

# Winona State University Undergraduate Pre-Licensure BS Nursing Student Handbook

Updated November 2023



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# I. Department of Undergraduate Nursing

## Introduction

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

Winona State University offers two BS degree programs in Nursing:

- **Pre-Licensure Option**, traditional 4-year 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) Department of Undergraduate Nursing Addresses

<i>Department of Undergraduate Nursing</i> Winona State University - Winona	<i>Department of Undergraduate Nursing</i> WSU - Rochester
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) <a href="mailto:Nursing@winona.edu">Nursing@winona.edu</a>	859 SE 30th Avenue HS107 Rochester MN 55904-4915 Phone: 507.285.7349 Toll-Free Number: 1.800.366.5418

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

## B. WSU Department of Undergraduate Nursing Administration

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

Cyndy Jones, DNP, RN, Chair Winona Campus  
Department of Undergraduate Nursing Stark 339  
[cjones@winona.edu](mailto:cjones@winona.edu)

Lori Flikki, Administrative Assistant College of Nursing and Health Sciences Winona Campus, Stark 301  
507.457.5122  
[lflikki@winona.edu](mailto:lflikki@winona.edu)

Schedule appointments with Department Administrative	Rochester Campus	507.285.7349
	Winona Campus	507.457.5120
	Department Chair	507.457.5135 Winona 507.529.6120 Rochester

Assistants:	Dean, College of Nursing and	507.457.5122 Winona
	Health Sciences	507.285.7489 Rochester

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

**Pre-Licensure Option**, traditional 4-year 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

<http://www.winona.edu/undergrad-nursing/>

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

<http://www.winona.edu/graduatenursing/masters.asp>

RN to Graduate Nursing Pathway

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

#### Doctor of Nursing Practice (DNP)

<http://www.winona.edu/graduatenursing/doctor.asp>

### D. Accreditation

Winona State University is accredited for Undergraduate and Graduate programs by the Higher Learning Commission. The baccalaureate degree program in nursing, master’s degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN (Advanced Practice Registered Nurse) certificate program at Winona State University are accredited by the *Commission on Collegiate Nursing Education (CCNE)*, 655 K Street, NW, Suite 750, Washington, DC 20001, Phone: 202.887.6791.

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

The WSU Nursing Program is approved by the Minnesota Board of Nursing. The Baccalaureate and Master’s programs received continuing program approval in June of 2023. The next consideration for continuing approval by the Board of Nursing will be after the planned 2032 Commission for Collegiate Nursing Education (CCNE) accreditation visit and when the CCNE board action is complete.

Graduates of the Pre-Licensure program (traditional 4-year BS in Nursing) are eligible to write the professional nurse licensure examination (NCLEX). Pre-Licensure 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 WSU-Winona campus and on the WSU-Rochester campus. 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; Mayo Clinic Health System locations in Cannon Falls, Minnesota, Lake City, Minnesota, and La Crosse, Wisconsin; Gundersen Health System in La Crosse, Wisconsin; Winona Health in Winona, Minnesota; and others such as long term care facilities, public health agencies, schools, and communities are utilized for site-based experiences in the nursing courses for students on either the Winona campus or the Rochester campus.

## F. Department Vision, Mission, and Philosophy

### VISION

The WSU Department of Undergraduate Nursing will be champions for innovative educational practices to enhance interprofessional partnerships and learning in our communities.

### MISSION

The WSU Department of Undergraduate Nursing is committed to advancing the health and wellbeing of our communities through collaboration with interprofessional partners and innovative faculty to create diverse-minded learners.

### 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 Undergraduate 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. Commitment to Nursing

In support of the Department of Undergraduate Nursing's values, mission, and philosophy, a Professional Oath of Honor Ceremony is held for Term 1 nursing students to promote values of excellence, respect, teamwork, diversity, integrity, and accountability. As a developing professional, students will pledge their commitment to the profession of nursing and those they serve by reciting and signing the Nursing Professional Oath of Honor (see appendix A). Upon completion of the nursing major, this commitment is reaffirmed during a Pinning Ceremony, which is a rite of passage into the nursing profession.

## H. Student Involvement

The philosophy of the Department of Undergraduate Nursing 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 Department of Undergraduate Nursing.

## II. Winona State University Nursing Progression in Program

### A. Deferral of Admission

Students are allowed to defer nursing program admission to the campus identified in their acceptance letter for up to two semesters. Students will request a deferral by notifying the Associate Director of Advising prior to the semester start date aligned to the student's admissions. Students are required to notify the Undergraduate Progression Subcommittee chairperson of their intent to return as a first semester student by the following dates: October 15<sup>th</sup> for spring semester admission and by February 15<sup>th</sup> for fall semester admission.

### B. 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. In order to pass a course, all quizzes, exams and tests within the course must be passed with a minimum cumulative average of 74% or higher. This does not include HESI exams. If this score is not achieved, the highest grade the student can receive is a "D" in the course. If the student did not pass the clinical/practicum portion of the course the student will receive an "F" in the course. Grading scale: 92-100%= A, 83-91.99%= B, 74-82.99%= C, 65-73.99%= D and below= F

It is extremely important to review WSU graduation requirements, as shown in the undergraduate catalog or on the following webpage:

<https://www.winona.edu/registrar/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>.

### C. 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/>).



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>. Specific policies include:

- Student Conduct Code (<http://www.winona.edu/sld/studentconductcode.asp>)
- Sexual Violence Policy (<https://www.winona.edu/affirmativeaction/sexual-violence-policy.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 undergraduate catalog or on the following webpage: <https://www.winona.edu/registrar/withdraw.asp>

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

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

1. Students can request a leave of absence once admitted to the nursing major (NUGE). Students are allowed to request up to two semesters of leave throughout the program. This leave can be one semester at a time or two consecutive semesters. Students will request approval for their leave of absence from the Undergraduate Nursing Student Progression Subcommittee by sending the subcommittee chair(s) a letter requesting a leave of absence and a proposed progression plan that outlines the new path towards program completion. Students are required to meet with their nursing advisor to develop the revised Progression Plan. The advisor will send the revised Progression Plan to the Undergraduate Student Progression Subcommittee for approval. A new Functional Abilities form is required upon the student's return to the nursing program (see Appendix C). Students returning to the nursing program after a leave of absence are required to notify the Undergraduate Student Progression Subcommittee chairperson of their intent to return by the following dates: October 15<sup>th</sup> for spring semester return and February 15<sup>th</sup> for fall semester return.

2. 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.
3. 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.
4. 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.
5. If there is a breach in ethical and/or professional behavior, faculty may fill out an Performance Improvement Plan (PIP) Ethical/Professional Behavior Violation Form (Appendix B) to work with the student to develop a plan to address the behavior.
6. 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.
7. Processes for decisions regarding progression within the program are described in Section IV. C. 1.
8. 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.
9. Students requesting to start with part-time progression or those that 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. This plan is based on space availability in clinical courses and completion of prerequisites for courses. The progression plan will be submitted to the undergraduate student progression sub-committee for formal approval.
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 <https://www.health.state.mn.us/facilities/providers/nursingassistant/index.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. Books and materials (electronic) cost approximately \$1,500 (subject to change) at the beginning of Term 1 and again at the beginning of Term 3.

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. Recording of classes and simulations**

Class sessions and simulations may be video recorded for the purpose of educational review. Recordings obtained for the purposes described herein are for educational purposes only. For more information, review the Simulated Clinical Experience Notification in Appendix D.

## **D. Scholarships**

A number of scholarships are available for nursing majors. For the most part, scholarships are awarded on the basis of financial need and/or academic achievement. It may be required to show proof of financial need through completion of the 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 Department of Undergraduate Nursing (507) 457-5120

WSU Financial Aid (507) 457-5090

WSU Foundation (507) 457-5020

Rochester Campus (507) 285-7100

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.

## E. 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. 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.

<https://www.winona.edu/registrar/graduation.asp>

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

Graduating pre-licensure 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 Department of Undergraduate Nursing 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.

#### **DEPARTMENT OF UNDERGRADUATE NURSING**

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.

## F. 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 E for Honors in Nursing Requirements, Undergraduate Nursing Evidence-Based Essential Competencies, Application Cover Sheet, and MinnState Permission to Use Student Work form**).

## G. 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 C**).

## H. 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 Undergraduate 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, Oath of Honor Ceremony and has class officers and a nursing faculty advisor. Membership includes 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. Pre-Licensure 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 Department of Undergraduate Nursing (**see Appendix D**). These forms include:

- Data Practices Advisory and Informed Consent
- Validation of Undergraduate Nursing Student Handbook
- Reference Request and Student Authorization for Release of Information
- Consent, Release, and Authorization to Use Likeness (optional)
- Agreement to Participate in Nursing Skills Lab Practice Invasive Procedures
- HESI Assessment and Remediation policy for BS Pre-Licensure students

#### 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 ways 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 oneself according to course outcomes /criteria.
- i. Be responsible for learning the course content, completing assignments, and keeping current with any updates.

#### 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, other healthcare technicians, or in a non-nursing capacity.
- d. Summer technician/internship programs are offered from a variety of institutions, so students are encouraged to seek out such opportunities. Check with 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 [511wi.gov](http://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.

This guideline will help to provide some framework for decision making in adverse weather conditions.

- If the campus is open, students can attend clinicals.
- If there is a Winter Weather Watch or Winter Weather Advisory, the decision about whether to have clinical is up to the Clinical Instructor.
- If the storm advances and becomes a Winter Weather Warning or Blizzard Warning, then **per the Department of Undergraduate Nursing, all clinicals will be canceled for the duration of the Warning.**
- If a Wind Chill Advisory (when wind chills of -10 to -24F are expected) is issued, the decision about whether to have clinical is up to the Clinical Instructor.
- If the advisory advances and becomes a Wind Chill Warning (when wind chills of -25F or lower are expected), then **per the Department of Undergraduate Nursing, all clinicals will be cancelled for the duration of the warning.**
- The decision to cancel classes and clinical is always up to the individual instructor (except in these identified situations).

\*\*\*\*\*Please note that it is ALWAYS up to each individual student whether they choose to travel based on safety concerns. Students will not face a penalty for not traveling to clinical if they feel their safety is in jeopardy.



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

The following sections delineate requirements for participating in clinical experiences. Many requirements need to be updated at least annually. For the duration of the students' participation in the pre-licensure nursing program, requirements must be met for Fall semester by July 1<sup>st</sup> of that year or by January 1<sup>st</sup> ahead of the Spring semester. If the student is unable to meet the requirements by those dates, they need to contact their campus' Administrative Assistant and the Department of Undergraduate Nursing's chairperson. Failure to meet the requirements or communicate a need for extension by the due dates each semester will prevent the student from being able to progress in the program.

### **1. Health Policies**

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

#### Immunizations

Proof of current immunizations is required by clinical agencies. All students born in 1957 or later must be in compliance with the Minnesota College Immunization Law (Minnesota Statute 138A.14). You are expected to be up-to-date with tetanus, diphtheria and pertussis boosters (within last 10 years) and that measles, mumps, and rubella shots have been given after the first birthday. A completed health form must be on file. This form can be found at <http://www.winona.edu/healthservices/> and selecting the "Student Immunization Requirement" form." For clinical experiences, students are expected to be in compliance with the vaccines required by the clinical partner. Some facilities also impose certain requirements regarding the health of persons working in their facilities and may require that health information of 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 Department of Undergraduate Nursing does not guarantee an alternative facility placement. If no alternative facility placement is available, you will be terminated from your academic program.

Required immunizations and other health requirements include, but are not limited to:

- 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.

Questions related to health policies should be referred to the Department of Undergraduate Nursing chairperson. Submitting these requirements is critical because they are required by clinical sites in order for you to legally have access to their patients. 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. Background Checks**

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

## **4. 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 or American Red Cross Basic Life Support (BLS) 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, you must also complete the hands-on skills testing. Proof of certification must be submitted to the Department of Undergraduate Nursing prior to starting clinicals. A lapse in coverage or failure to have current certification may result in dismissal from that clinical course.

## **5. 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 Undergraduate Nursing directives, including during university breaks, when classes are not in session. Please note the following:

- Pre-Clinical Registration for clinical attendance, including the deadline for completion, will be sent to you from the Administrative Assistant on your designated campus. If not completed by the stated deadline, 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.

## **6. Appearance and Attire for Client Interactions**

While the WSU Department of Undergraduate 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.

### **FINGERNAILS**

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 charcoal grey pants (effective Fall 2022 for all Terms), a purple scrub top, white socks, and predominantly black shoes (effective Fall 2022 for incoming Term 1 students, continuing students may wear either black or white shoes) made of a fluid resistant material that should cover the entire foot and have minimal logos. No tight-fitting pants are permitted (i.e. leggings or jogger pants). The uniform must be laundered after patient interaction (clinical) 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. Examples of non-appropriate attire include clothing that is too tight or too revealing (no belly, buttocks, or cleavage).

## **7. 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.

## **8. 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.

## 9. 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.

## 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.nсна.org/nsna-code-of-ethics.html>
- 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: <https://www.winona.edu/academic/academicpolicies.asp>.

## 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 electronically request/select a different advisor in the event that the student does not wish to meet with the assigned advisor.
- 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 Undergraduate Nursing**

The Department of Undergraduate 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 Undergraduate Nursing. (See Appendix G)

#### **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: Winona State University Department of Undergraduate Nursing Professional Oath



### Winona State University Department of Undergraduate Nursing Professional Oath

As a developing professional, I solemnly pledge that I will:

- create a culture of teamwork, collaboration, and accountability in developing excellence in nursing education at WSU;
- contribute to an environment of trust and mutual respect;
- actively support one another in the pursuit of excellence in our nursing education;
- accept the lifelong obligation to improve my professional knowledge and competence;
- uphold altruistic values to promote caring for self and others;
- advocate for the health, safety, and rights of others;
- adhere to the highest standards of ethical and professional behavior, as detailed in the ANA Code of Ethics;
- uphold the highest standards of academic and behavioral integrity, as detailed in Winona State University and Department of Undergraduate Nursing policies; and
- model professional behavior and hold myself and peers accountable, including addressing behavior inconsistent with this honor code.

With this pledge, I accept the duties and responsibilities that embody the nursing profession. I take this oath voluntarily with the full realization of the responsibility with which I am entrusted by the public.

---

(Printed Name)

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(Signature)



**Appendix B: Performance Improvement Plan (PIP) Ethical/Professional Behavior Violation Form**

Winona State University  
College of Nursing and Health Sciences  
Department of Undergraduate Nursing  
Pre-Licensure Program

**Ethical/Professional Behavior Violation**

When a student violates the professional nursing behaviors that are expected and required by both WSU Department of Undergraduate Department and the nursing profession, the student will be notified.

This form (page 1) is used to provide documentation when interacting with students regarding an ethical/professional behavior violation.

Student Name:	<input type="text"/>	Date:	<input type="text"/>
Student Warrior ID:	<input type="text"/>		
Faculty:	<input type="text"/>	Date:	<input type="text"/>
Date of Violation:	<input type="text"/>		

Description of Ethical/Professional Violation:

This form (page 2) is used to provide documentation of the things done to assist in improve the behavior related to the ethical/professional violation. (If a Professional Improvement Plan is initiated please complete pages 3 & 4).

Student Violation Result: Please mark all that apply:

\_\_\_\_\_ Verbal Alert

\_\_\_\_\_ Assignment Change

\_\_\_\_\_ Grade Change

\_\_\_\_\_ Failure of Course

\_\_\_\_\_ Professional Improvement Plan (see page 3 & 4)

Comments (if needed):

## Performance Improvement Plan (If Applicable)

Student Learning Outcomes: Please mark which outcomes are affected by this student's behavior:

\_\_\_\_\_ Critical Thinker

\_\_\_\_\_ Ethical Decision Maker

\_\_\_\_\_ Culturally Sensitive Practitioner

\_\_\_\_\_ Facilitator of Learner

\_\_\_\_\_ Effective Communicator

\_\_\_\_\_ Organizational & Systems Leader

\_\_\_\_\_ Excellent Provider of Care

Plan for Remediation:

Goal(s):

Consequences:

Student Signature:

Date:

Faculty Signature:

Date:

Additional Comments (If needed):

Copy to:

\_\_\_\_ Progression Chair

\_\_\_\_ Copy in Student File

\_\_\_\_ Copy to Student

\_\_\_\_ Copy to Academic Advisor

\_\_\_\_ Copy to Program Coordinator

Date Goal Met/PIP Completion:

11/2020 Form approved by UNC; 3/2021 Form name change approved by UNC

Appendix C: Functional Abilities



Department of Undergraduate Nursing

<b>Student Name</b> <i>(First, Middle, Last)</i>		<b>Warrior ID:</b>		
<b>Functional Abilities/Essential Requirements Checklist and Statement by Student</b> <b><u>Must be taken to Healthcare Provider Appointment for review</u></b>				
<p>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 <a href="https://www.ncsbn.org/1996_Part4.pdf">https://www.ncsbn.org/1996_Part4.pdf</a>. 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.</p>				
<b>Candidates for selection to the Nursing Program must be able to:</b> <i>(For any Partial or No answers, please explain on the next page.)</i>				<b>Student Self-Evaluation of each category</b>
Category	Functional Ability / Essential Requirements / Examples	Yes	Partial	No
Gross Motor	Ability to move within confined spaces; maintain balance in multiple positions; reach below waist ( <i>e.g., plug electrical appliance into wall outlet</i> ); reach out front.			
Fine Motor Skills	Grasp, pinch, twist, squeeze ( <i>e.g., record/chart</i> ); hand coordination ( <i>e.g., manipulate equipment</i> ).			
Mobility	Twist/bend/stoop/squat; move quickly ( <i>e.g., response to an emergency</i> ); climb stairs; walk ( <i>e.g., walk with client</i> ).			
Physical Endurance	Maintain physical activity for length of clinical shift.			
Physical Strength	Push, pull and lift 25 pounds; move up to 50 pounds of weight; use upper/lower body strength.			
Visual	See objects up to 20 feet away ( <i>e.g., information on computer screen, skin, client in room</i> ); use depth perception; use peripheral vision; distinguish color and color intensity.			
Hearing	Hear normal level speaking sounds; hear faint voices/whisper.			
Smell	Detect body and environment odors.			
Tactile	Feel vibrations ( <i>e.g., pulse</i> ); detect temperature ( <i>e.g., skin, liquids, environment, equipment</i> ); feel differences in surface characteristics ( <i>e.g., rashes, swelling</i> ).			
Environment	Tolerate exposure to allergens ( <i>e.g., latex products, chemical substances</i> ); tolerate heat and humidity ( <i>e.g., giving showers</i> ).			
Emotional Stability	Ability to provide client with emotional support; adapt to changing environment/stress; focus attention on task; cope with strong emotions in others ( <i>e.g., anger, grief</i> ); respond to the unexpected ( <i>e.g., death, emergencies</i> ); maintain emotional control.			
Interpersonal Skills	Establish appropriate relationships with clients, families, and coworkers; respect cultural differences in others; handle interpersonal conflict.			
Reading	Read and understand written documents ( <i>e.g., flow sheets, charts, graphs</i> ); read digital displays.			
Communication	Interact with others; speak English; write English; listen and understand spoken and written word.			
Math	Add/subtract/multiply/divide; measure; tell time/count.			
Problem Solving	Know the difference between serious and minor problems; apply knowledge and skill; organize and use information.			





Department of Undergraduate Nursing

### Health Assessment of Nursing Student by Health Care Provider

Student Name: \_\_\_\_\_  
(Print)

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 D: 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

---

#### HESI Assessment and Remediation Policy for BS-Pre-Licensure Students (For all undergraduate Nursing Students)

Sign below in affirmation of the following statements:

- I have received a copy of and have read the HESI Assessment and Remediation Policy for BS-Pre-Licensure 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 HESI.

\_\_\_\_\_  
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.  
*(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, 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 Experience Notification**

Winona State University, may whenever possible, provide opportunities for its students to participate in simulated clinical experiences. Simulated clinical experiences are an educational opportunity to obtain practical experience through clinical roleplay. As such, strict adherence to confidentiality is required of each student participating in simulated clinical experiences.

All students are hereby notified that:

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

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

**CONSENT, RELEASE AND AUTHORIZATION  
TO USE LIKENESS**

I grant to Winona State University (“University”) the irrevocable right and unrestricted permission to use of my likeness, image, voice which may be used in publications will be used for non-commercial educational, exhibition, promotional, advertising, and/or other purposes by the University and will not be sold to other entities and/or agencies. Such materials may be copied, copyrighted, edited, and distributed by the University without expectation of compensation or other remuneration now or in the future.

I hereby freely give my consent to Winona State University, its affiliates and agents, to use my image and likeness and/or any interview statements from me in its publications, advertising or other media activities (including the Internet). This consent further includes, but is not limited to:

- (a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of me and/or recording my voice;
- (b) Permission to use my name; and
- (c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, newspapers, magazines, books and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness.

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, 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, as well as the party(ies) for whom the University took the still photograph.

I represent that I have read the foregoing and fully, completely understand the contents, and freely give my consent.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Participant signature if of legal age

\_\_\_\_\_  
Printed Name of Participant

\_\_\_\_\_  
Tech ID

Signed: \_\_\_\_\_  
Parent/Guardian signature if Participant is not of legal age

\_\_\_\_\_  
Printed Name of Parent/Guardian

WINONA STATE UNIVERSITY  
College of Nursing and Health Sciences  
Department of Undergraduate 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 Undergraduate 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 Department of Undergraduate Nursing staff. I understand that the WSU Department of Undergraduate Nursing 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 E: Honors in Nursing Requirements, Application Cover Sheet, Undergraduate Nursing Evidence-Based Essential Competencies and Checklist

### Winona State University Department of Undergraduate 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 A2)
  - 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 A1 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 *MinnState 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 E1

### 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;"><b>Primary Research</b></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;"><b>Evidence Summary</b></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;"><b>Translation</b></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;"><b>Integration</b></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;"><b>Evaluation</b></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>

Appendix E2

WINONA STATE UNIVERSITY  
College of Nursing and Health Sciences  
Department of Undergraduate 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: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

Appendix E3

# Permission to Use Student Work

Pursuant to Minnesota State Board Policy 3.26 Intellectual Property, students own their student works. Signed, written permission is required to use a student’s work for reasons unrelated to the evaluation of a student’s academic performance.

Use this form to clarify and record the student’s permission being granted.

Student Name: \_\_\_\_\_ College/University: \_\_\_\_\_  
Title of Work: \_\_\_\_\_ Course Title / CRN # \_\_\_\_\_

1. **Grant of Permission.** The individual(s), departments, colleges, universities, organizations, etc. listed below are hereby authorized to use my work as identified below. (Please list the individuals, departments, etc.)

2. **Creative Commons License** (Identify [CC License](#) student grants for use of the student work.)

- CC \_\_\_\_\_
- If granting a CC license, skip section 3 and proceed to section 4.

3. **Scope of Permission to Use Student Work.** [Check applicable section(s)]

Perpetual Consent or  Period of Consent \_\_\_\_\_ or  Other

**Make/distribute copies** (e.g. course packets, classroom materials, inclusion of student work in journal article, conference paper or presentation etc.)

- hard copies --- Describe purpose:
- digital copies --- Describe purpose:

**Display copies**

- display on open web/internet
- display online with restricted access
- classroom display
- other display Explain: \_\_\_\_\_

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

**Prepare and distribute derivative works of student work** (e.g. modify/enhance student paper or project, software or computer app., artwork, dance choreography, musical composition, etc.)

**Other** (Describe. e.g. for faculty, course or program evaluation, curriculum planning, program accreditation, etc.)

4. **Attribution to Student**

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

5. **Other Considerations** (if applicable, identify additional considerations regarding use of the student work on the back of this form.)

6. **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 indicated in 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 _____
Email	Signature _____ Date _____
Address/Contact Information	Signature _____ Date _____

(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>



## **Appendix F: Disclosure Statement—Background Study Policies, Procedures, and Fees**

### **Disclosure Statement—Background Study Policies, Procedures, and Fees**

#### **Background Studies Policies**

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

#### Minnesota State – MN Caregiver Background Study/Net 2.0 Policy

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

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

#### Wisconsin State Background Study Policy

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

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

#### National Criminal Background Study Policy

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

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

## Disqualification Factors

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

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

## Background Studies Procedures

### Minnesota Background Study Qualification and Appeal Procedure

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

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

### Wisconsin Background Study Qualification and Appeal Procedure

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

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

### National Criminal Background Study Qualification and Appeal Procedure

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

If the results of the Background Study disqualify a student from having direct patient/client contact the student may clear any misidentification causing the disqualification by contacting the courthouse where the supposed offense happened and requesting a security clearance. The student may need to provide personal identifying information to verify identify and pay a fee for the service. If the disqualification is not set aside, the student may not be accepted for clinical experiences at licensed health care facilities. Consequently, the student may not be able to complete clinical requirements for a degree at Winona State University.

### **Implications for Licensure**

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

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

### **Fees**

Students are responsible for the cost of all background studies.

Adopted by Departments of Undergraduate Nursing and Graduate Nursing 3.4.21

## Appendix G: Complaint Policy for the Winona State University Department of Undergraduate Nursing

### Introduction:

The Department of Undergraduate 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 they have been unfairly treated or have concerns 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 (MinnState) or Winona State University (WSU) policies are addressed through existing MinnState and WSU policies and procedures, which can be found on the WSU Student Conduct and Citizenship webpage:

<https://www.winona.edu/sld/conductandcitizenship.asp>

#### 2. General Complaint Resolution Process:

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

- a. The person filing the concern, grievance, or complaint will be encouraged to discuss the matter directly with the party(ies) involved and seek resolution to the problem. The process to address any concern, grievance, or complaint is to communicate with the individual(s) directly involved, then the student's advisor, then move to step b.
- b. If the matter remains unresolved for the person filing the concern, grievance, or complaint, the student should then work with the Chair to continue the process for seeking a resolution to the problem.
- c. If the matter remains unresolved for the person filing the concern, grievance, or complaint, the student should then work with the Dean 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.
- d. 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 Grievances:

Formal grievances against the Department of Undergraduate Nursing are defined as grievances 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 they have been unfairly treated by or has concerns about Department of Undergraduate Nursing students, faculty, staff, administration, or the department as a whole. Formal grievances must identify the person filing the grievance and their role or relationship with the Department of Undergraduate Nursing and include their contact information, their signature, the date, and as much detail as possible about the concern. The document must state that the individual is filing a formal grievance. Students, faculty, staff or other constituents can file a formal complaint. A copy of the formal grievance will be provided to named individuals if not provided by the person filing the grievance.

Documentation of action/resolution in response to the formal grievance will be according to WSU Student Data Privacy procedures and the current respective collective bargaining unit contract(s). A request to withdraw the formal grievance must be submitted in writing and filed with the original grievance 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 grievance and share relevant information with the Department of Undergraduate 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 grievance about the program to an accrediting or approving body, the student or other party must follow the criteria established by the agency.

#### Student and Faculty Codes of Conduct:

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

MnSCU System Procedures 1C.0.1 Employee Code of Conduct

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

WSU Student Conduct Code

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

In addition, the Department of Undergraduate Nursing will use the *American Nurses Association's Code of Ethics for Nurses* and the *Code of Ethics: Section 3 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>

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