# Table of Contents

I. Department of Nursing .................................................................................................................. 4
   A. Winona State University (WSU) Nursing Department Addresses ........................................... 4
   B. WSU Nursing Department Administration ................................................................................ 4
   C. Nursing Degrees Offered ......................................................................................................... 5
   D. Accreditation ........................................................................................................................... 5
   E. Location ....................................................................................................................................... 6
   F. Department Vision, Mission, and Philosophy ........................................................................... 6
   G. Student Involvement ................................................................................................................ 8

II. Winona State University Nursing Progression in Program ......................................................... 8
    A. Academic Standards .................................................................................................................. 8
    B. Academic Progression ............................................................................................................. 8
    C. Professional Retention and Progression Policies ..................................................................... 9

III. Winona State University Nursing Program ............................................................................... 10
    A. Certified Nursing Assistant (CNA) Requirement ................................................................. 10
    B. Costs .......................................................................................................................................... 10
    C. Scholarships ............................................................................................................................. 10
    D. Graduation and Licensure as a Registered Nurse ................................................................. 11
    E. Honors in Nursing ..................................................................................................................... 13
    F. Functional Abilities Essentials ............................................................................................... 13
    G. Student Activities .................................................................................................................... 13

IV. Winona State University Nursing Professional Behaviors ......................................................... 14
    A. General Responsibilities ......................................................................................................... 14
       1. Required Forms ..................................................................................................................... 14
       2. Official Information .............................................................................................................. 14
       3. Student Performance ......................................................................................................... 14
       4. Employment ....................................................................................................................... 14
       5. Travel and Severe Weather ............................................................................................... 15
    B. Requirements for Participation in Clinical Experiences ......................................................... 15
       1. Health Policies ..................................................................................................................... 15
       2. Professional Liability Insurance .......................................................................................... 15
       3. Cardio-Pulmonary Resuscitation (CPR) ............................................................................. 15
4. Pre-Clinical Registration, Mandatory Pre-Clinical Education, and Electronic Medical Record (EMR) Training ................................................................. 16
5. Appearance and Attire for Client Interactions .................................................. 16
6. Preparation for Clinical Experiences .................................................................. 17
7. Absence from Clinical Experiences ...................................................................... 17
8. Transportation .................................................................................................... 17
9. Computer Training .............................................................................................. 17

C. Ethical Responsibilities......................................................................................... 18
1. Academic Integrity and Professional Behavior .................................................. 18
2. Patient's Rights .................................................................................................. 19
3. Student’s Rights ................................................................................................ 19
4. Complaint Policy for the Department of Nursing ............................................. 19

D. Chemical Use and Abuse .................................................................................. 20

Appendix A: Honors in Nursing Requirements, Application Cover Sheet, Undergraduate Nursing Evidence-Based Essential Competencies and Checklist .................. 21
Appendix B: Functional Abilities ............................................................................ 26
Appendix C: Required Forms ............................................................................... 29
Appendix D: Complaint Policy for the Winona State University Department of Nursing ................................................................. 33
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**, traditional 4 year pre-licensure program 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

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

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

B. WSU Nursing Department Administration

Julie M. Anderson, Ph.D., RN, Dean
College of Nursing and Health Sciences
Winona: 301A Stark Hall
Rochester: HS 102
Julie.Anderson@winona.edu

Sandy Herron, DNP, RN, Chair
Winona Campus
Department of Nursing
Stark 325
Sandy.Herron@winona.edu

Mary Kosel, Administrative Assistant
College of Nursing and Health Sciences
Winona Campus, Stark 301
507.457.5122
Mary.Kosel@winona.edu

Beth Twiton, Student Services Coordinator
Winona Campus
Stark 303G
507.457.2232
ETwiton@winona.edu

Melissa Neitzel, Administrative Assistant
Winona Campus
Stark 303I
507.457.5268
MNeitzel@winona.edu

Christina Pruka, Administrative Assistant
Rochester Campus
HS 107
507.285.7349
CPruka@winona.edu
Schedule
appointments with
Department
Administrative
Assistants:

<table>
<thead>
<tr>
<th></th>
<th>Rochester Campus</th>
<th>507.285.7349</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winona Campus</td>
<td>507.457.5120</td>
<td></td>
</tr>
<tr>
<td>Department Chair</td>
<td>507.457.5136 Winona</td>
<td></td>
</tr>
<tr>
<td></td>
<td>507.529.6120 Roch</td>
<td></td>
</tr>
<tr>
<td>Dean, College of Nursing</td>
<td>507.457.5122 Winona</td>
<td></td>
</tr>
<tr>
<td></td>
<td>507.285.7489 Roch</td>
<td></td>
</tr>
</tbody>
</table>

A complete listing of faculty may be found at
http://www.winona.edu/undergrad-nursing/faculty.asp

Nursing Department Website: https://www.winona.edu/nursingandhs/nursing.asp

C. Nursing Degrees Offered

**Bachelor of Science (BS) – Nursing**
Generic Option (traditional 4 year, pre-licensure program)
RN-Bachelor of Science (RN-BS) Completion
http://www.winona.edu/undergrad-nursing/

**Master of Science (MS) - Nursing (see Graduate Bulletin)**
http://www.winona.edu/graduatennursing/masters.asp
RN to Graduate Nursing Pathway
http://www.winona.edu/graduatennursing/RNtoMS.asp

**Doctor of Nursing Practice (DNP)**
http://www.winona.edu/graduatennursing/doctor.asp

D. Accreditation

Winona State University is accredited for Undergraduate and Graduate programs by the Higher Learning Commission. The Baccalaureate Programs in Nursing, Master’s programs, Doctor of Nursing Practice (DNP) programs, and post-graduate Advanced Practice Registered Nurse (APRN) certificate programs in Nursing 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 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.

Graduates of the traditional 4 year, pre-licensure Program (Generic Option) are eligible to write the National Council License Examination (NCLEX). Generic Option and RN-BS Completion graduates are eligible to apply for Public Health Nursing Certification in Minnesota, and may also apply to the Board of Teaching for a school nurse license after they obtain Public Health Nurse certification. Graduates are capable of giving professional nursing care in first-level nursing positions and have a base for graduate study.
E. Location

The pre-licensure nursing major is offered on the Winona Campus and at WSU-Rochester. Students are assigned to one of these locations for the duration of their junior and senior years. Various community facilities such as the Mayo Clinic affiliated hospitals in Rochester, Minnesota; Gundersen 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. Department Vision, Mission, and Philosophy

VISION
To be the leader in advancing the nursing profession through excellence in education that improves health for all.

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.

**G. 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 review WSU graduation requirements, as shown in the undergraduate catalog or on the following webpage: [https://www.winona.edu/graduation/guide-to-graduation.asp](https://www.winona.edu/graduation/guide-to-graduation.asp)

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

*Academic integrity* is required throughout your college career and in the nursing program. Cheating and dishonesty are violations that have very severe consequences, such as dismissal from the nursing program. The WSU Academic Integrity policy can be found here: [http://www.winona.edu/sld/academicintegrity.asp](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 remain in good academic standing as stipulated in the Winona State University catalog ([https://catalog.winona.edu/](https://catalog.winona.edu/)).

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 or on the following webpages: [http://www.winona.edu/sld/conductandcitizenship.asp](http://www.winona.edu/sld/conductandcitizenship.asp). Specific policies include:

- Student Conduct Code ([http://www.winona.edu/sld/studentconductcode.asp](http://www.winona.edu/sld/studentconductcode.asp))
- Sexual Violence Policy ([http://www.winona.edu/sld/sexualviolencepolicy.asp](http://www.winona.edu/sld/sexualviolencepolicy.asp))
- Hazing Policy ([http://www.winona.edu/sld/hazingpolicy.asp](http://www.winona.edu/sld/hazingpolicy.asp))
- Student Grievance Procedure ([http://www.winona.edu/sld/studentgrievance.asp](http://www.winona.edu/sld/studentgrievance.asp))
- Alcohol & Other Drug Policies ([http://www.winona.edu/sld/alcoholdrugpolicies.asp](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 undergraduate catalog or on the following webpage: [https://www.winona.edu/registrar/withdrawalchecklist.asp](https://www.winona.edu/registrar/withdrawalchecklist.asp).

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. A new Functional Abilities form is required upon the student’s return to the nursing program (see Appendix B).

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/proinfo/narinfo/aboutnar.html.

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

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). 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. Scholarships

A number of scholarships are available for nursing majors. For the most part, scholarships are awarded on the basis of financial need and/or academic achievement. It may be required to
show proof of financial need through completion of the 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 undergraduate catalog or the Financial Aid webpage at https://www.winona.edu/financialaid/ 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, the state board of nursing 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.nsna.org. This organization focuses on nursing student issues and problems. MSNA meets monthly and has a nursing faculty advisor. Check with your campus specific Nursing Department for more details on current club officers and meeting information. Membership is available at the local, state, and national levels. Pre-nursing students are welcome and encouraged to join this pre-professional organization for nursing students.

Nursing Club

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

Sigma Theta Tau

The Kappa Mu Chapter of Sigma Theta Tau was chartered April 29, 1988, at Winona State University. It is a 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. 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 or 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 Experiences

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/Pertussis (Tdap), and Hepatitis B) are current.
   d. Annual documentation of influenza vaccine.
   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.
   i. Submitting these requirements is critical because they are required by clinical sites in order for you to legally have access to their patients.
   j. Failure to complete this information may result in your inability to attend clinical and/or removal from clinical plus potential failure of the course.

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) Provider or American Red Cross Basic Life Support (BLS) for Healthcare Providers can be used to meet this 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 Provider, 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. **Pre-Clinical Registration, Mandatory Pre-Clinical Education, and Electronic Medical Record (EMR) Training**

   It is the responsibility of the student to check the student’s WSU email account in order to remain up to date with Department of Nursing directives. This includes during university breaks, when classes are not in session. Please note the following:
   
   - Pre-Clinical Registration for clinical attendance will be sent to you from the Administrative Assistant on your designated campus. If not completed by said deadline set forth, you will NOT be able to attend clinical until compliant, and will potentially be dropped from clinical for that semester, impacting your ability to pass the course.
   
   - Mandatory Pre-Clinical Education and Electronic Medical Record (EMR) Training for clinical partners must be completed by the day you begin your clinical experience at these clinical facilities, unless otherwise specified.
   
   - If Mandatory Pre-Clinical Education and Training are not completed prior to the start of your clinical experiences, you will NOT be able to attend your clinical. Your ability to pass the course will be affected.

5. **Appearance and Attire for Client Interactions**

   While the WSU Department of Nursing supports individuality and self-expression, students are guests of clinical sites and are expected to be dressed professionally in accordance with the applicable clinical agency dress attire policies. Failure to do so may result in termination from the clinical placement. As representatives of WSU and the profession of nursing, students should always consider their presentation and its potential impact on the relationship with those they serve. Special attention should be placed on the cleanliness and tidiness of your appearance. Examples of non-professional attire include clothing that is too tight or too revealing (no belly, buttocks, or cleavage). In addition, well-prepared nursing students may portray competence in providing care.

**WSU PHOTO NAME BADGE**

The WSU photo name badge must always be worn during patient/client interaction as a WSU Nursing Student. Certain clinical facilities may have an agency specific badge that needs to be worn in addition to the WSU badge.

**JEWELRY**

Acceptable jewelry includes post earrings and engagement and/or wedding rings. No necklaces, bracelets, or other rings should be worn.

**HAIR**

Hair should be pulled back. Facial hair should be neatly trimmed.

**FINGER NAILS**

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

**FRAGRANCE AND ODORS**

Minimize or refrain from use of fragrances. Eliminate offensive odors, such as tobacco.
and body odor.

**FACILITY SPECIFIC REQUIREMENTS**

Some clinical experiences may require alternatives to the noted attire described below. Specific agency policies will be reviewed in each clinical course.

A. Hospital Dress Code
   Uniforms are required and consist of white pants, a purple scrub top, white socks, and predominantly white shoes made of a fluid resistant material that should cover the entire foot and have minimal logos. The uniform must be laundered after patient interaction (clinicals) and prior to any additional clinical or lab/simulation experiences. Students must have a black ball point pen, a watch with a second hand, and a faculty-approved stethoscope, with interchangeable bells and diaphragms, suitable for adults and infants.

B. Community Dress Code
   Students having client interaction in community settings should wear appropriate street clothes.

6. **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.

7. **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.

8. **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.

9. **Computer Training**
   Students must 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 undergraduate catalog under Academic Integrity or the following webpage: 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 and can be reviewed in the undergraduate catalog or the following webpage: 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 Ethics, including Core Values and Interpretive Statements, Code of Professional Conduct, and Code of Academic and Clinical Conduct
  https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0
- American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements https://www.nursingworld.org/coe-view-only

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: https://catalog.winona.edu/content.php?catoid=19&navoid=1904#Grade_Appeal_Policy.
2. **Patient's 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](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).
# HONORS IN NURSING APPLICATION COVER SHEET

*(Please type or print all entries)*

<table>
<thead>
<tr>
<th>Student Name(s)</th>
<th>Email</th>
<th>Campus W or R</th>
<th>Faculty Advisor Signature (verifies cumulative GPA ≥ 3.6, no rounding)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ________________________________

Second reader signature: ________________________________

(Printed name) ________________________________

(Printed name) ________________________________

Student(s) signature(s): ________________________________

________________________________

________________________________

Date of application: ________________
## Appendix A2

Undergraduate Nursing Evidence-Based Essential Competencies

<table>
<thead>
<tr>
<th>Research Category</th>
<th>Undergraduate Competencies</th>
</tr>
</thead>
</table>
| **Primary Research**  
New knowledge is discovered through traditional research methodologies and scientific inquiry. | 1. Define EBP in terms of evidence, expertise, and patient values  
2. With assistance and existing standards, critically appraise original research reports for practice implications in context of EBP.  
3. Use pre-constructed expert search strategies to locate primary research in major bibliographic databases.  
4. Recognize ratings of strength of evidence when reading literature, including web resources.  
5. Classify clinical knowledge as primary research evidence, evidence summary, or evidence-based guidelines. |
| **Evidence Summary**  
The corpus of research is synthesized into a single, meaningful statement of the state of knowledge. | 6. From specific evidence summary databases (e.g. Cochrane Database of Systematic Reviews), locate systematic reviews and evidence summaries on clinical topics.  
7. Using existing critical appraisal checklists, identify key criteria in well-developed evidence summary report.  
8. List advantages of systematic reviews as strong evidential foundation for clinical decision making.  
9. Identify examples of statistics commonly reported in evidence summaries. |
| **Translation**  
Research evidence is translated into clinical recommendations (Clinical Practice Guidelines). Expert opinion and other sources of knowledge are incorporated. | 10. With assistance and existing criteria checklist, identify the major facets to be critically appraised in clinical practice guidelines.  
11. Using specified databases, access clinical practice guidelines on various clinical topics.  
| **Integration**  
Individual, organizational, and environmental practices are changed through formal and informal channels. | 13. Compare own practice with agency’s recommended evidence-based clinical practice guidelines.  
14. Describe ethical principles related to variation in practice and EBP.  
15. Participate in the organizational culture of evidence-based quality improvement in care.  
17. Utilize agency-adopted clinical practice guidelines while individualizing care to the client preference and needs.  
19. Choose evidence-based approaches over routine as base for own clinical decision making. |
| **Evaluation**  
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. | 20. Participate in evidence-based quality improvement processes to evaluate outcomes of practice changes. |
Appendix A3

Permission to Use Student Work

Pursuant to Minnesota State 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 the evaluation of a student’s performance.

This form should be used to clarify and record the student’s permission being granted.

Student Name: ___________________________ College/University: 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, colleges, universities, 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.)

Winona State University 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:
   ☑ digital copies --- Describe purpose:

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 of 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. The work is not subject to any grant or restriction that would prevent its use consistent with the permission I am granting. Except as explicitly indicated on the student work, all aspects are original and my contributions and have not been copied or adapted from other sources.

Student ___________________________ Recipient(s) ___________________________

Signature ___________________________ Signature ___________________________ Date __________

Signature ___________________________ Signature ___________________________ Date __________

Email ___________________________ Signature ___________________________ Date __________

Address/Contact Information ___________________________

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

Form located at http://www.minnstate.edu/system/asa/academicaffairs/policy/copyright/forms.html

Minnesota State Permission to Use Student Work Form rev. 10.24.2017
A candidate for the nursing program must possess essential functional abilities in order to provide safe and effective patient care. These reflect the National Council of State Boards of Nursing (1996) essential functional ability categories and representative attributes, found at [https://www.ncsbn.org/1996_Part4.pdf](https://www.ncsbn.org/1996_Part4.pdf). In the event a student cannot meet one or more of the standards, with or without reasonable accommodation, the student will not be admitted/retained in the nursing program. The nursing program in conjunction with the WSU Access Services will determine, on an individual basis, whether a reasonable accommodation can be made. I understand that this disclosure is necessary to protect my health and well-being, as well as, the health and well-being of patients for whom I may provide care. All individually identifiable health information shall be maintained in a manner to protect confidentiality and only shared with those persons that have authority to receive and handle such information.

Candidates for selection to the Nursing Program must be able to:

(For any Partial or No answers, please explain on the next page.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Functional Ability / Essential Requirements / Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Motor</td>
<td>Ability to move within confined spaces; maintain balance in multiple positions; reach below waist (e.g., plug electrical appliance into wall outlet); reach out front.</td>
</tr>
<tr>
<td>Fine Motor Skills</td>
<td>Grasp, pinch, twist, squeeze (e.g., record/chart); hand coordination (e.g., manipulate equipment).</td>
</tr>
<tr>
<td>Mobility</td>
<td>Twist/bend/stoop/squat; move quickly (e.g., response to an emergency); climb stairs; walk (e.g., walk with client).</td>
</tr>
<tr>
<td>Physical Endurance</td>
<td>Maintain physical activity for length of clinical shift.</td>
</tr>
<tr>
<td>Physical Strength</td>
<td>Push, pull and lift 25 pounds; move up to 50 pounds of weight; use upper/lower body strength.</td>
</tr>
<tr>
<td>Visual</td>
<td>See objects up to 20 feet away (e.g., information on computer screen, skin, client in room); use depth perception; use peripheral vision; distinguish color and color intensity.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Hear normal level speaking sounds; hear faint voices/whisper.</td>
</tr>
<tr>
<td>Smell</td>
<td>Detect body and environment odors.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Feel vibrations (e.g., pulse); detect temperature (e.g., skin, liquids, environment, equipment); feel differences in surface characteristics (e.g., rashes, swelling).</td>
</tr>
<tr>
<td>Environment</td>
<td>Tolerate exposure to allergens (e.g., latex products, chemical substances); tolerate heat and humidity (e.g., giving showers).</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td>Ability to provide client with emotional support; adapt to changing environment/stress; focus attention on task; cope with strong emotions in others (e.g., anger, grief); respond to the unexpected (e.g., death, emergencies); maintain emotional control.</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>Establish appropriate relationships with clients, families, and coworkers; respect cultural differences in others; handle interpersonal conflict.</td>
</tr>
<tr>
<td>Reading</td>
<td>Read and understand written documents (e.g., flow sheets, charts, graphs); read digital displays.</td>
</tr>
<tr>
<td>Communication</td>
<td>Interact with others; speak English; write English; listen and understand spoken and written word.</td>
</tr>
<tr>
<td>Math</td>
<td>Add/subtract/multiply/divide; measure; tell time/count.</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Know the difference between serious and minor problems; apply knowledge and skill; organize and use information.</td>
</tr>
</tbody>
</table>
Candidates for selection to the nursing program will be required to verify that they understand and meet these essential functional abilities or that they believe with certain accommodations, they can meet the standards. Access Services (Maxwell Hall 314 or 507-457-5878 or access@winona.edu) will evaluate a student who states he/she could meet the program’s functional abilities with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If a student states he/she can meet the functional abilities with accommodation, then the University and the Department of Nursing will determine whether it agrees that the student can meet the functional abilities with reasonable accommodation; this includes a review of whether the accommodations requested are reasonable, taking into account whether accommodation would jeopardize clinician/patient safety, or the educational process of the student or the institution, including all classroom work, campus labs, and clinical experiences deemed necessary to graduation.

**Functional Abilities Statement by Student**

*Student: Please sign one category below as appropriate for you*

<table>
<thead>
<tr>
<th>OPTION 1: No Accommodations Requested</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that I have read and understand the essential functional abilities for selection to the Nursing Program listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I have no known medical condition that either directly impacts my ability to function safely in the clinical setting or if the medical condition is poorly controlled or managed, changes my ability to function safely in the clinical setting. I understand that if I am unable to meet these standards continually, I will not be admitted or retained in the program.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OPTION 2: Request for Accommodations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that I have read and understand the essential functional abilities for selection to the Nursing Program listed above, and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I understand that if I have a medical condition that either impacts my ability to function safely in the clinical setting or if poorly controlled or managed, changes my ability to function safely in the clinical setting, I will make appropriate accommodation to maintain patient and personal safety. I will contact the WSU Access Services (Maxwell Hall 314 or 507-457-5878 or <a href="mailto:Access@winona.edu">Access@winona.edu</a>), to determine what accommodations may be available. I understand that if I am unable to meet these standards continually, with or without accommodations, I will not be admitted or retained in the program.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Student:** Take both forms with you to the provider for a health assessment.

1. **Functional Abilities/Essential Requirements Checklist and Statement by Student** form - This form is to be completed on both sides by student and signed by the student.
2. **Health Assessment of Nursing Student by Health Care Provider** form - Provider is to sign the “Health Assessment of Nursing Student by Health Care Provider” form.
3. Submit both completed forms together to the Department of Nursing.
# Health Assessment of Nursing Student by Health Care Provider

**Student Name:** ____________________________  **Warrior ID:** __________

## Statement of Physical and Emotional Health by Provider

I have completed an exam with this student who is applying for admission to a nursing program at Winona State University. After reviewing the Functional Abilities checklist and statement completed by the student, it is my judgment that this student:

*(check one)*

- [ ] Is able to physically and emotionally perform the essential requirements for safe and effective nursing practice as specified in the Functional Abilities checklist.

- [ ] Is able to physically and emotionally perform the essential requirements for safe and effective nursing practice as specified in the Functional Abilities checklist with the following restrictions or accommodations *(List Accommodations):*

- [ ] Is unable to physically and/or emotionally perform the essential requirements for safe and effective nursing practice as specified in the Functional Abilities checklist.

**Additional Comments or Concerns from Provider:**

**Provider Signature:** ____________________________  **Date:** __________

Provider printed name, institution, address, and phone number *(provider stamp or business card is acceptable).*
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/undergrad-nursing/student-resources.asp

_________________________________  ___________________________________  _____________
Student signature                      Student printed name                      Date

Assessment Technologies Institute (ATI) Assessment and Remediation Policy for BS-Generic Option Students
Sign below in affirmation of the following statements:
• 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

I, (print name) ____________________________________________ request WSU Nursing
Faculty/Staff ___________________________ to serve as a reference or release information for me.
(Note 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, honorary award(s), or internships
____ admission to another educational institution
____ 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)

1. ______ all prospective employers OR ______ specific employers (list on reverse side)

2. ______ all educational institutions to which I seek admission OR ______ specific educational institutions (list on reverse side)

3. ______ all organizations considering me for an award, scholarship, or internship OR ______ specific organizations (list on reverse side)

4. ______ other (please specify): ______________________________________________________

This authorization to provide references is valid for three (3) years from the date of my signature below, and can be revoked at any time, or unless I specify an earlier ending date as follows. Ending date: _____________________

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. Check the appropriate space below:

____ I waive my right of access to references about me.  ____ I do not waive my right of access to references about me.

___________________________________________________________________  ______________________
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)
Simulated Clinical Experiences Confidentiality Agreement

As a student at Winona State University, I understand that simulated clinical experiences are offered as an educational opportunity to obtain practical experience. As such, I understand the significance of confidentiality that accompanies my participation in these simulated clinical experiences.

I agree to adhere to the following rules:

• 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.

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.

Print Name _____________________________________________ Date________________

Signature ______________________________________________________________________________

Audio/Visual Recording Release

• 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 recording for audio/visual educational purposes and/or presentations.
• By signing below, I grant permission for the University to use my likeness, image, or voice in publications for non-commercial educational, exhibition, promotional, advertising, marketing, or other purposes by the University and will not be sold to other entities or agencies.
• I hereby forever release and discharge the University from any and all claims, actions and demands arising out of or in connection with the use of said still photograph or video, including without limitation, any and all claims for invasion of privacy and libel. This release shall inure to the benefits of the assigns, licensees and legal representatives of the University.

Print Name _____________________________________________ Date________________

Signature ______________________________________________________________________________

Revised 4/2018
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 fingersticks, 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 ___________________________________________
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
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.
