



**Saint Mary's
University**

NURSING CARE

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

**Student & Administrative Handbook
2025-2026**

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

The BSN Handbook should be used in conjunction with the Saint Mary's University of Minnesota Catalog and Student Handbook. If the BSN Handbook conflicts with the University Catalog and/or Student Handbook, the more stringent policy or procedure will take precedence. The BSN 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 Handbook is not to be regarded as a contract.

Sister Agnes Mary Graves, RSM, DNP
5-21-2025

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 baccalaureate degree program in nursing at Saint Mary's University of Minnesota is accredited by the [Commission on Collegiate Nursing Education](#). Graduates of the BSN Program are qualified to sit for the NCLEX to obtain licensure as a Registered Nurse.

B. Nursing Faculty and Staff:**Sister Agnes Mary Graves, RSM, DNP, APRN-CNP**

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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 Saint 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 American Association of Colleges of Nursing (AACN) 2021 essentials 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 University 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:** The BSN program is influenced by *Debriefing for Meaningful Learning*© (DML) as 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 & Nutrition (2)
B260 Anatomy & Physiology I (3) (GEN-ED)	B270 Anatomy & Physiology II (3) (GEN-ED)
B261 Anatomy & Physiology I Lab (1)	B271 Anatomy & Physiology II Lab (1)
PY111 General Psychology (3) (GEN-ED)	PY211 Developmental Psychology (3) (GEN-ED)
INT101 First Year Experience Anchor Course (3)	COM202/204 Communications (3)
E130 First Year Writing (3)	TH111 Thinking Theologically (3)
SEMESTER 3: 15 Credits	SEMESTER 4: 16 credits
N260 Fundamental Nursing Care (LAB) (4)	N350 Pathophysiology-Pharmacology I (3)
N345 Art & 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 & 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 Communications (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 & 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 (3)	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
3. Children's Minnesota: Minneapolis, MN
4. Emplify Health: La Crosse, WI; Onalaska, WI; Additional Sites
5. Emplify - St. Elizabeth's Hospital: Wabasha, MN
6. Hennepin County Medical: Minneapolis, MN
7. Marshfield Clinic Health System: Eau Claire, WI; Additional Sites
8. Mayo Clinic Health System SWWI: LaCrosse, WI; Onalaska, WI; Additional Sites
9. Mayo Clinic: Rochester, MN
10. M Health Fairview: Edina, MN
11. Olmsted Medical Center: Rochester, MN
12. Regions Hospital: St. Paul, 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. The cohort has a maximum capacity of 50 students.

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, Algebra II, or College 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 Director of Nursing 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 Director of Nursing 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. Academic Policies, Progression, and Ceremonies

- 1. Academic Advising:** The Director of Nursing serves as the academic advisor of all freshman nursing students. The Director of Nursing declares their nursing major in the freshman year. After the freshman year, all nursing students are assigned a full-time faculty member as their advisor. Once their nursing major is declared, they are officially considered a nursing student.

The nursing faculty advisor may change during the BSN Program at the discretion of the Director of Nursing. A student may request to change academic advisors by emailing the Director of Nursing. This request may or may not be granted at the discretion of the Director of Nursing. Nursing students are required to meet with their academic advisor to discuss progression and course registration. Students are responsible for preparing their academic advising worksheet and bringing it to all academic advising meetings. Additional meetings may be requested by the academic advisor, student, or Director of Nursing as needed.

- 2. Admission to Nursing Clinical Requirements:** Qualifications to participate in nursing clinical courses and rotations

- 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
 - > To ensure adequate preparation for the nursing program, all nursing students must achieve a grade of C or better in each required core science course and its associated lab (B260, B261, B270, B271, C150, C151, B253, B254)
 - > Students are permitted to retake only one core science course in which a grade below C was earned. Failure to achieve a grade of C or better after retaking a core science course, or failing to meet the minimum grade requirement in more than one core science course, will result in dismissal from the Nursing Program.

- d) Provide documentation of all required immunizations, negative tuberculosis screening, CPR certification, 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 Form
 - > Health Status Form
 - > HIPAA Certification Form

3. 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.

4. Grading Policies

- a) The lecture portion of each nursing course is graded according to the BSN Program grading scale
 - A 95-100%
 - AB 90-94%
 - B 85-89%
 - BC 80-84%
 - C 75-79%
 - CD 70-74%
 - D 60-69%
 - F Below 60%
- b) The Group Clinical subsection of each nursing course is graded Pass/No Credit. Capstone clinicals are graded Pass/No Credit. Clinical assignments will be graded and entered into overall course grade.
 - To Pass the student must pass the clinical evaluation tool by demonstrating the required competencies with direct supervision.
 - No Credit will result in a grade of F in the overall course.
- c) The Hospital observation clinicals subsection of each nursing course is graded Pass/No Credit. Clinical assignments will be graded and entered into overall course grade.
 - To Pass the average of all clinical assignments must be 75% or better.
 - No Credit will result in a grade of F in the overall course.
- d) The simulation subsection of each nursing course is graded Pass/No Credit. Simulation assignments will be graded and entered into overall course grade.
 - To Pass the average of all simulation assignments must be

75% or better.

- No Credit will result in a grade of F in the overall course.
- e) 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.
- f) Off-Campus Exams: Courses may offer exams that are administered via the school Learning Management System (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.
- g) Students must maintain a cumulative GPA of 3.0 or better to stay in the Bachelor of Science Nursing Program.
- h) 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.
- i) Please see University Undergraduate Catalog- Student Complaint Policy and Procedure <http://www.catalog.smumn.edu/content.php?catoid=31&navoid=1513#student-complaint-policy-and-procedure>

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. 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 University 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.

7. 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.

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. It is suggested that students invest a minimum of 2 hours per credit hour in outside study, reading, and preparation.

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) **Make-Up Work Policy:** If a student anticipates missing class, follow the guidelines in the Attendance Policy above to notify the instructor. Many activities during class are worth points.
 - > Pre-approved absences have makeup work as assigned by instructor. If a student does not complete the makeup work by the established deadline, the student will receive no credit.
 - > Unapproved absences will not allow the student to have an opportunity to make-up the in-class points. The student can still turn in the assignment for learning feedback, but will receive no credit.
- d) **Late Assignments Policy:** Late work may be accepted for outside of class assignments at the discretion of the instructor. If late work is accepted, it will receive a 5% deduction for each day it is late.
- e) **Tardy Policy:** If a student anticipates being late, follow the guidelines in the Attendance Policy above to notify the instructor. The Late Policy does not apply to pre-approved late arrivals.
 - > If a student is less than 5 minutes late for Clinical, Nursing Lab, or Simulation:
 - First occurrence, the student will receive a verbal warning
 - Second occurrence, the student will receive a written warning
 - Third occurrence, the student will be sent home and needs to schedule a makeup.
 - > If a student is 5 minutes or more late for Clinical, Nursing Lab, or Simulation:
 - Clinical: The student will be sent home & must contact the instructor to schedule a makeup.
 - Nursing Lab/Simulation/Class: Up to the discretion of the instructor. May receive a zero on all assignments related to that class period.
- f) **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 Director of Nursing. 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.
- g) **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 personal or entertainment use 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/Simulation/Lab Attire:** Students will be asked to wear BSN Clinical/Simulation/Lab 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/Simulation/Lab 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. Students should remove BSN Clinical/Simulation/Lab Attire before attending social or personal events. Please see **Appendix B: BSN Clinical/Simulation/Lab Dress Code**
- d) **Students must bring stethoscope, watch with second hand, and black pen to all clinical, simulation, and skills lab learning experiences.**
- d) **Exceptions to the Dress Code** may be made for religious, cultural, or medical reasons. Students should request exceptions from the Director of Nursing.
- f) **Identification Badges:** Students are required to wear a badge identifying their name and role at all times while at a clinical site. The ID badge should be worn at chest level. 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, simulation, 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.

d) Artificial Intelligence Policy: The nursing program at Saint Mary's University of Minnesota enforces standards of honesty and integrity in all academic-related work and does not tolerate plagiarism, intentional misrepresentation, or misconduct. Students may not use artificial intelligence tools (such as ChatGPT) on assignments unless faculty

permission is obtained in advance. The use of artificial intelligence tools must be properly documented and credited. For example, text generated using ChatGPT should include a citation such as (ChatGPT, MM, DD, YYYY of the query). Material generated using other tools should follow a similar format.

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 Director of Nursing 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 Director of Nursing prior to the effective date of the resignation. The Director of Nursing 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. 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 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. Students should bring clinical paperwork including concept map care

plan, clinical evaluation tool, clinical journal prompt, and all clinical orientation instructions. 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 Director of Nursing.
- d) Saint Mary's University BSN students should not leave the clinical site during their clinical shift for any reason. This includes leaving the site during the break to obtain food or other supplies. Leaving the clinical site involves the risk of unexpectedly not being able to make it back to the site resulting in patient abandonment. If the student does need to leave the site for an emergency situation, the student should notify the clinical instructor before they leave.

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 Director of Nursing. 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 November 1st of each year unless required earlier.
- > 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, or as required by clinical sites.** 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 Director of Nursing 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) **Basic Life Support Certification:** Students must maintain continuous current certification in one and two-person BLS 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 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. A national background check is also required. 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 Director of Nursing.** 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. Chronic health conditions requiring monitoring should be managed in such a way as to ensure safety for nursing student and patients. The clinical instructor may dismiss a student from clinical if condition impairs ability to provide safe patient care. If you are sick or injured during your clinical shift, you should contact your clinical instructor ASAP.

- 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. SYSTEMATIC PROGRAM EFFECTIVENESS PLAN

- A. **Systematic Program Effectiveness Plan (SPEP):** The BSN Prelicensure Program has a Systematic Program Effectiveness Plan (SPEP) which guides the 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.
- B. **Purpose:** The purpose of the SPEP is to delineate the process of assessment by which the BSN Pre-Licensure Program is able to determine its' effectiveness in fulfilling its mission and goals as evidenced by achieving expected program outcomes. Program outcomes include student outcomes, faculty outcomes, and other outcomes identified by the program. Data on program effectiveness are used to foster ongoing program improvement. educating pre-licensure nurses.
- C. **Standards:** The SPEP assesses the Commission on Collegiate Nursing Education's 2018 Standards for Accreditation of Baccalaureate and Graduate Nursing Programs.
 1. **Standard I Program Quality: Mission and Governance:** The mission, goals, and expected program outcomes are congruent with those of the parent institution, reflect professional nursing standards and guidelines, and consider the needs and expectations of the community of interest. Policies of the parent institution and nursing program clearly support the program's mission, goals, and expected outcomes. The faculty and students of the program are involved in the governance of the program and in the ongoing efforts to improve program quality.
 - i. Refer to this BSN handbook for program mission, goals, outcomes, and policies.
 - ii. Students, Faculty, or Staff may make recommendations for changes at any time. Contact the Director of Nursing.
 2. **Standard II Program Quality: Institutional Commitment and Resources:** The parent institution demonstrates ongoing commitment to and support for the nursing program. The institution makes resources available to enable the program to achieve its mission, goals, and expected outcomes. The faculty and staff, as resources of the program, enable the achievement of the mission, goals, and expected program outcomes.
 - i. University Budgeting Process managed by Director of Nursing
 3. **Standard III Program Quality: Curriculum and Teaching-Learning Practices:** The curriculum is developed in accordance with the program's mission, goals, and expected student outcomes. The curriculum reflects professional nursing standards and guidelines and the needs and expectations of the community of interest. Teaching-learning practices are congruent with expected student outcomes. The environment for teaching-learning fosters achievement of expected student outcomes.
 - i. Annual May Nursing Faculty Assessment Workshops for curriculum evaluation and revision.

4. **Standard IV Program Effectiveness: Assessment and Achievement of Program Outcomes:** The program is effective in fulfilling its mission and goals as evidenced by achieving expected program outcomes. Program outcomes include student outcomes, faculty outcomes, and other outcomes identified by the program. Data on program effectiveness are used to foster ongoing program improvement.

- i. May Nursing Faculty Assessment Workshops

D. Procedure:

1. May Nursing Faculty Assessment Workshops: Each year, the full-time Nursing Faculty members participate in the May Nursing Faculty Assessment Workshops. The academic year usually draws to a close by the first week of May. During this time, the Director of Nursing and Faculty assess many components of the program.
 - i. Mission & Vision
 - ii. Curricular Review and Revision as needed
2. Faculty insights, student evaluations, examples of student assessments; ATI analytics on standardized exams; clinical evaluation forms; clinical site feedback
3. Review nursing program course sequence; alignment of 2021 AACN Essentials Domains, Concepts, and Competencies; alignment of the Careful Nursing Philosophy and Professional Practice Model
4. Revise Course Descriptions; Course Objectives; Course Assessment strategies as necessary.
 - i. Faculty Evaluations: Student Evaluations; Self-Evaluation; Director of Nursing Evaluation
 - ii. Document Review: BSN Handbook; College Faculty Handbook; Winona Undergraduate Catalog; Nursing Webpage and all marketing materials
 - iii. Resources Review:
 1. Finances: BSN Pre-Licensure Budget Report & Major Expenditures Planning
 2. University Facilities & Clinical Site Utilization Report
 - iv. Annual report on Faculty Workload; Review Full-Time Nursing Faculty Workload Policy and Faculty Outcomes. Revise as needed.
 - v. Expected Program Outcomes compared to Actual Program Outcomes:
 1. Faculty Evaluation of Actual Outcomes
 2. Analysis of Senior Student's Exit Survey
 3. Revisions as needed for any areas needing improvement
 - vi. Enrollment Review: Number of declared majors and attrition given each year. Data on completion rates given after May commencement. Faculty review of data and revisions as needed for program improvement. Any benchmarks not met, improvement plan created and implemented.
5. Fall Department Professional Development Workshop

- i. Report & Revised copies of materials listed above
- ii. Annual report on NCLEX pass rates; employment rates; aggregate faculty outcomes. Faculty review of data and revisions as needed for program improvement. Any benchmarks not met, improvement plan created and implemented.

E. Benchmarks:

1. The completion rate is 70% or higher for the most recent calendar year when excluding students who have identified factors such as family obligations, relocation, financial barriers, and decisions to change major or to transfer to another institution of higher education.
2. BENCHMARK: the NCLEX-RN® pass rate for each campus/site and track is 80% or higher for first-time takers for the most recent calendar year (January 1 through December 31).
3. BENCHMARK: The employment rate is 70% or higher. However, if the employment rate is less than 70%, the employment rate is 70% or higher when excluding graduates who have elected not to be employed.
4. Full Time Nursing Faculty Outcomes:
 - i. *Teaching*
 1. *Implement a variety of instructional and assessment teaching strategies appropriate to learner needs, desired learner outcomes, and context and use information technologies to support the teaching-learning process.*
 2. *Create opportunities for learners to develop critical thinking and critical reasoning skills.*
 - ii. *Scholarship*
 1. *Engage in continued learning to improve teaching practices that facilitate learning. Attend Faculty Workshop days sponsored by the University annually.*
 2. *Demonstrate current knowledge of nursing practice/healthcare in the subject area taught and provide real world examples in the classroom.*
 3. *Professional self-improvement such as membership in professional societies, research, publishing, presentations, and certifications.*
 - iii. *Service*
 1. *Serve as academic advisors and mentors for students in the program.*
 2. *Attend major University events such as Convocation Day, Founder's Day, and Commencement.*
 3. *Participation with the recruitment activities of the Office of Admissions through engagement with prospective students.*
 4. *Service to the University through regular attendance at faculty meetings and willingness to serve on at least one faculty committee.*
 5. *Service to the department through regular attendance at department meetings, activities, nursing blessing ceremony, and pinning ceremony.*

5. Adjunct Faculty Outcomes:

i. *Teaching*

1. *Implement a variety of instructional and assessment teaching strategies appropriate to learner needs, desired learner outcomes, and context and use information technologies to support the teaching-learning process.*
2. *Create opportunities for learners to develop critical thinking and critical reasoning skills.*
3. *Baccalaureate prepared faculty teaching clinical purposefully engage with a graduate-prepared faculty member who oversees their clinical faculty role.*

ii. *Scholarship*

1. *Demonstrate current knowledge of nursing practice/healthcare in the subject area taught and provide real world examples in the classroom.*
2. *Faculty teaching clinical have significant clinical experience of at least 2 years full-time nursing.*
3. *Faculty teaching clinical maintain clinical expertise by completing relevant continuing education within the last 2 years related to the clinical area in which they will teach or are enrolled in graduate-level courses.*

1. Preceptor Qualifications:

- i. *Baccalaureate prepared registered nurse*
- ii. *Current RN license*
- iii. *Clinical practice in related areas for at least 12 months.*
2. **Aggregate Teaching BENCHMARK:** At least 70% of the full time nursing faculty met the individual teaching benchmark by carrying 11-12 workload units/semester and 22-24 workload units total/year.
3. **Aggregate Teaching BENCHMARK:** At least 70% of the full time nursing faculty met the individual teaching benchmark by demonstrating four out of four teaching competencies during observation.
4. **Aggregate Scholarship BENCHMARK:** At least 70% of the full time nursing faculty met the individual scholarship benchmark having three out of three checkboxes met.
5. **Aggregate Service BENCHMARK:** At least 70% of the full time nursing faculty met the individual service benchmark with six out of six checkboxes met.

VI. PROGRAM COMMITTEE STRUCTURE

- A. Committee Structure:** As the new BSN Pre-Licensure Program grows, a committee structure may be added. At present, the nursing department consists of a full-time Director of Nursing, a full-time Simulation Education Coordinator(Faculty Role), five full-time Nursing Faculty members, a full-time Nursing Department Coordinator, a Simulation Operations Specialist, a Nursing Clinical Coordinator and multiple adjunct faculty members. The full-time members of the Nursing Department work together under the leadership of the Director of Nursing to accomplish the mission of the program. Each week, the Director of Nursing leads the Nursing Department meeting for all faculty and staff.
- B. Nursing Advisory Council:** The Nursing Advisory Council meets three times per year with the purpose of advising and providing recommendations to the nursing program for consideration regarding nursing education, practice, and/or research. The Nursing Advisory Council provides representation from area healthcare agencies, faculty, current students, and SMU administration. Once the program has graduates, representative nursing alumni will be added to the Nursing Advisory.
- C. Nursing Student Cohort Representatives:** Nursing student participation in shared governance is strongly encouraged. Each cohort has volunteer cohort representatives. The cohort representatives have an open invitation to nursing department meetings if they have any concerns or suggestions. They may also request to meet individually with the Director of Nursing at any time. Cohort representatives are invited to Nursing Advisory Council meetings to share the student perspective.

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/Simulation/Lab 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
- False Eyelashes are not allowed to be worn during OR rotations.

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 Due between October 1st-November 1st

2. Tuberculosis Screening (Complete one of the following **Annually or as required by site**):

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

3. BLS 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 – *you must complete modules first*

7. Drug Screen: At the start of clinicals and at any point as required by clinical sites.

- ☐ Follow **specific** instructions to complete during specific time frame

8. Health Insurance: Forward a copy of your medical health insurance card to: Carlyn at cwardwel@smumn.edu or drop off in her office to make a copy- AH145B

Annual Requirements

1. Influenza Vaccine: Due between October 1st and November 1st
2. Tuberculosis Screening: Annually by July 1st and as needed by clinical site
3. BLS: Renew every 2 years and submit copy of new BLS certification.

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.