Winona State University Undergraduate RN to BS Completion Nursing Student Handbook

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I. Department of Nursing

Introduction

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

- **RN to BS Completion Program**, for students who already hold a registered nurse license and are now seeking a BS degree

A. Winona State University (WSU) Nursing Department Addresses

Department of Nursing Winona State University	*Department of Nursing* WSU - Rochester Center
PO Box 5838 303 Stark Hall Winona MN 55987-5838 Phone: 507.457.5120 Toll-Free Numbers: 1.800.242.8978 (in Minnesota) 1.800.342.5978 (other states)	859 30th Avenue SE HS101 Rochester MN 55904-4915 Phone: 507.285.7349 Toll-Free Number: 1.800.366.5418

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

B. WSU Nursing Department Faculty and Staff

Julie Anderson, Ph.D., RN, Dean,
College of Nursing and Health Sciences
Winona: 301A Stark Hall
Rochester: HS 105

Sandy Herron, DNP, RN, Chairperson,
Department of Nursing
Winona: Stark Hall 325
Rochester: Health Science 106

Ellen Goslee, DNP, WHNP, RN, CNE
RN BS Completion Program Co-Coordinator
Office: HS 024
Phone Number: 507-280-2818
Egoslee@winona.edu

Terese Hemmingsen, DNP, RN, CDCES, CNE, PHN
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Lori Flikki, Administrative Assistant, College of Nursing and Health Sciences, Winona Campus, Stark 301
507.457.5122
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Christina Pruka, Administrative Assistant, Rochester Campus, HS 101
507.285.7349
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Schedule appointments with Department Administrative Assistants:	Rochester Campus	507.285.7349
	Winona Campus	507.457.5120
	Chairperson	507.457.5136
	Dean, College of Nursing	507.457.5122

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

Nursing Department Website: http://www.winona.edu/nursingandhs/undergradnursing.asp

C. Nursing Degrees Offered

Bachelor of Science (BS) – Nursing
Prelicensure Option
RN to Bachelor of Science (RN to BS) Option
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 North Central Association of Colleges and Secondary Schools. The Undergraduate and Graduate Nursing Programs are accredited by the *Commission on Collegiate Nursing Education (CCNE),* One Dupont Circle, NW, Suite 530, Washington, DC 20036, Phone: 202.887.6791.

Winona State University Undergraduate Nursing Programs are approved by the Minnesota Board of Nursing.

RN to BS Completion graduates may apply for Public Health Nursing Certification following program completion. Graduates can apply to the Board of Teaching for a school nurse license in Minnesota after they obtain Public Health Nurse Certification. The RN to BS Completion program provides a base for graduate study.

E. Location

Courses for the RN-BS Completion program are offered in Rochester. (Click address link to view a map):

- Rochester—507-285-7349, WSU-Rochester, University Center Rochester, 851 30th Ave. SE, Rochester, MN 55904

Students complete practice experience hours in selected courses.

F. Historical Development of the Nursing Program

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

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

The RN to BS Completion program was started to meet the professional needs of the local and regional community's nurses. The Minnesota legislature appropriated funds for WSU in 1975 to offer the baccalaureate nursing program in Rochester for returning registered nurses with associate degrees or diploma certificates. Associate degree and diploma registered nurses were able to obtain their Bachelor of Science (BS) degree through WSU at the Rochester campus. The current RN-BS Completion program was created through funding from the Bush Foundation and initiated in 1982. Due to the ongoing need for registered nurses to complete a baccalaureate degree in nursing the RN-BS Completion program was expanded. Classes were offered in La Crosse, WI in 2011, and moved to La Crescent, MN in 2012. An additional location in Austin, MN was added in 2012. The Higher Learning Commission approved the La Crescent and Austin locations in Fall 2014. A Red Wing site was utilized from 2018-2020. Currently, Rochester is the only physical site for classes if needed. The emergence of Covid-19 resulted in all courses becoming synchronous-online during Spring 2020. The Online Program (asynchronous-online) was initiated in Fall 2020 in addition to the ongoing hybrid courses of synchronous-online. Completely on-line asynchronous courses were initiated fall semester 2021.

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

G. Department Mission and Philosophy

MISSION

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

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

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

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

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

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

- creativity and innovation contribute to continuous quality improvement and sustainability

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

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

PHILOSOPHY

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

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

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

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

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

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

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

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

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

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

- **Excellent Provider of Care:** Provides safe, compassionate, person-centered, relationship-centered, evidenced-based, and respectful care to individuals, families, and populations across the lifespan and continuum of care.

- **Ethical Decision Maker:** Demonstrates moral, ethical and legal conduct in practice.

- **Facilitator of Learning:** Implements teaching and learning strategies to ensure the development of attitudes, knowledge and skills to maximize health outcomes. Promotes lifelong learning for self and others.

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

H. Student Involvement

Student input and feedback are solicited through course evaluations, direct communication with faculty, University Assessment Day surveys, and student advisory meetings. Students are invited to bring forth student issues that relate directly to the Nursing Department in order to foster program improvement and accomplish the mission of the Nursing Department.

II. Winona State University Nursing Progression in Program

A. Academic Standards

After admission to the nursing major, students are required to achieve a minimum grade of "C" in each course required for the major. It is extremely important to read the current WSU undergraduate catalog for information on graduation requirements, http://catalog.winona.edu/content.php?catoid=14&navoid=1148#Graduation_Requirements

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

B. Academic Progression

Students apply to begin classes at Winona State University for a specific term. If a student decides not to enroll for the term for which the student has been admitted, the student must notify the WSU Admissions office, in writing (letter or email), as soon as possible so arrangements can be made for the term the student plans to begin and so that the student's record can be kept active. If the student does not begin classes within one year, the students must reapply to the university.

Program requirements must be completed within seven years after declaring or changing a major/minor/certification. If the seven-year limit expires before the student completes the program requirements, the student must then complete the program requirements currently in effect.

Minimal Standards:
A grade of "C" or above must be achieved in each required nursing course. Grades less than "C" constitute a failure in the nursing major. Students must adhere to the university standards for retention and scholarship as stated in the current undergraduate catalog, http://catalog.winona.edu/content.php?catoid=14&navoid=1148

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

The student must follow the guideline for appropriate behavior on and off campus in the WSU undergraduate catalog under Conduct and Citizenship http://www.winona.edu/sld/conductandcitizenship.asp. Specific policies include:

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

Withdrawal: Withdrawal from a nursing course and/or the university must be completed according to Winona State University guidelines as stated in the current undergraduate catalog, http://catalog.winona.edu/content.php?catoid=14&navoid=1148#Dropping_Classes http://catalog.winona.edu/content.php?catoid=14&navoid=1148#Withdrawal

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

C. Professional Retention and Progression Policies

1. No nursing course may be repeated more than once due to withdrawal or grade less than "C." (A grade of "D" or less is considered to be a failing grade.) No theory exams can be retaken. Students who fail or withdraw from a course (theory and/or practice experience) will be able to continue part-time in the nursing major if they have satisfied progression policies and as space allows.

2. Students will not be allowed to continue in the nursing major if they have failed or withdrawn for academic reasons from the same nursing course more than once or from two different nursing courses over more than one semester.

3. Students are expected to adhere to ethical and professional behaviors as defined in section IV. C. of the Undergraduate RN to BS Completion Nursing Student Handbook. Breach of ethical and/or professional standards may result in reduction of grade, failure of the course and/or dismissal from the nursing program.

4. Students are expected to provide safe nursing care as outlined in the course outline and clinical performance rubric. Failure to meet the expectations of safe clinical practice may result in failure of the course and/or dismissal from the nursing program.

5. Processes for decisions regarding progression within the program are describe in Section IV. C. 1.

6. Students who once were admitted to the nursing major, completed at least one nursing course, but currently are not enrolled in the nursing major have one year from the date of withdrawal/failure to file a progression plan approved by the RN to BS Completion Coordinator. After one year, the student must reapply for admission to the nursing major.

7. All students are assigned to practice experiences. If a student varies from the assigned plan, space in practice experiences cannot be assured.

8. Students who change program status, i.e. from full-time to part-time status, for academic or personal reasons must file a progression plan developed with the assistance of their academic advisor and must obtain plan approval from the department chairperson or the RN to BS Completion Coordinator. This plan is based on space availability in courses and completion of prerequisites for courses.

9. The grade of "Incomplete" (I) may be granted at the discretion of the course faculty 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. Costs

Students are expected to provide their own transportation to all practice experiences. The student must assume incidental costs including housing, professional liability insurance, health insurance, physical examination, name badge, and stethoscope.

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, 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 and/or practicum partners.

Undergraduate students admitted to the nursing major in fall 2012 or later pay supplemental tuition (sometimes called tuition differential) of approximately $38 per credit in fall 2017 (subject to change). The fee is designated for services that directly impact students. RN to BS Completion students have the opportunity to meet with the Dean annually to provide input regarding differential tuition.

B. Scholarships

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

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

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

C. Graduation

Graduation requirements include completion of WSU General Education Program requirements or the equivalent for transfer students as well as all nursing major course requirements. For the RN to BS Completion nursing major, WSU counts up to 80 transferable credits from accredited two- or four-year institutions towards a student's four-year Bachelor degree. With departmental approval, credits are also accepted from certain other schools and programs.

A total of 120 semester credits is needed to graduate with a baccalaureate degree from WSU. At least 40 of the 120 credits must be at the 300- and 400-level. Also, to comply with the residence rule, at least 30 of the 120 credits needed for graduation must be earned at WSU. Thirty credits in nursing in the RN to BS Completion program fulfill the majority of the upper-division credit requirement and all the residence credit requirement. Students will need 10 additional 300- or 400-level credits (WSU or transfer credits). A 3-credit statistics course is also required in the RN to BS Completion program. WSU policy requires students to be enrolled at WSU their final semester (the term in which they earn their degree).

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

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

D. 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 A)**.

E. Student Activities

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. The RN-BS Completion students must have a 3.0 GPA and be in the top 35% of their class. RN-BS Completion students GPA are reviewed for each site.

IV. Winona State University Nursing Professional Behaviors

A. General Responsibilities

1. **Required Forms**
   At the beginning of Term 1, students must complete, and sign forms required by the Nursing Department (**see Appendix B**).

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

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

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

4. **Employment**
   Employment is not to 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 practice experiences.

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 practice experiences), events, and extracurricular activities for that campus are cancelled. Before travelling, please check weather reports and road conditions such as hb.511mn.org or www.511wi.gov. Students and faculty are asked not to travel to practice experiences or other off campus experiences if travel is not advised by weather service or by state law enforcement.

B. Requirements for Participation in Practice Experience Courses

1. Health Policies

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

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

Students who fail to submit required documentation by program deadline will not be allowed to participate in required practice experiences and will not be allowed to register for classes for the next term.

2. Professional Liability Insurance

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

3. Cardio Pulmonary Resuscitation (CPR)

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

4. Attire for Practice/Community and Client Interaction

Professional apparel is neat, modest, well-fitting and must conform to agency dress code. Students are expected to be dressed in a professional manner at practice experiences and during client interactions. Examples of non-professional attire include clothing that is too casual (such as jeans, shorts, sweat shirts) or too trendy (such as excessive jewelry or logo shirts), or too revealing (no belly, buttocks or cleavage). Hospital scrubs are not appropriate

for practice experiences.

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

Tattoos are to be covered.

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

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

Minimize use of makeup, perfume and aftershave lotion.

Shoes should have closed toes.

If a student's appearance is deemed to be unprofessional, the student may be asked to leave the practice experience.

Students having client interaction in community settings should wear appropriate professional attire. Specific agency policies are explained in the related courses.

5. **Absence from Practice Experiences**

Attendance and participation at assigned practice experiences is mandatory. Prior arrangements are to be made with the instructor if an experience must be missed. Practice make-ups are scheduled at the discretion of the faculty and the practice site. If illness or emergency results in a prolonged absence, the student must also notify the nursing faculty advisor. If significant amount of practice time is lost in a practice course, the student's attendance and participation records will be reviewed by practice 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 the course outcomes have been met, and if a remedial plan can be established.

6. **Transportation**

Students are responsible for arranging and financing their own transportation and parking for practice experiences in the nursing major.

C.   Ethical Responsibilities

1.   **Academic Integrity and Professional Behavior**

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

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

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

In addition to the Winona State University student conduct code, nursing students are expected to follow the following codes of professional behavior and conduct:
   - National Student Nurses Association (NSNA) Code of Ethics, including Core Values and Interpretive Statements, Code of Professional Conduct, and Code of Academic and Clinical Conduct
     http://www.nsna.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 my appeal their grades through the Winona State University Grade Appeal process:
http://catalog.winona.edu/content.php?catoid=14&navoid=1148#Grade_Appeal_Policy

2.   **Patient's Rights**

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

The student will:

    a. Refer situations beyond own capabilities to appropriate personnel.

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

    c. Report incidents and accidents that endanger the patient.

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

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

    f. Practice without discrimination on the basis of age, race, religion, gender, sexual orientation, national origin, or disability.

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

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

    i. Obtain, possess, furnish or administer alcohol and/or drugs only when legally authorized.

3. **Student's Rights**

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

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

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

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

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

Students, faculty, staff or other constituents who have a concern are expected to follow established policies and procedures for a concern or complaint found in the Complaint Policy for the Department of Nursing. **(See Appendix C)**

D.   Chemical Use and Abuse

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

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

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

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

Appendix A: Functional Abilities

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

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

Functional Abilities	Standard	Examples of Required Activities
Motor Abilities	• Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide patient care.	• Carries out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	• Fine motor skills sufficient for providing safe nursing care.	• Handles small equipment such as insulin syringe and administers medications by all routes, performs tracheotomy suctioning, inserts urinary catheter.
Perceptual/ Sensory Ability	• Sensory/perceptual ability to monitor and assess clients.	• Hears alarms, auscultatory sounds, cries for help, etc. • Reads calibrations on 1 cc syringe, assesses color (cyanosis, pallor, etc.) • Feels pulses, assesses temperature, palpates veins, etc. • Detects smoke or noxious odor, etc.
Behavioral/ Interpersonal/ Emotional	• Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination. • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.	• Establishes rapport with patients/clients and colleagues. • Works effectively with teams and workgroups. • Remains calm in an emergency situation. • Demonstrates the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapts rapidly to environmental changes and multiple task demands. • Maintains behavioral decorum in stressful situations.

Functional Abilities	Standard	Examples of Required Activities
Safe environment for patients, families and co-workers	• Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.	• Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when clinical situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.
Communication	• Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.	• Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. • Establishes and maintain effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.

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

Appendix B: Required Forms

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Winona State University
College of Nursing & Health Sciences

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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

<div align="center">

Validation of Undergraduate RN to BS Completion Nursing Student Handbook

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I have read and understand the requirements within the WSU Undergraduate RN to BS Completion Nursing Student Handbook in effect upon my enrollment in the WSU Undergraduate RN to BS Completion 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

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

I, *(print name)* _____ request WSU Nursing

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

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

_____   application for employment

_____   all forms of scholarship or honorary award(s)

_____   other *(please specify)* _____

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

_____   written   _____   oral   _____   electronic

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

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

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

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

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

_____   _____
Signature   Date

_____
Local Address

_____   _____   _____
City   State   Zip

_____   _____
Local Phone or Cell Number   E-mail Address

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

Appendix C: Complaint Policy for the Winona State University Department of Nursing
Nursing Faculty Organization approved 10.07.11

Introduction:

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

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

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

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

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

http://www.mnscu.edu/board/procedure/308p1.html

WSU Student Grievance Procedure

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

WSU Academic Integrity Policy

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

WSU Suspension Appeal Process

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

WSU Grade Appeal Policy - Academic Policies and University Requirements

http://catalog.winona.edu/content.php?catoid=12&navoid=1054

WSU Graduate Student Appeals Process - Graduate Catalog

http://catalog.winona.edu/content.php?catoid=13&navoid=1071#Graduate_Student_Appeals_Process

Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization 2009-2011 Article 28 Grievance Procedure

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

http://www.ifo.org/

2. General Complaint Resolution Process :
    Concerns or complaints about the Department of Nursing are addressed in the following general process.
    a. The Dean will recommend that the person filing the concern, grievance, or complaint discuss the matter directly with the party(ies) involved and seek resolution to the problem.
    b. If the matter remains unresolved for the person filing the concern, grievance, or complaint, the Dean will work with the person filing such to continue the process for seeking a resolution to the problem. If the complaint is against the Dean, the Vice-President for Academic Affairs or designee will serve in this role.
    c. If the matter still remains unresolved, the person filing the concern, grievance, or complaint will be referred to the applicable policies and procedures for Winona State University and Minnesota State Colleges and Universities.

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

Documentation of action/ resolution in response to the formal complaint will be according to WSU Student Data Privacy procedures and the <u>Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization 2009- 2011.</u> A request to withdraw the formal complaint must be submitted in writing and filed with the original complaint if a print or electronic copy is being retained.   The Dean of the College of Nursing and Health Sciences will maintain a summary of the number and type of formal complaints and share relevant information with the Department of Nursing chairperson, faculty, and staff who are charged with review of the issue(s) and with identifying quality improvement activities as appropriate.

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

Student and Faculty Codes of Conduct:

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

MnSCU System Procedures 1C.0.1 Employee Code of Conduct

http://www.mnscu.edu/board/procedure/1c0p1.html

WSU Student Conduct Code

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

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

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

http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf