



*College of Nursing & Health Sciences*

## Undergraduate Nursing Department



Pre-Licensure  
**Nursing  
Student  
Handbook**

Updated December 2025

## **Message from the Interim Chief Nurse Administrator**

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

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

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

Sincerely,

Lori M. Rhudy

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Chief Nurse Administrator, College of Nursing and Health Sciences

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**Winona State University**  
**Department of Undergraduate Nursing**  
**Pre-Licensure Nursing Student Handbook**

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**Winona State University**  
**Department of Undergraduate Nursing**  
**Pre-Licensure Student Handbook**

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.

**I. Department of Undergraduate Nursing Information**

**A. Campus Information**

The Department of Undergraduate Nursing has two separate campus locations: Rochester and Winona.

The following information is the same regardless of campus:

Hours: 8:00am-4:30pm (0800-1630)

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

Email Address: [Nursing@winona.edu](mailto:Nursing@winona.edu)

<b>Winona Campus</b>	<b>Rochester Campus</b>
Address: 175 West Mark Street 303 Stark Hall Winona MN 55987-5838 Phone: 507.457.5120 Toll-Free Numbers: 1.800.242.8978 (in MN) 1.800.342.5978 (other states)	Address: 859 SE 30th Avenue HS107 Rochester MN 55904-4915 Phone: 507.285.7349 Toll-Free Number: 1.800.366.5418

## **B. Administration**

### **1. Dean of the College of Nursing & Health Sciences**

**Brian Zeller**, Ph.D., LAT, ATC,  
Winona Campus: Stark Hall 301A  
Rochester Campus: HS 102  
[Bzeller@winona.edu](mailto:Bzeller@winona.edu)

### **2. Chief Nurse Administrator**

**Lori M. Rhudy**, PhD, APRN, ACNS-BC, CNRN  
Winona Campus: Stark 303H  
(507) 535-2585  
[lori.rhudy@winona.edu](mailto:lori.rhudy@winona.edu)

### **3. Chairperson, Department of Undergraduate Nursing**

Cyndy Jones, DNP, RN  
Winona Campus: Stark 311  
[CJones@winona.edu](mailto:CJones@winona.edu)

### **4. Administrative Assistant, College of Nursing & Health Sciences**

Lori Flikki,  
Winona Campus: Stark 301  
507.457.5122  
[lflikki@winona.edu](mailto:lflikki@winona.edu)

## **C. Degrees Offered**

Winona State University offers a multitude of undergraduate and graduate nursing degrees. As the Department of Undergraduate Nursing and the Department of Graduate Nursing are separate departments, the below list is not a complete list of graduate degrees currently offered. The Department of Graduate Nursing's website will always have the most up to date list of degrees offered.

### **1. Undergraduate Degrees**

**Bachelor of Science (BS) – Nursing:** <http://www.winona.edu/undergrad-nursing/>

**Pre-Licensure Option**, traditional 4-year program for students seeking a Bachelor of Science Degree (BS) in Nursing and registered nurse (RN) licensure.

**RN to BS Completion Program**, for students who already hold a registered nurse license and are now seeking a Bachelor of Science Degree (BS) in Nursing.

### **2. Graduate Degrees**

**Master of Science (MS) – Nursing:**

<http://www.winona.edu/graduatenursing/masters.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 2030. 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 take 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 programs offered on the WSU-Winona campus and on the WSU- Rochester campus. Students are assigned to one of these locations for the duration of the nursing program. Winona State University Department of Undergraduate Nursing utilizes partnerships with various clinical agencies in and around the Winona and Rochester area for students enrolled within the nursing program.

## **F. Department Values, Vision, Mission, & Philosophy**

### **1. Values**

As faculty staff and students, we believe in:

- Inquiry: further a spirit of curiosity to promote engaged learning that results in a holistic approach to inclusivity
- Inclusivity: Fostering advocacy and embracing diversity in all aspects of teaching, learning, and caring for clients
- Innovation: Promoting a collaborative, transformative, and resourceful environment to cultivate lifelong learning
- Ethics and Accountability: Developing moralistic behaviors to enhance responsible, equitable, and honorable decisions and actions
- Advocacy: Promoting compassionate, respectful, client-centered care

### **2. Vision**

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

### **3. 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.

### **4. 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.

#### **Professional Nurse Philosophy**

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.

### **Educational Outcomes**

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.

