

STUDENT NURSING HANDBOOK & CLINICAL MATERIALS



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

2016-2017

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

STUDENT NURSING HANDBOOK

**GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY
Health Sciences Department
Nursing Program
2100 16th Avenue South
Great Falls, MT 59405**

NURSING STUDENTS

***GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY
DEPARTMENT OF NURSING***

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TO: All students accepted in the Nursing Program at the Great Falls College
Montana State University

FROM: The Director and Staff of the Nursing Program

Welcome to the study of Nursing! We are pleased that you are interested in the profession and/or are continuing in the advancement of the profession. Nursing is a profession: one that combines the disciplines of art and science. Compassion and Caring are the foundation of the profession.

It is our desire that you become the very best nurses possible, and to continue to grow not only as competent practitioners but also as compassionate human beings with respect for all people, and concern for their well-being. Your educational endeavors should not be limited to class attendance, and coursework alone. Working with other people, including those of other ethnic groups, in a variety of situations, participating in group activities, sharing responsibilities, learning to listen, and to converse with purpose, are experiences you will find invaluable to yourselves as individuals, as students, and as nurses within your community.

Active participation in the functions of this program, its professional associations, the Great Falls College Montana State University and the community will add meaning to your academic endeavors, and enrichment to your lives. Make your concerns known, and be constructive in your efforts for positive change. YOU are the most important ones in realizing your educational goals and directions for lifelong learning endeavors.

It is our dream that your education at GFCMSU and time with the faculty will prepare you to accept the challenging and rewarding lives as nurses. Nursing is more than a profession, it is a lifestyle. It becomes your personhood. We will uphold you to the ANA Code of Ethics and expect you conduct yourself with accountability, responsibility and professionalism.

It is also our hope that in the future your expertise as nurses will be such, that should any of us or our families come to you for service, we will know that we have the very BEST the profession can offer.

Best wishes in your academic, professional, and personal endeavors!

Dear Students:

Great Falls College Montana State University Nursing Program is part of the Montana University System. The Montana State Board of Nursing approves the program. It is designed to prepare you for a career as a Licensed Practical Nurse, and/or a Registered Nurse, also to prepare you for the National Council Licensure Examination (NCLEX).

The purpose of this handbook is to introduce you to information and policies that apply specifically to the Nursing Program. You should keep this material in a safe and convenient place. It will help answer questions which may arise during the program.

Please do not hesitate to ask for further information if necessary. Best wishes to each of you for a stimulating, and successful year. Please remember that specific school policies can also be found in the Great Falls College Montana State University catalog. **Please be familiar with these policies.** Catalogs are available online.

Sincerely,

Nursing Faculty

NURSING PROGRAM

MISSION, PHILOSOPHY, GOALS AND OBJECTIVES

Mission

The mission of the Great Falls College MSU Nursing Programs is to produce well-rounded, holistic nurses who are attuned to the diverse health care needs of clients, families, and communities. The college will graduate nurses who provide culturally-sensitive, compassionate, ethical, and competent care local, state, and national communities. The GFCMSU nurse graduates with sound judgement and promotes excellence in patient centered care. Nurses will value team work, Evidenced Based Practice, continuous quality improvement, patient safety and a pattern of life long learning

Philosophy

It is the belief of the Nursing Program of Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities 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 have the right to a quality education which challenges their intellect, and inquisitiveness, and prepares them to become effective members of a health care team. 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 NCLEX exam required for 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 gifted at combining both the art and science of nursing. We believe that in the process of teaching evidenced based appropriate 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.

At the completion of the LPN program the student will:

1. Incorporate therapeutic communication and collaboration with clients, Families, and health care team for, theoretical knowledge, and professional or the delivery of high quality and safe patient care
2. 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
3. Demonstrates the ability to conduct practice with insight, and without discrimination on the basis of age, race, religion, sex, sexual preference, national origin, or handicap
4. Utilizes 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
5. Demonstrate skill in providing comprehensive, holistic, culturally compassionate care for clients, families and communities across the life span
6. Demonstrate accountability, responsibility, professional attitude, civility and commitment to nursing when dealing with clients, families, and members of the health care team
7. Demonstrates critical thinking using the nursing process to assist with clinically competent care
8. Contribute to an individualized care plan that enables one to adapt health care practices that meet the needs of patients from various cultures and life experiences
9. Participate in lifelong learning fostering the development of professional growth, critical thinking, and leadership

At the completion of the RN program the student will:

Administer effective and ethical individual patient centered care holistic utilizing human needs as a foundation for assessing behaviors, assigning priorities to desired outcomes, and planning and prioritizing nursing interventions

1. Incorporate knowledge and respect of culture, religious, and socioeconomic factors in providing nursing care for individuals in a variety of health care settings
2. Coordinate, delegate, and prioritize the delivery of care safe, quality patient centered care aimed at meeting the needs of patients, families, communities and globally.
3. Practice collaboratively within the proper scope of practice, legal, and ethical frameworks, and within state and national standards of nursing practice
4. Apply communication that is effective and therapeutic along with information technology, to implement problem solving process in the evidenced based management of care
5. Utilize critical thinking and critical thinking while providing competent, evidenced based nursing care recognizing the values and beliefs of the patient
6. Demonstrate the need for ongoing personal and professional development through both formal and informal learning experiences

Nursing Program Outcomes (Competencies)

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

Professionalism:

- 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 that the beginning fundamental concepts presented from the foundation for life-long learning.
- Demonstrate accountability, responsibility, and commitment to the nursing profession

Communication:

- 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

Critical Thinking

- 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

Caring

- 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 oral 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

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 satisfactory performance on the NCLEX, which is taken upon graduation, and required before practicing as a Nurse.

Framework for Curriculum Plan

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. Personhood 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. Human being is a valued person to be cared for, respected, nurtured, understood, and assisted.

Health is a fluid state of well-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 are 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 carative 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.

Nursing is committed to the values of respect, caring, communication, collaboration, critical thinking, and both technological and clinical competence. The **transpersonal** concept is an intersubjective human-to-human relationship in which the nurse affects and is affected by the person of the other. Both are fully present in the moment and feel a union with the other; they share a phenomenal field that becomes part of the life story of both. The provision for a supportive, protective, and(or) corrective mental, physical, sociocultural, and spiritual environment becomes: “creating healing environment at all levels (physical as well as non-physical), subtle environment of energy and consciousness, whereby wholeness, beauty, comfort, dignity, and peace are potentiated.” (Watson, 1999)

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 curative interventions provided.

Nursing Theory Framework

Nursing is a learned profession that focuses on concern with people and the world in which they live, as it encompasses people and their environments. The needs of the person are best met when the person is informed and assumes responsibility for wellness and health; nursing facilitates this process through teaching-learning techniques (Tomey & Alligood, 2002). Nursing Acknowledges unity of life and its connections that move from individual, to others, to community, to worlds. Spirit of inquiry includes empirical , clinical, aesthetic, kinesthetic, personal, moral-ethical and spiritual knowing . A model of caring includes an appeal for both art and science ; it embraces art, science, humanities and spirituality nurses are committed to seeking authentic connections and healing-caring relationships for the practice of compassion and equanimity with self and others The person is viewed as whole or complete, regardless of illness or disease. (Watson,1999)

The instillation of faith-hope and the development of a helping-trusting relationship are crucial to holistic nursing care

Integrating Concepts

The nursing faculty selected the following concepts to integrate throughout the nursing curriculum framework and courses. The concepts guide the educational outcomes of each of the nursing program levels.

Caring:

Caring is the fundamental ethic of the holistic healing relationship between nurse and client. Within this relationship, caring behaviors by the nurse provide a safe, compassionate, nurturing environment. These behaviors encompass both direct physical care of the client as well as emotional caring behaviors of touch, presence and psychological support. Caring acknowledges the dignity of each client and respects individual values, beliefs and cultural influences as the client and nurse interact. Caring also includes information interventions such as teaching, health promotion and assisting the client to navigate the health care system.

Based on nursing knowledge, nursing judgment, and clinical nursing skills, all of these caring interventions assist the client to achieve and maintain optimum comfort and functional ability (*Beare and Myers, 1995; NLN, 2000*).

Life Long Learner:

Learning is a life-long process that allows nurses to grow professionally and personally and to progress to the highest educational and practice levels of which they are capable. Life-long learning occurs through continuing education, self-study, and constant inquisitiveness about individual and collective nursing practice, and the nursing profession itself. Nurses who are life-long learners have the skills to access information from a wide variety of sources. In addition, they have the ability to analyze, evaluate, and adapt the information to practice.

Holism:

Persons are complex beings with interacting biological, psychosocial, cultural and spiritual dimensions. Holism in nursing care attends to all of these dimensions in promoting, maintaining, or restoring health. Nurses utilize this holistic framework as part of the nursing process in order to individualize caring interventions for clients

Critical thinking:

Critical thinking in nursing is purposeful outcome directed thinking driven by client needs: it is evidence-based and utilizes principles of the nursing process (Alfaro, 2003). Critical thinking is a complex developmental process based on rational and deliberate thought (Wong, 2003). The NLNAC (2000) defines critical thinking as the deliberative non-linear process of collecting, interpreting, analyzing, drawing conclusions about, presenting, and evaluating information that is both factually and belief based. Critical thinking and the nursing process comprise a holistic approach to problem solving

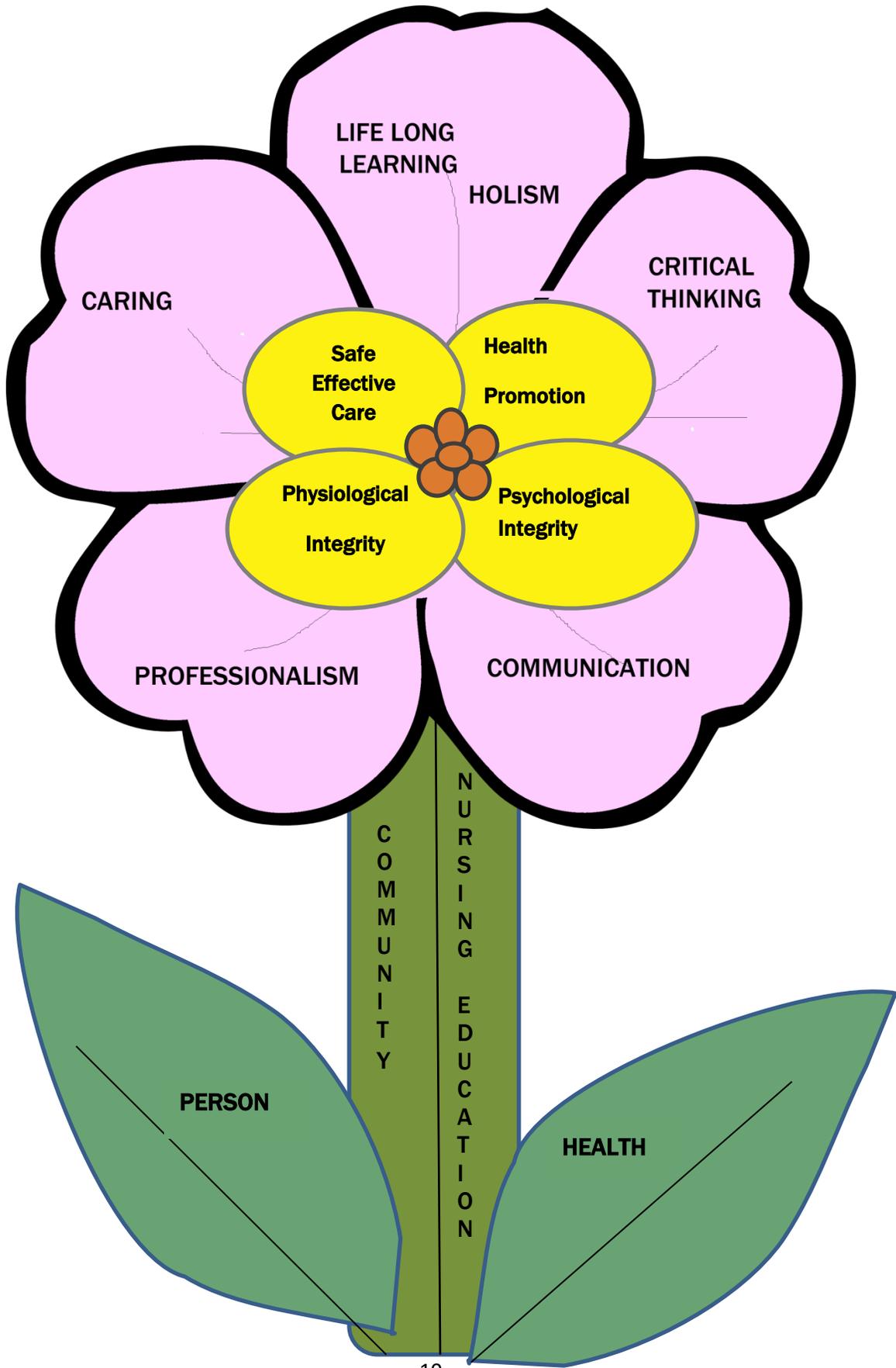
in which nurses must be able to define problems accurately, make the best choice among an array of possible alternative solutions, safely implement a plan of care and evaluate the effectiveness of their actions (*Jenkins, 1985*). Critical thinking transforms the ways in which nurses view themselves, understand the world and make decisions (*Wong*).

Communication:

Communication in nursing is a goal-directed interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology (NLN, 2000). Effective communication must take into consideration relationships, family dynamics, cultural influences, developmental stages, spirituality, and client needs. Therapeutic communication assists the client to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills (NLN). The goals of therapeutic communication are to develop trust, obtain or provide information, show caring, and explore feelings. When communicating, it is important that all forms of communication are congruent in order to facilitate understanding of the message. Nursing can have a positive influence on health through effective communication with clients, families, communities and members of the health care team.

Professionalism:

Professionalism within nursing practice is characterized by a commitment to the profession of nursing (NLN, 2000). The graduate of a nursing program utilizes the nursing process and evidenced-based practice to provide nursing care within legal, ethical, and regulatory frameworks (NLN). Clinical competence is evidenced by adherence to standards of professional practice and accountability for one's own actions (NLN). Professionalism includes concern for others as evidenced by caring for the individual and family, valuing the profession of nursing and ongoing professional development (NLN).



Practical Nursing Graduation Requirements

Semester 1 Pre-requisites					
13 credits					
Course Number	Course Name	Didactic Credit	Lab Credit	Clinical Credit	Total Credit
BIOH 104	Basic Human Biology	3	0	0	3
BIOH 105	Basic Human Biology Lab	0	1	0	1
PSYX 100	Introduction to Psychology	3	0	0	3
WRIT 101	College Writing	3	0	0	3
M 120	Mathematics with Healthcare Applications	3	0	0	3
	Total	12	1	0	13
Application to Stand Alone PN Program					
Semester 2					
15 credits					
NRSG 130	Fundamentals of Nursing	3	0	0	3
NRSG 131	Fundamentals of Nursing Lab	0	3	0	3
NRSG 135	Pharmacology for Practical Nurses	3	0	0	3
NRSG 136	Pharmacology for Practical Nurses Lab	0	2	0	2
NRSG 152	Gerontology and Community Nursing	2	0	0	2
NRSG 153	Gerontology and Community Nursing Clinical	0	0	2	2
	Total	8	5	2	15
Semester 3					
14 credits					
NRSG 140	Adult Health Nursing	4	0	0	4
NRSG 141	Adult Health Nursing Clinical	0	0	3	3
NRSG 142	Nursing Care of Women and Children	3	0	0	3
NRSG 143	Nursing Care of Women and Children Clinical	0	0	1	1
NRSG 148	Leadership Issues for Practical Nurse	2	0	0	2
NRSG 149	Leadership Issues for Practical Nurse Clinical	0	0	1	1
	(non-nursing class towards ASN, if desired)				
	Total	9	0	5	14
Total Program Credits 42					

RN NURSING GRADUATION REQUIREMENTS

Semester 1 14 Credits					
Course Number	Course Name	Didactic Credits	Lab Credits	Clinical Credits	Total Credits
BIOH 201/202	Anatomy and Physiology I with Lab	3	1		4
CHMY 121 & 122	General Chemistry with Lab	3	1		4
WRIT 101	College Writing I	3			3
M 121	College Algebra	3			3
Total Credits Semester 1		12	2		14
Application to Nursing Program					
Semester 2 15 Credits					
Course Number	Course Name	Didactic Credits	Lab Credits	Clinical Credits	Total Credits
BIOH 211/212	Anatomy and Physiology II with Lab	3	1		4
NRSRG 230	Nursing Pharmacology	3			3
NRSRG 231	Nursing Pharmacology Lab		2		2
NRSRG 232	Foundations of Nursing	3			3
NRSRG 233	Foundations of Nursing Lab		3		3
Total Credits Semester 2		9	6		15
Semester 3 14 Credits					
Course Number	Course Name	Didactic Credits	Lab Credits	Clinical Credits	Total Credits
NRSRG 256	Pathophysiology	3			3
NRSRG 234	Adult Nursing I	3			3
NRSRG 235	Adult Nursing I Clinical			2	2
NRSRG 236	Health and Illness of Maternal Nursing	2			2
NRSRG 237	Health and Illness of Maternal Nursing Clinical			1	1
PSYX 100	Introduction to Psychology	3			3
Total Credits Semester 3		11		3	14
Semester 4 15 Credits					
Course Number	Course Name	Didactic Credits	Lab Credits	Clinical Credits	Total Credits
NRSRG 244	Adult Nursing II	3			3
NRSRG 245	Adult Nursing II Clinical			2	2
NRSRG 254	Mental Health Concepts	3			3
NRSRG 255	Mental Health Concepts Clinical			1	1
NRSRG 246	Health and Illness of Child and Family Nursing	2			2
NRSRG 247	Health and Illness of Child and Family Nursing Clinical			1	1
SOCI 101	Introduction to Sociology	3			3
Total Credits Semester 4		11		4	15
Semester 5 14 Credits					
Course Number	Course Name	Didactic Credits	Lab Credits	Clinical Credits	Total Credits
NRSRG 259	Adult Nursing III	3			3
NRSRG 260	Adult Nursing III Lab		1		1
NRSRG 261	Adult Nursing III Clinical			2	2
NRSRG 266	Managing Client Care for the RN	2			2
NRSRG 267	Managing Client Care for the RN Clinical			2	2
BIOM 250/251	Microbiology with Lab	3	1		4
Total Credits Semester 5		8	2	4	14
Total ASN Program Credits		51	10	11	72

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ACADEMIC PROGRESSION

PROGRAM COURSE REQUIREMENTS AFTER FORMAL ACCEPTANCE

Once enrolled in nursing courses, a minimum of a grade of “C” in all courses is required to continue in the program. In the clinical setting, students must achieve a grade of 75% in all rotations of each clinical experience. The courses are offered at GFC MSU in the designed sequence.

ESSENTIAL QUALIFICATIONS FOR HEALTH CAREERS PROGRAMS NURSING AND PRACTICAL NURSING

All individuals, including persons with disabilities, who apply for admission to the Nursing program must be able to perform specific essential functions with or without reasonable accommodation.

The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the Nursing program at GFCMSU. **These essential qualifications are standards of admission.**

The applicant should carefully review the essential qualifications 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.

COMMUNICATION

1. Communicate verbally using clear and effective English
2. Write legibly in clear and effective English using correct grammar, punctuation and spelling
3. Quickly and accurately comprehend and follow verbal instructions in English
4. Quickly and accurately read, comprehend and follow written instructions in English
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for communication.

PHYSICAL SKILLS

Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care

1. Exert maximum physical force to lift, push, pull or carry objects up to 50 pounds (oxygen cylinders, beds, patients, or any other type of equipment).

2. Move quickly, freely and safely around the assigned work area and patient care settings
3. Sustain professional activities for up to 8 or more hours
4. Reach above shoulder level (to manipulate equipment)
5. Reach below waist level (to manipulate equipment)
6. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat.
7. Keep hand and arm steady while moving arm or while holding arm and hand in one position
8. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
9. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down

OBSERVATION AND SENSORY SKILLS

1. Hear, comprehend and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
 - a) Function efficiently in various degrees of light, from dark to bright lighting
 - b) Differentiate colors, varying shades of same color, and shades of black, white and gray
 - c) Read fine print and hand writing
3. Detect and distinguish odors from clients and environment
4. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins
5. Distinguish and describe patient affect, body language and physical responses which the patient cannot verbally relay (i.e. facial expressions, sweating, trembling, color change, bleeding, etc)

INTELLECTUAL, COGNITIVE, AND CRITICAL THINKING SKILLS

1. Concentrate on a task over a period of time without being distracted
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusions
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
4. Perform multiple tasks simultaneously
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergency situation

BEHAVIORAL/SOCIAL SKILLS/ETHICS

- 1. Display a high level of professionalism and discretion in all actions and communication (written, oral and electronic)**
2. Function effectively and display integrity, poise and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, faculty)
3. Use team approach to carry out responsibilities
4. Respond to all persons sensitively and with respect for cultural diversity
5. Maintain general good health and self-care
6. Display flexibility and adapt to changing environments
7. Manage time effectively
8. Accept responsibility for own behavior and be forthright about errors or uncertainty
9. Refuse to perform or participate in any illegal, unethical or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)

ACADEMIC DISHONESTY

The nursing faculty, along with the nursing community, believes that an essential nursing value is honesty. Students participating in GFCMSU 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 as per CP #594 (see below), the student will not be eligible to return to any nursing program at GCMSU.

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>

Academic honesty is one of the fundamental principles upon which the College was founded and upon which it must operate in order to continue to perform its most important function. Students are expected to be honest in all of their academic endeavors. The College views academic dishonesty as a serious breach of conduct. Depending upon the nature and severity of the dishonest act, the faculty and the College may discipline a student for verifiable acts of dishonesty occurring in or out of the classroom. This practice shall be implemented according to regulations approved by the President. This practice follows the guidelines for academic dishonesty. Please refer to the College Student Handbook.

Health Career Code of Ethics

In order to promote excellence in the professionalism, the Health Career Student shall:

- Treat patients with respect, dignity, 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 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 authorities.
- Avoid conduct that creates a conflict of interest.
- Demonstrates behavior that reflects integrity.
- Follow all principles of ethical and professional behavior, as identified in the code of ethics of his/her chosen health career.
- **Students who are in a clinical program and breach the code of ethics will be dismissed from the program and denied access to any other health career program at Great Falls College Montana State University.**

I have read and understand the Health Careers Code of Ethics and understand that any breach in ethics will result in inability to apply to a health career program (pre and non-clinical students) and/or dismissal from a clinical program.)

Name

Date

Legal Qualifications

Legal Qualifications for the Nursing Programs- Students entering nursing programs will be required to undergo a Child Abuse History Clearance, FBI Check, and state Police Criminal Record Check. No student will be admitted or retained in the program with disqualifying criminal history or child abuse clearance.

Legal limitation on Qualification for Licensure- The Professional Nursing Law states that the Board of Nursing may refuse to license a person who has been found guilty or pleaded guilty of felony charges. The application for the licensure asks, “Have you been convicted* of a misdemeanor, felony; felonious act; an illegal act associated with alcohol, an illegal act associated with substance abuse?”

*Convicted includes judgment; admission of guilt; pleas of nolo contendere; probation without verdict; incomplete ARD

Applicant should be aware of these limitations **PRIOR** to entering the nursing program. Practice of deceit in the application procedure is cause for dismissal from the program.

As an applicant to this program or student in this program, I acknowledge that I have read and understand the essential qualifications. **I acknowledge that I am capable of performing the abilities and the skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in the program depends on my continued ability to successfully demonstrate these abilities and skills. **I understand that if I am no longer able to meet these essential qualifications I will immediately notify the Program Director_____ (Initial)**

I have read and understand the program admission criteria _____ (Initial)

I have read and understand the Legal Qualifications for the Nursing Program and Licensure_____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo a physical. The test is at cost of the student. No student will be admitted or retained in the program with a disqualifying result or failure to meet the specific deadline_____ (Initials)

I have read and understand the Health Careers Code of Ethics_____ (Initials)

I have read and understand the Prohibitive Offense Procedure_____ (Initial)

I understand that clinical sites do not allow tobacco use and may require testing at the student’s expense_____ (Initial)

I understand that all students accepted into the clinical component of the program must undergo an annual child Abuse History Clearance, FBI Check, and National Police Criminal Record Check at the student's expenses. No student will be admitted or retained in the program with a disqualifying criminal history or child abuse clearance _____ (Initials)

I understand that the students accepted into the clinical component of the program may perform procedures which may expose them to blood borne and airborne pathogens, ionizing radiation, and potentially hazardous materials _____ (Initials)

I understand that all students accepted into the clinical component of to the program must have the following immunizations (at the student's expense): Hepatitis B, MMR, DPT, Varicella, and an annual TB screen and Flu shot _____ (Initials)

I understand that intentional deceit or falsification on this document may disqualify a student from admission and/or continuation in any health career program at Great Falls College MSU. _____ (Initials)

Applicant Signature

Date

Print Name

Student ID

STANDARDS OF CONDUCT

All students admitted to the Nursing Program are expected to exhibit standards of student conduct, which are acceptable to the total community. The standards listed below have been established to reflect the position of the Nursing Program as well as the College.

While enrolled in the Nursing program, it is expected that the student will:

1. Not use or consume illegal substance. The college reserves the right to refer students to a physician in the event of a violation or a suspected violation of this provision. The student is responsible for all the costs of this referral.
2. Comply and be held accountable with the College Student Right and Responsibilities
3. Conduct himself/herself on or off campus in a manner consistent with the standards of the academic and professional community. **This conduct extends to respect for the faculty, and respect for the rights of other students to have private discussions with the faculty.**
4. Any student with criminal charges must immediately disclose such charges to the Program Director. Failure to immediately disclose any criminal charges will result in dismissal from the Nursing Program. Any student with criminal charges may not participate in clinical practice until the charges have been resolved. Charges will be on an individual basis and may result in the student's dismissal from the program.

Violations of the Standards of Student Conduct may lead to the discipline of the student up to and including expulsion from the program.

NAME _____

Date _____

READMISSION TO NURSING PROGRAM

1. Students who withdraw or fail to successfully complete any nursing course must apply for readmission into the program.
2. Any nursing course may be repeated **one** time only with faculty approval. A second failure in any nursing course means that the student must withdraw from the program. Should this occur, the faculty recommends the student pursue an alternate plan of study.
3. The Program Director, in consultation with nursing faculty, has the right to approve or disapprove readmission applications; previous documented educational, behavioral, safety, or civility concerns may impact decisions for readmission to the program.
4. If a student fails a course due to unsafe physical or emotional care of patients, the faculty may, case-by-case and based upon patient safety, decide not to allow the student to repeat the course (i.e., be readmitted to the program).
5. Due to the complexity of the Nursing Program, concerns for patient safety, and a commitment to graduating competent practical nurses, some coursework will likely need to be retaken and/or reviewed before or as the student returns to the curriculum. Students will work with the Program Director and faculty to create a plan of study. If this plan of study is not completed as agreed upon, the student will be dismissed from the program.
6. Being readmitted to the program does not automatically ensure successful completion; it is dependent upon meeting or exceeding the curricular and behavioral standards of the Program.
7. Students who have been dismissed from the program for documented unsafe practice, unethical or illegal conduct will be excluded from the Nursing Program and will be ineligible for readmission.

Great Falls College MSU Nursing Program Readmission Procedure:

Readmission defined- when a student who has left a clinical nursing course and is requesting to return to that same program and sequence of courses.

Students requesting readmission to Nursing (2nd semester)

A student who fails, withdraws or is withdrawn from Nursing second semester must reapply to the program using the Nursing Application for Admission, and meet the points criteria applied to all applicants for the program in that admission cycle.

Students requesting readmission to Nursing (3rd semester)

A student who fails, withdraws or is withdrawn from any of the above stated clinical courses and desires to be readmitted, must personally submit a complete Request for Readmission form to the Program Director. Forms are available in the Nursing Office. These dates are strictly followed:

Fall Readmission	May 2nd
Spring Readmission	October 10th

1. A student with **two failures or withdrawals from the nursing program will not be eligible for readmission to the program.**
2. Readmission into a clinical course sequence will be based up on the following criteria:
 - a. Readmission within one calendar year:
 - i. The student may readmit and repeat the course based on space availability
 - ii. Satisfactory validation of selected skills
 - iii. 100% score on the dosage calculation test required for that course by the date indicated on the readmission letter.
 - b. Readmission after two calendar years:
 - i. The student may readmit and repeat the course based on space availability.
 - ii. Score at least a 75% on the final exam of the last clinical course.
 - iii. Satisfactory validation of selected skills
 - iv. 100% score on the dosage calculation test required for that course.
 - c. Readmission after two calendar years:

The student will be required to begin the clinical course sequence again with Nursing 130 using the Nursing Application for Admission, and meet the points criteria applied to all applicants for that program in that application cycle.

3. Decisions for readmission are made by the Nursing Administrators. Consideration for readmission is based on:
 - a. Availability of space in the requested course and semester on the selected campus.
 - b. Grade point average 2.5 or C or higher
 - c. The student's strategies for improvement and written plan of correction for successful outcomes
 - d. Previous evidence of professional behavior
 - e. The admission point system will be utilized to select those requesting readmission

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.

HEALTH REQUIREMENTS

Great Falls College Montana State University requires all students to carry their own medical health insurance. A plan is available through the college; however students are encouraged to investigate other options as well.

Students involved in injury or exposure during the clinical experience should seek treatment in the Emergency Room. Students will be responsible for their own medical expenses.

Annual flu vaccinations are required before being admitted to clinical sites. Students who are allergic to eggs or feathers, or who have medical or religious reasons for not getting the vaccination, students must wear a mask during their clinical rotation when they are within 6 feet of any other person. The facility will meet with those students who cannot take the flu vaccine to make sure they understand the masking requirements. Annual TB tests are required before being admitted to clinical sites. In the case of a positive TB test, a chest x-ray is required. A current CPR course is required before clinical rotations. A completed Hepatitis B series is highly recommended. Students who refuse the Hepatitis B vaccine series on the grounds of personal or religious beliefs must sign a waiver form that is kept in their permanent records at the institution. Clinical rotations include patient care in areas where exposure to communicable disease

may be likely; students are encouraged to discuss necessary precautions with their personal physician. **Each Student is required to attend the Health Science orientation presented by the College at the beginning of their first semester in the Nursing Program.**

ATTENDANCE

In accordance with the general policy of the school, it is the desire of the nursing faculty that every student successfully completes each course in the program. This is necessary to meet graduation requirements. **Regular attendance, punctuality, and responsibility** for class work are three of the most significant factors for success in school. **Students are expected to be present, punctual and prepared for every class assignment, and they are expected to seek additional help from the instructors when needed.**

There is an attendance policy for all lecture courses with a lab or clinical practice is included in class syllabi. Students are responsible to monitor their own record of absences and late arrivals, and should refer to individual course syllabi for specific course requirements.

Attendance in class is required and expected. If you miss class you are still responsible for any material discussed or other information presented. Missing class does not excuse you from what was discussed in class. You will begin the semester with 50 points for attendance. Ten points will be deducted for each excused absence. Twenty-five points will be deducted for each unexcused absence. Partial absences will be tracked and points deducted. Each time you are tardy or leave class early (partial absence) five points may be deducted. Missing a total of 15% of class time may constitute excessive absences and may result in being dropped from the class. For Spring 2016 15% is 2.5 unexcused absences.

Definitions:

Tardy – Entering the classroom five minutes or more after the scheduled start time. (Ex: 0905:01 is late for a 0900 class)

Excused Absence – Direct individual contact between the student and instructor at least 24 hours prior to class time and approval by instructor.

Unexcused Absence – No direct individual contact or contact less than 24 hours prior to class time between student and instructor.

Partial Absence – Entering class beyond the “tardy” five minutes or leaving before the class time has ended and class is dismissed.

Direct individual contact – The student initiates contact between themselves and the instructor of the class via email message or in person communication. Text or phone contact may be accepted at instructor discretion.

ACADEMIC INTEGRITY

Cheating, plagiarism, and dishonesty are unacceptable actions in health care and in academic environments. As noted in the Great Falls College MSU policy 301.1, “violations of academic integrity will not be tolerated at Great Falls College Montana State University. 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 a person is caught cheating or aiding another student to do so, the exam, quiz, written assignment, or project may 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.

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. Failure to submit clinical tool weekly according to guidelines in the syllabus
7. Use of cell phones in the Clinical site
8. Failure to adhere to laboratory module completion deadlines
9. Failure to adhere to clinical site/laboratory dress code

10. Unexcused absence from clinical experience.
11. Late for classroom lecture or simulation experience
12. 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 a "not met" clinical performance for the course and subsequent withdrawal from the Nursing program.

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

ADVISORS

Each student will be assigned a faculty advisor. A list of faculty advisors will be provided to each student at the beginning of each semester. Students are encouraged to make an appointment with their advisor each semester for consistent academic advice. Students are encouraged to visit with the course instructor immediately if academic difficulties in particular arise. After advisement with the course instructor, the student may want to make an appointment with their advisor and/or Director of the Nursing Program. 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 the College provides to assist with their success in the Nursing Program.

CONFIDENTIALITY

Students are exposed to much 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 will result in the student's withdrawal 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 withdrawal 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 ALCOHOLIC 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** dismissal 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 well being of the patient can result in dismissal from the program as well as Great Falls College Montana State University

Health Careers Regulation on Drug/Alcohol Screening

Screening for Suspicion

Any student who is suspected of being under the influence of drugs or alcohol who is in a health career program clinical or laboratory setting with a GFCMSU faculty member:

- Will be removed from the setting
- Must submit to immediate substance screening
- Must agree to release results of the screening to the program representative

Any student assigned with a preceptor/clinical instructor (non-GFCMSU faculty), in an observational setting, or engaged in any other program required activity, who is suspected of being under the influence of drugs or alcohol:

- Will be removed from the setting
- Must agree to notification of the program representative as to why the student was removed
- Must submit to immediate substance screening
- Must agree to release the results of the screening to a program representative

Additional Information

- The student has the right to refuse any of these requirements. Refusal will result in dismissal from the program.
- Any student with a positive screen will 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. GFCMSU cannot be responsible for discrepancies in third party testing.
- All costs associated with drug and alcohol screenings are the responsibility of the student

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.

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

Program Director

Dr. Frankie Lyons, Health Science Division Director

Dr. Heidi Pasek, Associate Dean/CAO

The complete process can be found in the Great Falls College Montana State University Catalog under Policies and Procedures. The student may also utilize the Associate Dean for Student Services for assistance with this process.

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 DON will schedule meetings at least once a month during the school year. This provides a means by which the students participate in program assessment. The minutes of these meetings will be used to provide valuable data for program assessment, input and development.

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

Responsibility of Faculty

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

Responsibility of Student Representatives

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

GROUNDS FOR DISMISSAL

Grounds for dismissal from the nursing program are listed below, however it should be pointed out that this is not an exclusive 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, and maintenance of academic standing. Due process will be followed in applicable situations.

- Failing grade in nursing courses, or failure to maintain an academic average of 75% in classroom or clinical settings.
- Failure to accomplish clinical assignments and objectives.
- 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 Client
- Unsatisfactory clinical progress.
- Failure to display appropriate workplace principles (poor attitude or inappropriate behavior). Not following established guidelines for calling when absent or tardy.
- 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),
- Unprofessional or unethical conduct; including the use of profanity or obscene language.
- Cheating, plagiarism or presenting the work of others in related or professional courses.
- 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 rotation area.
- Conviction and distribution of, or possession 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.

I have been made aware of the above and understand the possible consequences of the above behaviors prior to beginning the Nursing program.

Print Name

Signature

Date

Health Insurance Portability and Accountability Act

I am aware that any violation of patient privacy or confidentiality should be reported to the instructor. I am aware that failure to maintain patient privacy and confidentiality may result in removal from the nursing program. The student may also be subject to further disciplinary action or legal consequences.

I agree to observe and follow all HIPAA privacy policies and procedures as presented to me.

Signature: _____ Date: _____

Print Name: _____

EQUIPMENT NECESSARY FOR CLINICAL AND CLASSROOM

1. Stethoscope
2. Bandage Scissors – forceps or clamp
3. Penlight
4. Black ink pens
5. Name Tag
6. Small pocket notebook
7. Watch with second hand or digital
8. Calculator, basic is adequate
9. Pocket binders (approx. 8)
10. Plastic folders (approx. 6)
11. Flash drive
12. Lab kit

CLINICAL EXPECTATIONS

Expectations include but are not limited to the following:

- 1. 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.**
2. 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 be offended by the conversation
3. Appropriate and professional language is respectful and must be used at all times. Appropriate language does not include profanity, slang terminology, or expletives, disrespectful remarks to peers or faculty.
4. Gum chewing in the clinical setting is NOT professional and will not be tolerated
5. Student uniforms and accessories must be clean, neat, and free of offensive odors. A professional appearance must be maintained at all times
6. Post conference is a part of the clinical day and a professional appearance is expected.
7. Students must adhere to agency policies regarding all facility ID’s, smoking, parking, and any other agency specific policies.
8. All students must maintain all clinical ID’s during the nursing program. If required by the institution, clinical ID’s must be returned to the nursing program Director/Assistant Director at the time of withdrawal or graduation.
9. Students must notify the instructor and primary nurse when leaving the clinical unit. Failure to do so may result in expulsion from the nursing program.
10. Students may not visit or call the clinical unit for any reason. Students may only call the clinical unit to report absence or lateness.
11. Students may perform a procedure in the clinical area only after validation with a “Met” in the nursing simulation lab.

Your behavior in the clinical setting is a direct reflection on the nursing program and Great Falls College MSU. Students are present in the clinical setting as guests of the agency for the purpose of education. Program policy supersedes any clinical site policy. Discrepancies between Great Falls College MSU requirements and Agency policies must be discussed with the instructor immediately.

PROFESSIONALISM FOR CLINICAL SITES

As a student of Great Falls College Montana State University 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 professional manners. Clinical instructors may exercise the option of dismissing students from clinical sites for non-adherence to the following policies:

1. Name tag is always worn as part of the uniform
2. Clean, white, long-sleeved laboratory jackets with name tags must be worn at all times over non-uniform clothes when on clinical sites doing patient work-ups prior to schedule clinical. No jeans are to be worn.
3. 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. Skirts, if worn, must come to the knee or mid-calf. Skirts should be able to give you a broad base of support when worn, i.e. no straight line skirts. Faculty will have final approval on all skirts. 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, white or beige in color, and free of prints and adornments. Clean white shoes must be worn with white 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; white is the only color allowed for this. 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.
4. For tours 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. College identification will be visible and at eye level.

5. 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
6. Facial hair must be clean and trimmed or shaved.
7. 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.
6. Make-up to enhance your natural appearance may be worn at any time. Scented perfumes, lotions, or aftershave are not to be used on clinical sites.
 - a. 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**
 - b. Visible tattoos must be covered in accordance with clinical facility policy.
 - c. Students will maintain personal hygiene. Students will bathe, and use deodorant; no offensive body odor or cigarette smell.
 - d. Healthcare facilities are now 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.
7. Pregnant students may want to take special precautions due to the physical requirements, and possible exposure to harmful diseases or substances. **A written physician's recommendation related to physical lifting limits is required before the student begins clinical rotations.** If the student has problem with the pregnancy, additional documentation from the attending physician will be required. Students will be expected to meet all program objectives/expectations. Reasonable accommodations will be made. Following delivery, returning to class and clinical assignment will require physician clearance as well.

PROFESSIONAL CONDUCT IN CLASS AND CLINICAL

1. Professional conduct is expected at all times.
2. Support and promote the activities of fellow students and health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care
3. Smoking, and/or, use of tobacco products are not allowed at clinical sites.
4. No drinks or food of any kind are allowed in any classroom or laboratory.
5. No drinks or food of any kind are allowed, at any time, at the clinical sites.
6. No gum chewing allowed in the clinical area.
7. No profanity will be tolerated
8. Demonstrate professional attitudes, respect, and civility in the classroom/clinical when dealing with instructors, other students, guest speakers, ancillary staff, and other professionals of the college.
9. Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The students must be able to critically evaluate her or his own performance, accept and act on constructive feedback, and look for ways to improve and participate in enriched educational activities.
10. Show respect for individuals of different ages, ethnic background, religion, and/or sexual orientation
11. 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).
12. All appointments for self and family should be made for days off or after class
13. **CELL PHONES ARE PROHIBITED IN CLASSROOM AND CLINICAL**

PROFESSIONAL CODE OF CONDUCT

Students are expected to adhere to a professional code of conduct; the Montana Board of Nursing specifically addresses conduct of nurses and states;

“Professional conduct for nurses is behavior including acts, knowledge, and practices, by practicing nurses as conduct which is reasonably necessary for the protection of public interests.” (State of Montana Statutes, Rules, and Declaratory Rulings, 24.159.2301) *See Statutes, Rules, and Declaratory Rulings for entire document.

If a student demonstrates unsafe and/or unprofessional behavior and fails to achieve the standard of care, violates professional standards or state practice acts of the nursing program, or calls into question the professional accountability of the student, corrective action will follow.

Students are expected to adhere to the standards of behavior required of healthcare professionals, and to the standards expected at each clinical site. Depending upon the degree of actual or potential harm a patient may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe resulting in dismissal from the program.

CLIENT SAFETY

NEWBORN/PEDIATRIC SAFETY

The nursing students are responsible to the practices of the GFCMSU nursing program first and then to those of the clinical site.

Program requirement supersedes any clinical site policy. If at anytime a student has a concern about patient safety, the student must contact the clinical instructor immediately.

Crib rails must be in the full “UP” position for all newborns/infants and toddlers who are left unattended. **There are no exceptions.** Students may **NEVER** turn away from a newborn/infant or toddler without one hand being placed on the child if the rails are in the “DOWN” position. Infants and toddlers are **NEVER** to be left unattended in a high chair- even with a waist strap in place.

Newborns/Infants may never be left in an area where they are unattended by students, staff and/or family caregiver. **There are no exceptions.** Newborns/infants must be placed on back or side in bassinet. Newborns must be transported in bassinet. Newborns and young infants must be held in the nursing student’s lap for feeding. Students must check ID bands before returning newborn to “parent.”

ADULT SAFETY

Safety of adult clients must be maintained at all times by providing measures to create a safe physical environment. Aspects of critical thinking and nursing process must be utilized to assess a client's risk for unsafe behavior and implement strategies to ensure client safety. This will include, but not be limited to use of siderails as appropriate, reducing physical hazards, and consideration for risks related to developmental stage, physiological changes related to aging, and environmental concerns. If a client is placed at risk for physical injury, it may result in dismissal of the student from the nursing program.

FAILURE TO ADHERE TO THESE SAFETY GUIDELINES MAY RESULT IN THE STUDENT BEING WITHDRAWN FROM THE NURSING PROGRAM.

UNSAFE AND UNRELIABLE BEHAVIOR OF STUDENTS PARTICIPATING IN CLINICAL/CLASSROOM SETTINGS

PURPOSE

The Nursing Program at GFCMSU 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. When these problems exist, the Nursing Program has a strong interest in intervening.

Therefore, this 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 College response.**

PROCEDURE

- 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/Coordinator.
- In cases where representatives of GFCMSU have reasonable suspicion of drug/substance use, GFCMSU reserves the right to require drug testing at the student's expense as a condition of remaining in the program. Refer to Drug Screening in this handbook.

REMEDIATING AN UNSAFE PRACTICE INCIDENT

1. The student may receive a remediation prescription from the instructor for an unsafe behavior in the clinical setting. Some unsafe behaviors may result in immediate withdrawal from the Nursing Program.
2. The student will submit the completed Remediation Prescription to the Coordinator within one week of receiving the form.
3. All “not met” objectives must be met satisfactorily in order to pass each nursing course and progress in the program, as described in the Clinical Performance Evaluation Tool. The student must satisfactorily re-perform this behavior in the clinical setting to amend the clinical objective to a “met” objective in the Clinical Performance Evaluation Tool.

NURSING LEARNING LABORATORY EDUCATIONAL PRESCRIPTION

The student may receive a Nursing Learning Laboratory Educational Prescription from the instructor to go to the Nursing Lab to practice skills evaluated as “not met” in the clinical setting. Students will need to demonstrate competency in the specific skill to have the prescription signed by the nursing laboratory faculty. The skills in the prescription must be satisfactory/met within one week of the receipt of the prescription by the student or the student will receive an Academic Deficiency.

Failure to successfully complete the skill within one week will result in an Academic Deficiency.

USE OF CLASSROOMS AND LABORATORY

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.

- I. 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.
- II. No equipment or instruments may be removed from the lab area.
- III. 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 for student use. Open lab sessions are provided to give students an opportunity to practice and master skills that are required for successful completion of the nursing courses.

LAB/CLASSROOM REQUIREMENTS

1. 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. In accordance with AP 661, instructors may drop a student from a class with the concurrence of the division/campus administrator when unexcused absences exceed 15% of the total class hours that will take place throughout the semester and when the excessive absences preclude the possibility of the student attaining the stated learning outcomes for the course. This is done by an instructor-initiated Change of Roster Form, consistent with College Policy. Students so withdrawn will receive a grade of "W"
2. Students are expected to be considerate of other students in the classroom and not to be disruptive. Talking during lecture can be extremely disruptive and may interfere with understanding complex material. Disruptive students will be asked to leave the classroom.
3. Children are not permitted in the following areas: classrooms, labs, learning centers.
4. Any student found removing another student's items from an instructor's mailbox, will receive an academic deficiency and/or possible expulsion from the Nursing Program.

5. Classroom breaks will be at the discretion of the instructor.
6. The use of cell phones and beepers is prohibited in both class and clinical.

7. NO VIDEO OR AUDIO TAPING WILL BE PERMITTED IN CLASS.

NO STUDENT WILL BE GRANTED PERMISSION TO LEAVE THE CLASSROOM DURING A TEST. The full test policy is below. Please read this carefully!

Test Policy: Students may miss only **ONE** scheduled/unscheduled test per semester, by notifying the faculty member administering the test **prior to the test**. If the student does not notify the faculty member administering the test, he/she will receive a “0” (zero) for the test. Notification must be done before the start of the test by phone, phone mail or e-mail. On the day the student returns to class, he/she **MUST** see the instructor concerning the missed test. The student must be prepared to complete the test on the next class day, or the day the student returns to class. The make-up test may be given in the College Testing Center, and may differ from the original test. Arrangements will be made by the faculty member after speaking with the student. If subsequent tests are missed, a “0” (zero) will be given.

• **No student will be granted permission to leave the classroom during a test.**

- Once the test has been submitted by the student to the faculty member, the student will not be permitted to make any changes to the test.
- The answers placed on the answer sheet represent the student’s answer. It is the responsibility of the student to complete the answer sheet correctly. Blanks or transfer errors are the student’s responsibility. The grade will reflect only the answer sheet. Grades will not be changed. Scantron machine errors (stray marks, improper erasures), when brought to the attention of the faculty, will be reviewed by the faculty and adjusted if appropriate. If dosage calculation questions are asked on the test, all work must be shown and the answer must be circled.

- No headgear (hats, etc.) may be worn during a test.

- Deviations from this test policy will be at the discretion of the nursing

GRADING AND TESTING

College students are responsible for their own study procedures. This material in the Nursing Program is quite extensive and detailed. Skill building labs, clinical tutoring,

and additional help are available by contacting the course instructor. Course testing and policies are noted on each individual course syllabus. Early attention to learning needs both in and outside the classroom, and use of available resources will serve students well.

A 2.5 cumulative grade point average is required to graduate from the College. Any course grade below a “C” must be repeated before proceeding through the program. Classes can only be taken twice, and this will be dependent upon the application process, and space availability.

A	92-100%
B	84-91%
C	75-83%
D	68-74%
F	67 OR LESS

A cumulative average below 75% in the class will result in failure of that course. A minimum grade of a C (75%) is required in all nursing courses.

The first semester course content must be completed entirely prior to a student applying for and starting course work in the second semester.

CLINICAL TUTOR RETENTION POLICY

Understanding that the student may experience difficulty applying the nursing process from the classroom to the clinical area, especially in the written form, the Nursing Program has developed a clinical tutor retention policy. When the student has demonstrated an unsatisfactory grade or difficulty in writing care plans or work-ups, during clinical, the clinical instructor may ask the student to see the tutor. Students wanting to work with tutors will contact the nursing faculty. The tutor will be a nurse that will be selected by the faculty of the Nursing Program and accepted by Great Falls College Montana State University. Students should schedule appointments with the tutor in a timely manner, keep in mind that tutors are not available on short notice.

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY
Nursing Program

Technical Standards

General physical, mental, and sensory requirements in the Nursing Profession

An employee in the Nursing profession is expected to be able to meet or exceed the following demands, whether physical, mental, or sensory. The following are necessary for the nurse to be able to perform with or without accommodation for disability.

Physical demands include being able to:

- Use computer input and output devices effectively, including typing and data entry;
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines;
- Physical stamina to work quickly and for long intervals without sitting;
- Turn/reposition bedfast patient, alone or with assistance, to prevent hazard of immobility. This may require lifting with assistance 200 – 300 pounds;
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed throughout shift alone or with assistance;
- Transport patients in wheelchairs as necessary;
- Answer patient call lights or intercom system to determine patient needs;
- Perform CPR – ventilation/compression
- Spend at least 6 of 8 hours on your feet while delivering care;
- Ability to use left and right hand function, from simple grasping to low speed assembly;
- Do twisting, sitting, standing, walking, bending, reaching, climbing, squatting, kneeling and crawling during your shift;
- Lift, carry, push and pull from 1 pound to over 100 pounds.

Mental demands include being able to:

- Use effective time management;
- Concentrate and maintain acceptable level of accuracy in spite of frequent interruptions;
- Be courteous, tactful, and cooperative throughout the working day;
- Maintain confidentiality with regard to all phase of work;
- Read, write, and do basic math calculations;
- Float to other nursing units and perform patient care;
- Utilize effective verbal communication
- Answer the telephone;
- Read and write the English language.
- Function in a stressful environment

Sensory demands include being able to:

- Do close work for hours under artificial light, decipher handwritten and typewritten information in medical records;
- Differentiate colors
- Understand spoken voices and understand various accents, both face-to-face and while using various communication technologies;
- Work in a noisy environment;
- Possess the capabilities to accurately assess patients using auditory, tactile, visual, and olfactory senses.

In addition to these technical standards, there are other essential abilities necessary to acquire or demonstrate competence in nursing. These include but are not limited to the following abilities:

Communication

- Effective communication in oral and written forms
- Process and communicate information on patient's status with accuracy in a timely manner to members of the health care team, including faculty.

Behavioral/Emotional

- Student must have emotional stability to function effectively under stress
- Must be able to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Student must know that his/her values, attitudes, beliefs, emotions, and experiences affect his/her perceptions and relationships with others.
- Student must be able and willing to examine and change his/her behavior when it interferes with productive individual or team relationships.
- Student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

STUDENT PREGNANCY

A pregnant student must inform the Program Director 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 students responsibility to be aware of and avoid other hazards to her pregnancy. Neither GFCMSU 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 ability 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.

STATE LICENSURE

In order to practice as a nurse you must pass the National Council of a State Board of Nursing Licensure Examination (NCLEX). Applications for this examination will be provided, and explained prior to graduation. Applications 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

Licensed Practical Nurse

The following outlines Licensed Practical Nurse licensing information. For specific information on filing an application, you will need to obtain the license application from the Board of Nursing which includes a detailed listing of the requirements. Students are responsible for all fees related to application and testing.

1. Application Fee: \$100.00
2. Education Requirements: a graduate of an approved practical nursing education program that is authorized to prepare persons for licensure as practical nurses.
3. Experience Requirements: None
4. Examination Information: Cost: \$200.00 The National Council Licensure Examination (NCLEX) is given 6 days a week.

An applicant for a license to practice as a licensed practical nurse shall pay a fee prescribed by the board to the department at the time the application is submitted.

An applicant for a license to practice as a practical nurse is required to pass the National Council of State Boards of Nursing (NCSBN) - National Council Licensure Examination (NCLEX) exam or another board approved licensing examination.

On successfully passing the examination, the board shall issue to the applicant a license to practice as a licensed practical nurse.

Renewal Period: All licenses expire 12/31 of even numbered years and must be renewed by that time. http://bsd.dli.mt.gov/license/bsd_boards/nur_board/board_page.asp - 32 -

Registered Nurse

The following outlines Registered Nurse licensing information. For specific information on filing an application, you will need to obtain the license application from the Board of Nursing which includes a detailed listing of the requirements. Students are responsible for all fees related to application and testing.

1. Application Fee: \$100.00
2. Education Requirements: a graduate of an approved registered nursing education program that is authorized to prepare persons for licensure as registered nurses.
3. Experience Requirements: None
4. Examination Information: Cost: \$200.00 The National Council Licensure Examination (NCLEX) is given 6 days a week.

An applicant for a license to practice as a licensed registered nurse shall pay a fee prescribed by the board to the department at the time the application is submitted.

An applicant for a license to practice as a registered nurse is required to pass the National Council of State Boards of Nursing (NCSBN) - National Council Licensure Examination (NCLEX) exam or another board approved licensing examination.

On successfully passing the examination, the board shall issue to the applicant a license to practice as a licensed registered nurse.

Renewal Period: All licenses expire 12/31 of even numbered years and must be renewed by that time. http://bsd.dli.mt.gov/license/bsd_boards/nur_board/board_page.asp

Film, Videotape, and/or Photograph Consent Form
GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

I (the undersigned) do hereby irrevocably grant to Great Falls College Montana State University, its officers, agents, employees, students, assigns, and licensees, [hereinafter referred to as GFMSU] the absolute right and permission to record my likeness and/or voice with still photography, film or videotape, to edit such still photographs, film, or videotape at GFMSU's discretion, to incorporate the same into photo exhibits, motion picture films and video presentations, to use or authorize the use of still photographs, films, and/or videotapes, or any portion thereof, in any manner at any time or times throughout the world in perpetuity, to copyright, use, reuse, publish, republish, exhibit, display, print, and reprint in advertising, publicity or promotional material, magazines, books, or any other media and the right to use my name, likeness, and biographical and other information concerning me in connection with the exhibition, advertising, exploitation, promotion or any other use of such still photographs, films, and/or videotapes.

I hereby waive any right to inspect or to approve the still photographs, films, and/or videotapes or the editorial or printed matter that may be used in conjunction therewith and further waive any claim that I may have with respect to the eventual use to which they may be applied. Such still photographs, films, and/or videotapes, may be used at MSUGF's sole discretion, with or without my name, alone or in conjunction with any other material of any kind or nature.

I further expressly agree that the foregoing release is intended to be as broad and inclusive as is permitted by the law of the State of Montana and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I acknowledge that I have read this document and understand its terms. I am signing the release freely and voluntarily.

Name: _____

Signature: _____ Date: _____

Name of Parent/Guardian if Minor:

Signature of Parent/Guardian: _____ Date: _____

Address: _____

City: _____ State, Zip Code: _____

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

NURSING PROGRAM

POLICIES

I. Sequencing Through The Program

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 Montana State University. (Refer to Academic Probation Section of the catalog.)

1. An overall grade point average of 2.5 (C) must be maintained to progress through all courses and to graduate.
2. Students who earn less than a C in any course **will not be eligible to continue progression through the nursing program.** See readmission policy in student handbook.

II. Course Policies

1. 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. See current catalog for Great Falls College Montana State University attendance policies, as well as course syllabi.
3. 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.
4. All course work must be complete at 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. An incomplete will be given only in rare circumstances.
5. 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. In accordance with AP 661, instructors may drop a student from a class with the concurrence of the division/campus administrator when unexcused absences exceed 15% of the total class hours that will take place

throughout the semester and when the excessive absences preclude the possibility of the student attaining the stated learning outcomes for the course. This is done by an instructor initiated Change of Roster Form, consistent with College Policy. Students so withdrawn will receive a grade of "W" in accordance with AP 667.

6. 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.
7. All incomplete course work must be made up according to College policy. If a student does not submit make-up work, the incomplete will convert to an F.

III. Policies Related To Clinical Experience

1. A master rotation for clinical assignments will be posted each semester.
2. Name tags are issued to be used in the clinical areas and must be worn. Name tags will be issued for all hospital rotations. These must be returned when the student exits the program; Benefis Healthcare name tags not returned will have a \$15.00 penalty fee assessed to the student.
3. All three shifts may be used for clinical rotations.
4. Clinical assignments will be posted the evening or morning before the clinical experience. Students are expected to review their assigned patient's chart, and complete the work-up, including looking up the medications, treatments, lab values, and developing **two nursing diagnosis cards** prior to coming to the unit for clinical. Students who come to the clinical unit unprepared will be dismissed from the area and the clinical time must be made up at the discretion of the Instructor.
5. 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 an unsatisfactory evaluation for the semester and an "F" in the course. The only excused absence for illness will be 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** advise their clinical instructor and unit as soon as possible, but no later than 30 minutes prior to the scheduled time. Failure to call the instructor and the assigned unit can result in dismissal from the Nursing Program.

6. All absences from clinical experience must be made up. A clinical make-up day will be scheduled by the instructors.
7. 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 will be considered as late. If the student is late 3 times, in one semester, they will receive an absence and be required to complete the scheduled makeup day. If the student is late to their scheduled clinical area and misses report, they will be sent home and an absence will be given for that day.
8. Students will **not** be allowed more than **one** (1) clinical absence for the entire semester. If the student has a personal hardship that keeps them out of the clinical area more than 1 day, they should consult both the clinical instructor and the Program Director in regard to a possible alternate plan of study. In the event of exceptional circumstances which make it impossible for a student to be present for a scheduled clinical, arrangement must be made with the instructor, and the Program Director. An exceptional circumstance would include a death in the immediate family.
9. Evidence of dishonesty **can result** in dismissal. See Nursing Program and Great Falls College MSU's Academic Integrity Policy. Cheating, plagiarism, and dishonesty are unacceptable actions in health care and in academic environments. As noted in the Montana State University Great Falls catalog, "Violations of academic integrity will not be tolerated at Great Falls College MSU.

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 a person is caught cheating or aiding another student to do so, the exam, quiz, or project will receive an

“F” grade. The students are responsible for understanding and following all Montana State University Great Falls policies and policies of the Nursing Program.

10. If any clinical agency denies student access to clinical experience, the student may be dismissed, after investigation by entire faculty and administration.
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; 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.
11. Clinical failure may 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 may be removed without prior warning or notice from the clinical area for the remainder of the semester, resulting in failure of the course. A meeting will be arranged with the student, clinical instructor and Program Director to discuss the situation and to determine the progression of the student.
12. Students are expected to follow the dress code required by the Nursing Program.
13. 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.
14. 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.

V. Grading Scale

The following scale will be used in all nursing courses:

A	=	92	-	100
B	=	84	-	91
C	=	75	-	83
D	=	68	-	74
F	=	<68		

NURSING PROGRAM

RECEIPT OF NURSING PROGRAM POLICY

I have read and fully understand the POLICIES relating to the Nursing Program and Clinical Experiences and agree to abide by them.

Signed: _____

Date: _____

NURSING PROGRAM

RECEIPT OF HANDBOOK

It is the responsibility of each student enrolled in the Nursing Program to read and be familiar with the information in this handbook.

I have received a copy of the Nurse Student Handbook. By signing this, I acknowledge that I have read, understand and agree to abide by the policies set forth in this handbook.

Student Signature

Date

GERONTOLOGY

POLICIES

I. Sequencing Through The Program

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.

1. An overall grade point average of 2.5 must be maintained to progress through all courses and to graduate.
2. Students who earn less than a 2.5 in any course will NOT be eligible to continue progression through the nursing program. See readmission policy in student handbook.

Course Policies

1. Students should be prompt and regular in attending classes, make appointments when necessary to meet with faculty and keeping such appointments, be well prepared for classes and submit required assignments in a timely fashion. See current catalog Great Falls College-MSU attendance policies, as well as course syllabi.
2. All course work must be completed at the end of the semester. Papers must be submitted and tests made up within **1 (ONE)** week of the missed test or the student will receive a zero for the work. An incomplete will only be given in exceptional situations.
3. If a student is absent from class during the scheduled test, it is his/her responsibility to notify the instructor and arrange with the instructor for a make – up test as per course syllabi. See specific course syllabi for details on missed test policy

Policies Related To Clinical Experience

1. A master rotation for clinical assignment will be posted each semester. Students are responsible to check clinical schedules in designated areas.
2. Name tags are issued to be used in the clinical areas and must be worn. Name tags will be issued for all hospital rotations. These must be returned when the student exits the program; Benefis Healthcare name tags not returned will have a \$15.00 penalty fee assessed to the student.
3. All three shifts may be used for clinical rotations.
4. Clinical assignments will be posted the evening or morning before the clinical experience by the student. Students are expected to review their assigned patient's chart, and complete the work- up, including looking up the medications, treatments, labs values, and developing two nursing diagnosis cards prior to coming to the unit for clinical. Students who come to the clinical unprepared will be dismissed from the area and the clinical time must be made up utilizing scheduled make up day.
5. Students who are absent from clinical experience must advise their clinical instructor and the unit at least **½ hour prior** to clinical start. Failure to call the instructor and the assigned unit can result in dismissal from the Nursing Program
6. All absences from clinical experience must be made up. A clinical make-up day will be scheduled by the instructors.
7. 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 clinical. If the student is not on their assigned unit at the start of the shift, they will be considered late, resulting in an academic deficiency. If student is late to their schedules clinical site and misses report, they will be sent home and an absence will be given for that day.
8. Students will **not** be allowed more than **one (1)** clinical absence for the entire semester. If the student has a personal hardship that keeps them from the clinical area more than 1 day, they should consult both clinical instructor and the Program Director in regard to a possible alternative plan of study.
9. Evidence of dishonesty **can result** in dismissal. See Nursing Program and Great Falls College MSU Integrity Policy. Cheating, plagiarism, and dishonesty are unacceptable actions in health care and in academic environments. "Violations of academic integrity will not be tolerated. 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 violations to the Nursing Program Director, the division Director of Health Sciences, the Associate Dean of Student Services, the Associate Dean of Academic Affairs within one week of the incident. If a person is caught cheating or aiding another student to do so, the exam, quiz, or project will receive an “F” grade.

10. If any clinical agency denies access to the clinical experience, the student may be dismissed, after an investigation by entire faculty and administration. 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; 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 com fort; suspected use of drugs or alcohol; or any other condition or circumstance that constitutes an unreasonable risk to the safety and wellbeing of the patient.

11. Students are expected to follow the dress code required by the Nursing Program.

12. 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 issuers. Any student leaving the clinical facility area without proper notification to the instructor will be dismissed from the program.

13. 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.

Grading Scale

The following scale will be used in all nursing courses:

A=92-100

B= 84-91

C= 75-83

D= 68-75

F= <68

NURSING PROGRAM
RECEIPT OF NURSING PROGRAM POLICY: GERONTOLOGY

I have read and fully understand the **POLICIES** relating to the Nursing Program and Clinical Experiences and agree to abide by them.

Signed _____

Date _____

Great Falls College Montana State University
Nursing Program

GERONTOLOGY

Student Guidelines

1. This clinical rotation is an introduction to clinical, and any procedures performed will have been taught in Nursing Fundamentals Lab. This involves personal patient care, and requires the student to progress in the performance of nursing skills, by caring for patients with common, well-defined health problems. Students are expected to review patient charts for information, including interpretation of labs. Students are expected to demonstrate progression in their ability to perform patient care, review chart information, and synthesize patient information. It is expected that the patient work-up will demonstrate this progressive synthesis of information.
2. Clinical worksheet will be complete, for one patient per week. This includes 2 Nursing Diagnosis cards for that patient, assessment sheet, concept map and medication sheet .In addition, you will provide 2 Nursing Diagnosis **per day** for a specific patient you are assigned to along with a medication sheet for that patient. The above will be written and legible according to the established format. **ALL MATERIALS** in the workup, including physical assessment, will be given to the instructor in a plastic folder with the student's name on outside of both. Tool is also due **weekly** with **3-5** completed anecdotes.
3. An attempt should be made to interpret any lab data available in the chart.
4. Each student will be assigned one to two patients per day. The student will care for this patient for the duration of the clinical day.
5. Introduce yourself to the patient prior to assuming care for that patient. If the patient refuses the student, you must pick another patient.
6. The clinical day physical assessment will be completed for both clinical days and turned in to the clinical Instructor each week or according to each individual instructor.

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY
Nursing Program

GERONTOLOGY CLINICAL CONTRACT

PURPOSE:

To identify additional areas of responsibility in clinical in which the student must demonstrate competency.

AREAS OF RESPONSIBILITY:

1. Refer to general policies related to clinical experience.
2. You are expected to arrive 15 minutes prior to your scheduled clinical time in order to review charts and prepare for report.
3. Preparation for clinical must be completed satisfactorily prior to arriving in the clinical area. Patient data must be updated prior to each clinical day.
4. Complete all required clinical hours as assigned. Make-up days are provided according to the general clinical policy.
5. Must meet minimum requirement of satisfactory for each clinical area within each clinical course.
6. Must demonstrate responsibility and honest behavior consistently throughout the program.
7. Must be able to verbalize and relate disease processes your patient currently has.
8. You must notify your clinical instructor prior to doing any procedures. Should you have questions or problems - you must call the instructor. Remember your clinical instructor is there to help you.
9. Failure to pass the clinical or theory portions of Gerontology will result in failing the course.
10. Students are responsible for all patient information up to scheduled end of **EACH** clinical day.

Failure to comply with any of the above areas of responsibility will result in failure of the clinical course.

**NURSING PROGRAM
CLINICAL CONTRACT
GERONTOLOGY**

I, _____, have read the above statements of my clinical contract for Gerontology Clinical and agree to abide by them.

DATE: _____

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

Nursing Program

ORIENTATION TO HEALTH CARE CAMPUSES FACILITIES

I. ASSIGNMENTS

- A. Wear lab coats and name tags when you are on the nursing units for assignments (no jeans). Do not go on the floors one hour before or one hour after report.
- B. Select patients that will give you some experience in an area you have not had before. Select patients on the same side of the hallway and as close together as possible. Check your assignment with a staff nurse.
- C. Visit your patient when preparing your assignment so they will know you the next day. If a patient refuses a student, you must pick another patient.
- D. Parking is generally restricted in healthcare facilities. Students are expected to park in designated employee areas, unless otherwise informed.
- E. You must have liability insurance, a current CPR card, immunizations, background checks; **AND** PPD's done within the last year, BEFORE coming to the clinic unit.

II. PREPARATIONS

- A. Patient work-ups must be complete the first clinical day, including all Nursing Diagnosis cards and med sheets appropriate to patient care along with the nursing care plans for each patient. Labs and rationale must also be in your folder. Physical assessment sheets must be complete and in the folder after the 2nd clinical day of each week or according to the individual Instructor.
- B. Information on Nursing Diagnosis must include your name, date, and two sources of information along with the published date and rationale for nursing intervention (see bibliography outline). Student names must be on all components of the work-up, be legible, and **without any white-out**. **ALL WORK MUST BE IN PEN**. Required work must be corrected, and signed-off by clinical instructor, along with the required list in your handbook.

- C. If you are ill, call the nursing unit you are assigned to at least **1/2 hour** prior to your shift and you **MUST** notify the clinical instructor.
- D. Remember, the care your patient receives depends on your preparation.
- E. Make sure you have all necessary equipment.

III. CLINICAL UNIT

- A. The clinical day will start 15 minutes prior to report on each unit. Students will be notified of specific times for each facility during the clinical orientation.
- B. Students must listen to reports for all patients on unit and have all patients' names with room numbers on report sheet and record during report. Record specific information on your patients.
- C. Immediately after report visit your patients and do first assessment, including vital signs.
- D. **Report assessment to clinical instructor by 0800.**
- E. You are expected to contact your clinical instructor for any questions during clinical. Instructions for paging the instructor at the various facilities will be given during clinical orientation.
- F. **YOU ARE TOTALLY RESPONSIBLE AND ACCOUNTABLE FOR YOUR OWN ACTIONS AND NURSING CARE. REMEMBER YOUR PATIENT'S LIFE IS IN YOUR HANDS.**

IV. EVALUATIONS

Evaluations will be ongoing throughout your clinical experience. Written evaluation will be done at the end of each semester. Individual evaluation conferences will be done at the discretion of the Instructor. Post conferences will be held the last half hour of each clinical day.

V. EMERGENCY CODE PROTOCOL

Each facility will have its own emergency code system. Further explanation will be given during clinical orientation. You must know where the code cart is located.

VI. MISCELLANEOUS

Students are not allowed to use mechanical lifts without (2) TWO people. Dismissal from the program will be enforced if this policy is violated.

ADULT NURSING CLINICAL

GREAT FALLS COLLEGE-MSU
Nursing Program

ADULT NURSING CLINICAL CONTRACT

PURPOSE:

To identify additional areas of responsibility in clinical in which the student must demonstrate competency.

AREAS OF RESPONSIBILITY:

1. Refer to general policies related to clinical experience.
2. 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 clinical. If the student is not on their assigned unit at the start of the shift, they will be considered late, resulting in an academic deficiency. If student is late to their schedules clinical site and misses report, they will be sent home and an absence will be given for that day.
3. Preparation for clinical must be completed satisfactorily prior to arriving in the clinical area. Patient data must be updated prior to each clinical day.
4. Complete all required clinical hours as assigned. A make-up day will be provided according to the general clinical policy.
5. Students must successfully complete all observational experiences as demonstrated by a satisfactory report/evaluation from the assigned facility. If an unsatisfactory report is received, the student will meet with the Program Director and lead faculty to determine if the observational experience requires repetition.
8. Must demonstrate professional and ethical behavior consistently throughout the program.
9. Must be able to verbalize and relate disease processes your patient currently has.
10. You **must** notify your clinical instructor prior to doing any procedures or giving **any** medications. Should you have questions or problems – you must call the clinical instructor for your area. Remember, clinical instructors are there to help you.
11. Failure to pass the clinical or theory portions of adult nursing will result in failing the course.
12. Students are responsible for **all** patient information up to scheduled end of clinical **EACH** clinical day

Failure to comply with any of the above areas of responsibility will result in failure of the clinical course.

**NURSING PROGRAM
ADULT NURSING CONTRACT**

I, _____, have read the statements of my clinical contract for Adult Nursing Clinical and agree to abide by them.

DATE: _____

CLINICAL UNIT

- A. Students must listen to reports for all patients on unit, or participate in the designated report process, and have all patients' names/room numbers on a report sheet and record during report. Record specific information on your patient(s). Print off the current list of patients for that day and use this for report. Remember this list of patients must be shredded before you leave the unit at the end of the shift. Students must know the names of the primary nurse and CNA responsible for their particular patient. Inform your primary nurse of your assignment for the day. Discuss what you will and will not be doing during your shift. Give report to your primary nursing whenever you leave the unit, and at the end of your shift before you leave.
- C. Immediately after report visit your patients and do first assessment, including vital signs, unless you have medications.
- D. Check all medications with MAR and chart. Remember some medications will indicate laboratory work-up before giving the medication.

Med rooms are locked so students will need to organize their time, including instructor notification, to set up medications. Page your instructor for all medication administrations unless instructed otherwise. **Do not** pour liquid meds, pull up insulin or open up unit dose package without the instructor present. **No medications are to be given until checked by the clinical instructor.**

Always check values before giving insulin and show results to your instructor - be sure you are aware of which medications require documentation of lab values. Have these values available **prior to contacting your clinical instructor** to administer the medication.

Clinical instructors (or *designated* primary nurse) must co-sign for all narcotics given.

Facilities have different types of glucometers. It is the student's responsibility to have a working knowledge of these machines prior to doing any capillary blood sugars. If the student does not have access to use of the unit's glucometer, it is the student's responsibility to find the blood sugar result from the primary nurse, or person checking blood sugars.

- E. Medications may be given 1 hour before and 1 hour after specified times without making out an incident report.
- F. **YOU ARE TOTALLY RESPONSIBLE AND ACCOUNTABLE FOR YOUR OWN ACTIONS AND NURSING CARE. REMEMBER YOUR PATIENT'S LIFE IS IN YOUR HANDS.**

IV. **EVALUATIONS**

Evaluations will be ongoing throughout your clinical experience. . Individual evaluation conferences will be done at the discretion of the Instructor. Post conferences will be held the last hour of each clinical day.

Remember your instructor is there to help and guide you. Contact your instructor whenever you need assistance.

V. **EMERGENCY CODE PROTOCOL** – Know where the Code Cart is located.

At Benefis/BECC the emergency code is Extension 1111. The code signal is Code Blue. If a code occurs on the unit you are working on, leave the immediate area and allow the code team to proceed. Further explanation will be given during your orientation.

Benefis/BECC codes:

Code EVAC	Floor or area evacuated
Code Red	Fire
Code White	Nurse needs assistance
Code Pink	Baby out of designated area
Code Orange	Threatening with a firearm or weapon
Code DSTR	Disaster
Code SEARCH	Bomb threat

VI. **MISCELLANEOUS**

Always have charting up to date and sign off on your patient's chart when leaving for lunch, coffee break, or for whatever reason. **DO NOT** leave MAR's lying on the desk, all MAR's should be returned to the medication room immediately after administering medications.

Work in pairs on Ortho when moving and lifting, or any other time you have a difficult patient. Do not turn a patient with recent bone surgery or injury without an LPN, RN, or CNA/orderly; especially hip and knee replacement.

Great Falls College-MSU
Adult Nursing Clinical Checklist

Consider the times noted below to be general guidelines to assist you in planning your care. The times designated on this checklist are the optimum times that a skill should be performed; optimal time may vary depending upon the facility, or what has transpired with your patients.. We, as professional nurses, are aware of the need to be flexible and individualize patient care to meet the client's need.

Name _____ Date _____

Check off items as they are completed. Keep this available during your clinical rotation.

- ___ 1. Patient workups, diagnosis cards, assessment, concept maps, med sheets, tool etc. are complete and available to the instructor before the unit shift report in the morning.
- ___ 2. Students must provide the instructor with a list of medications and treatments, and the times they are due either before, or immediately after report in the am.
- ___ 3. Vital signs are taken before medications are given in the am (before 0800), and charted immediately.
- ___ 4. Patients are assessed and the Med/Surg shift assessment is completed by 1000.
- ___ 5. Patients are bathed, personal care completed, linens changed, and new gown/pajamas put on by 1100. Foley catheter care is performed with the bath and documented.
- ___ 6. Intake and Output is kept on all patients.
 - a. Intake is documented after every meal.
 - b. Output is measured and documented with each incidence, i.e., voiding, emesis etc.
 - c. If a patient hasn't voided by 1200, the student must notify the instructor and the nurse who has the patient.
 - d. Foley catheters are emptied by 1330 and the amount is recorded immediately.
 - e. Urine output is monitored for each patient. If the patient has a foley and there is less than 30cc/hour output, the instructor and the staff nurse assigned to that patient are notified before 1100.
- ___ 7. IV pumps are cleared by 1330. Total amount infused is documented on the Parenteral Flow sheet immediately.
- ___ 8. IV site care and any dressing changes are completed and documented before 1200.
- ___ 9. Drains (J-Ps, hemovacs etc.) are emptied by 1330 and the output charted on the Intake and Output Record.
- ___ 10. A focus note is checked by the instructor and typed into the chart before 1300.
- ___ 11. Students are responsible for insuring activity orders for their patients are followed completely, and documented on the ADL Record. (If the physician has ordered the patient to walk 3x/day, it is the responsibility of the student to walk the patient 2x on day shift.)
- ___ 12. Patients who are not fully mobile are turned every 2 hours. Number of times repositioned is documented in the ADL Record.
- ___ 13. Students are responsible for documenting on the following Meditech screens:
 - ___ a. Med/Surg Shift Assessment (before 1000)
 - ___ b. ADL Record (before 1300)

- ___ c. Intake and Output Record
- ___ d. Diet Intake
- ___ e. Parenteral Flow Record (if the patient has an IV running)
- ___ f. Braden Scale (before 1000)
- ___ g. Fall Risk Assessment (before 1100)
- ___ h. Stool output record
- ___ i. Pain Assessment
- ___ j. Vital Sign screen
- ___ k. Wound assessment with measurements – Monday and Tuesday
- ___ l. Any other appropriate chart forms.

Remember, screens may vary according to patient diagnoses and patient care area; for example, the required areas of documentation on Rehab may include areas not seen on the Med/Surg units.

- ___ 15. Focus notes are made in the following instances:
 - a. When prn meds given, i.e. for nausea, indigestion etc.
 - b. Any change in patient's status, or new problem identified.
 - c. New orders to document patient's response to new therapy/interventions, i.e. activity orders.
 - d. When physician's call for any reason.
 - e. As necessary for thorough documentation of the patient's condition or day.
- ___ 16. A complete report is provided to the nurse assigned to your patient every time you leave the unit, for break, and lunch.
- ___ 17. A complete report is provided to the nurse assigned to your patient at the end of the shift, before you leave the unit to include:
 - a. Patient status
 - b. I & O (to include emesis, urine, drains etc.)
 - c. IV intake, when pump cleared
 - d. Documentation completed (Med/Surg shift assessment, I & O Record, Parenteral Flow Sheet, ADL Record, etc.)
 - e. Any prn medications given and the result.
- ___ 18. Have the teaching guidelines, provided for you in Meditech Nursing Documentation Class, available on the nursing unit. Refer to these guidelines as needed for assistance with computer documentation.

You are on the Nursing Care Units to learn. We expect you to have questions. Feel free to ask your clinical instructor for assistance. If you require immediate assistance and your assigned instructor is busy with other students; you may contact one of the other clinical instructor for guidance

GREAT FALLS COLLEGE MSU
Nursing Program

COURSE: Ambulatory Nursing Clinical Experience

CLINICAL

COURSE DESCRIPTION: This clinical experience gives the student the opportunity to care for patients throughout the lifespan with varying disease processes, injuries, and preventative care in an office or clinic setting.

CLINICAL

CONTENT OBJECTIVES:

After completion of this clinical rotation the student will be able to:

1. Utilize the nursing process when caring for patients with varying disease process and injuries throughout the lifespan;
2. Prepare an exam room and assist the physician as needed;
3. Take vital signs, do heights and weights, and other procedure which have been taught in previous nursing courses. These procedures will be performed under the supervision of the facility's licensed staff, at their discretion;
4. Document and report nursing assessments and procedures accurately.

REQUIRED

CLINICAL PREPARATION:

1. Review procedures related to assisting with physical examinations
2. Review procedures on aseptic technique and vital signs.
3. Be prepared to assist with above procedures on patient of all ages.
4. Review required texts for information related to nursing care in the ambulatory setting.
5. MSU Great Falls Practical Nursing uniform (no street clothes covered with lab jacket) and black pen for charting.

POST

EXPERIENCE ASSIGNMENT:

A one (1) page summary of each clinical experience is required and should be submitted to the designated instructor by the end of the experience week. These papers are to be placed in a paper folder and should not contain patient names or identifiers.

HOURS: Variable; hours will be further defined during the clinical orientation process.

GREAT FALLS COLLEGE MSU
Nursing Program

COURSE: Out Patient Surgery

CLINICAL

COURSE DESCRIPTION: This clinical experience gives the student an opportunity to observe patient care prior to and immediately following surgery. The student may also observe surgical procedures if the opportunity exists.

CLINICAL

CONTENT OBJECTIVES:

After completion of this clinical rotation, the student will be able to:

1. State the functions of the Out Patient Surgery and its purpose in post-surgical care;
2. Observe and record vital signs and state deviations from normal according to protocol;
3. State principles of positioning and maintaining a patient airway in the unconscious patient;
4. State effective measures for education patients and family members regarding pre and post-operative protocols;
5. Report what pre-op preparations are performed by the nursing staff;
6. Describe the patient's transition process from admission to discharge in the surgical day care or out patient setting.

CLINICAL

CONTENT OUTLINE:

- I. Required preparation for Surgical Day Care
 - A. Clinical requirements:

Students are to assist with admitting, turning, vitals, and other duties under the close supervision of the out-patient or surgical day care nurses. Procedures such as urinary catheterization and discontinuing of IVs may not be done unless an instructor is present.
 - B. Students are expected to read and review the intra-operative section of the clinical skills textbook prior to participating in this experience.
 - C. Students will arrive in uniform with name tags and then be required to change into scrubs upon arrival to the unit.
 - ❖ Come 15 minutes early to allow time to change into scrubs.

D. Post-experience assignment:

Out-patient surgery/recovery room: a one (1) page summary will be written regarding the nurse's role in preparing the patient prior to surgery, pre and post-op education and any other aspects of nursing care. This paper will be given to the clinical instructor by the end of the experience week; submitted in a paper folder, **without** patient names or identifiers.

- Students are to follow one (1) patient through the entire out-patient surgery process. This means the same patient will be followed from admission to surgery, and then to recovery through discharge. If your patient's discharge is going to be delayed for a length of time you may discuss options with your assigned nurse (we do not want you to miss out on opportunities because you are caught in a lengthy discharge process). Once the student has viewed the entire process they should check with their assigned nurse for other observational experiences, depending upon what is currently happening at the facility.

MATERNAL CHILD HEALTH

CLINICALS

GREAT FALLS COLLEGE MSU
Nursing Program
MATERNAL CHILD CLINICAL CONTRACT

PURPOSE:

To identify additional areas of responsibility in clinical in which the student must demonstrate competency.

AREAS OF RESPONSIBILITY:

1. Refer to general policies related to clinical experience.
2. 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 clinical. If the student is not on their assigned unit at the start of the shift, they will be considered late, resulting in an academic deficiency. If student is late to their schedules clinical site and misses report, they will be sent home and an absence will be given for that day.
3. Students who must be absent from clinical experience must advise their clinical instructor and unit as soon as possible, but no later than one hour prior to the scheduled time. Failure to call instructor or unit can result in dismissal from the Nursing Program.
4. Preparation for clinical must be completed satisfactorily prior to arriving in the clinical area.
Patient data must be updated prior to each clinical day.
5. Complete all required clinical hours as assigned. A make-up day is provided according to the general clinical policy.
6. Must meet minimum requirement of satisfactory for the maternal/child clinical.
7. Must demonstrate responsibility and honest behavior consistently throughout the program. Refer to academic policy noted in the Nurse Student Handbook, MSU Great Falls catalog and course syllabi
8. Must be able to verbalize and relate pregnancy, childbirth, and any disease processes affecting your patient currently has.

9. You must notify your instructor prior to doing any procedures, preparations and administration of any medications. Should you have questions or problems - you must call the instructor. Remember your instructor is there to help you.
10. Failure to pass the clinical, lab, or theory portions of nursing practicum will result in failing the course.
11. Post-partum rotation includes designated work-up and care of one mother and her baby each clinical day
12. Pediatric rotation includes designated work-up and patient care for one patient.
13. Student is responsible for all patient information up to 1700 each day prior to the clinical day.
14. Labor/Delivery and Pediatric Clinic Rotations consist of both observation and participation.
15. All required bibs for Maternal Child Rotation must be completed prior to the clinical experience.
16. Instructor must accompany student to perform all post partum and newborn assessments.
17. Census varies, notify instructor for any questions re: assignment.

Failure to comply with any of the above areas of responsibility will result in failure of the clinical course.

**NURSING PROGRAM
MATERNAL CHILD CONTRACT**

I, _____, have read the statements of my clinical contract
for Maternal
Child Clinical and agree to abide by them.

DATE: _____

GREAT FALLS COLLEGE MSU
Nursing Program

COURSE: Post Partum Nursing Practicum

CLINICAL COURSE

DESCRIPTION: This clinical experience gives the student the opportunity to care for patients during the post-partum and neonatal period. Students will be responsible for one mother/baby per clinical day.

CLINICAL CONTENT

OBJECTIVES: After completion of this clinical rotation, the student will be able to:

1. Utilize the nursing process when caring for women during the and neonatal periods;
2. Demonstrate skill and pharmacological knowledge in the administration of medications;
3. Complete nursing care plans that are individualized to meet the patient's problems/needs;
4. Effectively organize his/her workload so that assignments are completed within a specified time frame;
5. Document and report nursing assessments accurately;
6. Describe the physical and emotional adjustment following pregnancy and labor;
7. Describe the stressors experienced by new parents as they adapt to a new family structure;
8. Complete assessment of neonate;
9. State the nutritional needs of the nursing, non-nursing mother and the neonate (including bottle and breastfeeding methods);
10. State the complications of the post-partum and the neonatal periods;
11. Describe the nursing management of a mother delivered vaginally from delivery to discharge (including the teaching plan);
12. Describe the nursing management of a mother delivered by cesarean section from delivery to discharge (including the teaching plan);
13. Describe breast care for the nursing and non-nursing mother, self-care for the postpartum patient and infant care.

**CLINICAL CONTENT
OUTLINE:**

- I. Required preparation for clinical
 - A. Laboratory tests (include normal values for pregnancy and neonatal periods)
 - B. Radiographic tests and exams
 - C. Medications (include effects of drugs during post-partum and neonatal periods)
 - D. Clinical procedures
 - E. Prepare bibliography cards and medication cards required.

- II.
 - A. Clinical worksheet, bibliography cards, drug cards, two (2) nursing care plans (1 for Mother, 1 for baby) and completed physical assessments will be submitted to faculty on each clinical day for review.

 - B. Neonatal assessment/workup form will be submitted to faculty on each clinical day for review.

 - C. The Clinical Day worksheet assessment will be turned in following the clinical experience for both post-partum and neonatal patients. Corrections due per instructor's direction.

 - D. Students should review the medical record, Kardex, previous medical records, history and physical, consultation reports, antepartum records, admission data and all other information pertinent to the care of the assigned patients.

- III. Students will arrive in uniform with name tags.

GREAT FALLS COLLEGE MSU
Nursing Program

COURSE: Labor and Delivery

CLINICAL COURSE

DESCRIPTION: This clinical affiliation provides the opportunity for the student to observe the nursing care of patients/families during the labor and delivery experience.

CLINICAL CONTENT

OBJECTIVES: After completion of this clinical rotation, the student will be able to:

1. Utilize the nursing process when observing women during labor and delivery.
2. Demonstrate skill and pharmacological knowledge in the administration of medications.
3. Document and report nursing assessments accurately.
4. Explain the four stages of labor and delivery.
5. Describe essential nursing care during each stage of labor and delivery.
6. State and explain the mechanisms of labor.
7. Explain the Apgar score.
8. State and explain the complications of pregnancy.
9. State and explain the complications of labor and delivery.
10. Describe induction of labor.
11. Describe the Lamaze method of labor.

CLINICAL CONTENT

OUTLINE:

- I. Required preparation for clinical
 - A. Review 4 stages of labor and delivery
 - B. Laboratory
 - C. Review obstetrical health history
 - D. Review monitoring equipment
 - E. Review pre and post op care
 - F. Prepare bibliography and medication cards for objectives

- II. Students will arrive in uniform with name tags and will change into scrubs upon arrival to unit prior to attending change of shift report.

POST EXPERIENCE

ASSIGNMENT:

A one-page summary of labor and delivery experience will be required to be handed in to designated clinical instructor by end of experience week. This will be submitted in a paper folder within a plastic folder to maintain confidentiality.

GREAT FALLS COLLEGE MSU Nursing Program

COURSE: OB/GYN Ambulatory Nursing Clinical experience

CLINICAL COURSE

DESCRIPTION: This clinical experience gives the student the opportunity to care for OB/GYN patients with varying disease processes, pre-natal care, post-partum care, yearly checkups, and preventive care in an office/clinic facility.

CLINICAL CONTENT

OBJECTIVES: After completion of this clinical rotation, the student will be able to:

1. Utilize the nursing process when caring for OB/GYN patients with varying disease processes, pre-natal care, post-partum care, yearly checkups, and preventive care.
2. Prepare an exam room and assist the physician as needed.
3. Take vitals, do heights and weights and other procedures which have been taught in previous nursing courses. The procedures will be performed under the supervision of the facility's licensed staff at their discretion.
4. Document and report nursing assessments and procedures accurately.

REQUIRED PREPARATION FOR CLINICAL:

1. Review procedures on assisting with examinations.
2. Review procedures on GYN exams.
3. Be prepared to assist with above procedures.
4. Review A&P for OB/GYN patients.

POST EXPERIENCE

ASSIGNMENT:

A one-page summary of OB/GYN **ambulatory care** experience will be required to be handed in to designated clinical instructor by end of experience week. This will be submitted in a paper folder within a plastic folder to maintain confidentiality.

GREAT FALLS COLLEGE MSU

Nursing Program

COURSE: Pediatric Nursing

**CLINICAL COURSE
DESCRIPTION:**

This clinical experience gives the student the opportunity to care for patients from infancy through adolescence with medical and surgical health problems.

**CLINICAL CONTENT
OBJECTIVES:**

After completion of this clinical rotation, the student will be able to:

1. Utilize the nursing process when caring for patients (infancy through adolescence) with medical and surgical health problems;
2. Demonstrate skill and pharmacological knowledge in the administration of pediatric medications
3. Complete nursing care plans which are individualized to meet the pediatric patient's problems/needs;
4. Effectively organize his/her workload so that assignments are completed within a specified time frame;
5. Document and report pediatric nursing assessments accurately.

**CLINICAL CONTENT
OUTLINE:**

- I. Required preparation for clinical
 - A. Laboratory tests
 - B. Radiographic tests and exams
 - C. Medications:
 1. Review pediatric medication calculations
 2. Include **safe dosage calculations for each child** and medication within the workup .IF YOUR CLIENT DOES NOT HAVE A SAFE DOSE CALCULATION, FIND A CLIENT WHO DOES AND LIST THAT ONE
 - D. Clinical procedures
 - E. Review normal growth and development and include this information in the workup.
 - F. Prepare bibliography cards required for each patient.

- II.
 - A. Two (2) nursing diagnosis **per client**, concept map, and assessment, med sheet for 1 (one client) will be submitted to faculty on each clinical day for review.

 - B. The Clinical Day assessment form will be submitted for each patient following the clinical experience. Corrections due per instructor's direction.

- C. Students should review the medical record, Kardex, previous medical records, history and physical, consultation reports and admission data and all other information pertinent to the care of the assigned patients.

GREAT FALLS COLLEGE MSU
Nursing Program

COURSE: Pediatric Ambulatory Nursing Clinical experience

CLINICAL COURSE

DESCRIPTION: This clinical experience gives the student the opportunity to care for pediatric patients with varying disease processes, injuries and preventive care in an office/clinic facility.

CLINICAL CONTENT

OBJECTIVES:

After completion of this clinical rotation, the student will be able to:

1. Utilize the nursing process when caring for pediatric patients with varying disease processes and injuries.
2. Prepare an exam room and assist the physician as needed.
3. Take vitals, do heights and weights and other procedures which have been taught in previous nursing courses. The procedures will be performed under the supervision of the facility's licensed staff at their discretion.
4. Document and report nursing assessments and procedures accurately.

**REQUIRED PREPARATION
FOR CLINICAL:**

1. Review procedures on assisting with examinations.
2. Review procedures on aseptic techniques and vital signs.
3. Be prepared to assist with above procedures on pediatric patients.
4. Review well child requirements including immunizations.

**POST EXPERIENCE
ASSIGNMENT:**

A one-page summary of pediatric ambulatory care experience will be required to be handed in to designated clinical instructor by end of experience week. This will be submitted in a paper folder within a plastic folder to maintain confidentiality.

DUTIES FOR NURSING STUDENTS
MATERNAL CHILD ROTATION

Postpartum

1. Insert and discontinue Foley catheters with instructors approval
2. Discontinue IV and heparin locks
3. Computer charting for postpartum patient will include all of the following and others as required:
 - a. ADLs
 - b. Vital signs
 - c. OB Shift assessment
 - d. Nurse focus notes
 - e. Careplan updates (with instructor or primary nurse only)
 - f. I&O
 - g. Elimination
 - h. Braden scale
 - i. Pain assessment
 - j. Fall assessment
 - k. IV flow sheet
4. Computer charting for the neonatal patient:
 - a. Newborn shift assessment
 - b. Newborn Feeding/Output
 - c. Vital signs
 - d. Nurse focus notes
 - e. Pain assessment
5. Initial shift assessment will be done with instructor. Remember that the instructor is there to assist you.
6. Assess and document vaginal flow (amount, color)
7. Assess, document and massage fundus
8. Assess and document episiotomy for swelling, bruising, approximation
9. Assess and document abdominal dressing or condition of incision for c-section patient
10. Change and document peri pads – maintain peripad count as required
11. Ambulate patient
12. Instruct and document peri-care
13. Assist with patient teaching with films, handouts and OB notebook and document, including providing the patient with community and hospital support sources as required.
14. Dispense maternity kit and gift packs
15. Assess and document vital signs per protocol
16. Oral medications
17. Wear nursing uniform to clinical floor.
18. Become familiar with emergency cart and equipment.
19. Answer call lights
20. Help pass out meal trays and assist patients as needed. Encourage and provide fluids for breastfeeding mothers.
21. Maintain I&O
22. Observe and document bonding between adults and infant.

23. Observe discharge teaching of the postpartum patient.
24. **The primary nurse should be a resource person for the student. Please communicate with the primary nurse regarding patient status and needs the student is unable to fulfill.**

Labor and Delivery

1. No medications are to be given
2. Students may assess and document vital signs. Report findings to primary nurse
3. Be familiar with emergency cart and equipment.
4. Provide ice chips, if indicated by physician orders.
5. Assist patient to ambulate or change position
6. Listen to fetal heart tones with fetascope and Doppler if available
7. Observe delivery, scrubbed and gowned.
8. Observe use of fetal monitoring and computer charting
9. Wear nursing uniform to clinical floor then change into scrubs.

Pediatrics

1. Computer charting:
 - a. ADLs
 - b. Vital signs
 - c. Shift assessment
 - d. Nurse focus notes
 - e. Careplan updates (with instructor or primary nurse only)
 - f. I&O
 - g. Elimination
 - h. Braden scale
 - i. Pain scale
 - j. Fall assessment
 - k. IV flow sheet
 - l. Capillary blood sugar flow sheet
2. Initial shift assessment will be done with instructor or primary nurse.
3. Discontinue IV and heparin locks. Assist with IV starts.
4. Administer oral, medications with instructor present.
5. Assess and document vital signs and I&O.
6. Assist with patient teaching utilizing films, handouts and other tools.
7. Familiarize yourself with diaper scale, monitors, dynamaps, infant and child scales, bili lights, oxygen delivery systems (NC, oxyhood, mist tents, masks)
8. Be familiar with age appropriate guidelines for each age group and apply to nursing process.
9. Safety of patients is of utmost priority.
10. Be familiar with emergency cart and equipment.
11. Help pass out meal trays for the whole floor and assist patients as need to eat.
12. Assist in feeding infants and children as needed or requested.
13. Comfort infants, children and families as needed.
14. Provide age appropriate diversions for patients.
15. Provide food and fluids for patients as ordered by physician.
16. Maintain accurate I&O on all patients unless otherwise instructed.
17. Observe and document bonding and interaction between adults and patients.
18. **The primary nurse should be a resource person for the student. Please communicate with the primary nurse regarding patient status and needs the student is unable to fulfill.**

Students may not:

1. Do IV push meds or discontinue PCA pumps.
2. Discharge paperwork
3. May not do any invasive procedures without the instructor, including IM meds.
4. Sit at the desk unless charting or researching

Instructor must be present during

1. **Medication preparation and administration**

2. **Assessment**
3. **Treatments**

Helpful Hints

1. Do not go to the unit at shift change 1430-1600
2. If you require the patient chart – let unit secretary know where it will be and promptly return it to its correct location.

Required Components of Maternal Child Workups and Care Plan

1. *****Age Appropriate***** interventions and goals.
2. Expected Developmental Milestones for each individual.
3. Patient Teaching
4. Psychosocial information
 - a. Important Family Members/Significant Others and how they fit into patient's life
 - b. Career (if adult) Daycare, School, Home Care (if child) - What is each individual's "work" or where/how do they spend their day.
 - c. Who will be providing post-hospital care (in other words, who needs to receive patient teaching).
 - d. Education level of family members/pediatric patient - necessary for effective patient teaching
5. Weight in kilograms for **all** pediatric/newborn patients.
6. Height, FOC and chest measurement (in cm.) and weight (in kg.) for all newborns
7. Height, Weight and FOC for all children <2 years and as condition requires.
8. Medication Calculations:
 - a. Safe dosage for each patient for each medication to be given
 - b. Is dosage for your patient safe for each medication to be given?
 - c. How will you administer (i.e. infant drops, suspension, chewable, tablets, suppository, etc)
9. **Are Immunizations up to date? If not, why not.**
10. Any cultural/spiritual/legal issues, which will affect your plan of care.

LEADERSHIP CLINICAL

GREAT FALLS COLLEGE MSU
Nursing Program

LEADERSHIP CLINICAL CONTRACT

PURPOSE:

To identify additional areas of responsibility in the clinical setting in which the student must demonstrate competency.

AREAS OF RESPONSIBILITY:

1. Refer to general policies related to clinical experience.
2. You are expected to arrive 15 minutes prior to your scheduled clinical time in order to review charts and prepare for report. The Leadership clinical experience is a capstone course; you are assuming a leadership role, **therefore tardiness will not be accepted**. If the student is late to their scheduled clinical area or misses report, they will be sent home and an absence will be given for that day.
3. Preparation for clinical must be completed satisfactorily prior to arriving in the clinical area. Patient data must be updated prior to each clinical day.
4. Complete **all** required clinical hours as assigned. One (1) make-up day is provided according to the general clinical policy.
5. Must meet minimum requirement of satisfactory for the clinical area within the leadership clinical rotation.
6. Must consistently demonstrate responsibility and honest behavior throughout the program.
7. Must be able to verbalize and relate disease processes the patient(s) currently has.
8. You **must** notify your clinical instructor prior to performing any procedures or giving any medications. Should you have questions or problems – you must call the clinical instructor. Remember, your clinical instructor is there to help you.
9. Failure to pass the clinical or theory portions of Adult Nursing will result in failing the course.
10. Students are responsible for **all** patient information up to 5:00 pm (1700) prior to **EACH** clinical day.

Failure to comply with any of the above areas of responsibility will result in failure of the clinical course.

GREAT FALLS COLLEGE MSU

Nursing Program

LEADERSHIP CLINICAL CONTRACT

I, (print name) _____, have read the statements for the

Clinical contract for Leadership Issues Clinical and agree to abide by these.

Date: _____

Signature:
