MINNESOTA STATE COLLEGE
SOUTHEAST
A TECHNICAL & COMMUNITY COLLEGE

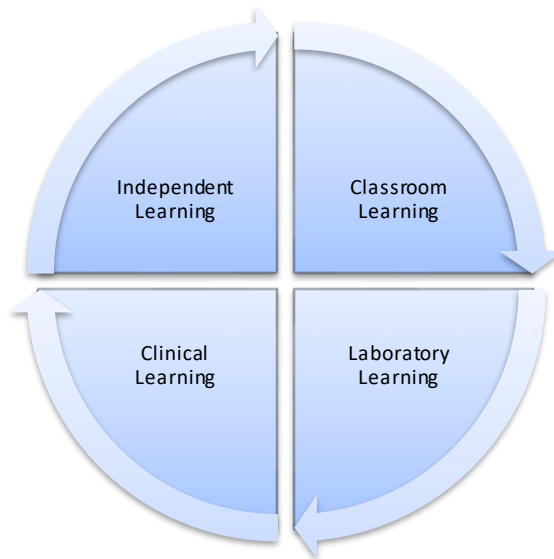# Practical Nursing Program Student Handbook

Academic Year 2022-2023

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The nursing faculty and staff at Minnesota State College Southeast (MSCS) are sincerely interested in helping students be successful and have a meaningful educational experience, and to assist you in your growth and development in your nursing career.

This handbook has been prepared for students enrolled in the Practical Nursing program at MSCS. It addresses the general information, policies and standards. The MSCS website addresses the college policies for all students at the college, including nursing students. Nursing students must refer to the MSCS website for all information that is not specific to the nursing program.

The policies within this handbook are in effect for all students enrolled in the nursing program at MSCS. Students are held responsible for being informed on all nursing policies, procedures and regulations as published in this handbook, the college catalog, and college website. Students are also held responsible for any new nursing related policies or changes in existing policies announced via e-mail, course web sites (D2L), and/or announcements in class.

Nursing faculty are committed to nursing student success. Should students have questions or concerns related to the policies and procedures within the nursing handbook, please reach out to nursing faculty and/or nursing administration for clarification. Student learning responsibilities require faculty to be off campus at times for student learning activities. Students are encouraged to use the instructor's voice-mail or college e-mail to schedule individualized appointments if needed. Nursing faculty also have open office hours each week and students do not need an appointment during these times. Faculty may not be available during designated breaks, holidays, and weekends.

We look forward to supporting you in achieving your educational goals.

Program History
History of the Practical Nursing (PN) Program in Winona

The Practical Nursing Program was established in 1950 as a joint responsibility of the Board of Education, Winona Public Schools, and the Board of Directors at Winona General Hospital Association. It began as a one-teacher course with a maximum enrollment of twelve students. Offices and classrooms were located in the Nurses Home adjacent to the hospital. In 1954, the enrollment was increased to eighteen students per class. A clinical instructor was added to assist the director in teaching and supervision of the students.

In 1960, an affiliation agreement was made with St. Joseph's Hospital, St. Paul, Minnesota. This provided the program with new and improved learning experiences in the Care of the Ill Child and Care of the Emotionally Ill Patient.

In August of 1962, the school facilities moved into the new Community Memorial Hospital, owned, and operated by the Winona General Hospital Association. This modern environment enabled the faculty to update the curriculum and provide more improved nursing experiences.

In 1966, the 100 bed Convalescent and Rehabilitation Unit was added to the hospital facilities. This provided a new experience in the course entitled, "Nursing Care of the Gerian."

In 1967, the faculty offices and classroom equipment were moved into the facilities provided in the new Winona Area Technical Institute. At this time, the program title was changed from Winona School of Practical Nursing to Winona Area Technical Institute, Practical Nursing Program. A second instructor was added to improve the correlation of instruction and guidance of the students in the clinical laboratory.

In 1969, the enrollment was increased to 30 students per class. A third instructor was added to the program at this time.

In 1977, the curriculum underwent major revision and clinical laboratory experience for the courses, "Nursing of Children" and "Mental Health Nursing" was moved to Community Memorial Hospital and the Winona community.

In 1983, the curriculum was again revised and the courses, "Geriatric Nursing", and "Mental Health Nursing" were combined and renamed, "Geriatric/Mental Health Nursing".

In 1986, a part-time Practical Nursing Program was offered for the first time, so that students who are unable to attend the program full-time may have an extended period to complete the 12-month program.

The entire curriculum of the Practical Nursing Program was restructured for the 1989-90 school year. Students now register per quarter hour credit, rather than the entire program. This provides

greater flexibility for students who can select a class or classes to fit their individual needs.

In July 1987, all Vocational-Technical Institutes in Minnesota began use of the title, "Technical Institute". On August 1, 1989, all Technical Institutes began use of the title, "Technical College". On July 1, 1992, Winona Technical College aligned with Red Wing Technical College and formed Red Wing/Winona Technical College. The nursing program situated on the Winona Campus of Red Wing/Winona Technical College relocated to the Airport Campus in 1995. As of July 19, 1999, the name of the college officially changed to Minnesota State College – Southeast Technical (MSC-ST). Winona's nursing program relocated back to the Homer Road Campus in August 2006.

On June 22, 2016, with the approval of the Board of Trustees of Minnesota State Colleges and Universities, the college became a comprehensive Technical and Community college and can offer students the Associate of Arts degree in Liberal Arts & Sciences. The College name was officially changed to Minnesota State College Southeast.

MSCS is part of the Minnesota State Colleges and Universities system. The Higher Learning Commission accredits the College and MSCS is a member of the North Central Association of College and Schools.

History of the Practical Nursing (PN) Program at Red Wing

The practical nursing program in Red Wing began on October 13, 1952 and was called the Red Wing School of Practical Nursing. A one-year program, it was affiliated with St. John's Hospital. Student nurses were housed in a nursing dormitory on site. In 1971, the practical nursing program became the first department of the newly organized Red Wing Vocational-Technical Institute.

Since that time, many changes have taken place. On August 1, 1989, the name of the school became Red Wing Technical College to reflect the education offered to our students. In July 1992, Red Wing and Winona Technical Colleges merged to form Red Wing/Winona Technical College. Nursing faculty from both campuses worked to articulate both programs while maintaining the uniqueness of each. In July 1999, the College name changed to Minnesota State College-Southeast Technical (MSC-ST). This name more clearly identifies the region that our college serves.

On June 22, 2016, with the approval of the Board of Trustees of Minnesota State Colleges and Universities, the college became a comprehensive Technical and Community college and can offer students the Associate of Arts degree in Liberal Arts & Sciences. The College name was officially changed to Minnesota State College Southeast. MSCS is part of the Minnesota State Colleges and Universities system. The Higher Learning Commission accredits the College and MSCS is a member of the North Central Association of College and Schools.

History of the Practical Nursing Program (PN) at Minnesota State College Southeast

In the spring of 2009, the Practical Nursing Program Winona and the Practical Nursing Program Red Wing were combined at the Minnesota Board of Nursing making the program Practical Nursing Program offered at both campuses.

In 2012, the Practical nursing programs underwent significant curriculum revision, incorporating competency-based curriculum taught in a concept-based format. The program changes occurred to better prepare students to meet ever-changing healthcare demands. The program continues to be based on standards and requirements from professional organizations such as the National League for Nursing (NLN), American Nurses Association (ANA), the National Association for Practical Nursing Education and Service (NAPNES), Quality and Safety Education for Nurses (QSEN), Institute of Medicine (IOM), and Center for Disease Control (CDC). Additionally, the Nursing Programs maintain approval from the Minnesota Board of Nursing.

The program changes are part of the Continued Quality Improvement (CQI) process to align with the standards and requirements of the Accreditation Commission for Education in Nursing (ACEN). Curriculum taught in a concept-based format decreases the need for large amounts of content, teaches application of material to better prepare students for the National Council Licensure Examination (NCLEX) exam, and reflects contemporary nursing practice. Program changes are explored throughout this Nursing Student Handbook.

Most Recent Changes on Both Campuses

Practical nursing courses are taught full-time on both the Red Wing and Winona campuses.

In 2016, the college changed its mission to become a comprehensive technical and community college, offering the Associate of Arts Degree in Liberal Arts & Sciences and officially changed to its current name of Minnesota State College Southeast (MSCS). In April of 2016, the Practical Nursing Program at Minnesota State College Southeast became accredited by the Accreditation Commission for Education in Nursing (ACEN).

In the Spring of 2019, faculty completed a thorough review of the Practical Nursing curriculum map and made appropriate revisions. Going forward, this review would take place annually each spring.

In spring 2020, faculty implemented use of Assessment Technologies Institute (ATI). Based on a data comparison, faculty also voted in spring 2020 to eliminate the math course pre-requisites and increase the ATI TEAS admission criteria from the Basic level to the Proficient level.

Minnesota State College Southeast

Nursing Department Vision, Mission, Philosophy and Values

College Mission
Minnesota State College Southeast prepares students for a lifetime of learning by providing education for employment, skill enhancement, retraining, and transfer, to meet the needs of students and the community.

College Vision
To enrich lives and communities by being the best.

Nursing Program Mission
The Mission of the Nursing Department of Minnesota State College Southeast is to provide Nursing education at both the practical and professional levels to meet the needs of students and the community.

Nursing Program Vision
To create an educational environment fostering the holistic development of students at the practical and professional levels of nursing who effectively influence and manage responses of individuals, groups, and communities.

Nursing Program Philosophy

The nursing faculty believe that nursing is an integration of art and science utilizing patient-centered care, evidence-based practice, healthcare informatics, empathy, ethics, and the development of therapeutic relationships. Nursing encompasses teamwork and collaborative care of patients, families, and populations from diverse backgrounds in a variety of settings.

The nursing faculty believe that nursing includes the promotion of health, prevention of illness, and the care of ill, disabled, and dying people. This is accomplished through effective communication with the patient, the patient's family and/or support person, and the interprofessional healthcare team. We believe that patient advocacy, safety, application of research, participation in quality improvement initiatives, leadership, and patient education are also essential nursing roles.

The nursing faculty believe that the care of patients and families is provided with professionalism and dignity in keeping with a patient's beliefs and values. Each patient has the right to health care information that will facilitate active participation in the promotion, restoration, and maintenance of health.

The nursing faculty believe that nursing education is best delivered in an environment that focuses on student-centered learning in which faculty is the facilitator of learning. The framework of adult learning theory provides the foundation for a collaborative learning environment with the understanding that adults are internally motivated and self-directed, bring life experiences and knowledge with them, and are relevancy oriented.

The following statements on this page were designed by faculty within the nursing department at Minnesota State College Southeast. The statements describe personal attributes and qualities that the nursing faculty group feel are important for students to exemplify when preparing to learn and graduate as licensed practical nurses. These statements are not connected to any educational or professional organization or program learning outcome.

Statement of Professionalism

Nursing students are representatives of the Minnesota State College Southeast Nursing Department. As ambassadors of the college and the nursing profession, students are expected to conduct themselves in a professional manner at all times, encompassing academic and personal endeavors. The behaviors, attitudes, and performance of each nursing student echo the expectations of others within the nursing profession. Professionalism is critical in service to our patients, healthcare teams and other cohorts of students.

Respect
Your fellow students, instructors, and patients should feel and be treated with value and respect. Be courteous, polite, and strive to preserve the dignity of others. Acknowledge each other's concerns, fears, and anxieties while celebrating accomplishments. Nursing students will not engage in behaviors such as divulging confidential client information, going into other students' mailboxes, starting malicious rumors, or speaking about others in a manner that is intended to be hurtful. Choose your words carefully; people remember what you say.

Personal, Academic, and Professional Honesty
Dishonesty hurts not only the people around you, but hurts you personally as well. Strive to be open, direct, and accurate with your responses. Nurses continue to outrank other professions in Gallup's 2020 Honesty and Ethics survey, released January 2021. Nurses have generally been able to avoid widespread scandals and, as such, Americans continue to hold them in the highest regard. It is our duty to ensure that nursing students and professionals maintain this high standard.

Responsibility
It is important that students take responsibility for their individual learning. Instructors are available to help facilitate that process. Students assume responsibility for their academic plan. In addition, students are obligated to conduct themselves in an appropriate manner and be aware of their behavior. Students are expected to attend classes and arrive in a timely manner so as not to disturb other class members.

Preparedness
It is important that students prepare for scheduled classroom, lab, and clinical activities. This includes ensuring that students have the necessary tools for activities and are prepared in a timely fashion. Students should prepare in advance of activities by reviewing how to use tools including but not limited to electronic equipment, lab equipment, and personal equipment. Students are responsible for being prepared for academic class work as well.

Communication

Good communication is essential. Students have the obligation to make sure communication accomplished verbally or nonverbally is clear, timely, and appropriate when dealing with peers, instructors, college staff, outside nursing staff, and patients and community.

Minnesota State College Southeast
Practical Nursing (PN)
End-of- Program Student Learning Outcomes (EPSLO's)

1. Informatics/Technology

- The practical nurse graduate will utilize information technology to facilitate best care practice in the health care setting.

2. Managing Care

- The practical nurse graduate will manage care through planning, organizing, and assigning aspects of care to UAP's and LPN's under the direction of an RN or other licensed Health Care Provider to provide a safe effective environment.

3. Nursing Judgment/Evidence-Based Care

- The practical nurse graduate will utilize evidence-based nursing judgment when prioritizing care, implementing interventions, reporting changes, and promoting the health of individual patients across the lifespan within the healthcare system.

4. Patient/Relationship Centered Care

- The practical nurse graduate will integrate effective communication skills while providing patient care founded on basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of individual patients across the lifespan.

5. Professional Identity/Ethical Behavior

- The practical nurse graduate will integrate professional behaviors/accountability with legal and ethical nursing practice standards for a competent practical nurse.

6. Quality Improvement

- The practical nursing graduate will provide input into systematic processes that measure patient outcomes/variances and contribute to the development of changes in policies/procedures to achieve effective patient outcomes.

7. Safety

- The practical nurse graduate will provide a safe care environment for patients, self, and others.

8. Teamwork/Collaboration

- The practical nurse graduate will participate as a member of the interprofessional team collaborating and communicating with other health care providers to promote safe, quality, patient centered care.

Minnesota State College Southeast
Practical Nursing Program Plan

Sample Full-Time Program Plan
Practical Nursing – Diploma

Course No.	Course Name	Credits
Prerequisite	**Application Checklist**	
BIOL 1200 or BIOL 2515	Human Biology or Anatomy and Physiology I*	4
	ATI TEAS Exam**	
	Nursing Assistant**	
	Semester total	*4*
First Semester		
BIOL 2516	Anatomy and Physiology II*	4
PSYC 1115	Lifespan Psychology	3
HEAL 1701	Practical Nurse 1	7
HEAL 1702	Practical Nurse 1 Clinical/Lab	5
	Semester total	*15*
Second Semester		
ENGL 1215	College Writing 1	3
HEAL 1801	Practical Nurse 2	7
HEAL 1802	Practical Nurse 2 Clinical/Lab	5
	Semester total	*15*
	Total Credits	**34-38**

*Note: BIOL 2515 Anatomy and Physiology I _and_ BIOL 2516 Anatomy and Physiology II may be used _together_ in place of BIOL 1200 Human Biology. Educational programs to become a Registered Nurse generally require BIOL 2515 and BIOL 2516. If you plan to apply to such a program in the future, consider taking these courses instead of BIOL 1200. BIOL 2516 Anatomy and Physiology II must be taken concurrently and successfully passed with Practical Nurse 1 in the first semester of the program.

** Human Biology or Anatomy and Physiology I & II, ATI TEAS Exam and Certified Nursing Assistant are all requirements prior to acceptance into the nursing program. (See Nursing Application Packet)

Nursing Program Policies

Admission

Admission to the Practical Nursing Program requires a two-step application process; first to Minnesota State College Southeast and then to the Practical Nursing Program. Program information including application can be found on the college website Practical Nursing Application Packet

Please see the Practical Nursing academic program links on the College website to view the Prerequisite Checklists.

Transfer of Credits

General education credits may be transferred if they are equivalent to those required by the MSCS Nursing Program. MSCS counselors should be consulted first to determine transferability of courses and the MSCS Registrar approves final conferral of transfer.

Progression and Graduation

1. A minimum grade of "C" is required in all nursing and required general education courses. Students must earn a minimum grade of "C" in each of the nursing course in order to proceed to the next nursing course in the sequence and to qualify for graduation.

2. The deadline for completing all nursing course requirements shall be the last day of the semester, as specified in the College Catalog and/or the semester Course Schedule of Assignments. A grade of Incomplete (I) may be given at the discretion of the instructor, following Minnesota State College Southeast MSCS's Incomplete Grade Policy.

3. Students must satisfactorily complete all the courses listed in the Nursing Program curriculum prior to graduating. Students must meet the College requirement of a cumulative Minnesota State College Southeast GPA (Grade Point Average) of at least 2.00 (C) for graduation.

4. Students must complete all required nursing courses in the nursing program **in consecutive academic semesters as indicated on the program plan. First and second semester course must be taken concurrently with each other unless repeating a course. For instance, HEAL 1701 and HEAL 1702 must be taken together.**   All General Education Courses in the nursing program plan must be completed prior to or concurrent with the indicated semester of nursing coursework on the program plan. Any exceptions to this policy will be considered on a case-by-case basis.

End of Program Student Learning Outcomes/Competencies and ACEN Standards

1. Students must successfully meet established criteria for all End of Program Student Learning Outcomes (EPSLO's) to successfully graduate from the program.

2. The MSCS Practical Nursing program utilizes the following standards and/or competencies: National League for Nursing (NLN), Quality and Safety Education for Nurses (QSEN), and National Association for Practical Nurse Education and Service (NAPNES) for the PN program. The program also aligns with the standards and requirements of the Accreditation Commission for Education in Nursing (ACEN).

Nursing Program Grading and Classroom Attendance Policy

All nursing theory courses must be passed with an earned grade of "C" or higher. See individual course syllabus for grading detail. All clinical/lab courses must be passed with a grade of "C" or higher for the graded portions of the course, as well as achieving satisfactory competency in each of the end of program student learning outcomes on the clinical evaluation tool for that course.

Letter grade	Earned percentage
A	100.00 – 90.00
B	89.99 – 85.00
C	84.99 – 80.00 (**must achieve a minimum of 80% to pass course**)
D	79.99 – 75.00
F	Below 75

Earned percentages will not be rounded

1. Student must meet course requirements as determined by nursing faculty and outlined on each course syllabus.

2. Criteria for successful completion of skills test outs / validations will be provided by the course instructor. Students must pass all skills within three attempts in order to pass a lab course. Unexcused absence for a scheduled validation will be counted as an attempt.

3. The Nursing program does not have a theory course attendance policy; however, each faculty member may have an attendance policy in their course syllabus. In addition, you must attend at least one class in person in the first week of class to be eligible for financial aid. Attendance to all theory courses is highly encouraged. Student success rates are proven to be higher for students that attend all courses.

Student and Faculty Expectations for Exams

Prior to Exam:

1. If unable to take an exam, student will contact faculty PRIOR TO THE EXAM. The ability to reschedule will be at the discretion of faculty.

2. If an extension on an exam is requested, an alternative version make-up of the exam may be given at the discretion of the faculty. Faculty are not required to offer make-up exams for students who did not attend an exam.

3. Arrive ten (10) minutes prior to the beginning of the exam, as a courtesy to classmates.

4. Put all belongings including all electronics (except pencil and provided calculator) in front of testing room.
   a. Leave caps and jackets in front of testing room.
   b. **Turn off cell phones and leave at the front of the testing room.**
   c. Place all watches with belongings bag during the exam.
   d. No food or beverages allowed.
   e. Earplugs allowed to decrease sound.

5. Receive one half-sheet of colored or marked scratch paper provided by proctor.

6. Write name at the top of the colored scratch paper.

DURING THE EXAM

1. During the exam students may leave only for emergencies.

2. Abide by "no talking" to peers after the exam starts.

3. Do not ask proctors questions pertaining to content or argue rationale during the exam.
   a. If having any computer issues, raise your hand and a proctor will assist you.

4. Removing or copying of any test questions is strictly prohibited.

5. Complete exam during the allotted time.

AFTER THE EXAM

1. Turn in the colored or marked scratch paper to proctor when exiting the room.

2. View score and review exam questions and rationale based on faculty guidelines in course syllabus.

3. Log out of D2L after completing exam and shut down the computer.

4. Abide by the testing rule of "no test item discussion" with peers until all students have taken exam.

Accessibility Accommodation Policy

A student with a diagnosed specific learning disability or other disability may be eligible for accommodations throughout the program. The student must contact Student Disability Services to determine what accommodations are appropriate. These accommodations must be established by the student each semester. Reasonable accommodations will be given to students with appropriate documentation and direction from Student Disabilities Services.

Use of foreign language or other dictionaries are not allowed at any time during test taking. Individual questions may be directed to the test proctor.

Program Progression Policy

This policy applies to any student who wishes to repeat (re-enter) a course in the nursing program after unsuccessful completion or withdrawal of a nursing course. This policy only refers to progression within the nursing program. The college may have other stipulations that supercede this nursing program progression policy. The link to the collegewide progression policy is   MSC Southeast - Satisfactory Academic Progress (southeastmn.edu)

Re-entry Requirements (repeating a course)

1. If a student wishes to re-enter the program in a subsequent semester after an unsuccessful attempt at a nursing course, the student has up to 48 hours from the time of the final exam to file a Request for Program Re-entry Form (Appendix D). A current DARS report must be attached to the form.
2. Re-entry is allowed on a space available and individualized, circumstantial basis as determined by the Associate Dean of Nursing.
3. A student who fails due to ethical misconduct and/or unsafe behavior will be re-entered based on college policies related to professional standards, conduct and due process and the decision of the Dean of Faculty.
4. Upon approval of re-entry by the Associate Dean, the student will complete the Nursing Program Re-Entry Contract (see Appendix E) with the nursing faculty. This documentation will be placed in the student's permanent student file.
5. After re-entry, if a student is not successful in any course in the nursing program, the student is exited. The student may apply for re-admission in the nursing program as a new program candidate and in accordance with the program admission requirements.

Re-admission requirements (new program start)

1. All current program admission requirements must be met prior to re-admission.
2. All nursing courses will be required to be repeated if the student is successful in their application for re-admission. Note that repetition of a course may have implications for loans and financial aid.
3. If a student is re-admitted to the program and is not successful in any nursing course, the student will not be allowed to apply for another re-entry (repeat) into any further nursing courses.

4. A subsequent program exit, after re-admission, will result in a one academic year denial (to include a spring, summer and fall session) to the nursing program before the student may be accepted as a new admission.
5. The Nursing Program reserves the right to deny re-admission based on professional standards and/or conduct violations.

Student Conduct Policies

MSCS believes that every student is accountable for his/her individual behavior, especially as it imposes on the freedom, rights, and safety of another individual or to the extent that it has a contradictory effect upon the conducive atmosphere and environment of the educational mission of the college community. Within this context, special kinds of behavior are judged unacceptable and may serve as a basis for disciplinary action, which may result in reprimand, suspension, or expulsion from the College. Unacceptable behaviors are described here and in the MSCS College Student Handbook and Catalog.

Academic and Professional Integrity

The Minnesota State College Southeast Nursing Program expects the highest standard of academic and professional integrity from every student, staff member, and nursing faculty. Professional integrity, respect for others and responsibility for one's actions is inherent in the role of a professional nurse. The right to learn in a community free from academic dishonesty is crucial to the development of a college student. For this reason, the college will impose sanctions for instances of plagiarism or cheating, or any act which violates the academic integrity of Minnesota State College Southeast.

Using standards that define these behaviors is necessary in the provision of proper patient and health care. Accordingly, students are required to comply with policies and standards of academic, ethical, and professional behavior defined by Minnesota State College Southeast, clinical partners of the nursing program, the American Nurses Association (ANA) Code of Ethics and any of the nursing program's accrediting and governing agencies.

Academic Integrity

Student behaviors that do not meet the standards of academic integrity include, but are not limited to:

- Plagiarism will not be tolerated. Plagiarism is defined as the "the practice of claiming credit for the words, ideas, and concepts of others" (APA manual, 2010, pg. 170). All assigned work such as papers, laboratory exercises, presentations, and clinical assignments must be the student's own work with proper citation, references for sources of quotations, information, opinions, or ideas contributing to his or her work. These standards pertain to all work, paper or electronic.
- Academic cheating, including, but not limited to, unauthorized copying of academic work of another and collaboration for use of notes or books on examinations without prior permission of the faculty.
- Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
- Submission of substantial portions of the same academic work for credit more than once without authorization.
- Submission of another student's work as your work.

Professional Integrity

Student behaviors that do not meet the standards of professional integrity include, but are not limited to:

- Violation of program policies.
- Falsification of records.
- Signing in or reporting time of arrival or departure for course activities for another student or requesting another student to do so for him/her.
- Inattention to duty during clinical hours such as performing under sleep deprivation, leaving the clinical facility without permission, and accepting or making personal phone calls or texts
- Insubordination, including refusal to accept direction from faculty.
- Immoral or indecent conduct of any nature.
- Using vulgar or abusive language.
- Possession of or being under the influence of mind-altering substances.
- Threatening, intimidating, or coercing others
- Unauthorized possession, use, copying, reading, or sharing of patient records or disclosure of information contained in such records to unauthorized persons.
- Possession of patient identifying information outside of clinical setting.
- Unexcused lateness or absenteeism.
- Turning in late assignments without prior approval of faculty.
- Disregard for any rule, regulation, or practice of the clinical facility.
- Any action or attitude that would be detrimental to the interests, safety, or health of any patient.
- Failure to abide by the social media policy
- Disclosing contents of an exam or quiz to anyone.

Students are expected to practice within the guidelines and boundaries of the profession as stated in the Minnesota Statute and Minnesota Board of Nursing Rules. The only title that may be used when acting in the capacity of a student in the Nursing Program, and the format for your signature on clinical documents is **Your Name, NS (nursing student)**. Students who have other titles (e.g., RT, MD, PhD, JD) **may not** use these titles in the capacity of a Minnesota State College Southeast Nursing Program student and/or under the guidelines of the Minnesota State College Southeast Nursing Program.

When a student's behavior or performance does not meet the standards of academic and professional integrity, the student is at risk for dismissal from the nursing program. (See Due Process policy.)

Refer to the MSCS Student Handbook for Student Code of Conduct Policy which addresses Academic Integrity.

Drug and Alcohol Use

The nursing program has zero-tolerance for drug and alcohol use, including possession, sale, distribution, or use of alcoholic beverages or controlled substances, including being under the influence of alcohol and/or controlled substances on college property or at a college event off-campus. Students must adhere to the standards of student conduct contained in the Nursing Student Handbook Code of Conduct policy and the **MSCS Handbook & Catalog** to progress in the program. Any situation that needs addressing will follow the college wide policy. A description of investigation processes; hearings, sanctions/disciplinary actions and appeals are described under the Student Handbook Code of Conduct policy.

Progression Committee

The Progression Committee is the decision making body that determines student program progression when re-entry or re-admission is needed. In addition, the committee can make determinations associated with performance concerns. This committee consists of the Associate Dean of Nursing and Nursing Faculty members.

Due Process for Program Performance Concerns

If, at any time during the learning experience, a student's behavior and/or actions are deemed unsafe and/or unsatisfactory, the student may be asked to leave the clinical, classroom or lab setting.

If a student's behavior and/or actions are deemed unsafe or unsatisfactory in the clinical, classroom, or lab setting, the following steps will occur to assure due process. The progression committee may be involved in the following steps in determination of a decision:

1. The faculty will notify the student in writing, or via college email, of a meeting to discuss the incident or concern. The notification will be sent a minimum of three (3) business days (Monday to Friday) prior to the meeting. This requirement for three business days' notice may be waived by mutual written agreement of the student and faculty.

2. This meeting will be an opportunity for the student to explain the incident from her/his perspective.

3. The results of this meeting could include, but are not limited to, any combination of the following:

    a. **A finding that the student was not responsible:** The student in question is found not responsible for the unsafe/unsatisfactory action; the student continues to progress through the Nursing Program as planned.

    b. **Warning:** A written warning in the student's file for violation of specified Nursing Program of clinical site policy

    c. **A letter of concern:** A Letter of Concern may be issued to a student for unsatisfactory progress in a nursing course and/or noncompliance with Nursing Program Policies (See Appendix B). The student will remain enrolled the nursing program, but under specific written conditions for a specified period. Notice of action will be placed in the student's program record. **Two letters of concern throughout the nursing program may result in the student being exited from the Nursing Program.**

    d. **A referral:** Use of special support services, including but not limited to services provided by health, social service agencies or law enforcement agencies. The student may be required to show evidence of completion of the referral, which may include a renewed health clearance, prior to returning to the nursing program.

e**.** **A Student Code of Conduct Complaint:** Complaints are forwarded to the Associate Dean of Student Services for investigation and further action. Refer to the Student Conduct Code in the college policies.

f. **Immediate failure of the course:** All course failures result in exit from the Nursing Program at the end of the semester in which the failure occurred. A request for re-entry to the program to the Associate Dean of Nursing is required to repeat the course and re-enter the Nursing Program. A meeting with the Associate Dean of Nursing will be required prior to re-entry into the Nursing Program.

g. **Dismissal from the program:** The student will be exited from the Nursing Program. The student may re-apply for readmission to the program during the next application cycle. Acceptance is not guaranteed. All nursing courses must be successfully retaken, even if they have been successfully completed in the past. This decision will be made only with consultation with the Associate Dean of Nursing.

4. The student will receive written notice of the outcome from the faculty member within five business days of the meeting.

5. If the student believes there is improper, unfair, or arbitrary treatment by a faculty or staff member, the student may schedule an appointment to discuss the concern with the Associate Dean of Nursing.

6. If, after the student has followed the above procedure, there is no agreement or resolution with the Associate Dean of Nursing, the student may schedule an appointment with the Dean of Faculty and Academic Operations.

7. After following the above steps, if the issued has not been resolved, the student may seek resolution using the Minnesota State College Southeast Student Complaint and Grievance Procedure outlined in Procedure 112 – Complaints and Grievances Procedure.

Nursing Program Course Requirements

Course materials

At the beginning of each semester, students will receive a syllabus for each nursing course. Course textbooks are required and may be purchased from the MSCS Bookstore. ATI is used in the nursing programs and provides student textbooks, case studies, practice tests, skills performance videos, and simulated electronic health records. ATI incorporates proctored exams and remediation to increase learning capability. See Student ATI Assessment and Review Policy (Appendix I).

Written assignments

Grading criteria for written assignments will be identified in each individual course. Care, precision and skill in composition are an important part of professional communication in nursing and points may be lost for inaccuracies in spelling, grammar, and punctuation, for poor logic, lack of clarity and incorrect information. The nursing profession uses American Psychological Association (APA) format and use of this style is expected with all papers/assignments.

Clinical Supplies Required for the Practical Nursing Program

1. Name badge (obtain from IT)
2. Name badge holder and clip (optional; available in the bookstore)
3. Scrubs – see Dress Code Policy
4. College patch – one for each top (available in the bookstore)
5. Stethoscope
6. Eye Goggles
7. Watch with ability to count seconds

Official Program Communication Systems

D2L Brightspace: General Nursing Information Site

The D2L Nursing News and Information Site serves to communicate information including program announcements and program information, which is pertinent to all students. All currently enrolled nursing students will have access to this site throughout the academic year, including the summer months. The college provides training related to how to use D2L and offers ongoing updates related to revisions in the system. **ALL STUDENTS ARE HELD RESPONSIBLE FOR INFORMATION POSTED ON D2L Brightspace.** It is strongly advised that you access and read the messages posted on D2L Brightspace daily. In addition, course faculty will outline how D2L will be used in the individual nursing courses.

E-Mail Communication Requirements: Student Responsibilities

The nursing program utilizes college email as the primary means of communication at MSCS. **It is recommended that nursing students check their school email accounts daily.** The Nursing Department communicates program and course information regularly via college email. Currently enrolled students have an MSCS student email account and students are responsible for information transmitted to them via email from MSCS Nursing instructors and staff. To access this e-mail account, go to the MSCS website.

External email accounts such as Hotmail, Gmail, and Yahoo accounts are NOT acceptable for communication with nursing faculty.

Bulletin Board

Located within the nursing department, the bulletin board is for student-to-student communication including: employment opportunities, the sale of books or uniforms, or to post times of study groups, etc.

Clinical Course Policies

1. MSCS uses several hospitals, long-term care facilities, clinic, public health agencies, school health services, and other community-based organizations for providing optimum clinical learning experiences. The school establishes contracts with each facility that stipulate mutual expectations for both services and regulations. It is the intent of MSCS that all nursing students represent themselves in professional attire and performance, while attending any clinical facility.

2. A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but are not limited to, group and independent learning projects and alternative time schedules. Students will be expected to provide nursing care for clients with a variety of medical and psychosocial conditions. Students should be prepared to accommodate possible evening experiences if deemed necessary by the faculty. Appropriate notification will be given.

3. Students are permitted in the health care setting only during clinical learning hours and specified preparation hours. Friends or family members, including children, are not allowed at the pre-clinical learning preparation or any time during the clinical learning experience.

4. Students MUST complete clinical learning orientation activities and other requirements by expected deadlines as determined by clinical learning site requirements and instructors' expectations. A major focus of every student interaction is patient safety. Nursing students are legally responsible for their own acts, commission and/or omission. The only title which may be used when acting in the capacity of a student in the Nursing Program, and the format for your signature on learning documents is Your Name, NS, MSCS. Students who have other titles (e.g., LPN, RT, MD, PhD, JD) may not use these titles in the capacity of an MSCS nursing student and/or under the auspices of the MSCS Nursing Program.

Clinical Attendance Policy

The purpose of the attendance policy is to ensure students meet course competencies and objectives. In addition the policy ensures students are prepared for professional expectations related to attendance and promptness. Students must be present for the entire scheduled time.

1. **Attendance at clinical is mandatory**. If a student will be absent, students must **notify their clinical prior** to the clinical start time, in the fashion determined by the clinical faculty. If a student does not inform faculty of the absence prior to the scheduled start time, the absence will be considered an unexcused absence. Consequences of an unexcused absence will be determined through the academic due process as outline in this handbook. A student with more than one absence from clinical will be required to meet with a nursing faculty member. Any absence may result in the student being unable to successfully complete the complete requirements needed to pass the course, due to inability to meet the course competencies.

2. Students are expected to be on time for their clinical experiences. Tardiness is considered a breach of professional standards for nursing students. If a student will not be arriving late to a clinical or lab activity, students must **notify their clinical faculty prior** to the clinical or lab start time, in the fashion determined by the clinical faculty. **If the student is late to clinical and has not notified the instructor,** the student may be sent home and the experience will be identified as a clinical absence.

3. <u>In the event of a clinical absence and the inability to meet course competencies that occurred during the missed day,</u> faculty may require the student to complete a remediation experience to achieve course competency.

Clinical Policies

1. Daily evaluation of student performance by the nursing instructor will be based on written criteria established in the clinical evaluation tool rubric.

2. When there is evidence of concern over student clinical performance, due process will be followed.

3. While at ANY clinical setting, the student is representing MSCS. Students are NOT allowed to use a cell phone **without prior permission** from the facility representative and the instructor. If there is an emergency, please speak with the faculty for special accommodations.

4. Students must pass clinical performance competencies as determined by faculty in HEAL 1802 prior to starting their Capstone rotation.

5. Students may be required to travel up to 100 miles for clinical or capstone clinical experiences as a requirement of the program.

Confidentiality Statement

Patient confidentiality is essential, required and maintained by all students at MSCS. The patient has the legal right to confidentiality in all aspects of his/her care and the nurse has a legal and ethical responsibility to safeguard the patient's confidentiality.

Patient information obtained for assignments or clinical must not identify the patient by name, room number, birthdate, or any other identifiers that may compromise patient confidentiality. See Social Media Policy for more information regarding HIPAA violations. Failure to maintain patient confidentiality may result in refusal from the clinical facility for the student to return, failure of the course, and/or dismissal from the program.

The nursing program at MSCS requires that each student sign a statement of student responsibility / confidentiality statement upon admission to the nursing program (see Appendix F).

HIPAA Training

Nursing students are required to complete HIPAA (Health Insurance Portability and Accountability Act) training prior to attending their first clinical and annually.

Health Policy Requirements

NOTE: Health Policies result from standards set by clinical affiliates, and are subject to change <u>at anytime</u>**.**

Students must submit documentation of compliance with health policy requirements by uploading the documents to Castlebranch before specified deadlines. Castlebranch is a third-party vendor that the nursing program at Minnesota State College Southeast utilizes to store and track program related documents, including heath records, CPR requirements, and your background study. Health and immunity requirements include but are not limited to:

1. Tdap immunization within the past 10 years.

2. Titer or proof of immunization for MMR.

3. Titer or proof of immunization for Varicella.

4. Titer or proof of immunization for Hepatitis B virus <u>or</u> a signed declination waiver.

5. Evidence of an influenza immunization <u>or</u> a signed declination waiver.
   a. If student declines influenza vaccine, student must follow facility policy, which may require personal protective equipment.

6. Students must present evidence of an initial 2 step negative Mantoux, Quantiferon Gold Blood test, or T Spot blood test. Annual verification of a negative Mantoux is also required. Students with a previously positive Mantoux result are required to submit documentation of a one-time negative chest x-ray **with annual completion of questionnaire**.

7. Students who do not comply with health policy requirements will be unable to attend clinical experiences thus earning a failing grade.

8. Students may be required to submit additional health information if their health status has major changes that may affect their ability to perform expected behavioral and/or academic outcomes.

9. Students must meet the facility policy requirements of the health agencies to which they are assigned. Students **who refuse to comply** with the facility policy requirements of the health agencies to which they are assigned will not be allowed to attend clinical experiences, resulting in inability to complete program requirements. This will result in exit from the program.

10. Students receiving emergency care or other health services at the agencies to which they are assigned will be responsible for charges incurred.

11. Students may obtain personal professional liability insurance coverage. Professional liability insurance protects you against covered claims arising from real or alleged errors or omissions including negligence, in the course of your professional duties. Remember, legal defense and settlement costs are paid in addition to your limits of liability. This is optional for students.

Health Insurance Requirement

Nursing students are required to carry and maintain health insurance throughout the duration of the program.   A current copy of the student's card will be uploaded to Castlebranch.

CPR Requirements

Prior to beginning nursing core classes students must supply documentation of current cardiopulmonary resuscitation (CPR) Healthcare Provider certification. Click here for CPR courses available at MSCS. The course MUST be at the level of Healthcare Provider.

Students must meet the Nursing Program requirement of current Healthcare Provider Level CPR certification and must maintain this certification throughout the program. Students are responsible to submit proof of CPR certification status to Castlebranch. CPR certification must be earned in a face-to-face course; online courses are not acceptable.

Criminal Background Study

The Minnesota Department of Human Services (DHS) *requires* that any person who provides services involving direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state.

A Minnesota and National criminal background study does not need to be completed for the admission checklist, but will be required prior to being fully admitted to the nursing program. Information to complete this background study is included with offers of admission to the program. If the applicant refuses, or is disqualified as a result of the background study, the applicant will be unable to successfully complete the requirements of the program. Note: Involuntary termination from a healthcare institution may also prohibit an applicant from completing this program.

An individual may be disqualified or have restrictions placed on patient contact and would not be permitted to participate in the clinical experience if a clearance is not issued. A background study with no restrictions is required to successfully complete the requirements of the program. Minnesota State College Southeast is unable to answer questions regarding DHS Background Study disqualifying events. If you are concerned about obtaining a DHS Background Study with no restrictions, you may wish to contact the DHS at 651-431-2000, or DHS.info@state.mn.us (not a secure email – do not send private information to this address). You may also wish to view the Minnesota Statute 245C.15 DISQUALIFYING CRIMES OR CONDUCT here.

Student Responsibilities for Clinical Rotations

1. The system of Minnesota State Colleges provides performance standards, based on the Minnesota Nurse Practice Act, that associate degree nursing students are required to meet and maintain to provide safe and effective care in order to be successful and progress in nursing programs.
2. Students must read the Nursing Program Performance Standards (Appendix G) and sign the Performance Standards Signature Form (Appendix H) and submit to Castlebranch.

3. All Clinical health requirements complete and uploaded in Castlebranch by required deadlines. **If students do not have requirements uploaded prior to the first day of clinical, <u>the student will not be allowed to attend clinical which could result in course failure.</u>**
4. Students must arrive alert to clinical experiences prepared to provide safe patient care.
5. For safety reasons, a student should not work a night shift prior to reporting to a clinical day shift. This includes working between the hours of 11 p.m. the evening before prior to the start of a clinical day shift the following day. This includes all clinical, simulation and observational experiences.
6. Students must adhere to MSCS Nursing Department's Dress/Grooming Code. (Refer to the Dress/Grooming Code in the Nursing Student Handbook).
7. The nursing program has a no smoking policy during clinical hours.
8. Students must be prepared to shows evidence of preparation for clinical **<u>prior to</u>** the clinical session at a level consistent with faculty expectations in order to meet course competencies.
9. Students assume legal responsibilities for providing safe nursing care including following institutional protocol and completing Nursing Department Student Incident Form as needed (See Appendix A).
10. Immediately notify faculty and complete a needle stick exposure form (Appendix C) if a needle stick incident occurs.
11. Immediately report injuries sustained within clinical facility to the faculty and site representatives.
12. Demonstrate appropriate professional behavior, including:
    A. [Adheres to American Nurses Association (ANA) Code of Ethics](#).
    B. Complies with institutional policies/protocols.
    C. Demonstrates honesty and integrity in all communication and behavior.

DRESS/GROOMING CODE

Professional grooming and attire are expectations for clinical practice. The nursing student must present a clean and well-groomed appearance. The uniform worn at clinical sites must be CLEAN and should allow a wide range of movement with dignity and modesty. Nursing students must wear a designated uniform color and style.

The following policies apply whenever presenting to a clinical facility as a nursing student:

1. Uniform must be **CLEAN** and **UNWRINKLED**.
   a. Tops: Clean, wrinkle-free uniform with a white top.
      i. Scrub tops may be worn outside the pants.
      ii. A plain **white** shirt or turtleneck may be worn under the top.
      iii. Long sleeves must be able to be pushed up to the elbow for infection control purposes.
      iv. All uniform tops and/or lab coats need to have the MSCS student emblem sewn on the left upper arm (deltoid area) of the garment.
   b. Bottoms: Navy blue cotton twill or blended fabric trousers, slacks/skirts.
      i. Pants must be full length, but not touching the ground and skirts knee length or longer. This does not include sweat pants.

2. An MSCS photo ID badge, **which identifies the individual as a <u>nursing student</u>** from the College, must be worn on the uniform whenever the student is in the clinical setting in a student capacity.

3. **<u>Students have the option of wearing a white lab coat in addition to their uniform.</u>** A white lab coat is required to have the MSCS student emblem sewn on the **left upper arm** of the garment. Students may wear a lab coat with business casual dress if they come in to the hospital or any clinical site to select clients for clinical experience. The MSCS Nursing name badge must be worn with the lab coat.

4. Students must comply with the clinical facilities regulations in regards to socks, shoes, earrings, tattoos, and all other piercings or jewelry.

5. No hats or head covering are allowed other than for medical or religious reasons. Head coverings should be solid black or white in color. For infection control reasons, the length of any head covering should be no longer than axilla, level of the armpit (approximately) in length.

6. Fingernails must be no longer than 1/4th inch. <u>No artificial nails or nail polish allowed</u>. This is an infection control issue.

7. Hair must be clean, neat, and odor free. Long hair must be tied back and under control. Facial hair must be clean-shaven or have beard/mustache that is clean and trimmed.

8. Students will maintain personal hygiene. Refrain from the use of scented body products or fragrances. Students who smell of cigarette smoke or alcohol may be sent home at the discretion of the instructor.

9. Gum chewing is <u>not</u> allowed at the clinical site. Breath mints are allowed.

Social Media Policy

The Minnesota State College Southeast Nursing Program supports the use of social media, which has become an important communication tool for our college community. This policy applies to the Minnesota State College Southeast Nursing Program students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical, simulation lab, and theory course activities. Distribution of sensitive and confidential information is protected under Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and the American Nurses Association Code of Ethics whether discussed through traditional communication channels or through social media.

Examples of social media include, but are not limited to, LinkedIn, Wikipedia, Snapchat, Instagram, Facebook, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, YouTube, etc. While this policy may need to be modified as recent technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information.

Students are expected to represent Minnesota State College Southeast and the Nursing Program in a fair, accurate and legal manner while protecting the reputation of the institution and our clinical partners. When publishing information on social media websites, be aware that information may be public for anyone to see and can be traced back to you as an individual and may result in dismissal from the nursing program and possible legal action.

The student will:
1. Protect confidential, sensitive, and proprietary information. Do not post confidential or private information about the College, staff, students, clinical facilities, patients, or others with whom one has contact in the role of a Minnesota State College Southeast nursing student. Never use/post names or identifying information of patients and/or families. Use faculty or clinical site name or contact information with respect and discretion.

2. Respect copyright and intellectual property. When posting, be mindful of the copyright and intellectual property rights of others and of the College. For guidance, review the Minnesota State policy related to intellectual property and copyright.

3. Not use Minnesota State College Southeast or the Nursing Program marks, such as logos and graphics, on personal social media sites. Do not use Minnesota State College Southeast's name to promote a product, cause or political party or candidate.

4. Not engage in personal phone conversations or texting at any time while in clinical or in the classroom. If needed to respond to an emergency text or phone call during class, the student will leave the classroom and respond, as necessary.

5. Not videotape faculty or fellow students for personal or social media use without the verbal or written permission of the faculty or fellow student. No photos or videos may be taken on clinical site property or at off-property clinical experiences, even if the photo or video does not contain images of patients/clients. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility management.

6. Be aware of your association with Minnesota State College Southeast in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how

you wish to present yourself to colleagues and potential employers. When posting your views, you should neither claim nor imply you are speaking on Minnesota State College Southeast's behalf, unless you have written authorization from nursing program management.

The Student Agreement Verification Form is initialed and signed upon entry to the Nursing program, which indicates the student will follow the Confidentiality and Social Media Policies throughout the educational experience. Students will follow procedures allowing for due process and appeal according to Minnesota State policies as well as those of the Minnesota State College Southeast Nursing Program.

Further Information: Nursing students are preparing for a profession which provides services to a public that expects high standards of behavior. Adhere to all applicable College privacy and confidentiality policies. You are legally liable for what you post on your own site and on the sites of others. Individuals have been held liable for commentary deemed proprietary, copyrighted, defamatory, slanderous, libelous, or obscene (as defined by the Courts).

Employees are increasingly conducting Web searches on job candidates before offering employment opportunities. Therefore, think carefully before you post any information on a social media website. You can set your site so you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

Consequences: Violations of patient/client privacy with or without an electronic device will be subject to HIPAA procedures/guidelines and consequences. Students who share confidential or unprofessional information do so at the risk of disciplinary action and/or dismissal from the program according to due process. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information, such as music, videos, text, etc. Students who violate clinical site policy may be unable to complete the nursing program if the clinical site does not allow them future access to the site. As well, the clinical site policies may prohibit any student who violates their policies from being hired at that site in the future.

NOTE: Nursing Program policies are subject to change. Students will be notified of changes in policy prior to implementation of the change.

Equal Opportunity Program:

Minnesota State is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary, to avoid physical harm to persons or property.

This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Student Complaints should be directed to the Dean of Students, Josiah Litant (Josiah.Litant@southeastmn.edu). If you require an accommodation for a disability, please contact Disability Services. Employee complaints should be directed to the Director of Human Resources.

Program Resources

Health Science Coordinator

This position exists to provide clinical coordination, admissions advising, database management, clinical requirement documentation management, clinical site liaison, clerical and administrative support for the Health Sciences Programs and assigned Allied Health Programs at Minnesota State College Southeast.

Nursing Department Faculty & Staff

Nursing faculty teach theory, clinical, and lab courses. Since their responsibilities frequently take them off campus, you are encouraged to seek out faculty during office hours or to reach out to faculty via email or voicemail to determine a mutually agreeable time for online or in-person meetings. Faculty schedules are posted next to their office doors and they may be reached by e-mail, which can be accessed through the email feature on D2L.

Associate Dean of Nursing

The Associate Dean of Nursing provides college-wide leadership on key initiatives and administrative management to the Practical and Professional Nursing Programs at MSCS. This includes, but is not limited to, developing, continually improving, and managing resources and personnel to meet program outcomes.

Student Cohort Representative

A student representative is designated by the faculty and each cohort as a member to represent the cohort.   One representative from each cohort on each campus will serve for the duration of the program. The duties of the student representative are:
- Be a voice to share concerns and interests of their cohort to the nursing faculty and Associate Dean of Nursing at nursing program meetings
- Be a liaison to their cohort to share the results of meetings
- Serve as student cohort coordinator and accreditation student meetings
- Attend Nursing Advisory Board meeting once per semester
- In general, help initiate, coordinate, advocate for and guide nursing student efforts aimed at improving the nursing program

Nursing Program Meetings

Faculty hold bi-monthly meetings to discuss Nursing Program matters such as curriculum content, policies, and other issues. Student cohort representatives will be invited to attend throughout the semester.

Nursing Faculty Advisor

Every enrolled student with an expressed interest in nursing and all students admitted to the nursing program will be assigned a nursing faculty member as your advisor. Advisors serve as a resource for questions pertaining to the nursing program and the student's progress within the nursing curriculum. Students may contact their advisor via College email, visiting their office, making an appointment, or by phone at any time in the semester. Barring any unforeseen events, students will have the same faculty advisor as long as they are enrolled in the program. Faculty advisors are also available to assist students with other academic issues or concerns. The school also has counseling staff and services available to help students with personal concerns and job seeking and keeping skills.

While advisors are here to assist students, the responsibility for registering for classes, reviewing DARS, completing prerequisites for classes, complete your program and meeting graduation requirements rests with the student. College resources related to advising and DARS can be accessed here.

Student Affairs Support Services

Student Affairs offers student support services. A current list of resources available for students is available on the Student Affairs webpage of the college website.

The Roost

The Roost on each Campus provides educational support services to students including:
- A. Computer Lab
- B. Library Services
- C. Basic Skills Testing
- D. Tutoring

Refer to the MSCS Student Handbook for additional contact information.

Minnesota State College Southeast
Nursing Department

Appendix A: Student Incident Form

Date of incident: _____ Student(s) involved: _____

> For safe and effective performance, students are expected to comply with the stated policies of the technical college, the nursing program, and its associated facilities. Students are responsible for their performance. Students are legally responsible for their clinical performance and will render nursing care within the stated clinical objectives and safety guidelines of each clinical rotation.
>
> Any incident requires documentation and review to provide information for any changes to assist in the prevention of future incidents.

1. Description of the incident:

2. Conference:

3. Recommendations: (related to student's responsibilities/compliance/goals, period of re-evaluation)

Instructor Signature: _____Date: _____

Student Signature: _____ Date: _____

Director Signature: _____Date: _____

Minnesota State College Southeast
Nursing Department

Appendix B: Letter of Concern

A Letter of Concern may be issued to a student for unsatisfactory behavior or progress in a nursing course, unsafe performance in the clinical setting, and/or noncompliance with Nursing Program policies.

Two (2) Letters of Concern throughout the Nursing Program may result in the student being exited from the Nursing Program.

Student: _____ Date: _____

The above-named student has been identified as a student at risk. The following statement(s) describes the concern(s):

[Student name] has been late to clinical orientation, a clinical shift, lab experiences, and a test in [course name].

[Student name] was disruptive upon being late to the test as identified by faculty and co-student expressed concerns.

[Student name] has a history of tardiness, as identified on Nursing Student Learning Contracts dated [dates].

The student met with [Nursing Faculty], and [Nursing Faculty] on [date] to discuss the above concerns.

I understand that this letter will be placed in my nursing file for the duration of the nursing program. Two letters of concern may result in an exit from the Practical Nursing Program.

Student Signature_____Date_____

Nursing Faculty: _____Date: _____

Minnesota State College Southeast
Nursing Department

Appendix C: Injury and Needle stick policy

The following policy is to be followed exactly in the event a person experiences a needle stick or other actual exposure to blood or body fluids while participating in off-campus clinical experiences:

1. Report incident to Nursing Faculty (source person to accompany exposed person to report incident, if applicable).

2. Notify the Clinical Supervisor at the facility or clinical agency.

3. Follow the facility's policies or procedures following the exposure.

4. The student notifies their healthcare provider the same day or following business day and follows any recommendations.

5. If the incident involves a student, the clinical supervisor completes the State of Minnesota Incident Report and returns it to the Accounting Supervisor or the Vice President of Finance & Administration/CFO who will forward to Risk Management.

6. If the incident involves an employee contact Human Resources to file a worker's compensation claim.

7. Each person is encouraged to initiate testing and/or prophylactic treatment for blood borne diseases within 1 hour of exposure. This may be done with a health care provider of choice. If the individual has no designated health care provider, an appropriate referral will be made (refer to listing of public clinics/agencies).

8. Each person is responsible for all costs associated with his/her testing, prophylactic treatment, and follow-up care.

9. Because of each person's right to privacy, individuals may decide whether to be tested and whether to disclose test results to faculty or other students. The source person will be asked to voluntarily and confidentially share blood borne disease status with Instructor and/or Program Director.

10. If the source person decides not to be tested or does not disclose test results, the Center for Disease Control guidelines recommend:

    - HIV and Hepatitis testing be done on the exposed person immediately post-exposure and three, six, and twelve months post-exposure.
    - Beginning prophylactic treatment within one hour, or as soon as possible.

11. Each individual is encouraged to follow the advice given by the Health Care Provider.

Minnesota State College Southeast
Nursing Department

Appendix D: Request for Program Re-entry

Name _____ Student ID # _____

Email: _____ Phone: _____

List course(s) for which you are requesting re-entry _____

Last nursing course (s) successfully completed _____

1. Identify the reason you are requesting re-entry:

2. Describe how you studied and prepared for the course/requirement in which you were unsuccessful.

3. Describe any circumstances which may have prevented you from successfully completing the Nursing Program requirements and/or which contributed to your leaving the Program.

4. Describe your plan for completing the Nursing Program requirements should your request be accepted.

5. Attach any other data as needed.

_____
Student Signature and Date

Action by Faculty and/or Associate Dean of Nursing	Faculty and/or Associate Dean of Nursing
_____ Approved _____ Approved with conditions _____ Denied _____ Signature _____ Date of Disposition _____ Date Student Notified	Comments/Conditions:

Minnesota State College Southeast
Nursing Department

Appendix E: Nursing Program Re-entry Contract

Student Name: _____ ID#:_____

Requirements of Re-entry:
- Students may apply for re-entry only once. Re-entry is on an individual, circumstantial, and space-available basis in this and subsequent semesters of the nursing program.
- Re-entry must be requested using the process outlined in the Nursing Student Handbook.
- Students are responsible for reviewing any implications to loans or financial aid. A load of fewer than six credits will often affect loans and financial aid.
- All students must comply with the current health and clinical requirements to be re-entered into the program.
- Non-compliance with the provisions of this contract may result in dismissal from the nursing program.

Other (initial each requirement):
_____ Attend tutoring a minimum of 2 hours per week
_____ Attend open labs for a minimum of _____ hours per week
_____ Meet with faculty weekly/every two weeks/monthly
_____ Meet with the Associate Dean of Nursing monthly
_____ Complete ATI Modules as directed by nursing faculty
_____ Other:
_____
_____

Reminder: Drop all courses for which you are ineligible to avoid being charged tuition for these courses.

Courses to be repeated: Semester/Year _____

Action by Faculty / Associate Dean of Nursing   Re-entry Approved _____ Re-entry Denied _____

I agree to abide by the provisions of this contract.

_____
Student Name (Please print)   Student Signature

_____
Nursing Faculty / Associate Dean of Nursing   Date
Revised 04/2021

Minnesota State College Southeast
Nursing Department

Appendix F: Student Verification of Policy Form

Receipt of Nursing Program Student Handbook	Initial
The MSCS Nursing Department provides access to the Nursing Program Student Handbook upon acceptance. I verify that I have accessed and reviewed the Nursing Student Handbook and am responsible to view updates to the handbook via the nursing website and follow the policies for the life of my career in the Nursing Program.	
Statement of Student Responsibility / Confidentiality Statement	**Initial**
I understand I have an obligation to conduct myself in a professional manner, follow all facility policy and procedures, and hold confidential all information concerning the patients/residents at clinical facilities. I understand the unique and personal nature of client care that is involved in the education of nurses and fully intend to safeguard the privacy of all clients for whom I give care as well as their families. I will not disclose information about my clients, their families or information about fellow students that may be obtained during my studies at Minnesota State College Southeast. I understand that this confidentiality is essential in the health professions. I agree to adhere to the professional standards of confidentiality while enrolled in the Nursing program at Minnesota State College Southeast. I understand any carelessness or thoughtlessness in release of any confidential information is not only ethically wrong, but may involve myself and the clinical facility legally and may be grounds for dismissal from the Nursing Program. This may result in my not being able to progress academically.	
Universal Precautions Statement	**Initial**
As a student at MSCS, you have an obligation to use protective procedures against exposure to and transfer of body substances, diseases and disorders. I acknowledge that I have instruction (at either Minnesota State College Southeast or elsewhere) in the proper isolation and Universal Precautions (Body Substance Isolation) procedures for protecting ones-self from direct exposure to most body substances. I also verify that I understand the procedures and principles underlying these precautions and I understand I am responsible for carrying-out these procedures in the classroom and in clinical facilities.	
Authorization for the Release of Background Information	**Initial**
I hereby authorize Minnesota State College Southeast to release information contained in its files (including but not limited to reports, records and letters or copies thereof) regarding a background study performed by the Department of Human Services, or a request to the Commissioner of Health for reconsideration of a disqualification, to determine my eligibility to participate in clinical placements to fulfill the requirements of my program of study at Minnesota State College Southeast. This information may be released to any of the facilities used for clinical experience. I understand that the facility will review this information to assess whether I may be permitted to participate in a clinical placement for the Nursing Program. If background clearance is denied/not received by the Department of Human Services, I understand that I cannot participate in clinical courses until such time as background clearance is obtained. I understand that it is my responsibility to maintain a clear background check and to follow instructions within reconsideration of disqualification, including completing subsequent background checks without expiration. I understand that I am not legally obligated to provide this information. If I do provide it, the data will be considered private data under state and federal law, and released only in accordance with those laws, or with my consent. I provide this information voluntarily and understand that I may revoke this consent at any time. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents. This authorization is considered current from the date of my signature until the last date of my final clinical/practicum experience.	
Agreement of Student ATI Assessment and Review Policy	**Initial**
I have received a copy of and have read and understand Minnesota State College Southeast's ATI Assessment and Review Policy and understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by Minnesota State College Southeast.	
Immunizations	**Initial**
I understand that I am required to submit proof of vaccination and proof of titer showing immunity for all vaccines listed in the Minnesota State College Southeast Nursing Handbook. I further understand that this is a contractual requirement and if I choose not to supply this documentation I will not be allowed to attend clinical and therefore may not be able to successfully complete my health career program.	

Release of Hepatitis Liability	Initial
I agree to assume all risks in connection with immunization and fully release Minnesota State College Southeast and all associated clinical facilities from any and all liability for any illness or damage to me by reason of my receiving the vaccine or of my failure to receive the vaccine.	

Consent for photographs	Initial
I hereby consent to and authorize the use and reproduction by Minnesota State College Southeast, or anyone authorized by MSC Southeast, of any and all photographs/videos which the nursing department have taken, negative or positive, for any purpose whatsoever, without further compensation to me. All negatives, positives and videos together with the prints shall constitute property of MSC Southeast solely and completely.	

Release of Health Information	Initial
I understand that the college complies with the provisions for the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Therefore, in order to assure equal access to the full range of collegiate experiences in the most integrated setting, I must provide the College documentation of a disability to receive special services as outlined in the College handbook. If at any time I am unable to perform the required technical standards I must be in contact with the Director of Disability Services on my campus. I grant Minnesota State College Southeast permission to share information with those clinical institutions with which I affiliate in my student role, should the clinical institution request or require it. I understand failure to do so or to provide the information requested could mean a clinical site may refuse me placement at their facility. The Nursing Program does not guarantee an alternative facility placement. I also understand that if no alternative facility placement is available, I may be unable to progress in the Nursing Program.	

Responsibility for Health Care Costs	Initial
Any health care costs incurred during the period of time I am a student in the Nursing Program will be my responsibility.	

Workers' Compensation	Initial
It is the position of the clinical facilities and Minnesota State College Southeast that, as a student, I am not an employee of either the clinical facilities to which I am assigned or Minnesota State College Southeast for purposes of Workers' Compensation insurance.	

Student Code of Conduct	Initial
I understand I have an obligation to conduct myself in a professional manner in all areas of classroom, lab and clinical. I will use professional communication through spoken voice, phone messages, and emails.	

Statement of Simulation Participation Expectations & Confidentiality	Initial
Learning objectives for simulation in health care education include but are not limited to the following: a) apply basic to complex health skills, b) improve critical thinking skills, c) recreation of high risk/low frequency skills, d) assist in development of leadership skills and teamwork, and e) provide instant feedback and situation debriefing. Each simulation experience is meant to offer you an opportunity to experience a mock-up of possible clinical experiences you may encounter in various health care settings and environments. It is our expectation that you participate fully in these experiences and treat the environment and the patients in the simulation as though they are real patients. The experience of simulation may evoke some unexpected actions, patient responses and outcomes. Simulation learning activities are an opportunity to evaluate hospital systems, teamwork activities, as well as individual preparedness during various patient care situations and emergencies. At the end of many simulations, we will take time to debrief in small and/or large groups. This will be your opportunity to discuss how you feel the educational experience has gone and what possible improvements could be made as a system, team, or as an individual. Please be sensitive to your team members and do not share individual performance issues with other peers. We expect professional behavior and attire when in the health simulation lab (i.e., Scrubs, stethoscope). Likewise we expect confidentiality to be maintained so that we can facilitate a safe, structured learning environment for all health career students. Students may be asked to randomly complete evaluation forms related to their simulation experiences. We appreciate your thoughtful responses regarding your perceptions related to the simulation experience and how we can make improvements for the future. I understand that I may be videotaped during simulations for learning outcome assessment purposes and educational review by instructors and peers. I further grant permission to be photographed and/or videotaped and that these images may be disseminated for public relations reporting to the Minnesota State College Southeast and the community at large.	

Authorization for Use and Release of Student Work	Initial
I hereby authorize Minnesota State College Southeast to use and release copies of my student work (assignments, papers, and projects, etc.) for purposes of Department Accreditation.	

Consequences for failing to comply with the above required program expectations may result in program removal.
Students are required to keep copies of all documents submitted:
   • Health Forms
   • Immunizations
   • CPR
   • Nursing Assistant Registry
	Initial

Students are responsible to maintain and submit current immunization and CPR documents prior to expiration date to Castlebranch before being allowed to attend clinical	**Initial**
I understand that the student Castlebranch is archived one semester after withdrawal from course, program, or graduation. UNDERSTAND THAT THE MINNESOTA STATE COLLEGE SOUTHEAST NURSING PROGRAM DOES NOT PROVIDE STUDENTS WITH COPIES OF THEIR REQUIRED PROGRAM PAPERWORK.	**Initial**

Student ID #	Print Name
Date	Signature

Revised 04/2021 JM

Minnesota State College Southeast
Nursing Department

Appendix G: Minnesota State Practical Nursing Program Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that practical nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs.

The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

- Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact Melissa Carrington-Irwin @ mirwin@southeastmn.edu or call 651-385-6309.

Requirements	Standards	Examples include but are not limited to…
Critical thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	• Ability to understanding context of situations, make logical decisions and request assistance as needed. • Organize workload to manage time effectively and prioritize the delivery of client care. • Ability to recognize and report changes in client's condition to registered nurse or instructor. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	• Maintain and protect client confidentiality and privacy. • Establish professional relationships. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to assign tasks to other LPN's and unlicensed personnel. • Promote a team-building environment. • Provide safe effective care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	• Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors, and members of the healthcare team. • Accurately document nursing actions and client responses. • Display the capacity to participate in successful conflict resolution and advocate for client rights and needs. • Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. • Use therapeutic communication techniques to provide support to peers, clients, and families. • Process relevant information; accurately and timely communicate to the healthcare team. • Ability to perform client education and adjust information to client understanding.

Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	• Move about client's room and/or workspaces to complete client assessment. • Ability to administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for prolonged periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform basic nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	• Conduct focused assessment; compare data with normal findings, report changes to registered nurse or other licensed healthcare provider. • Observe client's condition, utilizing all senses, and data from equipment, report changes. • Ability to respond to client distress calls. • Implement interventions delegated or ordered by healthcare provider. • Participate with other members of the healthcare team to develop and modify care plans.
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	• Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions, and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgement in pressured situations. • Recognize limits of knowledge and abilities and seek assistance.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility, and tolerance	• Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics.
Environmental Stressors	Other considerations	• Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards. • Ability to work with potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	• Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

References
H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.
Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.
Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020.

Minnesota State College Southeast
Nursing Department

Appendix H: Performance Standards Signature Form

Name: _____ (please print)   Date: _____

Performance Standards for Nursing Programs

The system of Minnesota State Colleges provides examples of performance standards, based on the Minnesota Nurse Practice Act, that nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs.

Each standard includes required skills and a list of example behaviors necessary to provide safe and effective care . The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program. Some specific behavioral examples included under each standard vary depending upon the level of education being pursued.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact MSCS's Student Success Coordinator.

A copy of the Performance Standards for the Practical Nursing Programs is located in the Nursing Student Handbook, which is accessible on the Minnesota State College Southeast nursing webpage.

Each performance standard is associated with required skills.

Students should possess the following skills:

> **Critical Thinking**
> **Interpersonal**
> **Communication**
> **Psychomotor**
> **Assessment**
> **Emotional-Behavioral**
> **Professional Conduct**

Additional areas of consideration include:

> **Exposure to environmental stressors**
> **Visual and auditory ability**

I have read the Nursing Programs Performance Standards. I understand it is my responsibility to contact the Associate Dean of Nursing or nursing faculty for clarification on any of the standards.

Please read the following statements and indicate "yes" or "no" to the best of your knowledge. *If you answer "no" to any statement, please visit with MSCS's Student Success Coordinator regarding potential accommodations.*

Yes   No

___   ___   I am of adequate physical health and mental health to provide safe and effective care to others.

___   ___   I am of adequate physical health and mental health to adhere to the rigors of my nursing courses.

___   ___   I am not aware of any physical or mental health issues that would prevent my success in the nursing program.

___   ___   I have followed up with my health care provider if I had any concerns related to my physical or mental health and I have medical clearance to progress in the nursing program.

___   ___   I will follow my health care provider's recommendations to maintain adequate physical and mental health throughout the program.

___   ___   I possess adequate critical-thinking, interpersonal, and communication skills to be successful in the nursing program.

___   ___   I possess the ability to maintain professionalism when interacting with others.

Signature: _____   Date: _____

Appendix I: Minnesota State College Southeast
Student ATI Assessment and Review Policy

The comprehensive ATI review program offers the following to students:

- ATI Orientation resources, such as the ATI Plan that can be accessed from "My ATI" tab. **It is highly recommended that you spend time navigating through these orientation materials.**
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- An assessment-driven comprehensive review program designed to enhance student NCLEX® success.

REVIEW MODULES/EBOOKS

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

TUTORIALS

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System 3.0 offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

ASSESSMENTS

There are practice assessments available for students as well as standardized proctored assessments that will be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

FOCUSED REVIEWS/ACTIVE LEARNING/REMEDIATION

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

Minnesota State College Southeast Grading Rubric (Adopted from ATI)
Practice Assessment (Fundamentals Exam)

Complete Practice Assessment A	Complete Practice Assessment B
Remediation:	Remediation:
Minimum 1 hour Focused Review on initial attempt	Minimum 1 hour Focused Review on initial attempt
For each topic missed, complete an active learning template and/or identify three critical points to remember.	For each topic missed, complete an active learning template and/or identify three critical points to remember.

___ points

Standardized Proctored Assessment

Level 3 = __ points	Level 2 = __ points	Level 1 = __ point	Below Level 1 = __ points
Remediation = __ points:	Remediation = __ points:	Remediation = __ points:	Remediation = __ points:
Minimum 1 hour Focused Review*	Minimum 2 hour Focused Review*	Minimum 3 hour Focused Review*	Minimum 4 hour Focused Review*
For each topic missed, complete an active learning template and/ or identify three critical points to remember. **	For each topic missed, complete an active learning template and/ or identify three critical points to remember. **	For each topic missed, complete an active learning template and/ or identify three critical points to remember. **	For each topic missed, complete an active learning template and/ or identify three critical points to remember. **
___ points	___ points	___ points	___ points

Proctored Assessment Retake[***]

No retake required	No retake required	Retake required/recommended	Retake required/recommended

*Each student's focused review materials are created based upon the questions the student missed. Please take students test scores into account when assigning time to spend in remediation, as a higher score means less focused review materials will be available.

**Handwritten ALT's and/or three critical points is preferable.

***If the program requires a retake of a Proctored Assessment and now a student meets the program benchmark on the retake, that student can earn an additional points.