

NURSING PROGRAMS HANDBOOK



**2017 - 2018
Academic Year**

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

STUDENT NURSE HANDBOOK

**GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY
Health Sciences Department
Nursing Program
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Great Falls, MT 59405**

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Welcome to the Great Falls College – MSU nursing programs. This handbook is intended to provide you with information and policies related to all nursing programs at Great Falls College - MSU.

Great Falls College – MSU is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education.

Great Falls College – MSU has both Associate of Science Registered Nurse (ASN RN) and Certificate of Applied Science Practical Nurse (CAS PN) programs. The ASN RN program began in the fall of 2016 and is based on the statewide ASN RN curriculum. The CAS PN program began in the spring of 2017 and is based on the statewide CAS PN curriculum. The CAS PN program includes a distance component along with the traditional face to face.

Mission and Philosophy of the Great Falls College – MSU nursing programs

Mission

Philosophy

The nursing programs at Great Falls College - MSU are committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities. This is done without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

The nursing program is an outcomes based program intended to not only prepare the student to function in the field of nursing, but also to facilitate successful completion of the National Council Licensure Examination (NCLEX) exam required to be licensed as a Nurse. We believe that nursing is a practice-centered discipline which exists in a dynamic and rapidly evolving environment, becoming part of a continuum of ever changing aspects of health and wellness as it evolves. We believe learning is a lifelong, multifaceted process that should continually challenge the student to use critical thinking, imagination, creativity, compassion, and skill which compliments a holistic philosophy.

We believe that nursing education offers an opportunity for the continued growth of nurses. It should be based on concepts, synthesis of facts, principles, both traditionally and socially mandated and evidenced based practice. The program thereby creates nurses who are skilled at combining both the art and science of nursing. We believe that in the process of teaching evidenced based nursing practice, nursing education will be responsive to: the advances in health care, changes in societal needs, and expansion of scientific knowledge locally, nationally and globally. We are committed to a professional, ethical, and civil student/faculty population.

Learning is a process which is nurtured by the individual learner, and influenced by individual goals, motivation, and faculty support. Nursing faculty is responsible for maintaining proficiency, and being knowledgeable mentors who guide, support, and encourages the student. Ultimately the student is responsible for his/her own learning. We embrace diversity as an integral principle in nursing education necessary for the development of ethical, compassionate, moral, and caring nurses. We are committed to a diverse student and faculty population, encouraging sensitivity toward individual, cultural, and ethnic differences and lifestyles.

Conceptual framework

Courses are planned to meet the requirements of the Montana State Board of Nursing, and Northwest Association of Colleges Accreditation. The material covered is intended not only to prepare the student to function in the field of nursing, but also to facilitate a successfully passing the NCLEX, which is taken after graduation, and required before practicing as a Nurse.

The defining principles of the nursing department encompass the four major dimensions of nursing theory: person, health, nursing, and community.

Person is viewed as a unique, autonomous individual who have the right to live and die with dignity. A unique holistic individual includes physiological, psychological, cultural, ethical, and spiritual dimensions. The mind, body and spirit is enhanced through participating in nurturing relationships and caring others. As members of the mutual process between community and health, each individual has the need for assistance in attaining a state of well-being, or attaining equilibrium within their environment or situation. Illness and health are part of the same continuum, and the events occurring throughout the patient's life show how the patient is achieving his or her health potential. Nurses interact with the person, but are in themselves, individuals with beliefs and conceptions that affect outcomes.

Health is a fluid state of being experienced by the individual, and is related to preventative, curative, and palliative degrees of need on the continuum of life. As defined by Maslow, health is viewed as a hierarchical progression, influenced by internal and external forces creating a dynamic state of well-being which changes as experiences and circumstances change. Health is unique to each individual, and each individual travels along the health continuum in a manner unique to themselves. Individual health is self-determined. Health and progression along the health continuum is dependent upon individual's perception of illness, as well as cultural and spiritual beliefs.

Nursing is a unique combination of empirical science and art that focuses on quality of life from the individual, health, and community perspective. The purpose of nursing is to promote health and well-being for all persons through caring interactions. Compassion and caring are the foundation of the profession. Nursing, as a profession, empowers individuals, families, and the community through a therapeutic relationship, to achieve their highest possible level of health.

The art of nursing is the creative use of the science of nursing for human advancement, health promotion, restoration, and illness prevention. Nurses combine both the art and science of nursing through the process of evidenced-based nursing practice. Nursing is an interactive, therapeutic relationship involving all phases of the life span, including sickness and death. The nursing process provides the foundation for these relationships, enabling the professional nurse to provide competent, contemporary practice in all health care fields.

Community is the context within and through which persons and environments interact. The environment is a dynamic system composed of social, economic and physical characteristics. The community is influenced by persons, health, and nursing, and is a reflection of local, national, and global influences. Cultural diversity, spirituality, support systems, and family dynamics influence the types of caring interventions provided.

All Nursing Program Outcomes

As a result of the learning experience in this program, the student will be able to:

- Qualify for NCLEX Licensure Examination
- Identify the role of the nurse as a member of the healthcare team
- Examine the need for the self-awareness as an integral part of providing holistic care
- Recognize the beginning fundamental concepts presented in this program form the foundation for life-long learning
- Demonstrate accountability, responsibility, and commitment to the nursing profession
- Utilize basic principles of therapeutic communication as a basis for interpersonal relationships
- Recognize that therapeutic communication provides the framework for the nurse-client relationship
- Report nursing observations to ensure safe and competent care
- Use the nursing process and evidenced based practice as a foundation for decision making
- Demonstrate critical thinking using the nursing process to assist in the delivery of clinically competent care
- Begin to recognize the value of evidenced-based practice on the health and well-being of the client
- Collaborate in providing client care utilizing evidenced based practice
- Demonstrate basic nursing skills while providing clinically competent care
- Assist with the implementation of the plan of care to meet basic human needs
- Employ beginning concepts of pharmacology and medication administration
- Apply fundamental nursing concepts while caring for all clients
- Provide holistic care that reflects the client's values, cultures and lifestyles
- Engage in caring behaviors to help achieve desired therapeutic outcomes
- Promote comfort and optimal level of functioning along the health care continuum

Certificate of Applied Science Practical Nurse Program Outcomes

- Incorporate therapeutic communication and collaboration with clients, families, and health care team for theoretical knowledge and professional delivery of high quality and safe patient care.
- Practice within the ethical, legal, and regulatory framework of state board of nursing, basing nursing decisions on ethics, legal knowledge, theoretical knowledge, and professional expectations.
- Demonstrate the ability to conduct practice with insight and without discrimination on the basis of age, race, religion, sex, sexual preference, national origin, or handicap.
- Utilize the nursing process to collect, report, and record objective and subjective data in an accurate and timely manner to formulate clinical decisions and implement nursing interventions for the provision of safe, quality care.

- Demonstrate skill in providing comprehensive, holistic, culturally compassionate care for clients, families, and communities across the life span.
- Demonstrate accountability, responsibility, professional attitude, civility, and commitment to nursing when dealing with clients, families, and members of the health care team.
- Demonstrate critical thinking, using the nursing process to assist with clinically competent care.
- Contribute to the individualized care plan that enables one to adapt health care practices that meet the needs of patients from various cultures and life experiences.
- Participate in lifelong learning, fostering the development of professional growth, critical thinking, and leadership.

Associate of Science Registered Nurse Program Outcomes

- Administer effective and ethical individual patient care, utilizing human needs as a foundation for assessing behaviors, assigning priorities to desired outcomes, and planning and prioritization nursing interventions.
- Incorporate knowledge of cultural, religious, and socioeconomic factors in providing nursing care for individuals in a variety of healthcare settings.
- Coordinate, delegate, and prioritize the delivery of care aimed at meeting the needs of patients, communities of patients, and their families.
- Practice collaboratively within the proper scope of practice, legal, and ethical frameworks, and within national and state standards of nursing practice.
- Use communication that is effective and therapeutic, along with information technology, to implement problem solving processes in the evidence-based management of patient care.
- Provide competent evidence-based nursing care, recognizing the values and beliefs of the patient.

Great Falls College – MSU Health Sciences general health policy

The policy can be found at the Great Falls College – MSU website. This policy includes vaccinations, exposure to blood borne pathogens, needle stick, general standard precautions and reporting form.

http://www.gfcmsu.edu/healthscience/documents/General_Health_Policy.pdf

Nursing program code of ethics

In order to promote excellence in the professionalism, the Nursing student shall:

- Treat patients with respect and dignity. While respecting the rights, and value of each individual.
- Provide nondiscriminatory and equitable treatment to all patients.
- Promote and strive to protect health, safety and rights of each patient, including placing the well-being of the patient before his or her own well- being.
- Maintain confidentiality of patient information following privacy regulations as required by the law.
- Not reference any person, place, or affiliated agency associated with the clinical experience in or on any form of social media including, but not limited to, blogs, networking (Facebook, MySpace), Twitter, or video sharing (You Tube). Information displayed on these formats is considered public and could be identified as a HIPAA violation.
- Refrain from taking any pictures within the clinical setting. Photos could be considered public and identified as a HIPAA violation.
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical, or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to proper authority.
- Avoid conduct that creates a conflict of interest.
- Demonstrate behavior that reflects integrity.

- Students who are in a clinical program and breach the code of ethics may be dismissed from the program and denied access to any other health career program at Great Falls College - MSU.

Illness or injury

In the event of an illness, injury, or other health concern, the policies of Great Falls College – MSU and the clinical site will be followed. Should an illness or injury occur in the clinical setting, students must immediately notify the faculty member and facility staff. Injuries must be documented on agency forms. Students are referred to the emergency room, urgent care, or personal physician as appropriate. An assessment by the faculty will determine if the student may return to the clinical setting and provide safe nursing care. The Great Falls College – MSU nursing program is not liable for any illness or injury incurred during clinical time. The student is responsible for any or all costs associated with their treatment of injury.

CPR Certification

All students must have a current American Heart Association certification in Healthcare Provider CPR of infants, child and adults or BLS Provider certification. Written documentation must, presentation of current card is required for progression through all of the nursing programs. Students are responsible for seeking appropriate certification classes, and are responsible for paying for all fees.

Bad weather attendance policy

Winter storms are not uncommon in Central Montana. Typically highways and connecting roadways are well maintained in order to promote safe driving. Students are expected to plan ahead during winter to allow for additional driving time and to plan alternative transportation if they are living in an area where the roads are not regularly maintained or cleared of snow.

Vaccinations

The student will provide current immunization record, including diphtheria, tetanus, Hepatitis B vaccine, documentation of exposure or inoculation for chicken pox (Varicella), and testing for freedom from active tuberculosis must be documented prior to the entrance into the clinical setting. The student will also provide proof of a current year flu vaccination.

Criminal Background Checks

Clinical agencies utilized by the nursing department require criminal background checks prior to acceptance of the student into clinical facilities. Students who do not pass the criminal background check will be unable to attend clinical courses and therefore unable to complete their program of study. Any fees or cost associated with background checks are the responsibility of the student. Applicants who have been convicted of a felony will not be admitted to the program. Acceptance to and graduation from the nursing program does not assure eligibility to sit for the nursing licensing examination. The Montana Board of Nursing makes all final decisions on issuances of licenses.

Technical Standards for all nursing programs.

All individuals, including persons with disabilities, who apply for admission to the nursing programs must be able to perform specific technical standards with or without reasonable accommodation.

The technical standards below outline the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the nursing program at Great Falls College - MSU.

These technical standards are conditions of admission.

An applicant to any of the nursing programs should carefully review the technical standards for the program and ask questions if not familiar with the activities or functions listed. The

applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director and Disability Services if you have any questions about this matter.

Technical standards

The technical standards for the Certificate of Applied Science and Associate of Science Nursing Program - Great Falls College MSU considered criteria for admission to the programs and listed below.

To successfully complete the Nursing Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

- Accurately assess conditions of the human body
- Accurately calculate medication dosages from instructions given
- Accurately differentiate colors and recognize odors
- Accurately document treatment information
- Accurately perform mathematical calculations
- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials, and keyboards
- Answer patient call lights or intercom system to determine patient needs
- Assemble medical equipment and supplies
- Demonstrate understanding and adherence to professional standards of nursing
- Detect and respond appropriately to activation/warning signals on equipment
- Distinguish fine print on various medication labels

- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions
- Effectively communicate with patients and family members in a culturally sensitive manner
- Effectively perform chart reviews and continuous assessment of the patient's status
- Effectively prioritize multiple tasks
- Effectively take and record doctors' orders, patient histories, and subjective/objective findings
- Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells
- Maintain confidentiality with regard to all phases of work
- Manage the demands of time constraints and frequent interruptions
- Move and position heavy and/or large equipment
- Perform CPR – ventilation/compression and other basic life support functions
- Perform data entry tasks using available technology
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines
- Respond to emergencies consistently, accurately, and quickly
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed
- Transport patients in wheelchairs as necessary
- Turn/reposition bedfast patient

Liability insurance

Each student must have professional liability insurance while enrolled in the Nursing Program. The cost for this coverage is included in the fees paid each semester. Students need not acquire their own liability insurance; it is provided through enrollment.

Advisors

Each student will be assigned a faculty advisor from the nursing faculty. A list of faculty advisors will be provided to students early their first semester. Students are encouraged to make an appointment with their advisor each semester for academic advice. Additionally, the College's Advising and Career Center advisors can provide information about available resources for assisting students with both academic and personal issues that may arise. Students are encouraged to utilize all resources Great Falls College – MSU provides to assist with their success in the nursing program.

Confidentiality

Students are exposed to volumes of protected health information by virtue of their role as students in a clinical setting. Each student is expected to observe and follow all Health Insurance Portability and Accountability Act (HIPAA) privacy rule AT ALL TIMES.

Any breach of confidentiality on the part of a student may result in the student's removal from the program. Breaches include, but are not limited to: unauthorized possession, use, copying or disclosure of a patient record; disclosure of patient, staff, or faculty information in unauthorized clinical areas or outside of the clinical or teaching setting, including internet social networking sites; contacting a patient at their residence either by visit or by phone unless authorized as part of a clinical experience.

Removal of any items from the clinical setting with any patient/client identifying information will be grounds for dismissal from the program. Any papers that are printed on the clinical unit must be discarded in the appropriate receptacle before leaving the unit.

Students have access to client's records *ONLY* during designated clinical hours, or at the discretion of the instructor.

Drug and alcohol impairment

The use of drugs or alcohol is prohibited in the classroom, laboratory and clinical setting. Any evidence or suspicion of drug or alcohol use is grounds for immediate removal from the classroom, clinical or lab setting, and may result in dismissal from the nursing program.

Suspected use of drugs or alcohol; or any other condition or circumstance that constitutes an unreasonable risk to the safety and/or the wellbeing of the patient may result in dismissal from the program as well as Great Falls College – MSU.

Nursing policy on drug / alcohol screening

Any student who is suspected of being under the influence of drugs or alcohol who is in a nursing program classroom, clinical or laboratory setting:

- Will be removed from the setting.
- Must submit to immediate substance screening.
- Must agree to release results of the screening to the program director.
- Although the student has the right to refuse any of these requirements. Refusal may result in the dismissal of the student from the program.
- Any student with a positive screen may be dismissed from the program and referred for appropriate counseling.
- Any questions regarding the accuracy of drug or alcohol screening should be directed to the testing agency. Great Falls College - MSU cannot be responsible for discrepancies in third party testing.
 - All costs associated with drug and alcohol screenings are the responsibility of the student.

Governance

Student / faculty forum

The student- faculty forum provides a committee for the faculty and the students to dialog regarding concerns, suggestions and questions in relation to the nursing programs, the curriculum and other relevant issues. The nursing program director will help facilitate student

leadership to schedule meetings as needed throughout the semester. This provides a means by which the students participate in program assessment. The minutes of these meetings will be recorded by the student secretary and be used to provide valuable data for program assessment, input and development.

