



Saint Mary's
University
NURSING CARE

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

Student & Administrative Handbook
2026-2027

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
Director and Inaugural Jack and Mary Ann Remick Chair of Nursing
7-9-2026

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I. Program Overview

A. **Introduction:** 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 Department Full-Time Faculty and Staff

1. Faculty

- a. Sister Agnes Mary Graves, RSM, DNP, APRN-CNP agraves@smumn.edu
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Assistant Professor
- b. Susan Norman, DNP, RN, CCRN snorman@smumn.edu
Simulation Education Coordinator and Nursing Core Faculty
Associate Professor
- c. Beth Poulin, DBA, MSN, RN bpoulin@smumn.edu
Nursing Core Faculty – Instructor
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Nursing Core Faculty – Instructor
- e. Linda Sargent, DNP, RN, CEN lsargent@smumn.edu
Nursing Core Faculty - Assistant Professor
- f. Erika Schultz, MSN, RN erschult@smumn.edu
Nursing Core Faculty – Instructor
- g. Heather Steele-Pronschinske, MSN, RN hsteelep@smumn.edu
Nursing Core Faculty – Instructor

2. Staff

- a. Karla Miller Maloney kmillerm@smumn.edu
Nursing Clinical Coordinator
- b. Carlyn Wardwell cwardwel@smumn.edu
Nursing Department Coordinator

C. Program Mission, Vision, Philosophy

1. **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.

2. **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.
3. **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.

D. Program Design

1. **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.
2. **Curriculum Design Elements**
 - a. **Competency-Based:** The BSN Program has adopted competency-based education as defined by the 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."
 - b. **Concept-Based:** The curriculum utilizes a concept-based approach to identify unifying and organizing principles common to various clinical situations.

- c. **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.
- d. **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.
- e. **Character and Virtue:** Since the time of St. John 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.
- f. **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. Program Goals and Outcomes

1. **Program Goals:** The BSN Program student will:
 - a. Engage in reflective practice, self-care, lifelong learning, and personal and professional development.
 - b. Provide holistic, evidence-based care across the lifespan for diverse people and vulnerable populations.
 - c. Demonstrate ethical leadership by advocating for integrated, person-centered care.
 - d. Adapt and utilize information systems and technology to maximize positive health outcomes.
 - e. Communicate effectively as part of a collaborative interprofessional team to coordinate care, optimize health and prevent disease.
 - f. Demonstrate accountability for ethical practice, cultural congruence, and advocacy.

2. Program Learning Outcomes:

- a. Upon completion of the program, students will be able to:
- b. **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
- c. **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
- d. **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
- e. **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
- f. **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
- g. **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
- h. **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
- i. **Program Outcome 8:** Evaluate critical elements necessary to the selection and professional use of healthcare technology and informatics.
 - ◆ Domain 8: Informatics and Healthcare Technologies
- j. **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

F. Accreditation and Approvals

1. **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

2. **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.

3. **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>

4. **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

5. **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>

II. General Information

- A. 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 BSN Program and the university, the program policy takes precedent. Saint Mary's University policies and procedures can be found online at <http://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 BSN Program.
- B. 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 course software, skills labs, simulations, and clinical rotations.
- C. Graduation Requirements:**
1. Meet all of the Graduation Requirements published in the University Undergraduate Catalog at www.catalog.smumn.edu.
 2. Complete an application for graduation and submit the graduation fee.
 3. Upon completion of the undergraduate program, nursing students receive a Bachelor of Science with a Major in Nursing.
- D. Statement of Student Rights and Responsibilities**
1. It is the stated policy of the BSN 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).
 2. 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 Licensure Examination following graduation.

III. Admissions to the BSN Program

- A. The BSN Program evaluates applicants holistically. Applications are reviewed on a rolling basis beginning August 1 each year. All qualified applicants are accepted to the BSN Program and offered a seat in the upcoming Fall Cohort. 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. Once the cohort capacity is met, a waitlist is established.
- B. Admission to the BSN Program Requirements:**
 - 1. Student must indicate “nursing” as their intended major on application.
 - 2. Student must be admitted to Saint Mary’s University of Minnesota.
 - 3. Student must have a Cumulative High School GPA of 3.0 or higher.
 - 4. Student must have passed Algebra II with a “C” or better. (Alternative Equivalents: Advanced Algebra, College Algebra, or Integrated Math III)
- C. Transfer Student Applications:** Handled on an individual basis and credit for previous nursing education is not guaranteed. A nursing essay is required with application explaining motivation to study nursing at Saint Mary’s.
- D. 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.
- E. Provisional Acceptance:** Special status that 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.

IV. Academic Requirements for Continuation in the BSN Program:

- A. Maintain full time enrollment at Saint Mary’s University of Minnesota.
- B. Maintain a cumulative GPA of 3.0 or higher while in the program.
- C. To ensure adequate preparation for the BSN Program, nursing students must pass all core science courses and associated labs with a “C” or better
 - 1. Anatomy and Physiology Sequence: B260, B261, B270, B271
 - 2. General, Organic and Biochemistry: C150, C151 (or C130, C131)
 - 3. General Microbiology: B253, B254
 - 4. **Students are permitted to retake one core science course in which a grade below “C” was earned.**
 - a. **Retake Options:** Retake at Saint Mary’s University the following year and bump into next cohort extending time to degree completion by a year or more

OR retake an approved alternative in the summer at another institution (If class/lab is blended, student must take the whole course). Course must be preapproved by the Director of Nursing as an equivalent.

- b. The Anatomy and Physiology Sequence is a prerequisite for the sophomore level nursing courses (N260, N345). A student may not progress in the nursing course sequence until a “C” or better has been achieved in the B260, B261, B270, and B271.
 - c. The Chemistry and Microbiology Courses are prerequisites for the junior level nursing courses (N360, N365, N445). A student may not progress in the nursing course sequence until a “C” or better has been achieved in the C150, C151, B253, and B254.
 - d. **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 BSN Program.**
- D. **Pass all nursing courses with a “C” or better to demonstrate mastery of course competencies and program learning outcome achievement.** A student may not progress in the nursing course sequence unless they earn a “C” or better in all nursing courses that semester. Students may choose to retake nursing courses at Saint Mary’s University the following year and bump into next cohort extending time to degree completion by a year or more.
- E. **Student Success Plan:** When a student has a Midterm Semester GPA below 3.0 and/or a “C” or below in a science or nursing course, they will be put on a Student Success Plan. The Director of Nursing will email a Student Success Plan Worksheet to the student that they must complete throughout the remainder of the semester including: One meeting with their nursing faculty advisor, three tutoring sessions for the identified at-risk course(s) and three peer mentor sessions.
- 1. At the end of the semester if the Cumulative GPA and/or nursing/science course expectations are not met and the Student Success Plan Worksheet WAS FULLY COMPLETED by the student, the Director of Nursing will consider allowing the student to continue in the BSN Program.
 - 2. At the end of the semester if the Cumulative GPA and/or nursing/science course expectations are not met AND the Student Success Plan Worksheet WAS NOT FULLY COMPLETED by the student, the Director of Nursing will dismiss the student from the BSN Program.
- F. **Major Declaration:** The Director of Nursing declares each nursing student’s nursing major at the beginning of their sophomore year. Once the nursing major is declared, the student is officially considered a nursing student.
- G. See Appendix A: Sample Plan of Study

V. Clinical Requirements to Participate in Clinical Courses and Rotations

A. Clinical Credentialing: Prior to starting clinical learning experiences, students are required to complete clinical credentialing showing in various ways that they are safe and responsible to engage in patient care at clinical sites. 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. Students are responsible for the cost of all clinical credentialing. See Appendix B: Clinical Requirement Checklist

B. Orientation Forms:

1. BSN Handbook and Policy Acknowledgment Form

- a. Acknowledgment that student has received, read, and will comply with BSN Handbook and Policies.
- b. See Appendix C: BSN Handbook and Policy Acknowledgment Form

2. Data Practices and Informed Consent

- a. Authorization for BSN Program to release personal health information to clinical site upon facility request.
- b. See Appendix D: Data Practices and Informed Consent

3. Simulation Confidentiality Agreement

- a. Agreement to adhere to the expectations during simulation learning experiences and to maintain confidentiality about the simulation content.
- b. See Appendix E: Simulation Confidentiality Agreement

C. Immunizations Records:

1. Proof of immunity for: Measles, Mumps, Rubella, Varicella, Hepatitis B, and COVID-19.

Immunity may be proven by immunization records (full series required) or titer.

2. Proof of receiving the Tdap (Diphtheria, Tetanus, and Pertussis) that extends to the date of the student's program graduation.

3. Proof of annual Influenza vaccination is due November 1st of each year.

Vaccination will be required for non-immune or outdated status before clinical rotations are permitted.

5. Declination Process: Available for COVID-19 and annual Influenza. Processes are regulated by clinical sites and are not guaranteed to be granted. Typically, if an Influenza vaccine declination is accepted, the student is required to wear a facemask while at the clinical site from October – April. If a student anticipates declining the annual Influenza vaccination which is due November 1st, they must complete the declination process which includes a meeting with the

program director and necessary forms prior to July 1st. COVID-19 declinations must be completed by July 1st.

- D. **Annual Tuberculosis Screening:** A 2-Step TB skin test, QuantiFERON-Gold, OR T-spot is required annually, or as required by clinical sites. All students who have a positive TB test must submit documentation of a negative chest x-ray within the last year to be cleared for patient-care. In subsequent years, an annual primary care exam that indicates no change in their lung health will be required.
- E. **Ongoing Basic Life Support Certification:** Students must maintain continuous 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 rotation and failure of the course.
- F. **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.
- G. **Pass Drug Screen Test:** Marijuana, Opiates, Amphetamines, Cocaine, PCP. See Drug and Alcohol Policy under Clinical Policies.
- H. **Health Insurance:** Students will be required to provide proof of current health insurance or disclose to the Director of Nursing that they do not have insurance.
- I. **HIPAA Training Modules and Certification Form**
 - 1. Required training modules and completion certificate indicating knowledge of privacy and confidentiality.
 - 2. See Appendix F: HIPAA Training Modules and Certification Form
- J. **Certified Nurse Assistant Training:** Prior to the start of the sophomore year, it is **highly recommended** that all nursing students complete a CNA class and work in a healthcare setting.
- K. **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 nursing courses 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.

L. Professional Liability Coverage: Students will be charged a course fee each semester which will include professional liability insurance coverage. Therefore, no proof of insurance will be required from students at this time. Students may request information about the type of insurance coverage.

M. Required Technical Standards for Clinical Practice: In addition to academic qualifications, the BSN Program considers specific technical standards essential for clinical practice. Technical standards are skills and functions necessary to complete the clinical practice aspects of the program. The requirements ensure the health and safety of patients, faculty, fellow students, and other healthcare providers. See Appendix G: Specific Technical Standards

1. Health Status Form-Technical Standards and Prescribed Medications

Disclosure: Required completion in order to initiate clinical practice in the sophomore fall semester. Required completion with any changes in ability to perform the technical standards or changes in prescribed medications.

- a. See Appendix H: Health Status Form
- b. See Drug and Alcohol Policy.

2. Accommodations: Any student who requires accommodations should request specific accommodations needed as soon as possible, preferably before beginning the BSN Program. Reasonable accommodations may be requested and will be considered on a case-by-case basis in accordance with applicable legal standards. 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.

- a. Professional expectations require a nurse to independently perform duties, with or without reasonable accommodation. Chronic health conditions requiring monitoring should be managed in such a way as to ensure safety for nursing student and patients. The clinical faculty may dismiss a student from clinical if condition impairs ability to provide safe patient care. Accommodations for the clinical setting differ from accommodations for didactic (classroom) accommodations. Students who seek accommodations should contact Saint Mary's University of Minnesota Access Services at accessservices@smumn.edu.

VI. Significant Ceremony Milestones

- A. **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.
- B. **Nursing 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.
- C. **Careful Nursing Pledge:**
- I pledge to uphold the inherent dignity and worth of every human person made in the image and likeness of God. I will strive to create a restorative environment where patients feel safe and supported and are treated with respect and empathy. I will advocate for my patients' needs and rights, ensuring that they receive the care they deserve.
 - I pledge to practice the art and science of nursing to promote health as human flourishing. I will continuously seek to enhance my knowledge and skills, always endeavoring to improve my practice and provide evidence-based care, upholding the standards of the profession.
 - I pledge to actively participate in the process of improving the quality and safety of patient care, contributing to a more positive and effective healthcare environment for patients, staff, and the community.
 - I pledge to practice my nursing profession with character and virtue, always striving to be a role model for others.

VII. Academic and Clinical Overview and Policies

A. Student Time Commitment:

1. It is suggested that students invest a minimum of 2 hours per credit hour in outside study, reading, and preparation.
2. 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.
3. Students must have a 10-hour rest period between scheduled clinical shifts related to the BSN Program. If the nursing student has a patient-care related job (e.g. CNA), they must have a 10-hour rest period between scheduled clinical shifts and other patient-care shifts. At no time may a student provide direct patient care for a period longer than 16-continuous hours.

B. Attendance Policy

1. **Didactic Class:** Students are expected to attend all scheduled classes as assigned in the course syllabus. **If a student anticipates missing class, the student must notify the course faculty 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 faculty as soon as possible. Regardless of the reason for missing class, the student is responsible for the material covered. **It is up to the discretion of the course faculty to determine if the absence is excused and if make-up work will be provided.** The student is responsible for making arrangements with the course faculty for all make-up work.
2. **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 anticipates missing clinical, lab, or simulation, the student must notify the course faculty at least 1 week in advance of the date.** If the student is unexpectedly unable to attend a clinical shift due to illness or emergency, the student should reference the one-pager for that clinical rotation for who and how to contact prior to the assigned clinical time. 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.**
3. **Inclement Weather:**
 - a. **Didactic 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 faculty. 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.

- b. **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 faculty or preceptor prior to the assigned clinical time via phone call or text. **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.**
- C. **Tardy Policy:** Tardy is being late to class/lab/sim/clinical without proper notification to faculty. The Tardy Policy does not apply to pre-approved late arrivals.
 1. **First occurrence:** The student will receive a verbal warning.
 2. **Second occurrence:** The student will receive a written warning via email.
 3. **Third occurrence:**
 - a. **Didactic and Lab:** The student will receive a zero on in-class assignments and participation points that day.
 - b. **Clinical and Simulation:** The student will be sent home and will receive a zero on clinical and simulation assignments for that day. Student should try to schedule a make-up for content missed, but will not receive credit.
- D. **Prolonged Absence Policy:** 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.
 1. **General Leave of Absence:** All requests for leave of absence from the BSN Program will be handled on an individual basis. Students must be in good academic standing and meeting program requirements to be considered for a leave with the possibility of returning to a later cohort. Students will not be granted a leave of absence for reasons related to their clinical or academic

performance. A leave of absence will often delay progression and add at least 1 year to the total program completion time. 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 site and requirements for student credentialing at the clinical site.

2. **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. 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 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 course faculty before the course ends according to the university procedures as published in the University Undergraduate Catalog under Incomplete Grades www.catalog.smumn.edu.
3. **Vacation/Holiday Time:** The BSN Program follows the University Academic Calendar for all holidays and school breaks.

E. Exam and Assignment Policies

1. **Late Assignment Policy:** Late work may be accepted for outside of class assignments at the discretion of the course faculty. Students should contact course faculty to discuss special circumstances.
 - a. Up to 24 hours after due date = 5% deduction off of assignment total
 - b. 24-48 hours after due date = 10% deduction off of assignment total
 - c. 48-72 hours after due date = 15% deduction off of assignment total
 - d. More than 72 hours after due date = Score of zero, assignment not accepted
2. **Make-up Work Policy:** If a student anticipates missing class, follow the guidelines in the Attendance Policy above to notify the course faculty. Many activities during class are worth points which may be impacted by the student’s absence.
 - a. **Excused Absences: Student is eligible for make-up work** as assigned by course faculty. If a student does not complete the make-up work by the established deadline, the student will receive no credit.
 - ◆ Examples: school-sponsored activities, illness, family emergencies

- b. **Unexcused Absences: Student will NOT have an opportunity to make-up** the in-class assignment points. The student can still turn in the assignment for learning feedback, but will receive no credit.

- ◆ Examples: concert, travel, non-emergency family event

3. **Make-up Work for Substantial Assignments**

- a. Course Faculty have sole responsibility to determine which assignments are considered significant assignments in their courses.
- b. **If the student misses a scheduled in-class presentation or exam for an EXCUSED absence AND emailed the course faculty before the start of class:** The student will be able to make-up the missed activity for full points. If it is a group presentation, the student will be responsible to record the entire presentation, not just their part. If they miss an exam, they will be allowed to reschedule it within a timeframe determined by the course faculty.
- c. **If the student misses a scheduled in-class presentation/exam for a NON-EXCUSED absence AND emailed the course faculty before the start of class:** The student will be able to make-up the missed activity for a 10% deduction in total points. If it is a group presentation, the student will be responsible to record the entire presentation, not just their part. If they miss an exam, they will be allowed to reschedule it within a timeframe determined by the course faculty.
- d. **If the student misses a scheduled in-class presentation/exam for a NON-EXCUSED absence AND DID NOT EMAIL the course faculty before the start of class:** The student will be able to make-up the missed activity for a 50% deduction in total points. If it is a group presentation, the student will be responsible to record the entire presentation, not just their part. If they miss an exam, they will be allowed to reschedule it within a timeframe determined by the course faculty.
- e. This policy does not apply to final exams or final presentations.

- 4. **Quizzes, Tests, and Exams:** Summative evaluations are 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 faculty. All exam content is confidential and is not to be discussed or shared among nursing students.

- 5. **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.

F. Personal Technology Policy:

1. **Didactic, 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.
2. **Clinical, Simulation:** Personal Technology (Laptops, tablets, cell phones, smart watches and other technology) are prohibited and must remain in your vehicle or backpack.

G. 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)

1. **Nursing students, faculty and staff strive to practice:**
 - a. **Cardinal Virtues:** Prudence, Temperance, Courage, and Justice
 - b. **Theological Virtues:** Faith, Hope, Love
 - c. **Performance Virtues:** Determination, Motivation, Resilience, Perseverance, Adaptability, Teamwork, Confidence, and Creativity
2. **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
3. **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 know and follow the following codes of professional behavior and conduct:

a. **American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements** <https://codeofethics.ana.org/home>

b. **Ethical & Religious Directives for Catholic Health Care Services (7th ed.)** https://www.usccb.org/resources/ERDs-7th-ed-Approved_2025-11-12.pdf

4. **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, course faculty 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 of Minnesota.
5. **Artificial Intelligence Policy:** The BSN 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 course 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.

H. Grading Policies

1. **Grading Scale:** 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%
2. **Subsections:** Some nursing courses have subsections for clinical or simulation

- a. **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.
- b. **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.
- c. **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.
3. **Coursework- Incomplete:** 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.
4. **Student Complaint Policy and Procedure:** Please see University Undergraduate Catalog <https://catalog.smumn.edu/content.php?catoid=31&navoid=1513#student-complaint-policy-and-procedure>
- I. **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.
 1. **Appropriate Attire:** Students are expected to wear appropriate attire during on-campus courses, program meetings, and advising meetings. Students are 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.
 2. **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 are usually

optional. Professional attire must also be appropriate attire, so follow those guidelines as well.

3. **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). Additional scrubs are available for purchase on the online scrub portal.
 - a. **Scrub top** with Saint Mary's University logo embroidered on the left chest
 - b. **Scrub pants** may be purchased at the location of your choice.
 - c. **Students must bring stethoscope, watch with second hand, and black pen to all clinical, simulation, and skills lab learning experiences.**
 - d. **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 ID badge from Saint Mary's University. Some Clinical Sites require facility ID 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 will be paid for by the student.
 - e. **Outerwear:** The only approved outerwear for clinicals are the embroidered scrub jackets available from the online scrub portal. They may be worn in patient care areas over scrub tops and should be laundered after each shift. Fleece or other outerwear may be worn in the nursing skills lab or simulation as long as they do not interfere with the ability to complete nursing skills tasks and simulation experiences.
 - f. Students should remove BSN Clinical/Simulation/Lab Attire before attending social or personal events.
 - g. Exceptions to the dress code may be made for religious, cultural, or medical reasons. Students should submit requests for exceptions in writing to the Director of Nursing.
 - h. Please see Appendix I: BSN Clinical/Simulation/Lab Dress Code

J. Academic Advising:

1. The Director of Nursing assigns all nursing students a full-time faculty member as their academic advisor. The student's nursing faculty advisor may change 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.
2. **Academic Advisor Meetings:** Students are required to arrange to meet with their academic advisor each semester to discuss academic strategies, program progression, and career goals. Additional meetings may be requested by the academic advisor, student, or Director of Nursing.
3. **Cohort Registration Meetings:** Students are required to schedule and attend cohort registration meetings to plan and register for future semesters. Students are responsible for maintaining an accurate academic advising folder with up-to-date degree audit tracking. Students should bring these materials to all academic advising meetings.
4. **Director of Nursing Meetings:** The Director of Nursing may request to meet with a student regarding performance concerns. Students may request a meeting with the Director of Nursing as needed.

VIII. Clinical Overview and Policies

A. Student Clinical Expectations

1. **Nursing Student Role:** 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 representatives of Saint Mary's University of Minnesota and the BSN Program to the general public. See Appendix J: Clinical Partners
2. **Clinical Site Policies:** 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, failure of the associated course, and could jeopardize the relationship between the BSN Program and the clinical site.
3. **Clinical Preparation:** Nursing students are expected to arrive at the clinical site on time, dressed appropriately, and prepared to work and learn. The clinical faculty may dismiss a student who is late, out of dress code, or unprepared.

Students should come to clinical prepared with the following:

- a. Clinical Site Information from clinical orientations
 - b. Clinical Assignments: concept map care plan, clinical evaluation tool, and/or clinical journal prompt
 - c. Students must bring their own eye protection to specified clinical
 - d. Clinical Site ID badge may be required by the site
 - e. Black ball point pen
 - f. Watch with a second hand
 - g. Faculty-approved stethoscope
 - h. 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.
- B. On-Site Requirement:** Nursing 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 faculty before they leave.
- C. Nursing Student Title:** 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 a nursing student. 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.

- D. **Practice Responsibility:** Students are responsible for discussing their capabilities with their clinical faculty, preceptors, and/or site staff. 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. No nursing care can be rendered by a student without the approval of their supervising clinical faculty or staff registered nurse. Students should reference the Badge Hanger: May/May Not Perform List to guide responsible practice.
- E. **Professional Boundaries:** Students are to maintain professional boundaries with patients, residents, families, and site staff. It is prohibited to give gifts to patients, residents, families, and site staff. Writing a thank you note is an appropriate way to express gratitude. Students should not give personal cell phone number to patients, residents, families, and site staff. Students should not connect via social media platforms with patients, residents, families, and site staff. Students should not visit patients outside of their scheduled clinical shifts.
- F. **Privacy Rights of Hospital Affiliates and Patients:**
1. The BSN 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 patients must be protected and under no circumstances shall any HIPAA or other protected information leave the clinical site.** This includes:
 - a. Physical form: copies, hand written notes, or assignment sheets
 - b. Electronic form: on any personal technology device such as photos
 2. Students may not verbally discuss protected information to anyone other than those rendering care to them.
 3. Protected information and identifying characteristics must be omitted from all student work including care plans, reflections, and case studies.
 4. Any identifying staff data must be held confidentially outside of the clinical setting.
 5. **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.
- G. **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

1. 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.
2. 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.
3. **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.**
4. 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.
5. **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 faculty of the potential or actual alteration.**
6. 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.
7. **Drug Testing Reasons:** The BSN Program requires students to submit to drug and/or alcohol testing under any or all of the following circumstances:
 - a. **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.

- b. **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.
 - c. **For cause:** A student may be required to undergo drug or alcohol testing for cause when the Director of Nursing, in consultation with a clinical faculty, 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.
 - d. See Appendix K: Drug Testing Procedures
- H. **Parking and Transportation Costs:** Transportation to clinical sites is the responsibility of the student. Students should have a reliable form of transportation for all weather conditions. Most clinicals will occur within 60 miles of the Winona Campus, carpooling is encouraged when possible. 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.
- I. **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. If you are sick or injured during your clinical shift, you should contact your clinical faculty as soon as possible.

IX. Disciplinary Processes and Terms

- A. **Review Process:** A nursing student who has performance or interpersonal problems will engage in a review process with the Director of Nursing and other faculty members and administrators in order to determine a course of action. The facts and circumstances of a student's situation will be shared with those involved in the review process. The BSN Program reserves the right, through appropriate channels, to determine which step(s) will be applied. Due process is always afforded to the student. Due process procedures are described in the University Undergraduate Catalog at www.catalog.smumn.edu.
- B. **Clinical Suspension:** A temporary removal of the nursing student from patient-care settings to give time to examine and address concerns regarding patient safety, ethical violations, or professional misconduct.
- C. **Clinical Probation:** A formal disciplinary status assigned to a nursing student which indicates that their performance, professionalism, or safety in patient-care settings has fallen below required standards. Clinical Probation status is accompanied by additional guidelines and restrictions in patient-care settings to increase supervision and remediate deficiencies. Details of Clinical Probation are included in the Professional Improvement Plan signed by the nursing student and course faculty.
- D. **Program Dismissal:** A permanent status in which a nursing student is no longer in the BSN Program. The student will not be permitted to attend clinical, simulation, or lab-based nursing courses. The student may be allowed to complete didactic courses at the discretion of the Director of Nursing and course faculty. Withdrawal from individual courses must be done in accordance with the Withdrawal Policy in the Course Schedule. Tuition refunds are according to University Policy.
- E. **Student Withdrawal/Resignation:** A nursing student may request to voluntarily withdraw or resign from the BSN Program at any point in time. The request must be submitted in writing to the Director of Nursing prior to the effective date of the resignation. The Director of Nursing will notify the appropriate agencies. Once a student has resigned the BSN Program, they may not re-enter the program. Withdrawal from individual courses must be done in accordance with the Withdrawal Policy in the Course Schedule. Tuition refunds are according to University Policy.

X. Systematic Program Effectiveness Plan

- A. **Systematic Program Effectiveness Plan (SPEP):** The BSN 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 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 BSN Program. Data on program effectiveness are used to foster ongoing program improvement.
- 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.
 - a. Refer to this BSN handbook for program mission, goals, outcomes, policies.
 - b. Students, Faculty, or Staff may make recommendations for changes at any time by contacting 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.
 - a. University Budgeting Process managed by the 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.

- a. 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.

- a. Annual May Nursing Faculty Assessment Workshops for program evaluation

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 ends by the first week of May. During this time, the Director of Nursing and Faculty assess many components of the program.

- a. Review of: Mission & Vision

- ◆ Curricular Review and Revision: Analysis of faculty insights, student evaluations, examples of student assessments, ATI analytics on standardized exams, clinical evaluation forms, and clinical site feedback. Revise as needed: course descriptions, course objectives, assessments

- b. Review nursing program course sequence;

- ◆ Alignment of 2021 AACN Essentials Domains, Concepts, Competencies
- ◆ Alignment of the Careful Nursing Philosophy & Professional Practice Model

- c. Review: BSN Handbook; College Faculty Handbook; Winona Undergraduate Catalog; Nursing Webpage and all marketing materials

- d. Resources Review:

- ◆ Finances: BSN budget report & major expenditures planning
- ◆ Facilities: University facilities, simulation & clinical site report

- e. Annual report on Faculty Workload; Review Full-Time Nursing Faculty Workload Policy and Faculty Outcomes. Revise as needed.

- f. Expected Program Outcomes compared to Actual Program Outcomes:

- ◆ Faculty Evaluation of Actual Outcomes
- ◆ Analysis of Senior Student's Exit Survey
- ◆ Revisions as needed for any areas needing improvement

- g. 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.

2. Fall Department Professional Development Workshop:

- a. Report & Revised copies of materials listed above
- b. 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:

- a. Teaching
 - ◆ 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.
 - ◆ Create opportunities for learners to develop critical thinking and critical reasoning skills.
- b. Scholarship
 - ◆ Engage in continued learning to improve teaching practices that facilitate learning. Attend Faculty Workshop days sponsored by the University annually.
 - ◆ Demonstrate current knowledge of nursing practice/healthcare in the subject area taught and provide real world examples in the classroom.
 - ◆ Professional self-improvement such as membership in professional societies, research, publishing, presentations, and certifications.
- c. Service
 - ◆ Serve as academic advisors and mentors for students in the program.

- ◆ Attend major University events such as Convocation Day, Founder's Day, and Commencement.
- ◆ Participation with the recruitment activities of the Office of Admissions through engagement with prospective students.
- ◆ Service to the University through regular attendance at faculty meetings and willingness to serve on at least one faculty committee.
- ◆ Service to the department through regular attendance at department meetings, activities, nursing blessing ceremony, and pinning ceremony.

5. Adjunct Faculty Outcomes:

a. Teaching

- ◆ 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.
- ◆ Create opportunities for learners to develop critical thinking and critical reasoning skills.
- ◆ Baccalaureate prepared faculty teaching clinical purposefully engage with a graduate-prepared faculty member who oversees their clinical faculty role.

b. Scholarship

- ◆ Demonstrate current knowledge of nursing practice/healthcare in the subject area taught and provide real world examples in the classroom.
- ◆ Faculty teaching clinical have significant clinical experience of at least 2 years full-time nursing.
- ◆ 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.

6. Preceptor Qualifications:

- a. Baccalaureate prepared registered nurse
- b. Current RN license
- c. Clinical practice in related areas for at least 12 months.

7. 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.

8. 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.

9. Aggregate Scholarship BENCHMARK: At least 70% of the full time nursing faculty met the individual scholarship benchmark having three out of three checkboxes met.
10. Aggregate Service BENCHMARK: At least 70% of the full time nursing faculty met the individual service benchmark with six out of six checkboxes met.

XI. Program Committee Structure

- A. **Committee Structure:** As the BSN 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, alumni, current students, and Saint Mary's University administration.
- 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: Sample Plan of Study

Nursing Pre-Licensure Major

(94 credits)

First Year Fall		First Year Spring	
N150 Introduction to Professional Nursing	2	N250 Health and Nutrition	2
B260 Human Anatomy & Physiology I	3	B270 Human Anatomy & Physiology II	3
B261 Human Anatomy & Physiology I LAB	1	B271 Human Anatomy & Physiology II LAB	1
PY111 General Psychology	3	PY211 Developmental Psychology	3
E130 First Year Writing	3	TH111 Thinking Theologically	3
INT101 First Year Anchor	3	COM202 Communication Fundamentals or COM204 Public Speaking for the Professional	3
Total Semester Credits Recommended	15 cr.	Total Semester Credits Recommended	15 cr.
Sophomore Year Fall		Sophomore Year Spring	
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
EXXX Literature Elective	3	B254 General Microbiology Lab	1
		STXXX Statistics (ST132 or ST232)	3
Total Semester Credits Recommended	15 cr.	Total Semester Credits Recommended	16 cr.
Junior Year Fall		Junior Year Spring	
N360 Pathophysiology-Pharmacology II	3	N460 Acute Care I (Clinical)	3
N365 Advanced Assessment & Skill 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	THXXX Theology Elective	3
XXX Any Elective	3	XXX Any Elective	3
Total Semester Credits Recommended	15 cr.	Total Semester Credits Recommended	15 cr.
Senior Year Fall		Senior Year Spring	
N375 Mental Health Care (Clinical)	3	N450 Population Health (Clinical)	3
N485 Acute Care II (Clinical)	3	N465 Leadership and Management	3
N370 Research & Evidence Based Practice	3	N499 Transition to Practice Nursing Capstone (Clinical Capstone)	3
PH305 Health Care Ethics	3	N475 Contemporary Professional Nursing	3
INT499 Integrated Capstone	3	N470 NCLEX Prep	3
Total Semester Credits Recommended	15 cr.	Total Semester Credits Recommended	15 cr.

Appendix B: 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 *Due 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
 - ☐ Certificate # _____ Expiration Date: _____

5. Background Checks
 - ☐ Minnesota Department of Human Services (MN DHS) Background Study (*Sophomore year*)
 - ☐ Wisconsin Background Information Disclosure (BID) Form (*Junior/Senior years*)
 - ☐ National Criminal Background Study (*Sophomore and Senior years*)

6. Orientation Forms
 - ☐ BSN Handbook and Policy Acknowledgement Form
 - ☐ Health Status Form
 - ☐ HIPAA Certification Form with modules - *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 November 1st*
2. Tuberculosis Screening: *Annually by July 1st and as needed by clinical site*
3. BLS: Renew every 2 years and submit a copy of new BLS certification

Appendix C: BSN Handbook and Policy Acknowledgment Form

I acknowledge an understanding of how to access the Saint Mary's University of Minnesota Undergraduate Catalog online at www.catalog.smumn.edu. I also acknowledge an understanding of how to access the Bachelors of Science in Nursing Student and Administrative Handbook. I understand that these documents contain the academic rules; technical standards for admission, progression and graduation from the program; and policies and procedures of the Bachelors of Science in Nursing Pre-Licensure Program at Saint Mary's University of Minnesota. I understand that these documents may be changed by right of faculty and administration during my time at the school.

I understand any changes to the Undergraduate Catalog will result in an updated Undergraduate Catalog being posted on the Saint Mary's University of Minnesota website. I also understand any changes to the Bachelors of Science in Nursing and Administrative Handbook will result in an updated document being posted on the Nursing Program Canvas Page. I understand it is my responsibility to read both handbooks and all of the policies completely. I understand that I will be held accountable for all stipulated academic requirements and for adhering to all policies put forth in this document, or its subsequent versions.

Student's Name (Printed): _____

Signature of student: _____

Date: _____

Appendix D: Data Practices and Informed Consent

Some facilities also impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The BSN Nursing Program may ask you to provide health information, which will be used to determine whether you meet a clinical site's health requirements for care providers. Health information collected is private data on you. The information you provide may be disclosed to any clinical site at the discretion of the BSN Nursing Program. A clinical site may refuse to allow you to participate based on data provided by you.

You are not legally required to provide this information to the BSN Nursing Program; however, refusal to provide the information requested could result in a clinical site may refuse to accept you at its facility. The BSN Nursing Program does not guarantee an alternative facility placement. If no alternative facility placement is available, you will be terminated from the BSN Nursing Program.

I hereby authorize the BSN Nursing Program to release my health information to any facility to which I am assigned during my nursing education, should the facility request the information. This authorization is valid for three years from the date of my signature.

Student's Name (Printed): _____

Signature of student: _____

Date: _____

Appendix E: Simulation Confidentiality Agreement

As a student at Saint Mary's University of Minnesota, I understand that simulation learning experiences are offered as an educational opportunity to obtain practical experience. As such, I understand the significance of confidentiality that accompanies my participation in these simulation learning experiences.

I agree to adhere to the following rules:

- The simulation space is a learning environment and all students will demonstrate professional behaviors that maintain a supportive environment.
- The simulation space is considered a clinical/client interaction and students will be dressed professionally in accordance with the applicable simulation, as specified by the faculty member leading simulation.
- Manikins and standardized patients will be treated and handled with respect.
- All events, procedures, and information used in conjunction with the simulation will be kept strictly confidential. This includes, but is not limited to patient and/or scenario data that was provided prior to the simulation, obtained during the simulation, and discussed during the debriefing of the simulation.
- Students will maintain confidentiality of all students' performances in simulation learning experiences.
- Failure to adhere to these rules will result in disciplinary action which may include but not be limited to: removal from and failure of the course, dismissal from the BSN Program, or suspension or expulsion from the University.

Student's Name (Printed): _____

Signature of student: _____

Date: _____

Appendix F: HIPAA Training Modules and Certification Form

All Students must complete HIPAA training and receive certification regarding HIPAA Privacy and Confidentiality Requirements.

You must provide documentation of completion of the MN Department of Human Services (DHS) – Protecting Data and Information Privacy. Allow 1-2 hours to complete the training. You must print your Assessment Results pages as proof of successful completion.

1. To start the DHS HIPAA training, please visit the following website:
<https://data.securitytraining.dhs.mn.gov/Account/Login>.
2. Login as a Guest. No course code or ID number is required.
3. Complete the following three (3) modules:
 - a. **Data Security and Privacy** (Course and Assessment)- 15 min
 - b. **How to Protect Information** (Course and Assessment) - 35 min
 - c. **Protected Health Information (PHI)** (Course and Assessment) -15 min
4. Print each of the assessment result pages, please print your name at the top of the result pages.
5. Submit all **three modules completion pages with this form**

Student's Name (Printed): _____

Signature of student: _____

Date: _____

Appendix G: Specific Technical Standards

I. Visual, Auditory, and Tactile

- A. 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.
- B. Ability to document observations and maintain accurate records
- C. Examples:
 - 1. Visual: Correctly draw up medications in a syringe or detect changes in patient condition such as skin color changes
 - 2. Auditory: Able to detect sounds using stethoscope or detect audible mechanical alarms noting change in patient's physiological status
 - 3. Tactile: Able to detect temperature changes or anatomical abnormalities such as edema, swelling, and nodules

II. Communication

- A. Ability to communicate both verbally and nonverbally with accuracy, clarity, efficiency, and effectiveness with patients, family members, and other members of the healthcare team
- B. Effective communication through the English language, both written and spoken
- C. 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
- D. Examples:
 - 1. Able to give and follow verbal directions and participate in care team discussions regarding patient care
 - 2. Able to elicit and record detailed information about health history, current health state, or response to treatment
 - 3. Able to convey information to patients and others as needed to teach, direct, and counsel under varied circumstances

III. Motor

- A. Ability to perform gross and fine motor movements with sufficient coordination to provide safe care and treatment to patients in all health care environments
- B. 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
- C. Ability to respond promptly to urgent/emergent situations which may occur during clinical experiences
- D. Examples:
 - 1. Able to complete physical examination utilizing palpation, percussion, and auscultation
 - 2. Mobility sufficient to carry out patient care procedures including wound care, injections, peripheral IV placement, catheter placement, etc.
 - 3. Physical endurance and stamina to complete up to 12-hour clinical days
 - 4. Strength and gross motor skills to safely participate in lifting, turning, and ambulating patients.

Appendix H: Health Status Form

Health Status Form - Technical Standards

- **Gross Motor:** Ability to move within confined spaces; maintain balance in multiple positions; reach below waist (e.g., plug electrical appliance into wall outlet); reach out front
- **Fine Motor Skills:** Grasp, pinch, twist, squeeze (e.g., record/chart); hand coordination (e.g., manipulate equipment)
- **Mobility:** Twist/bend/stoop/squat; move quickly (e.g., response to an emergency); climb stairs; walk (e.g., walk with client)
- **Physical Endurance:** Maintain physical activity for length of clinical shift (8-12 hours)
- **Visual:** See objects up to 20 feet away (e.g., information on computer screen, skin, client in room); use depth perception; use peripheral vision; distinguish color and color intensity
- **Hearing:** Hear normal level speaking sounds; hear faint voices/whisper
- **Smell:** Detect body and environment odors
- **Tactile:** Feel vibrations (e.g., pulse); detect temperature (e.g., skin, liquids, environment, equipment); feel differences in surface characteristics (e.g., rashes, swelling)
- **Environment:** Tolerate exposure to allergens (e.g., latex products, chemical substances); tolerate heat and humidity (e.g., giving showers)
- **Emotional Stability:** Ability to provide client with emotional support; adapt to changing environment/ stress; focus attention on task; cope with strong emotions in others (e.g., anger, grief); respond to the unexpected (e.g., death, emergencies); maintain emotional control
- **Interpersonal Skills:** Establish appropriate relationships with clients, families, and coworkers; respect cultural differences in others; handle interpersonal conflict
- **Reading:** Read and understand written documents (e.g., flow sheets, charts, graphs); read digital displays
- **Communication:** Interact with others; speak English; write English; listen and understand spoken and written word
- **Math:** Add/subtract/multiply/divide; measure; tell time/count
- **Problem Solving:** Know the difference between serious and minor problems; apply knowledge and skill; organize and use information

Health Status form - Prescribed Medications Disclosure

According to the BSN Handbook's Drug and Alcohol Policy: 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. Side effects from prescribed medications could greatly impact patient safety in the clinical setting if medications affect **alertness, coordination, reaction, response, judgment, decision-making, or safety**. All students are responsible for being aware of the effect these medications may have on performance and must disclose this information to the Program Director within the first semester of clinicals.

1. Are you currently taking any over the counter or prescribed medications that have the potential to impair your performance or personal behavior?

- No, I do not take any potentially impairing medications.

(If No, you do not need to answer any other questions on this form)

- Yes, I do take any potentially impairing medications

Medication Name: _____ Medication Dose: _____

Medication Frequency: _____ Date Medication Initiated: _____



If Yes, please answer the question below

2. Have you ever noticed changes in your **alertness, coordination, reaction, response, judgment, decision-making, or safety** related to your prescribed medications?

- No, I have never noticed side effects

- Yes, I have experienced side effects. Please explain specifically what you experienced and the circumstances.

When a student is taking over the counter or prescription medication which may alter clinical judgment or performance, the student has the ethical responsibility to notify the clinical faculty of the potential or actual alteration.

Appendix I: BSN Clinical/Simulation/Lab Dress Code

1. Uniform:

- Top: Navy blue scrub top, with Embroidered Saint Mary's University logo
 - Undershirt: short-sleeved or long-sleeved (black, white, or gray)
 - Outerwear: Scrub Jacket with Embroidered Saint Mary's University logo
- 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
- Badge Hanger: May/May Not Perform List
- 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 should be neatly trimmed
- 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 faculty to determine if tattoo needs to be covered
- False Eyelashes are not allowed to be worn during OR rotations.

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 faculty 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 make-up with the faculty.

Appendix J: 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 Health - 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 Health Systems SEMN: Lake City, MN
10. Mayo Clinic: Rochester, MN
11. M Health Fairview: Edina, MN
12. Olmsted Medical Center: Rochester, MN
13. Regions Hospital: St. Paul, MN
14. United Hospital District: Blue Earth, MN
15. Winona Health: Winona, MN

Appendix K: 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 Faculty, 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.