their health insurance card.</p>
Check Box When Done	<p>Requirements that need to be completed and up to date BEFORE students can being their REGISTERED CLINICAL COURSE.</p>
	<p>National Background Study – ALL students are required to have a National Background Study through Castlebranch completed each year they are in clinical course(s). The National Background Study is good for 12 months. The second National Background Study fee is significantly less as it is a recheck/renewal vs. a new study (\$45.75 first time fee and \$26.00 recheck/renewal fee). Please go to this link to complete the study - https://portal.castlebranch.com/WK89</p>
	<p>Personal Professional Liability Insurance – All students must carry personal professional liability insurance for all their student clinical experiences while enrolled at WSU.</p> <ul style="list-style-type: none"> • Master of Science, Graduate Certificate and BSN-DNP, and Post-Masters students <i>who are not</i> advanced practice registered nurses (APRNs) are eligible for WSU Student Intern Malpractice Insurance. https://www.winona.edu/graduatenuersing/forms.asp Send form to Patti.Gangl@winona.edu • Post-Master’s DNP students and Graduate Certificate students who are APRNs are not eligible for the WSU Group Policy and must purchase their own malpractice insurance. Liability insurance of \$2,000,000 each claim and \$3,000,000 in aggregate is required by our clinical affiliates for enrollment in all clinical courses.

Revised 7/17/2020

APPENDIX D

Winona State University Department of Graduate Nursing

Policy Assurances Form

The Department of Graduate Nursing Student Handbook is reviewed with students during New Student Orientation. Following review of the Handbook, students sign the following document indicating they have read and understand the policies and agree that it is their responsibility to abide by the policies outlined throughout their tenure in the program.

The Department of Graduate Nursing reserves the right to change information, requirements, and regulations published in this Handbook. It is not to be regarded as a contract. It is the students' responsibility to keep up-to-date on current policies. The Department of Graduate Nursing Handbook, can be found on our website at: <https://www.winona.edu/graduatenuersing/>

I have read and understand the policies outlined in the Winona State University Department of Graduate Nursing Student Handbook. I understand that it is my responsibility as a student in the program to become familiar with and abide by the policies outlined in the Student Handbook; to be cognizant of policy changes; and to obtain clarification about any policies that are unclear to me.

Signed: _____ Date: _____

Print: _____ Date: _____
(First and Last Name)