Our students will provide holistic care across the lifespan within diverse populations and settings. At the completion of the baccalaureate program

### **Program Outcomes**

Students beginning the Nursing Program in Academic Year 2025, will acquire the following program outcomes:

- **Proficient Clinical Reasoner :** Integrates clinical judgement and reasoning by questioning, analyzing, interpreting, and inferring to provide evidence-based, inclusive, safe, and high-quality client care.
- **Effective Communicator:** Demonstrates effective professional communication with individuals, interprofessional partners, and communities of interest to build relationships and advance health and well-being of our communities.
- **Ethical Decision Maker:** Integrates ethical principles and advocacy for decision-making to provide safe and effective care.
- **Excellent Provider of Care:** Implements the art of nursing skills to perform holistic assessments which informs client care based on mutual health goals and evidence-based practice.

- **Health Systems Leader:** Proactively and continuously participates in the complex health care system to impact the health safety, quality, and equity of diverse clients and communities across the lifespan.

## **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 program, this commitment is reaffirmed during a Pinning Ceremony, which is a rite of passage into the nursing profession.

The Winona State University's baccalaureate nursing curricula are based on "The Essentials: Core Competencies for Professional Nursing Education" from the American Association of Colleges of Nursing (AACN, 2022). This document can be found by visiting: AACN Essentials

## **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. Student Progression in Pre-Licensure Nursing 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 15th for spring semester admission and by February 15th for fall semester admission

### **B. Academic Standards**

After admission to the nursing program, students are required to achieve a minimum grade of "C" in each course required for the program. 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**

- A = 92-100%
- B = 83-91.99%
- C = 74-82.99%
- D = 65-73.99%
- F = 64.99% and below

To pass a course, the student must receive passing grades in both the didactic/theory portion and clinical portions if a combined course. If the student does not pass the clinical/practicum portion of the course the student will receive an "F" in the course.

Students must remain in good academic standing as stipulated in the Winona State University catalog (<https://catalog.winona.edu/>). It is the student's responsibility 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 program or a minor must meet the requirements of the department offering that program 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**

### **1. Progression Related to Health Needs**

At all times, a level of health must be maintained that does not interfere with the student's ability to function adequately and safely in the nursing program. The student is expected to work with the course faculty to address any health limitations that interferes or may interfere with the student's function in the classroom or clinical setting including, but not limited to, strain, sprain, pain, cast, splint, 'boot', activity/lifting restriction, pregnancy or delivery of a baby, and new diagnosis or newly prescribed medication that alters function. Verification from an appropriate health care provider of sufficient health to function adequately and safely may be required at any time, including updated functional abilities form, if applicable.

Students who sustain injuries, illness or have other restrictions in physical or mental function may be required to provide documentation from a licensed health care provider that outlines any restrictions or limitations and anticipated time until such restrictions may be lifted.

The clinical faculty in conjunction with the clinical placement coordinator and the clinical site will determine if a student may attend clinical with a specific restriction in place. Even with documentation from a provider, the faculty or site may determine that a student may not be in the clinical site due to safety or other concerns.

The student is expected to seek appropriate professional assistance as needed to address physical and mental health issues. Students should work with their course faculty and/or faculty advisor to identify resources for assistance

### **2. Progression Related to Behavior**

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 and Title IX (<https://www.winona.edu/about/leadership/title-ix/>)

- 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>)

### **3. Withdrawing from a Course**

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 & Progression Policies**

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 program if they have satisfied progression policies and space allows.

Students will not be allowed to continue in the nursing program 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.

Students can request a leave of absence once admitted to the nursing program (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. "If a student is approved for a leave of absence, the withdrawal(s) are not counted toward the two course failures/withdrawals for grounds for program dismissal. Students taking a leave of absence are recommended to complete a registration appeal at the university level. 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.

All courses in the nursing program (with the NURS prefix) must be completed at Winona State; no transfer courses allowed within the Nursing (NUGE) program.

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.

Students requesting to start with part-time progression or those that change from full-time to part-time status in the nursing program 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.

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.

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

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.

If there is a breach in ethical and/or professional behavior, faculty may fill out a Notice of Behavioral or Ethical Concern form (Appendix B) to work with the student to develop a plan to address the behavior.

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.

The Department of Undergraduate Nursing is committed to student success. Any student at risk of not earning a passing grade in a course will meet with course faculty to develop a Learning Contract (Appendix B).

To appeal a grade received in any Undergraduate course, the student should follow the [grade appeal](#) process outlined in the Undergraduate Catalog.

### **III. Pre-Licensure Nursing Program Information**

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

All nursing students must be listed as "active" on any state's certified Nursing Assistant Registry within the United States at the time of the clinical compliance deadline. 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 program pay supplemental tuition (sometimes called differential tuition). 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 & Simulation**

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. Financial Scholarships**

A number of scholarships are available for nursing program. 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 Financial Aid: (507) 457-5090: <https://www.winona.edu/financial-aid/>

WSU Foundation: (507) 457-5020: <https://www.winona.edu/foundation/>

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 for general information on scholarships, grants, and financial aid.

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

This program provides eligible students an opportunity to participate in scholarly activity above and beyond the normal course of study within the nursing program. 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**).

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

A student in the nursing program must possess essential functional abilities in order to provide safe and effective client care. These reflect the National Council of State Boards of Nursing

(1996) essential functional ability categories and representative attributes. If a student believes that he or she cannot meet one or more of the standards without accommodations, the nursing program in conjunction with WSU Access Services for Students with Disabilities must determine, on an individual basis, whether a reasonable accommodation can be made (see Appendix C). By the posted deadline

and prior to beginning nursing coursework (term 1) students must submit a functional abilities form demonstrating their ability to meet the requirements of the nursing curriculum with or without accommodations.

## **G. Student Activities**

### **Minnesota Student Nurses Association (MSNA)**

The WSU MSNA is a member of the National Student Nurses Association (NSNA) <http://www.nsna.org>. This organization focuses on nursing student issues and problems. MSNA meets monthly and has a nursing faculty advisor. Check with your campus specific 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.

## **H. International Student Request for Curricular Practical Training**

The H. Process for International Undergraduate Students Requesting Individual Study for Purpose of Curricular Practical Training in Nursing is as follows:

- I. The student submits a letter of request, in writing/email, to register for an Independent Study to the office of the Department of Undergraduate Nursing for the purpose of Curricular Training in Nursing (CPT).
- II. If the Department of Undergraduate Nursing Chair (or other Undergraduate faculty member) agrees to supervise the Individual Study in Nursing:
  - A. The student and Chair (or other Undergraduate faculty) completes the online Independent Study/Arranged Course Form and submits for online approval.

- B. Planning for the focus of the independent study is done between the student and the Chair (or other Undergraduate faculty member).
  - C. The student also seeks the Chair's (or the Undergraduate faculty member's) course verification and signature on the "Student Request for Curricular Training (CPT)" form.
- III. Once the Individual Study has been approved, the student will be notified of permission to register for the Individual Study.
- IV. The student registers for the identified course section.
- V. Upon completion of the course, the student completes the evaluation of each of the learning experience objectives and submits this evaluation along with the log of clinical activities to the Chair (or other Undergraduate faculty member).
- VI. The Chair (or other Undergraduate faculty member) submits the appropriate grade into the records system.

## I. **Graduation & Licensure**

Graduation requirements include completion of WSU General Education Program requirements or the equivalent for transfer students as well as all nursing program 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 program 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 NCLEX Process**

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

**J. Program Evaluation**

Evaluation of courses, faculty teaching effectiveness, clinical and practical experiences, and the undergraduate program itself is an important part of quality improvement for all programs.

Continuous quality improvement and attention to students' perceptions of their learning are important aspects of our national accreditation processes, as well. WSU has a required program of evaluation that begins the first semester after admission, continues with a major portion at graduation, and includes follow-up after graduation at 1 and 5 years. Both formative and summative evaluations are incorporated in the program's evaluation plan.

Students are asked to evaluate courses each semester, facilities and learning tools once a year. A student representative, who serves on the Undergraduate Nursing Committee, also provides evaluation input. Alumni evaluations include, but are not limited to, periodic surveys on employment, job responsibilities, and other activities in nursing. Please keep the school informed of job and address changes after graduation so the evaluation process can continue smoothly.

## **IV. Professional Behavior in Nursing**

### **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
- HESI Assessment and Remediation policy for BS Pre-Licensure students
- 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

#### **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, WSU Teams channel (WSU Winona/Rochester Student Central Hub) 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:

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

- Be responsible for learning the course content, completing assignments, and keeping current with any updates.

#### **4. Employment**

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.

Students must remove any identifiable part on the student uniform (i.e., school insignia, name pin) when employed in a health care setting.

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.

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 & 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 Advisory or Winter Storm Watch, the decision about whether to have clinical is up to the Clinical Instructor.
- If the storm advances and becomes a Winter Storm Warning or Blizzard Warning, then per the Department of Undergraduate Nursing, all clinicals will be canceled for the duration of the Warning.

- If a Cold Weather Advisory or Extreme Cold Watch is issued, the decision about whether to have clinical is up to the Clinical Instructor.
- If the advisory advances and becomes an Extreme Cold Warning, 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).

**Note:** 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, clinical requirements must be maintained, and initially met by each semester's communicated deadline. 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. Extensions not guaranteed.

### **1. Clinical Compliance**

**Students are required to attend 'Welcome to the Major' 'Clinical Compliance Meeting' and 'Term' Orientation.** Failure to attend these important introductory sessions may result in dismissal from the program or delayed clinical. These sessions are where students learn the onboarding, clinical and course expectations and requirements.

#### **Clinical Documentation and Onboarding Requirements**

Students are notified of clinical documentation requirements prior to beginning their first term and prior to each subsequent term in the nursing program. To ensure WSU's Department of Undergraduate Nursing is compliant with regulating bodies and clinical partners, students are required to have all required documents on file and up to date in their student account **by the posted deadline** (note this may be during semester or summer break).

The Department of Undergraduate Nursing uses a software program called

Clinician Nexus for documentation of clinical requirements. Students are responsible for uploading documents and verifying all requirements are met.

Each clinical site may also have facility- specific onboarding requirements. Students are responsible for completing facility specific onboarding by the posted deadlines.

**Students who are not in compliance with required clinical documentation or facility- specific onboarding may be denied clinical placement, have clinical delayed, or be dismissed from the program.**

It is the students' responsibility to work with the Department of Undergraduate Nursing Clinical Placement Coordinator, Office and Administrative Assistants and faculty to ensure that documents, including waivers or declinations, are recorded appropriately.

Not all clinical sites will accept declinations –it is the student's responsibility to determine if a planned clinical site will accept a declination. Questions or concerns can be directed to the Clinical Placement Coordinator or the Undergraduate Nursing Office.

Students with clinical placements at their place of employment must follow the requirements for students at that site. The requirements for students may differ from what is required or allowed for employees. The clinical requirements and documentation needed are dictated by our Education Affiliation Agreement with each of our clinical partners and as a legal contract, there are NO exceptions to these requirements. If students cannot comply with these requirements, they may not be approved for clinical experiences at a clinical site and result in consequences including delayed clinical, course failure, and/or dismissal from the program.

**The Department of Undergraduate Nursing does not guarantee an alternative clinical placement if a student is unwilling to comply with any of the required clinical documentation (e.g. background checks, immunization, training, or other requirements). If no alternative clinical placement is available, you may be dismissed from the prelicensure nursing program.**

## **2. 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:

- Evidence of freedom from tuberculosis-submit yearly.
- Evidence of rubella immunity.
- Documentation that immunizations (Measles Mumps Rubella (MMR), Tetanus/Diphtheria/Pertussis (Tdap), and Hepatitis B) are current.

- Annual documentation of influenza vaccine.
- Evidence of chickenpox or record of immunization.
- Documentation of personal health insurance.
- 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.

### **Bloodborne Pathogens**

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

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

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

### **3. 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.

### **4. 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 complete three background checks: a national, Minnesota and Wisconsin based background check.

A student's past criminal background may impact this or other 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).

## **5. 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 by the clinical compliance deadline. A lapse in coverage or failure to have current certification may result in dismissal from that clinical course.

## **6. Pre-Clinical Registration, Mandatory Pre-Clinical Education, & 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.

## **7. Appearance & Attire for Clinical 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**

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 & 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.

### **Hospital Dress Code**

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

### **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).

## **8. 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.

## **9. 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.

## **10. Transportation**

Students are responsible for arranging and financing their own transportation and parking for site-based experiences in the nursing program. 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. Clinical Progression**

**Clinical Progression:** It is the responsibility of both the student and faculty member to become aware of and attempt to address any difficulties that arise in the clinical setting that would prevent the student from progressing. Both parties should try to address clinical difficulties before the end of the semester.

Faculty members are responsible for documenting problem areas and notifying students. Together, the faculty and students will develop a plan to address the problem areas and maximize learning. Students are responsible for acknowledging problem areas and committing to a plan for improvement.

Students are expected to attend classes and clinical activities and must pass each course with a grade of C or above. If a student fails the clinical component of a course, the entire course must be retaken, and a progression plan will need to be developed in consultation with an advisor.

If a student's performance in a single or multiple clinical experiences indicates that a student is not able to safely and/or professionally meet the course outcomes, the faculty member may remove the student from the clinical setting. Students who are removed from clinical experience due to safety and/or professional concerns receive a non-passing (F or NC) grade for the clinical course and possible program dismissal.

Examples of behaviors that are unsafe or unprofessional:

- Disrespectful verbal and/or nonverbal communication
- Disclosing protected patient health information
- Falsifying documentation
- Lack of preparation for clinical experiences
- Repeated tardiness or absence
- Use of social media relating to any clinical components
- Use of cell phones while in the clinical setting

## **D. Ethical Responsibilities**

### **1. Academic Integrity**

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

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.nsna.org/nsna-code-of-ethics.html>)
- American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements ([http://www.nursingworld.org/MainMenu\\_Categories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html](http://www.nursingworld.org/MainMenu_Categories/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.

### **Plagiarism**

Scholarly writing is an expectation of undergraduate nursing education. Students are responsible and accountable for their own written work, whether in hard copy or electronic format. Copying another student's paper or electronic work or any portion of it is plagiarism. Additionally, copying any portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. Instructors reserve the right to use a web-based plagiarism checking system on any work submitted within a course. Students are expected to purchase and use the APA Publication Manual (7th Edition) which outlines expectations and procedures for citing others' work. Examples include but are not limited to: If five or more words

in a sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication and page number of publication.

Patchwriting is a form of plagiarism and is not acceptable. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication.

If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph.

Authors whose words or ideas have been used in the preparation of a paper must be cited in the text and listed in the references.

### **AI Use**

The use of artificial intelligence (AI) tools such as ChatGPT is not allowed unless specifically permitted in the assignment instructions. Use of AI, if approved by faculty for the assignment, must be cited appropriately. Unapproved use of AI tools, or failure to cite, will constitute as plagiarism.

### **Fabrication & Falsification**

Fabrication and falsification include submitting academic or clinical assignments or data that are not true. Examples include, but are not limited to:

- Reporting false or made-up data.
- Reporting clinical hours not actually completed.

### **Consequences of Academic Integrity Violations**

Students should refer to the course syllabus for specific details on consequences for violation of academic integrity standards. Consequences for academic integrity violations are often addressed by the instructor and the student at the time of the violation. The instructor's determination is final unless appealed to the Chief Nurse Administrator of the College of Nursing and Health Sciences. More information about academic integrity may be found in the Winona State University Student Conduct Code.

Consequences of academic integrity violations include one or more of the following:

- Faculty may allow the student to re-do the exam or assignment, award a lower or failing grade on an assignment and/or the course, or allow the student to withdraw from the course.

- The Department of Undergraduate Nursing may dismiss the student from program.
- The Chief Nurse Administrator of the College of Nursing and Health Sciences may administratively withdraw the student from a course after consultation with the instructor.
- The Vice President for Student Life and Development may impose disciplinary probation or suspension.

### **Academic Misconduct Reporting Procedures**

Faculty use the Academic Misconduct Referral Form to report violations of the Academic Integrity Policy. The Office of Student Conduct will use this form to open an Academic Integrity file within the University Conduct Reporting System.

Academic Integrity Policy

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

### **2. Behavioral Integrity**

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

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

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

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

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

Behavioral integrity includes demonstrating behaviors consistent with expected professional behaviors in the **classroom, clinical, and simulated clinical settings.**

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

### **Adherence to Patient Confidentiality**

Patient confidentiality is to be maintained at all times. This includes not including identifiable information on student assignments, presentations, and verbal or written communication.

### **Professional & Appropriate Personal Behavior**

Mutual respect, kindness, and authenticity are trademark qualities of the professional nurse and are expected of every Winona State University Undergraduate student in academic and clinical settings. All persons in the WSU Undergraduate nursing programs have the right to pursue their education and career free from harassment, coercion, or disruptive conduct from student colleagues, staff, or faculty.

The WSU Department of Undergraduate Nursing will not tolerate disrespectful or disruptive behavior of any kind, ranging from inappropriate humor and subtle hints to covert acts of threat, whether in person or in electronic form.

### **Professional Communication**

Students are expected to respond to communication from faculty and staff promptly. This includes during summer and semester breaks.

Students are expected to check their WSU e-mail accounts at regular intervals including over breaks. Note that forwarding of WSU e-mail accounts may result in missed messages from faculty and/or clinical sites. Forwarding WSU e-mail accounts is strongly discouraged.

## **Classroom Policies**

### **(a) Attendance**

Students are expected to attend all scheduled class, lab, simulation, and clinical sessions. Students are expected to be on time and ready for learning.

### **(b) Cell Phones & Messaging**

Unless being used in a learning activity, cell phones, or other devices should be set to the silence option; or turned off and set to the messaging option during class or clinical experiences, including during online or synchronous class sessions. Texting during class demonstrates a lack of mutual respect for student colleagues and faculty.

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

## **Professional Ethics & Confidentiality**

Personal and professional honesty is expected in all academic and clinical work. The following behaviors are examples of violating academic honesty and include, but are not limited to:

- Stealing
- Lying
- False documentation
- Abuse of library resources
- Plagiarism

If a student demonstrates dishonest behavior, the faculty is obligated to follow university policy.

## **Violations, Procedures, & Student Rights**

### **(a) Behavioral Integrity Reporting Procedure**

Persons noting Student Conduct Code violations use the Student Conduct Report Form to report violations. The Conduct Code is based on mutual respect and understanding. Consequences for violation of behavioral integrity standards will be determined by the course faculty and/or the Department of Undergraduate Nursing Committee and can include

education, failure of the course, and dismissal from the program.

**(b) Appeal Process**

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/student\\_grievance.asp](http://www.winona.edu/sld/student_grievance.asp).

Students who feel that their academic work has been evaluated unfairly may appeal their grades through the Winona State University Grade Appeal process:

**(c) Patients' 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:

- Refer situations beyond own capabilities to appropriate personnel.
- Recognize, correct and report own errors (e.g., isolation, surgical asepsis, medications, etc.).
- Report incidents and accidents that endanger the patient.
- Carry out nursing functions only when practice is unimpaired by alcohol, drugs, physical disability or emotional disability.
- Maintain the confidentiality of information or knowledge concerning the client unless obligated by law to disclose the information.
- Practice without discrimination on the basis of age, race, religion, gender, sexual orientation, national origin, or disability.
- Respect the dignity and rights of clients regardless of social or economic status, personal attributes or nature of health problems.
- 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.
- Obtain, possess, furnish or administer alcohol and/or drugs only when legally authorized.

**(d) Students' Rights**

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.

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.

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>

**(e) 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)

**(f) Chemical Use and Abuse**

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.

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.

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.

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.

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

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

Appendix A: Winona State University Department of Undergraduate Nursing Professional Oath

NURS: HANDBOOK VALIDATION

Warrior ID: \_\_\_\_\_

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



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)

(Signature)

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

**Notice of Behavioral or Ethical Concern**

Student Name \_\_\_\_\_  
Date \_\_\_\_\_  
Semester \_\_\_\_\_  
Faculty Name \_\_\_\_\_  
Course Name/Number \_\_\_\_\_

**Purpose:** This document aims to facilitate student growth towards achieving program outcomes by providing honest, direct, and immediate feedback to students about areas in which faculty are concerned.

**Description of incident or concern:**

**Check area of concern:**

- \_\_\_\_\_ Proficient clinical reasoner  
\_\_\_\_\_ Effective communicator  
\_\_\_\_\_ Ethical decision maker  
\_\_\_\_\_ Excellent provider of care  
\_\_\_\_\_ Health systems leader

**Handbook or syllabus statement outlining consequence:**

**Faculty determined consequence:**

---

**Student Signature**

---

**Date**

---

**Faculty Signature**

---

**Date**

**Faculty**

- Email a copy of the form to the student, program coordinator, and advisor
- Fill out Applicable Form
  - Academic Misconduct Referral Form OR
  - [https://cm.maxient.com/reportingform.php?WinonaStateUniv&layout\\_id=1](https://cm.maxient.com/reportingform.php?WinonaStateUniv&layout_id=1)
  - Student Conduct Report Form
  - [https://cm.maxient.com/reportingform.php?WinonaStateUniv&layout\\_id=2](https://cm.maxient.com/reportingform.php?WinonaStateUniv&layout_id=2)

# Department of Undergraduate Nursing



## Learning Contract

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

Date \_\_\_\_\_

Student Warrior ID \_\_\_\_\_

Semester \_\_\_\_\_

Faculty Name \_\_\_\_\_

Course Name/Number \_\_\_\_\_

### **1. Reason for Contract**

Provide a brief description of why the student is at risk of not being successful in the course.

### **2 Learning Goals**

Set clear, specific, and measurable goals for improvement. These goals should directly address the areas where the student is struggling.

Include the expected outcomes and strategies for achieving them.

Detail the specific actions the student will take to meet the above goals.

Lastly, describe how and when the student's progress will be evaluated.

This may include specific checkpoints or deadlines, as well as how feedback will be provided,

#### **Goal 1:**

Expected outcomes:

- 1.
- 2.
- 3.

Action Plan:

- 1.
- 2.

3.

Evaluation

plan: 1.

2.

3.

**Goal 2:**

Expected outcomes:

- 1.
- 2.
- 3.

Action Plan:

- 1.
- 2.
- 3.

Evaluation plan:

- 1.
- 2.
- 3.

**Goal 3:**

Expected outcomes:

- 1.
- 2.
- 3.

Action Plan:

- 1.
- 2.
- 3.

Evaluation plan:

- 1.
- 2.
- 3.

**3 Student's Commitment**

I acknowledge that I am at risk of failing this course and understand the importance of improving my performance. I commit to the goals and action plan outlined above and will actively seek help and resources to support my success. I will regularly assess my progress and make necessary adjustments to my plan.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4 Faculty's Commitment.**

I will collaborate with the student to help them achieve their expected learning outcome.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If the learning Contract outcome is not met, faculty will notify the program coordinator for continued collaboration to help support student success.*



### Department of Undergraduate Nursing

<input style="width: 100%;" type="text" value="Student Name: t fft Middle,"/>	Warrior ID:			
<b>Functional Abilities/Essential Requirements Checklist and Statement by Student</b> <b><i>Must be taken to Healthcare Provider Appointment for review</i></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>				
Category	<b>Functional Ability/ Essential Requirements/ Examples</b>	<b>Student Self-Evaluation of each category</b> Yes : <input type="checkbox"/> Partial <input type="checkbox"/> No		
Gross Motor	Ability to move within confined spaces; maintain balance in multiple positions; reach below waist (e.g., <i>plug electrical appliance into wall outlet</i> ); reach out front.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Motor Skills	Grasp, pinch, twist, squeeze (e.g., <i>record/chart</i> ); hand coordination (e.g., <i>manipulate equipment</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobility	Twist/bend/stoop/squat; move quickly (e.g., <i>response to an emergency</i> ); climb stairs; walk (e.g., <i>walk with client</i> ).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Endurance	Maintain physical activity for length of clinical shift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Strength	Push, pull and lift 25 pounds; move up to 50 pounds of weight; use upper/lower body strength.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual	See objects up to 20 feet away (e.g., <i>information on computer screen, skin, client in room</i> ); use depth perception; use peripheral vision; distinguish color and color intensity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	Hear normal level speaking sounds; hear faint voices/whisper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smell	Detect body and environment odors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Environment</b>	Tolerate exposure to allergens (e.g., <i>latex products, chemical substances</i> ); tolerate heat and humidity (e.g., <i>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 (e.g., <i>anger, grief</i> ); respond to the unexpected (e.g., <i>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 (e.g., <i>flow sheets, charts, graphs</i> ); read digital displays.			
Communication	Interact with others; speak English; write English; listen and understand spoken and written word.			
II Math	II 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.			

For any Partial or No answers on previous page checklist, please explain here:

Candidates for selection to the nursing program will be required to verify that they understand and meet these essential functional abilities or that they believe with certain accommodations, they can meet the standards. Access Services (*Maxwell Hall 314 or 507-457-5878 or access@winona.edu*)

will evaluate a student who states he/she could meet the program's functional abilities with accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

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

**Functional Abilities Statement by Student**

***Student: Please sign Q1E category below as appropriate for you***

**OPTION 1:**

**No Accommodations Requested**

*I certify that I have read and understand the essential functional abilities for selection to the Nursing Program listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I have no known medical condition that either directly impacts my ability to function safely in the clinical setting or if the medical condition is poorly controlled or managed, changes my ability to function safely in the clinical setting. I understand that if I am unable to meet these standards continually, I will not be admitted or retained in the program.*

Name (print)

Signature

Date

**OPTION 2:****Request for Accommodations**

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

Name (print)	Signature	Date
--------------	-----------	------

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

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



## 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)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Is able to physically and emotionally perform the essential requirements for safe and effective nursing practice as specified in the Functional Abilities checklist.   |
| <input type="checkbox"/> | Is able to physically and emotionally perform the essential requirements for safe and effective nursing practice as specified in the Functional Abilities checklist <u>with</u> the following restrictions or accommodations ( <i>List Accommodations</i> ): |
| <input type="checkbox"/> | 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).*

**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

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/undergra d-nursing/stude nt-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**

NURS: HANDBOOK VALIDATION

Warrior ID: \_\_\_\_\_

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

**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, provides 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**

**NURS: HANDBOOK VALIDATION**

Warrior ID: \_\_\_\_\_

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

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

NURS: HANDBOOK VALIDATION

Warrior ID: \_\_\_\_\_

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

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 program 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 program.
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) or 3.6 cumulative GPA of GPA from the past 4 semesters. This would include Term 1 and Term 2 and previous 2 semesters of pre-admission classes
- 4.

#### **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 Undergraduate Nursing Student Development Committee:
  - 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 UNSDS Undergraduate Nursing Student Development Committee 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 the student first and last name(s) and the semester of final submission (for example: JaneSmith\_MatthewBrown\_Honors\_Spring2025)

\*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).

## 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>Primary Research</p> <p>New knowledge is discovered through traditional research methodologies and scientific inquiry.</p>	<ol style="list-style-type: none"> <li>1. Define EBP in terms of evidence, expertise, and patient values</li> <li>2. With assistance and existing standards, critically appraise original research reports for practice implications in context of EBP.</li> <li>3. Use pre-constructed expert search strategies to locate primary research in major bibliographic databases.</li> <li>4. Recognize ratings of strength of evidence when reading literature, including web resources.</li> <li>5. Classify clinical knowledge as primary research evidence, evidence summary, or evidence-based guidelines.</li> </ol>
<p>Evidence Summary</p> <p>The corpus of research is synthesized into a single, meaningful statement of the state of knowledge.</p>	<ol style="list-style-type: none"> <li>6. From specific evidence summary databases (e.g. Cochrane Database of Systematic Reviews), locate systematic reviews and evidence summaries on clinical topics.</li> <li>7. Using existing critical appraisal checklists, identify key criteria in well-developed evidence summary report.</li> <li>8. List advantages of systematic reviews as strong evidential foundation for clinical decision making.</li> <li>9. Identify examples of statistics commonly reported in evidence summaries.</li> </ol>

<p><b>Translation</b> Research evidence is translated into clinical recommendations (Clinical Practice Guidelines). Expert opinion and other sources of knowledge are incorporated.</p>	<p>10. With assistance and existing criteria checklist, identify the major facets to be critically appraised in clinical practice guidelines.</p> <p>11. Using specified databases, access clinical practice guidelines on various clinical topics.</p> <p>12. Participate on team to develop agency-specific evidence- based clinical practice guidelines.</p>
<p><b>Integration</b> Individual, organizational, and environmental practices are changed through formal and informal channels.</p>	<p>13. Compare own practice with agency's recommended evidence-based clinical practice guidelines.</p> <p>14. Describe ethical principles related to variation in practice and EBP.</p> <p>15. Participate in the organizational culture of evidence-based quality improvement in care.</p> <p>16. Deliver care using evidence-based clinical practice guidelines.</p> <p>17. Utilize agency-adopted clinical practice guidelines while individualizing care to the client preference and needs.</p> <p>18. Assist in integrating practice change based on evidence- based clinical practice guidelines.</p> <p>19. Choose evidence-based approaches over routine as base for own clinical decision making.</p>
<p><b>Evaluation</b> 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>	<p>20. Participate in evidence-based quality improvement processes to evaluate outcomes of practice changes.</p>

## Appendix E2

### WINONA STATE UNIVERSITY

College of Nursing and Health  
Sciences Department of  
Undergraduate Nursing

NURS: HANDBOOK VALIDATION

Warrior ID: \_\_\_\_\_

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

### HONORS IN NURSING APPLICATION COVER SHEET

(Please type or print all entries)

Student Name(s)	Email	Cam p us w or R	Faculty Advisor Signature (verifies cumulative GPA ≥ 3.6, no rounding)

**Project Title:**

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**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)

inted  
name

(  
P  
r

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

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



**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/Univers* \_\_\_\_\_  
*Title of Work:* \_\_\_\_\_ *ity: 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.)  
D hard copies --- Describe purpose:  
D digital copies --- Describe purpose:  
 **Display copies**  
 display on open web/internet  
 display online with restricted access  
D classroom display  
 other display Explain:  
\_\_\_\_\_

**D 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.)

**D 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 <sup>and</sup> ~~original~~ <sup>original</sup> have not been copied or adapted from other sources. <sup>Original</sup> ~~Original~~ <sup>Original</sup> ~~Original~~

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

*Signature*

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

*Email*

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

*Address/Contact Information*

**(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.htm> |

*Minnesota State Permission to Use Student Work Form rev. 10.9.2018*

## 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](mailto: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

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/conducta ndcitizenshi p.asp>

MnSCU Board Policies 3.8 and 3.81 Student Complaints and Grievances and Procedures <https://www.minnstate.edu/boar d/policy/308.html>

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

WSU Student Grievance Procedure

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

WSU Academic Integrity Policy

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

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

WSU Suspension Appeal Process

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

Grade Appeal Policy

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 IC.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.nsna.org/nsna-code-of-ethics.html>

Approved by UNC, 12/2021