The committee is composed of nursing faculty, program director, and at minimum, two elected students from each nursing cohort.

Responsibility of Faculty

- Increasing student awareness regarding program direction and faculty concerns.
- Providing information and guidance regarding student concerns and participating in follow up activities as indicated.
- Fostering student /faculty interaction during joint meetings.
- Notifying student representatives of changes to nursing program, policy or handbook.

Responsibility of Student Representatives

- Increasing class awareness regarding committee activities.
- Soliciting information from peers for committee agendas.
- Assisting in problem solving to address agenda items.
- Implementing committee/faculty suggestions and reporting outcomes to peers.
- Contributing to program policy and curriculum development.

Student pregnancy

A pregnant student must inform the program director, the primary instructor and each clinical instructor of pregnancy so that appropriate precautions can be made regarding the student's assigned clients.

A pregnant student must submit a release form by the student's OB medical provider, by week 13 of the pregnancy. The licensed obstetrical provider must state that the student may continue to participate in clinical nursing experiences and meets the abilities required by the program. It is the responsibility of the student to inform faculty of any change during her pregnancy which affects her ability to perform clinically. Any changes must be documented by a licensed obstetrical provider and submitted to the program director immediately.

It is the student's responsibility to be aware of the recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious disease by pregnant women. It is also the student's responsibility to be aware of and avoid other hazards to her pregnancy. Neither Great Falls College – MSU nor its affiliating clinical agencies assume responsibility for any harm that might occur to a fetus or pregnant student.

After birth, written approval from a licensed provider must be submitted to the program director prior to returning to the clinical experience. Faculty will make reasonable efforts to allow make-up of missed clinical experiences; however, extended absences may result in inability to meet clinical objectives. Recommendations or restrictions submitted by the care provider may result in student's inability to complete the course and withdrawal from the program.

The student who withdraws from the course due to pregnancy is permitted to apply for readmission as per the readmission procedure.

Academic dishonesty

The nursing faculty, along with the nursing community, believes that an essential nursing value is honesty. Students participating in Great Falls College – MSU nursing program must embrace this core value if the integrity of the profession is to be upheld (*AACN, Essentials of college and university education for professional nursing, 1986; ANA Code of Ethics, 2001;*). Any verifiable

act of dishonesty will result in the removal of the student from the nursing course, the student will not be eligible to return to any nursing program at GFCMSU.

Acts of dishonesty include, but are not limited to the following: falsifying or knowingly making incorrect entries into the patient's record or related documents; copying other student's written assignments (assessments, concept maps, evaluation tools, etc.), cheating on examinations and quizzes, and making untrue statements to a faculty member or administrator.

SEE <http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>

Cheating, plagiarism, and dishonesty are unacceptable actions in health care and in academic environments. It is a violation of academic integrity to present ideas, designs, or work of another person as one's own effort or to permit another to do so. If a student is suspected of cheating or aiding another student to do so, the faculty must report all violation to the nursing program director, the Division Director of Health Sciences, the Associate Dean of Student Services, within one week of the incident. If cheating is suspected by a group or more than one student, the entire class may be retested or examined at the discretion of the instructor. If a person is caught cheating or aiding another student to do so, the exam, quiz, written assignment, or project will receive a failing grade. Additional consequences may range from having to resubmit the work in question, to course failure, or dismissal from the nursing program. Students are responsible for understanding and following all Great Falls College – MSU policies and the policies of the nursing program.

Use of classrooms and Simulated Hospital

When not in use for class, these areas may be available for practice and study. Permission from an instructor is required for lab use outside of designated class / lab time.

- Each student is responsible for any material or instruments used and for cleaning and putting away those items. Each student is responsible for their desk area, additional clean up duties will be assigned throughout the program.
- No equipment or instruments may be removed from the Simulated Hospital.

- Handle equipment carefully. Be sure you **know** how to use the equipment which includes clinical setting. If in doubt, check with the instructor.

Open lab sessions

Open lab sessions will be available on a weekly basis upon request. Open lab sessions are provided to give students an opportunity to practice and master skills that are required for successful completion of the nursing curriculum.

Attendance

Because Great Falls College – MSU has multiple nursing programs with both face to face and distance students, specific attendance policies will be addressed in the individual course syllabi.

Different sections of the same class may have different attendance requirements.

Great Falls College Nursing Program recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student’s achievement in the course. Absences in excess of 15% of the total class days for the semester will constitute “excessive” absences and will lead to dismissal from the program.

Class attendance and/or participation is required in all courses, regardless of the method of delivery (face-to-face, hybrid, or online) and students are expected to attend all class sessions for which they are registered. **Instructors may establish absence policies at their own discretion within their courses to conform to the educational goals and requirements of their courses.** It is the responsibility of the student to arrange make up work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of the absences on grades.

The Nursing Program standards and requirements in relation to the grading scale and attendance are more rigorous and strict than the general requirements for Great Falls College – MSU. This increased level of expectation is necessary to prepare students for the NCLEX and to insure graduates are prepared for professional employment in the field of nursing.

For Financial Aid purposes, faculty are required to take attendance in order to report a last known date of attendance for any student receiving a failing final grade.

Missing class does not excuse you from what was discussed in class.

See individual class syllabi for specific class details.

State licensure

In order to practice as a nurse you must pass the National Council Licensure Examination (NCLEX). The National Council of State Boards of Nursing online registration for the NCLEX exam is found at: <https://www.ncsbn.org/nclex-application-and-registration.htm> . Successful completion of the Nursing Program does not guarantee a graduate is allowed to take the NCLEX or obtain a Montana nursing license if they have a felony or other criminal conditions. Contact the Montana Board of Nursing with questions. Applications for state licensure are available by contacting the Montana State Board of Nursing at www.nurse.mt.gov or at the following address:

Montana State Board of Nursing
301 South Park
P.O. Box 200513
Helena, MT 59620-0513
Telephone: (406) 841-2340

Grounds for dismissal

Grounds for dismissal from the nursing program are listed below, however it should be pointed out that this is not an all-inclusive list. Dismissal from any part of the nursing program remains at the discretion of the Program Director and is based on the student's ability to provide safe patient care, professionalism and maintenance of academic standing. Due process will be followed in applicable situations.

- Failing grade in nursing courses, failure in lab, failure in clinical settings, an "Incomplete" final course grade or any reason that may prohibit academic progression.
- Failure to accomplish clinical assignments and objectives.
- Repeated inability to prove safe and accurate dosage and IV calculations.
- Inability to follow policies/procedures in the lab or clinical setting – this includes policies/procedures specific to individual clinical facilities.
- Failure to provide safe care to health care patient.
- Unsatisfactory clinical progress.
- Performing nursing skills outside of the approved and scheduled clinical or lab setting. (Ex: A student giving medication or "hanging" an IV at their workplace when they are not at a scheduled clinical).
- Failure to display appropriate workplace principles (poor attitude or inappropriate, unprofessional behavior).
- Not following established guidelines for notification when absent or tardy from classroom or clinical.
- "No call, No show" from scheduled clinical day.
- Breach of confidentiality; including transmission or copying of information from clinical settings.
- Absenteeism.
- Unprofessional behavior that violates individual clinical facility expectations (theft, misconduct, concern for patient safety, breach of confidentiality. refusal to participate in group projects, use of cell phone in class, lab or clinical),

- Unprofessional or unethical conduct; including the use of profanity or obscene language, refusal to participate in group projects as examples.
- Cheating, plagiarism or presenting the work of others in related or professional courses. This includes the plagiarism of physician notes and patient records.
- Falsification of records; including but not limited to computer charting, hand written charting, use of flow sheets, or any material presented to instructors.
- Insubordination to faculty (classroom and clinical) and/or personnel in any clinical area.
- Conviction of, or possession of, or distribution of illegal drugs or controlled substances.
- Violation of established procedures for administration and documentation of controlled substances in the clinical setting.
- The use of drugs or alcohol in the classroom and/or clinical setting.
- Failure to follow College, departmental or individual health care facility rules and policies.

Academic progression

The theoretical concepts taught throughout all semesters are applied in the clinical sites. Theory will be applied the same semester it is taught. The theory in each semester is a necessary foundation for the student in providing effective safe nursing care for patients in all clinical sites. Therefore, the following policies have been adapted in regard to sequential progression through the nursing program at Great Falls College – MSU.

- Students who earn less than a C (75%) in any one, or more NRSNG prefix course will not be eligible to continue progression through the nursing program. This includes a C minus.
- Students who earn less than a cumulative 75% on course exams (measured at the end of the semester) will not be eligible to continue progression through the nursing program.
- Progression is prohibited with an “Incomplete” grade.
- Students who withdrawal / fail / or have an incomplete in **any** NRSNG prefix class will not be allowed to progress in the Nursing Program.

- **Progression (date) is defined as the last day of the current semester.**

Repeating nursing courses

Failure of any nursing (NRSNG) course prohibits progression. All nursing curriculum courses must be taken in sequential order. Students who are readmitted to the nursing program may be allowed a one (1) time opportunity to repeat a course within the nursing program as long as it taken in sequential order. This one (1) time opportunity may be impacted by overall performance, professionalism and patient safety, as examples. The final decision is made by the Nursing Program Director on an individual basis and as space in the program allows. Readmission to the nursing program policy must be followed.

No student currently enrolled in the Great Falls College – MSU Nursing Programs will be allowed to repeat a NRSNG course from sources other than Great Falls College – MSU. All transfer course work must take place prior to the competitive entry process.

Progression (date) is defined as the last day of the current semester.

Readmission to the nursing program

Students wishing to be readmitted after withdrawal or failure from any of the nursing courses must meet the re-enrollment policies for Great Falls College – MSU and follow the readmission steps listed below. Students who withdrawal or fail a course must follow the same procedures. Readmission steps are listed below:

- **All readmission is subject to available space in the Nursing Program.** There is no guarantee of readmission. Failing course grades always leads to competitive admission process.
- Written notification of intent to re-enroll in nursing program, sent to Nursing Program Director before the deadline for nursing program applications.

- Develop a written detailed education plan for success and to meet all nursing program requirements. Submitted to Nursing Program Director prior to the deadline for the nursing program applications.
- Re-apply for admission to Great Falls College – MSU.
- Re-apply for admission to the nursing program by the application deadline.
- Adhere to the most recent Great Falls College – MSU and nursing program catalog requirements.
- Submit updated and current CPR certification, vaccinations and background check, after readmission to the Nursing Program.
- After readmission a student must demonstrate up to date competency in clinical skills with nursing faculty before beginning of re-entry semester.
- If withdrawal was due to major health problems a physician’s clearance must be submitted in order to return to class and clinical and all other readmission steps apply. This student may not be required to take part in the competitive entry process.
- (ASN RN student) If readmission is due to a failing course grade or withdrawal in the first semester of their nursing program the student will be required to repeat **all** nursing courses from day one. The student who qualifies in this step will be required to take part in the competitive admission process.
- (CAS PN student) If readmission is due to a failing course grade or withdrawal in the first semester and in one (1) or more classes, the student will be required to take, and pass, only the courses failed or withdrawn before progression in the program curriculum may occur. The exception to this is when there is an associated lab/clinical/lecture and all components must be repeated. The student who qualifies in this step will be required to take part in the competitive admission process.
- If readmission is due to a failing course grade or withdrawal after the first semester and in one (1) or more classes, the student will be required to take, and pass, only the courses failed or withdrawn before progression in the program curriculum may occur. The exception to this is when there is an associated lab/clinical/lecture and all

components must be repeated. This student may not be required to take part in the competitive entry process.

- If a prospective student has either withdrawn from or failed at a Nursing Program other than the ones at Great Falls College – MSU, the student will be required to provide a written, detailed explanation of the circumstances of their withdrawal or failure. The student will be required to provide a letter of recommendation by at least one (1) current faculty member from the previous Nursing Program. The student is required to take part in the competitive entry process.
- Courses **must** be taken in sequential order according to the program curriculum.
- Readmissions not taking part in the competitive entry process are only considered within one (1) academic year of withdrawal or failure of a course **and as space is available**. Beyond one (1) academic year all students seeking readmission will need to take part in the competitive entry process and retake all coursework, except in the situation of military deployment. (Additional requirements may apply.)
- Readmissions beyond one (1) academic year must repeat all nursing courses regardless of grade obtained in previous attempt.
- A student with two (2) subsequent failures or withdrawals from a nursing program will not be eligible for readmission for three years.
- Readmitted students will be required to follow the applicable readmission steps.
- Students who withdrawal due to military service or deployment are not required to take part in the competitive entry process. Documentation of service / deployment is required. Deployment of a spouse does not qualify in this area. All other reentry steps must be followed.

Graduation:

In order for a student to graduate from the Nursing Program all course requirements must be completed as stated in the current catalog. This includes completing all nursing courses with a grade no less than a C (75%) and a cumulative course test average of no less than 75%, along with meeting the requirements noted above for progressing through the program. The Nursing Program standards and requirements in relation to the grading scale and attendance are more

rigorous and strict than the general requirements for Great Falls College – MSU. This increased level of expectation is necessary to prepare students for the NCLEX and to insure graduates are prepared for professional employment in the field of nursing. Students must apply for graduation using the proper forms found at:

<http://records.gfcmsu.edu/documents/forms/Graduation%20Application.pdf> . Students must use the transcript request form to send their transcript to the Montana BON. The form is found at: <http://records.gfcmsu.edu/documents/forms/TranscriptRequestForm.pdf> .

Course evaluation:

Grading of all courses is in compliance with the Great Falls College – MSU Nursing Programs. Grading will be as follows for lecture / didactic:

A	=	92% - 100%
B	=	84% – 91%
C	=	75% - 83%
Not passing = 74.9% and below		
D	=	68% - 74%
F	=	67% or less

No rounding of grades is allowed in the Nursing Program. For example a 74.9% is not a passing grade.

All lab and clinical classes are Pass or Fail.

See course syllabus for specific and individual class information regarding scoring and grades.

Kaplan Testing

All Kaplan Integrated testing must be taken at the Great Falls College – MSU campus or at a Pearson testing center (Helena and Billings) only. There are no exceptions to this as Kaplan testing is proprietary. The testing is only available on the date and time assigned and may not be made up, late or rescheduled. This testing is a part of your final grade and must be taken in order to complete courses and progress in the program. If the Kaplan testing is missed or not taken for any reason the student will receive an incomplete grade in the class and be

withdrawn from the nursing program. All Kaplan testing of any kind that is listed in the course syllabus is a requirement of the course and program. If any portion of the Kaplan testing is not completed the student will receive an incomplete as a final grade in the course. This will lead to failure of the nursing program.

Course / class policies

- Students should be prompt and regular in attending classes, make appointments when necessary to meet with faculty and keep such appointments, be well prepared for classes and submit required assignments in a timely manner.
- If there is a guest lecturer in a class (of any kind), tardiness will not be tolerated and a tardy or absent student will receive an Academic / Professional Deficiency regardless of how many minutes late they are.
- If a student's course work (test scores and written assignments) are below average (C), it is the **student's responsibility** to contact the individual instructor for direction.
- All course work must be complete before the end of the semester. Papers must be submitted and tests made up within the time specified by the individual instructor, or the student will receive a zero for the work. The student may receive an "Incomplete" final grade and the student may not progress in the nursing program.

Attendance Policy

- Great Falls College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.
- Class attendance and/or participation is required in all courses, regardless of the method of delivery (face-to-face, hybrid, or online) and students are expected to attend all class sessions for which they are registered. Instructors may establish absence

policies at their own discretion within their courses to conform to the educational goals and requirements of their courses. It is the responsibility of the student to arrange make up work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of the absences on grades.

- For Financial Aid purposes, faculty are required to take attendance in order to report a last known date of attendance for any student receiving a failing final grade.
- Students are expected to attend every scheduled class. If a student is unable to attend class, the student must notify the faculty member of absence prior to the start of class. It is Nursing Program policy that any student who misses 15% of class days for a semester will be withdrawn from the class and the program. This is because excessive absences preclude the possibility of the student attaining the stated learning outcomes for the course. See individual course syllabi for other specific attendance policy for the class. (See p. 19 for additional information on attendance)
- If a student is absent from class during a scheduled test, it is his/her responsibility to arrange with the instructor for a make-up test as per course syllabi, if a make-up test is allowed.
- All incomplete course work must be made up according to nursing program policy and / or individual course syllabi. If a student does not submit make-up work, the incomplete work will convert to a failing grade.
- All final exams must be taken. In order to receive a final grade a student must take the final exam.
- Students who are repeatedly late to class (enter class during the “buffer” time) will be given an Academic / Professional Deficiency. This “buffer” time is intended to give additional time before being considered tardy on rare occasions only.

Academic deficiency

Academic/Professional Deficiencies are serious infractions of Program requirements.

The following will be considered reasons for Academic Deficiency:

1. Failure to arrive for a scheduled clinical/lab experience at a designated time.

2. Failure to complete entire clinical experience as scheduled
3. Failure to notify the clinical site, clinical instructor **AND** primary class instructor of absence 1/2 hour prior to the clinical starting time.
4. Failure to comply with printed program requirements
5. Failure to submit clinical paperwork on time
6. Use of cell phones in the Clinical site
7. Failure to adhere to clinical site/laboratory dress code
8. Unexcused absence from clinical experience.
9. Late for classroom lecture or simulation experience
10. Unprofessional behavior (including but limited to disrespect to instructor, clinical sites, or peers)

Each occurrence will result in a warning notification being placed in the student's file and a copy given to the student. After each academic deficiency, the students will sign the clinical performance evaluation tool acknowledging the academic deficiency. If more than one academic deficiency occurs on the same day, each deficiency will be viewed separately.

The occurrence of any three (3) of these incidences will result in the student being withdrawn from the nursing program.

Exception to any of the Academic Deficiencies will be determined by the faculty

Grievance

Please read the section in the Student Handbook on Academic Integrity and the complaint procedure. Students who disagree with an academic decision have the right to pursue the academic complaint process. **(Great Falls College – MSU policy 300.60)**

Students should first attempt to resolve the matter directly with the instructor, through a personal conference as soon as possible. If the student and instructor cannot reach a mutually

satisfactory resolution to the problem, the student should schedule a meeting with the Nursing Program Director. If there continues to be no resolution, the student should schedule a meeting with the Health Science Division Director.

The appropriate channels for the students to follow in resolving grievance area follows:

Course/Clinical Instructor

Nursing Program Director

Dr. Frankie Lyons, Health Science Division Director

Mary Kay Bonilla, Associate Dean of Academic Affairs

Dr. Heidi Pasek, Associate Dean/CAO

The complete process can be found in the Great Falls College – MSU catalog under policies and procedures. **(Great Falls College – MSU policy 300.60)** The student may also utilize the Associate Dean for Student Services (Mary Kay Bonilla) for assistance with this process.

Policies related to clinical experience

- A master schedule for clinical assignments will be posted each semester.
- Name tags are available through the Cottage Bookstore and to be used in the clinical areas. Name tags that are issued by Benefis Health System are property of Benefis and must be returned to the nursing program director upon withdrawal, removal or graduation from any of the nursing programs. Benefis name tags must be returned before final grades are released.
- Clinical assignments will be made the morning of the clinical experience. Students are expected to arrive prepared for a variety of situations. Clinical paperwork may include medication and treatment sheets/cards, lab values, developing nursing diagnosis cards and a head to toe assessment as examples. Your clinical instructor will provide you with a complete list. Students who come to the clinical unit unprepared may be dismissed from the clinical and the time must be made up at the discretion of the Instructor. All clinical paperwork must be turned in to the clinical instructors "folder" no later than

1600 on the Thursday of the week the clinical took place. Distance students are required to turn in via D2L Dropbox all clinical paperwork by 2359 on the Sunday's of the week the clinical took place. See course syllabi for other details.

- Observation day paperwork will only consist of a reflection paper that will be turned in to the primary instructor.
- Students are expected to be present and on-site for the entire clinical day. Leaving a clinical site without permission is a very serious offense, concerning patient neglect, safety, legal and ethical issues. Any student leaving the clinical facility area without proper notification to the instructor will be dismissed from the program.
- Clinical is essential and absences are unacceptable. In the event of an emergency or severe illness, absences may be granted on an individual basis prior to the scheduled clinical time at the discretion of the faculty. Failure to meet the clinical objectives due to absenteeism will result in a "Not Met" evaluation for the semester and an "F" in the course.
 - The only excused absence for illness will be with documentation from a licensed healthcare provider (MD, NP, or PA only). Students will not be allowed more than one (1) clinical absence for the entire semester. Missing clinical for any reason is considered an absence.
- Students who must be absent from clinical experience must contact the clinical instructor by method listed in the Nursing Advising Room on D2L and email the primary instructor for the course as well as call the assigned unit as soon as possible, but no later than 30 minutes prior to the scheduled time. Failure to contact the clinical and primary instructor as well as call the assigned unit may result in dismissal from the nursing program.
- All absences from clinical experience must be made up. A clinical make-up day may be scheduled at the instructor discretion although it is the students responsibility to

schedule, coordinate and make up the missed hours. Kaplan Virtual Simulations may be used by the primary instructor to make up missed clinical hours.

- Absences from clinical which are not made up by the end of the semester will result in student dismissal from the program. Students are expected to be at clinical 15 minutes prior to the start of the shift. If the student is not on their assigned unit 15 minutes prior to the start of the shift, they may be considered as late. If the student is late 3 times, in one semester, they will receive an absence and be required to complete a scheduled makeup day. If the student is late to their scheduled clinical area and misses report, they may be sent home and an absence will be given for that day. If a student misses report because they are late they will be sent home, the day considered an absence, receive an Academic / Professional Deficiency and be required to make up the hours.
- Evidence of dishonesty will result in dismissal. Cheating, plagiarism, and dishonesty are unacceptable actions in health care and in academic environments. As noted in the Great Falls College - MSU catalog, Violations of academic integrity will not be tolerated at Great Falls College - MSU.
- If any clinical agency denies student access to clinical experience, the student will be dismissed from the nursing program, after investigation by faculty and documentation is provided by the facility.
 - The criteria that will be considered in denying the student access to patients are: demonstrated emotional instability; indifference or insensitivity to patient safety and comfort; lack of professional judgment or behavior; disregard for professional ethics; any health condition which makes it impossible for the student to carry out her/his work without jeopardizing patient safety and comfort; suspected use of drugs or alcohol; or any other condition or circumstance that constitutes an unreasonable risk to the safety and well-being of the patient.

- Clinical failure will occur if the student demonstrates unsafe, unprofessional, negligent or incompetent clinical performance. Students unable to perform at the minimally acceptable level of clinical behaviors or those unable to correct deficiencies will result in clinical failure. When a student's clinical performance endangers their patient or patients or is deemed unsafe, the student will be removed without prior warning or notice from the clinical area for the remainder of the day or semester, resulting in failure of the course.
- Students are expected to follow the dress code required by the nursing program.
- All clinical orientations are mandatory for each semester. Students who fail to attend will not be allowed into clinical. Make-up arrangements are not available for clinical orientation.

Clinical expectations

As a student of Great Falls College - MSU nursing program students represent the college and the nursing profession. First appearances can make a lasting impression. Patients and instructors expect students to present themselves in a professional manners. Clinical instructors may exercise the option of dismissing students from clinical sites for non-adherence to the following policies:

Expectations include but are not limited to the following:

- Faculty, staff, and clients are to be addressed as "Dr.," "Professor", "Mr.," "Mrs.," or "Miss," along with their surname unless otherwise requested by the individual.
- Students should always confine conversation to a therapeutic nature as much as possible when in the presence of patients or staff at the participating hospitals or facilities. Discussions of a personal nature should be limited to areas of the hospital or facility where the student can be sure that staff or parties cannot overhear the conversation.
- Appropriate and professional language is respectful and must be used at all times. Appropriate language does not include profanity, slang terminology, expletives, or disrespectful remarks to peers or faculty.

- Gum chewing in the clinical setting is not professional and is not allowed.
- Student uniforms and accessories must be clean, neat, and free of offensive odors. A professional appearance must be maintained at all times
- Post conference is a part of the clinical day and a professional appearance is expected.
- Students must adhere to agency policies regarding all facility ID's, smoking, parking, and any other agency specific policies.
- All students must maintain all clinical ID's during the nursing program. All Benefis ID's must be returned to the nursing program director at the time of withdrawal or graduation. If a student does not return their student Benefis ID's before the end of the last day of their final semester an incomplete grade will be posted for their Leadership class and they will not graduate. The ID's are Benefis property and must be returned. If a student loses their Benefis ID they must notify the Nursing Program Director within one week.
- Skills check lists must be taken to every lab and clinical by every student. If a student does not have their skills check list with them they will be sent to retrieve it and receive a Professional Deficiency.
- Students must notify the instructor and primary nurse when leaving the clinical unit. Failure to do so will result in removal from the nursing program.
- Students may not visit the clinical unit for any reason. Students may only call the clinical unit to report absence or lateness.
- Students may perform a procedure in the clinical area only after validation of the skill in the nursing simulated hospital with nursing faculty.
- Name tag is always worn as part of the uniform (including Benefis ID at their sites).
- For the clinical sites, unless otherwise specified, students must wear the designated uniform for the program and this uniform must remain professionally acceptable; no thread bare or torn uniforms.
- The uniform must be clean and neat; iron to remove obvious wrinkles. The uniform pants must fit properly--not too tight or too large. Pants must fit at the waist and may

not be worn below the waist. Pants must be neatly hemmed and cannot touch the floor. Underwear will be worn at all times.

- Underwear, including bra, will be clean and free of adornments. Clean closed toe shoes must be worn with clean socks or nylons; no “footies” allowed.
- The designated uniform includes the program patch to be worn on the right sleeve – 3 inches below shoulder level.
- If you find the clinical area too cold, you may wear a long sleeve garment under your uniform top. Do not wear a blanket, towel “outside” coat as examples.
- Clinical instructors have final say on appropriateness of all uniforms. You may be asked to purchase different uniforms or sent home from the clinical area if professional dress code is not adhered to.
- For tours, observation experiences and in-services outside of the college students must wear clean dress clothes with name tags. No jeans, shorts, high heels or low necklines are allowed. Clothes are to be clean and pressed. White lab coat with program patch will be worn over street clothes. The student may also wear their program uniform. College identification will be visible and at eye level.
- Hair must be clean and styled in a way that no hair hangs over the face. Hair beyond shoulder length must be pulled back and up off the shoulders when wearing uniforms or laboratory jackets
- Facial hair must be clean and trimmed or shaved.
- Due to CDC recommendations for hospitals, NO artificial nails or extenders may be worn. Nail tips must be less than one-quarter inch long, clean, and without dark polish.
- Make-up may be worn. Scented perfumes, lotions or aftershave are not to be used in the clinical sites.
 - Jewelry - students may wear wedding rings, one pair of small plain posts for pierced ears, and a watch while performing assignments in the clinical areas. Adornments other than one pair of small plain post-style earrings are not permitted. Body jewelry is to be removed for clinical rotation.

- Visible tattoos must be covered in accordance with clinical facility policy.
- Students will maintain personal hygiene. Students will bathe, and use deodorant; no offensive body odor or cigarette smell.
- Healthcare facilities are smoke free. Students are expected not to smoke during clinical hours, including prior to arrival, breaks and lunch. If this is a problem, students should see their physician for smoking cessation recommendation. Students may be sent home from the clinical setting if the smell of smoke is detected.
- Unprofessional conduct may include chronically tardy or absent, failing to make appropriate arrangements if unable to attend class, lab, or clinical experiences, or displaying hostility (argumentative, disruptive, abusive, emotional outbursts, inability to problem solve, anger mismanagement).
- All appointments for self and family should be made for days off or after class
- CELLPHONES ARE PROHIBITED IN CLASSROOM AND CLINICAL. If a student is caught with a cellphone in clinical they will be given a Professional Deficiency.
- Program patches will be worn on the Left shoulder of scrub tops and lab coats.

Unsafe and unreliable behavior of students in the clinical / lab or classroom setting.

The nursing program at Great Falls College - MSU is committed to the education of nursing students in a safe and conscientious manner consistent with the regulations of the Montana State Board of Nursing and of the College. The nursing program is also committed to student participation in clinical settings in which patients feel that their safety and well-being is enhanced by the presence of nursing program students.

Each nursing student must be able to complete the classroom and clinical components of the program described in the syllabus and clinical evaluation tool. A student's success in doing so can be affected by emotional/psychological problems that can interfere with their ability to function safely in the classroom or in a clinical setting. These problems can be related to drug, alcohol, financial, sexual, spiritual, or interpersonal issues, or a combination of them. These

problems sometimes manifest themselves in unsafe or unreliable behavior of students involved in clinical programs.

The following process is established to identify potential and actual behavior problems, and to establish procedures to deal with these problems, in order to: (1) ensure patient safety and well-being, and (2) foster each student's successful completion of their course of study through a demonstration of safe nursing practices.

Process

It is the process of the Nursing Program to actively address any student's unsafe behavior in a clinical setting, and to actively address any student's behavior in any setting that calls into question the reliability of a student's safe behavior in the clinical setting. Therefore, any behavior that is, or that indicates, a lack of reliability and safety in a clinical setting is deemed to be unacceptable behavior that calls for a response by the College.

- Students and faculty may identify unacceptable behaviors. Students are encouraged to talk with faculty about any problems that may cause the student difficulty in the educational program before the behavior becomes unacceptable.
- A faculty member in a clinical setting who identifies a student exhibiting unacceptable behavior may send that student home once it is determined that the student is able to go home safely.
- A faculty member in a clinical setting or a classroom setting who identifies a student exhibiting unacceptable behavior may ask the student to leave the room immediately and to speak with the faculty member at the end of the class or clinical session. In either case, the student will be directed to see the program director and/or primary faculty.

- In cases where representatives of Great Falls College – MSU have reasonable suspicion of drug / substance use the College reserves the right to require drug testing at the student’s expense as a condition of remaining in the nursing program.

Remediating an unsafe practice incident

- The student may receive a remediation form from the instructor for an unsafe behavior in the clinical setting. Some unsafe behaviors may result in immediate removal from the nursing program.
- The student will submit the completed remediation form to the program director, with copies to the clinical and primary instructors within one week of receiving the form.
- All “Not Met” objectives must be resolved and passed as “Met” in order to pass each nursing clinical / lab and continue to progress in the nursing program. See the clinical evaluation tool for details.

Nursing learning laboratory educational remediation form

The student may receive a nursing learning laboratory educational remediation form from the instructor to go to the Simulated Hospital to practice skills evaluated as “not met” in the clinical setting. Students will need to demonstrate competency in the specific skill to have the remediation form signed by the nursing laboratory faculty. The skills in the form must be “Met” within one week of the receipt of the form by the student or the student will receive an academic deficiency.

Testing policy

The following policy is designed for exams that determine comprehension of knowledge in any required courses. Knowledge learned throughout the curriculum will be built upon from course to course therefore testing can be comprehensive. These are exams that are considered unit or final exams. Exams do not include quizzes, pre-class assessments, pre-simulation activities, or classroom learning activities.

In order to make best use of class time; **exam answers will not be reviewed during class time.** If a student wants to review their personal exam in more detail, they can make an appointment with instructor during the instructor's office hours.

Test Challenge Policy

If a student wants to challenge a grade, challenging grades can only be done through the grade challenge form (see below). The student will not be allowed to see the exam in its entirety but only the questions the student chooses to challenge and/or got wrong and wishes to review.

Test Item Challenge Form

Only questions that have been missed by 70% or more students can be challenged.

Students may only challenge test items during instructor office hours individually and using this form. Incivility will not be tolerated and will cause the student to forfeit their right to challenge a test item.

For security purposes, this form may only be completed in the presence of the instructor. This form will not leave with the student. All students are held to academic integrity policies. Discussing test questions between students is highly discouraged.

Student Name:

Class:

Exam Title:

Exam Date:

Question #:

Student's Answer on the Exam:

2 sentences to justify the student's chosen answer:

Page numbers in text to support the Student's chosen Answer:

Correct Answer on the Exam:

Distance specific policies

Lecture:

We strongly encourage you all to live Webex in for each lecture. We also understand that the distance model is flexible and designed to allow distance students to continue to work in their home community during their program. We encourage you to live WebEx so you can interact and ask questions in real time although it will not be required. You are required to view the class recording on Panopto (accessed through D2L) by the time noted in the class syllabi or the next class or you will be considered absent. You are responsible for all class material that has been presented in any manner.

Lab:

Just as with lecture we strongly encourage you all to live Webex in for each lab. We also understand that the distance model is flexible and designed to allow distance students to continue to work in their home community during their program. Many labs will begin with lecture time and all of the above statements are applicable.

For actual hands on practice time the live Webex may not be continued. You may be asked to demonstrate your lab skill through one of the following methods (with your primary lab instructor approval); video the skill and send it in, WebEx by appointment with the instructor, have and RN observe and sign off on a form that they have watched you perform the skill or come to campus. All distance students in any lab are required to be on campus for all face to face days that are noted in your acceptance letter. Skills practice and skills checkoffs will take place on these days.

You must keep in mind that if you are not able to live WebEx in to a lab you are still accountable for the time. You will record your time on the Lab hours sheet.

Distance Testing Policy:

Distance students are required to use one of the following methods for taking exams for both lecture and lab. Distance students will have their individual preceptor present, have a proctor or be on campus.

A proctor may be their facility Human Resource Director, their facility lead education nurse, the Chief Librarian from their public library, a local public school counselor or principal. A proctor may also be one of the persons listed on the Great Falls College – MSU proctor form.

Note: Test proctors may not be personal friends, family members or direct supervisors even if they meet the above qualifications. The proctor must also meet and agree to the requirements on the Great Falls College – MSU proctor form.

The student is responsible for any and all costs that may be associated with finding an appropriate and approved proctor.

Distance students will need to fill out the test proctor form a minimum of 48 hours PRIOR to the test date. Communication will need to take place between the instructor and the proctor at least 24 hours BEFORE the exam. If a student does not arrange a proctor within the above time span, have a proctor that meets the qualifications and / or is not able to be on campus for the exam, they may not be allowed to take the exam. This will then qualify as a missed exam and the nursing program policy on missed exams will be followed.

Students and proctors may also be asked to scan or take a photo of the proctor business card (when available) and send it with the test proctor form.

In addition to a test proctor, the primary classroom instructor may require a student to use Respondus LockDdown Browser and / or a live web camera feed during the exam.

Exams **may** be opened and made available for distance up to 24 hours before the face to face students. The test will close at the same time for ALL students. This is at the discretion of the primary classroom instructor.

Any deviation of this policy is at the discretion of the primary classroom instructor after discussion with nursing faculty or the Program Director.

On Campus Sessions:

All on campus sessions are mandatory and will not be repeated. Failure to attend any of these sessions will result in removal from the Practical Nurse Program.

Appendix A

Informational and forms

American Nurses Association Code for Nurses

The American Nurses Association Code of Ethics for Nurses can be found at

<http://nursingworld.org/>

Montana State Board of Nursing Statues and Rules

The Montana State Board of Nursing information about Statutes, Rules, and Declaratory Rulings can be found at

www.nurse.mt.gov

Test Item Challenge Form

Only questions that have been missed by 70% or more students can be challenged.

Students may only challenge test items during instructor office hours individually and using this form. Incivility will not be tolerated and will cause the student to forfeit their right to challenge a test item.

For security purposes, this form may only be completed in the presence of the instructor. This form will not leave with the student. All students are held to academic integrity policies. Discussing test questions between students is highly discouraged.

Student Name:

Class:

Exam Title:

Exam Date:

Question #:

Student's Answer on the Exam:

2 sentences to justify the student's chosen answer:

Page numbers in text to support the Student's chosen Answer:

Correct Answer on the Exam:



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Nursing Program Clinical Hours Record

Semester / Year _____

Student Name: _____ Course Number and Title: _____

Preceptor's Name: _____ Faculty Name: _____

Total Clinical Hours Needed: _____ Total Clinical Hours Achieved: _____

Documentation of Hours

Date	Clinical Site	Hours	Types of patients / clients seen.	Preceptor / Faculty or Staff signature.

Student's Signature: _____ Date: _____

Preceptor's Signature: _____ Date: _____

Clinical Faculty's Signature: _____ Date: _____



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

Nursing learning laboratory educational remediation form

This form is to be used for "Not Met" or "Needs Improvement" or clinical / lab skill needing remediation

Student Name: _____ Date: _____

Issuing Instructor: _____ Date: _____

Date remediation must be completed by: _____

Description of issue or incident needing remediation:

Corresponds with which program learning outcome:

Plan for improvement:

Improvement observed by: _____ Date: _____

Comments:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Great Falls College – MSU
Distance Student Preceptor Vita

Student Name: _____

Preceptor Name and title: _____

Facility: _____

Facility Address: _____

Facility Phone: _____

Preceptor Phone: _____

Preceptor email: _____

Date: _____

Preceptor educational degree:

Preceptor MT. Nursing license number: _____

Preceptor MT. Nursing license expiration date: _____

Preceptor Signature: _____ Date: _____



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Nursing Program LAB Hours Record

Semester / Year _____

Student Name: _____ Course Number and Title: _____

Preceptor's Name: _____ Faculty Name: _____

Total Lab Hours Needed: _____ Total Lab Hours Achieved: _____

Documentation of Hours

Date	Lab location	Hours	Type of practice or skill	Preceptor / Faculty or Staff signature.

Student's Signature: _____ Date: _____

Preceptor's Signature: _____ Date: _____

Primary Faculty's Signature: _____ Date: _____

Appendix B

Signature Sheets

Please read, sign and give to Nursing Program Director by the end of the first week of your program.

The following forms are given to students at nursing orientation, signed, returned to the Program Director and filed in the student record. Only an electronic version of this Handbook is available. It is accessed through the Nursing Advising Page on D2L and posted on the Nursing Program webpage.



Great Falls College - MSU

In the interest of promoting the successful programs of Great Falls College MSU and improving outside communications, the school uses photographs, video footage, and statements made by the student for the college's promotional purposes.

This agreement constitutes permission to use photographs, video footage and any statements made of/by the student named below in presentation about our college, programs and people that may be distributed by Great Falls College MSU. All photographs and video footage shall remain the sole property of the College.

I understand that no compensation will be made to me for this use. Great Falls College MSU assumes no liability of any nature in connection with such filming and/or interviewing.

Name: _____ Date: _____

Signature: _____

Student Statement of Release

I hereby authorize GFCMSU to release a copy of any or all of my required clinical documents, including, but not limited to immunization records, criminal & child abuse background checks and CPR certification, to clinical site agencies and to contact any provider of required clinical documentation for clarification of such information from this time forward while in the clinical program.

I understand that I must submit all required documentation prior to the participation in any clinical experiences.

I am aware that if during the course of the academic year my health or background status should change in a way that would impact my ability to perform in clinical, I must notify the program director.

I understand that I have the right to refuse to share my health information and background status with clinical agencies and that my refusal will make me ineligible for clinical placement

Student Name (Please Print)

Student Signature

Date

Technical Standards for all nursing programs.

All individuals, including persons with disabilities, who apply for admission to the nursing programs must be able to perform specific technical standards with or without reasonable accommodation.

The technical standards below outline the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the nursing program at Great Falls College - MSU.

These technical standards are conditions of admission.

An applicant to any of the nursing programs should carefully review the technical standards for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if he or she may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director and Disability Services if you have any questions about this matter.

Technical standards

The technical standards for the Certificate of Applied Science and Associate of Science Nursing Program - Great Falls College MSU considered criteria for admission to the programs and listed below.

To successfully complete the Nursing Program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

- Accurately assess conditions of the human body
- Accurately calculate medication dosages from instructions given
- Accurately differentiate colors and recognize odors
- Accurately document treatment information
- Accurately perform mathematical calculations
- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials, and keyboards
- Answer patient call lights or intercom system to determine patient needs

- Assemble medical equipment and supplies
- Demonstrate understanding and adherence to professional standards of nursing
- Detect and respond appropriately to activation/warning signals on equipment
- Distinguish fine print on various medication labels
- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions
- Effectively communicate with patients and family members in a culturally sensitive manner
- Effectively perform chart reviews and continuous assessment of the patient's status
- Effectively prioritize multiple tasks
- Effectively take and record doctors' orders, patient histories, and subjective/objective findings
- Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells
- Maintain confidentiality with regard to all phases of work
- Manage the demands of time constraints and frequent interruptions
- Move and position heavy and/or large equipment
- Perform CPR – ventilation/compression and other basic life support functions
- Perform data entry tasks using available technology
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines
- Respond to emergencies consistently, accurately, and quickly
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed
- Transport patients in wheelchairs as necessary
- Turn/reposition bedfast patient

Your signature below indicates that you have read and understand the Technical Standards and can perform them.

Student: _____ Date: _____

Great Falls College Nursing Program

CONFIDENTIALITY AGREEMENT

Students in the Great Falls College Nursing Program will be working with patients and patient medical records in various types of healthcare facilities and in the classroom.

Student use of medical records and confidential patient information in the educational process requires:

1. All information about a patient, written or verbal is strictly confidential. Any violation of confidential information about a patient is punishable in a court of law. Refer to the Health Insurance Portability and Accountability Act of 1996.
2. The professional Code of Ethics of the American Nurses Association stipulates that confidentiality of patient information is a part of professional responsibility and integrity.

Because of these legal and ethical considerations, any student enrolled in the Great Falls College Nursing Program who reveals contents of a medical record or information related to a patient's private personal status is subject to reprimand and possible immediate dismissal from the Great Falls College Nursing Program.

Further information is contained in the Great Falls College Nursing Student Handbook.

Having understood the above, I _____ do hereby agree to maintain confidentiality of all patient information to which I am exposed as a Great Falls College Nursing student.

Student: _____ Date: _____

STATEMENT OF INFORMED CONSENT FOR PREVENTION OF COMMUNICABLE DISEASES

Please place an "X" by each statement you agree to:

_____ I understand that Great Falls College – MSU Nursing Programs involve the study and care of people throughout the life span and that these people may be well or ill. By participating in caregiving activities, I may be exposed to infectious diseases, such as Hepatitis B, Acquired Immunodeficiency Syndrome (AIDS), and other infectious and/or communicable diseases.

- _____ I agree to participate in HBV/HIV education experiences as required by Great Falls College – MSU Nursing Programs and CDC and OSHA guidelines. I understand that testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in my clinical experiences with Great Falls College – MSU, will be my financial responsibility. I understand that health insurance is required.
- _____ I will receive Hepatitis B vaccine and /or demonstrate proof of immunity prior to beginning my clinical experience with direct client/patient care. Should I refuse to be immunized, I will sign a refusal to consent form.
- _____ In the event I am exposed to blood while giving client care, I agree to follow the Great Falls College – MSU General Health Science Policy protocol established by the institution (see the agency’s Exposure Control Plan). I understand that this generally involves one year of blood testing and professional counseling for myself and/or significant others. I understand and acknowledge that there is no known cure for AIDS at this time. I will receive referral to community health resources for free blood testing to detect HIV upon request.
- _____ I am aware that the Privacy Act provides for confidentiality on any issue related to my health status. All information will be kept in strict confidence by the Nursing Program and used to provide counseling, health information, and referral.
- _____ If I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases. I will discuss my concerns with nursing faculty at Great Falls College – MSU. I understand that Rules 24.159.1005 (j) and 24.159.1205 (n) of the Statutes and Rules of the Montana State Board of Nursing states that “. . . as a member of the nursing profession, the registered nurse and practical nurse shall . . . conduct practice without discrimination on the basis of age, race, religion, sex, sexual preference, national origin or handicap. . .” (The Americans with Disabilities Act, 1992, establishes communicable disease including AIDS as a handicap/disability.)
- _____ It is recommended that I inform faculty of changes in my health status, such as pregnancy or contraction of a communicable and/or infectious disease. I have been informed and understand that an altered state of my health, such as being infected with HIV, may increase my health risk in relation to caregiving activities for patients with bacterial and viral diseases. I have been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions. I understand that I should seek sound medical advice for changes in my health status, as discussed in this paragraph.

This document has been read and explained to me. I fully understand the learning opportunities, potential risks and safeguard options which are involved in my role as a Nursing student at Great Falls College – MSU. I consent to follow policies and procedures as explained herein.

Student: _____

Date: _____

LATEX ALLERGY STATEMENT
Great Falls College - MSU

Today, many health care facilities minimize the use of latex as much as possible. At Great Falls College - MSU we make every attempt to avoid latex in the clinical lab, as well. However, inadvertent exposure to latex may still be encountered in products such as stethoscope tubing, injectable medications, and vials on site, and in your clinical rotation.

For your protection during the nursing program, as well as during your healthcare career, better understanding of your potential for latex allergy is recommended. You are asked to read the attached document regarding latex allergy. This document outlines the increased risk health care professionals' face regarding latex allergy. This risk is increased if you have a history of atopy. Additionally, you may already have some form of latex allergy if you react after eating certain foods or after exposure to latex containing products.

If, after reading the document, you have any concern about your allergic status regarding latex, we would like to advise you that a blood test called a Latex RAST is available to determine if you have a type I allergy to latex. The result of this blood test, along with the assessment of a health care provider, can help you determine what, if any, risk your exposure to latex carries. You, the student will be responsible for any and all costs associated with this test.

Please initial

_____ I have read the above document regarding latex allergy. I am aware that I may obtain additional blood testing and evaluation by a health care provider if I have any concerns.

Please select one of the following:

_____ I elect to have additional follow up regarding potential latex allergy, and will provide the college of nursing with this information for my protection in clinical and lab sites.

_____ I elect not to have additional testing or evaluation regarding potential latex allergy. I understand that not having this information may be detrimental to my health

Print Name _____

Student Signature _____ **Date:** _____

INVASIVE PROCEDURE CONSENT

The purpose of participating in the following procedures is to allow students the opportunity to practice the procedures on each other in an instructor-supervised simulated laboratory activity.

In order to participate, it is required that each student has received specific instructions and knowledge from Great Falls College nursing faculty. Participation in these procedures will afford the student the opportunity to gain confidence and some measure of proficiency before client contact.

The invasive procedures to be practiced are: finger stick, intramuscular, intradermal, and subcutaneous injections.

Check one of the following:

_____ I consent to carry out (give and receive) the above-stated procedures in the college laboratory. I understand the risks involved.

_____ I do not wish to participate in this laboratory activity. I understand that failure to participate in these procedures will not affect my grade.

Signed _____

Date _____

NURSING PROGRAM
RECEIPT OF NURSING PROGRAM HANDBOOK

I have read and fully understand the policies and information relating to the Great Falls College – MSU Nursing Programs and Clinical Experiences and agree to abide by them.

Signed: **Electronic Copy provided to all students in Nursing Advising Page that is accessed through D2L.**

Date: