2024-2025 Associate Degree of Science in Nursing Student Handbook

The Associate Degree in Science (AS) Nursing Student Handbook contains important information to help nursing students succeed at Minnesota West Community & Technical College. It is a supplemental document to the information located on our 'Current Students' page at http://www.mnwest.edu/index.php/current-students. The section on "Student Information & Policies" contains important information for all students. It is the student's responsibility to know the content of the AS Nursing Student Handbook and the Minnesota West Student procedures and policies. All Minnesota West policies and procedures are uniformly applied.

The policies, rules and procedures found herein are formulated on the most recent rules and regulations, laws, information and dates available. They are subject to revision by state and federal agencies, which are beyond control of the College. Changes in rules and regulations or policies made by government agencies may supersede the information in this handbook. The College attempts to reconcile any conflict with government rules and to provide policy updates.

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Message to Students

Welcome to the Minnesota West Community & Technical College Associate Degree in Science Nursing Program. It is hoped that students find the time as a Minnesota West nursing student rewarding and fulfilling. Nursing is a respected and highly demanding profession. Being a nurse and becoming a nurse require a unique commitment and special personal and professional qualities. Nursing students must therefore meet certain standards. Clinical experiences in a variety of health care settings require travel and time away from home and family. Schedules vary and the time required for study, homework and preparation for clinical experiences is intense and demanding. Individuals choosing nursing as a career must have the necessary physical, emotional and financial resources to meet the demands of the nursing program and of the nursing profession.

To prepare for a professional career in nursing, students are expected to:
- demonstrate behaviors characteristic of personal and professional ethical integrity
- attend scheduled classes and clinical
- display a willingness and openness to explore new and different concepts using a sense of inquiry
- accept personal accountability for own learning and progression through the AS nursing program
- establish realistic priorities and methods for meeting program requirements
- complete assignments and course requirements **on time** and at a minimum academic level of "C"
- comply with policies set forth in this student handbook
- address questions and concerns with the individual faculty member or advisor.
- communicate professionally at all times

Nursing students have responsibilities throughout the year to attend mandatory class activities that may require driving to the home campus. The activities may include:
- Designated class meetings –including labs and clinical
- Orientations – includes program and clinical/observations.
- Class presentations/evaluation
- Major Exams – midterms and final exams
- ATI Integrated exams

Home Campus and MN Board of Nursing Approval

The home campus for the Minnesota West Community and Technical College Associate Degree in Science (AS) Nursing Program is located in Worthington, MN. The AS nursing program is approved through the Minnesota Board of Nursing. Minnesota West delivers most courses in the AS nursing program curriculum via ITV broadcast from the Worthington Campus to the Pipestone and Granite Falls campuses. Online course offerings are also available. Faculty travel to Pipestone, Granite Falls, and Worthington campuses to teach skills lab and proctor major exams (depending on student enrollment). AS nursing program students will be notified in advance when it is necessary to travel to the home campus for training, NCLEX preparation, testing, etc. Travel is expected to a campus for ATI testing and major exams.

This handbook is intended to serve as a valuable resource and guide for nursing students. Students are encouraged to refer to it often.

Accreditation and Approval

Accreditation - National Accreditation

The Higher Learning Commission, North Central Association of Colleges and Secondary Schools accredits Minnesota West Community & Technical College. The Higher Learning Commission can be contacted at the following address:

Higher Learning Commission
230 South LaSalle Street
Suite 7-500
Chicago, Illinois 60604-1411
Phone: Toll Free - 800.621.7440 or 312.263.0456
Fax: 312.263.7462
info@hlcommission.org

The Minnesota West Community and Technical College Associate Degree in Science (AS) Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) Inc. The accreditation period extends from spring 2015 through spring of 2023. ACEN can be contacted at the following address:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE
Suite 1400
Atlanta GA 30326
Phone: 404.975.5000
Accreditation Period: Spring 2015 – Spring 2023
Next accreditation visit: Spring 2023
www.acenursing.org

Approval - State Board of Nursing Approval

Minnesota West Community and Technical College Associate Degree in Science (AS) Nursing Program approval was renewed by the Minnesota Board of Nursing when continued national accreditation occurred in the spring of 2015 (upcoming review in 2023 aligning with the ACEN next site visit). The Minnesota Board of Nursing can be contacted at the following address:

Minnesota Board of Nursing
1210 Northland Drive
Suite 120
Mendota Heights, MN 55120
Phone: 612.317.3000
Date of last approval/renewal: Spring 2015
Date of next approval: Spring 2023
http://mn.gov/health-licensing-boards/nursing/

Note: The Minnesota Board of Nursing, which is responsible for licensing nursing personnel in Minnesota, has varied restrictions that may affect persons with a history of a felony conviction. Minnesota West AS Nursing Program assumes no responsibility for the denial of licensure by the MN Board of Nursing. Prospective students are responsible for contacting the Board of Nursing concerning any questions regarding their eligibility for licensure.

Program Description

The MN Board of Nursing has licensed and approved the Minnesota West Community and Technical (CTC) Associate Degree in Science (AS) of Nursing Program which is based on the Minnesota West CTC, Worthington Campus. The AS nursing program offers on-campus delivery of theory courses and labs, utilizing interactive television (ITV) broadcasting from Worthington campus to Pipestone and Granite Falls campuses. In addition to classroom and ITV delivery, a distance education delivery option (online) is also offered. As noted above, faculty travel to Pipestone, Worthington, and Granite Falls campuses to deliver skills lab courses and proctor major exams.

A Minnesota West CTC nursing graduate is prepared to practice contemporary nursing that demonstrates the core competencies described by the National League for Nursing (NLN) Associate Degree program outcomes and core competencies (2010). The AS nursing program framework was revised in 2013 to incorporate the National League for Nursing (NLN) and Quality and Safety Education for Nurses (QSEN) core competencies. Associate degree role specific competencies also guide student learning outcomes and are listed on clinical evaluation tools, along with measurement criteria.

Associate degree nursing education builds on the concepts learned in practical nursing programs. The associate degree nurse cares for clients across the lifespan and in acute care, long-term care, clinics, home health and community settings. Associate degree graduate are eligible to take the NCLEX-RN licensing examination.

Mission and Philosophy – Associate Degree in Science (AS) Nursing Program

Mission
The Minnesota West Associate Degree in Science (AS) program is dedicated to providing nursing education using a variety of affordable, accessible, delivery methods to a diverse population with the goal of preparing graduates who practice safe, entry level professional nursing.

Philosophy
Nursing draws on a broad and integrated knowledge base. It is a unique discipline in and of its own and is both an art and a science.

- The AS Nursing Program believes the essence of nursing and nursing education involves therapeutic relationships, priority setting, critical thinking, and the valuing of individuals with unique needs. Physical, emotional, psychological, spiritual, social and cultural dimensions of individuals and community create a whole that is greater than its parts.

- The AS Nursing Program places high value on caring and respect for human beings, and on interpersonal relationships in nursing – the interaction between nurse and client, between student and faculty, and among members of the health care team.

- The AS Nursing Program enthusiastically supports health promotion and the empowerment of individuals and families across the lifespan to meet their own health needs.

- The AS Nursing Program believes faculty are responsible for designing, directing, and guiding learning of students. Faculty role-model process skills which include ethical decision making, critical thinking, problem solving, communication, creativity, and self-care. Faculty advocates mutual understanding and respect between scopes of practice and commit themselves to preparing safe, competent practitioners who value a life of learning.

- The AS Nursing Program believes students are responsible for their own learning and must be actively engaged in the learning process.

Program Framework

The program framework provides a guide used by faculty to establish program outcomes, student learning outcomes, course objectives, leveling of content and unique learning experiences. As such, the framework is designed to assist each nursing student to successfully achieve program outcomes and represents the overall plan for learning experiences.

The entire body of nursing knowledge cannot be examined in any nursing program. Consequently, nursing faculty make deliberate choices, guided by the organizing framework, as to what concepts, content and experiences are essential to AS nursing education at Minnesota West CTC. Decisions on content and experiences incorporated into the nursing educational program are based on educational outcomes, National Council State Boards of Nursing (NCSBN) NCLEX-RN test plan, assessment of program and course outcomes, and local and national trends.

Minnesota West CTC Associate Degree in Science (AS) nursing program has adopted a National League for Nursing (NLN) and Quality and Safety in Nursing Education (QSEN) blended program framework.

Program Outcomes and Competencies

The National League for Nursing (NLN) 2010 'Outcomes and Competencies for Graduates of Associate Degree Programs in Nursing', along with 2007 Quality and Safety for Nursing Education (QSEN) Core Competencies, were incorporated into the curricular structure.

The following NLN broad program outcomes and competencies, along with QSEN Core Competencies, are described in the following visual:

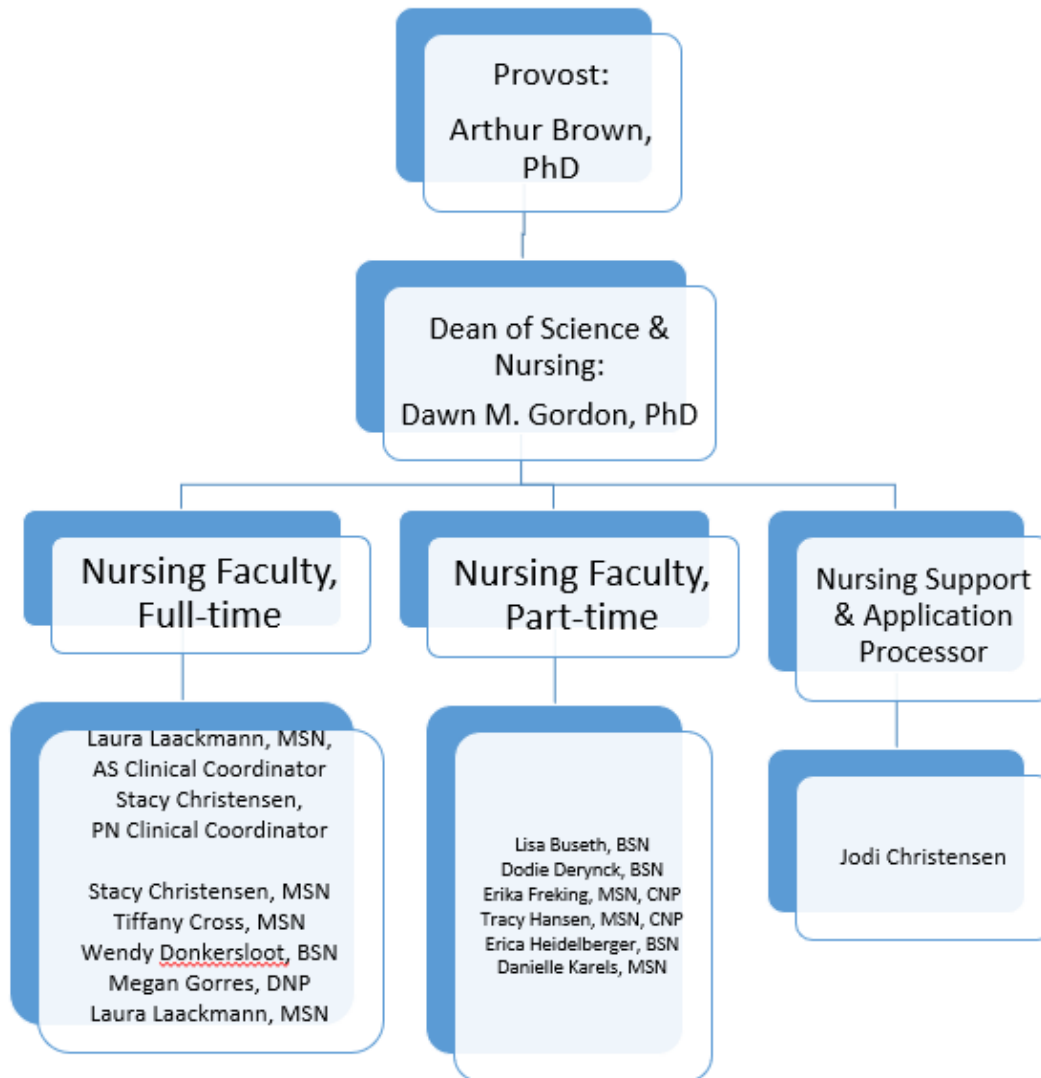| AS Student Learning Outcomes	NLN Competencies for RN's	QSEN Competencies
1. NLN Human Flourishing Graduate will advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.	Graduate advocates for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.	
1A. QSEN: Patient Centered Care Graduate will recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.		**QSEN Competency: Patient Centered Care** Graduate will recognize the patient or designee as the course of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. NLN Nursing Judgment Graduate will make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.	Graduate will make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care, and promote the health of patients within a family and community context.	
2A. QSEN: Safety Graduate will minimize risk of harm to patients and providers through both system effectiveness and individual performance.		**QSEN Competency: Safety** Graduate will minimize risk of harm to patients and providers through both system effectiveness and individual performance.
2B. QSEN: Informatics Graduate will use information and		**QSEN Competency: Informatics**

technology to communicate, manage knowledge, mitigate error, and support decision making.		Graduate will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
3. NLN Professional Identity Graduate will implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.	Graduate will implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.	
3A. QSEN: Teamwork and Collaboration Graduate will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.		**QSEN Competency: Teamwork and Collaboration** Graduate will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care
4. NLN Spirit of Inquiry Graduate will examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.	Graduate will examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.	
4A. QSEN: Quality Improvement Graduate will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.		**QSEN Competency: Quality Improvement** Graduate will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
4B. QSEN: Evidence Based Practice Graduate will integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.		**QSEN Competency: Evidence Based Practice** Graduate will integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care

Program Outcomes:

- **Program Completion Rate** – Student academic achievement is measured by graduation rate. Graduation rate is based on the number of admitted students who are attending after the drop/add date. The goal of the Associate in Science (AS) Nursing Program is that 45% of students will graduate on time, completing within 100% of the time allowed to complete the program. (Program Outcome 6.3)

- **Program Pass Rates -** Student ability to pass the NCLEX-RN on the first try is an indication of the success of educational preparation. The goal of the Minnesota West Associate in Science (AS) Nursing Program is that graduates first time NCLEX pass rate will be at 80% or above. (Program Outcome 6.2)

- **Job Placement -** Graduates having a job in health care six to twelve months post-graduation are an indicator of the appropriateness of the number of students prepared and the job demand in the area. The goal of the Minnesota West Associate in Science (AS) Nursing Program is that at six to twelve months post-graduation, at least 85% of graduates seeking employment as professional nurses will report placement in a nursing position in a site and time percentage they desire. (Program Outcome 6.4)

- Final **program outcomes** measured are related to specific course and resource achievements. In the NURS 2190 and 2290 courses, it is the program's goal to have 90% of students earning a satisfactory grade on SLO/Role Competency Criteria, 90% of students earning a satisfactory grade on the SLO reflection paper on QSEN competencies, and meet designated outcomes on a comprehensive resource exam (ATI) during the program. (Program Outcome 6.1)

Organizational Chart

ORGANIZATIONAL CHART

MINNESOTA WEST COMMUNITY &TECHNICAL COLLEGE
NURSING DEPARTMENT

Provost:
Arthur Brown, PhD

Dean of Science & Nursing:
Dawn M. Gordon, PhD

Nursing Faculty, Full-time

Nursing Faculty, Part-time

Nursing Support & Application Processor

Laura Laackmann, MSN,
AS Clinical Coordinator
Stacy Christensen,
PN Clinical Coordinator

Stacy Christensen, MSN
Tiffany Cross, MSN
Wendy Donkersloot, BSN
Megan Gorres, DNP
Laura Laackmann, MSN

Lisa Buseth, BSN
Dodie Derynck, BSN
Erika Freking, MSN, CNP
Tracy Hansen, MSN, CNP
Erica Heidelberger, BSN
Danielle Karels, MSN

Jodi Christensen

Additional Resources found at: http://www.mnwest.edu/index.php/directory

Nursing Program: Admission to Graduation

The following is information on admission, acceptance, progression, graduation, and post-graduation criteria and requirements.

Admission Criteria for AS Nursing Program:

Minnesota West Practical Nursing students declaring to continue into AS nursing program and licensed LPN's applying for Minnesota West Community and Technical College Associate Degree in Science (AS) nursing program, will need to meet the following admission criteria:

1. **For Minnesota West Practical Nursing Students applying to progress to the AS nursing program:**
   a. License as an LPN by July 15.
   b. Cumulative prerequisite GPA of 3.0 in BIOL 2201 (Anatomy), BIOL 2202 (Physiology), ENGL 1101 (Composition I), and PSYC 1150 (Developmental Psychology).
   c. No grade lower than a C is accepted in any course required for the AS nursing program (including prerequisites).
   d. Students must hold a GPA of 2.0 on the Minnesota West Community and Technical College transcript to progress to the AS nursing program. Students must maintain the 2.0 GPA minimum to hold a nursing program major.
2. **For licensed LPN's applying to enter the AS Nursing Program:**
   a. License (active, unencumbered) as an LPN.
   b. Cumulative prerequisite GPA of 3.0 in BIOL 2201 (Anatomy), BIOL 2202 (Physiology), ENGL 1101 (Composition I), and PSYC 1150 (Developmental Psychology).
   c. No grade lower than a C is accepted in any course required for the AS nursing program (including prerequisites).
   d. Minimum decision score of 80 on the National League for Nursing (NLN) NACE I Foundations entrance exam. Applicants may only take the entrance exam twice in an application period, one month apart. Entrance exam scores are valid for a two-year period of time.
   e. Students must hold a GPA of 2.0 on the Minnesota West Community and Technical College transcript to keep an admitted nursing major in the program.

Requirements after Acceptance to the AS Nursing Program:

1. CastleBranch Database for uploading program and clinical records: Once students have been accepted into the AS nursing program, students will receive instructions to **upload required clinical documents to the CastleBranch database by July 15.** This is where student health records will be stored while in the nursing program. Students are responsible for registering and paying the CastleBranch fee. Students are required to meet all clinical requirements before beginning clinical experiences. Required documents that must be uploaded to the database include:
   a. Minnesota West Nursing Health History (physical) form.
   b. Immunizations/vaccinations/tests.
   c. Current CPR certification from the American Heart Association – Basic Life Support or American Red Cross – CPR for the Professional Rescuer. Certification must include 'hands-on' demonstration of skills and include AED training.
   d. Criminal background check: Students will need to complete a criminal background check through CastleBranch, in addition to the MN Department of Human Services background check requirement. If discrepancies occur on background checks, the student will be contacted by Dean of Nursing.

Disqualifying offenses can be found at: https://www.revisor.mn.gov/statutes/?id=245C.15. Criminal background discrepancies may be reviewed by clinical facilities. Clinical facilities will have the final decision on if a student with a discrepancy may attend clinical experiences at their location.

    e. Driver's License.

    f. Health Insurance.

    g. LPN License.

2. MN Department of Human Services (DHS) background check: MN Statute 245C requires that students who have contact with individuals in licensed institutions complete an annual background study with the MN Department of Human Services. Individuals not passing the MN DHS background study will not be allowed to participate in clinical or observations. Please be aware that if a student has been arrested, charged, or convicted of any criminal offense, that student should investigate the impact that the arrest, charge, or conviction may have on the ability to complete clinical, become licensed by the Board of Nursing find employment in nursing or on chances to obtain federal, state, or other higher education financial aid.

    Note: Clinical facilities may also require their own criminal background check - in addition to the CastleBranch requirement **and** MN Dept. of Human Services background check. Students are responsible for completing this requirement before proceeding to their clinical experience.

3. Active LPN license and in good standing: Students must have an active unencumbered LPN license throughout the entire AS nursing program. Students are required to report to the Dean of Nursing any actions taken against a nursing license. The MN Board of Nursing may notify the nursing education program and the student may be ineligible to continue in the nursing program.

4. Prerequisite coursework must all be completed with a grade of 'C' or higher. C minus (-) grades are not accepted. Pass/Fail courses or test outs are not accepted in lieu of grades for the prerequisite courses.

5. Current personal health insurance is required; health coverage does not provide the same protection level and is not accepted.

6. Students are responsible for incurred medical costs during the nursing program.

7. Transportation costs: Students are responsible for cost of nursing clinical experiences, health examinations, supplemental liability insurance, CPR certification, CastleBranch registration, etc.

8. ATI resources and examinations are required in the program, as well as a national standardized, end-of-program ATI and Hurst NCLEX-RN predictor exam near the completion of the final semester to assist in preparation for the licensure examination after graduation. The cost of this preparation tool and examinations by ATI is included in program tuition and bookstore textbook costs.

9. NCLEX Review Courses: Students must complete a live, on-campus NCLEX review course from ATI and Hurst after graduation and prior to receiving an authorization to test (ATT) for the NCLEX-RN exam.

10. A grade of C (a 2.0 cumulative GPA) must be maintained on the Minnesota West Community and Technical College transcript and in all courses to continue progressing in the AS nursing program. A grade of C in AS nursing coursework is 80 – 85%.

11. Complete required clinical facility documents for student learning experiences. Data collected will likely include student name, demographic information (address, phone, etc) and other needed information for clinical experiences. Social Security Numbers and Driver's License information may also be collected. Data collected may also include gender at birth, citizenship, and country at birth information.

    Note: Records with any personal medical information are considered confidential documents. These records are only kept within the program as along as a student remains in the program. Students have access to CastleBranch for personal immunization and health information post-graduation.

Note: The curriculum in the nursing program may expose students to hazardous materials, radiation, and/or infectious diseases. Students will be provided with information via education to protect themselves and their patients from harm.

Students are expected to utilize appropriate safety precautions in the classroom, lab, and clinical setting. For more information, refer to the Blood Borne Pathogens policy found at http://www.mnwest.edu/images/student-information-policies/bloodborne_pathogens_policy.pdf. The policy may also be reached from the Minnesota West homepage 'current students' tab.

Graduation and Program Completion Requirements:

To graduate from the Associate Degree in Science (AS) Nursing Program and be eligible to apply for licensure as a registered nurse, all candidates must:

1. Successfully complete 28 semester credits in nursing, along with 30 general education credits (of which at least 20 credits must be earned at Minnesota West CTC) and receive 6 advanced standing credits from the Practical Nursing program. Students must achieve and maintain a grade point average of 2.00 (C) or better in **each** nursing or general education course. Biology and Developmental Psychology course credits must be current (five years or less) at the time of acceptance into the program.
2. Associate Degree in Science (AS) nursing courses must be current (24 months or less) at the time of readmission to the AS program. NURS courses must not exceed 24 months of age between completion and graduation.
3. Math requirements: It is expected that students will maintain math skills throughout the duration of the AS nursing program. Math competency will be evaluated in Pharmacology courses during the fall and spring terms.
4. Participation in program assessments: Program assessments will be provided from ATI and are given throughout the program. Emphasis is on review and exams at the completion of the nursing program to prepare for the licensure exam (NCLEX-RN). These standardized, integrative, computer adapted testing assessments will be given to measure specific application and synthesis of concepts throughout and at end of the AS nursing program. Cost for the ATI resources and testing program is part of student tuition and bookstore textbook costs for the program.
5. Participation in ATI Review Course: Students are required to participate in an end-of-program ATI Review Course to successfully meet all requirements for the AS degree and for program completion. ATI and Hurst NCLEX review course completions must be verified with ATI prior to the awarding of the official degree on the transcript and authorization to test (ATT) for NLCEX-RN exam.
6. Successful completion of **all sequentially arranged courses each semester** is required for progression to the next semester. A grade of C or better is required in each nursing and general education course to continue in the AS program.
7. Students must submit an Application for Graduation during the term prior to graduation.

Progression

1. Students must earn a grade of C or higher in any course in order to continue full-time in the program. If a grade of C is not earned in a course, students may not continue full-time and may be ineligible to progress in the AS nursing program. A minimum 2.0 GPA must be maintained to progress in the program.

2. In the event a student does not earn a grade of C in one course, the student must petition to return to repeat the course and continue in the nursing program. Petitions are approved by the Dean of Nursing with faculty input. Petition approval will be dependent on course offering and space availability.   Petitions must be submitted to the Dean of Nursing for presentation and consideration to nursing faculty. Upon completion and approval of a petition, students may repeat the course only once. If a petition to continue is denied, the student may reapply to the AS Nursing program (up to the maximum of two admissions).

Note: Students petitioning to seek continuation need to do so at least one full semester prior to the offering of the course for which continuation is being sought. Students must petition to seek continuation within one year of leaving the program (the time between leaving the program and continuation cannot exceed one year).

3. In special instances, a student may receive an 'incomplete' (I) grade in a nursing course and be allowed to continue to the next semester. This will be considered on an individual basis when special circumstances exist and it is determined that the student can satisfactorily complete the course requirement. The decision to allow students to progress with an incomplete will be made by the nursing faculty and the Dean of Nursing. An incomplete awarded in a course will follow college policy that the grade will change from an incomplete to failure 'F' if not completed at the end of the next semester.

Confidentiality Policy

Clients and their families are not to be discussed outside of the clinical setting. Professional conversation related to a patient or the health care facility is only permitted in the pre/post-clinical conference area. General examples of care situations may be discussed in a secure classroom without identification of a patient and location where care was received.

1. Removing patient/client/resident care records from a healthcare facility or photocopying of records is **not permitted**.

2. Sharing any patient or clinical site information via social media, including but not limited to Facebook, CaringBridge sites, Snapchat, Twitter, etc., is strictly prohibited.

3. Personnel or policies of the cooperating clinical agencies are not to be discussed outside of the clinical conference area.

    Violation of the Confidentiality Policy may be cause for ineligibility to progress in the program and immediate dismissal from the program. Students will sign a program confidentiality agreement at the orientation/training in August following review of the HIPAA training. Clinical facilities may also require completion of a HIPAA confidentiality program. Please take note of the section addressing social media in this handbook.

Licensure

Minnesota West Community and Technical College's Associate Degree in Science of Nursing Program prepares student for a license in the state of MN, following Minnesota Board of Nursing rules and statutes. Students must meet the legal requirements of the Minnesota Board of Nursing to license in the state of MN. After meeting program and graduation requirements, students are eligible to apply for licensure and sit for the National licensing examination (National Council Licensure Exam – NCLEX-RN). Students must successfully pass the licensure exam and meet the requirements of the Minnesota Board of Nursing to become a registered nurse.

Associate Degree in Science Nursing Program Information

American Disabilities Act & Reasonable Accommodations

There are conditions for which accommodations may be appropriate under the American Disabilities Act. The Minnesota West AS Nursing Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, students must first contact a campus Disability Services staff member for assistance and referral. Once accommodations are established, it is the student's responsibility to contact their faculty member of any accommodations required as specified on their learning plan.

Non-Discrimination and Affirmative Action It is the policy of Minnesota West Community & Technical College to undertake and maintain a program of affirmative and positive action and of nondiscrimination as determined by Minnesota State policy 1B.1 in educational opportunities and employment. The nursing programs at Minnesota West Community & Technical College follow Minnesota State Policy 1.B.1. 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, or membership or activity in a local commission as defined by law.

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, Minnesota West shall work to eliminate violence in all its forms. Physical contact by designated College staff members may be appropriate if necessary to avoid physical harm to persons or property.

Student Governance/Student Representatives

Nursing faculty value student input and professional communication of program concerns and questions. Students are encouraged to participate in student leadership and governance opportunities, both in nursing education programs and college-wide.

 A minimum of two, with maximum of six, student representatives will be chosen by their nursing student peers. Both classroom and online cohorts will be represented. AS nursing student representatives are invited to the first twenty minutes of monthly faculty meetings, either in person or via Adobe Connect. When a group of nursing students share similar concerns regarding the nursing program, they are encouraged to bring professional, constructive suggestions to the chosen student representatives, who will then communicate concerns/suggestions to faculty at faculty meetings. It is not the responsibility of the student representatives to solve student problems. AS nursing faculty will respectfully consider student concerns/suggestions and will collectively make a decision on student requests.

The Dean of Nursing will communicate faculty decisions to students by either emailing all students or posting an announcement in the AS Nursing Student D2L course site. Student representatives will also be invited to the Minnesota West Community and Technical College Nursing Advisory Board Meetings which are held twice a year in October and April.

Concerns that impact individual students should be communicated to the faculty member most directly involved with the issue of concern. If satisfactory resolution is not attained, the student is encouraged to contact the Dean of Nursing.

Student Senate-Student Government Nursing students have the opportunity and are encouraged to become involved in the Minnesota West Community and Technical College Student Senate. If a student is interested, contact the student services advisors. More information related to the student senate organization is found at http://www.mnwest.edu/index.php/student-services/student-senate.

Criminal Background Checks

Clinical experiences are an integral part of the nursing education program. To provide clinical experiences, Minnesota West contracts with a variety of health care facilities throughout southwest/central Minnesota and southeastern South Dakota. State law requires that any person who provides service that involves direct contact with clients or residents of health care facilities must have a background study conducted by the State.

Minnesota West **REQUIRES** all nursing students to complete two ***background study forms*** so that background studies can be initiated prior to clinical experiences:

1. Criminal background check through the CastleBranch database. Students are responsible for payment.
2. Minnesota Department of Human Services (MN DHS) Background check- included in nursing clinical course tuition. If additional fingerprints or photo are needed it is at the expense of the student.

If clinical facilities require a specific background check, students are responsible to meet this requirement in order to participate in clinical experiences at the facility. Results of background checks are available to health care facilities where clinical experiences are planned.

If a student has been arrested, charged or convicted of any criminal offense, the student should investigate the impact that the arrest, charge or conviction may have on a student's ability to participate in a clinical experience. In addition, chances of becoming licensed, finding employment in nursing or the ability to obtain federal, state, or other higher education financial aid, may be affected. Disqualifying offenses can be found at: https://www.revisor.mn.gov/statutes/?id=245C.15. Criminal background discrepancies may be reviewed by clinical facilities. Clinical facilities will have the final decision on if a student with a discrepancy may attend clinical experiences at their location.

Failure to complete a required background check for a clinical facility will result in the inability to participate in the clinical experience and/or program.

Any individual who is disqualified from having direct client contact as a result of a background study issue and whose disqualification is not set aside by the Commissioner of Health will not be permitted to participate in a clinical placement in a health care facility. The nursing program is not obligated to find alternative clinical placements for students that have background check issues. Failure to participate in a clinical placement required by the academic program will result in ineligibility to qualify for a degree in this program.

Data Practices Advisory and Informed Consent

Some health care facilities impose certain requirements regarding the health of persons working in their facilities and may require that health information about students participating in clinical experiences be made available to them. Minnesota West nursing programs ask students participating in clinical experiences to provide health information that will be used to determine whether they meet a clinical facility's health requirements for care providers.

Health information collected is private data. The information provided will be disclosed, as needed, to Minnesota West Dean of Nursing and should any clinical site request the data, to any clinical site where students are placed. Students are not legally required to provide this information to the College. However, refusal to provide the information requested could mean that a clinical site might refuse to accept the student for clinical experiences. The nursing program does not guarantee alternative clinical placement. If no alternative facility is available, the student will be ineligible to progress in the nursing program.

Professional Liability Insurance & Health Insurance

Professional liability insurance is provided for students enrolled in the clinical courses for major medical events. Students may purchase additional professional liability insurance if desired for additional insurance covering minor or other medical events. Students are required to have health insurance.

CastleBranch Student Health Records Database and Health Care Costs

Nursing students are required to register and upload health documents/records to CastleBranch database. CastleBranch is a secure database for permanent health record storage for students. Students pay an initial registration fee and upload private, health sensitive documents to their individual account. Access to student records in CastleBranch is provided only to the Minnesota West Dean of Nursing and Nursing Administrative Assistant. If requested, clinical facilities will be provided with a spreadsheet of student immunizations and health information. CastleBranch requirements are required to be maintained throughout a student's participation in the program, including renewing any annual requirements. The student is responsible for registering and paying the CastleBranch database fee. Any health care costs incurred during the period of time a student is in the nursing program are the responsibility of the student.

Test Proctoring & Off Campus Testing

The nursing program seeks to deliver the program in formats that accommodate student learning styles while maintaining academic integrity for the student and the program. Test proctoring services may be used in nursing courses to ensure online test integrity and allows student testing flexibility. The cost of the test proctoring service is the responsibility of the student.

Test integrity is critical to the test proctoring structure. Concerns of test integrity can impact the continuation of off-campus proctoring and electronic testing. The faculty reserve the right to move tests to campus or non-electronic options (i.e. paper/pencil) for test integrity situations.

Part-time/Slower Pace Student Learning

A slower pace or part-time learning may be best for students balancing many life commitments. Students choosing to attend the program on a part-time basis will need to develop an individual plan via the student petition form with the Dean of Nursing. Considerations related to financial aid, annual trainings, annual background check expenses, etc. should be considered by the student prior to completing a petition for this request. Students learning in a slower pace/part-time complete the program in 2 years, which is the length before expiration of successfully completed NURS courses.

Workers' Compensation

It is the position of the health care facilities used for clinical experiences, and Minnesota West, that nursing students are not employees of either the clinical facilities to which they are assigned or Minnesota West, for purposes of Workers' Compensation insurance.

Financial Aid and Attendance Policies

Minnesota West Community & Technical College adheres to requirements of Federal Financial Aid in issues of satisfactory progress toward graduation, which does include monitoring of attendance. For more detail, please refer the information found at: http://www.mnwest.edu/financial-aid/

AS Curriculum Overview

Nursing A.S. is designed for Licensed Practical Nurses who wish to obtain the Associate in Science Nursing Degree. It is an entrance point for mobility students who have graduated from another nursing program or have completed Minnesota West's Practical Nursing Program. After successful completion of the Nursing A.S. Program, students are awarded the Associate in Science (AS) Nursing Degree and are then eligible to take the NCLEX-RN examination. At this point, students are also eligible to articulate to a BSN/BAN program in the Minnesota State system.

Admission requirements include: a minimum decision score of 80 on the NLN exam, a grade of C or higher in all required coursework, a minimum GPA of 3.0 on the four prerequisite courses, and completion of the courses described below.

NURS 2000, Transition into Professional Nursing Education (1 credit), is required prior to entrance into Fall Semester nursing classes for students who have graduated from another nursing program or are returning to Minnesota West's Nursing Program.

LPN Licensure is required prior to taking any NURS courses in the A.S. Nursing Program.

The following course sequence is required for completion of this program. Only students who have been accepted into the Nursing program are allowed to take the nursing courses. The non-NURS courses shown may be taken either before or during the program.

COURSE #	COURSE TITLE	CREDITS
	Prerequisites	
	Practical Nursing Diploma OR completion of practical nursing program (Advanced Standing)	**6**
BIOL 2201	Anatomy	4
BIOL 2202	Physiology	4
ENGL 1101	Composition I	3
PSYC 1150	Developmental Psychology	3
	Prerequisites Credits	**14**
	Co-requisite courses: The following General Education courses may be taken prior to beginning or during AS program. Must be completed prior to graduation.	
SPCH 1101	Introduction to Speech OR	
SPCH 1103	Interpersonal Communications	3
	Sociology Elective	3
PHIL 2101	Ethics Theory and Practices (medical focus)	3
	Electives (Comp II and College Math recommended)	7
	General Education Credits	16
	Fall Semester	
NURS 2125	Patient Centered Care I	3
NURS 2130	Pharmacology: A Pathophysiologic Approach	2
NURS 2135	Geriatric and Psychiatric Nursing	2
NURS 2145	Principles of Professional Nursing	2
NURS 2150	Skills Lab	2
NURS 2190	Acute Care Clinical I	2
	Credits Fall Semester	**13**

	Spring Semester	
NURS 2225	Patient Centered Care II	3
NURS 2245	Health Promotion & Role of the Professional Nurse	2
NURS 2255	Pharmacology: A Pathophysiologic Approach II Family Centered Care	2
NURS 2260	Family Centered Care	3
NURS 2290	Acute Care Clinical II	2
NURS 2390	Clinical in Alternate Settings	2
	Spring Semester Total	**14**
	Mayterm Semester	
NURS 2275	Nursing Preceptorship (required)	1
	Credits Mayterm Semester	**1**
	TOTAL CREDITs	**64**

Notes: A nursing preceptorship NURS 2275 (1 credit) is required upon completion of all nursing course work.

Recommended electives include: ENGL 1102, humanities, social sciences (HIST 1101, HIST 1102, geography, political science or economics), chemistry, BIOL 1115, PSYC 1101, college math or statistics.

Humanities: choose from the areas of art, literature, theatre, HIST 1111, HIST 1112, music, or any course with HUM designator.

AS nursing students are required to participate in the ATI Integrated Testing Program.

Required end of program assessment will include:
- Completion of an ATI Integrated predictor exam prior to graduation
- Completion of an ATI and Hurst NCLEX Review courses prior degree approval on the transcript and authorization to test for the NCLEX-RN exam.

Clinical experiences are a part of the program and are completed locally in area healthcare facilities. On-campus and distance learning students need to be prepared to travel to local clinical sites as a program requirement.

Academic Information, Program Policies, and Progression Standards

Grading Scale for Nursing Courses

AS Program Grading Scale

93 - 100% = A

86 - 92% = B

80 - 85% = C (80% is passing benchmark)

75 - 79% = D

74% & below = F

Grading – Theory Courses

1. Grades in theory classes are earned through a variety of assignments, learning activities, online quizzing, and major examinations. Examinations are primarily multiple choice, short answer, multi-select, and essay questions. The established grading scale, as noted above, is used for all coursework in the AS nursing program. Students must demonstrate an average of 80% on major exams at the completion of each nursing theory course to pass. Other assigned points (i.e. unit/chapter proctored test, assignments, quizzes) will be added in course grade calculation after the 80% average is achieved on major exams.

2. Students must demonstrate an average of 80% of total points possible on course components at the completion of each nursing course to pass. Major exams (midterm and final) are the bulk of the grade and the 80% must be achieved before the other course assessment components are added into the grade calculation. Course components such as course assignments, homework, quizzes, unit/chapter tests, etc are extremely important to the student's grade. A student can fail a course if assignments, homework, quizzes, etc are not completed. It is critical to student success to do well on both exams and course components to prepare students for comprehensive learning.

3. If a student is earning less than a "C" at approximately six and twelve weeks in any semester**,** the student may receive notification that he/she is considered 'at risk' and will receive notice via a grade reporting system*.* If this occurs the student may be required to conference with the faculty member. **Please note**: it is the student's responsibility to remain aware of grade status at all times.

4. Electronic assessments: Most, if not all, quizzes, exams, and/or test will occur in D2L. The response scored in D2L will be considered final. No retakes of quizzes, tests, or exams are allowed.

5. ATI assessment exams and major course exams (including midterm and final exams) must be taken in a proctored setting. Midterm and final tests will be at a Minnesota West nursing campus. Test proctoring may be used for other testing in courses. ATI assessment exams and/or major exam schedules will be provided near the beginning of each course/semester.

Grading – Clinical Courses
Please note: Clinical is an essential component of the nursing program. Classroom/land based and distance learning students must be prepared to travel to nursing labs and clinical sites as part of program requirements.

1. The clinical grade is a combination of performance in the clinical or simulated laboratory, and written assignments associated with the clinical experience:

    A. Clinical Performance
    Students are evaluated using a formative (day to day) and summative (at the completion of the clinical class) evaluation method/tool.

- Criteria established by faculty for a clinical course (written in course syllabi), program student learning outcomes and *Role Specific Competencies* are used for on-going formative (day-to-day) evaluation.
- Unsafe clinical performance as documented on the clinical evaluation tool may result in ineligibility to progress in the program.
- Final evaluation of clinical performance occurs at the end of each clinical using the formative clinical evaluation tool and summarizing the results. Students must meet or exceed the minimum performance standards established on the evaluation tool to successfully pass the practicum component of the course and a minimum cumulative grade of 80% on written assignments to pass the course.

If a student demonstrates less than satisfactory performance in the clinical or laboratory setting, the student must first meet with the lab or clinical faculty member. Next, the student needs to meet with the nursing Clinical Coordinator followed by the Dean of Nursing to make a plan for performance improvement.

B. Assignments
- Points are awarded for clinical assignments. To successfully pass the course, the student must achieve an 80% of the total points possible on assignments.
- Some assignments are graded pass/no pass. To pass this type of assignment or competency, all evaluation criteria for the assignment must be met.

Grade Computation
Numerical grades will not be rounded up.

Incomplete Grades
According to Minnesota West CTC college policy, incomplete work must be completed by the end of the next semester or the "I" (incomplete) grade will be recorded as an "F" on the student's transcript.

Attendance

Regular attendance and participation in courses, regardless of in the classroom, online, in lab, and clinical, is essential in meeting the objectives of the nursing program and for student success. The responsible nursing faculty member is to be notified by the student in case of classroom absence. Students are responsible for course content they may miss.

Theory/Lab: Punctuality for all classes, including lab, is expected of all students. If a student arrives late for a theory class, students must enter unobtrusively. If a test is in session, students may not enter at all. When a lecture class absence occurs, students are held responsible for the content addressed. Lab classes may deduct professionalism points for arriving late.

Clinical: Students are allowed a maximum of two clinical absences (16 hour) for full time students and one 8-hour absence for part time students for an academic year. Absences are designed for illness, jury duty, funeral leave of immediate family, and other emergent situations as approved by faculty and the Dean of Nursing. Weather cancellations may involve clinical makeup.

If a clinical absence is necessary, the clinical faculty member must be notified at least one half hour in advance of the scheduled experience. Failure to notify the clinical/lab faculty member will result in a clinical failure and absence for the day.

The end of program optional preceptorship course requires hours to be completed prior to graduation. Preceptorship hours are not a part of clinical hours; any preceptorship hours missed need to be completed with additional preceptorship credits/hours.

Absence: An absence is defined as missing any portion of the patient care time, including report. Post conference is part of the clinical day. If 0-4 hours are missed, a half day absence is incurred (in a typical 8 hour clinical day). Four or more hours is a full day absence (for a typical 8 hour clinical day). Be aware that the program occasionally offers 12 hours shifts; One 12 hours shift absence can be very impactful to clinical absence hour totals. For part-time students that only need one semester of clinical during an academic year, one 8 hour shift of absence time is allowed. Two absences results in a meeting with the clinical faculty member, Clinical Coordinator, and Dean of Nursing. Additional hours of clinical time will be added into the May term NURS 2295 course, requiring a student to incur additional credits of coursework to complete the program. Incomplete grades in clinical courses will be given when a student exceeds 16 hours of clinical absence for 2190, 2290, and 2390 cumulatively.

Tardy: A tardy is defined as any portion of missed time during pre-conference. Two tardies equal one 4 hours of absence. A third tardy equal 8 hours (added 4 hours) of absence and results in meeting with the Clinical Coordinator, Dean of Nursing, and the clinical faculty member.

Breaks are allowed during classes in lecture, lab, and clinical. Time away from class or clinical for breast feeding is allowed within reason (15 minutes suggested). Students should make arrangements/communication in advance with the clinical faculty member to allow for adequate time off the patient care area.

Program preparation and training (orientation) days occur in the fall and spring and are mandatory. A clinical orientation is required for students for safe and appropriate onboarding to a clinical environment. Failure to attend a mandatory orientation for required annual background checks or annual training will count as clinical absence hours. Any missed orientation/training knowledge or skills must be completed prior to beginning the clinical experience.

Recordings

Recordings (live audio and/or video recordings) should be anticipated in the nursing program courses for purposes of assignment collaboration, simulation training, and content reference. Recordings may be posted in D2L for student reference. By attending the Minnesota West nursing programs, students acknowledge approval to be recorded in nursing courses. Note: Courses may not offer recordings of lectures – this varies per instructor/course. Student recording of lectures is only permitted with instructor approval.

Guidelines for Written Work

In accordance with Minnesota West AS nursing program philosophy, nursing faculty believe that clear, correct and concise use of language is a characteristic of an educated person and the professional nurse. Papers and examinations that are poorly written may receive a lower grade based on the quality of writing. In addition, the faculty believe that students "write to learn" as well as "learn to write." Nursing faculty has developed the following guidelines for written work:

1. When writing is required as part of a classroom activity to learn content, ("writing to learn"), the student will not be penalized for poor writing. However, the student may be requested to re-write/edit items written during classroom activities to enhance both learning of content and writing skills.

2. Care, precision, and skill in written documentation is essential for professional nursing practice. Professionally written papers and assignments reflect the student's ability to not only express critical thought but to apply and synthesize concepts. Therefore, deductions can occur for inaccuracies in spelling, punctuation, grammar, sentence structure, poor logic, lack of clarity, and incorrect information on written assignments and tests per the faculty's discretion. Up to a 20% reduction from the awarded grade may occur for these inaccuracies.

3. All papers must be typed on standard sized paper. Exceptions to this policy may be made at the discretion of each faculty member. The LARC or computer lab is available on each campus for the student to word-process and print documents. The student will be charged a fee for printing after the initial free printing volumes have been used. The student is encouraged to visit the LARC (Library and Academic Resource Center) each semester for guidance or tutoring on written work.

4. Certain assignments must be completed on forms provided by faculty (i.e. nursing care plans). When an assignment is completed on a form; it must be legible, neat, and easily read by the faculty member. Assignments not meeting these criteria will be penalized by a point reduction up to 20% or returned to the student for remediation.

5. **American Psychological Association (APA)** writing style formatting must be used when formatting papers, documenting sources and creating reference lists. An APA resource book is on reserve at each Minnesota West CTC LARC. There is a sample of appropriate APA notation on the Minnesota West LARC resources page. The LARC staff is very willing to help students format papers and answer questions regarding proper APA citations.

6. If a student demonstrates difficulty in meeting writing standards, the student may be referred for tutoring.

7. All assignments must be turned in as directed per the individual course syllabus. If a student is not able to attend class the day the assignment is due, the assignment must be uploaded to in an assignment area in D2L or emailed (if faculty member indicates). The upload date will be considered the submission date.

8. Students are advised to save and/or make copies of all written work prior to submitting the work to faculty members. The faculty takes all necessary precautions to guard against possible loss or misplacement of student assignments. However, the nursing program cannot absolutely guarantee against the possibility of loss. In the event of loss, the burden of proof is on the student, and the student should supply the missing assignment without delay. If a student fails to produce a copy, the assignment is judged "late" and the grade will be penalized as per policy.

9. The AS nursing faculty has established the following additional guidelines regarding written assignments:
    a. No papers shall be placed under the faculty members' doors.
    b. Papers that are mailed should be mailed to the faculty member's College address - not to the Faculty member's home address (unless instructed otherwise).
    c. Papers shall include the date of the clinical experience (when applicable) and the date due.

d. Students will keep electronic files or copies of all assignments.

Exam & Late Assignment Policy

All assignments, tests, quizzes, and exams are to be completed by the due date. If any course assignment, minor exams/tests, or quiz is submitted after the due date, no points will be earned.

Students are expected to take exams/tests when scheduled. A 10% deduction is applied if a student takes an exam, midterm, or final late. If a student is late to class when an exam is scheduled, the student is not allowed into the classroom. If a student misses an examination, the student must notify the faculty member that day. It is the student's responsibility to arrange a make-up with the faculty member. Early examinations are not given unless for significant reasons (medical, jury duty, funeral/death of family member, etc) and are subject to the 10% deduction policy. Students are not expected to take an examination when ill. If a student is not physically or emotionally well at the time of a scheduled exam, it is the responsibility to communicate this clearly with the faculty member **before** the scheduled exam begins. Students are required to make up the test within seven (7) calendar days. An exam not taken within one calendar week of the scheduled date may not be taken and zero points will be earned.

There are no retakes for any quiz, test, mid-term, or final exams.

Smart watches may not be worn during testing.

Electronic tests or quizzes of any type may not be printed. Students found to be printing these tests or quizzes are subject to the Code of Conduct of the College.

Examinations are not returned to students for their keeping. It is the student's responsibility to arrange to meet with the nursing faculty to discuss weak areas on the exam and to clarify content on the exam.

Examination/Late Assignment Policy Note: Policies related to late assignments and examinations were written to protect the student who is consistently on time with assignments and for examinations. Exceptions to the policies regarding late written assignments and missed examinations may be granted at the discretion of faculty. However, to be fair to all students, policies will be adhered to unless compelling justification for an exception is presented to the faculty.

Online Testing Guidelines

Nursing students may need to complete tests in a proctored home environment through Respondus Lockdown and Respondus Monitor or other required home proctoring provider.

Testing Guidelines:
- The testing space needs to be quiet and clear of the following items: no pets, no people (adults or children), no electronic devices (including cell phones, smart watches, ear buds/headphones, ipads/ipods, etc).
- No other person is allowed to enter the testing space while you are taking the test.
- No outside resources can be used such as textbooks, notes, or electronic resources.
- The testing space needs to be free of noise - windows closed from outside sounds/TV off in nearby rooms/music off. No interruptions should occur during the final tests.
- If a student prefers to wear non-electronic ear buds, they must be shown and placed into ears in front of the Respondus recording.
- Do not read questions out loud.
- No food and no beverages (no water bottles); No eating is allowed during final tests.

- A mirror may be required for environmental scans before and during testing.
- While testing, stay in your chair - do not get up or leave the testing space.
- Students may have one piece of blank 8 X11 inch paper and one pencil (must show during environmental scans). The paper (used or not) must be tore up into small pieces at the end of the test in front of the Respondus recording.
- You must keep your eyes on the computer screen unless you are writing on the blank paper.
- You must test in a well lit area so that the camera can pick up facial features.
- You must not communicate with any other person by any means during the testing.
- No other person is allowed to take the test for you.

Environmental Scans: Your testing space should include only your testing device and the allowed paper and pencil. A mirror is required behind the testing space to visualize the laptop or computer used for testing. The environmental scan should include the entire testing area (the clean desk/table/testing area and the computer/device/mirror). The desk and walls must not have any writing on them in your testing space. Respondus may ask you for a second environmental scan during the test. The second environmental scan may be at random for each test per the faculty member discretion. When this happens, do not log out of the test - show the environment (clear desk and testing space) and continue testing.

Deduction: These guidelines are given to avoid any test disruptions or distractions for you. We want your demonstration of your knowledge to successfully complete the course. A 10% deduction will be applied if guidelines are not followed. Any emergent issues should be communicated into the Respondus recording and notify the faculty member immediately after completing the test. Test integrity and cheating will follow the college and program policy earning a 0/0% (zero points).
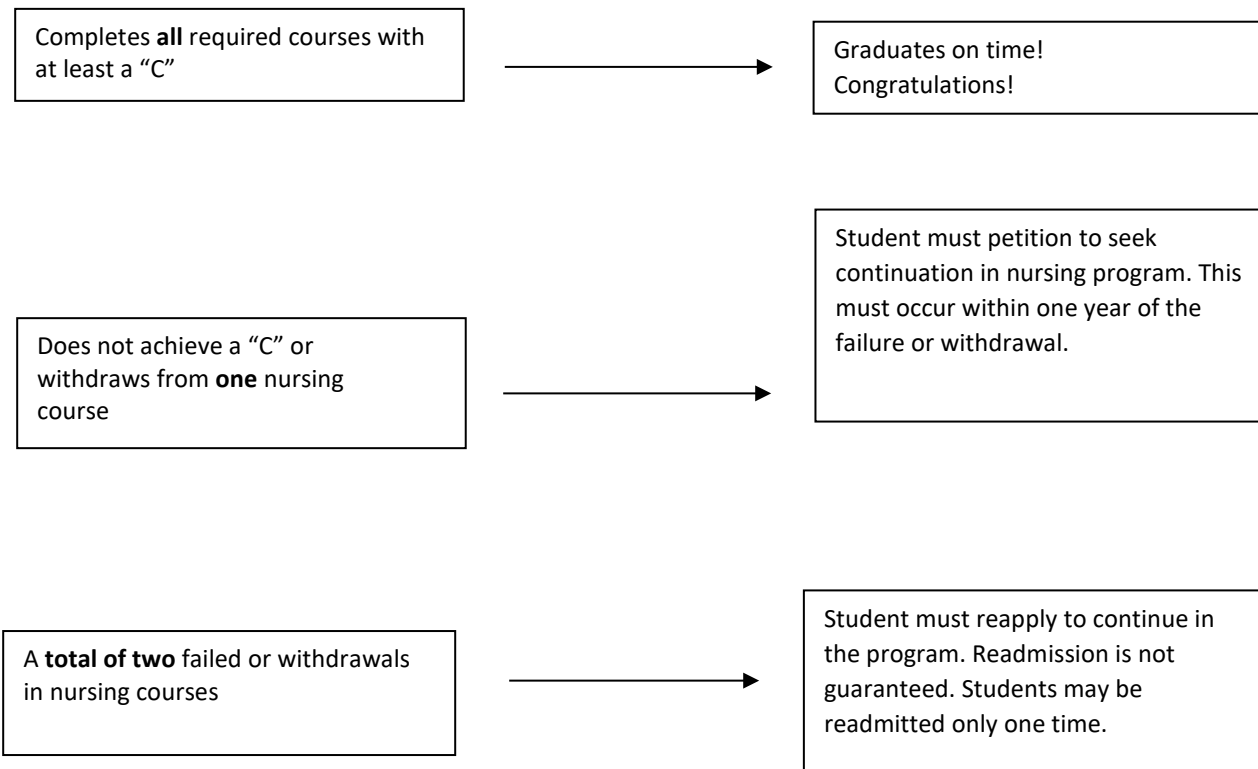
Make-up Work

Theory: When a classroom absence occurs, students are held responsible for the content addressed that day. It is the student's responsibility to complete any and all assignments. If more than 10% of classroom meetings are missed and online D2L course activity has decreased, students will be required to conference with the faculty responsible for the course. The responsible nursing faculty member is to be notified by the student in case of classroom absence.

Clinical: There is not make-up work to replace clinical absences. If a student exceeds the 16 hours of absence time, the student will need to pay for additional credits for training time in the NURS 2275 preceptorship course in the May term.

The following schematic illustrates the program progression policy.

Program Progression Policy

| Completes **all** required courses with at least a "C" | → | Graduates on time! Congratulations! |

| Does not achieve a "C" or withdraws from **one** nursing course | → | Student must petition to seek continuation in nursing program. This must occur within one year of the failure or withdrawal. |

| A **total of two** failed or withdrawals in nursing courses | → | Student must reapply to continue in the program. Readmission is not guaranteed. Students may be readmitted only one time. |

In the case of extraordinary circumstances, exception to program progression policies may be requested using the college petition process.

After 2 unsuccessful admissions, a student needs to wait to reapply for 5 years. If a student wants to reapply sooner, the student must petition and submit documentation to demonstrate extreme circumstances along with a plan of what is different/changed to facilitate success.

Petition Process

The Minnesota West Petition Form, available at http://www.mnwest.edu/images/student-forms/petition_form.pdf and is used whenever students are requesting:

      1) Substitution of one course for another
      2) Waiver of a requirement
      3) Enrollment in a course without the designated prerequisite
      4) Return to repeat a course/Progression
      5) Change majors or cohorts

The Minnesota West petition process is the appropriate step when a student wishes to seek an exception to a policy.

It is the intent of the Minnesota West Associate Degree in Science (AS) Nursing Program and individual faculty members to make fair and reasonable decisions concerning individual students' academic performance and progress. The Petition and Appeals Process is designed to give a student a means to address issues and/or decisions related to her or his status or

progression in the nursing program. If a student disagrees with a decision made by nursing program staff, the student is entitled to petition or seek an exception to the specific policy that led to the decision.

An example of a possible petition would be that of a student who seeks to change learning format (online or on-campus lecture course format), to continue in the nursing program despite not satisfying a particular course requirement, or to move to part time status. Reapplication would occur when a student seeks to remain in the program despite being unsuccessful in two nursing courses in a semester.

Continuation in the AS Nursing Program

One failure or one withdrawal in a nursing course requires a petition for continuation in the AS Nursing Program. Students must have a 2.0 GPA on the Minnesota West Community and Technical College transcript to continue in the program. Continuation in the program requires:

1) Students desiring to seek continuation need to petition at least one full semester prior to the course for which continuation is being sought. Students must petition to seek continuation within one year of leaving the program (the time between leaving the program and continuation cannot exceed one year).

2) AS nursing faculty will meet to determine acceptance or denial of the petition.

Continuation or readmission to the nursing program is a privilege, not a right and occurs on a space available basis only. The nursing faculty will act upon petitions for continuation. The petition may be approved or denied by the faculty and/or the Dean of Nursing.

Grounds for denial of a petition for continuation include, but are not limited to concerns/problems with safe practice, transfer of nursing theory and knowledge to practice, qualities required for the practice of professional nursing such as responsibility and accountability for own actions, ability to evaluate own strengths and limitations, ability to accept constructive criticism, communicate professionally, and practice with integrity.

Examples of grounds for denial of continuation petition may include:
1. Integrity - The student has demonstrated a pattern of dishonesty in either theory or clinical experiences in the past. Demonstrates behaviors implying the absence of ethical and professional values as defined in *Standards of Professional Performance* in this handbook.

2. Transfer of knowledge - The student's past clinical performance demonstrated a lack of core knowledge which resulted in safety concerns.

3. Critical thinking - The student's past clinical performance has demonstrated a pattern of inability to respond to situations requiring problem solving, critical analysis, and application of knowledge at the skill level expected and demonstrated by other students.

(*Examples are not all inclusive.)

Failure to Progress in the Associate Degree in Science (AS) Nursing Program

Students should understand that faculty members are true advocates for students, but are ultimately accountable to the public for promoting and graduating safe, competent practitioners. The faculty has established promotion criteria that students must meet to progress and graduate. If it is evident during a semester that a student is not meeting classroom and/or clinical standards expected of nursing students at a particular point of the program, the student will meet with the faculty member. Occasionally it does not become evident until late in the term that a student is failing to keep up to

expected standards. While this is painful for students and faculty alike, protection of the public is an essential responsibility of the nursing faculty and is not taken lightly by the faculty.

Withdrawal from the Nursing Program

If a student finds it necessary to leave the program prior to 80% completion of a course (last day to withdraw) during a semester, students must arrange for official withdrawal in the Office of the Registrar or an "F" will be recorded for each course in which students are enrolled (refer to Policy 5.12.0 in Minnesota West Student Handbook). If a student is considering withdrawal from the nursing program, it is strongly encouraged to discuss the situation with the faculty member and schedule a conference with the Dean of Nursing.

Students must follow the petition process to continue in the nursing program. See petition form at http://www.mnwest.edu/images/student-forms/petition_form.pdf

Note: Students desiring to seek continuation need to petition at least one full semester prior to the course for which continuation is being sought. Students must petition to seek continuation within one year of leaving the program (the time between leaving the program and continuation cannot exceed one year). Withdrawal from either a nursing course or a general education course **may** prevent a student from continuing in the nursing program.

Late Admission Policy

Enrolled AS nursing students not successful in two spring nursing courses may be considered for a late re-admission opportunity. Late re-admission process includes:
  a. Students must complete entire application packet to apply to AS nursing program.
  b. Must take the NLN NACE 1 Foundations of Nursing exam and earn a decision score of 80.
  c. Fill out a Minnesota West college petition to request consideration of a late application to the AS nursing program for return next spring semester.
  d. Petition will be reviewed by faculty and considered on a space available basis only.
  e. Students must have a 2.0 GPA at Minnesota West Community and Technical College to be readmitted to the program.

After two course failures or withdrawals, students will need to apply for readmission to the nursing program. Students may be readmitted only one time**.** Preferences for readmission will be given to students who have not previously failed the course for which they are seeking readmission.

Note: It is the student's responsibility to contact the Dean of Nursing should he/she wish to attend the meeting where a petition or appeal is reviewed.

Student Complaints/Grievances/Grade Appeals

If the student wishes to appeal decisions made by the faculty, the student should contact the Dean of Nursing Program. A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Students are encouraged to use available informal means to have decisions reconsidered before filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. For detail addressing complaints or grievances, please refer to http://www.mnwest.edu/index.php/student-services/complaint-grievance
Students have the right to appeal for a grade review in instances where they believe that a final course grade was assigned unfairly or in a manner inconsistent with the stated course grading policy. For more detail, refer to http://www.mnwest.edu/images/student-forms/grade_appeal.pdf

Nursing Graduates Seeking Nursing Courses

For students that have graduated from the AS Nursing Program and would like to return to retake a course for self-improvement or NCLEX-preparation, a nursing acceptance is not required. Graduated students may retake a course if space is available with the exception of the clinical courses per MN Board of Nursing rule. The process of taking 1 or more courses is completed through the petition form request and requires faculty and Dean of Nursing approval.

Academic Misconduct

Academic integrity and honesty are extremely important in the nursing profession and as students learn to be a nurse. Academic misconduct is defined in the Minnesota West Student Handbook Code of Conduct as 'cheating and plagiarism'. To find Code of Conduct policies go to http://www.mnwest.edu/images/student-information-policies/code_of_conduct.pdf

Cheating

A. Cheating is dishonesty of any kind with respect to examinations, course assignments, alterations of records, or unauthorized possession of examinations. Cheating is defined in the Minnesota West Student Handbook under Code of Conduct Policy 3.6.1 as:

B. "Cheating" includes, but is not limited to:
   a. Using any unauthorized assistance in taking quizzes, tests, or examinations.
   b. Using sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments.
   c. Acquiring without permission, tests or other academic material belonging to a member of the College faculty or staff.
   d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

C. Students who help other students cheat are also guilty of cheating.

Plagiarism

A. Plagiarism is failure to give adequate credit to the proper source. Plagiarism is defined in the Minnesota West Student Handbook under Code of Conduct Policy 3.6.1 as:

B. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

C. All ideas, statements or materials taken from any source for written or oral presentations must be acknowledged and documented.

D. Using one's own work from a previous term(s) without appropriately citing the work is self-plagiarism and will be treated as academic misconduct.

Artificial Intelligent (AI) tools, such as ChatGPT, Chegg, or other AI resources/databases that may include course assignment examples, such as Quizlet or CourseHero, may contain tools to build learning. However, AI is not allowed to complete course assessments of any kind (such as papers, essays, tests, clinical assignments, etc) in the nursing programs. The following actions are prohibited in nursing courses:

- Submitting all or any part of an assignment statement to an online learning support platform
- Incorporating any part of an AI generated response in an assignment
- Using AI to brainstorm, formulate arguments, or template ideas for assignments
- Using AT to summaries or contextualize source materials
- Submitting your own work for a course to an online learning support platform for iteration or improvement

If you have questions about the use of AI tools in a course or whether you are using an online learning support platform appropriately, connect with your instructor for assistance and proper uses of AI.

Instructors will use tools to identify plagiarism and cheating (including AI generated work). An example of a plagiarism identification tool is Turnitin. Assignments submitted to the college are reviewed for prior use/submission in part or as a whole at Minnesota West and other colleges/universities. Minnesota West offers helpful resources in D2L for students in D2L called "Understanding Turnitin, Plagiarism Identifier".

Cheating, helping others cheat, plagiarism, inappropriate use of AI tools, or any type of academic dishonesty will not be tolerated in the nursing program. A student, who is found guilty of these academic misconducts, as defined in the Minnesota West Student Code of Conduct, will be reported for an Academic Integrity Infraction violation and/or associated loss of program privileges.

Students found to be in violation of the Academic Integrity Infraction Policy in a nursing program may incur:
1. Zero for the assignment or examination
2. Failure of a course
3. Ineligible to progress in the nursing program

Students must be aware that an individual's academic conduct may be seen as a reflection of ethical standards. Ethical behaviors expected of nursing students while in the nursing program are also expectations of graduates and practicing nurses.

Standards of Professional Performance

The nursing faculty at Minnesota West CTC expect that students will consistently demonstrate ethical behaviors as defined in the American Nurses' Association (2015) Code for Nurses with interpretive statements. Silver Spring, MD. American Nurses Association.

The American Nurses' Association Code of Ethics for Nurses

Provision 1: The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

Provision 3: The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 4: The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Provision 6: The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

Provision 7: The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8: The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision 9: the profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Professional Values

The nursing faculty at Minnesota West expects that professional behaviors will be consistently demonstrated.

Students are expected to display respectful and professional behaviors in the classroom, lab, clinical and observational experiences. Reports of unprofessional behaviors in any of these settings will be investigated by the Dean of Nursing. Student(s) and faculty involved in reported incidents will be asked to meet with Dean of Nursing. If a professional behavior violation is determined to have occurred, the following steps will be taken:

1. Student(s) involved in the professional behavior violation will receive a verbal warning with documentation placed in the student file.
2. If reported unprofessional behavior continues, student(s) and faculty will be asked to meet with the Dean of Nursing and a written warning will be given (as per Minnesota West Code of Conduct). Documentation will be placed in the student file.
3. If reports of unprofessional behaviors persist, student(s) may make themselves ineligible to continue in the nursing program.
4. Any occurrences of acts of dishonesty, disruption or obstruction to teaching, threats or abuse, harassment, etc. on the campus will be reported to the Dean of Nursing and will be reviewed per the Code of Conduct of the College.

Electronics and cell phone policy

Attentiveness during classroom, laboratory, and clinical experiences is an expected component of professional behavior. Text messaging and similar activities during classroom, lab, clinical or post clinical experiences is not permitted. If such activity occurs, the student will be asked to leave and counted absent. Some clinical agencies do not allow personal electronic devices on the premises; students must abide by the policies of the clinical agency. If use is permitted for academic purposes, devices must be set to silence mode. Disrupting other students, faculty or staff with the use of electronic devices will subject the student to disciplinary action.

Cameras are not allowed in classes or clinical for purposes of privacy and security.

Electronic recordings are not allowed unless the student has received permission from the faculty member or has special accommodations for the classroom.

Cell phones may not be in the student pocket during clinical and may be accessed on break only.

Social Media

Social media allows for rapid exchange of information and networking, but is not without risk. Any social networking (Facebook, Twitter, Snapchat, etc) must reflect behaviors of honesty, respect, and professionalism. Information related to clinical experiences must not be posted on any social media sites. The inappropriate use of social media will apply to the student Code of Conduct. Students must always follow the Health Insurance Portability and Accountability Act (HIPAA) related to protected information about patients and healthcare situations; this includes posting private information on social media.

The National Council of State Boards of Nursing (NCSBN) has published a white paper, *A Nurse's Guide to the Use of Social Media* in 2011. The paper is located at https://www.ncsbn.org/Social_Media.pdf

Minnesota West AS nursing program has adopted the American Nurses Association (ANA) Social Networking Principles as listed below. Students will be held accountable for upholding these principles.

The American Nurses Association published a *Social Networking Principles Toolkit* in 2011. The toolkit can be found at http://www.nursingworld.org/socialnetworkingtoolkit.aspx

The toolkit includes the following principles:
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient – nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights or welfare to the attention of the appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

The toolkit lists the following tips to avoid problems
1. Remember that the standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse – patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.

5. Do not take photos or videos of patients on personal devices, including cell phones.

6. Promptly report a breach of confidentiality or privacy.

Remember that any violation of patient confidentiality makes a student at risk for ineligibility to continue in the nursing program.

Incivility and Horizontal Violence

"Incivility is any action that is offensive, intimidating, or hostile that interferes with the learning or practice environment" (Harris, 2011, p. 16). It can take on a variety of forms and often occurs when people feel stressed, rushed, or are unhappy with a situation. Nursing students and faculty alike feel stressed and rushed at times, making them at risk for behaviors that may be characterized by incivility. Incivility as described by Harris can be subtle and initially seem benign. Incivility includes disrespectful behaviors which include, but are not limited to, eye-rolling, sarcastic comments, spreading rumors, back-stabbing, the 'silent treatment', dominating group conversations, showing up late, or setting another up for failure. Retrieved from https://www.ncbon.com/myfiles/downloads/course-bulletin-offerings-articles/bulletin-article-fall-2011-incivility-in-nursing.pdf

The ANA Code of Ethics indicates that any form of disrespect or harassment will not be tolerated by the profession of nursing. The Joint Commission asserts that incivility and horizontal violence is a safety issue which impacts quality of care and as such should not be tolerated. Incivility is "one or more rude, discourteous, or disrespectful actions that may or may not have a negative intent behind them". (American Nurses Association, 2015). Incivility, bullying, and workplace violence. Retrieved from http://www.nursingworld.org/Bullying-Workplace-Violence

Faculty at Minnesota West believes that nurses, faculty members, and students are ultimately accountable for their own professional behaviors. We believe in a culture of open, respectful communication. The goal is that students, faculty members, patients, families, coworkers, and all team members enjoy and learn in a safe, respectful environment. Patterns of incivility will not be tolerated and may cause students to be ineligible to continue in the nursing program.

Clinical Responsibilities

A major focus of any nursing activity is client safety. Minnesota West AS nursing program mission, philosophy, framework and student learning outcomes (SLOs) prioritize safety in practice and strongly demonstrate a commitment to maintain patient safety in the clinical setting. Nursing students are licensed LPN's and are legally responsible for their own actions: commission and/or omission. The nursing faculty is responsible for appropriate delegation to students in the clinical area. Students must adhere to the responsibilities listed below or they will receive a failing grade for the clinical day.

Student Responsibilities

1. Prior to the first clinical experience, students must provide evidence of:
   a. good health as evidenced by a completion of program requirements: health history form (physical examination) and up-to-date immunizations per healthcare partner requirements.
   b. personal health insurance (required)
   c. professional major liability insurance (assessed with fees)
   d. current CPR certification (as specified in policies)
2. Students must arrive on time for their clinical day.
3. Students must exhibit good physical and mental health to meet requirements of the program and to maintain patient safety. Any observed concerns should be reported to the clinical faculty member, Clinical Coordinator, and Dean of Nursing. Students may be referred for a professional medical evaluation by a health care provider prior to or during clinical experiences to assist in determining student's eligibility for progression.

4. Students must notify the clinical faculty member for the experience within 30 minutes of the start of the clinical day when ill, late, or unable to come for their clinical experience. Observation absences must be communicated to the Clinical Coordinator.

5. Students must make arrangements with the clinical faculty member within 24 hours of an absence to discuss the missed clinical experience.

6. Students must assume legal responsibilities for providing safe care (e.g., maintain asepsis, administer medications safely, use of side rails and restraints appropriately, report medication errors, etc.).

7. Students must show evidence of preparation for clinical prior to the experience at a level consistent with the course objectives and has a tentative plan of care ready for the day.

8. Students must professionally communicate with accuracy, clarity, and appropriateness to peers, nursing staff and faculty members both verbally and in writing.

9. Students must be respectful and use therapeutic communication skills when communicating with patients and families.

10. Students must adhere to the dressing/grooming code.

Faculty Member's Responsibilities

1. Be prepared for clinical supervision and pre/post conferences.

2. Be punctual for conferences and clinical

3. Function as a learning resource by:
> a. identifying essential learning
> b. functioning as a professional role model
> c. diagnosing learning needs
> d. directing learning experiences toward meeting individual student needs
> e. evaluating the student's achievement of essential learning

4. Maintain a professional and collegial working relationship with the nursing staff.

5. Coordinate and supervise the patient care provided by the students.

6. Identify and intervene and /or guide the skills and behavior of the student to provide safe care.

7. Assume legal responsibility for themselves and for students while engaged in providing patient care.

8. Notifies students in advance the date corrected assignments will be returned. With few exceptions assignments are returned within one week.

9. Shares results of clinical performance evaluation with students on a weekly basis.

10. Alerts students to promotion policies.

11. Adheres to the Minnesota West dress/grooming code as stated in nursing program handbook.

12. Establishes office hours and notifies students of office hours or contact information.

13. Maintain a professional relationship with the student which is characterized by mutual respect, cooperation and is conducive to learning.

Dress and Grooming Code

The Minnesota West nursing programs have set a style of uniform that every student must wear for lab and clinical experiences: royal blue lab jacket with Minnesota West Nursing embroidery, white uniform top with Minnesota West Nursing embroidery, and royal blue uniform pants. Uniforms are purchased in the bookstore. Skirts can be substituted for pants if they are mid-lower leg or longer in length and are royal blue. White, royal blue, or black (solid, no print) headdresses may be worn with no adornments and must be safely secured (no billowing, flowy fabric) as long as allowed per facility policy. White (solid, no print) tank tops, short-sleeve, or long-sleeve tops may be worn under white uniform top. Uniforms must be clean, unwrinkled, and mended when necessary. Students are responsible for laundering own uniforms.

1. A clean uniform may be worn to the lab/clinical facility if students come directly from home. After a lab/clinical, the uniform may not be worn out in the community setting. If a student appears for lab/clinical experiences inappropriately attired, or appearance does not conform to the standards stated in this handbook or by expectation of the clinical facility, the student will be sent home and will receive an absence for the lab or clinical day.

2. Uniforms: Pant length must not touch the floor for infection control reasons. Uniforms must not be tight to allow for appropriate movement. Pants must be worn at/above the waist. Appropriate undergarments must be worn (neutral or white).

3. Shoes: Neutral colors only (white, tan, black, brown and grey) are permitted. Athletic shoes with minimal mesh and minimal color allowed. No open heel or open toes (no Croc or clog style). No wedges or platform shoes allowed; no taller than a 3 inch rise allowed. Must wear neutral colored socks (white preferred) that cover the ankle.

4. Fingernails must not extend beyond the fingertips and must be clean. Clear nail polish is allowed or per facility policy. No artificial nails or gel nails of any type are permitted.

5. Hair must be worn back from the face. Hair color must be of a naturally occurring hue (no pink, blue, purple, etc). Hair must be worn so that it does not fall into the work area. Facial hair must be neatly trimmed. Hair should be free from decoration or adornment that are flashy, have beads, or have sharp points. Scarfs and hats are not allowed (see headdress note above).

6. Jewelry should be minimal and conservative in appearance. A wedding band may be worn, but no rings should be worn when doing invasive techniques or working in isolation. Bracelets and necklaces should not be worn with an exception for medical alert bracelets. Earrings must be simple, small posts, and must not dangle. Visible piercings are limited to no more than two (2) pairs of posts in the ear. The only visible body pierced jewelry allowed is pierced earrings as described above. Facial piercings other than the two small posts earrings must be covered or replaced with skin-tone plugs/spacers (including gauged ear jewelry).

7. Make-up should be minimal and conservative in appearance.

8. Visible tattoos (including henna) must be covered or in compliance with facility policy. Tattoos unable to be covered due to infection control (i.e. hands) must not be offensive and needs to follow facility policy.

9. A watch with a second-counting capacity is required. Smart watches are not allowed in patient care areas.

10. Name badges are provided to students by Minnesota West and must be worn to all required clinical activities and/or used for identification for major exams. Students should take care not to lose their name badges! The student will need to purchase an additional badge if lost.

11. Students are required to bring the following items to clinical (in addition to uniform): clinical badge, stethoscope, penlight, and black pen.

12. A scrub jacket and name badge must be worn while at the clinical facility collecting assignments, gathering data, and for certain clinical experiences (i.e. observations). Jeans are not to be worn to any clinical facility when participating in these activities. Dress in business attire (no jeans, no revealing necklines, no miniskirts and no shorts). No open-toed shoes or flip-flops.

13. No gum chewing, smoking, or chewing tobacco during clinical activities.

14. Any student suspected of being impaired due to lack of sleep, prescribed medication, alcohol or drug use, will be immediately removed from the patient care environment and sent home (as appropriate).

Hygiene

1. Students must be especially attentive to personal hygiene since close contact with others occurs during client care situations.

2. Students must not use strong scents such as perfumes, scented lotions, shaving creams, essential oils, etc. in preparation for or at clinical experiences. Strong odors are often offensive to ill and healthy individuals, and may trigger allergic reactions in certain people.

3. Smokers should be particularly careful about odor of breath and clothes. Do not smoke in a car on the way to clinical experiences. Strong smells of smoke will result in the student being sent home, resulting in an absence for the clinical day.

Minnesota State Associate Degree Nursing Programs Performance Standards

The system of Minnesota State Colleges provides the following example of 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, 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. Please contact the Minnesota West Accessibility and Disabilities Services Coordinator at 800-658-2330 to schedule an appointment.

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 assess, plan, implement, and evaluate care. • Organize workload to manage time effectively and prioritize the delivery of client care. • Use resources effectively to understand the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions. • Possess problem-solving skills, including the ability to reason, measure, calculate and use data to make decisions in time-pressured environment. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating and mentally sorting new information.
Interpersonal Skills	Interpersonal skills sufficient for	• Maintain and protect client confidentiality and privacy. • Establish professional and ethical relationships with others. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to delegate.

	professional interactions with a diverse population of individuals, families, and groups	• Promote a team-building environment. • Provide effective and therapeutic 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 interpret and document nursing actions and client responses. • Display the capacity to engage 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 design teaching plans for client education and assess effectiveness. • Provide disease prevention and health promotion, care coordination and case findings.
Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	• Move about client's room and/or workspaces to complete client assessment. • Administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long 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 nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	• Ability to provide comprehensive assessment of client's health status through collection and synthesis of data to establish baseline status for client. • Ability to integrate assessment information to form a plan of care. • Recognize emergent needs; perform appropriate targeted assessment, interventions and evaluation. • Assume accountability for delivered care; recognize limits of knowledge, skills and licensure scope. • Understand and process healthcare provider orders according to assessment data, evaluate effectiveness of interventions and communicate with members of the healthcare team. • Demonstrate distinction between provider-dependent and independent nursing interventions.

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.
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. • Practice participation in development of healthcare policies, procedures. • Demonstrate understanding of nursing theory and practice.
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, 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.