

# Winona State University Undergraduate Generic BS Nursing Student Handbook

Updated May 2015



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# I. Department of Nursing

## Introduction

Welcome to the College of Nursing and Health Sciences, Department of Nursing. This handbook contains information for students who have been admitted to Winona State University's undergraduate programs in nursing:

- **Generic Option**, for students seeking a BS (Bachelor of Science) degree in Nursing and registered nurse licensure
- **RN to BS Completion Program**, for students who already hold a registered nurse license and are now seeking a BS degree

## A. Winona State University (WSU) Nursing Department Addresses

<i>Department of Nursing Winona State University</i>	<i>Department of Nursing WSU - Rochester Center</i>
PO Box 5838 303 Stark Hall Winona MN 55987-5838 Phone: 507.457.5120 Toll-Free Numbers: 1.800.242.8978 (in Minnesota) 1.800.342.5978 (other states)	859 SE 30th Avenue HS107 Rochester MN 55904-4915 Phone: 507.285.7349 Toll-Free Number: 1.800.366.5418

Nursing Department Hours: 8 a.m.-4 p.m.

## B. WSU Nursing Department Faculty and Staff

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College of Nursing and Health Sciences  
Winona: 301A Stark Hall  
Rochester: HS 105  
[WMcBreen@winona.edu](mailto:WMcBreen@winona.edu)

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Winona Campus, Stark 311  
507.457.2232  
[ETwiton@winona.edu](mailto:ETwiton@winona.edu)

Christina Pruka, Administrative Assistant,  
Rochester Campus, HS 107  
507.285.7349  
[CPruka@winona.edu](mailto:CPruka@winona.edu)

Schedule appointments with Department Secretaries:	Rochester Campus	507.285.7349
	Winona Campus	507.457.5120
	Chairperson	507.457.5127 Winona 507.529.6144 Rochester
	Dean, College of Nursing	507.457.5122 Winona 507.529.6144 Rochester

A more complete listing of faculty may be found at <http://www.winona.edu/nursingandhs/faculty.asp>

Nursing Department Website: <http://www.winona.edu/nursingandhs/nursing.asp>

### C. Nursing Degrees Offered

#### **Bachelor of Science (BS) – Nursing**

Generic Option

RN to Bachelor of Science (RN to BS) Option

<http://www.winona.edu/nursingandhs/undergradnursing.asp>

#### **Master of Science (MS) - Nursing (see Graduate Bulletin)**

RN to MS Option

<http://www.winona.edu/graduatenuising/RNtoMS.asp>

#### **Doctor of Nursing Practice**

**DNP**

<http://www.winona.edu/DNP/index.asp>

### D. Accreditation

Winona State University is accredited for Undergraduate and Graduate programs by the North Central Association of Colleges and Secondary Schools. The Undergraduate and Graduate Nursing Programs are accredited by the *Commission on Collegiate Nursing Education (CCNE)*, One Dupont Circle, NW, Suite 530, Washington, DC 20036, Phone: 202.887.6791.

The Undergraduate Nursing Program is approved by the Minnesota Board of Nursing. Graduates are eligible to take the National Council License Examination (NCLEX) for licensure as an RN and to apply for Public Health Nursing Certification following program completion. A student may be eligible to apply for school nursing certification by taking specified electives required by the State Department of Education. Graduates are capable of providing professional nursing care in first-level nursing positions and have a base for graduate study.

### E. Location

The nursing major is offered on the Winona Campus and at the Rochester Center. Students are assigned to one of these locations for the junior and senior years. Various community facilities such as the Mayo Clinic affiliated hospitals in Rochester, Minnesota; Gunderson Health System and Mayo Clinic Health System Franciscan Healthcare (MCHS) in La Crosse and Onalaska,

Wisconsin; Winona Health in Winona, Minnesota; and others such as long term care facilities, public health agencies, schools, and communities are utilized for site-based experiences in the nursing courses for students on either the Winona campus or the Rochester Center.

## **F. Historical Development of the Nursing Program**

Early in the sixties, leaders in the nursing profession succeeded in moving in the direction of an academic degree for nursing. Much of the impetus for establishing the nursing curriculum at Winona State came from physicians and others who were part of the Winona medical community. President Minne first proposed such a program to the legislature in 1960.

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

The RN to BS Completion program was started to meet the professional needs of the local and regional community's nurses. The Minnesota legislature appropriated funds for WSU in 1975 to offer the baccalaureate nursing program in Rochester for returning registered nurses with associate degrees or diploma certificates. Associate degree and diploma registered nurses were able to obtain their Bachelor of Science (BS) degree through WSU at the Rochester campus. The current RN-BS Completion program was created through funding from the Bush Foundation and initiated in 1982. Due to the ongoing need for registered nurses to complete a baccalaureate degree in nursing the RN-BS Completion program was expanded. Classes were offered in La Crosse, WI in 2011, and moved to La Crescent, MN in 2012. An additional location in Austin, MN was added in 2012. The Higher Learning Commission approved the La Crescent and Austin locations in Fall 2014.

After a thorough study of the need for and feasibility of a master's program in nursing in both the Rochester and Winona areas, a master's program in nursing was developed with students beginning graduate classes in the fall of 1987. In 1990, nine students graduated from the first class of the graduate program in nursing. WSU collaborated with three other MnSCU universities to form the MnSCU Doctor of Nursing Practice (DNP) Consortium. The first Doctorate of Nursing Practice (DNP) students graduated in the spring of 2009. WSU developed its own DNP program, which was approved in 2012. The MnSCU DNP Consortium ended with graduation of the last cohort in spring, 2013. The first students for the WSU DNP were accepted in fall, 2013.

## G. Department Mission and Philosophy

### MISSION

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

- a caring, diverse, and respectful community provides the best environment for students to learn how to care for themselves and others
- optimal learning to care for self and others occurs in a caring, diverse and respectful community
- faculty and students are accountable for maintaining and modeling professional standards of moral, ethical, and legal conduct
- recognizing and valuing human diversity is essential to person- and relationship-centered care
- individuals have different ways of knowing and learning about the world
- creativity and innovation contribute to continuous quality improvement and sustainability
- an enriched learning environment is the responsibility of faculty, staff, and students
- effective nurse leaders engage in continuous professional development and lifelong learning

### PHILOSOPHY

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

The philosophy of the Department of Nursing states that the professional nurse provides care that is:

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

- practitioners and recipients of care
  - individuals as they care for themselves and others
  - practitioners and communities in which they practice
  - healthcare practitioners across various professions
  - administrators and managers as they set the environment and resources for care
- **Evidence-Based.** Evidence includes research findings and their interpretation, practitioner and consumer expertise and preferences. The nurse draws upon these types of evidence to inform critical thinking and decision-making.
  - **Respectful.** Respectful care is based upon mutual relationships that embrace diversity, and promote dignity and choice. Diversity includes the range of human variation that professional nurses encounter. Age, race, gender, disability, ethnicity, nationality, religious and spiritual beliefs, sexual orientation, political beliefs, economic status, native language, and geographical background are included.

The professional nurse achieves the following educational outcomes in relation to seven key characteristics:

- **Critical Thinker:** Integrates questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application and creativity to aid in clinical reasoning and to make appropriate clinical judgments.
- **Culturally Sensitive Practitioner:** Demonstrates knowledge, understanding, and skill in providing culturally sensitive care to diverse individuals, families, and populations.
- **Effective Communicator:** Demonstrates effective professional communication with persons, members of their support system, and interdisciplinary team members to build relationships that promote person- and relationship-centered care and improve outcomes.
- **Excellent Provider of Care:** Provides safe, compassionate, person-centered, relationship-centered, evidenced-based, and respectful care to individuals, families, and populations across the lifespan and continuum of care.
- **Ethical Decision Maker:** Demonstrates moral, ethical and legal conduct in practice.
- **Facilitator of Learning:** Implements teaching and learning strategies to ensure the development of attitudes, knowledge and skills to maximize health outcomes. Promotes lifelong learning for self and others.
- **Organizational and Systems Leader:** Applies leadership skills to manage environmental and system resources, within and across health care systems, to provide evidence-based nursing care that contributes to safe, high quality patient outcomes and improvements in healthcare delivery.



## I. Student Involvement

The philosophy of the Nursing Department provides for a faculty organization with student participation, which enables ongoing evaluation of the curriculum and establishes educational policy. Student input and feedback is solicited through small group discussion with the Minnesota Student Nurses Association advisor on each campus. Officers of clubs are invited to participate and bring forth student issues that relate directly to the Nursing Department.

## II. Winona State University Nursing Progression in Program

### A. Academic Standards

After admission to the nursing major, students are required to achieve a minimum grade of "C" in each course required for the major. It is extremely important to read the current WSU undergraduate catalog for information on graduation requirements, <http://catalog.winona.edu/content.php?catoid=12&navoid=1054>.

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

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

### B. Academic Progression

#### **Minimal Standards:**

A grade of "C" or above must be achieved in each required nursing course. Grades less than "C" constitute a failure in the nursing major. Students must adhere to the university standards for retention and scholarship as stated in the current undergraduate catalog, <http://catalog.winona.edu/content.php?catoid=12&navoid=1054>.

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

The student must follow the guideline for appropriate behavior on and off campus in the WSU undergraduate catalog under Conduct and Citizenship

<http://www.winona.edu/sld/conductandcitizenship.asp>. Specific policies include:

- Student Conduct Code (<http://www.winona.edu/sld/studentconductcode.asp>)
- Sexual Violence Policy (<http://www.winona.edu/sld/sexualviolencepolicy.asp>)
- Hazing Policy (<http://www.winona.edu/sld/hazingpolicy.asp>)
- Student Grievance Procedure (<http://www.winona.edu/sld/studentgrievance.asp>)
- Alcohol & Other Drug Policies (<http://www.winona.edu/sld/alcoholdrugpolicies.asp>)

Withdrawal: Withdrawal from a nursing course and/or the university must be completed according to Winona State University guidelines as stated in the current undergraduate catalog, <http://catalog.winona.edu/content.php?catoid=12&navoid=1054>.

Students are encouraged to meet with their nursing faculty advisor when considering withdrawal from a nursing course.

### **C. Professional Retention and Progression Policies**

1. No nursing course may be repeated more than once due to withdrawal or grade less than "C." (A grade of "D" or less is considered to be a failing grade.) No theory exams can be retaken. Students who fail or withdraw from a course (theory and/or clinical) will be able to continue part-time in the nursing major if they have satisfied progression policies and as space allows.
2. Students will not be allowed to continue in the nursing major if they have failed or withdrawn for academic reasons from the same nursing course more than once or from two different nursing courses over more than one semester.
3. Students are expected to adhere to ethical and professional behaviors as defined in section IV. C. of the Undergraduate Student Handbook. Breach of ethical and/or professional standards may result in reduction of grade, failure of the course and/or dismissal from the nursing program.
4. Students are expected to provide safe nursing care as outlined in nursing course syllabi and clinical evaluation guidelines. Failure to meet the expectations of safe clinical practice may result in failure of the course and/or dismissal from the nursing program.
5. Processes for decisions regarding progression within the program are described in Section IV. C. 1.
6. Students who once were admitted to the nursing major, completed at least one nursing course, but currently are not enrolled in the nursing major have one year from the date of withdrawal/failure to file a progression plan approved by the nursing advisor. After one year, the student must reapply for admission to the nursing major.
7. All students are assigned to a clinical site-based experience sequence. If a student varies from the assigned plan, space in clinical courses cannot be assured.
8. All part-time students must file a written progression plan that has been approved by the nursing advisor.
9. Students who change from full-time to part-time status in the nursing major for academic or personal reasons must file a progression plan developed with the assistance of their academic advisor and must obtain plan approval from the department chairperson or designated faculty member. This plan is based on space availability in clinical courses and completion of prerequisites for courses.
10. The grade of "Incomplete" (I) may be granted at the discretion of the course instructor in special cases where, for reasons beyond the student's control, some course assignments were not finished but the student was passing all other aspects. For courses that are prerequisite to subsequent nursing courses, the "Incomplete" must be resolved by the second week of the new semester.

### III. Winona State University Nursing Program

#### A. Certified Nursing Assistant (CNA) Requirement

Prior to starting Term 1, all nursing students must become certified as nursing assistants (CNAs) and must be registered with a Nursing Assistant Registry within the United States. Information about MN Nursing Assistant Registry can be found at <http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/aboutnar.html>.

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

#### B. Costs

Students are expected to provide their own transportation to all site-based experiences. The student must assume incidental costs including housing, professional liability insurance, health insurance, physical examination, uniforms, name badge, and stethoscope. *Initial* book purchases cost about \$1,000, but most of these books will be used throughout the program and include electronic versions downloaded to the student's laptop.

Costs that students incur to maintain their health (including but not limited to throat cultures, treatments, blood test, x-rays, doctor visits) are the sole responsibility of the student. Clinical agencies used for site-based experiences require a physical examination, professional liability insurance, health insurance, yearly Mantoux or blood test or chest x-ray to demonstrate freedom from tuberculosis, proof of rubella immunity by blood titer, hepatitis B vaccine, influenza vaccine, and CPR certification. Other requirements may be imposed as dictated by individual agencies.

Undergraduate students admitted to the nursing major in fall 2012 or later pay supplemental tuition (sometimes called tuition differential) of approximately \$35 per credit in fall 2012 (subject to change). The fee is designated for services that directly impact students. Student representatives provide annual input to the Dean about the use of differential tuition funds through Student Nursing Advisory Council meetings on the Rochester and Winona campuses.

#### C. Scholarship

A number of scholarships are available for nursing majors. For the most part, scholarships are awarded on the basis of financial need and/or academic achievement. It may be required to show proof of financial need through completion of the Free Application for Federal Student Aid (FAFSA). Inquire about scholarships early in the academic year. If you are interested in any of these awards, contact the sources listed below early in the academic year. Awards are usually made in the spring for the following school year.

WSU Nursing Department (507) 457-5120  
WSU Financial Aid (507) 457-5095  
WSU Foundation (507) 457-5020  
Rochester Campus (507) 285-7153

Individual benefactors, affiliating hospitals, and professional and community organizations provide scholarships. Students are encouraged to contact agencies (hospitals, nursing homes, American Legion, Veterans of Foreign Wars (VFW), etc.) in their hometowns with regard to possible nursing scholarships. Refer to the current undergraduate catalog for general information on scholarships, grants, and financial aid.

#### **D. Graduation and Licensure as a Registered Nurse**

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

A formal application for graduation must be submitted after registering for the final term of classes, and no later than the mid-term date of the graduating term. Refer to the graduation application webpage: <http://www.winona.edu/registrar/GraduationApplication.asp>.

The student is solely responsible for making sure all academic requirements are met to complete the degree.

Graduating generic option students are responsible for completing the application for licensure as a registered nurse in the state of their choice. Information regarding the application procedure can be obtained from the Board of Nursing in that state. <http://www.ncsbn.org/>.

#### **Steps senior nursing majors must take to be eligible to complete the NCLEX:**

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

#### **REGISTRAR'S OFFICE**

- ⇒ Student completes an online application for graduation after registering for the final term of classes, and no later than the mid-term date of the graduating term.
- ⇒ A minimum of 6-8 weeks must be allowed for processing your application. All applications will be processed in the order they are submitted online.
- ⇒ Notification of approval for graduation will be sent via your WSU email account. A notice will also be sent to your advisor.
- ⇒ The student should successfully complete all graduation requirements by the end of the term in which s/he expects to graduate.
- ⇒ Instructors evaluate examinations, papers, and other course materials and submit grades online within three days after finals are over.

⇒ A final degree audit is performed after all grades have been recorded. Students must successfully complete all course, major/minor, and degree requirements prior to the posting of the degree.

**NOTE:** Any deficiencies, such as transfer transcripts which have not been received, incomplete or in-progress grades, or course substitutions which have not been approved may delay the posting of the degree.

## **NURSING DEPARTMENT**

The following process should be initiated during the student's graduating term.

- The student should request application information from the board of nursing in the state in which they intend to take the NCLEX examination.
- The student should complete state board forms as indicated. If clarification is needed, the student should contact the specific state board of nursing.

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

Degree verification paperwork is held in the office of the Dean until the degree posting is verified on the computer *and* the application for licensure by examination has been processed by the board of nursing.

- Verification of degrees for the Minnesota Board of Nursing is done on-line.
- Verification of degrees for other State Boards of Nursing is processed via U.S. mail within three business days after degrees are posted by the Registrar's office.

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

### **E. Honors in Nursing**

This program provides eligible students an opportunity to participate in scholarly activity above and beyond the normal course of study within the nursing major. Students will work closely with faculty advisors to develop a research or evidence-based scholarly project to help students achieve their personal learning goals. Upon culmination of the honors project, recognition will be given for these student achievements. Students interested in the Honors in Nursing program should contact their nursing faculty advisor (**see Appendix A for Honors in Nursing Requirements, Application Cover Sheet, Undergraduate Nursing Evidence-Based Essential Competencies and MnSCU Permission to Use Student Work form**).

### **F. Functional Abilities Essentials**

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

## G. Student Activities

### Minnesota Student Nurses Association (MSNA)

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

### Nursing Club

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

### Sigma Theta Tau

The Kappa Mu Chapter of Sigma Theta Tau was chartered April 29, 1988, at Winona State University. It is a professional organization and is acknowledged as the Honor Society in Nursing. This organization recognizes students, faculty and community leaders in nursing for their leadership, research and scholarship abilities. Membership is by invitation. Generic students must have a 3.00 GPA and be in the top 35% of their class.

## IV. Winona State University Nursing Professional Behaviors

### A. General Responsibilities

#### 1. Required Forms

At the beginning of Term 1, students must complete and sign forms required by the Nursing Department (**see Appendix C**). These forms include:

- Data Practices Advisory and Informed Consent
- Validation of Undergraduate Nursing Student Handbook
- Assessment Technologies Institute (ATI) Assessment and Remediation Policy for BS-Generic Option Students
- Reference Request and Student Authorization for Release of Information
- Simulated Clinical Experiences (SCE) Confidentiality Statement/ Photography Release
- Agreement to Participate in Skills Lab Practice Invasive Procedures

#### 2. Official Information

All students are responsible for compliance with rules and regulations printed in the current undergraduate catalog. Official notices will also be conveyed to students through announcements made in nursing classes, course web site, or emails.

### **3. Student Performance**

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

#### **The student will:**

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

### **4. Employment**

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

### **5. Travel and Severe Weather**

In cases of severe weather, students, faculty, and staff are urged to make cautious decisions regarding travel. If you feel the weather is too threatening, contact your professors and/or supervisors for further direction. When a WSU campus is officially closed, all classes (including clinicals), events, and extracurricular activities for that campus are cancelled. Before travelling, please check weather reports and road conditions such as [hb.511mn.org](http://hb.511mn.org) or [www.511wi.gov](http://www.511wi.gov). Students and faculty are asked not to travel to clinical or other off campus experiences if travel is not advised by weather service or by state law enforcement.

## **B. Requirements for Participation in Clinical Courses**

### **1. Health Policies**

Students must meet the following health policies required by Winona State University and the Joint Commission before participating in any clinical course:

- a. Evidence of freedom from tuberculosis-submit yearly.
- b. Evidence of rubella immunity.
- c. Documentation that immunizations (Measles Mumps Rubella (MMR), Tetanus/Diphtheria or Tetanus/Diphtheria/Pertussis, Polio, and Hepatitis B) are current. Students may obtain a waiver for Hepatitis B series; however, if a waiver is signed and the student is subsequently assigned to a clinical agency which requires this vaccine series, the student may not progress in the course.
- d. Annual documentation of influenza vaccine or submission of waiver form.
- e. Evidence of chickenpox or record of immunization.
- f. Documentation of personal health insurance.
- g. Submission of Functional Abilities Statement completed by your health care provider.
- h. Questions related to health policies should be referred to the nursing department chairperson.

### **2. Professional Liability Insurance**

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

### **3. Cardio Pulmonary Resuscitation (CPR)**

Students must maintain continuous current certification in one and two person CPR for infants, children, and adults throughout their progression in the nursing program. This certification is valid until expiration date on the card. Only American Heart Association Basic Life Support (BLS) for Healthcare Providers or American Red Cross CPR/AED for Professional Rescuers and Health Care Providers meet OUR requirement. Although other providers may suggest that their CPR follows these organizations' guidelines, we will ONLY accept certification FROM the American Heart Association OR the American Red Cross. If you sign up for online American Heart Association BLS for Healthcare Providers, you must also complete the hands-on skills testing. Proof of certification must be submitted to the Nursing Department prior to starting clinicals. A lapse in coverage or failure to have current certification may result in dismissal from that clinical course.

### **4. Attire for Client Interaction**

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



## 5. Hospital Dress Code

### UNIFORMS

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

### NAME BADGE

The WSU photo name badge must be worn at all times during patient/client interaction or when at an agency as a WSU Nursing Student.

### JEWELRY

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

### HAIR

Hair longer than shoulder length must be secured with a plain fastener. Beards and mustaches should be neatly trimmed. Fashion accessories must be removed.

### NAILS

Nails should be clean, well-manicured, and short. Acrylic nails and nail polish are generally not allowed in most agencies.

### MAKEUP, PERFUME and AFTERSHAVE LOTION

Minimize use of makeup, perfume and aftershave lotion.

## 6. Community Dress Code

Students having client interaction in community settings should wear appropriate street clothes. Jeans, denim and shorts are not acceptable. You must wear your *WSU name badge*. Specific agency policies are explained in the related courses.

## 7. Equipment

In the clinical agency, students must have:

- a black ball point pen
- a watch with a second hand
- a faculty- approved stethoscope, with interchangeable bells and diaphragms, suitable for adults and infants

Bandage scissors are also useful and recommended.

## **9. Preparation for Clinical Experiences**

Students are expected to be prepared for clinical experiences. Students who are unprepared may be told by the instructor to leave the clinical setting.

## **10. Absence from Clinical Experiences**

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

## **11. Transportation**

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

## **12. Computer Training**

Students will complete each agency's required computer competencies prior to clinical rotation and client interaction.

## **C. Ethical Responsibilities**

### **1. Academic Integrity and Professional Behavior**

Honesty, academic integrity, and professional behavior are expected of students during all academic and clinical work. Violations of academic integrity include but are not limited to the following examples: stealing, lying, cheating, false documentation, abuse of library resources and plagiarism.

If a student demonstrates violations of academic integrity, faculty members are obligated to follow university procedures as published in the current undergraduate catalog under Academic Integrity (<http://www.winona.edu/sld/academicintegrity.asp>).

Students are also expected to behave professionally during clinical, laboratory, and classroom activities. Standards for student behavior are identified in the Winona State University Undergraduate Catalog and can be reviewed at: (<http://www.winona.edu/sld/studentconductcode.asp>).

In addition to the Winona State University student conduct code, nursing students are expected to follow the following codes of professional behavior and conduct:

- National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct  
[http://www.nсна.org/Portals/0/Skins/NSNA/pdf/pubs\\_code\\_of\\_ac.pdf](http://www.nсна.org/Portals/0/Skins/NSNA/pdf/pubs_code_of_ac.pdf)
- NSNA Code of Academic and Clinical Conduct Interpretive Statements  
[http://www.nсна.org/Portals/0/Skins/NSNA/pdf/NSNA\\_CoC\\_Academic\\_Clinical\\_Interp\\_Statements.pdf](http://www.nсна.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf)
- NSNA Code of Professional Conduct  
[http://www.nсна.org/Portals/0/Skins/NSNA/pdf/pubs\\_CodeofProfessionalConduct.pdf](http://www.nсна.org/Portals/0/Skins/NSNA/pdf/pubs_CodeofProfessionalConduct.pdf)
- American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements  
<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

Failure to demonstrate academic integrity and/or professional/ethical behaviors may result in failure of the course, dismissal from the nursing program, and/or dismissal from Winona State University. Decisions regarding sanctions for violations of academic integrity or for unprofessional conduct affecting course grades will be made by the course faculty. Sanctions involving progression or dismissal from the nursing programs will be made by the undergraduate nursing progression committee in consultation with the teaching faculty. Decisions regarding University sanctions will be referred to the University Office of Student Conduct and Citizenship.

### **Appeal Processes**

In situations where students are charged with violations of academic integrity or unprofessional conduct, students have the right to due process and to fair consideration of any appeal. Students may appeal decisions regarding academic integrity or unprofessional behavior by submitting a formal grievance as described in the WSU student grievance procedure at <http://www.winona.edu/sld/studentgrievance.asp>.

Students who feel that their academic work has been evaluated unfairly may appeal their grades through the Winona State University Grade Appeal process:  
[http://catalog.winona.edu/content.php?catoid=12&navoid=1054#Grade\\_Appeal\\_Policy](http://catalog.winona.edu/content.php?catoid=12&navoid=1054#Grade_Appeal_Policy).

## **2. Patient's Rights**

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

### **The student will:**

- a. Refer situations beyond own capabilities to appropriate personnel.
- b. Recognize, correct and report own errors (e.g., isolation, surgical asepsis, medications, etc.).
- c. Report incidents and accidents that endanger the patient.
- d. Carry out nursing functions only when practice is unimpaired by alcohol, drugs, physical disability or emotional disability.
- e. Maintain the confidentiality of information or knowledge concerning the client unless obligated by law to disclose the information.

- f. Practice without discrimination on the basis of age, race, religion, gender, sexual orientation, national origin, or disability.
- g. Respect the dignity and rights of clients regardless of social or economic status, personal attributes or nature of health problems.
- h. Protect the property of the client and the health agency by not acquiring or soliciting equipment, possessions, money, services or drugs from the employer or client.
- i. Obtain, possess, furnish or administer alcohol and/or drugs only when legally authorized.

### **3. Student's Rights**

- a. The student has rights, which must be protected. These include, but are not limited to: fair evaluations, advisement and academic counseling, assistance in identifying and meeting learning goals.
- b. Each nursing student is assigned a nursing faculty advisor. The student is expected to utilize his/her advisor as a resource person. The student is free to request/select a different advisor in the event that he/she does not wish to meet with the assigned advisor. The Department of Nursing administrative assistant in charge of advisee assignments will assist with change of advisor requests.
- c. Student grievance procedure: The purpose of this procedure is to provide a method of processing a student grievance. A grievance is a dispute or disagreement between a student and an employee in the university. Grievances related to nursing faculty action should be initiated within two weeks of occurrence. WSU Student Grievance Procedure: <http://www.winona.edu/sld/studentgrievance.asp>

### **4. Complaint Policy for the Department of Nursing**

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 found in the Complaint Policy for the Department of Nursing. **(See Appendix D)**

#### D. Chemical Use and Abuse

1. Chemical abuse shall be defined as the misuse of alcohol and other drugs, which impair the individual's ability to meet standards of performance in classroom and clinical settings or contribute to inappropriate interpersonal interactions. Chemical dependency is defined as a state of chemical abuse in which there is a compulsion to take a drug, either continuously or periodically, in order to experience its psychic effects or to avoid the discomfort of its absence.
2. No student shall come to class or clinical settings under the influence of alcohol, marijuana, controlled substances, or other drugs, which affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.
3. When a student is taking medically authorized drugs or other substances, which may alter clinical judgment or performance, the student has the ethical responsibility to notify the clinical instructor of the potential or actual alteration.
4. Chemical abuse is viewed as a controllable disease that alters the student's level of health and ability to perform his/her duties and responsibilities.

## Appendix A: Honors in Nursing Requirements, Application Cover Sheet, Undergraduate Nursing Evidence-Based Essential Competencies and Checklist

### Winona State University Department of Nursing Honors in Nursing Requirements

This program will provide eligible students an opportunity to participate in scholarly activity above and beyond the normal course of study within the nursing major at Winona State University (WSU). Students will work closely with faculty advisors to develop a research or evidence-based scholarly project to help students achieve their personal learning goals. Upon culmination of the honors project, recognition will be given for these student achievements.\*

#### To be eligible, each student must:

1. Have minimum Term 2 status in the nursing major.
2. Have completed or be enrolled in N354 Leadership in Research and Evidence-Based Practice.
3. Have achieved a cumulative GPA of at least 3.6 at the time of application (GPA is not rounded up).

#### After meeting eligibility requirements, the student will proceed as follows:

- 1) Student(s) must find two faculty members willing to guide the honors project: one as an honors advisor (first reader) and another as a second reader. The faculty honors advisor and second reader may be tenured, probationary-track, or fixed-term WSU nursing faculty. These faculty members comprise the Honors Committee.
- 2) Student(s) will prepare a scholarly honors proposal with direction from the honors committee. The proposal must be submitted in the following order:
  - a) signed application cover sheet (Appendix A1)
  - b) aims and purpose of the project
  - c) review of relevant literature, including a narrative synthesis of at least ten articles
  - d) description of the project, including:
    - i) research questions/hypothesis for a study or a description of the clinically focused project
    - ii) subject/population focus
    - iii) methods for project implementation
    - iv) a plan for IRB submission, if needed
    - v) proposed timeline
  - e) student learning outcomes
  - f) roles and responsibilities for all student and faculty participants
- 3) The proposed project should be at a level of rigor and complexity suitable for the competencies expected of an undergraduate nursing student (see Appendix A2 for examples). The Honors Committee will guide the student in developing a project at an appropriate level of rigor.
- 4) Student(s) will gain honors proposal endorsement from the Honors Committee.
- 5) After receiving endorsement from the Honors Committee, eligible student(s) will submit the honors proposal to the UGSD:
  - a) by the published deadline (around the fifth week of the semester).
  - b) electronically as a single document with student first and last name(s) included in the document title (for example: JaneSmith\_MatthewBrown\_Honors).
- 6) The UGSD will review applications and notify student(s) of proposal acceptance, denial, or provisional acceptance with required revisions.
- 7) Student(s) may request to take N490 Independent Study in Nursing to earn credits for work on the honors project.
- 8) Student(s) will share the results of their honors project and any implications for nursing through a scholarly presentation or manuscript submission. Additional requirements will be determined by the honors committee, such as paper, poster, PowerPoint etc.
  - a) A final copy of the presentation/paper and signed MnSCU *Permission to Use Student Work* form for each participant (Appendix A3) must be submitted electronically as a single document to the UGSD Committee for the Honors in Nursing Archives.
  - b) Required document title format is student first and last name(s) and the semester of final submission (for example JaneSmith\_MatthewBrown\_Honors\_Spring2014).

\*Students who complete an Honors Project will receive an honors medallion and final honors will be posted on the transcript (WSU Catalog, Academic Policies & University Requirements).

Appendix A1

WINONA STATE UNIVERSITY  
College of Nursing and Health Sciences  
Department of Nursing

**HONORS IN NURSING APPLICATION COVER SHEET**

***(Please type or print all entries)***

Student Name(s)	Email	Campus W or R	Faculty Advisor Signature (verifies cumulative GPA $\geq$ 3.6, no rounding)

**Project Title:**

---

**Names and signatures of tenured, probationary-track, or fixed-term WSU nursing faculty who have agreed to be on your Honors Committee:**

Honors advisor  
signature: \_\_\_\_\_

\_\_\_\_\_  
(Printed name)

Second reader  
signature: \_\_\_\_\_

\_\_\_\_\_  
(Printed name)

**Student(s) signature(s):** \_\_\_\_\_

\_\_\_\_\_

**Date of application:** \_\_\_\_\_

## Appendix A2

### Undergraduate Nursing Evidence-Based Essential Competencies

Directly quoted from: Steven, K. (2005). *Essential competencies for evidence-based practice in nursing*.  
San Antonio, TX: Academic Center for Evidence-Based Practice, UTHSCSA.

Research Category	Undergraduate Competencies
<p style="text-align: center;">Primary Research</p> <p>New knowledge is discovered through traditional research methodologies and scientific inquiry.</p>	<ol style="list-style-type: none"> <li>1. Define EBP in terms of evidence, expertise, and patient values</li> <li>2. With assistance and existing standards, critically appraise original research reports for practice implications in context of EBP.</li> <li>3. Use pre-constructed expert search strategies to locate primary research in major bibliographic databases.</li> <li>4. Recognize ratings of strength of evidence when reading literature, including web resources.</li> <li>5. Classify clinical knowledge as primary research evidence, evidence summary, or evidence-based guidelines.</li> </ol>
<p style="text-align: center;">Evidence Summary</p> <p>The corpus of research is synthesized into a single, meaningful statement of the state of knowledge.</p>	<ol style="list-style-type: none"> <li>6. From specific evidence summary databases (e.g. Cochrane Database of Systematic Reviews), locate systematic reviews and evidence summaries on clinical topics.</li> <li>7. Using existing critical appraisal checklists, identify key criteria in well-developed evidence summary report.</li> <li>8. List advantages of systematic reviews as strong evidential foundation for clinical decision making.</li> <li>9. Identify examples of statistics commonly reported in evidence summaries.</li> </ol>
<p style="text-align: center;">Translation</p> <p>Research evidence is translated into clinical recommendations (Clinical Practice Guidelines). Expert opinion and other sources of knowledge are incorporated.</p>	<ol style="list-style-type: none"> <li>10. With assistance and existing criteria checklist, identify the major facets to be critically appraised in clinical practice guidelines.</li> <li>11. Using specified databases, access clinical practice guidelines on various clinical topics.</li> <li>12. Participate on team to develop agency-specific evidence-based clinical practice guidelines.</li> </ol>
<p style="text-align: center;">Integration</p> <p>Individual, organizational, and environmental practices are changed through formal and informal channels.</p>	<ol style="list-style-type: none"> <li>13. Compare own practice with agency's recommended evidence-based clinical practice guidelines.</li> <li>14. Describe ethical principles related to variation in practice and EBP.</li> <li>15. Participate in the organizational culture of evidence-based quality improvement in care.</li> <li>16. Deliver care using evidence-based clinical practice guidelines.</li> <li>17. Utilize agency-adopted clinical practice guidelines while individualizing care to the client preference and needs.</li> <li>18. Assist in integrating practice change based on evidence-based clinical practice guidelines.</li> <li>19. Choose evidence-based approaches over routine as base for own clinical decision making.</li> </ol>
<p style="text-align: center;">Evaluation</p> <p>Endpoints and outcomes are evaluated. These include evaluation of impact of EBP on patient health outcomes, provider and patient satisfaction, efficacy, efficiency, economic analysis, and health status impact.</p>	<ol style="list-style-type: none"> <li>20. Participate in evidence-based quality improvement processes to evaluate outcomes of practice changes.</li> </ol>



## Permission to Use Student Work



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

Pursuant to MnSCU Board Policy 3.26 Intellectual Property, students own their student work. Signed, written permission is required to use a student’s work for reasons unrelated to evaluation of a student’s performance. This form should be used to clarify and record the student’s permission being granted.

Student Name: \_\_\_\_\_

MnSCU Institution: Winona State University

Title of Work: \_\_\_\_\_ Course Title / CRN # N/A

Period of Consent or  Perpetual Consent

1. **Grant of Permission.** The individual(s), departments, institutions and organizations listed below are hereby authorized to use my work as described in section 2. (Please list the individuals, departments, etc. in this space.)

Department of Nursing

2. **Scope of Permission to Use Student Work.** [Check applicable sections]

- a.  **Make/distribute copies** (e.g. course packets, classroom materials, etc.)
  - hard copies—Describe purpose: to show examples of student honors projects
  - digital copies—Describe purpose: to show examples of student honors projects

- b.  **Display copies**
  - display on open web/internet
  - display online with restricted access
  - classroom display
  - other display Explain: \_\_\_\_\_

c.  **Perform work** (e.g. literary, musical, dramatic works)

d.  **Prepare and distribute derivative works from student work** (e.g. inclusion of student work in journal article, conference paper or presentation)

e.  **Other** [Describe. e.g. for faculty, course, or program evaluation, curriculum planning, program accreditation, etc.] include in Honors in Nursing archive

3. **Attribution to Student**

Identify student by name as creator of the work                      Use student work anonymously

4. **Other Considerations** [if applicable, identify additional considerations regarding use of the student work on the back of this form]

5. **Certification of Authorship.** I am the owner of the copyright to the student work identified above, and the work is not subject to any grant or restriction that would prevent its use consistent with this permission. Except as explicitly indicated on the student work, all aspects of the work are original to me and have not been copied or adapted from other sources.

Student	Recipient(s)
Signature	Date
_____	_____
Signature	Date
_____	_____
Signature	Date
_____	_____
Signature	Date
_____	_____

Address/Contact Information

**(Provide a copy of the completed form to the student. Maintain a copy of the form and student work on file.)**

## Appendix B: Functional Abilities

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

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

Functional Abilities	Standard	Examples of Required Activities
Motor Abilities	<ul style="list-style-type: none"> <li>Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide patient care.</li> </ul>	<ul style="list-style-type: none"> <li>Carries out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.</li> </ul>
Manual Dexterity	<ul style="list-style-type: none"> <li>Fine motor skills sufficient for providing safe nursing care.</li> </ul>	<ul style="list-style-type: none"> <li>Handles small equipment such as insulin syringe and administers medications by all routes, performs tracheotomy suctioning, inserts urinary catheter.</li> </ul>
Perceptual/ Sensory Ability	<ul style="list-style-type: none"> <li>Sensory/perceptual ability to monitor and assess clients.</li> </ul>	<ul style="list-style-type: none"> <li>Hears alarms, auscultatory sounds, cries for help, etc.</li> <li>Reads calibrations on 1 cc syringe, assesses color (cyanosis, pallor, etc.)</li> <li>Feels pulses, assesses temperature, palpates veins, etc.</li> <li>Detects smoke or noxious odor, etc.</li> </ul>
Behavioral/ Interpersonal/ Emotional	<ul style="list-style-type: none"> <li>Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination.</li> <li>Capacity for development of mature, sensitive and effective therapeutic relationships.</li> <li>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</li> <li>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</li> <li>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</li> </ul>	<ul style="list-style-type: none"> <li>Establishes rapport with patients/clients and colleagues.</li> <li>Works effectively with teams and workgroups.</li> <li>Remains calm in an emergency situation.</li> <li>Demonstrates the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.</li> <li>Adapts rapidly to environmental changes and multiple task demands.</li> <li>Maintains behavioral decorum in stressful situations.</li> </ul>

Functional Abilities	Standard	Examples of Required Activities
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> <li>• Ability to accurately identify patients.</li> <li>• Ability to effectively communicate with other caregivers.</li> <li>• Ability to administer medications safely and accurately.</li> <li>• Ability to operate equipment safely in the clinical area.</li> <li>• Ability to recognize and minimize hazards that could increase healthcare associated infections.</li> <li>• Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritizes tasks to ensure patient safety and standard of care.</li> <li>• Maintains adequate concentration and attention in patient care settings.</li> <li>• Seeks assistance when clinical situation requires a higher level or expertise/experience.</li> <li>• Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</li> <li>• Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</li> <li>• Elicits and records information about health history, current health state and responses to treatment from patients or family members.</li> <li>• Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</li> <li>• Establishes and maintain effective working relations with patients and co-workers.</li> <li>• Recognizes and reports critical patient information to other caregivers.</li> </ul>

<b>Functional Abilities</b>	<b>Standard</b>	<b>Examples of Required Activities</b>
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> <li>• Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</li> <li>• Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</li> <li>• Ability to comprehend three-dimensional and spatial relationships.</li> <li>• Ability to react effectively in an emergency situation.</li> </ul>	<ul style="list-style-type: none"> <li>• Calculates appropriate medication dosage given specific patient parameters.</li> <li>• Analyzes and synthesizes data and develops an appropriate plan of care.</li> <li>• Collects data, prioritizes needs and anticipates reactions.</li> <li>• Comprehends spatial relationships adequately to properly administer injections, start intravenous lines or assess wounds of varying depths.</li> <li>• Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</li> <li>• Transfers knowledge from one situation to another.</li> <li>• Accurately processes information on medication container, in physicians' orders, and monitors equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</li> </ul>
Punctuality/ work habits	<ul style="list-style-type: none"> <li>• Ability to adhere to WSU policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</li> <li>• Ability to complete classroom and clinical assignments and submit assignments at the required time.</li> <li>• Ability to adhere to classroom and clinical schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends class and clinical assignments punctually.</li> <li>• Reads, understands and adheres to all policies related to classroom and clinical experiences.</li> <li>• Contacts instructor in advance of any absence or late arrival.</li> <li>• Understands and completes classroom and clinical assignments by due date and time.</li> </ul>

## Appendix C: Required Forms

### Winona State University College of Nursing & Health Sciences

#### DATA PRACTICES ADVISORY AND INFORMED CONSENT

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

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

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

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

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student printed name

\_\_\_\_\_  
Date

---

#### Validation of Undergraduate Nursing Student Handbook

I have read and understand the requirements within the WSU Undergraduate Nursing Student Handbook in effect upon my enrollment in the WSU Undergraduate Nursing Program. I am accountable for any handbook updates that may occur during my enrollment. The current handbook is posted on the WSU Nursing website at: <http://www.winona.edu/nursingandhs/handbooks.asp>

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student printed name

\_\_\_\_\_  
Date

---

#### Assessment Technologies Institute (ATI) Assessment and Remediation Policy for BS-Generic Option Students

Initial all and sign below:

- I have received a copy of and have read the ATI Assessment and Remediation Policy for BS-Generic Option Students as well as the Mastery Assessment Algorithm.
- I understand that it is my responsibility to make an appointment with WSU Access Services for Students with Disabilities if I have or think I may have a disability.
- I understand that it is my responsibility to utilize all the books and online resources available from ATI.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student printed name

\_\_\_\_\_  
Date

**REFERENCE REQUEST  
AND  
STUDENT AUTHORIZATION FOR RELEASE OF INFORMATION  
Winona State University  
College of Nursing and Health Sciences  
(Valid for Two Years from Date of Signature)**

I, *(print name)* \_\_\_\_\_ request WSU Nursing

Faculty/Staff \_\_\_\_\_ to serve as a reference or release information for me.  
*(Name of person providing reference/releasing information)*

The purpose(s) of the reference(s)/release of information is (are) for: *(check all that apply)*

- application for employment
- all forms of scholarship or honorary award(s)
- other *(please specify)* \_\_\_\_\_

The information may be given in the following manner: *(check all that apply)*

- written
- oral
- electronic

I authorize the above named person to release information and provide an evaluation about any and all aspects of my academic performance at Winona State University to the following: *(check all that apply)*

all prospective employers      OR       specific employers *(list on back)*

all organizations considering me for a scholarship or award(s) *(including release of my social security number for issuance of scholarship check)*      OR       specific educational institutions considering me for a scholarship or award(s) *(list on back)*

Under the Family Educational and Privacy Rights Act, 20 U.S.C. 1232(g), you may, but are not required to waive your right of access to confidential references given for any of the purposes listed above on this form.

If you waive your right of access, the waiver remains valid indefinitely unless a termination date is specified as follows: *(termination date)* \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Local Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Local Phone or Cell Number E-mail Address

**(Please notify Nursing Office of any address/phone number changes as they occur) 3/2010**

# Simulated Clinical Experiences (SCE) Confidentiality Statement/Photography Release

## Confidentiality

Students are expected to keep all events, procedures and information used in conjunction with the simulation lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre and post conferences. Simulations will not be discussed with other students in order to maximize learning opportunities.

## Audio and Video Recording

- Students and faculty may be video recorded for the purpose of education, research and/or quality improvement projects. I understand this statement and agree to the use of audio/visual educational purposes and/or presentations.
- I understand that my name may be used in publications, consistent with the Winona State University Policy regarding photography during school business.
- I hereby irrevocably agree to the use and publication of my photograph(s) in whole or in part in any and all versions, editions, and media, and in the advertising and promotions of any simulation publication. Photographs may be published, reproduced, exhibited, and copyrighted anywhere in the world in connection with all editions of the work in any manner. I waive all claims relating to rights of privacy, rights in publicity, confidentiality, copyright, and any other such claims against Winona State University, its licenses and assigns, or any other person or entity.

Print NAME \_\_\_\_\_ DATE \_\_\_\_\_

Signature \_\_\_\_\_

WINONA STATE UNIVERSITY  
College of Nursing and Health Sciences  
Department of Nursing

**Agreement to Participate in Nursing Skills Lab Practice for  
Invasive Procedures**

I wish to participate in the Nursing Skills lab practice for invasive procedures, which is offered as an optional part of the skills lab in the Department of Nursing at Winona State University. During the lab practice, I may engage in a variety of invasive procedures, in the position of nursing trainee or patient, which may include:

Intradermal injection,  
Subcutaneous injection,  
Intramuscular injection,  
Intravenous catheterization (peripheral),  
Blood glucose finger sticks, and  
Nasogastric intubation.

I understand that all nursing skills lab practice invasive procedures will be undertaken only under the supervision of the nursing skills lab instructor, who is a licensed RN.

I understand that the lab practice, even under the safest conditions, may expose me to elements of risk that may include infection and bodily injury. I am fully aware of the risks and elect to voluntarily participate in the lab practice as [both/either] a nursing trainee [and/or] patient.

I understand that participation in the Nursing Skills lab practice for invasive procedures is voluntary. If I elect not to participate, I understand there will be no consequences and that the University will provide the opportunity for alternate experiences.

In consideration of the University's agreement to permit me to participate in the lab practice for invasive procedures, I agree to:

- A. Abide by the safety rules and regulations set by the Nursing Department staff. I understand that the WSU Nursing Department staff may terminate my participation in the lab practice at any time at their sole discretion.
- B. Consent to allow WSU staff to obtain emergency medical treatment for me that may be deemed advisable in the event of injury, accident or illness during the lab practice.
- C. Release and discharge WSU and all of its employees and agents ("Releasees") **from any and all liability for any and all damages, losses or injuries (including death)** I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during, or are connected in any manner with my participation in lab practice for invasive procedures, whether caused by the negligence of the Releasees or otherwise, except that which is the result of gross negligence and/or wanton misconduct by the Releasees.



- D. Indemnify, defend and hold harmless WSU and all of its employees and agents **from any and all liability, loss, damage or expense, including attorneys' fees**, that they incur or sustain as a result of any claims, demands, actions, causes of action, damages, judgments, costs or expenses, including attorneys' fees, which arise out of, result from, occur during, or are in any way connected with my participation in lab practice for invasive procedures.

In signing this document, I hereby acknowledge that I have read this entire document, that I understand its terms, that **I am at least eighteen (18) years of age**, that by signing this document, I am giving up substantial legal rights I otherwise might have, and that I am signing it knowingly and voluntarily. This document is effective for the duration of my attendance in the nursing program at Winona State University unless I otherwise revoke this authorization in writing.

Print NAME \_\_\_\_\_ DATE \_\_\_\_\_

Signature \_\_\_\_\_

SAMPLE

**Appendix D: 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

<http://www.mnscu.edu/board/policy/308.html>

<http://www.mnscu.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

<http://www.winona.edu/advising/appeals.asp>

WSU Grade Appeal Policy - Academic Policies and University Requirements 2010-2012

<http://www.winona.edu/undergradcatalog/policies.asp>

<http://www.winona.edu/gradcatalog/flash/catalog-2010-2012>

*Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization 2009-2011 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/>

2. General Complaint Resolution Process :

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.

3. 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 2009-2011. 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

<http://www.mnscu.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.

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

[http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA\\_CoC\\_Academic\\_Clinical\\_Interp\\_Statements.pdf](http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf)