

NURSING PROGRAMS HANDBOOK



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

**2023 - 2024
Academic Year**

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

STUDENT NURSE HANDBOOK

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

Table of Contents

Welcome Letter	4
Mission & Philosophy.....	5
Conceptual Framework.....	6
Nursing Program Outcomes & Student Learning Outcomes.....	7
Nursing Program Code of Ethics.....	7-8
General Statement of Nursing Program Handbook	8
General Health Policy.....	8
Illness & Injury.....	9
CPR	9
Vaccinations	9
Background Check and Drug & Alcohol Policy.....	9-10
Technical Standards	10-13
Liability Insurance	13
Health Insurance Portability and Accountability Act (HIPAA).....	13
Academic Integrity	13-14
Advisors	14
Simulated Hospital & Open Lab.....	14
Governance: Student/Faculty Forum	14-15
Pinning Committee.....	15
Student Pregnancy Policy.....	15
Grounds for Dismissal.....	16-17
Academic Progression.....	17
Repeating Courses.....	17-18
Readmission Policy	18-19
Course Evaluation.....	20
Graduation.....	20
State Licensure.....	21
General Expectations	21

Attendance Policy	22-23
Course/Classroom Policies.....	23
Testing Policies	24
Clinical/Lab Experience Policies.....	25-28
Remediation of Unsafe Behaviors	28-29
Academic/Professional Deficiency.....	29
Grievance	30
Distance Specific Policies.....	31-33
Appendix A.....	3
Test Challenge Form.....	35
Clinical Hours Record	36-37
Nursing Learning Laboratory Educational Remediation Form	38
Preceptor Vita.....	39
Appendix B.....	40
Consent for Photograph, Video, Statement Use	41
Student Statement of Release	42
Technical Standards Acknowledgment	43-45
Confidentiality Agreement	46
Informed consent for Prevention of Communicable Diseases	47-48
Latex Allergy Statement	49
Receipt of Nursing Program Handbook	50

Welcome to the Great Falls College MSU Nursing Programs. This handbook is intended to provide you with information and policies related to all Nursing Programs at Great Falls College MSU.

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

Great Falls College MSU has both Associate of Science Registered Nurse (ASN RN) and Certificate of Applied Science Practical Nurse (CAS PN) Programs. The ASN RN Program began in the fall of 2016 and is based on the statewide ASN RN curriculum. The CAS PN Program began in the spring of 2017 and is based on the statewide CAS PN curriculum. The CAS PN Program includes a distance component along with the traditional face to face. The CAS PN Program also includes an optional part-time or full-time track starting in the Fall of 2020.

Mission and Philosophy of the Great Falls College MSU Nursing Programs

Mission

The mission of the Great Falls College (GFC) 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 in the local, state, and national communities. The GFC MSU 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 lifelong learning.

Philosophy

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

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

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

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

Conceptual Framework

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

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

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

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

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

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

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

Associate of Science in Nursing Program Student Learning Outcomes

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

Certificate of Applied Science in Nursing Program Student Learning Outcomes

- Demonstrate accountability, responsibility, civility, advocacy, and commitment to nursing when dealing with clients and families, as a member of the health care team.
- Use communication that is effective and therapeutic, along with technology, to implement problem solving processes in the evidence-based delivery of patient care.
- Complete a patient's health status assessment and analyze data to formulate a complete plan of nursing care to provide clinically competent, evidence-based, safe, and quality patient care.
- Practice within the PN Scope of practice, legal and ethical frameworks, and within national and state standards of nursing practice.
- Provide holistic, culturally considerate care in a variety of healthcare settings to promote integrity, dignity, and personal growth for clients, families, communities, and oneself.
- Contribute to the individualized care plan by collaborating with health care team members to adapt health care practices to meet the individualized needs of patients.

All Nursing Program Outcomes

- Program graduates will pass the NCLEX RN/PN at or above the national average.
- Eighty percent (80%) of students entering any of the Nursing Programs will successfully complete their respective program within 150% of scheduled program time.
- Graduate satisfaction surveys of Nursing Program students will be > 80% satisfied.
- Employer Satisfaction surveys of Nursing Program graduates will be > 80% satisfied.
- Employment rate or continuing education rates of graduates will be > 80% within 6 months of graduation.

Nursing Program Code of Ethics

In order to promote excellence in the profession, the nursing student shall:

- Treat patients, peers, and faculty with respect and dignity, while respecting the rights and values of each individual.
- Provide nondiscriminatory and equitable treatment to all patients.

- Promote and strive to protect health, safety, and rights of each patient, including placing the well-being of the patient before his or her own well-being.
- Maintain confidentiality of patient information following privacy regulations as required by the law.
- Not reference any person, place, or affiliated agency associated with the clinical experience in or on any form of social media including, but not limited to, blogs, networking (Facebook, Instagram, Twitter, etc.) 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.
- Students will not have a cell phone at any clinical location at any time.
- Perform procedures or functions within his/her level of education in the profession.
- Refuse to participate in any illegal, unethical, or incompetent acts.
- Disclose any illegal, unethical, or incompetent acts of others to proper authority.
- Avoid conduct that creates a conflict of interest.
- Demonstrate behavior that reflects integrity, in the clinical, lab, and classroom environments.
- Adhere to all policies and procedures of clinical and campus locations.

Students who are in a Nursing Program and breach the Code of Ethics may be dismissed from the program and denied access to any other health career program at Great Falls College MSU.

General Statement of Nursing Program Handbook

Please note that the Nursing Program Handbook is a dynamic document and evolves along with the program. Additions and/or changes may be made to this handbook during your enrollment, if the need arises. You will be provided with addendum documentation as is necessary.

Students are responsible for all content in the individual course syllabi and this handbook. It is the student's responsibility to become familiar with this handbook, having it readily accessible when questions regarding policies and procedures arise. Students are strongly advised not to seek clarification from fellow students, as many times the information received may be incorrect. Clarification of a policy or procedure should come directly from the program faculty.

If you have concerns, questions, or problems related to the program, please discuss them with the individual course faculty first. If the concern is not resolved, you are asked to schedule an appointment with the Program Director. If there is still no resolution, an appointment can be made with the Health Sciences Division Director.

Great Falls College MSU Health Sciences General Health Policy

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

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

Illness or injury

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

CPR Certification

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

Vaccinations

The student will provide current immunization records, including: diphtheria, tetanus, Hepatitis B vaccine, documentation of exposure or inoculation for chicken pox (Varicella), and proof of absence of active tuberculosis must be documented prior to the entrance into the clinical setting. The student will also provide proof of the current year's flu and COVID vaccination.

Criminal Background Checks

Clinical agencies utilized by the Nursing Program require criminal background checks prior to acceptance of the student into clinical facilities. Students who do not complete and pass the criminal background check prior to the start of clinical coursework will be unable to attend clinical courses and, therefore, are unable to complete their program of study. Additionally, any failure to complete the criminal background check will be grounds for dismissal from the program. Any fees or costs associated with background checks are the responsibility of the student.

Applicants who have been found guilty of abuse, neglect, exploitation, misappropriation of property, or mistreatment by a court of law; or who have a finding in the State nurse aide registry concerning the afore mentioned actions, or have had a disciplinary action in effect taken against his/her professional license will not be admitted to the Nursing Program as they will not be permitted to complete clinical hours at requisite clinical locations.

Acceptance to and graduation from the Nursing Program does not ensure eligibility to sit for the Nursing licensing examination. The Montana Board of Nursing makes all final decisions on issuances of licenses.

Drug and Alcohol Impairment

The use of drugs or alcohol is prohibited in the classroom, laboratory and clinical setting. Prior to the first day of the Nursing Program, all students must submit evidence of a negative drug screen that has been completed within 30 days at a DOT-approved laboratory. Failure to do so may result in removal from the Nursing Program. Any fees or costs associated with background checks or drug screens are the responsibility of the student.

Any evidence or suspicion of drug or alcohol use is grounds for immediate removal from the classroom, clinical or lab setting, and may result in dismissal from the Nursing Program. Suspected use of drugs or alcohol, or any other condition or circumstance that constitutes an unreasonable risk to the safety and/or the wellbeing of the patient, may result in dismissal from the Program as well as Great Falls College MSU.

Nursing Policy on Drug/Alcohol Screening

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

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

Technical Standards

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

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

If you have questions or concerns about your ability to meet the technical standards with or without accommodations, or if you would like to arrange reasonable accommodations, you should contact Disability Services. Applicants who disclose a disability are considered for admission if they are otherwise qualified, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others.

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

Observation/Sensory-Motor

- Accurately identify and assess heart, breath, abdominal, and other sounds of the human body
- Accurately assess normal and abnormal color changes in the skin and observe pupil changes
- Accurately differentiate colors and recognize patient odors

- Detect and respond appropriately to activation/warning signals on equipment) including auditory and visual signals)
- Detect significant environmental odors
- Distinguish fine print on various medication labels
- Observe and assess conditions of a patient accurately, at a distance and close at hand, and observe non-verbal communication when performing nursing assessments and interventions or administering medications
- Observe and participate in all demonstrations and experiments in the basic sciences including computer assisted instruction
- Observe digital or waveform readings
- Perceive signs of disease and/or infection as manifested through physical examination including visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart sounds, bowel and lung sounds)
- Read gradients/calibrations on a syringe

Communication

- Accurately document treatment information
- Communicate accurately and effectively in English with other students, faculty, staff, patients, families and other professionals in a culturally sensitive manner
- Communicate effectively in classroom presentations, seminars, simulation, practicum sties, practicum conferences, and online-formats
- Convey or exchange accurate information in a clear and efficient manner to obtain a health history, identify problems presented, and explain alternative solutions
- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions in classroom, lab and clinical settings
- Process and communicate information on the patient's status including changes in mood, activity and posture and non-verbal communications with accuracy in a timely manner to members of the health care team

Psychomotor

- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials, and keyboards
- Answer patient call lights or intercom system to determine patient needs
- Assemble medical equipment and supplies
- Conduct laboratory and diagnostic tests and carry out physical assessments
- Coordinate fine and gross muscular movements to treat patients in emergency situations
- Engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable adults
- Execute physical movements required to provide general care and treatment to all patients in all health care settings
- Move and position heavy and/or large equipment and patients
- Operate equipment typically found in the health care environment including IV pumps, cardiac monitors, and electric and manual blood pressure equipment, safe handling equipment

- Perform basic life support, ventilation/compression (including CPR and AED), and other basic life support functions
- Perform inspection, palpation, auscultation, percussion, and other diagnostic maneuvers
- Provide holistic nursing care and perform or assist with procedures, treatments, and medication administration
- Respond to emergencies precisely, consistently, accurately, and quickly
- Safely assist a patient in moving from one place or another
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed
- Transport patients in wheelchairs as necessary
- Turn/reposition bedfast patient

Intellectual-Conceptual, Integrative, and Quantitative

- Accurately perform mathematical calculations and calculate medication dosages & IV rates from instructions given
- Analyze, collect, and synthesize data to reach diagnostic and therapeutic judgments and to develop an appropriate plan of care
- Demonstrate factual, conceptual, procedural, and metacognitive knowledge
- Effectively perform chart reviews and continuous assessment of the patient's status
- Effectively prioritize multiple tasks
- Effectively take and record doctors' orders, patient histories, and subjective/objective findings
- Exercise good judgment in patient assessment
- Maintain accurate clinical records on patient care
- Manage the demands of time constraints and frequent interruptions
- Measure, calculate, reason, analyze, integrate, synthesize and problem solve in the context of the level and the focus of their curricular Program
- Perform data entry tasks using available technology
- Perform universal precautions against contamination
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines
- Provide clear expression of personal ideas and feelings, demonstrations of bidirectional feedback, and sensitivity to persons with ideas and experiences that different from their own
- Provide in-depth rationale for plan of care
- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (sphygmomanometer, otoscope, ophthalmoscope during a comprehensive examination of a patient

Behavioral and Social Attributes

- Abide by the professional standards of practice defined by the discipline
- Demonstrate compassion, sensitivity, and concern for others
- Demonstrate understanding and adherence to professional standards of nursing

- Function effectively under physically taxing workloads including in times of physical and mental stress
- Function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells
- Maintain confidentiality with regard to all phases of work

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 Insurance Portability and Accountability Act (HIPAA)

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

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

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

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

Academic Integrity

The Nursing faculty, along with the nursing community, believes that an essential nursing value is honesty. Students participating in Great Falls College MSU Nursing Program must embrace this core value if the integrity of the profession is to be upheld (*AACN, Essentials of college and university education for professional nursing, 1986; ANA Code of Ethics, 2001*). Any verifiable act of dishonesty will result in the removal of the student from the nursing course/program and the student will not be eligible to return to any Nursing Program at GFC MSU.

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.) reusing ones own previously graded paperwork/assignment for a second class or grade, cheating on examinations and quizzes, using websites such as Quizlet, and making untrue statements to a faculty member or administrator. **SEE** <http://www.gfcmu.edu/about/policies/PDF/300/300.pdf>

Cheating, plagiarism, and dishonesty are unacceptable actions in health care and in academic environments. It is a violation of academic integrity to present ideas, designs, or work of another person as one's own effort or to permit another to do so. If a student is suspected of cheating or aiding another student to do so, the faculty must report all violation to the Nursing Program Director, the Division Director of Health Sciences, the Associate Dean of Student Services, within one week of the incident.

If cheating is suspected by a group or more than one student, the entire class may be retested or examined at the discretion of the instructor. If a person is caught cheating or aiding another student to do so, the exam, quiz, written assignment, or project will receive a failing grade. Additional consequences may range from having to resubmit the work in question, to course failure, or dismissal from the Nursing Program. Students are responsible for understanding and following all Great Falls College MSU policies and the policies of the Nursing Program.

Advisors

Students are encouraged to make an appointment with faculty or the Program Director each semester for academic advice. All faculty can provide general academic and professional advice as it pertains to nursing. Students are encouraged to establish this faculty relationship early in the 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 Great Falls College MSU provides to assist with their success in the Nursing Program.

Use of Classrooms and Simulated Hospital

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

Each student is responsible for any material or instruments used and for cleaning and putting away those items. Each student is responsible for their desk area, additional clean up duties will be assigned throughout the Program.

No equipment or instruments may be removed from the Simulated Hospital.

Handle equipment carefully. Be sure you **know** how to use the equipment, including in the clinical setting. If in doubt, check with the instructor. If you do break something, notify the Program Director so it can be repaired.

Open Lab Sessions

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

Governance: Student/Faculty Forum

The student-faculty forum provides a committee for the faculty and the students to dialog regarding concerns, suggestions and questions in relation to the Nursing Programs, the curriculum and other relevant issues. The Nursing Program Director will help facilitate student leadership to schedule meetings as needed throughout the semester. This provides a means by which the students participate in Program assessment. The minutes of these meetings will

recorded by the student secretary and be used to provide valuable data for Program assessment, input and development.

The committee is composed of Nursing faculty, Program Director, and, at minimum, two elected students from each nursing cohort.

Responsibility of Faculty

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

Responsibility of Student Representatives

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

Pinning committee

A faculty led committee will be responsible for planning the pinning ceremony and fundraising events. There will be at least two representatives from each nursing cohort and one faculty member to make up this committee. Information from the committee will be shared with the cohorts through their respective representatives.

Student Pregnancy

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

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

After birth, written approval from a licensed provider must be submitted to the Program Director prior to returning to the clinical experience. Faculty will make reasonable efforts to allow make-

up of missed clinical experiences; however, extended absences may result in inability to meet clinical objectives. Recommendations or restrictions submitted by the care provider may result in student's inability to complete the course and withdrawal from the Program.

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

Grounds for Dismissal

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

- Failing grade in Nursing courses, failure in lab, failure in clinical settings, failure of a corequisite course in the RN program, an "Incomplete" final course grade or any reason that may prohibit academic progression.
- Failure to accomplish clinical assignments and objectives.
- Unsatisfactory clinical progress.
- Failure to provide safe care to health care patient(s).
- Performing nursing skills outside of the approved and scheduled clinical or lab setting. (Ex: A student giving medication or "hanging" an IV at their workplace when they are not at a scheduled clinical or unsupervised at a clinical).
- Failure to display appropriate workplace principles (poor attitude or inappropriate, unprofessional behavior, not following policies and procedures of clinical location).
- Not following established guidelines for notification when absent or tardy from classroom or clinical.
- "No call, No show" from scheduled clinical day.
- Breach of confidentiality; including transmission or copying of information from clinical settings or photography of any kind at a clinical location. Any HIPAA violation.
- Absenteeism (as previously defined).
- Repeated inability to prove safe and accurate dosage and IV calculations.
- Inability to follow policies/procedures in the lab or clinical setting – this includes policies/procedures specific to individual clinical facilities.
- Unprofessional behavior that violates individual clinical facility or college expectations (theft, misconduct, concern for patient safety, breach of confidentiality, unprofessional behavior, refusal to participate in group projects or refusing to allow a classmate to participate in a group project, use of cell phone in class, lab or clinical).
- Unprofessional or unethical conduct including, but not limited to, the use of profanity or obscene language, speaking of the program, classmate or faculty in a discouraging manner in a public setting.
- Cheating, plagiarism or presenting the work of others in related or professional courses. This includes the plagiarism of physician notes and patient records and reuse of one's own work.
- Falsification of records; including but not limited to computer charting, handwritten charting, use of flow sheets, or any material presented to instructors.

- Insubordination to faculty (classroom and/or clinical) and/or personnel in any clinical area. This includes, but is not limited to, disregarding and/or failure to follow reasonable directions provided.
- Conviction, possession, and/or distribution of illegal drugs or controlled substances.
- Violation of established procedures for administration and documentation of controlled substances in the clinical setting.
- Any evidence or suspicion of drug or alcohol use in the classroom, clinical, or lab setting. This includes but is not limited to the suspected use of drugs or alcohol, or any other condition or circumstance that constitutes an unreasonable risk to the safety and/or the wellbeing of the patient, students, and/or faculty.
- Failure to complete and pass the criminal background check. Failure to pass is defined as: having been found guilty of abuse, neglect, exploitation, misappropriation of property, or mistreatment by a court of law; or having a finding in the State nurse aide registry concerning the afore mentioned actions or have had a disciplinary action in effect taken against his/her professional license.
- Being denied access and/or expulsion from any clinical location.
- Failure to follow College, departmental, or individual health care facility rules and policies.

Academic Progression

The theoretical concepts taught throughout all semesters are applied in the clinical sites though individual classes/labs/clinical are only taught/offered once per year. Theory will be applied the same semester it is taught. The theory in each semester is a necessary foundation for the student in providing effective safe nursing care for patients in all clinical sites. Therefore, the following policies have been adapted in regard to sequential progression through the Nursing Program at Great Falls College MSU.

- Students who earn less than a C (75%) in any one or more NRSG prefix course will not be eligible to continue progression through the Nursing Program. This includes a C minus. These students will receive a failing grade (F) as the overall course grade.
- Students who earn less than a cumulative 75% on course exams (measured at the end of the semester) will not be eligible to continue progression through the Nursing Program. Test average will be calculated based on points earned, divided by total available points.
- No rounding of grades is allowed in the Nursing Program. For example, a 74.9% is *not* a passing grade. This applies to both overall course grade and Test average calculations.
- Students who achieve less than a cumulative 75% test average will receive a failing grade (F) as the overall course grade, as they have not met all requirements to pass the course resulting in ineligibility to continue progression through or graduation from the Nursing Program.
- Progression is prohibited with an “Incomplete” grade.
- Students who withdraw/fail/have an incomplete in any NRSG prefix class will not be allowed to progress in or graduate from the Nursing Program.
- Progression (date) is defined as the last day of the current semester.

Test/exam averages will be calculated by dividing total points earned by total points available. This may include chapter tests, exams, reading quizzes, Kaplan exams and any other objective test type item at the primary instructor’s discretion. In order for an assignment to be eligible for

inclusion in the test average, it must fall into one of the above categories *and* be proctored by approved personnel. At-home, group assignments, case studies, attending lectures, etc. cannot be included in the test/exam average.

Repeating Nursing Courses

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

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

Students dismissed from the Great Falls College MSU Nursing Program for breach of professional or academic integrity, policy or code of ethics violation will be banned from reenrollment for a minimum of three academic years. After three years they may take part in the competitive entry process. No previous coursework will be accepted and the student must repeat the entire program.

Readmission to the Nursing Program

Students seeking readmission after withdrawal or failure from any of the nursing courses must meet the re-enrollment policies for Great Falls College MSU and follow the readmission steps listed below. Students who withdraw or fail a course must follow the same procedures. Courses must be taken in sequential order according to the Program curriculum. All readmission is subject to available space in the Nursing Program. There is no guarantee of readmission. Readmission steps are listed below:

1. Written or email notification of intent to re-enroll in Nursing Program, sent to Nursing Program Director before the deadline for Nursing Program applications.
2. Develop a detailed, self-reflective, written education plan for success and to meet all Nursing Program requirements. Submitted to Nursing Program Director prior to the deadline for the Nursing Program applications.
3. Re-apply for admission to Great Falls College MSU.
4. Re-apply for admission to the Nursing Program by the application deadline.
5. Adhere to the most recent Great Falls College MSU and Nursing Program catalog requirements.
6. Submit updated and current CPR certification, vaccinations, background check, and urine drug screen after readmission to the Nursing Program.
7. After readmission a student must demonstrate up to date competency in clinical skills with nursing faculty before beginning of re-entry semester.

Conditions of Readmission

If withdrawal was due to major health problems a physician's clearance must be submitted in order to return to class and clinical. All other readmission steps continue to apply. This student may not be required to take part in the competitive entry process.

If readmission is due to a failing course grade or withdrawal in the *first* semester and in one (1) or more classes, the student may be required to take part in the competitive admission process. All previously mentioned readmission steps continue to apply. The student will be required to take, and pass, only the courses failed or withdrawn from before progression in the program curriculum may occur. The exception to this is when there is an associated lab/clinical/lecture; in which case, all components must be repeated.

If readmission is due to a failing course grade or withdrawal *after* the first semester and in one (1) or more classes, the student *may or may not* be required to take part in the competitive entry process. All previously mentioned readmission steps continue to apply. The student will be required to take, and pass, only the courses failed or withdrawn before progression in the program curriculum may occur. The exception to this is when there is an associated lab/clinical/lecture; in which case, all components must be repeated.

Regardless of the semester, if readmission is due to a failing course grade or withdrawal in the *Part-time PN track*, the student will be required to take part in the competitive admission process. All previously mentioned readmission steps continue to apply.

Readmissions not taking part in the competitive entry process are only considered within one (1) academic year of withdrawal or failure of a course and as space is available. Beyond one (1) academic year all students seeking readmission will need to take part in the competitive entry process and retake all coursework, except in the situation of military deployment. (Additional requirements may apply.)

Readmissions beyond one (1) academic year must repeat all nursing courses regardless of grade obtained in previous attempt at any program. A student with two (2) subsequent failures or withdrawals from a Nursing Program will not be eligible for readmission for three years even if they have completed a different program between attempts.

Students who withdraw due to military service or deployment are not required to take part in the competitive entry process. Documentation of service/deployment is required. Deployment of a spouse does not qualify in this area. All other re-entry steps must be followed.

If a prospective student has either withdrawn from or failed at a Nursing Program other than the ones at Great Falls College MSU, the student will be required to provide a written, detailed explanation of the circumstances of their withdrawal or failure. The student will be required to provide a letter of recommendation by at least one (1) current faculty member from the previous Nursing Program AND provide a signed release of information to the Program Director. The student is required to take part in the competitive entry process and repeat all nursing courses if there is a 12 month or longer gap between programs.

Transfer students from other, in-state Nursing Programs may be accepted, and courses transferred under the following conditions: The student is in good standing with the Program they are leaving, has a letter of recommendation from the Program Director of the Program they

are leaving, and space is available in the class/clinical they would enter. This all must take place within 12 months of last attendance at the previous nursing program.

If a student fails a class with an associated lab or clinical then both components must be repeated even though there may be a passing grade in the associated component.

Course evaluation:

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

A = 92% - 100%

B = 84% – 91%

C = 75% - 83%

Not passing = 74.9% and below

F = 74.9% and below

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

All lab and clinical classes are Pass or Fail.

Students must earn a minimum 75% test average AND 75% overall average to continue in the program.

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

Graduation:

In order for a student to graduate from the Nursing Program all course requirements/assignments must be completed as stated in the current catalog. This includes completing all nursing courses with a grade no less than a C (75%) and a cumulative course test average of no less than 75%, along with meeting the requirements noted above for progressing through the Program. The Nursing Program standards and requirements in relation to the grading scale and attendance are more rigorous and strict than the general requirements for Great Falls College MSU. This increased level of expectation is necessary to prepare students for the NCLEX and to ensure graduates are prepared for professional employment in the field of nursing. Students must apply for graduation using the proper forms found at:

<http://records.gfcmsu.edu/documents/forms/Graduation%20Application.pdf> .

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

State Licensure

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

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

General Expectations

As discussed in the Grounds for Dismissal section, no disrespectful or inconsiderate behavior will be tolerated. As adult learners and students pursuing a career in the healthcare industry, the expectation is one of respect and honesty. Examples of behavior that will not be tolerated include disruptive talking during class, discussion of private conversations between others to which the party was not originally privy, or complaints about the program, faculty, or peers in public arenas including, but not limited to, clinical sites and college campus locals. Discussions of a personal nature should be limited to areas where the student can be sure that facility staff, peers, and/or other parties cannot overhear the conversation. Any occurrence will be handled on an individual basis, with consequences ranging from an Academic/Professional Deficiency to dismissal from the program.

Student email communication will take place with only the students Great Falls College MSU email. It is typically the one that ends in “@gfcmsu.edu or @gfcmsu.desire2learn.com.” Please check these on a regular basis.

Faculty, staff, and patients are to be addressed as “Dr.,” “Mr.,” “Mrs.,” or “Miss,” along with their surname unless otherwise requested by the individual.

Appropriate and professional language is respectful and should be used at all times. Appropriate language does not include profanity, slang terminology, expletives, or disrespectful remarks to peers or faculty.

Unprofessional conduct may include, but is not limited to, chronic tardiness or absence, 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, complaints regarding the faculty and/or nursing programs).

Attendance Policy

Great Falls College MSU Nursing Program recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. 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.

Because Great Falls College MSU has multiple Nursing Programs with both face to face and distance students, any additional, course-specific attendance policies will be addressed in the individual course syllabi. Different sections of the same class may have different attendance requirements. However, class attendance and/or participation is required in all courses, regardless of the method of delivery (face-to-face, hybrid, or online) and students are expected to attend all class sessions for which they are registered.

It is Nursing Program policy that any student who misses 15% of class days for a semester may be withdrawn/removed from the class and the program. This is because excessive absences preclude the possibility of the student attaining the stated learning outcomes for the course. The only excused absence for illness will be with documentation from a licensed healthcare provider (MD, NP, or PA only). All non-emergent appointments for self and family should be made for days off or after class. **Missing class for work or to sleep or prepare for work is not excused and may lead to disciplinary action up to and including removal from the program.** There is NO distance/online component to the ASN RN program, students must attend in person class except for excused absences.

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

Instructors may establish absence policies, at their own discretion, within their courses to conform to the educational goals and requirements of their courses. It is the responsibility of the student to arrange make-up work missed due to legitimate class absences and to notify the instructor when an absence will occur. Missing class does not excuse the student from what was discussed in class.

Students who are repeatedly late to class will be given an Academic/Professional Deficiency.

Clinical is essential and absences are unacceptable. In the event of an emergency or severe illness, absences may be granted on an individual basis prior to the scheduled clinical time, at the discretion of the faculty. Failure to meet the clinical objectives due to absenteeism will result in a "Not Met" evaluation for the semester and an "F" in the course. Absences from clinical which are not made up by the end of the semester will result in student dismissal from the program.

All clinical orientations are mandatory for each semester. Students who fail to attend will not be allowed into clinical. Make-up arrangements are not available for clinical orientation.

The only excused clinical absence for illness will be with documentation from a licensed healthcare provider (MD, NP, or PA only). **Students will not be allowed more than one (1)**

clinical absence for the entire semester. Missing clinical for any reason is considered an absence. All appointments for self and family should be made for days off or after class.

Students who must be absent from clinical experience must (1) contact the clinical instructor by method listed in the Nursing Advising Room in D2L, (2) email the primary instructor for the course and the Program Director, and (3) call the assigned unit as soon as possible, but no later than 30 minutes prior to the scheduled time (if a precepted site). Failure to contact the clinical and primary instructor as well as call the assigned unit may result in an academic deficiency from the Nursing Program.

All absences from clinical experience must be made up. A clinical make-up day may be scheduled at the instructor discretion although it is the student's responsibility to schedule, coordinate and make up the missed hours. Virtual clinical software may be used by the primary instructor to make up missed clinical hours within the curriculum.

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

Bad Weather

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

Course/Classroom Policies

Students should be prompt and regular in attending classes, make and keep appointments when necessary to meet with faculty, be well prepared for classes and submit required assignments in a timely manner.

If there is a guest lecturer in a class (of any kind), tardiness will not be tolerated, and a tardy or absent student will receive an Academic/Professional Deficiency regardless of how many minutes late they are.

If a student's course work (test scores and written assignments) are below average 75%(C), it is the student's responsibility to contact the individual instructor for direction.

All incomplete course work must be made up according to Nursing Program policy and/or individual course syllabi. All course work must be complete before the end of the semester. Papers must be submitted and tests made up within the time specified by the individual instructor, or the student will receive a zero for the work. If a student does not submit make-up work, the incomplete work will convert to a failing grade. The student may receive an "Incomplete" final grade and the student may not progress in the Nursing Program. The instructor further determines the effect of the absences on grades. See individual class syllabi for other specific class details.

Testing policy

If a student is absent from class during a scheduled test, it is his/her responsibility to arrange with the instructor a make-up test as per course syllabi, if a make-up test is allowed. All exams must be taken in order to receive a final grade. If an exam is not taken, an “F” grade will be submitted for the course, preventing the student from progressing in the program.

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

Dosage Calculation Quiz for all first semester nursing students:

This quiz will be taken in week 6 during your pharmacology lab and will be part of your exam average. **If you receive less than an 80% on the dosage calculation quiz, a meeting with the course faculty to discuss mandatory remediation is required. If you receive less than 80% on the dosage calculation quiz, please email the course faculty to set up the required meeting no later than Wednesday of the week 7.** The meeting to discuss remediation may take place with other nursing faculty at the course faculty’s discretion. Dosage calculation is an essential skill in nursing to prevent patient harm. It is of the highest importance that you prepare well for the dosage calculation quiz. Dosage calculation questions may be a part of every exam in this class as well as in other classes throughout the program. Failure to understand proper dosage calculation can result in a less than 75% exam average and failure in the program.

Kaplan Testing

All Kaplan Integrated testing must be taken at the Great Falls College MSU campus. There are no exceptions to this as Kaplan testing is proprietary. The testing is only available on the date and time assigned and may not be made up, late or rescheduled.

This testing is a part of your final grade and must be taken in order to complete courses and progress in the Program. If the Kaplan testing is missed or not taken for any reason the student will receive a failing/incomplete grade in the class and be withdrawn from the Nursing Program.

All Kaplan testing of any kind that is listed in the course syllabus is a requirement of the course and Program. If any portion of the Kaplan testing is not completed the student will receive a failing/incomplete as a final grade in the course. This will lead to failure of the Nursing Program.

Test Challenge Policy

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

If a student wants to challenge a grade, challenging grades can only be done through the grade challenge form (see page 34 in Appendix A). The student may not be allowed to see the exam in its entirety but only the questions the student chooses to challenge and/or got wrong and wishes to review.

Clinical Experience Policies

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

- A master schedule of clinical experiences will be posted in the Nursing Advising Page of D2L prior to the start of each semester. However, it is the ultimate responsibility of each individual student to monitor for any ongoing changes to the schedule that may occur after it is initially posted to ensure the student arrives to the appropriately scheduled clinical each day.
- Clinical paperwork may include a medication sheet, a head to toe assessment, a concept map, daily reflection paper and an SBAR note. A complete list and templates of these forms are available in the Nursing Advising Page of D2L and in the individual clinical course shell on D2L. Precepted day paperwork will minimally consist of a reflection paper that will be turned in to the primary course instructor, online via D2L for each respective course, see course syllabus for additional requirements.
- Clinical paperwork consists of a reflection paper (with course/program outcomes), a physical assessment (the type determined by location/unit), a medication profile, a concept map, and an SBAR note. Please note that specialty areas may require slight modifications to the expected paperwork, for example in mental health clinical there will only be reflection papers required where medical floor will require all the listed items.
- Students who come to the clinical unit unprepared may be dismissed from the clinical and the time must be made up at the discretion of the faculty or Program Director.
- Clinical assignments will be made the morning of the clinical experience. Students are expected to arrive prepared for a variety of situations.
- All clinical paperwork is due by 5pm the Friday following the clinical experience. Students will be expected to have submitted their clinical paperwork electronically to the appropriate Assignment Dropbox in the D2L clinical course shell. Grading of late paperwork and opportunity to revise “Failed” clinical paperwork will be at the discretion of the course faculty.
- Students must achieve a passing grade on a minimum of 75% of overall clinical paperwork to receive a passing grade for the clinical course. Students must **also** show evidence of meeting all program and course learning outcomes through reflection papers to receive a passing grade for the clinical course.
- Students are expected to be present and on-site for the entire clinical day. Leaving a clinical site or clinical unit 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 and approval from the clinical instructor and**

primary nurse (if applicable) may be immediately dismissed from the Nursing Program.

- Students are expected to be at clinical 15 minutes prior to the start of the shift. If the student is not on their assigned unit 15 minutes prior to the start of the shift, they may be considered as late. If the student is late 3 times, in one semester, they will receive an absence and be required to complete a scheduled makeup day. If a student misses report because they are late they will be sent home, the day considered an absence, receive an Academic/Professional Deficiency, and be required to make up the hours.
- Evidence of dishonesty will result in dismissal. Cheating, plagiarism, and dishonesty are unacceptable actions in health care and in academic environments as noted in the Great Falls College MSU catalog. Violations of academic or personal integrity will not be tolerated at Great Falls College MSU.
- **CELLPHONES ARE PROHIBITED IN CLINICAL.** If a student is caught with a cellphone in clinical they will be given an Academic/Professional Deficiency.
- Students should confine all conversation to a therapeutic nature when in the presence of patients, visitors, or staff at the participating hospitals or facilities. For details regarding personal conversations, see General Expectations.
- Gum chewing in the clinical setting is not professional and is not allowed.
- Post conference is a part of the clinical day and a professional appearance is expected.
- Skills check lists must be taken to every lab and clinical by every student. If a student does not have their skills check list with them they will be sent to retrieve it and receive a Professional Deficiency.
- Students may perform a procedure in the clinical area only after validation of the skill in the nursing simulated hospital with Nursing faculty.
- Students must adhere to all clinical facility policies.
- Healthcare facilities are smoke free. Students are expected not to smoke during clinical hours, including prior to arrival, breaks and lunch. If this is a problem, students should see their physician for smoking cessation recommendation. Students may be sent home from the clinical setting if the smell of smoke is detected.
- If any clinical agency denies a student access to clinical experience, the student may be dismissed from the Nursing Program, after investigation by faculty and documentation is provided by the facility.
 - The criteria that will be considered in denying the student access to the clinical experience are: demonstrated emotional instability, indifference or insensitivity to patient safety and comfort, lack of professional judgment or behavior, disregard for professional ethics, any health condition which makes it impossible for the student to carry out her/his work without jeopardizing patient safety and comfort, suspected use of drugs or alcohol, or any other condition or circumstance that constitutes an unreasonable risk to the safety and well-being of the patient.
- Students denied access to a critical clinical location (Benefis Health Systems or the Great Falls Clinic) will not be allowed to continue or reenter any GFC MSU Nursing Program. Without access to either one of these facilities they will not be able to complete all clinical learning objectives and therefore could not pass the clinical.
- Clinical failure will occur if the student demonstrates unsafe, unprofessional, negligent or incompetent clinical performance. Students unable to perform at the minimally acceptable level of clinical behaviors or those unable to correct deficiencies will result in

clinical failure. When a student's clinical performance endangers their patient or patients or is deemed unsafe, the student will be removed without prior warning or notice from the clinical area for the remainder of the day and/or semester (depending on the severity), potentially resulting in failure of the course.

Clinical/Lab Experience Dress Code

- Clinical IDs/name tags are always worn as part of the uniform and must be maintained by all students during the Nursing Program
- Great Falls College MSU Nursing Program name tags are available from the Nursing Program Director and are to be used at all non-Benefis Health System clinical areas.
- Name tags that are issued by Benefis Health System must be worn at all Benefis Health System clinical sites, are property of Benefis Health System, and must be returned to the Nursing Program Director upon withdrawal, removal, or graduation from any of the Nursing Programs.
- All Benefis Health System ID's and Great Falls College MSU Nursing Program name tags must be returned to the Nursing Program Director at the time of a student's exit from the program. In order to be able to take your final for your Leadership or Management class, you must return the appropriate IDs. An incomplete grade will be posted for the Leadership or Management class and the student will not graduate. The IDs are Benefis Health System and/or Great Falls College MSU property and must be returned. If a student loses their Benefis Health System ID they must notify the Nursing Program Director within one week.
- Student uniforms and accessories must be clean, neat, and free of offensive odors. A professional appearance must be maintained at all times.
- 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.
- For lab or simulated hospital settings the student must wear either their school uniform (scrubs) or a clean labcoat over their clothing.
- The uniform must be clean and neat, ironed 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 a bra, will be clean and free of adornments. Clean closed toe shoes must be worn with clean socks or nylons.
- The designated uniform includes the Nursing Program patch to be worn on the left sleeve – 3 inches below shoulder level. Program patches will be worn on the left shoulder of scrub tops and lab coats.
- If the clinical area is too cold, students may wear a long sleeve garment under the uniform top. Do not wear a blanket, towel, or "outside" coat (as examples).

- Clinical instructors have final say on appropriateness of all uniforms. You may be asked to purchase different uniforms or sent home from the clinical area if professional dress code is not adhered to.
- For tours, observation experiences, and in-services outside of the college students must wear clean professional 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 Nursing Program patch will be worn over street clothes. The student may also wear their Nursing Program uniform. Great Falls College MSU identification will be visible and at eye level.
- Hair must be clean and styled in a way that no hair hangs over the face. Hair beyond shoulder length must be pulled back and up off the shoulders when wearing uniforms or laboratory jackets
- Facial hair must be clean and groomed or shaved.
- Due to CDC recommendations for hospitals, NO artificial nails or extenders may be worn. Nail tips must be less than one-quarter inch long, clean, and without dark polish.
- Make-up may be worn. However, scented perfumes, lotions or aftershave are not to be used in the clinical sites.
- Jewelry - students may wear wedding rings, one pair of small plain posts for pierced ears, and a watch while performing assignments in the clinical areas. Adornments other than one pair of small plain post-style earrings are not permitted. Body jewelry is to be removed for clinical rotation.
- Visible tattoos must be managed in accordance with clinical facility policy.
- Students will maintain personal hygiene. Students will bathe, and use deodorant. Offensive body odor and/or cigarette smell is not permissible.

Remediating an Unsafe Practice Incident

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

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

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

Process

It is the process of the Nursing Program to actively address any student's unsafe behavior in a clinical setting, and to actively address any student's behavior in any setting that calls into

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

Students and faculty may identify unacceptable behaviors. Students are encouraged to talk with faculty about any problems that may cause the student difficulty in the educational Program before the behavior becomes unacceptable.

A faculty member in a clinical setting who identifies a student exhibiting unacceptable behavior may send that student home once it is determined that the student is able to go home safely.

A faculty member in a clinical setting or a classroom setting who identifies a student exhibiting unacceptable behavior may ask the student to leave the room immediately and to speak with the faculty member at the end of the class or clinical session. In either case, the student will be directed to see the Program Director and/or primary faculty.

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

The student may receive a Nursing Learning Laboratory Educational Remediation form from the instructor for an unsafe behavior in the clinical setting. Some unsafe behaviors may result in immediate removal from the Nursing Program.

- The student must go to the Simulated Hospital to practice skills evaluated as "unsafe" in the clinical setting. Students will need to demonstrate competency in the specific skill in order to have the remediation form signed by the nursing laboratory faculty. This must take place within one week of the receipt of the form by the student or the student will receive an Academic/Professional deficiency.
- The student will then submit the completed remediation form to the Program Director, with copies to the clinical and primary instructors within one week of receiving the form.

Academic/Professional Deficiency

Academic/Professional Deficiencies are serious infractions of Program requirements.

The following will be considered reasons for Academic Deficiency:

- Failure to arrive for a scheduled clinical/lab experience at a designated time.
- Failure to complete entire clinical experience as scheduled
- Failure to notify the clinical site, clinical instructor AND primary class instructor of absence 1/2 hour prior to the clinical starting time.
- Failure to comply with printed Program requirements
- Failure to submit clinical paperwork on time
- Use of cell phones in the Clinical site
- Failure to adhere to clinical site/laboratory dress code
- Unexcused absence from clinical experience.
- Late for classroom lecture or simulation experience

- Unprofessional behavior (including but not 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. If more than one academic deficiency occurs on the same day, each deficiency will be viewed separately.

The occurrence of any *three* (3) of these incidences will result in the student being withdrawn from the Nursing Program.

Exception to any of the Academic Deficiencies will be determined by the faculty and/or Nursing Program Director.

Grievance

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

Students should first attempt to resolve the matter directly with the primary faculty, through a personal conference as soon as possible. If the student and instructor cannot reach a mutually satisfactory resolution to the problem, the student should schedule a meeting with the Nursing Program Director. If there continues to be no resolution, the student should schedule a meeting with the Health Science Division Director.

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

- Course/Clinical Instructor
- Nursing Program Director
- Health Science Division Director
- Academic Appeals Committee
- Dr. Stephanie Erdmann, Dean/CEO

The complete process can be found in the Great Falls College MSU catalog under policies and procedures. **(Great Falls College MSU policy 300.60)** The student may also utilize the Academic Advisors for assistance with this process.

Distance Specific Policies

Unless otherwise specified below, any and all policies included in this document apply to distance students. The following section is for further clarification of policies that only pertain to the distance students enrolled in the distance CAS ON Nursing Program.

Lecture:

You are required to view the class recording on Panopto (accessed through D2L) by the following class, unless otherwise outlined in the individual course syllabi. Failure to do so will be considered an absence. You are responsible for all class material that has been presented in any manner.

Lab:

Students may be asked, at the discretion of the primary laboratory faculty, to demonstrate lab skills through one of the following methods: video the skill and send it in, WebEx by appointment with the instructor, have an RN observe and sign off on a form that they have observed the performance of the skill, or via a live demonstration on the Great Falls College MSU campus. All distance students enrolled in any of the lab courses are required to be on campus for all face to face days that are noted in the acceptance letter. Skills practice and skills checkoffs will also take place on these days. Any recordings or lessons for lab that are meant for distance students must be viewed within 7 days of posting.

Clinical:

All clinicals must take place in Montana, at approved sites, only after an affiliation agreement has been signed by the facility and college, preceptor has been approved by faculty and a schedule of days has been sent to the faculty and Program Director. The bulk of the clinical hours in semester one of the CAS PN program will be during the on-campus time. For the remainder of the clinical hours it is the responsibility of the distance student to find an appropriate site. **If an appropriate clinical site(s) is not established for the specific clinical course(s), with clinical contract in place, and all student requirements met prior to the start of week seven of the first semester, the student will be withdrawn from the program. All afore mentioned readmission policies will apply. For semester 2, the distance student must have an appropriate clinical site(s) established for the specific clinical course(s), with**

clinical contract in place, and all student requirements met prior to the start of week five of the semester. If not the student will be withdrawn from the program. All afore mentioned readmission policies will apply.

Distance students are required to turn in the same clinical paperwork as face-to-face students to the appropriate D2L Assignment Dropbox for the clinical course. The student must turn in clinical paperwork as outlined and directed in the individual course syllabus. Course faculty will then provide feedback and a grade for the paperwork within one week of receipt. **All distance clinical hours must be completed at least one week prior to the end of the semester with the appropriate log of clinical hours submitted to the respective D2L clinical course shell.** See course syllabi for other details. It is preferred that clinical hours be split with $\frac{1}{2}$ the total hours being completed by week 8 of the semester and the final $\frac{1}{2}$ of the total hours being completed at least one week before the end of the semester.

For proper ongoing tracking of clinical hours and expectations, students will be expected to note when their clinical hours are scheduled by the end of week 7 of the semester. Expectations on how often students need to update their calendar will be outline in the individual course syllabi.

Testing Policy:

- Exams are multiple-choice computerized and will be administered in class on the Chrome Books provided. They are NOT open book and suspicion of utilizing outside resources may be deemed cheating. A “0” grade will be entered for suspicion and a formal academic write-up will follow.
- Obvious or indisputable evidence of cheating will lead to immediate dismissal from the program. This includes audio/video evidence and direct observation as examples.
- Distance students within the Great Falls city limits are required to take the exam in class on the scheduled day. Distance students outside city limits may also come to campus to take exams.
- For distance students who do not come to campus the exams will be opened and made available to them 24 hours before the face-to-face students for completion. The exam will close at the same time for ALL students. Respondus LockDown browser with video is required to take all distance exams. It is the students responsibility to make sure that LockDown browser is downloaded on your computer and working correctly prior to the exam.
- After completing a room scan at the start of the exam, the student will use a hand mirror to show the computer screen, making sure it is in focus.
- One blank piece of paper and a basic 4-function calculator is allowed during the exam. Distance students will show the calculator and the front and back of the blank scratch paper to the camera at the start of the exam. At the end of the exam, students will hold up the scratch paper showing each side for 20 seconds, making sure it is in focus so the faculty can view what is on the paper. Students may not write test questions on the scratch paper, may not duplicate scratch paper, and may not share the scratch paper with

anyone other than the course faculty. It is the expectation that the scratch paper is shredded at the end of the exam. If there is suspicion of these rules not being followed, it will result in an academic write-up and department policy will be followed.

- All distance students are required to notify the course faculty, via email, at least 72 hours in advance of the time and date they plan to take the exam (not including weekends). For example, if the exam is on Wednesday at 1030, the distance student must notify the faculty no later than Friday at 1030. This allows for the appropriate steps to be taken and the test to be set up and administered correctly. The exam must be scheduled within the 24-hour window, for example, if the exam is scheduled for class on Wednesday at 1030; the distant student can schedule the exam anytime between Tuesday at 1030 and Wednesday at 1030. If you do not notify the faculty of the date/time you plan to take the exam within the given time frame, you will be unable to take the exam and it will be considered a missed exam and a “0” will be entered as the grade.
- Any suspicion of discussion of the exam with your classmates prior to the exam closure for all students will result in an academic write-up and department policy will be followed.
- All exams must be taken at the scheduled time, make-up exams will only be allowed for emergent reasons and are at the discretion of the course faculty.
- Faculty may do an unannounced visit during a test for observation and to ensure policy compliance.

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

On Campus Sessions:

All on campus sessions are mandatory and will not be repeated. Failure to attend any of these sessions will result in removal from the Practical Nurse Program. Distance students must follow all program policies.

Appendix A

Informational and forms

American Nurses Association Code for Nurses

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

<http://nursingworld.org/>

Montana State Board of Nursing Statutes and Rules

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

www.nurse.mt.gov



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Test Item Challenge Form

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

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

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

Student Name:

Class:

Exam Title:

Exam Date:

Question #:

Student's Answer on the Exam:

2 sentences to justify the student's chosen answer:

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

Correct Answer on the Exam:



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Nursing Program Clinical Hours Record

Semester / Year _____

Student Name: _____ Course Number and Title: _____

Preceptor's Name: _____ Faculty Name: _____

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

Documentation of Hours

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

Student's Signature: _____ Date: _____

Preceptor's Signature: _____ Date: _____

Clinical Faculty's Signature: _____ Date: _____



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Nursing Learning Laboratory Educational Remediation Form

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

Student Name: _____

Date: _____

Issuing Instructor: _____

Date: _____

Date remediation must be completed by: _____

Description of issue or incident needing remediation:

Corresponds with which Program learning outcome:

Plan for improvement:

Improvement observed by: _____ Date: _____

Comments:

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Great Falls College – MSU
Distance Student Preceptor Vitae

Student Name: _____

Preceptor Name and title: _____

Facility: _____

Facility Address: _____

Facility Phone: _____

Preceptor Phone: _____

Preceptor email: _____

Date: _____

Preceptor educational degree and years of experience:

Preceptor MT. Nursing license number: _____

Preceptor MT. Nursing license expiration date: _____

Preceptor Signature: _____

Date: _____



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Appendix B

Signature Sheets

These signature sheets must be read, signed, and given to Nursing Program Director by the end of the first week of your Program. Failure to do so will constitute dismissal from any of the Nursing Programs.

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



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Great Falls College - MSU

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

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

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

Name: _____ Date: _____

Signature: _____



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Student Statement of Release

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

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

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

I acknowledge that the clinical site agency has been determined to be a school official with a legitimate educational interest and other educational records may be shared with the clinical site agency as deemed appropriate by GFCMSU.

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

Student Name (Please Print)

Student Signature

Date



Technical Standards for All Nursing Programs.

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

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

If you have questions or concerns about your ability to meet the technical standards with or without accommodations, or if you would like to arrange reasonable accommodations, you should contact Disability Services. Applicants who disclose a disability are considered for admission if they are otherwise qualified, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others.

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

Observation/Sensory-Motor

- Accurately identify and assess heart, breath, abdominal, and other sounds of the human body
- Accurately assess normal and abnormal color changes in the skin and observe pupil changes
- Accurately differentiate colors and recognize patient odors
- Detect and respond appropriately to activation/warning signals on equipment) including auditory and visual signals)
- Detect significant environmental odors
- Distinguish fine print on various medication labels
- Observe and assess conditions of a patient accurately, at a distance and close at hand, and observe non-verbal communication when performing nursing assessments and interventions or administering medications
- Observe and participate in all demonstrations and experiments in the basic sciences including computer assisted instruction
- Observe digital or waveform readings
- Perceive signs of disease and/or infection as manifested through physical examination including visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart sounds, bowel and lung sounds)
- Read gradients/calibrations on a syringe

Communication

- Accurately document treatment information
- Communicate accurately and effectively in English with other students, faculty, staff, patients, families and other professionals in a culturally sensitive manner
- Communicate effectively in classroom presentations, seminars, simulation, practicum sties, practicum conferences, and online-formats
- Convey or exchange accurate information in a clear and efficient manner to obtain a health history, identify problems presented, and explain alternative solutions
- Effectively communicate with and respond appropriately to other healthcare professionals' questions, requests, and directions in classroom, lab and clinical settings
- Process and communicate information on the patient's status including changes in mood, activity and posture and non-verbal communications with accuracy in a timely manner to members of the health care team

Psychomotor

- Adjust and operate diagnostic or therapeutic devices by manipulating knobs, dials, and keyboards
- Answer patient call lights or intercom system to determine patient needs
- Assemble medical equipment and supplies
- Conduct laboratory and diagnostic tests and carry out physical assessments
- Coordinate fine and gross muscular movements to treat patients in emergency situations
- Engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable adults
- Execute physical movements required to provide general care and treatment to all patients in all health care settings
- Move and position heavy and/or large equipment and patients
- Operate equipment typically found in the health care environment including IV pumps, cardiac monitors, and electric and manual blood pressure equipment, safe handling equipment
- Perform basic life support, ventilation/compression (including CPR and AED), and other basic life support functions
- Perform inspection, palpation, auscultation, percussion, and other diagnostic maneuvers
- Provide holistic nursing care and perform or assist with procedures, treatments, and medication administration
- Respond to emergencies precisely, consistently, accurately, and quickly
- Safely assist a patient in moving from one place or another
- Transfer patients from bed to chair, bed to stretcher, chair to bed as needed
- Transport patients in wheelchairs as necessary
- Turn/reposition bedfast patient

Intellectual-Conceptual, Integrative, and Quantitative

- Accurately perform mathematical calculations and calculate medication dosages & IV rates from instructions given

- Analyze, collect, and synthesize data to reach diagnostic and therapeutic judgments and to develop an appropriate plan of care
- Demonstrate factual, conceptual, procedural, and metacognitive knowledge
- Effectively perform chart reviews and continuous assessment of the patient's status
- Effectively prioritize multiple tasks
- Effectively take and record doctors' orders, patient histories, and subjective/objective findings
- Exercise good judgment in patient assessment
- Maintain accurate clinical records on patient care
- Manage the demands of time constraints and frequent interruptions
- Measure, calculate, reason, analyze, integrate, synthesize and problem solve in the context of the level and the focus of their curricular Program
- Perform data entry tasks using available technology
- Perform universal precautions against contamination
- Provide all aspects of patient care including medication administration and treatments according to nursing unit guidelines
- Provide clear expression of personal ideas and feelings, demonstrations of bidirectional feedback, and sensitivity to persons with ideas and experiences that different from their own
- Provide in-depth rationale for plan of care
- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (sphygmomanometer, otoscope, ophthalmoscope during a comprehensive examination of a patient

Behavioral and Social Attributes

- Abide by the professional standards of practice defined by the discipline
- Demonstrate compassion, sensitivity, and concern for others
- Demonstrate understanding and adherence to professional standards of nursing
- Function effectively under physically taxing workloads including in times of physical and mental stress
- Function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
- Maintain appropriate professional decorum in high stress situations and when exposed to unusual sights and smells
- Maintain confidentiality with regard to all phases of work

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

Student: _____

Date: _____



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Great Falls College Nursing Program

CONFIDENTIALITY AGREEMENT

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

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

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

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

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

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

Student: _____ Date: _____



STATEMENT OF INFORMED CONSENT FOR PREVENTION OF COMMUNICABLE DISEASES

Please place an “X” by each statement you agree to:

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

_____ I agree to participate in HBV/HIV education experiences as required by Great Falls College MSU Nursing Programs and CDC and OSHA guidelines. I understand that testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in my clinical experiences with Great Falls College – MSU, will be my financial responsibility. **I understand that health insurance is required.**

_____ I will receive Hepatitis B vaccine and /or demonstrate proof of immunity prior to beginning my clinical experience with direct client/patient care. Should I refuse to be immunized, I will sign a refusal to consent form, provided upon request.

_____ In the event I am exposed to blood while giving client care, I agree to follow the Great Falls College MSU General Health Science Policy protocol established by the institution (see the agency’s Exposure Control Plan). I understand that this generally involves one year of blood testing and professional counseling for myself and/or significant others. I understand and acknowledge that there is no known cure for AIDS at this time.

I will receive referral to community health resources for free blood testing to detect HIV upon request.

_____ I am aware that the Privacy Act provides for confidentiality on any issue related to my health status. All information will be kept in strict confidence by the Nursing Program and used to provide counseling, health information, and referral.

_____ If I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases. I will discuss my concerns with Nursing faculty at Great Falls College MSU. I understand that Rules 24.159.1005 (j) and 24.159.1205 (n) of the Statutes and Rules of the Montana State Board of Nursing states that “. . . as a member of the nursing profession, the registered nurse and practical nurse shall . . . conduct practice without discrimination on the basis of age, race, religion, sex, sexual preference, national origin or handicap. . .” (The Americans with Disabilities Act, 1992, establishes communicable disease including AIDS as a handicap/disability.)

_____ It is recommended that I inform faculty of changes in my health status, such as pregnancy or contraction of a communicable and/or infectious disease. I have been informed and understand that an altered state of my health, such as being infected with HIV, may increase my health risk in relation to caregiving activities for patients with bacterial and viral diseases. I have been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions. I understand that I should seek sound medical advice for changes in my health status, as discussed in this paragraph.

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

Student: _____ Date: _____



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

LATEX ALLERGY STATEMENT
Great Falls College MSU

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

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

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

Please initial

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

Please select one of the following:

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

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

Print Name _____

Student Signature _____ **Date:** _____



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

NURSING PROGRAM

RECEIPT OF NURSING PROGRAM HANDBOOK

An Electronic Copy of the Nursing Program Handbook has been provided to all students in the Nursing Advising Page that is accessed through D2L.

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

Signed: _____

Date: _____