



Saint Mary's University

NURSING CARE

**Saint Mary's University of Minnesota
Bachelor of Science in Nursing
Pre-Licensure Program**

**Student & Administrative Handbook
2023-2024**

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TABLE OF CONTENTS

I. Introduction...page 3

- A. Program Overview
- B. Nursing Faculty and Staff

II. Program Mission, Vision, and Philosophy...page 5

- A. Program Mission
- B. Vision
- C. Philosophy

III. Curriculum...page 5

- A. Overview
- B. Program Goals
- C. Program Learning Outcomes
- D. Curriculum Design Elements
- E. Sample Plan of Study
- F. Clinical Partners
- G. Accreditation
- H. Board of Nursing Approvals

IV. Policies and Procedures...page 11

- A. Admission to BSN Program...page 11
 - 1. Admission to Program Requirements
 - 2. Transfer Students
 - 3. International Students
 - 4. Provisional Acceptance
 - 5. Technical Standards for Admission
 - 6. Tuition and Fees
- B. Progression and Advising...page 12
 - 1. Academic and Clinical Grading Policies
 - 2. Academic Advising
 - 3. Admission to Nursing Clinical Requirements
 - 4. Nursing Blessing Ceremony
 - 5. Graduation Requirements
 - 6. Statement of Student Rights and Responsibilities
 - 7. Graduation and Pinning Ceremony
- C. General Policies...page 14
 - 1. Student Time Commitment
 - 2. Attendance Policy
 - 3. Personal Technology Policy
 - 4. Attire and Appearance Policy
 - 5. Character and Virtue Policy
 - a) Character and Virtue Goals:
 - b) Professional and Ethical Behavior:
 - c) Academic Integrity and Academic Dishonesty
 - 6. Leave of Absence:
 - a) General, Military
 - b) Vacation/Holiday Time
 - c) Student Withdrawal/Resignation

D. Academic Policies...page 19

1. Course Exams
2. Student Records Policy

E. Clinical Policies...page 20

1. Nursing Student Role and Title
2. Privacy Rights of Hospital Affiliates and Patients
3. Student Clinical Expectations
4. Required Documents and Credentialing:
 - a) Required Immunizations
 - b) Tuberculosis Screening
 - c) CPR Certification
 - d) CNA Training
 - e) Criminal Background Studies
 - f) Hazardous Material and Infection Diseases Training
 - g) Professional Liability Coverage
5. Drug and Alcohol Policy
6. Clinical Site Considerations
 - a) Housing
 - b) Parking and Transportation Costs
7. Injury or Illness at a Clinical Affiliate Site
8. Clinical Probation and Dismissal

V. PROGRAM EVALUATION AND IMPROVEMENT POLICIES...page 26

- A. General Policy on Program Self-Assessment
- B. Self-Assessment Summary
- C. Program Annual Assessment Protocols
- D. Evaluation of Student Academic Progress
- E. Evaluation of Academic Courses and Faculty
- F. Evaluation of Student Clinical Progress
- G. Evaluation of Clinical Affiliate Sites and Clinical Faculty Members
- H. Final Program Evaluation
- I. Graduate and Graduate's Employer Evaluation
- J. Evaluation Forms

VI. PROGRAM COMMITTEE STRUCTURE...page 29

- A. Committee Structure
- B. Program Advisory Committee
- C. Nursing Faculty Committee
- D. Student Advisory Committee
- E. Self-Study Committee

APPENDICES

- A. Specific Technical Standards...page 33
- B. BSN Clinical Dress Code...page 34
- C. Clinical Requirement Checklist...page 35
- D. Drug Testing Procedures...page 36

I. INTRODUCTION

Welcome to the Saint Mary's University of Minnesota Bachelor of Science in Nursing Pre-Licensure Program (BSN Program). All of the members of the Nursing Department are pleased to welcome you to our BSN Program as you begin your studies to become a compassionate, competent, and professional nurse.

The BSN Program Handbook has been developed to highlight important and useful information for BSN pre-licensure students. Please be sure to carefully read the entire BSN Program Handbook. You are responsible for knowing the policies, procedures, and guidelines put forth in this handbook.

The BSN Program Handbook should be used in conjunction with the Saint Mary's University of Minnesota Catalog and Student Handbook. If the BSN Program Handbook Manual conflicts with the University Catalog and/or Student Handbook, the handbook with the more stringent policy or procedure will take precedence. The BSN Program Handbook supersedes any and all prior oral or written representations or statements regarding the terms and conditions applicable to students accepted into the program.

The BSN Program reserves the right to change or revise all of its policies and procedures at any time without prior notice to the student. The BSN Program Handbook is not to be regarded as a contract.

Sister Agnes Mary Graves, RSM, DNP
1-30-2023

A. Program Overview:

Saint Mary's University of Minnesota offers a Bachelor of Science in Nursing Pre-Licensure Program. The BSN Program is designed as a four-year residential cohort model with direct-entry for qualified incoming freshmen students. The BSN program is approved by the Minnesota Board of Nursing and accredited by Commission on Collegiate Nursing Education. Graduates of the BSN Program are qualified to sit for the NCLEX to obtain licensure as a Registered Nurse.

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II. PROGRAM MISSION, VISION, PHILOSOPHY

A. Mission

Enriched by the Lasallian Catholic heritage, the mission of Saint Mary's University of Minnesota's Bachelor of Science in Nursing program is to prepare compassionate, competent, and professional nurses through a transformative and holistic curriculum.

B. Vision

The Bachelor of Science in Nursing Program prepares professional nurses committed to respect for inherent human dignity, empathy, compassion, social justice, lifelong personal formation, and ethical practice. Saint Mary's nurses will protect from harm, promote optimal healing, and advocate for a peaceful end of life while meeting the evolving healthcare needs of an increasingly diverse society.

C. Philosophy

The Bachelor of Science in Nursing Program at St. Mary's University of Minnesota delivers a transformative, holistic curriculum that prepares professional nurses to competently and compassionately practice within a complex and evolving health care system while embracing lifelong learning, reflective practice, and personal growth. The BSN program at Saint Mary's is influenced by the Careful Nursing Philosophy and Professional Practice Model©. In the Lasallian Catholic tradition, students learn to practice care for self and others, as part of a cohort community that focuses on the nature and inherent dignity of every person. We believe our purpose is to prepare nurses who are leaders in the transformation of healthcare, actively promoting health and well-being for diverse individuals, families, and communities, locally, nationally, and globally.

III. CURRICULUM

A. Overview

The BSN Program is designed as a direct-entry cohort model. Students complete four years of undergraduate study with a liberal arts foundation and nursing major. Nursing courses are spread over all four years and freshmen nursing students are assigned a nursing faculty advisor. Nursing clinicals begin the sophomore year to provide students with real-world patient care experience early in the program. The BSN Program is designed to prepare a generalist nurse for practice in four spheres of care across the lifespan.

B. Program Goals:

The BSN Program student will:

1. Engage in reflective practice, self-care, lifelong learning, and personal and professional development.

2. Provide holistic, evidence-based care across the lifespan for diverse people and vulnerable populations.
3. Demonstrate ethical leadership by advocating for integrated, person-centered care.
4. Adapt and utilize information systems and technology to maximize positive health outcomes.
5. Communicate effectively as part of a collaborative interprofessional team to coordinate care, optimize health and prevent disease.
6. Demonstrate accountability for ethical practice, cultural congruence, and advocacy.

C. Program Learning Outcomes

Upon completion of the program, students will be able to:

- Program Outcome 1: Integrate liberal arts foundation rooted in the Catholic intellectual tradition with the fundamental knowledge base necessary to practice as a professional nurse. (Domain 1: Knowledge for Nursing Practice)
- Program Outcome 2: Demonstrate providing holistic care focused on the bodily and spiritual reality of a person rooted in seeing each person as created in God's image and likeness and existing in a community. (Domain 2: Person-Centered Care)
- Program Outcome 3: Participate in community health assessment, advocacy, and planning to influence equitable population health outcomes by integrating principles of Catholic social teaching. (Domain 3: Population Health)
- Program Outcome 4: Engage in professional nursing scholarly inquiry that supports the integration of the best evidence into clinical practice. (Domain 4: Scholarship for the Nursing Discipline)
- Program Outcome 5: Enhance quality and minimize risk of harm to patients and healthcare workers through attention to safety in environment, practices, and processes on an individual and system wide level. (Domain 5: Quality and Safety)
- Program Outcome 6: Demonstrate professional nursing knowledge, skills, and perspective as a member of an interprofessional team communicating, collaborating, and coordinating to meet healthcare goals. (Domain 6: Interprofessional Partnerships)
- Program Outcome 7: Apply knowledge of systems-based practice structures, organizations, and policy to evaluate metrics and mission to deliver care that is equitable, economical, and efficient. (Domain 7: Systems-Based Practice)
- Program Outcome 8: Evaluate critical elements necessary to the selection and professional use of healthcare technology and informatics. (Domain 8: Informatics and Healthcare Technologies)
- Program Outcome 9: Integrate Lasallian Catholic values as an emerging nursing professional exhibiting virtuous character, ethical leadership, and lifelong learning. (Domain 9: Professionalism & Domain 10: Personal, Professional, & Leadership Development)

D. Curriculum Design Elements

- 1. Competency-Based:** The BSN Program has adopted competency-based education as defined by the AACN as “a system of instruction, assessment, feedback, self-reflection, and academic reporting that is based on students demonstrating that they have learned the knowledge, attitudes, motivations, self-perceptions, and skills expected of them as they progress through their education.”
- 2. Concept-Based:** The curriculum utilizes a concept-based approach to identify unifying and organizing principles common to various clinical situations.
- 3. Entry-Level BSN:** Entry-level professional nursing education ensures that graduates demonstrate competencies through practice experiences with individuals, families, communities, and populations across the lifespan and within each of these four spheres of care: 1) disease prevention/promotion of health and well-being; 2) chronic disease care; 3) regenerative or restorative care; and 4) hospice/palliative/supportive care
- 4. Careful Nursing:** The BSN Program is influenced by the *Careful Nursing Philosophy and Professional Practice Model*©. *Careful Nursing*© philosophical principles, practice dimensions and concepts are integrated throughout the curriculum.
- 5. Character and Virtue:** Since the time of St. Jean Baptist de La Salle, a focus on the formation of the whole student has been the heart of Lasallian Catholic education. With a renewed focus on character and virtue education, Saint Mary’s continues to shape the lives of students through holistic character development and the cultivation of intellectual, moral, and civic virtues.
- 6. Debriefing for Meaningful Learning:** Debriefing for Meaningful Learning (DML) is a method of debriefing that can be used in simulation and clinical settings to foster student’s reflective thinking and learning. DML uses Socratic questioning and principles of active learning to uncover thinking associated with actions to help students develop clinical reasoning and decision-making skills.

E. Sample Plan of Study

SEMESTER 1: 15 Credits	SEMESTER 2: 15 Credits
N150 Introduction to Professional Nursing (2)	N250 Health and Nutrition (2)
B260 Anatomy and Physiology I (3) (GEN-ED)	B270 Anatomy and Physiology II (3) (GEN-ED)
B261 Anatomy and Physiology I Lab (1)	B271 Anatomy and Physiology II Lab (1)
PY111 General Psychology (3) (GEN-ED)	PY211 Developmental Psychology (3) (GEN-ED)
INT101 Core ANCHOR (3)	COM202/204 CORE Communication (3)
E130 CORE Writing (3)	TH111 CORE Thinking Theologically (3)
SEMESTER 3: 15 Credits	SEMESTER 4: 16 credits
N260 Fundamental Nursing Care (LAB) (4)	N350 Pathophysiology-Pharmacology I (3)
N345 Art and Science of Nursing (CLINICAL) (4)	N355 Fundamental Assessment & Skills (LAB) (3)
C150 General, Organic, Biochemistry (3)	N395 Health Promotion (CLINICAL) (3)
C151 General, Organic, Biochemistry Lab (1)	B253 General Microbiology (3)
<i>THXXX Theology Elective (3) (GEN-ED)</i>	B254 General Microbiology Lab (1)
	Statistics (ST132, ST232) (3) (GEN-ED)
SEMESTER 5: 15 credits	SEMESTER 6: 15 credits
N360 Pathophysiology-Pharmacology II (3)	N370 Research and Evidence Based Practice (3)
N365 Advanced Assessment & Skills (LAB & CLINICAL) (3)	N385 Family Health Care (CLINICAL) (3)
N445 Chronic Care I (CLINICAL) (3)	N455 Chronic Care II (CLINICAL) (3)
COM250 Intercultural Comm (3) (GEN-ED)	<i>LITXXX Literature Elective (3) (GEN-ED)</i>
<i>XX###: Elective</i>	<i>XX###: Elective</i>
SEMESTER 7: 15 credits	SEMESTER 8: 15 credits
N375 Mental Health Care (CLINICAL) (3)	N465 Leadership and Management (3)
N450 Population Health (CLINICAL) (3)	N470 NCLEX Prep (3)
N460 Acute Care I (CLINICAL) (3)	N475 Contemporary Professional Nursing (3)
PH305 Health Care Ethics (GEN-ED) (3)	N485 Acute Care II (CLINICAL) (3)
INT499 Interdisciplinary Capstone	N499 Transition to Practice Nursing Capstone (CLINICAL) (3)

F. Clinical Partners

Students enrolled in the BSN Program will complete clinical rotations at one or more of the following clinical partners:

1. Allina: Minneapolis, MN
2. Benedictine Living Community: Winona, MN; Additional Sites
3. Children's Minnesota: Minneapolis, MN
4. Gundersen Health: La Crosse, WI; Additional Sites
5. Hennepin County Medical: Minneapolis, MN
6. Marshfield Clinic Health System: Eau Claire, WI; Additional Sites
7. Mayo Clinic Health System SWWI: La Crosse, WI; Additional Sites
8. Mayo Clinic: Rochester, MN
9. M Health Fairview: Edina, MN
10. Olmsted Medical Center: Rochester, MN
11. Regions Hospital: St. Paul, MN
12. St. Elizabeth's Hospital: Wabasha, MN
13. United Hospital District: Blue Earth, MN
14. Winona Health: Winona, MN

G. Accreditation

Saint Mary's University of Minnesota is accredited by the Higher Learning Commission.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411 www.hlcommission.org

Saint Mary's University of Minnesota is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

The Baccalaureate Degree Program in Nursing at Saint Mary's University of Minnesota is accredited by the Commission on Collegiate Nursing Education.

655 K Street NW, Suite 750
Washington, DC 20001
202-887-6791
<https://www.aacnnursing.org/CCNE>

H. Board of Nursing Approvals

The Bachelor of Science in Nursing Pre-Licensure Program at Saint Mary's University of Minnesota is approved by the Minnesota Board of Nursing.

210 Northland Drive, Suite 120
Mendota Heights, MN 55120
612-317-3000; Toll-free 888-234-2690; TTY Number 800-627-3529;
Fax 651-688-1841

The Bachelor of Science in Nursing Pre-Licensure Program at Saint Mary's University of Minnesota is approved as an Out-of-State Nursing School by the Wisconsin Board of Nursing.

Board of Nursing, WI Department of Safety and Professional Services
P.O. Box 8366
Madison, WI 53708-8366
608-266-2112
<https://dsps.wi.gov/Pages/BoardsCouncils/Nursing>

IV. POLICIES AND PROCEDURES

These policies are in addition to the policies set forth by Saint Mary's University of Minnesota. In cases where there are conflicting policies between the program and the university, the program policy takes precedent. Saint Mary's University policies and procedures can be found online at www.catalog.smumn.edu. Please note that certain policies may apply to both the academic and clinical curricula. Failure to follow these policies or procedures may result in dismissal from this program.

A. Admission to BSN Program

The BSN Program evaluates applicants holistically. Applications are reviewed on a rolling basis beginning August 1 each year. Acceptance and a seat in the upcoming Fall Cohort are offered to all qualified applicants. Accepted students must submit their enrollment deposit to secure their seat for the upcoming Fall Cohort.

1. Admission to Program Requirements

- a) Student must indicate "nursing" as their intended major on application
- b) Student must be admitted to Saint Mary's University of Minnesota
- c) Cumulative High School GPA of 3.0 or better
- d) Passed Advanced Algebra with a C or better

2. Transfer into the BSN Program is handled on an individual basis and credit for previous nursing education is not guaranteed.

3. International Applications: Transcripts from countries other than the United States must be evaluated on a course-by-course basis and be deemed equivalent to accredited U.S. university standards. Students are responsible for having their transcripts evaluated, as well as for the associated costs.

4. Provisional Acceptance may be awarded at the discretion of the Program Director to students who do not meet the admission to program requirements for extenuating circumstances. Students on Provisional Acceptance agree to mandatory tutoring, student success support, and academic advising meetings.

5. Technical Standards for Admission: In addition to academic qualifications, the BSN Program considers specific technical standards essential for admission, progression, and graduation from the program. Due to the nature of the nursing profession, the technical standards listed below are skills and functions necessary to complete the program and to ensure the health and safety of patients, faculty, fellow students, and other healthcare providers. Reasonable accommodations will be considered and provided on a case by case basis in accordance with applicable legal standards. Professional expectations require a nurse to independently perform duties, with or without reasonable accommodation. Any student who requires accommodations should request specific accommodations needed as soon as possible, preferably before beginning the program. The *Health Status Form: Technical Standards Page* must be completed prior to beginning clinical rotations. The Program Director will assess all accommodation requests to determine if they are reasonable. A requested accommodation may be denied if it is not considered reasonable, if it fundamentally alters the nature of the BSN Program or if it would pose a direct threat to the health or safety of others.

Students who seek disability accommodations should contact Saint Mary's University of Minnesota Access Services. *See Appendix A: Specific Technical Standards*

- 6. Tuition and Fees:** Students in the BSN Program are charged the standard Saint Mary's University Undergraduate Tuition and Fees. Additional nursing course fees will be charged to BSN students during the sophomore, junior, and senior year related to nursing simulation and clinical rotations.

B. Progression and Advising

1. Academic and Clinical Grading Policies

- a) The lecture portion of each nursing course is graded according to the standard Undergraduate Grading Scale published in the University Undergraduate Catalog at www.catalog.smumn.edu.
- b) The clinical portion of each nursing course is graded Pass/No Credit.
- c) The nursing student is required to earn a C or better in all nursing courses and Pass the clinical portion of all nursing courses. If the nursing student does not earn a C or better, and/or pass clinical, the student has one chance to repeat the entire course with a passing grade.
For Example:
 >N345: C in Lecture & "No Credit" in Clinical = Must repeat N345
 >N345: D in Lecture & "No Credit" in Clinical = Must repeat N345
 >N345: D in Lecture & "Pass" in Clinical = Must repeat N345
 >N345: C in Lecture & "Pass" in Clinical = Passed N345
- d) If the nursing student does not earn a C or better and Pass clinical on the repeated course, the student is dismissed from the BSN Program.
- e) Students must maintain a cumulative GPA of 3.0 or better to stay in the Bachelor of Science Nursing Program.
- f) Please see the University Undergraduate Catalog at www.catalog.smumn.edu regarding Uncompleted Coursework-Incomplete. This policy applies to both the academic and clinical program.

- 2. Academic Advising:** Nursing students will be assigned a nursing faculty advisor during their first semester. The nursing faculty advisor may change during the BSN Program at the discretion of the Program Director. A student may request to change academic advisors by emailing the Program Director. This request may or may not be granted at the discretion of the Program Director. Nursing students are required to meet with their academic advisor at least once a semester to discuss progression and course registration. Additional meetings may be requested by the academic advisor, student, or Program Director as needed.

- 3. Admission to Nursing Clinical Requirements:** Qualifications to begin nursing clinical courses and rotations in the sophomore Fall
- a) Maintain full time enrollment at Saint Mary's University of Minnesota
 - b) Maintain a cumulative GPA of 3.0 or higher

- c) Pass core science courses and labs with a C or better
- d) Provide documentation of all required immunizations, negative tuberculosis screening, CPR certification, criminal background checks, etc. as described in *Clinical Policies*
- g) Pass a Drug Screen Test as described in *Clinical Policies*
- h) Complete Orientation Forms:
 - > BSN Handbook and Policy Acknowledgment
 - > Health Status Form
 - > HIPAA Certification Form

4. Nursing Blessing Ceremony: At the beginning of the sophomore year, the nursing students will participate in a Nursing Blessing Ceremony. During the ceremony, the students will be inaugurated into the nursing profession as developing professionals and ministers of healing. Students will receive their Saint Mary's University nursing scrubs and stethoscope as symbols of the art and science of nursing. A special blessing for healthcare professionals will strengthen them as they strive to uphold the dignity of the human person and provide caring service to the sick.

5. Graduation Requirements:

- a) Meet all of the Graduation Requirements published in the University Undergraduate Catalog at www.catalog.smumn.edu.
- b) Pass all nursing courses with a C or better to demonstrate mastery of course competencies and program learning outcome achievement
- c) Complete an application for graduation and submit the graduation fee
- d) Upon completion of the undergraduate program, nursing students receive a Bachelor of Science in Nursing.

6. Statement of Student Rights and Responsibilities:

- a) It is the stated policy of the program to afford the student the experience necessary to meet the graduation requirements outlined by the Minnesota Board of Nursing and Saint Mary's University of Minnesota. They are then eligible to take the National Council Licensure Examination (NCLEX) to become Registered Nurses (RN).
- b) Graduates have the right to expect: That an official transcript of the student's record will be forwarded to the National Council Licensure Examination (NCLEX) in sufficient time for eligibility determination to be made for the first Certification Examination following graduation.

7. Graduation and Pinning Ceremony Completion of the BSN Program is celebrated with the University community on commencement day. Additionally, graduating nursing students participate in the Pinning Ceremony and receive the Saint Mary's nursing pin. The nursing pin symbolizes completion of a specific nursing program and distinguishes the graduate as a "Saint Mary's Nurse". This historic rite of passage into the nursing profession sends the graduates out into the world to begin their work as a competent, compassionate, and professional nurse.

C. General Policies

1. Student Time Commitment: The student time commitment may not exceed 40 hours per week. This limitation is meant to support patient safety and promote effective student learning. This time includes the sum of the hours spent in class and all clinical hours averaged over 4 weeks. Students must have a 10-hour rest period between scheduled clinical duty periods (i.e., assigned continuous clinical hours). At no time may a student provide direct patient care for a period longer than 16 -continuous hours. If students have a clinically-based job (eg: CNA), they may not work the night before or the day of a clinical learning experience.

2. Attendance Policy:

a) Lecture Class: Students are expected to attend all scheduled classes as assigned in the course syllabus. If a student needs to miss class for a valid reason, the student must notify the course instructor **at least 48 hours** in advance of the class. If the student is unexpectedly unable to attend a class session due to illness or a family emergency, the student must notify the course instructor as soon as possible. Regardless of the reason for missing class, the student is responsible for the material covered. Additional work may be assigned by the instructor. Make-up exams are given at the instructor's discretion. Additional work may be assigned in lieu of the exam. The student is responsible for making arrangements with the course instructor for make-up exams and assignments.

b) Clinical, Simulation, Skills Lab: Students are expected to attend all scheduled clinical, simulation, and lab experiences as assigned in the course syllabus. If a student needs to miss clinical for a valid reason, the student must notify the course instructor **at least 1 week** in advance of the class. **If the student is unexpectedly unable to attend a clinical shift due to illness or emergency, the student must notify the clinical instructor and or clinical site prior to the assigned clinical time via phone call.** Regardless of why a clinical day is missed, the student is expected to make up the missed day. Clinical make-ups are scheduled at the discretion of the clinical faculty depending on clinical site availability.

c) Prolonged Absence: If illness or emergency results in a prolonged absence, the student must also notify their nursing faculty advisor. If considerable time is lost in any clinical course, the student's record will be reviewed by clinical faculty and Program Director. After the review, a determination will be made as to whether the student has had the essential learning experiences, if course outcomes have been met, and if a plan can be devised to make up deficiencies.

d) Inclement Weather:

> **Lecture Class, Simulation, Skills Lab:** Should the University close or cancel classes related to weather, all in person nursing classes

will meet virtually or be canceled. Check your university email for alternative learning-experiences from your course instructor. If the nursing class transitions to a virtual class, students are required to attend. If a make-up simulation or skills lab session is scheduled, students are expected to attend the make-up class unless other arrangements are made in advance.

> **Clinicals:** Should the University close or cancel classes related to weather, check your university email for a message from your clinical faculty. Nursing students may still be expected to go to their clinical site for their assigned shifts. Midwest weather is unpredictable, however, the program does not declare clinical 'snow days' for students, as hospitals and surgical facilities meet the needs of patients first. It is expected that students will plan ahead where possible, and make every reasonable attempt to get to their assigned clinical site regardless of the weather. In the event that they cannot get to the clinical site, the student must notify the clinical instructor or preceptor prior to the assigned clinical time via phone call. Please note that it is always up to each individual student whether they choose to travel based on safety concerns. Students will not face a penalty for not traveling to clinical if they feel their safety is in jeopardy.

3. Personal Technology Policy

- a) **Lecture, Skills Lab:** Laptops, tablets, cell phones, and other technology should not be allowed to distract any student (users or neighbors) from educational opportunities or tasks. They should not be used for surfing the internet or gaming during classroom lectures or activities. They are never to be used to record confidential information such as exam content or passwords that are not to be shared outside of the classroom. It is generally understood that cell phones are an important communication tool. American culture dictates that students must be readily available at all times via call or text, thus they are not outright prohibited in the classroom. Should a student get an urgent electronic communication during class, the expectation is that they will excuse themselves from the classroom to attend to the situation to minimize classroom disruption.
- b) **Clinical, Simulation:** Personal Technology (Laptops, tablets, cell phones, smart watches and other technology) are prohibited and must remain in your vehicle or backpack.

4. Attire and Appearance Policy: Attire and personal hygiene are important components of professionalism. In a professional nursing program, students are expected to demonstrate professional behavior and to project a professional image during all on-campus and off-campus program-related activities. The purpose of the *Attire and Appearance Policy* is to provide students with parameters that will assist them in adopting professional practices of hygiene and attire.

a. Appropriate Attire: Students are expected to wear appropriate attire during on-campus courses, program meetings, and advising meetings. Students will be expected to have their chest, midriff, and buttocks fully covered at all times, with no undergarments exposed. Excessively tight, excessively loose, or sheer clothing is not acceptable. All clothing should be clean and in good repair.

b. Professional Attire: At times, students will be expected to wear Professional Attire for a class presentation, scholarship day, or mock interviews. Professional Attire ranges from business formal to business casual. It is polished but comfortable and includes dress pants or skirts; professional dresses; professional shirts and sweaters; nice shoes or loafers; neckties usually optional. Professional Attire must also be *Appropriate Attire*, so follow those guidelines as well.

c. BSN Clinical Attire: Students will be asked to wear BSN clinical attire for all clinicals, nursing simulation and skills lab learning experiences. Students should be able to vigorously reach, bend, squat, and move without exposing any portion of skin on the midriff, buttocks, or chest. All clothing should fit appropriately so that the clothing does not restrict normal movement and does not require frequent manual adjustment, either to stay on the body, or to remain appropriately positioned on the body. BSN Clinical Attire must also be *Appropriate Attire*, so follow those guidelines as well. The uniform must be laundered after patient interaction (clinicals) and prior to any additional clinical or simulation experiences. The campus bookstore will have the required scrubs available for purchase. The scrub top must be purchased from the bookstore as it will have the Saint Mary's University logo embroidered on the left chest. Scrub pants may be purchased at the location of your choice, but are available at the bookstore. Please see *Appendix B: BSN Clinical Dress Code*

d) Exceptions to the Dress Code may be made for religious, cultural, or medical reasons. Students should request exceptions from the Program Director.

f) Identification Badges: Students are required to wear a badge identifying their name and role at all times while at a clinical site. Each student is issued one Nursing Student identification badge from Saint Mary's. Some Clinical Sites require facility identification badges as well. Failure to adhere to this policy may result in student dismissal from the clinical site for the day. The initial ID cards will be issued at no cost; replacements are \$20 paid for by the student.

5. Character and Virtue Policy: Virtues are “firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith. They make possible ease, self-mastery, and joy in leading a morally good life.”
(Catechism of the Catholic Church #1804, 2012)

a) Character and Virtue Goals: Nursing students, faculty and staff strive to practice the Cardinal Virtues: Prudence, Temperance, Courage, and Justice. Nursing students, faculty and staff strive to practice the Theological Virtues: Faith, Hope, Love. Nursing students, faculty and staff strive to practice the Performance Virtues: Determination, Motivation, Resilience, Perseverance, Adaptability, Teamwork, Confidence, and Creativity. Nursing Faculty strive to practice the Twelve Virtues of a Good Teacher: Gravity, Silence, Humility, Prudence, Wisdom, Patience, Reserve, Gentleness, Zeal, Vigilance, Piety, and Generosity.

b) Professional and Ethical Behavior: Students are also expected to behave professionally during clinical, laboratory, and classroom activities. Standards for Student Behavior are published in the University Undergraduate Catalog at www.catalog.smumn.edu. Nursing students are expected to follow the following codes of professional behavior and conduct:

> American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements

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

> Ethical and Religious Directives for Catholic Health Care Services (6th edition) <https://www.usccb.org/about/doctrine/ethical-and-religious-directives/upload/ethical-religious-directives-catholic-health-service-sixth-edition-2016-06.pdf>

c) Academic Integrity and Academic Dishonesty: Violations of academic integrity include but are not limited to the following examples: stealing, lying, cheating, false documentation, sharing confidential simulation or exam contents, and plagiarism. If a student violates the academic integrity, faculty members are obligated to follow university procedures as published in the University Undergraduate Catalog under Academic Integrity and Academic Dishonesty www.catalog.smumn.edu Failure to demonstrate academic integrity and/or professional/ethical behaviors may result in failure of the course, dismissal from the BSN program, and/or dismissal from Saint Mary's University.

6. Leave of Absence Policy

- a. General Leave of Absence:** All requests for leave of absence will be handled on an individual basis. Students must be in good academic standing to be considered for a leave. Students will not be granted a leave of absence for reasons related to their clinical or academic performance. Students anticipating missing up to or greater than 20 days of clinical and/or didactic days must request a leave of absence prior to the missed days or will need to repeat the course and/or semester. Students must be aware that the ability to alter their academic or clinical schedule, select their clinical site, or schedule extended or “call” shifts to make up time away may not be an option. The student’s return to the clinical area is subject to the availability of a clinical practicum site and requirements for student credentialing at the clinical site.
- b. Military: Annual Duty, Drill Service or Training Leave:** Saint Mary’s supports students who are members of the United States armed forces, National Guard, and reserve units. Students who are members of the National Guard or military reserves are encouraged to defer their annual duty, drill service, or training leave obligations or register for courses that fall outside of the scheduled duty. If this is not possible, a letter from the commanding officer stating that deferment is not possible must be submitted to the Program Director and instructor in advance of the needed annual duty, drill service or training leave. All course assignments due during the annual duty, drill service or training leave must be completed within the course dates. If additional time is needed, students must request an incomplete grade from the instructor before the course ends. See I/grade policy.
- c. Vacation/Holiday Time:** Please refer to the University Academic Calendar for all holidays and school breaks. All other time off will be designated by the BSN Program.
- d. Student Withdrawal/Resignation:** A student’s request to voluntarily withdraw or resign from the BSN Program must be presented in writing to the Program Director prior to the effective date of the resignation. The Program Director will notify the appropriate agencies. Withdrawal from individual courses must be done in accordance with the Withdrawal Policy in the Course Schedule. Tuition refunds are according to University Policy.

D. Academic Policies

1. Course Exams

a. Quizzes, Tests, and Exams are summative evaluations designed to assess the student's comprehension of the subject matter. Exams are not designed to be study guides. Actual performance on an exam should guide the student to discover their level of content knowledge and guide their study of the subject matter in preparation for clinical practice and future exams. Item analysis and exam review are conducted by course instructors. All exam content is confidential and is not to be discussed or shared among nursing students.

b. Off-Campus Exams: Courses may offer exams that are administered via the school LMS or another secure online product approved by the University. Students scheduled to take these exams off campus must be sure that they have a high speed or broadband internet access, a suitable environment, a webcam, and the required software. If students are unable to attain the correct technology, they need to contact the IT Helpdesk prior to the exam date, for assistance in resolving this issue. Unless otherwise specified by the syllabus, these are considered exams and must be taken in accordance with the Academic Dishonesty Policy. This policy can be found in the University Undergraduate Catalog at www.catalog.smumn.edu.

2. Student Records Policy: Students enrolled in the BSN Program are responsible for completing and updating required clinical and class records. Students must utilize the forms provided by the BSN Program. All records shall be legible and accurate. All appropriate information must be included.

E. Clinical Policies

1. Nursing Student Role and Title:

- a) Students are never permitted to represent themselves as Licensed Registered Nurses by either title or function while they are enrolled in the BSN Program. Students may not be compensated for their role as a student nurse during the program unless they are participating in a paid student nurse internship program. Patients have a right to know that part of their healthcare team includes a Bachelor of Science in Nursing student enrolled in a nursing program. Students must always identify themselves as such.
- b) Students are responsible for discussing their capabilities with their instructors. If a student feels that they are placed in any situation that may result in harm to a patient, it is their responsibility to notify their supervising clinical faculty or staff registered nurse immediately.
- c) **No nursing care can be rendered by a student without the consent of their supervising clinical faculty or staff registered nurse.**

2. Privacy Rights of Hospital Affiliates and Patients

- a) This program operates in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Students must complete HIPAA Certification prior to clinical rotations and complete the *HIPAA Certification Form*. The identity of our patients must be protected. **Under no circumstances shall any HIPAA or other protected information leave the clinical site.** This includes:
 - >Physical material form such as copies, hand written notes, or assignment sheets
 - > Electronic form on any personal technology device such as photos
- b) Students may not verbally discuss protected information to anyone other than those rendering care to them.
- c) Protected information and identifying characteristics must be omitted from all student work including care plans, reflections, & case studies
- d) Any identifying staff data must be held confidentially outside of the clinical setting. **Identification of a patient or staff member by either direct or indirect means may result in the student's dismissal from the BSN Program.** The only exception to this is when reporting a possible liability claim to the insurance company.

3. Student Clinical Expectations

- a) **Guest of Clinical Sites:** Nursing students are guests of the clinical partners being given the privilege of completing clinical learning experiences and being trusted with the wellbeing of the facility's patients/clients. Nursing students are responsible for knowing and following all clinical site policies. Failure to do so may result in termination from the clinical placement for the student and could jeopardize the relationship between the BSN program and the clinical site.
- b) **Preparation:** Nursing students are expected to arrive at the clinical site on time, dressed appropriately, and prepared to work and learn.

The clinical instructor may dismiss a student who is late, out of dress code, or unprepared.

- c) Supplies:** In addition to the scrub uniform, students are required to wear their Saint Mary's student nurse ID badge. Students must bring their own eye protection and N95 mask to each clinical. Currently, all sites require a medical grade face mask when on site or in a direct patient care area. Certain clinical sites may have a facility specific ID badge that needs to be worn in addition to the Saint Mary's badge. Students must have a black ball point pen, a watch with a second hand, and a faculty-approved stethoscope. Personal technology devices such as cell phones and smart watches are prohibited and must remain in your vehicle or personal bag. If you need a personal technology device for medical reasons, please submit this request to the Program Director.

- 4. Required Documents and Credentialing:** Prior to starting clinical learning experiences, students are required to submit a completed *Clinical Requirement Checklist* with all accompanying documents. **Nursing students must submit this documentation by July 1st of each year to be eligible to participate in Fall Semester clinicals.** If the student is unable to meet the requirements by the deadline, they must contact the Program Director. Failure to meet the requirements or communicate a need for extension by the deadline will prevent the student from being able to progress in the program. *See Appendix C: Clinical Requirement Checklist.*

a) Required Immunizations:

- > Documented immunity is required for: Rubella, Rubeola, Varicella, Mumps, Hepatitis B, and COVID-19. Immunity may be proven by immunization records (full series required) or titer.
- > Proof of receiving the Tdap vaccine (protection against diphtheria, tetanus, and pertussis) that extends to the date of the student's program graduation is also required.
- > Documented proof of **annual** vaccination against influenza is due October 1st of each year.
- > Vaccination will be required for non-immune or outdated status before clinical rotations are permitted.

- b) Tuberculosis Screening:** A 2-Step TB test, QuantiFERON-Gold, OR T-spot is also required **annually**. Students who are positive must have a negative 2-step TB test or have evidence that they have received treatment for a positive test. Proof of a negative chest x-ray within the last year must be submitted to the Program Director for all students who have positive TB tests. In addition, the student must have an annual exam with their primary care provider indicating that there has been no change in their lung health.

- c) Cardio-Pulmonary Resuscitation Certification:** Students must maintain continuous current certification in one and two-person CPR for infants, children, and adults throughout their progression in the BSN Program. This certification is valid until the expiration date on

the card. Only American Heart Association or American Red Cross Basic Life Support (BLS) can be used to meet this requirement. Although other providers may suggest that their CPR follows these organizations' guidelines, we will only accept certification from the American Heart Association or the American Red Cross. If you sign up for online American Heart Association BLS, you must also complete the hands-on skills testing. Proof of certification must be submitted prior to starting clinicals. A lapse in coverage or failure to have current certification may result in dismissal from that clinical course.

- d) Certified Nurse Assistant Training:** Prior to starting clinicals, all nursing students are highly encouraged to become a CNA.
- e) Criminal Background Studies:** Nursing students work with vulnerable persons as defined by the Minnesota Vulnerable Adults Act of 1995 and Wisconsin 1997, Act 27 and 1999 Act 9. In order to follow this legislation, criminal background studies must be submitted by all students **annually** and as required by both Minnesota and Wisconsin statutes. Failure to be cleared by either Minnesota or Wisconsin may result in dismissal from the BSN Program. Students are responsible for the cost of all background studies.
- f) Hazardous Material and Infection Diseases Training:** Students should be aware that working in hospitals and with patients exposes them to hazardous materials and infectious diseases. Enrollment in the BSN Program signifies recognition and acceptance of these risks. The BSN Program will provide training relating to infectious diseases and exposure prevention. Students will practice according to the procedures taught at all times. Failure to do so may result in disciplinary action against the student.
- g) Professional Liability Coverage:** Students will be charged a student fee by the BSN Program during each semester for professional liability insurance coverage. Therefore, no proof of insurance will be required from students at this time. Information will be given to students that pertains to the type of insurance coverage that has been provided.

5. Drug and Alcohol Policy: Nursing students are subject to all alcohol and drug use policies set forth by clinical sites in addition to University policy. Students should review these policies prior to the beginning of their clinical rotation.

The University policy is available on line at: www.catalog.smumn.edu

- a) Chemical abuse shall be defined as the misuse of alcohol and other drugs, which impair the individual's ability to meet standards of performance in classroom and clinical settings or contribute to inappropriate interpersonal interactions.
- b) Chemical dependency is defined as a state of chemical abuse in which there is a compulsion to take a drug, either continuously or periodically, in order to experience its psychic effects or to avoid the discomfort of its absence.
- c) No student shall come to class or clinical settings under the**

influence of alcohol, marijuana, controlled substances, or other drugs, which affect his/her alertness, coordination, reaction, response, judgment, decision-making, or safety.

- d) This also includes any unlawful possession, manufacture, distribution, diversion, or improper use of any prescribed, illegal, or controlled substances by any student in the BSN Program. Students must also comply with all local, state, or federal laws and regulations controlling the possession, manufacture, use, or distribution of controlled or illegal substances and alcohol.
- e) **There are circumstances in which students may need to take over-the-counter or prescribed medications that have the potential to impair their performance or personal behavior. This includes all medications impacting mental health and wellness, including anti-seizure and ADHD medications. All students are responsible for being aware of the effect these medications may have on performance and must disclose this information prior to the start of clinical rotations on the *Health Status Form: Prescribed Medications Disclosure Page*. Changes and new medications should also be disclosed to the Program Director.** When a student is taking medically authorized drugs or other substances, which may alter clinical judgment or performance, the student has the ethical responsibility to notify the clinical instructor of the potential or actual alteration.
- f) Failure or refusal to comply with the Drug and Alcohol Policy may be grounds for disciplinary action, including dismissal from the program. Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy.
- g) **Drug Testing Reasons:** The program requires students to submit to drug and/or alcohol testing under any or all of the following circumstances:
 - 1) Start of a clinical rotation:** A growing number of clinical sites now require students to have drug testing prior to placement in clinical rotations. Therefore, all students should anticipate that they will need to undergo drug testing at any time.
 - 2) Random testing as required by the clinical sites:** Clinical sites may require random testing of their staff, including students engaged in clinical rotations there. Students must cooperate with random drug testing required by their clinical sites.
 - 3) For cause:** A student may be required to undergo drug or alcohol testing for cause when the Program Director, in consultation with a clinical site faculty member, determines there is a reasonable suspicion that the student is impaired due to illegal or controlled substances or alcohol use or the use or misuse of prescribed or over-the-counter medications. Said suspicion may be based upon one or more of the following: unusual or aberrant behavior or patterns of abnormal or

erratic behavior; physical symptoms of impairment; arrest or conviction for a drug or alcohol related offense; evidence of drug tampering, drug diversion, or misappropriation; direct observation of drug use; discrepant drug counts; alterations in student clinical and/or didactic performance that may not be attributed to other causes; a work-related injury or illness that may have been related to use of an illegal or controlled substance or alcohol; observation of poor judgment or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or result in damage to equipment. Please see *Appendix D: Drug Testing Procedures*.

6. Clinical Site Considerations

- a) Housing:** Students may occasionally be assigned to a clinical site that is more than 60-miles from the Winona Campus. The University will work to offer basic housing at these sites. Should the care facility offer housing, the housing is considered facility/hospital property. Only the student may use off-campus housing; no pets or other individuals, including family members or others known to the student, are permitted on these premises. Smoking or the use of alcohol is prohibited. The property must be kept clean. No furnishings are to be taken from the property or added to the property. The doors are to be kept locked when the student is away from the premises. Any damages to the property will be the responsibility of the student. Any problems with the housing are to be reported to the clinical faculty within 24 hours.
- b) Parking and Transportation Costs:** Students parking at clinical sites must follow the parking policies of that site. All students are reminded to be aware of their surroundings at all times in urban settings and parking structures. At times, use of a security escort may be appropriate. Transportation between the school and clinical sites is the responsibility of the student. Most clinicals will occur within 60-miles of the Winona Campus, carpooling is encouraged when possible.

- 7. Injury or Illness at Clinical Site:** If an illness or injury is incurred by a student while attending a clinical rotation site, immediate care may be rendered by the affiliate hospital at the expense of the student. Students are not allowed to access employee health services at the clinical site because students are guests not employees of the healthcare system. Please note that any illness or injury incurred while on duty at a clinical site is not covered by the clinical site, BSN Program, or Saint Mary's University of Minnesota. If a student receives healthcare services at any clinical site (clinic, emergency care or other hospital service), the student must arrange for payment.

- 8. Clinical Probation and Dismissal:** A student who has performance or interpersonal problems may be given the option to either be placed on clinical probation with a performance improvement plan or be dismissed from the BSN Program. Depending upon the facts and circumstances of each case, the BSN Program reserves the right, through appropriate channels, to determine

which step(s) will be applied. The facts and circumstances of a student's situation will be shared with other faculty members and administrators in order to determine a course of action. Due process is always afforded to the student. Due process procedures are described in the University Undergraduate Catalog at www.catalog.smumn.edu.

V. PROGRAM EVALUATION AND IMPROVEMENT POLICIES

A. General Policy on Program Self-Assessment

1. **Policy:** The BSN Program self-assessment plan guides the systematic assessment of program indicators and outcomes. Assessment of the program is multifaceted, multidimensional, and a systematically designed process that assesses program effectiveness and guides the overall continuous evaluation of the Commission on Collegiate Nursing Education (CCNE) Standards for Accreditation of Baccalaureate programs, as well as all Minnesota Board of Nursing policies and regulations.
2. **Purpose:** The purpose of the *General Policy on Program Self-Assessment* is to:
 - a) Delineate the process of self-assessment by which the BSN Program is able to determine its' effectiveness in educating pre-licensure nurses.
 - b) Inform students, instructors, and members of the community of interest, the process by which the BSN Program conducts self-assessment.
 - c) Provide a schematic presentation of the overall self-assessment of the BSN Program.
 - d) Demonstrate stakeholder input regarding programmatic competence and safety.
3. **Procedure:** The process of self-assessment is a two-stage procedure with shared responsibilities and consisting of administrators, faculty, interns, graduates, committees, and when appropriate, the public.
 - a) The first stage involves the evaluation of the BSN Program and its outcome measures, faculty and student performance, clinical facilities and student experiences, didactic and clinical instruction, and overall programmatic competence and safety.
 - > A variety of assessment tools are utilized for the assessment of the indicated categories.
 - b) The second stage assesses the results of the evaluations and makes recommendations for program change as appropriate.
 - > Results of the assessment process will be reported to the BSN Program leadership and Dean of the School of Health and Human Services
 - > Committees designated to review evaluation data.
 - > Recommended changes are made and approved, as indicated.
 - c) Self-Assessment Summary

B. Self-Assessment Summary

Component Assessed	Assessment Frequency	Responsible Party	Assessment Method	Reviewer of Data
Program (Internal & External Assessment)	· Annual	· Students · Employers · Graduates · CCNE	· BSN program exit survey tool/ interview · BSN graduate survey tools · BSN employer survey tools · CCNE Self-Study and Site visits	· Program Director · Nursing Chair · BSN Faculty · Dean of School · Program Advisory Committee · Nursing Faculty Committee · Student Advisory Committee · Self-Study Committee
Student Nurse	· Weekly/ Monthly	· Didactic Faculty · Clinical Faculty · Chair of Nursing · Program Director	· Quizzes, tests, papers, practical exercises · Clinical evaluation tools, simulations · Board Practice Course and Exams	· Program Director · Nursing Chair · Nursing Faculty Committee
Instructor Didactic	· Each Term or Semester	· Students · Program Director · Nursing Chair	· SMUMN-developed standardized course evaluation · SMUMN faculty performance appraisal · BSN faculty evaluation tools	· Program Director · Nursing Chair · Nursing Faculty Committee
Instructor Clinical	· Each Clinical Rotation	· Students · Clinical Preceptors · Program Director · Nursing Chair	· BSN faculty self evaluations · BSN clinical site evaluation tools	· Program Director · Nursing Chair · Nursing Faculty Committee
Courses (Didactic & Clinical)	· Each Term or Clinical Rotation	· Students	· SMUMN developed standardized course evaluation · SMUMN Curriculum Committee	· Program Director · Nursing Chair · Nursing Faculty Committee · SMUMN Curriculum Committee
Clinical Sites	· Each Term or Clinical Rotation	· Students · Clinical Preceptors · Program Director · Nursing Chair	· BSN clinical site evaluation tools · Site visits	· Program Director · Nursing Chair · Nursing Faculty Committee · Student Advisory Committee
Graduates	· Annual	· NCLEX · Employers	· NCLEX EXAM · BSN employer evaluation survey	· Program Director · Nursing Chair · Program Advisory Committee · Nursing Faculty Committee

C. Program Annual Assessment Protocols: Program effectiveness is evaluated by the program annually and by the University bi-annually.

D. Evaluation of Student Academic Progress: Academic progress is determined in accordance with each course syllabus. Overall student GPA is reviewed by the Program Director at the end of each semester. Strategies to assist students in meeting academic standards are addressed within the Nursing Department.

E. Evaluation of Academic Courses and Faculty

1. Course evaluation forms are made available to students upon completion of each course. This evaluation addresses the course content, delivery and assessment methods, and the faculty member's performance. These forms are collated and sent to the course instructor(s), Program Chair, and School Dean. Anonymity of the individual student is assured. Course evaluations are reviewed by the Program Director, and discussed with individual faculty members.
2. Faculty classroom observations are completed by the Program Director. The results are discussed in a follow-up conversation between the faculty member and the Program Director.

F. Evaluation of Student's Clinical Progress (See clinical course syllabi)

G. Evaluation of Clinical Affiliate Sites and Clinical Faculty Members: The students of the BSN Program evaluate the clinical faculty and the clinical affiliation sites at the end of their clinical experiences. Student evaluations of clinical sites are due as per the syllabus. These evaluations are not anonymous. Collated evaluations are discussed between the Clinical Instructor and the clinical site's leadership team. If an issue is apparent, the Clinical Instructor will confer with the student and the clinical site's leadership team. The collated results of these evaluations are distributed to the Program Director and the Program Advisory Committee.

H. Final Program Evaluation: Students are required to complete an on-line program evaluation which is made available during their final semester in the program. Responses from individual students are anonymous. Results are collated and reported to University Administration, Dean of the School of Health and Human Services, BSN Program Director, Program Academic and Clinical faculty, and the Program Advisory Committee.

I. Graduate and Graduate's Employer Evaluation of the Program: An evaluation form is sent to each graduate twelve months after their graduation from the program. A similar evaluation form is sent concurrently to the employers of graduates. Results are collated and reported to University Administration, Dean of the School of Health and Human Services, BSN Program Director, Program Academic and Clinical faculty, and the Program Advisory Committee.

J. Evaluation Forms: All forms are reviewed and updated annually and as needed.

VI. PROGRAM COMMITTEE STRUCTURE

A. Committee Structure/Frequency of Committee meetings

The following is a listing of standing committees of the BSN Program:

1. Program Advisory Committee: Annually and as needed
2. Nursing Faculty Committee: Each semester at midterm and as needed.
3. Student Advisory Committee: Once each semester and as needed
4. Self- Study Committee: As needed

B. Program Advisory Committee:

1. The Program Advisory Committee shall pursue excellence in education of nurses through the derivation, institution and evaluation of new and pre-existing program policies and objectives. This committee reviews resources available to the program and its students in an attempt to ensure that each student has the opportunity to achieve the program objectives. The committee is guided by the sponsoring institution's mission statements, the Board of Nursing Standards and Guidelines, and input from the various spheres of practice in which the Program operates. Given the program design, this committee will evaluate the program and make recommendations for policy changes and program improvement.
2. Scope and Responsibility: Ensure compliance with the standards set forth by the Minnesota Board of Nursing and CCNE through:
 - a) Review of the academic, clinical, and program outcome objectives.
 - b) Plan for adequate learning resources (library, audio-visual materials, and clinical areas for clinical practicum) necessary to achieve instructional goals.
 - c) Assure that program content is arranged in a logical, sequential manner, consistent with sound educational principles, facilitating student learning.
 - d) Conduct an annual review of requirements, policies, procedures, and standards set forth by the Minnesota Board of Nursing and CCNE accreditation, and assure compliance with these requirements.
 - e) Assist the Chair of Nursing in planning and evaluating the student's academic and clinical curricula to help assure compliance with program outcome objectives.
 - f) Conduct an ongoing assessment to determine what resources and experiences will be needed in the future and plan for the acquisition of these resources.
 - g) Conduct an annual review to ensure that the program policies and procedures listed in the BSN Program Handbook are relevant and in accordance with Lasallian Catholic institutional mission and values.
 - h) In cases where decisions made by this committee impact University policy or procedure, the decisions are recommendations to be reviewed by the Chair of Nursing and recommended to appropriate University Committee(s) and/or the Dean of the School of Health and Human Services

3. Members of the Committee are:

- a) Administrative representatives from clinical affiliates, hospitals and practice groups
- b) Program academic and clinical faculty members
- c) Student Advisory Committee members
- d) Program Director-Chair
- e) Public Member
- f) Six Student Representatives (or more at the discretion of the Nursing Chair)
- g) Alumni Representative
- h) Dean of the School of Health and Human Services

C. Nursing Faculty Committee:

1. The purpose of this committee is to provide a forum for communication and collaboration between nursing faculty members and administration in order to ensure the delivery of a relevant and rigorous nursing curriculum. This committee is primarily responsible for designing, implementing, and evaluating the Bachelor of Science in nursing degree curriculum. The committee is guided by the sponsoring institution's mission statements, the Minnesota Board of Nursing Guidelines, CCNE requirements, and input from the various spheres of practice in which the Program operates.
2. All recommendations or decisions are to be reviewed by Nursing Leadership. Recommended changes in the curriculum are to be presented to the Undergraduate Curriculum Committee for input and approval prior to implementation. Recommended changes in the academic policy or procedure are to be presented to the Saint Mary's University of Minnesota Academic Policy Committee for input and approval prior to institution. Other types of changes are referred to the Dean of the School of Health and Human Services.
3. Scope and Responsibilities
 - a) Review the academic performance of each student.
 - b) Make recommendations regarding student remediation.
 - c) Review the course and program assessment tools.
 - d) Formulate recommendations regarding the curriculum based on the program, instructor, and course evaluations, clinical site evaluations, student performance evaluations, and changes in the industry.
 - e) Review the BSN Student Handbook, including the program mission, vision, goals, and the program outcomes and recommend changes as warranted.
 - f) Formulate recommendations pertaining to the enhancing program resources.
 - g) Participate in Saint Mary's University faculty development activities.
 - i) Assist in preparing the annual program assessment and accreditation reports.
4. The Nursing Faculty Committee shall meet after the mid-term each semester (approximately the second week in October and March). The meetings will be held on the Winona campus with a virtual attendance option.

5. The Nursing Faculty Committee shall consist of the following persons:
 - a) Chair of Nursing
 - b) Bachelors of Science in Nursing Program Director
 - c) Academic faculty representatives
 - d) Clinical faculty representatives
 - e) Academic advisers
 - f) Dean of the School of Health and Human Services

D. Bachelor of Science in Nursing Student Advisory Committee

1. The Bachelor of Science in Nursing Student Advisory Committee (SAC) represents all BSN students. This committee is designed to address and study issues that affect the Saint Mary's BSN community. The SAC ensures that information is funneled in both directions, from students to administrators/faculty and from faculty/administrators to students. Representatives maintain the professional image of the profession, institution, program, and student body.
2. Organization: The SAC will be composed of three or more members from each cohort elected by their cohort or appointed by program leadership annually. Student representatives must be in good standing in both the academic and clinical curricula. Program leadership attend meetings as non-voting members. Academic advisors, students, University officials, academic and clinical faculty attend as needed.
3. Meetings:
 - a) Regular Meetings: The SAC will meet at a minimum once per semester. Issues from the student, faculty, and staff are added to an agenda that is presented to members at least a week in advance. Approval of any issue requires a 2/3 vote of the SAC members. Matters discussed and decided by vote at SAC meetings will represent the official student position in discussions with faculty and administrative officials.
 - b) Emergency Meetings: The SAC Chairperson can, at any time, call an emergency meeting to discuss problems requiring immediate attention.
4. Scope and Responsibilities
 - a) The committee assures that students are represented and have the opportunity to participate effectively in policy matters that are relevant to their education and their lives as students.
 - b) Represent student interests and grievances to the faculty and administrative staff of the BSN Program.
 - c) Ensure that relevant information is funneled in both directions, from students to administrators/faculty and from faculty/administrators to students.
 - d) Facilitate social interaction within and between cohorts.
 - e) Reach out to other programs and professional organizations to elicit and support professional relationships.
 - f) Represent the department in the case of special or departmental events.

E. Self-Study Committee

1. Objectives: The Self-Study Committee will collect input from the previous self-study and corresponding CCNE summary accreditation reports, the Undergraduate Curriculum Committee, Nursing Faculty Committee, Program Advisory Committee, and University administrators. This information will be used to:
 - a) Review continuous on-going evaluation of the BSN Program.
 - b) Recommend changes in the BSN Program in order to meet current accreditation standards.
 - c) Monitor trends in nursing that may affect the accreditation status of the BSN Program
 - d) Assist with the completion and submission of the self-study in preparation for the on-site visit by CCNE or other accrediting bodies.
2. Members of the Committee are:
 - a) Chair of Nursing
 - b) Bachelors of Science in Nursing Program Director
 - c) Members of the Program Advisory Committee
 - d) Dean of the School of Health and Human Services
 - e) Curriculum and Assessment Representative
 - f) Other representatives from the academic and clinical faculty, university administration and the community of interest as needed.
3. The Self-Study Committee will meet on an as-needed basis when performing a Self-Evaluation Study for accrediting bodies or agencies.

Appendix A: Specific Technical Standards

1. Visual, Auditory, and Tactile

- Ability to make accurate visual, auditory, and tactile observations to gather and then interpret data in the context of nursing assessment throughout the continuum of care.
- Ability to document observations and maintain accurate records
- Examples:
 - Visual: Correctly draw up medications in a syringe or detect changes in patient condition such as skin color changes
 - Auditory: Able to detect sounds using stethoscope or detect audible mechanical alarms noting change in patient's physiological status
 - Tactile: Able to detect temperature changes or anatomical abnormalities such as edema, swelling, and nodules

2. Communication

- Ability to communicate both verbally and nonverbally with accuracy, clarity, efficiency, and effectiveness with patients, family members, and other members of the healthcare team
- Effective communication through the English language, both written and spoken
- Ability to maintain accurate patient records, present information in a professional and logical manner, and provide patient instruction to effectively care for patients and families
- Examples:
 - Able to give and follow verbal directions and participate in care team discussions regarding patient care
 - Able to elicit and record detailed information about health history, current health state, or response to treatment
 - Able to convey information to patients and others as needed to teach, direct, and counsel under varied circumstances

3. Motor

- Ability to perform gross and fine motor movements with sufficient coordination to provide safe care and treatment to patients in all health care environments
- Possess the physical endurance, strength, stamina, and mobility to meet demands associated with extended periods of standing, moving, and physical exertion required for satisfactory and safe performance in the lab, clinical, and classroom settings
- Ability to respond promptly to urgent/emergent situations which may occur during clinical experiences
- Examples:
 - Able to complete physical examination utilizing palpation, percussion, and auscultation
 - Mobility sufficient to carry out patient care procedures including wound care, injections, peripheral IV placement, catheter placement, etc.
 - Physical endurance and stamina to complete up to 12-hour clinical days
 - Strength and gross motor skills to safely participate in lifting, turning, and ambulating patients.

Appendix B: BSN Clinical Dress Code**1. Uniform:**

- Top: Navy blue scrub top, with Saint Mary's University logo
 - You may wear a short-sleeved or long-sleeved undershirt (black, white, or gray)
 - You may not wear anything overtop the scrub top (no jackets, fleeces, sweaters)
- Bottom: Black scrubs pants
 - Must be straight leg, no leggings, no joggers
- Shoes: Fluid resistant material, without holes and covers the entire foot
 - Must be 95% black (Logo, piping, or laces, soles may differ in color)
 - Black Socks are Required
- ID Badge: Required for all patient interaction, must be worn at chest level or higher
- Eye Protection: Goggles or face shield

2. Jewelry:

- May have 2 non-dangling post style earrings per ear; No visible facial piercings
- Watch with second hand; No smart watches
- Wedding band/engagement ring is acceptable, but must be clean
- Short necklaces are okay, No bracelets

3. Appearance:

- Hygiene: Appearance should be neat, clean, and well groomed
 - Cologne, perfume, and other fragrances should be avoided
 - Offensive odors, such as tobacco and body odor should be eliminated
- Hair: Neat & Clean; Only natural colors
 - Shoulder length or longer must be pulled back for infection control reasons
 - Facial hair is not allowed because N95 mask cannot seal properly with facial hair
- Fingernails: Clean, Short (Length under ¼ inch)
 - Plain without polish, gel, or acrylics of any kind (includes dip and strips)
- Tattoos: Generally, not accepted as professional and discouraged
 - No tattoos on the face, neck, or hand
 - No visible profanity, offensive or sexual content
 - Discretion of the clinical instructor to determine if tattoo needs to be covered

Many clinical sites have Attire and Appearance Policies for all facility employees and trainees. The student is responsible for knowing and following all dress code policies at each clinical site.

Shoes: Shoes harbor bacteria and most facility staff change into 'work shoes' upon arrival at clinical, and change back into 'non-work shoes' upon leaving. Athletic shoes, clogs, or other high-quality shoes are recommended. Due to sterility and safety concerns, open-toe shoes are not allowed at any time at clinical practicum.

In the event that the student is not meeting this BSN Clinical Dress Code, the instructor may dismiss the student from the clinical, simulation, or skills lab learning experience. Any missed learning experience due to Dress Code Deficiencies must be made-up by the student. The student is responsible for arranging the makeup with the instructor.

Appendix C: Clinical Requirement Checklist

Freshman Year: *Collect Documentation and Complete as necessary*

1. Immunization requirements: Provide Immunization Records or Titer Results

- ☐ TDAP (Adult Dose)
- ☐ MMR Dates (2 shot series) or Titer
- ☐ Varicella (Chicken Pox) Vaccine Dates (2 shot series) or Titer
- ☐ Hepatitis B Vaccine Dates (3 shot series) or Titer
- ☐ Covid Vaccine Dates (Full series-1 or 2 shot)
- ☐ **Annual** Influenza Vaccine Dates

2. Tuberculosis Screening (Complete one of the following **Annually**): Provide Test Results

- ☐ 2-Step Mantoux (Tuberculin Skin Test)
- ☐ QuantiFERON-Gold Blood Test
- ☐ T-spot Blood Test

3. CPR Certification: Provide American Heart Association or American Red Cross Certification Card

- ☐ Basic Life Support for Healthcare Providers:
 Date of Certification: _____
 Expiration Date: _____

4. CNA Training Highly Recommended

- ☐ Course Details: _____ Date: _____

5. Background Checks

- ☐ Minnesota Department of Human Services (MN DHS) Background Study
- ☐ Wisconsin Background Information Disclosure (BID) Form
- ☐ National Criminal Background Study

6. Orientation Forms

- ☐ BSN Handbook and Policy Acknowledgement
- ☐ Health Status Form
- ☐ HIPAA Certification Form

Annual Requirements

1. CPR: Renew every 2 years and upload a copy of new CPR certification.
2. Tuberculosis Screening: Annually by July 1st
3. Influenza Vaccine: Receive annual vaccine and upload by October 1st.

Appendix D: Drug Testing Procedures

The following measures will be enacted:

- 1) The student must be tested at a facility approved by the Program
- 2) The student must fully comply with the testing facility's methods and procedures for collecting samples
- 3) The test shall screen for the use of the controlled substances or any other controlled substances that are suspected of being abused or used by the student.
- 4) Urine, serum, hair, and saliva analysis or a combination of these may be tested.
- 5) The student will disclose any prescribed or over-the-counter medications, as well as any dietary habits that could modify testing results.
- 6) If the accuracy of a positive test is disputed by the student, the student may request a retesting of samples by the facility; however, the cost of the additional testing would be borne by the student. Testing done outside the appropriate window of time will not be considered valid.
- 7) Substance abuse is verified if either:
 - (i) the positive test result is not disputed, or
 - (ii) if the student-requested retest is positive.
- 8) If the test is inconclusive, the screening will be treated as positive until definitive analysis by alternate testing is accomplished. During this time the student will not be permitted to have any contact with patients and families but may be allowed to attend classes, pending the approval of the Program Director.
- 9) The testing facility will make a final report of the test results (positive, negative, or inconclusive) to the Program Director.
- 10) A student who is required to and submits to drug and alcohol screening will be expected to authorize the release of the results to the BSN Program and other relevant University offices.

Positive Test: A positive drug screen for any of the following substances will result in immediate removal from coursework and clinical experiences, along with consultation with the Clinical Instructor, Program Director, and Dean of the School, with possible dismissal from the BSN Program and the University: amphetamines or similarly acting sympathomimetics, cannabis, cocaine, hallucinogens, inhalants, phencyclidine (PCP) or similarly acting arylcyclohexylamines.

Confidentiality: All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. Test results will be sent to the Program Director. Records will be maintained electronically on secure University servers. While the results of testing are confidential within the University community, the information regarding substance abuse and rehabilitation must be shared with the Minnesota and Wisconsin Boards of Nursing.