Disclaimer

This handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the Resource Manual is updated as necessary. The Bemidji School of Nursing (Bemidji State University and Northwest Technical College) reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document. Amendments may be added as deemed necessary. The information enclosed is provided solely for the convenience of the students and readers.

This handbook supersedes all previous versions of the Resource Manual. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained within.

When a change is adopted into the Resource Manual, students will be emailed the change. Faculty may also include the change in the syllabi and/or highlight the change in D2L Brightspace. This is consistent with the School of Nursing goal of improved communication and follow-through.

Bemidji State University is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Inquiries regarding compliance, rights and other information may be addressed to the Affirmative Action Officer/Americans with Disabilities Coordinator at 218-755-2900.

Upon request this document can be made available in alternate formats. Please contact the Disability Services Office at Bemidji State University at 218-755-3883 or email disabilityservices@bemidjistate.edu.
Introduction

The Resource Manual is intended to serve as a reference for students in the BSU baccalaureate nursing tracks. The information provided is specific to the Department of Nursing. The Resource Manual is supplementary to the BSU Undergraduate Catalog (http://www.bemidjistate.edu/academics/catalog) and BSU Student Handbook (http://www.bemidjistate.edu/students/handbook/), essential documents of Bemidji State University. Each student is responsible for the contents in these references.

Overview

The Resource Manual is composed of these major sections: Curriculum; Organization and Function; Admission, Progression and Retention; Scholarships; and Evaluation and Assessment. The Mission, Goals, and Dimensions of Student Learning of BSU introduce the Curriculum section. Departmental documents further describe the aims and beliefs, which serve as a basis for the design and conduct of the courses. The beliefs about learning are considered significant throughout the program. The Organizing Framework portrays areas emphasized in courses during the junior and senior courses, accompanied by concepts reflected in the curriculum. It is important to also refer to the BSU Undergraduate Catalog.

The section on Organization and Function includes information on channels of communication and decision-making within the Department of Nursing. Included in the bylaws are descriptions of committee functions and avenues for student involvement in the Department of Nursing.

A third section contains Admission, Progression, and Retention Policies and Procedures directly relating to program participants. Sections containing information specific to the 4-Year Track program and the RN-BS Track program are included. All students are assigned an academic advisor, whom they should contact for assistance, clarification of information, and planning.

Section six identifies scholarships available through the department, and the last section describes the overall Evaluation and Assessment Plan for the Department of Nursing. Student participation in evaluation is deemed essential in assessing and determining future directions for the department.

The Department of Nursing Resource Manual will apply for each academic year. Resource Manuals will be updated and posted on our website annually and significant changes in policies/procedures will be made available to students during the year. We hope this Resource Manual is helpful to you. We welcome any recommendations and/or comments.

The information in this Resource Manual is current as of the time of publication. However, policies are subject to change between editions. Any revisions will take priority over the contents of this edition and will be communicated to faculty and students. It is the responsibility of all members of the Department of Nursing to make note of such changes.
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University-Wide
Dimensions of Student Learning

1. Intellectual Development
   - Higher Order Thinking
     - Use critical thinking and appropriate frameworks for inquiry.
   - Knowledge, Values and Abilities Related to the Arts, Humanities, Sciences and Specialized Fields of Study
     - Understand concepts, ideas and theories from various disciplines and integrate knowledge, values and abilities associated with specialized fields of study.

2. Understanding of Self/Relating to Others
   - Values
     - Examine, evaluate and express values.
   - Communication
     - Present ideas clearly and effectively in visual, written and oral form.
   - Human Diversity
     - Recognize the experiences and contributions of diverse groups and cultures.
   - Self-Development
     - Demonstrate awareness of concepts, knowledge, and actions which promote one’s well-being

3. Participating in an Emerging Global Society
   - Readiness for Careers
     - Demonstrate knowledge, ethics and abilities as they relate to one’s specialization and career choice.
   - Responsible Citizenship
     - Participate as a contributing member of a changing global society.
DIMENSION 1: Intellectual Development

Outcome 1: Higher Order Thinking
Use critical thinking and appropriate frameworks for inquiry.

Student Learning Objectives:

1. Analytical Thinking
   - Draw reasonable inferences from observation and logical premises.
   - Discern structure, pattern, and organization using frameworks from various disciplines and forms of inquiry.
   - Identify and analyze problems in a variety of situations, both independently and cooperatively with others and from a multiplicity of perspectives.

2. Evaluative Thinking
   - Identify assumptions and limitations to problem solving.
   - Critically evaluate ideas and interpretations held by oneself and others.

3. Scientific & Quantitative Reasoning
   - Demonstrate the basic understanding of the scientific method of inquiry.
   - Identify the assumptions and appropriate application of the scientific method of inquiry.
   - Perform computations and solve problems through the use of mathematical logic.
   - Use numerical data to support positions or interpretations.

4. Creative Thinking
   - Identify problems, perceive associations, and construct interpretations which may be unique.
   - Reflect on assumptions and contemplate alternative ways of thinking.
   - Use one’s intellectual abilities to formulate original ideas, works, and/or other forms of endeavor.

Outcome 2: Knowledge, Values and Abilities Related to the Arts, Humanities, Sciences and Specialized Fields of Study
Understand concepts, ideas, and theories from various disciplines and integrate knowledge, values and abilities associated with a specialized field of study.

Student Learning Objectives:

1. Demonstrate understandings about dimensions of human behavior and development within social contexts.

2. Describe structures, functions, and relationships concerning aspects of the natural, technological, and social environments.

3. Discuss historical and contemporary institutions, movements, ideas, people and values which influence our world.

4. Recognize the formal elements and aesthetic qualities of the literary, performing, and visual arts.

5. Recognize global dimensions of historical and contemporary issues and topics.

6. Attain in depth knowledge, values, and abilities associated within one or more specialized field(s) of study.
DIMENSION 2: Understanding of Self, Relating to Others

**Outcome 1: Values**
Examine, evaluate, and express values.

**Student Learning Objectives:**
1. Examine one’s own values and apply these values in decision making.
2. Understand assumptions and meanings associated with values expressed in discourse and in disciplines.
3. Recognize ethical dilemmas and make informed judgments in situations demanding ethical decisions.

**Outcome 2: Communication**
Present ideas clearly and effectively in visual, written and oral form.

**Student Learning Objectives:**
1. Demonstrate proficiency in writing and speaking the English language.
2. Communicate in a scholarly manner expected within a discipline.
3. Recognize the importance of acquiring a proficiency in another language.
4. Select and present written and verbal ideas with diverse individuals and groups.
5. Employ effective interpersonal and group skills.

**Outcome 3: Human Diversity**
Recognize the experiences and contributions of diverse groups and cultures.

**Student Learning Objectives:**
1. Seek knowledge, experiences, and understanding of traditions and values of diverse groups and cultures.
2. Analyze one’s attitudes, behaviors, concepts and beliefs toward others.
3. Demonstrate an understanding of the dynamics of relationships within and between groups.

**Outcome 4: Self-Development**
Demonstrate awareness of concepts, knowledge, and actions which promote one’s well-being.

**Student Learning Objectives:**
1. Pursue discovery of one’s talents, interests, and personal uniqueness.
2. Promote one’s physical, emotional and social wellbeing.
3. Articulate a sense of personal identity, well-being, and potential as a person.
4. Identify structures, functions, interpretations, and patterns of human development.
5. Develop abilities and skills which support lifelong learning.
DIMENSION 3: Participation in an Emerging Global Society

Outcome 1: Readiness for Careers
Demonstrate knowledge, ethics, and abilities related to one’s specialization and career.

Student Learning Objectives:
1. Demonstrate capacities to accommodate and respond to change.
2. Work collaboratively in solving problems.
3. Develop goals and make career plans.
4. Demonstrate knowledge of ethical standards and responsibilities related to one’s specialization.
5. Employ technology relevant to one’s specialization and career.

Outcome 2: Responsible Citizenship
Participate as a contributing member of a changing global society.

Student Learning Objectives:
1. Exhibit empathy, thoughtfulness, compassion, respect, civility, and cooperation.
2. Thoughtfully exercise the rights and responsibilities of citizenship.
3. Recognize one’s role and responsibilities as a global citizen.
4. Contribute to the broader community through activities such as community service, citizen participation, and social action.
Goals of the Department of Nursing

In support of the institutional mission, the goals of the Bemidji State University baccalaureate nursing program are to:

1. Sustain a profile of academic excellence, which includes national accreditation, and the recognition of standards/directions within the discipline and communities of interest.
2. Utilize an effective governance structure, which is congruent with the institution, program and needs of the learners.
3. Acquire and allocate resources to provide a positive learning environment.
4. Recruit and retain qualified and diverse students committed to academic excellence and professional development.
5. Recruit and retain qualified faculty who contribute to the university, the profession, and other arenas through activities associated with education, service and scholarly endeavors.
6. Implement a contemporary curriculum which promotes the development of a humane, holistic view of people, critical inquiry to address nursing practice in a changing society, responsible use of knowledge and practice abilities in a variety of settings; and prepares individuals to contribute to the discipline and society, engage in on-going professional development, and pursue graduate study.
7. Implement educational strategies and practices conducive to the personal and professional development of students.

Mission of the Department of Nursing

Mission

- Engage in scholarship that supports the development of critical thinkers, creative problem solvers and innovate leaders in care delivery. (Essentials I, II, III)
- Embrace professionalism and professional values in the care of individuals and populations across diverse cultures, ages, and environments. (Essentials VII, VIII & IX)
- Educate the baccalaureate nurse generalist for a future that includes lifelong learning and professional practice. (Essential I)

Philosophy

Humankind

Human beings are viewed holistically. Each individual and each group is a complex integration of biological, psychological, social, cultural, and spiritual dimensions. Human beings are individually unique, autonomous, and possess inherent dignity, worth, and rights. All rights infer
responsibilities within each individual’s capacity. As individuals experience life, potential exists for growth and change. Growth and change may be multifaceted, influenced by individual differences in personal potential and by subjective meanings and values.

Human beings exist dependently, independently, and interdependently. Human beings are in constant interaction within society, which is reflected in such environments as families, social institutions, cultures, and traditions. These contexts in turn influence individual perspectives, roles, values and beliefs.

**Health**

Health involves a complex, multidimensional phenomenon influenced by biological, psychological, social, cultural, and spiritual variables. Health is individually defined and subjectively perceived. Internal and external forces and resources influence health. Human beings experience varying states of health during their lives.

The provision of nursing care, as part of the health care system, is influenced by legal, political, economic, social, and global forces. Humane, quality health care is a right and should be equally accessible to all people. People have the right to make informed decisions in regard to their health and health care.

**Nursing**

Nursing addresses human responses to life experiences and varying states of health, and illness. Nursing is involved with the promotion, attainment, and preservation of optimal health, and amelioration of suffering. Nursing aims to support human beings in growth and change to maximize health potentials across the life span and/or to support a peaceful death. Nurses assess, design, provide, manage, and coordinate care for individuals, families and communities/populations representing diverse cultures, values, and beliefs. Nursing is guided by a respect for human dignity and requires a commitment to caring. Nurses respect and encourage client autonomy. Nursing practice is conducted in a variety of contexts.

Critical reflective thought, liberal education, professional knowledge, practice abilities, life experiences, and the values of the individual provide the foundation for nursing practice. The nursing process serves as a framework for the provision of nursing care.

Membership in the discipline of nursing involves a commitment to excellence, advocacy for nursing and humane, quality health care, accountability for one’s individual practice, responsible inquiry, and continued professional growth. Professional nursing practice is influenced by and contributes to society. Inherent to addressing the health needs of people and the evolvement of nursing as a discipline are collaboration with other groups, use of knowledge in refining practice, and the critical examination of nursing practice. Ethical professional behavior and decision-making abilities are essential in one’s practice and relationships. Baccalaureate education prepares graduates to serve as generalists in nursing practice and serves as a basis for graduate study.
Learning

Baccalaureate nursing education aims to foster self-directed learning to enable nurses to understand the meaning of their experiences, and to realize values in their practice. The learning environment encourages participants to critically examine assumptions, to explore alternative views, and to support the development of expanded or new perspectives.

Learning is a complex process. Though some forms of learning may be predictable and observable, not all significant learning can be equated to measurable changes in behavior. Learning includes the individual meaning, which emerges for the learner.

Faculty serve as facilitators and resource persons in the learning process. The learning environment provides for mutual respect, engages the learner in learning, and assists the learner in examining perspectives upon which practice is conducted. Experiential learning provides an arena whereby knowledge, practice, and individual meanings may be critically examined. Critical thought and reflection enhance the development of autonomy and empowerment for personal and professional growth.

Revised: 4/26/90; 5/94; 2/95; 7/01; 11/01, 2/14/02, 10/16/03
Reviewed: 10/94, 4/95, 2/19/04, 2/17/05, 3/08/07; 4/11; 4/13; 4/14, 3/16
Edited: 8/97
File: Curriculum; Phil

Curriculum Outcomes

Elements addressed in the BSU Nursing Program include:

1. **Liberal Education for Baccalaureate Generalist Nursing Practice**
   - A solid base in liberal education provides the cornerstone for the practice and education of nurses.

2. **Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
   - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

3. **Scholarship for Evidence Based Practice**
   - Professional nursing practice is grounded in the translation of current evidence into one’s practice.

4. **Information Management and Application of Patient Care Technology**
   - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

5. **Health Care Policy, Finance, and Regulatory Environments**
   - Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.
6. **Inter-professional Communication and Collaboration for Improving Patient Health Outcomes**
   - Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

7. **Clinical Prevention and Population Health**
   - Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

8. **Professionalism and Professional Values**
   - Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

9. **Baccalaureate Generalist Nursing Practice**
   - The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
   - The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

Established: 1983
Revised: 5/94, 2/95, 3/8/07; 9/18/09; 7/5/11
Reviewed: 1/26/90; 5/29/90; 10/94; 7/01; 11/1/01; 12/6/01, 2/14/02, 2/28/02, 4/25/02, 2/17/05; 7/5/11; 4/13; 4/14, 3/16
File: Curric; Goals
## ORGANIZING FRAMEWORK

### CLINICAL CONTEXTS
- **Senior Level**
  - Holistic View
  - Society Communities/Populations

- **Junior Level**
  - Holistic View
  - Families Individuals

- **Sophomore Level**
  - Holistic View
  - Individuals

### OPTIMAL HEALTH
- **Health**
  - Health/ Illness

- **Health Care**
  - Nursing Care in a Variety of Contexts

### PROFESSIONAL ROLES AND PRACTICE
- **Knowledge and Practice**
  - Critical Reflective Thought

### MAJOR CONCEPTS:

#### HUMANKIND
- Biological Dimensions
- Psychological Dimensions
- Social Dimensions
- Spiritual Dimensions
- Environmental Dimensions
- Cultural Dimensions
- Life Experiences
- Growth and Change
- Values/Beliefs
- Dignity/Worth/Rights
- Individual Perspectives

#### HEALTH
- Varying States
- Human Responses
- Promotion
- Attainment
- Preservation
- Amelioration
- Multidimensional
- Life Experiences/
  - Life Span
- Rights/Responsibilities
- Humane Care
- Political/Economic
- Social forces
- Accessibility
- Quality
- Client Autonomy

#### NURSING
- Provider of care
- Designer, Manager,
  - Coordinator of Care
- Leadership
- Caring
- Accountability/
  - Responsibility
- Collaboration
- Member of the Profession
- Autonomy/Empowerment
- Values
- Ethics
- Responsible Inquiry
- Reflecting Practice
- Experiences of the Learner
- Learning as Making
- Meaning
- The Learning Environment
- Technological Aptitude
- Informatics
## ORGANIZING FRAMEWORK

### SUPPORTING COURSES for the 4-year Track
(Non-Nursing Requirements):

- BIOL 1110: Human Biology (or Nursing A&P I)
- BIOL 2110: Human Anatomy and Physiology (or Nursing A&P II)
- BIOL 3755: Medical Microbiology
- PSY 1100: Introduction to Psychology
- PSY 3237: Lifespan Development
- CHEM 1111: General Chemistry I

### NURSING REQUIREMENTS: 4-year Track

#### Sophomore Level:
- Intro to Professional Nursing (NRSG 2000)
- Introduction to Clinical Practice (NRSG 2203)
- Health Assessment (NRSG 2204)
- Nursing Pharmacology (NRSG 2207)

#### Junior Level:
- Elements of Scholarly Practice (NRSG 3000)
- Adult/Gerian Health (NRSG 3001)
- Practicum: Adult/Gerian (NRSG 3003)
- Transcultural Nursing (NRSG 3120)
- The Childbearing Family (NRSG 3201)
- Child/Adolescent Health (NRSG 3202)
- Practicum: The Family (NRSG 3203)
- Nursing Research (NRSG 4100)

#### Senior Level:
- Senior Experience (NRSG 4000)
- Mental Health Nursing (NRSG 4001)
- Palliative Care (NRSG 4002)
- Practicum: Rural Communities/Populations (NRSG 4003)
- Community Health Nursing (NRSG 4110)
- Leadership/Management (NRSG 4200)
- Practicum: Role Integration (NRSG 4201)

### NURSING REQUIREMENTS: RN-BS Track

#### Junior or Senior Level nursing electives:
Directed Group Study Courses (NRSG 3920)

#### Junior Level:
- Concepts of Nursing and Health Care (NRSG 3100)
- Advanced Health Assessment (NRSG 3140)
- Integrative and Cultural Health (NRSG 3150)
- Health Education (NRSG 3200)
- Information Management and Collaborative Communication (NRSG 3240)
- Health Care Policy, Finance, and Regulatory Environments (NRSG 3300)

#### Senior Level:
- Nursing Research (NRSG 4101)
- Community and Family Health Nursing (NRSG 4116)
- Nursing Practicum: Community (NRSG 4120)
- Nursing Leadership and Management (NRSG 4210)
- Evidence, Practice, and Profession (NRSG 4240)
Courses are scheduled in block times. Some courses are conducted in a hybrid or blended on-campus/on-line format with classes meeting three times on campus each semester (BL); some courses are fully on-line (ONL).

**SUGGESTED PART-TIME SCHEDULE:** (Students desiring an alternative part-time schedule should work closely with a nursing advisor.)

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
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<tbody>
<tr>
<td>3100 Concepts of Nursing (BL)</td>
<td>3240 Information Management and Collaborative Communication (ONL)</td>
</tr>
<tr>
<td>Pre-/co-requisite for all other NRSG courses</td>
<td>3 cr.</td>
</tr>
<tr>
<td>3140 Advanced Health Assessment (BL)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>3150 Integrative and Cultural Nursing (ONL)</td>
<td>3 cr.</td>
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<tr>
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<tr>
<td>3200 Health Education in Nursing Practice (ONL)</td>
</tr>
<tr>
<td>3920* Directed Group Study Course: topics vary each semester (choose one) (ONL)</td>
</tr>
<tr>
<td>*NRSG 4400 (3 cr.) can be substituted for the required 3920 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>4116 Community and Family Health Nursing (BL)</td>
<td>4210 Nursing Leadership and Management (BL)</td>
</tr>
<tr>
<td>4 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td>4120 Nursing Practicum: Community (may include 1 on-campus mtg)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>4240 Evidence, Practice, and Profession (BL)</td>
<td>3 cr.</td>
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<tr>
<td>Total Credits</td>
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</tbody>
</table>

**Total Required Nursing Credits:** 36

NOTE: A total of 40 credits at the 3000 or 4000 level are required for completion of the bachelor’s degree. Students must complete 4 additional credits beyond those provided by the nursing major. Some recommendations are listed on the reverse.

The University catalog is the official source for degree requirements. This document does not include liberal education requirements.
FULLTIME SCHEDULE: (only recommended for those working less than 20 hours per week)

<table>
<thead>
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<th>SPRING SEMESTER</th>
</tr>
</thead>
</table>
| 3100 Concepts of Nursing (BL)  
Pre-co-requisite for all other NRSG courses | 3140 Advanced Health Assessment (BL)  
3 cr. | 3240 Information Management and Collaborative Communication (ONL)  
3 cr. |
| 3140 Advanced Health Assessment (BL)  
3 cr. | 3300 Health Care Policy, Finance, and Regulatory Environments (ONL)  
3 cr. |
| 3150 Integrative and Cultural Nursing (ONL)  
3 cr. | 4101 Nursing Research (BL)  
3 cr. |
| 4116 Community and Family Health Nursing (BL)  
4 cr. | 4210 Nursing Leadership and Management (BL)  
3 cr. |
| 4120 Nursing Practicum: Community (may include 1 on-campus mtg)  
3 cr. | 4240 Evidence, Practice, and Profession (BL)  
3 cr. |
| Total Credits 16 | Total Credits 15 |

SUMMER SEMESTER

| 3200 Health Education in Nursing Practice (ONL)  
3 cr. | 3920* Directed Group Study Course: topics vary each semester (choose one) (ONL)  
2 cr. |

* NRSG 4400 (3 cr.) can be substituted for the required 3920 credits

Total Required Nursing Credits: 36

NOTE: A total of 40 credits at the 3000 or 4000 level are required for completion of the bachelor’s degree. Students must complete 4 additional credits beyond those provided by the nursing major.

Some recommended 3000 and 4000 level courses that are offered online include:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>NRSG 3920</td>
<td>90</td>
<td>Electives</td>
</tr>
<tr>
<td>NRSG 4400</td>
<td>90</td>
<td>Intro to Camp Nursing</td>
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<tr>
<td>NRSG 4407</td>
<td>90</td>
<td>Roles &amp; Resp. of the Camp Nurse</td>
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<td>STAT 3660</td>
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<td>Stats for Health Sciences</td>
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<tr>
<td>BIOL 3930</td>
<td>90</td>
<td>Biomedical Ethics</td>
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<td>PSY 3210</td>
<td>90</td>
<td>Death &amp; Culture</td>
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<tr>
<td>PSY 3367</td>
<td>90</td>
<td>Social Psychology</td>
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<tr>
<td>HLTH 3400</td>
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<td>Health &amp; Drugs In Society</td>
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<tr>
<td>SOC 3300</td>
<td>90</td>
<td>Family &amp; Society</td>
</tr>
</tbody>
</table>

For more information please visit our website:  
http://www.bemidjistate.edu/academics/departments/nursing/

To apply to the RN-BS Track, submit both a Bemidji State University application and a RN-BS application at http://www.bemidjistate.edu/academics/departments/nursing/apply/rntobs/
Courses are scheduled in block times. Some courses are conducted in a hybrid or blended on-campus/on-line format with classes meeting three times on campus each semester (BL); some courses are fully on-line (ONL).

**SUGGESTED PART-TIME SCHEDULE:** (Students desiring an alternative part-time schedule should work closely with a nursing advisor.)

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3100 Concepts of Nursing (BL) <em>Pre-/co-requisite for all other NRSG courses</em></td>
<td>3240 Information Management and Collaborative Communication (ONL)</td>
</tr>
<tr>
<td>3150 Integrative and Cultural Nursing (ONL)</td>
<td>3300 Health Care Policy, Finance, and Regulatory Environments (ONL)</td>
</tr>
<tr>
<td>3200 Health Education in Nursing Practice (ONL)</td>
<td>4101 Nursing Research (BL)</td>
</tr>
</tbody>
</table>

**SUMMER SEMESTER**

| 3140 Advanced Health Assessment (BL) | 3 cr. |
| 3920* Directed Group Study Course: topics vary each semester (choose one) (ONL) | 2 cr. |

*NRSG 4400 (3 cr.) can be substituted for the required 3920 credits*

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>4116 Community and Family Health Nursing (BL)</td>
<td>4210 Nursing Leadership and Management (BL)</td>
</tr>
<tr>
<td>4120 Nursing Practicum: Community (may include 1 on-campus mtg)</td>
<td>4240 Evidence, Practice, and Profession (BL)</td>
</tr>
</tbody>
</table>

**Total Required Nursing Credits:** 36

NOTE: A total of 40 credits at the 3000 or 4000 level are required for completion of the bachelor’s degree. Students must complete 4 additional credits beyond those provided by the nursing major. Some recommendations are listed on the reverse.

The University catalog is the official source for degree requirements. This document does not include liberal education requirements.
**FULLTIME SCHEDULE**: (only recommended for those working less than 20 hours per week)

<table>
<thead>
<tr>
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<tr>
<td>3 cr.</td>
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<td>4240 Evidence, Practice, and Profession (BL)</td>
</tr>
<tr>
<td>3 cr.</td>
<td>3 cr.</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**SUMMER SEMESTER**

| 3140 Advanced Health Assessment (BL) | 3 cr. |
| 3920* Directed Group Study Course: topics vary each semester (choose one) (ONL) | 2 cr. |

*NRSG 4400 (3 cr.) can be substituted for the required 3920 credits

**Total Required Nursing Credits:** 36

NOTE: A total of 40 credits at the 3000 or 4000 level are required for completion of the bachelor’s degree. Students must complete 4 additional credits beyond those provided by the nursing major.

Some recommended 3000 and 4000 level courses that are offered online include:

| NRSG | 3920 | 2-3 cr. | Electives |
| 4400 | 3 cr. | Intro to Camp Nursing |
| 4407 | 3 cr. | Roles & Resp. of the Camp Nurse |
| STAT | 3660 | 3 cr. | Stats for Health Sciences |
| BIOL | 3930 | 3 cr. | Biomedical Ethics |
| PSY | 3210 | 3 cr. | Death & Culture |
| PSY | 3367 | 3 cr. | Social Psychology |
| HLTH | 3400 | 2 cr. | Health & Drugs In Society |
| SOC | 3300 | 3 cr. | Family & Society |

For more information please visit our website: [http://www.bemidjistate.edu/academics/departments/nursing/](http://www.bemidjistate.edu/academics/departments/nursing/)

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## 4-Year Track Program: Recommended Schedule

**Effective Fall 2015**

### Freshman Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1930*1</td>
<td>BIOL 1930*1</td>
</tr>
<tr>
<td>PSY 1100*</td>
<td>PSY 3237*</td>
</tr>
<tr>
<td>ENGL 1151</td>
<td>CHEM 1111*</td>
</tr>
<tr>
<td>MATH Lib ed requiremnt</td>
<td>Lib ed</td>
</tr>
<tr>
<td>UNIV 1190</td>
<td>FYE-Nursing</td>
</tr>
</tbody>
</table>

**TOTAL 15 cr**

*Red indicates required prerequisite course.*

**Recommend completion of CPR and CNA courses during freshmen year or summer before sophomore year.**

**Submit application by September 15 for Spring Semester admission to the major.**

### Sophomore Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Select Dept)</td>
<td>BIOL 2930*</td>
</tr>
<tr>
<td>NRSG 2000*</td>
<td>Medical Microbiology w/lab</td>
</tr>
<tr>
<td>Introduction to Professional Nursing</td>
<td>Introduction to Clinical Practice</td>
</tr>
<tr>
<td>Liberal Education credits</td>
<td>Liberal Education credits</td>
</tr>
</tbody>
</table>

**TOTAL 12-15 cr**

*Required non-nursing course.*

1. Can be substituted with BIOL 1110 Human Biology plus BIOL 2110 Human A&P, if taken prior to Fall 2016.

2. Must be enrolled in or have already completed at BSU when application is submitted.
### Junior Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 3000  Elements of Scholarly Practice 2 cr</td>
<td>NRSG 3201  The Childbearing Family 2 cr</td>
</tr>
<tr>
<td>NRSG 3001  Adult/Gerian Health 6 cr</td>
<td>NRSG 3202  Child/Adolescent Health 4 cr</td>
</tr>
<tr>
<td>NRSG 3003  Practicum: Adult/Gerian 4 cr</td>
<td>NRSG 3203  Practicum: The Family 4 cr</td>
</tr>
<tr>
<td>NRSG 3120  Transcultural Nursing 2 cr</td>
<td>NRSG 4100  Nursing Research 3 cr</td>
</tr>
<tr>
<td></td>
<td>Elective or Liberal Education 2-4 cr</td>
</tr>
</tbody>
</table>

**TOTAL 14 cr**

### Senior Year

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 4000  Senior Experience 1 cr</td>
<td>NRSG 4200  Leadership/Management 4 cr</td>
</tr>
<tr>
<td>NRSG 4001  Mental Health Nursing 4 cr</td>
<td>NRSG 4201  Practicum: Role Integration 6 cr</td>
</tr>
<tr>
<td>NRSG 4110  Community Health Nursing 3 cr</td>
<td>NRSG 4002  Palliative Care 2 cr</td>
</tr>
<tr>
<td>NRSG 4003  Practicum: Rural Communities/Populations 4 cr</td>
<td>Elective or Liberal Education 2-4 cr</td>
</tr>
</tbody>
</table>

**TOTAL 12 cr**

### Admission to the Nursing Major 4-Year Program

Application for admission to the nursing major is a separate process from admission to the university. Admission to the nursing major is required for enrollment in selected spring semester sophomore and all upper division nursing courses.

Application to the nursing major must be completed by September 15 for spring admission consideration.

Students must be admitted to Bemidji State University prior to applying for admission to the nursing major.

Additional information and advising is available through the Department of Nursing.

*For more information visit us at: [www.bemidjistate.edu/academics/departments/nursing/]({#})*
Bemidji School of Nursing Organizational Chart

College of Arts & Sciences Assistant Dean

SCHOOL OF NURSING

Faculty

Department of Nursing Chair

Support Services

Curriculum Committee

Student Admission Progression and Concerns Committee

Academic Resources Committee

Faculty/Budget Committee

Students

Director NTC

Est. 4/5/90
Revised: 8/21/92; 3/23/95, 5/23/01, 4/02, 8/02, 8/07, 5/13, 5/15
The Bemidji School of Nursing, which includes the nursing departments and programs for Bemidji State University and Northwest Technical College, have developed and shall abide by the following bylaws, and the mission and policies established by these institutions.

Article I - Title
The name of the combined programs shall be the Bemidji School of Nursing.

Article II - Purpose & Function

Section 1. PURPOSE
A. Facilitate communications between faculty members, schools, students, University/College administration, the nursing profession, and the public.
B. Provide a mechanism for development, implementation, and evaluation of the nursing programs.
C. Provide format for Certified Nursing Assistant, Practical, Associate Degree (RN), and Baccalaureate program of study for nursing majors to collaborate, network, support each other, and develop excellent nursing and healthcare providers for northwest Minnesota.
D. With the administration the Nursing Department Committees shall serve as the School decision-making body through which the educational program is determined, implemented, and evaluated within the framework and structure established by both institutions.

Section 2. FUNCTIONS
A. Promote and maintain standards for the program and educational practices which are consistent with the University/College and the discipline.
B. Each program and/or department will determine criteria for student admission, progression, promotion, and graduation consistent with University/College policies.
C. Make recommendations concerning courses, curricula, student dismissal and degree requirements to appropriate bodies within the University/College.
D. Make recommendations or requests concerning budgets, faculty and other educational needs to the chair, dean, or other appropriate units within the University/College.

Article III - Membership and Voting

Section 1. MEMBERSHIP
A. Membership shall consist of all full-time and part-time school faculty and as described in the faculty contracts.
B. Recognizing the value of student input, the bylaws provide for a method of communication to ensure maximum opportunity for student input and participation.

Section 2. VOTING
A. All full-time and part-time faculty members (as defined in faculty contracts) shall have voting privileges on agenda items before the faculty at School faculty meetings.
B. Full-time and part-time faculty (as defined in faculty contracts) who serve on committees shall have voting privileges as defined in the contracts on all agenda items before those committees.
C. Faculty attendance at all faculty and designated committee meetings is expected. Faculty will notify the Chief Nursing Administrator (CNA) or respective committee
chair in case of anticipated absence.
D. Students may attend and participate in scheduled meetings.
E. Voting shall be by voice unless the chair or CNA designates otherwise. Any member may request voting by secret ballot.
F. To facilitate student communication and representation, a “no protest vote” process may be used. Recommendations may be posted and/or presented to students. Lack of protest by the majority of students will be considered endorsement. Otherwise items will be further reviewed.

Article IV - Conduct of Business

Section 1. Meetings of the total faculty (School faculty meeting) shall be scheduled at least once per semester during the academic year. Additional or special meetings may be held on the request of the University/College administration, School faculty, and/or the CNA.

Section 2. The regular time for scheduled School faculty meetings shall be determined prior to the beginning of each semester. Exceptions to this schedule may be made by a quorum consensus of the School faculty.

Section 3. A quorum is a majority of the voting members of the faculty.

Section 4. The School faculty meeting will be convened by the CNA or a designated School faculty representative.

Section 5. The meetings may include:
A. Approval of previous minutes
B. Review of agenda
C. Announcements
D. Reports
E. Old business
F. New business
G. Adjournment

Section 6. All regular School faculty meetings are open, except those at which personnel or students are discussed. Students are welcome to attend, present at, or participate in discussions at all regular School faculty meetings and standing committee meetings.

Section 7. Students anticipating enrollment or currently enrolled in the nursing major may communicate concerns and requests in writing to the appropriate committee chairperson, or to the CNA. Special requests or presentations shall be communicated in advance in writing to the committee chairperson for placement on the agenda. The schedule of regular meetings will be posted in advance of each semester.

Section 8. Minutes of School faculty meetings will be recorded by a designee.

Section 9. Minutes of the School faculty meetings shall be distributed to the nursing faculty and maintained within Taskstream by the designee.

Article V - School Committees

Section 1. Full-time nursing faculty are expected to serve as a member on the Faculty and Budget Committee, School of Nursing Committee and on one of the standing committees.
Section 2. Part-time faculty shall serve on standing committees, following the provisions outlined in the IFO and MSCF Agreements.

Section 3. The School standing committees are the: Curriculum Committee; Student Admission, Progression, and Concerns Committee; Academic Resources Committee; Student Input Form; Faculty and Budget Committee; and the Nursing Department Chairs Committee.

Section 4. Each standing committee shall select a faculty chairperson. An individual faculty member will not chair more than one standing committee annually. The standing committee chairperson is a voting member of the committee.

Section 5. Each standing committee shall select a faculty secretary. An individual faculty member will not be secretary on more than one standing committee annually. The meetings of standing committees shall be scheduled in advance of each semester and posted for students.

Section 6. Each standing committee shall record minutes of committee meetings. The minutes shall be maintained in Taskstream and distributed to faculty and the dean.

Section 7. Decisions made by standing committees represent decision-making by the faculty as a whole.

Section 8. Committees work within the parameters of institutional policies.

Section 9. Ad hoc committees may be established by the faculty to address specific needs of the School. Such committees are dissolved upon completion of the task. Ad hoc committees shall report to the full faculty for recommendations and decisions. Students may attend and participate in the scheduled meetings.

**Article VI - Standing Committees**

Section 1. **Curriculum Committee** functions, in conjunction with faculty and within the parameters of institutional policies, to:

A. Determine the major components of the curriculum and recommend curriculum changes.
B. Evaluate the implementation of the curriculum and conduct appropriate action.
C. Determine pre-requisite course requirements.
D. Determine course requirements for the major.
E. Receive requests and make determinations regarding changes in the curriculum (i.e., content, course numbers, new courses, discontinuation).
F. Determine and propose other curricular matters.
G. Develop and process proposals to the Curriculum Committee and reports for catalog entries.
H. Review and revise the curriculum sections of the School Resource Manual annually.

Section 2. **Student Admission, Progression, and Concerns Committee** shall determine policies regarding admission, progression, graduation, student advisement, and concerns.

The Committee shall:

A. Determine admission requirements for the major.
B. Select and accept for admission to the major the students who meet the requirements for admission as determined by University/College and School policies.
C. Review and determine action (which could include but are not limited to recommendation to University committees, remediation, dismissals from program or course, and frequent meetings with faculty advisor) on petitions from students for exception to School policy. Such actions should be communicated to the CNA and Dean in a timely manner so they are aware of decisions being made.

D. Review, determine action, and respond to student grievances and student progression in the major.

E. Recommend students for honors and awards.

F. Review and revise the student sections of the School Resource Manual annually.

H. With the Faculty and Budget committee, provide an orientation for new students.

Section 3. Academic Resources Committee shall determine student resource needs and, with the FAB committee, faculty and support staff resource needs and program administration needs, as well as resource and space utilization, i.e., space, equipment, library, software, laboratory, and clinical facilities.

The Committee shall:
A. Collaborate with information technology (IT) staff to facilitate support of faculty and students in use of IT resource materials to support the objectives of the curriculum.
B. Periodically review library and educational materials and make recommendations for changes, priorities, and improvements.
C. Review resources policies and procedures and make recommendations.
D. Review space and make recommendations.
E. Review practicum needs and resources and make recommendations.
F. Review and revise the resources sections of the School Resource Manual annually.

Section 4. Faculty and Budget Committee shall determine policies regarding School function, faculty and staff needs, and general program operations.

The Committee shall:
A. Determine School needs and functions and make recommendations for discussion and action.
B. Develop course schedules and rotation of courses.
C. With the ARC committee, review faculty resources and make recommendations for new or additional faculty and staff to the CNA.
D. Determine faculty course assignments and other work based on the Contract.
E. Develop School committee meeting schedules for the year.
F. With the CNA determine School Annual Goals.
G. Review professional development plans and make recommendations.
H. Review faculty accomplishments and archive on the FAB committee minutes.
I. Report on meetings attended by chair/dean (i.e., MACN, INEC, etc.) or faculty.
J. Discuss overall program budget and make recommendations.

Section 5. Nursing Department Chairs Committee will be made up of all the Standing Committee chairs and the CNAs. Meetings will be scheduled one time per semester and as needed.

The committee shall:
A. Provide leadership for the School of Nursing
B. With the CNA/University Administration, determine goals and directions for the School of Nursing.
C. Provide input for individual programs’ directions and goals.
D. Represent the work of each Nursing Department Committee.
E. Provide and promote open and honest communication.

Section 6. **Student Input Forums** function to provide a communication and evaluation link between students and faculty.

A. Student Input Forums will be scheduled for each semester. They will be open forums to allow students to provide input into all areas of the nursing programs. The CNA will schedule and facilitate the forums.
B. These forums serve in an advisory capacity.
C. Matters relating to the students will be brought before the students for their input and recommendations.

**Article VII - Amendments**
Bylaws may be amended by a 2/3 majority of the eligible voting faculty when intention to amend has been sent to the faculty at least two weeks prior to the meeting. Bylaws must be reviewed on an annual basis.

**Article VIII – Committee Establishment and Dissolution**
Faculty standing committees may be established or dissolved by 2/3 vote of the eligible voting faculty.

Established: 12/87
Revised: 5/19/88, 6/15/90, 2/23/95, 3/30/95, 5/95, 11/8/01, 8/20/02, 2/9/06, 8/07, 2/12/10, 5/2013, 5/16

<table>
<thead>
<tr>
<th>BSU Department of Nursing Committee Membership</th>
</tr>
</thead>
</table>

BSU faculty recognize the value in understanding the roles and functions of all standing faculty committees. The following recommendations will guide the practice for rotation of committee membership and leadership at BSU Department of Nursing:

- Committee chairs will annually assess membership needs.
- Faculty will rotate through committees. A minimum of 2 years of service on each committee is recommended.
- New faculty will be assigned by the Committee Chairs group, and will generally start with SAPC or Curriculum committees.
- Co-chair terms will be 3 years, with a recommendation of one year membership before and after the term.
- Co-chairs will come into term on alternate years for BSU and NTC.
- It is highly recommended that faculty serve as co-chair or secretary once every 5-7 years.

Established: 5/16
Admission, Progression & Retention
Admission: Application Information

Formal admission is required for the baccalaureate nursing major and is separate from admission to Bemidji State University.

http://www.bemidjistate.edu/academics/departments/nursing/apply/

Advising

1. The Advisee-Advisor list is developed by the Advising Success Center after admission to the major. Advisee-advisor assignments are posted on the BSU portal and are listed at the top of the Interactive Degree Audit Report (DARS).

2. Advisees may request an advisor change at any time by completing the written request form provided by the Advising Success Center.

3. The faculty advising role focuses on assisting the student with academic advising. Students are encouraged to meet with advisors for academic planning and registration. It is your responsibility to initiate meetings with your advisor. It is your advisor’s responsibility to lend support and guidance as requested.

4. Other university support services are available through referral and provide information concerning resources to students.

5. Students are required to meet the BSU Liberal Education requirements (see the BSU Undergraduate Catalog), or you may transfer in an AA degree or meet the Minnesota Transfer Curriculum requirements from your previous educational institution. The liberal education requirements are very specific. Therefore, be sure to only select classes that are listed as options for the applicable goal areas.

6. The course and credit requirements for the nursing major are described in the BSU Undergraduate Catalog. It is your responsibility to read the Catalog and be familiar with all the requirements.

7. Students in the RN to BS Program must always maintain a current RN license.

8. Graduation requirements may be found at the BSU Records and Registration website.

Attendance

Attendance (on campus and online) is required. More than two absences will result in a lowered grade (and reduction of one letter grade for each additional absence). Partial attendance in a class will be considered as an absence for that amount of time. Responsibility lies with the student to communicate with the course instructor regarding absences. Unusual circumstances will be taken into consideration.

Background Study

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program could result in
ineligibility to qualify for a degree in this program.

A student who is disqualified for unsupervised provision of care as a result of a background study may request the Commissioner of Health to reconsider the disqualification. *Individuals who request reconsideration are responsible for handling this step on their own.*

If a person who is disqualified chooses not to request reconsideration, or the request is denied, the disqualification becomes final and the person cannot be placed in a clinical setting that involves direct contact with patients. *If such a placement is part of the academic requirement for a student’s program, the student will be unable to fulfill the academic requirements to successfully complete the program.*

4-Year Track students are required to complete the DHS online background study form annually in order to maintain their enrollment in the Nursing program. Results of the study are sent to the student and to BSU Nursing Department.

Federal background studies are also required for all 4-Year Track students. If a 4-Year Track student is an international student or a resident of Canada, the appropriate background study will be required in place of the federal study. Students are responsible for payment of the federal and international background studies.

Students must also complete a release of information form, giving the BSU Department of Nursing permission to share the results of the study with the clinical agencies to which you have been assigned.

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**Blood Borne Pathogens and Tuberculosis**


**Policy for Prevention of and Response to Educational Exposures to Blood Borne Pathogens and Tuberculosis**

**I. Purpose**

The purposes of this document are to (1) list the required and recommended immunizations for Bemidji State University Department of Nursing (BSU-DON) students; (2) prevent/manage blood borne and respiratory infections; (3) delineate the management if exposure to blood-borne pathogens should occur to BSU-DON students while they are in the educational setting; and (4) describe the procedure for fit tested mask requirements for BSU-DON students who rotate through areas at high-risk for exposure to tuberculosis.

**II. Definitions**

For the purpose of this policy, BSU-DON students are defined as those current and visiting students who are required in their academic program to have responsibilities in clinical settings and/or community environments with significant exposure to human patients/clients.

An educational exposure to blood-borne pathogens is defined as a percutaneous injury (e.g., a needlestick or cut with a sharp object), contact with mucous membranes or contact with skin (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis or the contact is prolonged or involving an extensive area) with blood, tissues, or other potentially infectious body fluids, which occurs in the educational setting.

The chair of the Department of Nursing, in consultation with Bemidji State University-Student Center for Health and Counseling, will determine whether the department's students are at risk of significant educational exposure to blood-borne pathogens or tuberculosis. Significant exposure to patients with blood borne pathogens is defined as actual contact with blood or other potentially infectious body fluids. Significant exposure to
patients with tuberculosis is defined as five-minute face-to-face contact with patients who could have active pulmonary tuberculosis disease.

III. Health Insurance Coverage
All BSU-DON students are expected to carry health insurance coverage to cover emergency medical situations. Each BSU-DON student should carry insurance information at all times on clinical and community educationalrotations to have available in emergency situations.

IV. Immunizations
Required student immunizations and vaccinations are to comply with Minnesota State law and Occupational Safety and Health Administration regulations. Students may be expected to have other requirements by individual schools.

Upon admission to the BSU-DON academic programs, students are required to submit proof of the following immunizations and vaccinations:

Prior vaccinations required by law or by University policy:

1. **Hepatitis B.** Document three doses of the vaccine or antibody titer results documenting immunity.
2. **Varicella (Chicken Pox).** Document two doses of the vaccine or antibody titer results documenting immunity.
3. **Measles (Rubeola).** Document two doses after age 12 months or antibody titer results documenting immunity.
4. **Mumps.** Document one to two doses after age 12 months or antibody titer results documenting immunity.
5. **Rubella (German Measles).** Document one to two doses after age 12 months or antibody titer results documenting immunity.
6. **Tetanus/Diptheria.** Must be adult booster that indicates pertussis component, current within the last ten years. (Tdap)
7. **Influenza.** An annual influenza immunization is required for students participating in clinicals during flu season (mid-fall through spring semester).
8. **Two-step Mantoux (PPD) test.** Documentation of the two-step Mantoux or Quantiferon blood test.
   a. The BSU-DON requires a second PPD test to be performed two to three weeks after the first test. This two-step Mantoux test needs to be done once.
   b. **Annual Mantoux test.** Documentation of an annual Mantoux or Quantiferon blood test.

Chest x-ray if positive Mantoux. Documentation must include the results of a follow-up chest x-ray and physician’s assessment to verify there are no signs of active disease. Once this documentation is submitted, yearly Mantoux testing or chest x-rays are not required. Physician’s follow-up assessment will be required annually.

Vaccinations or other testing strongly urged by the Bemidji State University, Department of Nursing:

- Completed polio series (three doses)

If contraindicated for medical reasons, some of these vaccine requirements will be waived. Students will be required to file a waiver documenting medical contraindication.

If a student declines an immunization for conscientiously held beliefs (e.g., religious or cultural), he/she must submit a vaccine declination form.

A student's failure to have documentation of all required immunizations and vaccinations may influence the University’s ability to place the student in clinical rotations.

V. General Information Regarding Prevention and Exposure to Blood Borne Pathogens During Educational Experiences
All BSU-DON students in contact with patients or potentially infectious bodily fluids will receive information annually about standards precautions, blood borne pathogens, appropriate basic first aid, and the response procedure portion of this policy. This information will be appropriate to the student's educational level and the area of professional education. The educational office of the colleges and programs, or a designee will provide the required training. **All health care professionals should include meticulous hand washing before and after seeing each and every patient to avoid serving as a vector of disease.** Close adherence to Universal Precautions is necessary at all times.

Effective management of educational exposure to blood-borne pathogens requires coordination among multiple units of the University, Student Center for Health and Counseling, and rotation sites. It requires training in prevention of injury and in the management of injuries when they occur. While students are not covered by OSHA regulations, the BSU-DON policy is that OSHA regulations will serve to guide decisions regarding students during clinical and community rotations. Therefore, directives will be the same as those provided to employees with occupational injuries and will be developed by the BSU-DON Student Educational Exposure to Blood-Borne Pathogens Task Force.

Clinical course coordinators will assure with the rotation site that students have access to care and first-response prophylactic medication by becoming familiar with facilities and pharmacies in the area of experiential rotations. Students and the clinical course coordinator will be informed of the access to treatment and prophylactic medications. Clinical course coordinators should be familiar with this information and the BSU-DON policies.

Upon arrival at a rotation site, BSU-DON students will seek the information regarding site-specific protocols for managing exposure to blood borne pathogens and be familiar with the BSU-DON protocols for managing education exposure to blood borne pathogens.

BSU-DON students should follow the current protocol for response to educational exposure to blood borne pathogens.

---

**VI. Prevention of Tuberculosis During Educational Rotations**

In accordance with OSHA regulations for health care workers, BSU-DON students will be required to complete mask fit testing if they are to have contact with patients with tuberculosis. Students will carry documentation of testing and the mask requirements during rotations.

---

**VII. Protocol for Exposure to Blood Borne Pathogens During Educational Experiences**

1. Perform basic first aid immediately as instructed in the student orientations prior to rotations.
   - Clean the wound, skin or mucous membrane immediately with soap and running water. Allow blood to flow freely from the wound. Do not attempt to squeeze or “milk” blood from the wound.
   - If exposure is to the eyes, flush eyes with water or normal saline solution for several minutes.

2. All students on an educational rotation in the State of Minnesota will contact the nearest emergency to be assessed for immediate treatment needs and then contact the Student Center for Health and Counseling at 218-755-2053 and notify his/her mentor/preceptor at the site. **The student will identify him/herself as having a blood-borne pathogen exposure.**
   - Emergency room personnel will take the student through a rapid assessment about risk status and direct the student where to seek treatment.
   - Students will be expected to contact the Emergency Room and then the Student Center for Health and Counseling immediately because of the need for rapid assessment about prophylactic medications, rapid prescribing of medications, if indicated, and the limited capacity of a student to assess his/her own injury.
   - With assistance of the care provider or Emergency Room personnel and the student’s clinical course coordinator or other designated person, the student will attempt to secure pertinent information about the source patient information for discussion during the risk assessment.
3. Standard employee procedures of the institution where exposure occurs will be used for initial assessment of the source patient. (Permission form, what blood assays to draw, etc.) The standard procedures typically include the following information:

- **When**: Approximate time of exposure
- **Where**: Location of exposure (e.g., hospital, office, clinic, etc.)
- **What**: Source of the exposure (e.g., blood, contaminated instrument, etc.)
- **How and How Long**: Skin, mucous membrane, percutaneous; and how long (e.g., seconds/minutes/hours), exposure time
- **Type of device**
- **Status of the patient**: negative, positive, unknown HIV/Hepatitis B/Hepatitis C status
  - Whether or not patient is at risk for HIV, Hepatitis B or Hepatitis C infection
  - Multiple blood transfusions (1978-1985)
  - IV Drug User
  - Multiple sexual partners, homosexual activity
  - Known HIV positive/and/or have symptoms of AIDS
  - Significant blood or body fluid exposure

4. If the student is assessed at high risk for HIV infection following rapid assessment, the student should seek prophylactic medication treatment immediately. HIV post-exposure prophylactic medication should ideally be instituted, (i.e., first dose swallowed), with two hours. During the evaluation, the health care provider will assist students in selecting the most appropriate location for initial treatment.

5. All students (high risk and low risk) with an exposure should complete a follow-up assessment at Student Health and Counseling Services within 72 hours of exposure. This appointment can be scheduled during the initial assessment with the emergency room nurse. The costs of prophylactic medications and follow-up treatment will be covered by student insurance.

6. All students will complete a Student Center for Health and Counseling Reportable Educational Exposure Form and Occupational Exposure Forum and mail or carry these completed forms to the Student Health Services and for scheduled follow-up appointments. These forms will be available from the Student Health Services. **Students must know that blood-borne pathogen exposure and the possible subsequent treatment are treated as an OSHA incident, requiring documentation in a separate restricted access medical record. Confidentiality is assured.**

7. In accordance with the Needlestick Safety Law, the exposed student will receive prevention discussions, counseling and follow-up on the exposure.

---

**Other Infections and Illnesses:**

At times students who become ill with diseases which could be transmitted to patients are not permitted to participate in patient care. Examples may include infectious conjunctivitis, active cellulitis, streptococcal pharyngitis, diarrhea from enteric bacteria or active herpes zoster or varicella. Some diseases require additional care to avoid transmission, such as the use of a mask with mild acute respiratory infections and with patient care. In some circumstances, work with certain classes of patients is not permitted, such as when herpes simplex is present. In fact, active herpes simplex ("cold sores") is cause for exclusion by some hospitals from participation in a number of clinical activities, including surgery. Students who experience an illness while on rotation should check with their clinical instructors for further clarification.

**Students who become ill during the course of clinical activities should make certain, through the clinical faculty or, if referred, the employee health department of the institution, that they do not pose an infection hazard to the patients with whom they are in contact.**

**The Seropositive Student:**
Students who have positive serologic tests which signify potential for transmission of a disease to another, such as Hepatitis B, have the responsibility to assure that no action or activity on their part will jeopardize the health and well-being of patients or fellow workers. This assurance will at times include wearing protective clothing and may at times require the student to request reassignment of patient care responsibilities. At Bemidji State University, certain personnel with potentially transmissible viral diseases are excluded from patient care activities until the Department of Nursing and the Student Center for Health and Counseling determines that they understand the mechanisms of disease transmission and will take the steps necessary to prevent such transmission.

**Blood Borne Pathogens Student Exposure Protocol**


**GENERAL INFORMATION**

Student, while performing duties in that capacity, is injured or exposed (mucous membranes or open skin) to blood, body fluids, or other infectious material via needle stick or splash.

**PROCEDURE**

**During Office hours**

9:00 a.m. – 4:00 p.m., Monday – Friday when classes are in session

1. Student or clinical course coordinator to call the Student Center for Health and Counseling (755-2024). Fill out Student Incident Form.
2. Student or clinical course coordinator obtains information on source patient: name, date of birth, hospital number, history, and current diagnosis.
3. Student reports to the Student Center for Health and Counseling office for initial lab work, completion of a risk inventory and medical treatment. Medical treatment may include, but is not limited to post-exposure prophylaxis, stitches for a laceration or irrigation of eyes after a splash depending on the exposure type, injury and source patient information.
4. Student health representative will obtain risk inventory and lab work on source patient. Risk factors are assessed and follow-up as indicated.

**After Hours, Weekends and Holidays**

1. Student or clinical course coordinator calls the nursing supervisor on call. The nursing supervisor will perform a risk inventory and obtain a sample for a rapid HIV test.
2. Student or clinical course coordinator calls the Student Center for Health and Counseling (755-2024) and transmits information regarding the incident (student name, date, and time). Fill out Student Incident Form. The student should obtain information on source patient: name, date of birth, hospital number, history, and current diagnosis for the Student Center for Health and Counseling
3. For care after the exposure;
   - No immediate treatment required: Student reports to the Student Center for Health and Counseling as soon as possible the next working day for initial lab work and completion of a risk inventory.
   - Emergency treatment required: Student reports to the Student Center for Health and Counseling. Students should consider this option if the source patient is known HIV or Hepatitis C positive, has a history of IV drug use, has
multiple body piercing or tattoos, had a blood transfusion before 1987, history of or current use of hemodialysis, has had multiple sex partners, has a sex partner with any of the above. The student should present to the ER if for urgent treatment needs such as stitches for a laceration.

4. Student health representative will obtain additional information for the risk inventory and any additional lab work on source patient. Risk factors are assessed and follow-up as indicated.

At an Outside Facility
1. Follow procedures consistent with the institution and report to nearest emergency room if applicable.
2. Student or supervisor calls the Student Center for Health and Counseling (755-2024) with the following information regarding the incident (student name, date, and time). Fill out Student Incident Form.
3. A student health representative will work with outside agency to assess risk factors and plan follow-up care.

Note: Students are financially responsible for any lab tests ordered for proper treatment of the incident. If exposure occurs outside of Bemidji State University Student Health, the student will be billed for costs incurred.

Bemidji State University, Student Center for Health and Counseling
Attention: Barb Eriksson-Capes, Director

<table>
<thead>
<tr>
<th>Needlesticks Not Involving Exposure to Blood Borne Pathogens Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>For sticks with a sterile needle:</td>
</tr>
<tr>
<td>• Immediately discard the needle in a sharps container</td>
</tr>
<tr>
<td>• Notify the faculty person</td>
</tr>
<tr>
<td>• Wash the puncture site</td>
</tr>
<tr>
<td>• Cover with a bandaid if bleeding or if you will continue to work in the lab</td>
</tr>
<tr>
<td>• Observe the area for redness, swelling or drainage and seek medical care if these develop</td>
</tr>
</tbody>
</table>

For sticks with a NON-sterile needle that is NOT contaminated with blood or body fluids:

   • Immediately discard the needle in a sharps container
   • Wash the puncture site thoroughly
   • Notify the faculty person
   • Go to Student Center for Health and Counseling (SCHC) for treatment
     o Examination of site
     o Cleansing of site
     o Instruction re: signs and symptoms to report
   • If the incident occurs after-hours for SCHC:
     o Wash the puncture site thoroughly
     o Report to SCHC the following day
   • Student is responsible for costs incurred at Student Center for Health and Counseling
   • Complete a student incident report and submit to faculty

Established: 6/16
Change of Name, Address, Phone Number, Email Address

Students must submit any new name, address, phone number and e-mail address to the Nursing Department and the Records Office.

Computer Requirements

1. All RN-BS students must have access to a computer and high-speed internet.
2. All 4-Year Track students are required to have a laptop computer and an 8 GB i-Touch hand-held device or Droid capability.
3. Further requirements are listed here: http://www.bemidjistate.edu/offices/its/hardware-software/techrecommendations/.

Course Substitution/Course Validation

Requests for course substitution and course validation will be processed through the course instructor and the student’s advisor. Requests for course validation must be submitted and processed a minimum of one semester prior to the course offering. It is the student’s responsibility to discuss any anticipated requests with his/her advisor. The validation process will be available during the academic year only. CLEP exams are also possible as course substitutions in non-nursing courses, as available and approved by respective departments.

Critical Standards

The following are considered to be Critical Standards, in addition to satisfactory academic achievement, within the program:

1. The Department of Nursing and affiliated agency policies, procedures, and communication protocols are followed.
2. Critical incidents are recognized and reported to appropriate agency personnel and departmental faculty.
3. The student confidentiality of client records and situations is appropriately maintained.
4. Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. The most current Publication Manual of the American Psychological Association (APA) serves as the format for all papers assigned in the BSU Department of Nursing. Any form of academic dishonesty (e.g., plagiarism, cheating, misrepresentation) may result in disciplinary action. Possible disciplinary actions may include failure for part or all of a course, as well as suspension from the University.
5. The student’s physical and emotional health, conduct, values, and attitudes must not threaten the safety or welfare of self, clients, students, and others within the department and affiliated agencies.
6. Nursing practice is conducted safely within the scope of practice as established by the Minnesota Board of Nursing.
7. All students will follow Code of Ethics for Nurses:
   a. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
b. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

c. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.

d. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

e. The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.

f. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.

g. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.

h. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

i. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.


8. It is the responsibility of the student to choose behavior conducive to learning by being prepared, prompt, attentive, and courteous in the classroom and conforming to policies set by the faculty to maintain an academic decorum. The Bemidji State University Student Code of Conduct will be closely adhered to by the department. All students and faculty are expected to treat everyone with respect and can expect to be treated courteously by others.

Failure to meet these standards will result in review by the Student Admission, Progression and Concerns Committee, and may constitute immediate withdrawal from a course, and/or a failure in a course, and/or dismissal from the major.

Revised 5/14, 5/16

**Departmental Student Records**

Folders for 4-Year Track students are maintained in the Department of Nursing; folders for RN-BS Track students are maintained in the Center for Extended Learning. Student folders are initiated with receipt of admissions materials to the nursing program. Folders begun for persons who do not enroll in courses for the nursing major within two years of applying for admission or who take a few courses and do not enroll in any further nursing courses for a period of two years will be destroyed. Folders to be destroyed may first be reviewed by the Student Admission, Progression, and Concerns Committee Chair to determine if for some reason the folder should be retained.

If an inactive student wishes to reactivate application for admission within that two-year period, s/he may be asked to submit updated application materials. Should that person desire to enter or reenter the nursing program after the two years, it will be necessary to repeat the admission procedures. Students will only be allowed to apply to the nursing major twice.
While the student is actively enrolled in the nursing major, the following will be available digitally or in hard copy:

1. Background study notification letters
2. Admission application materials for the major
   a. Application to the nursing major
   b. Letters regarding admission status
3. Evidence of current unencumbered RN licensure (RN to BS students).
4. Miscellaneous correspondence such as public service, academic status, awards, recommendations, and testing

After graduation, the student folder will be destroyed. Some information from student folders will be transferred into cumulative, confidential departmental files for purposes of program evaluation. A record of graduates’ addresses will be maintained to facilitate contact with alumni, program evaluation and other such activities. Graduates desiring references related to their school career are encouraged to establish a file at the BSU Placement Office. A permanent transcript is maintained in the Records Office. Requests for copies of the BSU transcript should be made to the BSU Records Office.

**Student Folder Procedures**

1. Student folders will be maintained in a supervised area and in a file cabinet accessed only by faculty and staff.
2. Student folders are to be used in the departmental area only.
3. If a student wishes to review his/her departmental folder, it will be secured from and reviewed in the presence of the department administrative assistant or faculty and returned for filing.
4. Items described in the student folder policy may be placed in the student folder by the departmental staff. Students may submit records of honors, awards, published articles, and other such items to their faculty advisor for inclusion in the student file.
5. A student may review his/her student folder and appeal to the Student Admission, Progression, and Concerns Committee for removal of items considered to be inaccurate, misleading, or otherwise in violation of privacy or other rights. If the appeal fails, the student has the right to add a written rebuttal to the record and/or proceed through the grievance procedure as described in the BSU Student Handbook.

Revised 2/06, 5/14, 5/16

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**Discontinuing Enrollment**

Students not continuing enrollment in nursing courses, other than by dismissal, are requested to communicate with their advisor about their decision to discontinue enrollment.

**Full-time/Part-time Options**

RN-BS students may enroll in the nursing major on a part-time or full-time basis. Full-time students and students enrolled in the major courses the previous semester are given preference respectively for enrollment in courses.

Students enrolled in the major (either track) must complete all nursing course requirements
within a five-year period after initial enrollment in nursing courses.

Revised 5/16

<table>
<thead>
<tr>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students must achieve a grade of “C” or better to pass each course required for the major.</td>
</tr>
<tr>
<td>2. The Department of nursing grading standard is as follows:</td>
</tr>
<tr>
<td>90-100 = A</td>
</tr>
<tr>
<td>80-89 = B</td>
</tr>
<tr>
<td>70-79 = C</td>
</tr>
<tr>
<td>60-69 = D</td>
</tr>
<tr>
<td>&lt;60 = F</td>
</tr>
<tr>
<td>3. The grading standard will be included in every syllabus under the evaluation section.</td>
</tr>
<tr>
<td>4. The professor reserves the right to lower grades when assignments are submitted late. Unusual circumstances will be taken into consideration.</td>
</tr>
<tr>
<td>5. Students who pass an assignment will <strong>not</strong> be allowed to repeat the assignment for a better grade.</td>
</tr>
<tr>
<td>6. Students who earn less than a “C” on an assignment <strong>may</strong> be allowed to redo the assignment if the faculty member permits. Students who are allowed to repeat assignments will receive a grade <strong>no higher</strong> than a “C” on that assignment.</td>
</tr>
<tr>
<td>7. <strong>Incomplete s</strong>: All assignments must be completed to receive a final grade. An incomplete will be given only when the student has made a request to the professor prior to the end of the semester. <strong>NOTE</strong>: prerequisite courses must be completed prior to beginning courses the next semester. This policy supersedes the BSU policy for incompletes.</td>
</tr>
<tr>
<td>8. After being admitted into the nursing program, all courses must be passed with a minimum of 70% or “C”. <strong>Receiving a “D”, “F”, “W” or any combination of these in two (2) nursing courses will result in dismissal from the nursing program.</strong></td>
</tr>
<tr>
<td>9. If a student fails a course, the student must repeat the failed course prior to progressing in the 4-Year Track program. Ex: Student fails Adult/Gerian. Student must successfully complete Adult/Gerian before enrolling in The Childbearing Family. Only one course can be repeated.</td>
</tr>
<tr>
<td>10. Students may contest a grade by following the <a href="#">Academic Grade Challenge Policy</a> found in the Academic Policies section of the <strong>BSU Student Handbook.</strong></td>
</tr>
<tr>
<td>12. Courses in the 4-Year Track may follow the following grading policy for course exams/quizzes:</td>
</tr>
<tr>
<td>- Students must earn a “C” (70%) or better in the cumulative score of exams in order to pass the course. The cumulative score of the exams will not be rounded up. If the cumulative score for the exams is a “D” or “F” that is the grade for the course.</td>
</tr>
<tr>
<td>- If the cumulative exam score of 70% is achieved, homework, quizzes, and other graded assignments will be included.</td>
</tr>
</tbody>
</table>
Exam, homework, quizzes, and graded assignments will be the percentage achieved. Rounding is not done.

Revised 5/14, 5/15, 5/16

<table>
<thead>
<tr>
<th>Plagiarism/Academic Dishonesty</th>
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</table>

Students are expected to practice the highest standards of ethics, honesty and integrity in all of their academic work. The most current *Publication Manual of the American Psychological Association (APA)* serves as the format for all papers assigned in the BSU Department of Nursing.

Any form of academic dishonesty may result in disciplinary action including: a Documentation of Unprofessional Behavior/Practice filed and reviewed by the Student Admission, Progressions and Concerns committee and BSU Conduct Officer; failure of the assignment or project; failure of the course; and/or expulsion from the University.

The following definitions and examples are provided to help students determine what will be considered academic dishonesty/plagiarism and how to avoid it:

- **Plagiarism:** submitting coursework as one’s own which includes words, thoughts and ideas from another author without proper citation (author, date, page number). Direct quotes must include quotation marks in addition to proper citation.
- **Paraphrasing:** rewording an author’s words, thoughts and ideas to demonstrate individual perspective and understanding. The author is acknowledged for his/her original words, thoughts, and ideas through proper citation.

Other examples of academic dishonesty include, but are not limited to, giving or receiving unauthorized assistance on an examination; unauthorized collaboration on individual assignments; providing false information (i.e. family emergency/death or illness) to obtain an extension or exemption from an assignment; or any act designed to provide a student with an unfair advantage or the attempt to commit such acts.

Examples:

1. Submitting the work of others as your own.
2. Submitting the work of others as your own with minimal changes.
3. Submitting others’ work, in part or whole, without quotation marks, adequate paraphrasing, or proper citation.
4. Submitting the same work, in part or whole, for more than one course without both instructors’ approval, or with only minimal revisions to the original work that has already received credit and submitting again as new work.
5. Taking an examination for another person.

Established: 5/16

<table>
<thead>
<tr>
<th>Malpractice Policy/Procedure</th>
</tr>
</thead>
</table>

Student malpractice insurance coverage for practice in clinical areas will be automatically provided by the University and paid for with differential tuition. This insurance is to cover situations pertaining to injury of others.
Prerequisites and Incompletes

Several courses in the nursing curriculum are sequentially arranged. Progression to selected courses is based on successful completion (grade of “C” or better) of listed prerequisite courses. An incomplete will be given only when the student has made a request to the professor prior to the end of the semester. NOTE: prerequisite courses must be completed prior to beginning courses the next semester. This policy supersedes the BSU policy for incompletes.

Program Evaluation

1. Students are requested to participate in individual course and program evaluations at various intervals. Evaluation surveys and procedures are provided by the department.
2. Periodically, permission will be sought from individuals to make copies of course assignments for program evaluation.

Progression Alteration Requests

All students seeking an alteration in the progression of courses and/or requirements in the nursing program must submit a petition, in writing, to the Student Admission, Progression and Concerns Committee, allowing sufficient time for a response.

The procedure will be as follows:
1. Students will submit a written request to the Student Admission, Progression and Concerns Committee. The request will include:
   A. Description of the request
   B. Justification for the request
   C. Any documentation necessary to support the justification (catalog description, course content, etc.)
2. The petition must be submitted within the first six weeks of the semester, allowing the committee a minimum of six weeks to respond prior to the necessary implementation date.
3. The Student Admission, Progression and Concerns Committee will post their meeting dates online to facilitate students’ planning for timely submission dates.
4. Questions regarding petitions should be addressed to the Student Admission, Progression and Concerns Committee chairperson.

Retention in the Major

The Department of Nursing reserves the right of retaining in the major only those students who, in the judgment of the departmental faculty, satisfy requirements of scholarship, behavior, and health characteristics suitable for the profession.

Est: 5/15/85
 Documentation Of Unprofessional Behavior And/Or Unsafe Practice

Student name (type or print legibly) ___________________________ Student ID # _____________ Course # _____________

Semester and Year ___________________________ Advisor name ___________________________ Date of Incident(s) _____________

Date this form was discussed with the student ___________________________ Location of Incident(s) ___________________________

As documented below, this student has demonstrated professional and personal attributes that do not meet the standards of professionalism in clinical, classroom, lab or community settings, and safe clinical practice. The responsible faculty/academic staff will be taking the actions indicated below:

Faculty/Academic Staff: Check recommended action(s)

☐ Written Warning ☐ Plan for Remediation ☐ Failure of Course ☐ Expulsion from BSU program

A maximum of 3 Documentation of Unprofessional Behavior and/or Unsafe Practice events will be grounds for expulsion from BSU programs.

Signature (faculty/academic staff) ___________________________ Date ___________________________

Faculty/Academic Staff: Check (☑) the appropriate categories below and provide specific, relevant documentation related to the behaviors of concern.

1. The student fails to meet the standards of professionalism from a biological, psychological, sociological and/or cultural standpoint.
   ☐ Failure to carry out psychomotor/technical skills in a safe and/or professional manner.
   ☐ Failure to carry out communicative skills in a safe manner.
   ☐ Act of omission in the care of client.
   ☐ Act of commission in the care of a client.
   ☐ Displays mental, physical and/or emotional behavior(s) which negatively affect others.
   ☐ Does not come to class or clinical prepared.
   ☐ Other __________________________________________________________________________

Supporting documentation required:__________________________________________________________________________

________________________________________________________________________________________

2. The student lacks consistency in responsible preparation, documentation and/or communication.
   ☐ Attempts activities without adequate preparation or assistance.
   ☐ Demonstrates inaccurate or incomplete verbal/written communication.
   ☐ Acts in such a way to create significant anxiety and/or stress to others.
   ☐ Is verbally abusive and/or exhibits threatening, coercive or violent behavior toward anyone.
   ☐ Is unable to achieve therapeutic nurse-patient relationships characterized by rapport, empathy and respect.
   ☐ Violates the boundaries of professional nurse-patient/family relationships, e.g., engages in romantic or sexual relationships.
   ☐ Is unable to maintain satisfactory relationships with others in clinical, university or community settings.
   ☐ Other __________________________________________________________________________

Supporting documentation:______________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

3. The student fails to practice within the boundaries of the Minnesota Nurse Practice Act, guidelines or the course syllabus, policies of the College of Nursing and the rules and regulations of the health care agency that is the site of the course.

________________________________________________________________________________________
Is habitually tardy/absent
Is habitually tardy in submitting assignments.
Exhibits criminal behavior.
Is suspected of being under the influence of drugs and/or alcohol in class, clinical or university settings.
Dresses inappropriately and/or exhibits nonprofessional appearance/behavior.
Exhibits behavior that is offensive to others (sexist, racist, threatening, demeaning).
Needs repeated reminders of responsibilities consistent with the policies of the College of Nursing and/or clinical agency.

Other

Supporting documentation:


4. The student fails to meet American Nurses Association’s *Code of Ethics and Standards of Practice*.
   - Does not maintain confidentiality.
   - Demonstrates dishonesty.
   - Ignores unethical behavior of others.
   - Does not demonstrate respect for others.
   - Does not advocate for the rights of the patient.
   - Misrepresents or falsifies actions or information.

Other

Supporting documentation:


5. The student lacks effort directed toward self-improvement.
   - Is resistant or defensive regarding suggestions to improve.
   - Appears unaware of her/his deficiencies and the need to improve.
   - Does not accept constructive criticism or take responsibility for errors.
   - Is abusive or critical during times of stress.
   - Demonstrates arrogance.

Other

Supporting documentation:


Additional Incident description (including others involved) or comments:


Plan for Remediation (if indicated as an action on pg. 1)

Goal:

Completion Date
This section is to be completed by the student.

I have read this evaluation, discussed it with the course instructor, and received a copy.

____________________________________________________________              ______________________________
Student signature                                      Date

My comments are: (optional)

___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

Reviewed and received by Program Chair  ______________________________

Date

Follow-up  ______________________________

Date

Outcome:_________________________________________________________________________________________________  
_________________________________________________________________________________________________________  

Learner Grievance/Appeal Form

A learner will be allowed to appeal based only on: 1) the evidence presented did not support the decision; 2) there is new information that wasn't considered in the case; or 3) the sanctions were not justified by the nature of the offense(s). This is in alignment with MnSCU policy.

<table>
<thead>
<tr>
<th>NAME: ______________________________</th>
<th>STUDENT ID # __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ___________________________</td>
<td>College: BSU _____ NTC _______</td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td>Phone: __________________________</td>
<td>Program/Major __________________</td>
</tr>
</tbody>
</table>

Please respond to the following. Attach additional sheets if necessary. Describe your concern.

What steps have you taken to resolve the concern?

What action are you seeking to resolve this concern?

Office Use Only

Concern Received By: __________________________ Date: __________________________

What steps were taken to resolve this concern? (Attach notes from other staff if applicable.)

How was the concern resolved? Include dates of actions taken.

RETURN THIS FORM TO THE SAP CHAIR

Date of follow-up contact with learner: __________________________
Bemidji School of Nursing Grievance Process

Discuss the grievance with the appropriate course faculty.

A learner will be allowed to appeal based only on; (a) the evidence presented did not support the decision, (b) there is new information that wasn’t considered in the case, or (c) the sanctions were not justified by the nature of the offense(s). This is in alignment with MnSCU policy.

A Learner Grievance Appeal form is required and should be emailed to a Student Admission, Progression and Concerns Committee (SAPC) member. This form can be found at the Bemidji School of Nursing (SON) Website under grievance appeals. The request will include; (a) description of the request in 500 words or less, (b) justification for the request, and (c) any documentation necessary to support the justification (catalog description, course content, resource manual/handbook, School of nursing website, etc.).

The Learner Grievance Appeal Form must be submitted within the first 6 weeks after receiving the incidence, allowing 6 weeks for a response from the committee.

Appeals filed during summer session will be reviewed as determined necessary by SAPC chairs.

A review of the appeals will occur at the next scheduled meeting after the appeal has been formally filed. Students will be emailed the date and time of the meeting. Students will have 48 hours to either state they will accept or decline attendance at the meeting. In the event a student chooses to attend the meeting, they will have five minutes during the meeting to present their appeal. The student will receive a formal letter describing the decision of the committee. The faculty and student advisor involved in the appeal and the Dean will receive a copy of the committee’s decision.

If the student still has concerns regarding their appeal after the SAPC committee has made their appeal decision, it is then the student’s responsibility to present their appeal/concern to the Dean.

If the student still has concerns regarding their appeal after the Dean has made an appeal decision, it is the student’s responsibility to follow the appropriate University petition process.
I. Policy
It is the policy of Bemidji State University Department of Nursing and affiliates to manage social
media as an extension of marketing and communications on behalf of BSU entities. BSU
respects the right of students/staff to participate in social media; however, the business needs of
the BSU entities must be served while also maintaining their corporate identity, integrity, and
reputation in a manner consistent with BSU’s mission, core values, policies, and applicable laws.
BSU entities will investigate alleged violations of the policy and impose corrective action on the
student/staff who fail to comply with state or federal laws or with organizational policies,
standards, guidelines or procedures related to the use of social media.

II. Scope
This policy applies to BSU nursing students and staff when using social media while at work,
home, campus, or anywhere when the student/staff’s affiliation with BSU, clinical or capstone
site is identified, known or presumed.

III. Purpose
The purpose of this social media policy is to assist students/staff in understanding how social
media applies to their BSU affiliation and their responsibilities when communicating through
these methods.

IV. Definitions
1. Social Media: is primarily internet and/or mobile based methods of networking using
   web/mobile based tools to communicate widely, quickly and easily for the purpose of
   sharing information and communicating with others. Such as but not limited to:
   a. Facebook
   b. Twitter
   c. Myspace
   d. Texting
   e. Skype
   f. Instagram
   g. Snapchat

2. Protected Health Information (PHI): is any identifiable health information, including
   demographic information that contains:
   a. Past, present or future physical/mental health or condition of an individual
   b. Past, present or future payment for and individuals healthcare
   c. Identifies the individual, OR there is reasonable basis to believe the information
      can be used to identify the individual

3. When Using Social Media
   a. Students/staff using social media shall not:
      - Disclose BSU entities’, patients’, or affiliates’ confidential information or PHI
- Disclose location, facility type, or any demographic identifier of clinical or
capstone.

b. When using social media the student/staff will not express or represent that
his/her views are the views of BSU unless he/she has been authorized to do so.

c. Students/staff photographing any individuals (patients, family, staff as example
but not limited to), or physical structures must obtain written authorization from
BSU or affiliates.

d. When using social media, the student must comply with all other policies and
procedures of BSU, NTC and the Bemidji School of Nursing.

4. Compliance

a. Students/Staff shall receive notice of this policy at the beginning of each semester
and may receive periodic education on its application and use

b. In accordance with federal and state laws, regulations and BSU entity related
policies, BSU reserves the right to monitor Student/Staff social media activities
and maintain detailed reports of social media usage

c. Students/Staff found violating this policy may be subjected to corrective
disciplinary action including but not limited to, expulsion from BSU, criminal
prosecution or additional liability associated with other legal actions.

d. Alleged violations require immediate reporting to the direct supervisor, BSU
nursing department chair, and or the affiliates human resources, and risk
management.

e. All violations will be investigated collaboratively with appropriate staff and legal
officials to determine appropriate corrective and disciplinary action, up to and
including expulsion.

Initiated: 8/12
Revised: 5/15

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**Taskstream**

Students of Bemidji School of Nursing are required to purchase a subscription to Taskstream, a
cloud-based archival database used by the School to provide evidence that students have met the
Student Learner Outcomes (SLOs). It is also set up for students to create a portfolio of key
assignments from their time in the program.

Subscriptions to Taskstream are purchased from [www.taskstream.com](http://www.taskstream.com) by the student. Students
must purchase their subscription prior to the start of classes, as enrollment in coursework within
Taskstream requires an active subscription. To subscribe, the student must select Bemidji State
University as the affiliated institution. The Nursing Department will provide purchasing options
and instructions.
If you have any questions or issues with Taskstream and the program, email Taskstream@bemidjistate.edu. For technical issues with Taskstream, contact Taskstream Help at help@taskstream.com or 1-800-311-5656.

Courses that require Taskstream

RN to BS
- NRSG3100 Concepts in Nursing
- NRSG3240 Information Management and Collaborative Communication
- NRSG3300 Policy, Finance and Regulatory Environment
- NRSG4116 Community and Family Health Nursing
- NRSG4120 Nursing Practicum: Community
- NRSG4210 Leadership/Management
- NRSG4240 Evidence, Practice and Profession

4-Year Track
- NRSG3000 Elements of Scholarly Practice
- NRSG3003 Practicum: Adult/Gerian Health
- NRSG3203 Practicum: The Family
- NRSG4100 Nursing Research
- NRSG4110 Community Health Nursing
- NRSG4003 Practicum: Rural Communities/Populations
- NRSG4200 Leadership/Management
- NRSG4201 Practicum: Role Integration

Taskstream system procedures and resources

Purpose
The Taskstream system retains records and compiles data essential to
- demonstrating achievement of national accreditation standards
- ensure quality programming throughout the School of Nursing

Responsibilities

Administrative
Dean
- budgets for institutional license
- with faculty input, determines appropriate role for Taskstream in School of Nursing activities
- supervises the Taskstream coordinator

Taskstream coordinator
- Assists in design and upkeep of the data in Taskstream
- Supports faculty and students in use of the system
- Enrolls student groups into appropriate courses/clinical eligibility program and replies to email
- Accesses reports as needed to share with clinical partners
- Accesses reports as needed to support accreditation activities
School of Nursing Committees
- Assist in identifying Taskstream components to support accreditation activity delegated to each committee
- Submit documents, minutes, and artifacts to demonstrate achievement of standards as delegated

SON Faculty
- Supports student use of Taskstream to achieve the identified purposes
- Refers students to Taskstream coordinator for assistance if needed to purchase and use the system
- Includes expectation for required Taskstream submissions in course syllabi
- Faculty steps and resources
  - Sign in to Taskstream
  - See homepage for programs in which you instruct. Click on the program to see which courses have been provided. Contact Taskstream Coordinator if any are missing or have changes.
  - As evaluators, you can view the work of students who are enrolled in the course
    - Under assignment area, you cannot evaluate a student who has not SUBMITTED their work. If they have worked on it and saved it to their own Taskstream, you will see an hourglass. The student must click on the ‘Submit your work’ link in the assignment area to make it available.
  - See ‘Evaluator’ for more detailed information on the evaluation process in Taskstream How to evaluate work submitted to me
  - Courses and assignments have been designated as Taskstream appropriate by the Curriculum Committee, and have been set up as Met/Not Met for Essentials/SLOs/Standards.

Students
- Purchase Taskstream license to cover all semesters in the nursing programs
- Contact Taskstream Coordinator with name, student ID, and program if unable to create a Taskstream account
- Submit documents to support clinical placement as required (see How to Submit Assignments)
- Submit assignments that demonstrate program outcomes (submitted prior to grading, at the same time assignments are due in addition to usual submission to faculty)

How to submit assignments
- Student steps:
  1. Student signs in to Taskstream and clicks on their programs available on Taskstream homepage
     a. Within program named for their nursing program, student will find course names and areas for assignment upload.
  2. Click on your program/course
  3. Click the appropriate assignment link
  4. Click “Attachment” button
  5. Click “Browse” button to find your assignment. A “pop-up” window will display your file options. When you find the document, click the “Open” button and the...
pathway will be displayed in the field next to the “Browse” button. Next click “Add File” button.
6. Click “Submit Requirement” Button
7. Click Submit for Evaluation

Communication
- 4-year track students will be notified of the requirement and deadline to purchase Taskstream in their program acceptance materials.
- RN-BS students will be notified of the requirement and deadline to purchase Taskstream in their program orientation materials.
- Taskstream information will be reinforced during the orientation sessions for each program.

Initiated: 5/14
Revised: 5/15
4-Year Track
Admission to BSU

Students must be admitted to Bemidji State University prior to applying for admission to the nursing major. Official transcripts of credits transferred from other post-secondary schools must be available in the BSU Admissions Office by September 15 to be considered for admittance to the nursing major.

Application to Nursing Major

Admission to the nursing major is a separate process from admission to Bemidji State University. Admission to the nursing major is required in order to enroll in selected spring semester sophomore and all upper division nursing courses. Students wishing to apply for admission to the nursing major should:

- Enroll in NRSG 2000 for the fall semester.
- Submit a completed, online application no later than September 15 to be considered for acceptance into the nursing program for spring semester.

For admission consideration, applicants must have completed at least 30 semester credits from an accredited college or university, including the designated non-nursing courses listed below:

- BIOL 1110 Human Biology w/lab – 4 credits
- BIOL 2110 Human Anatomy and Physiology w/lab – 5 credits
  - Beginning in fall 2016, freshmen will take two semesters of BIOL 1930 (Nursing A & P I/II) in place of the above two courses.
- PSY 1100 Introduction to Psychology – 4 credits
- PSY 3237 Lifespan Psychology – 4 credits
- CHEM 1111 General Chemistry I w/lab – 4 credits

The above-listed courses must have been completed within the past five years. All prerequisite courses must be taken for a letter grade; a grade of C or higher is required. Prerequisite classes can be repeated only once for the purpose of improving a grade. Prerequisite courses transferred from another school must be formally approved by the nursing department as equivalent before the nursing application is submitted.

A cumulative grade point average of 2.5 or higher (on a 4.0 scale) and satisfactory completion of all designated required courses is required to apply to the major, but does not guarantee admission to the major.

The Department of Nursing requires students to have successfully completed the CNA (Certified Nursing Assistant) course (Licensed Practical Nurse license waives the CNA requirement) and to have a current CPR certification.

- Students must take an American Heart Association BLS CPR course and are expected to submit a photocopy of the CPR card with the application. It is the student’s responsibility to maintain current CPR certification status in throughout the program.
• Applicants of the baccalaureate program must submit proof of successful completion of a CNA course or LPN license with the application. A transcript is preferred, except when the course is not associated with an educational organization. Taking the CNA certification test is not required, nor does the certificate alone qualify as proof of course completion.

Two references from teachers, counselors or employers are required. At least one of the two references must be from an individual who can directly speak to the student’s academic ability. The other may be from an employer or person who can provide data on the student’s personal characteristics. Family members are not appropriate references. References are submitted using the online form and process.

Any applicant who has attended another nursing program, including another nursing program within the Bemidji School of Nursing (SON), will be required to submit a letter of good standing from the current or previous nursing program. The letter should come from the student’s previous nursing faculty advisor or nursing program director, stating their belief in the student’s potential for success in another nursing program. Applicants who are not in good standing are not eligible for admission to any of the SON programs. Previous program nursing credits are not eligible as transfer credits.

If an inactive student wishes to reactivate application for admission within two years of the initial application, s/he may be asked to submit updated application materials. Should that person desire to enter or reenter the nursing program after the two years, it will be necessary to repeat the admission procedures. Students will only be allowed to apply to the nursing major twice.

**Admission to Major**

Admission to the nursing major is competitive and limited. Admission is dependent on the number of applications and evidence of meeting the following requirements:

• GPA is an important factor but not the only factor considered for admission into the program; a standardized entrance exam, essay, personal interview and references will be included in the admission criteria.

• International Students and all students that graduate from a high school outside of the United States must meet these minimum National Council of State Boards of Nursing TOEFL scores:
  - TOEFL written Overall score of 560
  - TOEFL CBT Overall score of 220
  - TOEFL iBT Overall score of 83

• Students who enter Bemidji State University as first-semester freshmen and identify nursing as their major are given priority in the admission process.

Final acceptance into the major is contingent upon completion of state and federal background studies and submission of clinical eligibility documentation. All clinical requirements must be met by December 1 in order to start the program in spring semester. All components of clinical eligibility must remain current throughout program progression. Accepted Nursing candidates who fail to comply with these requirements by December 1 will be dismissed.
Acceptance Process

The Department of Nursing will begin reviewing the applications after the September 15 deadline. The standardized entrance exam will be facilitated by the department. The Admissions Committee will notify students of their status after all qualified applicants have completed the admissions process.

Established: 3/07
Revised: 4/09, 4/13, 5/14, 5/16

Clinical Eligibility

All students admitted to the 4-Year Track Program at the BSU Department of Nursing will submit documentation of current immunization and clinical eligibility records to the department’s clinical eligibility tracking system. Failure to maintain current clinical eligibility documentation may result in inability to progress in the program.

Revised: 5/16

Clinicals/Practicums

1. Practicum hours are calculated at two clinical/practicum hours/credit hour. For instance, a one-credit course entails 15 hours of class time. Thus, a one-credit practicum course would entail 30 hours of practicum experience.
2. All students must have a current, approved Background Study to have direct patient contact on their annual in their practicums. Clinical assignments will be contingent upon verification of these requirements, and lack of such verification will prevent the student from beginning, remaining involved, and/or completing a course.
3. Clothing worn by students for clinical/practicum experience is to be in accordance with the respective agency policies (see below).
4. Name tags, provided by the department, are to be worn by the student during clinical/practicum experiences.
5. Students are responsible for their own transportation and auto insurance affiliated with clinical/practicum experiences.
6. Clinical/practicum experiences associated with the program are not conducted during a student’s scheduled time of employment.
7. Non-urgent and urgent/emergency messages or needs: follow the course policy for notification requirements.
8. Formal contracts are required between the BSU Department of Nursing and agencies where students conduct their clinical/practicums.
9. Faculty reserve the right to make final decisions regarding clinical placement in clinical/practicum courses.
10. Students identify when assistance or further preparation is needed prior to engaging in practicum experiences, refrain from participating in nursing practicum activities for which one is not adequately prepared, and seek consultation from faculty and/or agency personnel.
Dress Code for Practicum

This code reflects professional student attire during practicum, while obtaining assignments, and while participating in other activities where the student is representing Bemidji State University Department of Nursing.

Hospital

- Selected green BSU Polo shirt with black uniform pants
- White lab coat
- All-white or black leather shoes and hose/socks
- BSU name badge (worn above the waist) required

Community

- Selected BSU Polo shirt with navy, black, or khaki pants (no jeans)
- Clean closed-toe shoes and socks/hose
- Navy or black sweater optional
- White lab coat required in certain settings
- BSU name badge (worn above the waist) required

Obtaining Assignment from Hospital

- Nice dress or slacks/skirt with shirt (no jeans, short, or capris)
- Shoes and hose/socks (no tennis shoes, open toed shoes, sandals, or flip flops)
- White lab coat with BSU name badge (worn above the waist)

Nails

- No acrylics or gel nails.
- Extending no longer than ¼ inch past fingertips
- If permitted in clinical area, clear or pale colored nail polish only

Jewelry

- Jewelry (piercing/jewelry) should be conservative and appropriate. Jewelry that may be offensive to patients, family member, guests of patients, and/or other customers or employees is not allowed. Examples of inappropriate jewelry include anything of an obscene or sexual nature and/or anything that may be construed to be discriminatory against any sex, race, ethnic background or religion. Examples of inappropriate piercing/jewelry include facial jewelry, large ear jewelry (plugs/gauges) or excessive pieces of ear jewelry per ear.
- Facial and oral jewelry must be removed (clear spacer may be used).
- Other body piercings that cannot be concealed should be removed.
- Plugs/gauges should be concealed, covered with tape, or a solid plug/gauge should be worn.

Hair

- Off the face, neatly styled
- Pulled back off collar if hangs below
- Hair ornaments should be neutral in color

Facial Hair

- Neatly trimmed moustaches and/or beards

Tattoos

- All efforts must be made to conceal tattoos that contain language or content which could be offensive. Body Art (tattoos) that may be offensive to patients, family members,
guests of patients, and/or other customers or employees is not allowed to be visible. Offensive body art may be covered with clothing or tape. Examples of inappropriate tattoos include anything of an obscene or sexual nature and/or anything that may be construed to be discriminatory against any sex, race, ethnic background or religion.

Miscellaneous

- Shirts need to be long enough to reveal no bare skin during expected activities.
- Shoes should be limited to the closed-toe type; therefore no sandals or flip flops.
- Garments worn under the BSU shirt should be white and short-sleeved.

Revised: 5/16

Practicum Agency Contract Format

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES

MEMORANDUM OF AGREEMENT

BETWEEN

BEMIDJI STATE UNIVERSITY AND NORTHWEST TECHNICAL COLLEGE

AND

FACILITY

This Agreement is entered into between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of BEMIDJI STATE UNIVERSITY AND NORTHWEST TECHNICAL COLLEGE (hereinafter “College/University”), and [AGENCY FULL NAME ADDRESS] (hereinafter “Facility”).

This Agreement and any amendments and supplements thereto, shall be interpreted pursuant to the laws of the State of Minnesota.

WITNESSETH THAT:

WHEREAS, the College/University has established a Practical Nursing Program, Nursing Assistant Program, Associate Degree Program in Nursing, Baccalaureate Program in Nursing, Baccalaureate Program in Nursing for Registered Nurses, and/or a Nurse Refresher Program for qualified students preparing for and/or engaged in nursing careers; and

WHEREAS, the Board of Trustees of the Minnesota State Colleges and Universities is authorized by Minnesota Statutes, Chapter 136F to enter into Agreements regarding academic programs and has delegated this authority to the College/University; and

WHEREAS, the Facility has suitable clinical facilities in general nursing for the educational needs of the nursing programs(s) of the College/University; and

WHEREAS, it is in the general interest of the Facility to assist in educating persons to be qualified or better qualified nursing personnel; and
WHEREAS, the College/University and the Facility are desirous of cooperating to furnish a clinical experience program for students of nursing enrolled at the College/University;

NOW, THEREFORE, it is mutually agreed by and between the College/University and the Facility:

I. **COLLEGE/UNIVERSITY RESPONSIBILITIES**

A. The College/University, which is accredited by the North Central Association of Colleges and Secondary Schools, is responsible for offering one or more of the following programs: a Practical Nursing Program; a Nursing Assistant Program; an Associate Degree Program in Nursing; a Baccalaureate Program in Nursing; a Baccalaureate Program for Registered Nurses; and/or a Nurse Refresher Program. Each program shall be either: 1) approved by the Minnesota Board of Nursing; and/or 2) approved by the Minnesota Department of Health.

B. The College/University will supervise its students during the clinical experience program at the Facility, unless otherwise agreed to in writing by the parties. The College/University will provide its nursing faculty to effectively implement the clinical experience program at the Facility. The College/University will provide at least one nursing faculty member for approximately every ten (10) students while the students are in the clinical experience program at the Facility. The College/University faculty so assigned will hold current R.N. licensure valid in the State of Minnesota.

C. The College/University faculty will be responsible for planning, directing and evaluating the students’ learning experiences. The College/University faculty will attend the Facility’s orientation for clinical experience instructors as deemed necessary by the College/University and the Facility.

D. The College/University will provide the Facility, at its request, with objectives for the clinical experience program. Implementation of those objectives will be accomplished by the College/University in cooperation with the Facility’s designated representative.

E. The College/University will provide the Facility with a list of the students who are participating in the clinical experience program, the units within the Facility where they are assigned, and the dates of each student’s participation in the program.

F. The College/University will inform its faculty and students of the Facility’s policies and regulations which relate to the clinical experience program at the Facility.

G. The College/University will inform its faculty and the students who are participating in the clinical experience program that they are encouraged to carry their own health insurance and are responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

H. The College/University will maintain a record of students’ health examinations and current immunizations and shall obtain students’ permission to submit data regarding their health status to the Facility.

I. The College/University agrees and represents that it will require all students and faculty to have completed a background study conducted in accordance with Minnesota Statutes Chapter 245C, Human Services Background Studies, as a pre-condition to participation in the clinical experience. College/University will not assign a student or faculty member to the Facility if his/her background
study documents ineligibility to have direct contact with Facility's patients or residents under applicable law or regulations. If requested, College/University shall provide the Facility with documentation regarding the completion or results of the background study pursuant to the written consent of the subject.

II. FACILITY RESPONSIBILITIES

A. The Facility will maintain current accreditation by the Joint Commission on Accreditation of Health Care Organizations (d/b/a “The Joint Commission”) or any other appropriate and required accrediting body.

B. The Facility is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program at the Facility. In order to effectively fulfill that duty, it is agreed that Facility has ultimate control over all persons involved in the program and may immediately terminate the participation in the program of any of the students enrolled in the program where an emergency exists involving health and safety; and in all other (non-emergency) instances, Facility shall consult with the College/University before taking any action to terminate the participation of a student.

C. The Facility will provide the College/University with a copy of its policies and regulations which relate to the clinical experience program.

D. The Facility will permit the College/University faculty and students to use its patient care and patient service facilities for clinical instruction according to a mutually-approved plan.

E. The Facility will allow a reasonable amount of Facility staff time for orientation and joint conferences with College/University faculty, for planning with College/University faculty, and for such other assistance as shall be mutually agreeable.

F. When available, physical space such as offices, conference rooms, and classrooms of the Facility may be used by the College/University faculty and students who are participating in the clinical experience program.

G. The College/University faculty and students participating in the clinical experience program will be permitted to use the Facility’s library in accordance with the Facility’s policies.

H. The Facility will make locker or cloak room facilities available for the College/University faculty and students during assigned clinical experience program hours. These facilities may be shared by other faculty and students.

I. The Facility assumes no responsibility for the cost of meals, uniforms, housing, parking or health care of College/University faculty and students who are participating in the clinical experience program. The Facility will permit College/University faculty and students who are participating in the clinical experience program to use any cafeteria on the same basis as employees of the Facility. The Facility will permit College/University faculty to use Facility parking spaces under the same policies governing Facility personnel.

J. The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or
local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

K. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the American with Disabilities Act, 42 U.S.C. Chapter 12101 et seq., and any regulations promulgated to the Act. The College/University is not responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services and other areas covered by the ADA.

III. MUTUAL RESPONSIBILITIES

A. The College/University and the Facility assume joint responsibility for the orientation of the College/University faculty to Facility policies and regulations before the College/University assigns its faculty to the Facility.

B. HIPAA. Solely for the purposes of defining the students’ and faculty roles in relation to the use and disclosure of the Facility’s protected health information, the College/University and faculty engaged in activities pursuant to this Agreement are members of the Facility workforce, as that term is defined in 45 CFR 160.103. The College/University students and faculty are not, and shall not be construed to be, employees of Facility.

The College/University shall cooperate with Facility in complying with its obligations as a HIPAA covered entity, including, but not limited to, complying with its policies and procedures under the HIPAA Privacy Regulations, 45 CFR parts 160 and 164. Prior to placement at Facility, the College/University shall instruct its students and faculty to comply with Facility’s policies and procedures governing the use and disclosure of individually identifiable health information.

C. Personnel of the College/University and the Facility will communicate regarding planning, development, implementation, and evaluation of the clinical experience program. The communication may include but not be limited to:

a. Communication to familiarize Facility personnel with the clinical experience program’s philosophy, goals and curriculum;

b. Communication to familiarize the College/University faculty with the Facility’s philosophy, policy and program expectations;

c. Communication to keep both parties and the parties’ personnel who are assigned to the clinical experience program informed of changes in philosophy, policies and any new programs which are contemplated;

d. Communication about jointly planning and sponsoring in-service or continuing education programs (if appropriate);

e. Communication to identify areas of mutual need or concern;

f. Communication to seek solutions to any problems which may arise in the clinical experience programs; and

g. Communication to facilitate evaluation procedures which may be required for approval or accreditation purposes or which might improve patient care or the College/University’s nursing curriculum.

D. INSURANCE. Each party, at its sole expense and at all times during the term of this Agreement, shall secure and maintain the following insurances (or comparable coverage under a program of self-insurance) covering itself and its employees who perform any work, duties or obligations in connection with this Agreement.
a. **Commercial General Liability Insurance**
The College/University will maintain Commercial General Liability insurance in conformance with the Tort Claims limits set forth in Minn. Stat. 3.736, subd. 4, with limits not less than $500,000 per person and $1,500,000 per occurrence for bodily injury and property damage.

The Facility will maintain Commercial General Liability insurance with limits not less than $2,000,000 per occurrence and $2,000,000 annual aggregate for bodily injury and property damage.

b. **Professional Liability Insurance**
The College/University will maintain Professional Liability insurance for participating students (and faculty, if applicable) or cause any student participating in the program to maintain Professional Liability insurance, with limits not less than $2,000,000 each claim and $3,000,000 aggregate.

The Facility will maintain Professional Liability insurance covering itself and its employees, agents or assigns with limits not less than $2,000,000 each claim and $3,000,000 aggregate.

**If insurance covered by claims-made policies is discontinued, then extended reporting period coverage must be obtained and evidence of such coverage shall be provided to the other party.**

c. **Additional Conditions:**
An Umbrella or Excess Liability insurance policy may be used to supplement the Facility’s policy limits to satisfy the full policy limits required by the Agreement.

Each party shall provide to the other party upon request certificates of insurance or self-insurance evidencing the required coverage.

If Facility receives a cancellation notice from an insurance carrier affording coverage herein, Facility agrees to notify the State of Minnesota within five (5) business days with a copy of the cancellation notice, unless Facility’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days’ advance written notice to the University.

Each party, at its sole expense, shall provide and maintain Workers’ Compensation insurance as such party may be required to obtain by law. The College/University is self-insured for Workers’ Compensation purposes, and any such insurance extends only to employees of the College/University, not to students.

### IV. STUDENT REQUIREMENTS

A. Each student will be required, as a condition for participation in the clinical experience program, to submit the results of a health examination to the College/University and, if requested, to the Facility, to verify that no health problems exist which would jeopardize student or patient welfare. The health examination shall include an update of required immunizations. The health examination shall include a Mantoux test or chest x-ray and verification of immunity for rubeola and rubella. A
B. Students participating in the clinical experience program shall be encouraged to carry their own health insurance.

C. Students participating in the clinical experience program shall be responsible for carrying their own professional liability insurance if professional liability insurance is not provided by the College/University.

V. EMERGENCY MEDICAL CARE & INFECTIOUS DISEASE EXPOSURE

A. Any emergency medical care available at the Facility will be available to College/University faculty and students. College/University faculty and students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the College/University.

B. Any College/University faculty member or student who is injured or becomes ill while at the Facility shall immediately report the injury or illness to the Facility and receive treatment (if available) at the Facility as a private patient or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness shall be the sole responsibility of the College/University faculty member or student who receives the treatment and not the responsibility of the Facility or the College/University.

C. The Facility shall follow, for College/University faculty and students exposed to an infectious disease at the Facility during the clinical experience program, the same policies and procedures which the Facility follows for its employees.

D. College/University faculty and students contracting an infectious disease during the period of time they are assigned to or participating in the clinical experience program must report the fact to their College/University and to the Facility. Before returning to the Facility, such a College/University faculty member or student must submit proof of recovery to the College/University or Facility, if requested.

VI. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University’s liability shall be governed by the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable laws.

VII. TERM OF AGREEMENT

This Agreement is effective on the later of _________________, 20__, or when fully executed, and shall remain in effect until _________________, 20__. This Agreement may be terminated by either party at any time upon one year written notice to the other party. Termination by the Facility shall not become effective with respect to students then participating in the clinical experience program.

VIII. FINANCIAL CONSIDERATION

A. The College/University and the Facility shall each bear their own costs associated with this Agreement and no payment is required by either the College/University or the Facility to the other
party, except that, where applicable, the Facility shall pay the tuition and other educational fees of students it places in the clinical experience program.

B. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its patients pursuant to this Agreement.

IX. AMENDMENTS

Any amendment to this Agreement shall be in writing and signed by authorized officers of each party.

X. ASSIGNMENT

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without the prior written consent of the other party.

XI. STATE AUDIT

The books, records, documents and accounting procedures and practices of the Facility relevant to this Agreement shall be subject to examination by the College/University and the Legislative Auditor.

XII. DATA PRIVACY

The Facility and College/University must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the College/University in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Facility in accordance with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the Facility or the College/University.

In the event the Facility receives a request to release the data referred to in this clause, the Facility must immediately notify the College/University. The College/University will give the Facility instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

XIII. OTHER PROVISIONS: [attach additional page(s) if necessary]

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

APPROVED:

1. FACILITY: Name

Facility certifies that the appropriate person(s) have executed the Agreement on behalf of Facility as required by applicable articles, by-laws, resolutions, or ordinances.
Course Policies

1. Attendance:
   a. Attendance, course readings and completion of all course assignments is mandatory. Active and relevant participation is expected by all to make the course a success.
   b. If you are ill or need to miss class, it is your responsibility to contact the instructor prior to class time to notify them of your absence. Pre-notification of your absence is required in order to be able to make-up missed content/activities. The
ability to make-up missed assignments will be handled by the individual instructor on a case by case basis.

2. Readings, case studies, and assigned video reviews are expected to be completed prior to class time to allow for thorough coverage of the topic.

3. It is an expectation that you will check email daily as well as the course site on D2L for any class updates or postings. Many course materials i.e. powerpoints, etc. will be provided in D2L for printing rather than as handouts in class. Be sure to check the site prior to class.

4. Test information and review:
   a. No individual review of tests will be allowed with the exception of students who receive a failing score of 70% or lower on any exam. There will be no review of the final exam for any reason.
   b. Item analysis will be completed by the instructors and addressed with the class as determined by the instructors.
   c. Class time will not be designated for test item discussions. Any questions regarding individual test items should be submitted via email to the instructor.
   d. Students will be assigned nationally-normed proctored tests as appropriate.

5. It is the policy of BSU that administrative electronic mail communications between the University and University students shall be done using University-assigned electronic mail addresses. It shall be the responsibility of each student to monitor the University-assigned electronic mail account for communications from the University. You may expect a response to your communications to faculty within 48 hours during the workweek. Please do not expect faculty responses during weekends.

6. Students are responsible for all information posted in the course D2L site, announced in class, and/or Bemidji State University email.

7. Students are expected to take all exams on the dates and times scheduled. If an emergency situation arises preventing a student from taking the exam, the student must notify the faculty member prior to the exam time to receive full credit. Make-up exams will not be given unless the student has made arrangements with the instructor prior to the time of the scheduled examination. An alternate make-up exam may be given. At the discretion of the faculty member, the student may also be required to provide validation for the absence.

8. If a student arrives late for an examination, she/he will be given only the remaining allotted time to complete the examination.

9. Announced and unannounced quizzes will be given at the discretion of the instructor. There will be no make-up quizzes.

10. Written assignments are due at the time and date specified. All course assignments must be completed to pass the course.

11. When group activities are assigned, all members of the group are expected to contribute equally to the end product. When a student fails to participate as an equal member, the other members of the group may choose to dismiss the non-participating member. Before dismissing the student, the members of the group must inform the instructor responsible for the assignment. The group members are responsible for dismissing the non-participating member. The dismissed member is responsible for contacting the instructor and may be allowed to complete an equal assignment at the discretion of the instructor.
12. Any student who, because of a disability, may require special arrangements in order to complete course requirements should contact the instructor as soon as possible in order to make the necessary accommodations.

**ATI Assessment Policy**

**Purpose:** ATI resources will be used to supplement the nursing curriculum. Practice and proctored tests will be used consistently to assess and improve student knowledge.

**Policy statements:**
- ATI Content Mastery Series assessments will be completed in the assigned class as listed in Attachment 1 (ATI Curriculum Alignment). Changes to the ATI Curriculum Alignment will be discussed and processed through the Curriculum Committee.
- Remediation is a critical component of the learning associated with such testing and will be required with each test. Assessments will be scheduled to provide time for remediation and retest (if required) before semester end.
- Points associated with ATI content master series (CMS) assessments will not exceed 10% of the course grade for each proctored assessment in that class.
- The comprehensive predictor assessments will be used during the senior year. An expected level of achievement may be required on the ATI Comprehensive Predictor.

**Procedures for ATI Content Mastery Series:**
- Courses associated with assigned assessments. (See Attachment 1)
- Course syllabi will include points assignment for ATI assessment/remediation process
- Points for assessment/remediation/reassessment for CMS series will be handled as per Attachment 2. Benchmark changes for specific assessments can be made through the Curriculum Committee process with faculty recommendation.
- Students who are unsuccessful in achieving a benchmark will meet with their academic advisor regularly to develop and maintain an improvement plan.

Established: 5/15; revised 6/16
### Institution: Bemidji State University BS 21011

#### Sophomore Year Spring Semester

##### Course Name: NRSG 2204 Health Assessment

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Skills Modules:</td>
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<td>Physical Assessment –</td>
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<td>Adult</td>
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<td></td>
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<td>Physical Assessment –</td>
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<td>Child</td>
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<td>Nurses Touch:</td>
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<td>Becoming a Professional</td>
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<td>Nurse</td>
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</tbody>
</table>

##### Course Name: NRSG 2203 Introduction to Clinical Practice

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking:</td>
<td>Self Assessment</td>
<td>Getting Started Test</td>
<td>Ready Set RN</td>
</tr>
<tr>
<td>Entrance</td>
<td>Inventory</td>
<td>1</td>
<td>Nurse Logic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RN Fundamentals Test</td>
<td>RN Fundamentals</td>
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<tr>
<td></td>
<td></td>
<td>1,2 &amp; Final</td>
<td>Review Module</td>
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<tr>
<td></td>
<td>RN Fundamentals</td>
<td>RN Fundamentals</td>
<td>RN Pharmacology</td>
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<td></td>
<td>RN Fundamentals</td>
<td>Test 1</td>
<td>Review Module</td>
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<tr>
<td></td>
<td>RN Fundamentals</td>
<td></td>
<td>Dosage Calculation</td>
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<td></td>
<td>RN Fundamentals</td>
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<td>Made Easy</td>
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<td></td>
<td>RN Fundamentals</td>
<td></td>
<td>Pharmacology Made</td>
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<tr>
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<td>RN Fundamentals</td>
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<td>Easy</td>
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<tr>
<td></td>
<td>RN Fundamentals</td>
<td></td>
<td>Skills Modules</td>
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</table>

##### Course Name: NRSG 3120 Transcultural Nursing

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
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<th>Learning System RN</th>
<th>Review Materials</th>
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</thead>
<tbody>
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<td>Communication Test 1&amp;</td>
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# Junior Year Fall

## Course Name: NRSG 3001 Adult/Gerian

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN TMS</td>
<td>RN AMS</td>
<td></td>
<td>RN Adult Medical-Surgical Review Module</td>
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<tr>
<td></td>
<td></td>
<td>RN Adult Medical</td>
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<tr>
<td></td>
<td></td>
<td>Surgical</td>
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<tr>
<td>RN Adult Medical-Surgical</td>
<td>RN Adult Medical-Surgical</td>
<td>RN Adult Medical-Surgical Final</td>
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<td></td>
<td>RN Pharmacology</td>
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<td></td>
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<td>Test 1</td>
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<td></td>
<td></td>
<td>Gerontology Test 1 &amp; Final</td>
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<tr>
<td></td>
<td></td>
<td>RN Real Life Medical Surgical</td>
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</table>

## OR

## Course Name: NRSG 3202 Child/Adolescent Health

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Nursing Care of Children</td>
<td>RN Nursing Care of Children</td>
<td>RN Nursing Care of Children Test 1, 2 &amp; Final</td>
<td>RN Nursing Care of Children Review Module</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RN Real Life Nursing Care Of Children</td>
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# Junior Year Spring

## Course Name: NRSG 3001 Adult/Gerian

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN TMS</td>
<td>RN AMS</td>
<td></td>
<td>RN Adult Medical-Surgical Review Module</td>
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<tr>
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<td></td>
<td>RN Adult Medical</td>
<td>RN Nutrition Review Module</td>
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<tr>
<td></td>
<td></td>
<td>Surgical</td>
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</tr>
<tr>
<td>RN Adult Medical</td>
<td>RN Adult Medical-</td>
<td>RN Adult Medical</td>
<td>RN Real Life Medical Surgical</td>
</tr>
<tr>
<td>Surgical</td>
<td>Surgical</td>
<td>Surgical Final</td>
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<td></td>
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<td>RN Pharmacology</td>
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<td>Test 1</td>
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<td></td>
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<td>Gerontology Test 1</td>
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<td>&amp; Final</td>
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</table>

## Course Name: NRSG 3202 Child/Adolescent Health

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Nursing Care of</td>
<td>RN Nursing Care of</td>
<td>RN Nursing Care of</td>
<td>RN Nursing Care of Children Review Module</td>
</tr>
<tr>
<td>Children</td>
<td>Children</td>
<td>Children Test 1, 2</td>
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<td>&amp; Final</td>
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</table>

## Course Name: NRSG 3201 The Childbearing Family

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Maternal Newborn</td>
<td>RN Maternal Newborn</td>
<td>RN Maternal Newborn</td>
<td>RN Maternal Newborn Review Module</td>
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<tr>
<td></td>
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<td>Test 1, 2 &amp; Final</td>
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<tr>
<td>RN Nutrition</td>
<td>RN Nutrition A and B</td>
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<td>RN Nutrition Review Module</td>
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## Course Name: NRSG 3203 Family Practicum

<table>
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<th>Review Materials</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>RN Real Life Nursing Care of Children</td>
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</tbody>
</table>
### Senior Year Fall

**Course Name: NRSG 4001 Mental Health Nursing**

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Mental Health</td>
<td>RN Mental Health</td>
<td>RN Mental Health Test 1, 2 &amp; Final</td>
<td>RN Mental Health Review Module</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>RN Real Life Mental Health</td>
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<td></td>
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<td></td>
<td>Nurses Touch: Wellness And Self-care for Nurses</td>
</tr>
</tbody>
</table>

**Course Name: NRSG 4110 Community Health Nursing**

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Community Health</td>
<td>RN Community Health</td>
<td>RN Community Health Test 1 &amp; Final</td>
<td>RN Community Health Review Module</td>
</tr>
<tr>
<td>RN Comprehensive Predictor</td>
<td>RN Comprehensive Predictor Practice</td>
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</table>

**Course Name: NRSG 4000 Senior Experience: Nursing**

<table>
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<tr>
<th>Proctored Assessments</th>
<th>Practice Assessments</th>
<th>Learning System RN</th>
<th>Review Materials</th>
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<tbody>
<tr>
<td>RN Comprehensive Predictor</td>
<td>RN Comprehensive Predictor Practice</td>
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### Senior Year Spring

**Course Name: NRSG 4200 Leadership/Management**

<table>
<thead>
<tr>
<th>Proctored Assessments</th>
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<th>Review Materials</th>
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</thead>
<tbody>
<tr>
<td>RN Leadership</td>
<td>RN Leadership</td>
<td>RN Leadership Test 1 &amp; Final</td>
<td>RN Leadership Review Module</td>
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**Course Name: NRSG 4201 Role Integration Practicum**

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<td>RN Pharmacology Form B</td>
<td>RN Pharmacology Form B</td>
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<td>RN Comprehensive Predictor</td>
<td>RN Comprehensive Predictor Practice</td>
<td>RN NCLEX Final</td>
<td>Nurse Logic</td>
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<tr>
<td>*RN Targeted Medical-Surgical (TMS) Tests</td>
<td>**RN Learning Systems – Adult- Medical-Surgical (AMS) Content Test</td>
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<tr>
<td>• Cardiovascular</td>
<td>• Cardiovascular &amp; Hematology</td>
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<td>• Gastrointestinal</td>
<td>• Gastrointestinal</td>
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<td>• Immune</td>
<td>• Immune and Infectious</td>
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<td>• Endocrine</td>
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<td>• Neurosensory and Musculoskeletal</td>
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<td>• Renal and Urinary</td>
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<td>• Respiratory</td>
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<td>• Perioperative</td>
<td>• Respiratory</td>
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<td>• Fluid, Electrolytes, and Acid-Base</td>
<td>• Oncology</td>
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<td>• Dermatologic</td>
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<td></td>
<td>• AMS Final</td>
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<table>
<thead>
<tr>
<th>Pharmacology Made Easy (25 item test accompanies each module)</th>
<th>RN Learning System – Specialty Tests</th>
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<tbody>
<tr>
<td></td>
<td>• Fundamentals (Test 1, 2 + Final)</td>
</tr>
<tr>
<td></td>
<td>• Communication (Test 1 + Final)</td>
</tr>
<tr>
<td></td>
<td>• Maternal Newborn (Test 1,2 + Final)</td>
</tr>
<tr>
<td></td>
<td>• Nursing Care of Children (Test 1,2 + Final)</td>
</tr>
<tr>
<td></td>
<td>• Mental Health (Test 1,2 + Final)</td>
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<td></td>
<td>• Pharmacology (Test 1 + Final)</td>
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<td>• Gerontology (Test 1 + Final)</td>
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<td>• Leadership (Test 1 + Final)</td>
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<td></td>
<td>• Community Health (Test 1 + Final)</td>
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<td>• NCLEX Final (Final)</td>
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<th>Dosage Calculation Proctored Assessments</th>
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<tbody>
<tr>
<td>• Safe Dosage</td>
<td>• Fundamentals</td>
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<tr>
<td>• Medication Administration</td>
<td>• Medical Surgical</td>
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<td>• Oral Medication</td>
<td>• Nursing Care of Children</td>
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<tr>
<td>• Injectable Medications</td>
<td>• Maternal Newborn</td>
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<tr>
<td>• Powdered Medications</td>
<td>• Mental Health</td>
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<tr>
<td>• Parenteral (IV) Medications</td>
<td>• Critical Care</td>
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<td>• Dosage by Weight</td>
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<td>• Pediatric Medications</td>
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<tr>
<td>• Critical Care Medications</td>
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</tr>
<tr>
<td>• Case Studies (Pediatric Asthma; Leukopenia: Diabetes)</td>
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</table>

<table>
<thead>
<tr>
<th>***Skills Modules-align with appropriate clinical experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Physical Assessment: Adult</td>
</tr>
<tr>
<td>• Physical Assessment: Child</td>
</tr>
<tr>
<td>• Ambulation, Transferring, and ROM</td>
</tr>
<tr>
<td>• Airway Management</td>
</tr>
<tr>
<td>• Blood Administration</td>
</tr>
<tr>
<td>• Central Venous Catheter Devices</td>
</tr>
<tr>
<td>• Closed-Chest Drainage</td>
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<tr>
<td>Diabetes Management</td>
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<tr>
<td>Enemas</td>
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<td>Health Care Fraud,</td>
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<td>Waste, and Abuse</td>
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<tr>
<td>Prevention</td>
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<tr>
<td>Enteral tube feedings</td>
</tr>
<tr>
<td>HIPAA</td>
</tr>
<tr>
<td>Infection Control</td>
</tr>
<tr>
<td>Intravenous Therapy</td>
</tr>
<tr>
<td>Maternal-Newborn Care</td>
</tr>
</tbody>
</table>

### Real Life Clinical Reasoning Scenarios

#### Medical-Surgical
- Clostridium difficile
- COPD
- Renal failure
- Urosepsis
- GI bleeding

#### Nursing Care of Children
- Cystic Fibrosis (Acute care setting)
- Cystic Fibrosis - (Community setting)
- Dehydration
- Diabetes Mellitus
- Wellness (Immunizations, Nutrition, Growth and Development)

#### Maternal Newborn
- Gestational Diabetes
- Pre-Term Labor
- Preeclampsia
- Thermoregulation of Newborn
- Postpartum Hemorrhage

#### Mental Health Nursing
- Mood disorder (Bipolar, Depression, Suicide)
- Anxiety disorder (Generalized Anxiety, Obsessive Compulsive Disorder)
- Schizophrenias (Incorporates Psychosis)
- Alcohol Abuse

#### Nurse Logic 2.0 (2-20 items tests accompany each module - 1 for Beginning Students and 1 for Advanced Students)
- I-Knowledge and Clinical Judgment
- II-Conceptual Bars
- III-Priority Setting Frameworks
- IV-Testing and Remediation

#### Nurses Touch Tutorials and Simulators
- Wellness and Self-Care
- Nursing Informatics and Technology
- Becoming a Professional Nurse
- Professional Communication
- The Communicator Simulator
- The Leader Simulator

### NCLEX Review
- Capstone Content Review RN
- RN Customized Live Review
- RN Comprehensive Live Review
- Virtual-ATI RN (VATI)
**Attachment 2: Option Two CMS with Remediation (Active Learning) Templates**

*Note: point values are examples only, faculty adjust points to result in 10% of total course points for each test process*

<table>
<thead>
<tr>
<th>*ATI Assigned Practice Assessment</th>
<th>Remediation (Active Learning) Templates completed for each topic to review</th>
<th>ATI Proctored Test</th>
<th>Remediation Templates completed for each topic to review</th>
<th>ATI Proctored Retake</th>
<th>Total Possible (course total 100 pts. / ATI value = 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scored 90-100%</td>
<td>Minimum 1 hr. Focused Review Remediation (Active Learning)</td>
<td>Proficiency Level 3 4 pts.</td>
<td>Minimum 1 hr. Focused Review Remediation (Active Learning)</td>
<td>no re-take/optional</td>
<td>10/10 pts.</td>
</tr>
</tbody>
</table>

*Please specify which practice assessment (A or B) will be assigned as there are two practice assessments available. The practice assessment not assigned can be used by students to prepare for the assigned practice assessment. The students must remediate on the FIRST attempt of the assigned practice assessment. Rationales can be turned off and turned on after the completion due date. It is suggested that the Remediation (Active Learning) Templates are handwritten. Time in-between practice assessments can be set.*
RN-BS Track
Any liberal education goal areas may be completed prior to admission to the nursing program.

**Admission Requirements - Applicants Must:**
1. Be a graduate of a state-approved associate degree or diploma nursing program.
2. Have an unencumbered registered nurse license by July 13.
3. Be formally admitted to Bemidji State University.
4. Submit a completed Department of Nursing Application.
5. Submit a current RN license number at the time of application or by July 13.
6. Have access to high-speed Internet, e-mail, and a computer.

**Transfer Credits**
The Admissions Office will evaluate transcripts upon admittance to BSU. Credits previously taken at Bemidji State University will not be included in the transfer evaluation. Only credits transferred to BSU will be included in the transfer evaluation.

**Letter of Good Standing**
Any applicant who has attended another nursing program, including another nursing program within the Bemidji School of Nursing (SON), will be required to submit a letter of good standing from the current or previous nursing program. The letter should come from the student’s previous nursing faculty advisor or nursing program director, stating their belief in the student’s potential for success in another nursing program. Applicants who are not in good standing are not eligible for admission to any of the SON programs. Previous program nursing credits are not eligible as transfer credits.

**Admission Review for the Baccalaureate Nursing Program**
The Department of Nursing works with Extended Learning to determine the admission status of applicants to the baccalaureate degree major.

**Admission Status**
1. Applicants who meet all admission requirements will be admitted with regular status.
2. Applicants who are in the process of completing their final semester in their nursing program, or are awaiting licensure results, may be admitted with provisional status. If a final transcript or licensure status indicates the applicant has not met the admission requirements, provisional status will be withdrawn. The applicant will not be considered as admitted to the program and will not be permitted to continue with enrollment in nursing courses without a current and valid RN license. Enrollment in courses outside of the nursing major, however, may proceed.
3. Once a cohort has reached full enrollment, applicants may be placed on a waitlist.
4. If an inactive student wishes to reactivate application for admission within two years of the initial application, s/he may be asked to submit updated application materials. Should that person desire to enter or reenter the nursing program after the two years, it will be necessary to repeat the admission procedures.

**Admissions Notification**
1. The Office of Admissions will notify applicants of their admission to BSU.
2. The Center for Extended Learning will notify applicants of their admission status to the baccalaureate nursing major.
3. Individuals admitted to the nursing major will be enrolled in the mandatory D2L Brightspace Nursing Program Orientation course and are encouraged to attend orientation day provided by the Department of Nursing, usually scheduled prior to the beginning of fall semester or on the first on-campus day.

4. **Admitted students are required to register for fall classes by August 1.** Seats in the nursing classes will not be held for admitted students after that date and will be given to others on the waitlist.

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**General Program Information**

**Registration for Courses**

Online registration is accomplished using e-Services, available through [MyBSU](http://www.bemidjistate.edu/). After the initial semester, registration may require an access code, which students should obtain from their advisors.

**Course Scheduling in the Department**

Classes in the nursing major are scheduled in block times during each semester and are scheduled according to on-campus site:

- Wednesdays – Lake Superior College: Duluth and Century College: White Bear Lake cohorts
- Thursdays – Bemidji and Anoka-Ramsey Community College: Coon Rapids campus cohorts
- Fridays – NCTC: East Grand Forks and Anoka-Ramsey Community College: Cambridge campus cohorts

Courses are conducted in an on-campus/online blended format, with 3-4 class days each semester being held on campus, which students are required to attend. On-campus days are listed in the notes of each course, which can be found on the BSU website [http://www.bemidjistate.edu/academics/schedule/](http://www.bemidjistate.edu/academics/schedule/).

**Library and Computer Resources**

The Bemidji State University library is open during the day, evenings and weekends. Distance students are entitled to full use of library resources. Students have off-campus access to library resources via the library home page: [http://www.bemidjistate.edu/library/](http://www.bemidjistate.edu/library/). All BSU students also have access to free Microsoft Office through Office 365, which you can find linked at the top of your BSU email homepage.

**Departmental Advising**

Once students are admitted to the program, they are assigned a nursing faculty advisor who can help plan an individual’s academic program.

**Part-time Enrollment**

Part-time enrollment is possible, but requires careful planning with a faculty advisor.

**Communication**

It is the policy of BSU that administrative electronic mail communications between the University and University students shall be done using [University-assigned electronic mail](http://www.bemidjistate.edu/)
addresses. It shall be the responsibility of each student to monitor the University-assigned electronic mail account for communications from the University. You may expect a response to your communications to faculty within 48 hours during the workweek. Please do not expect faculty responses during weekends.

Revised: 5/16

**Clinicals/Practicums**

1. It is important to note that enrollment in practicum courses will require time other than the scheduled class day.
2. Students in the RN to BS Track Program must maintain an unencumbered RN license.
3. Clothing worn by students for practicum experience is to be in accordance with the respective agency policies.
4. Students are responsible for their own transportation and auto insurance affiliated with practicum experiences.
5. Practicum experiences associated with the program will not be conducted during a student’s scheduled time of employment.
6. Formal contracts are required between the BSU School of Nursing and agencies if students have a clinical assignment at that location.
7. Faculty reserve the right to make final decisions regarding clinical placement in clinical/practicum courses.
8. Students identify when assistance or further preparation is needed prior to engaging in practicum experiences, refrain from participating in nursing practicum activities for which one is not adequately prepared, and seek consultation from faculty and/or agency personnel.

Revised: 5/16
Scholarships
Refer to the Student Resources page of the Nursing Department website for more scholarship information.

Amelia Dalzotto Memorial Scholarship

**Purpose**

The Amelia Dalzotto Memorial Nursing Scholarship has been created by the donor for the purpose of promoting scholarships to students enrolled at Bemidji State University who seek to complete a baccalaureate degree in nursing. A scholarship shall be awarded annually, to be payable in equal shares each term of the academic year, to a student who meets the eligibility criteria and selection guidelines.

**Eligibility Considerations**

1. GPA.
2. Formal admission to the BSU Nursing Program.
4. Intention to complete a baccalaureate degree with a major in nursing.
5. Financial need.
6. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.
7. Will be enrolled in up-coming academic year for an average of 5 credits (not limited to nursing credits) per semester (10 for the academic year), as the scholarship is for the **NEXT academic year**.

**Process**

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on **February 15** of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Reviewed: 92, 93, 94, 99, 13, 14
Revised: 8/99, 2/02, 5/16
File: Students; Dept. Awards
Bertha Evenson Memorial Scholarship

Purpose

The Bertha Evenson Memorial Nursing Fund has been created for the purpose of providing financial assistance for nursing students at Bemidji State University interested in continuing or establishing their career in a population found in a rural hospital, nursing home, home health care, or hospice care facility. Tuition scholarships are to be awarded annually to students who meet the eligibility criteria and selection guidelines.

Eligibility Considerations

1. Applicant is interested in continuing or establishing their career in a rural hospital, nursing home, home health care or hospice care facility.
2. Formally admitted to the BSU Nursing Program.
3. Intention to complete a baccalaureate degree with a major in nursing.
5. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.
6. Will be enrolled in up-coming academic year for an average of 5 credits (not limited to nursing credits) per semester (10 for the academic year), as the scholarship is for the NEXT academic year.

Process

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on February 15 of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Review

1. Family reserves the right to review the scholarship guidelines every 5 years.
Harold T. Peters Scholarship

Purpose

The Harold T. Peters Scholarship has been created for the purpose of providing financial assistance for nursing students at Bemidji State University. Tuition scholarships are to be awarded annually to students who meet the eligibility criteria and selection guidelines.

Eligibility Considerations

1. GPA of at least 3.0.
2. Formal admission to the BSU Nursing Program.
4. Intention to complete a baccalaureate degree with a major in nursing.
5. Financial need.
6. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.
7. Will be enrolled in up-coming academic year for an average of 5 credits (not limited to nursing credits) per semester (10 for the academic year), as the scholarship is for the NEXT academic year.

Process

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on February 15 of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Est: 11/91
Revised: 2/02, 5/16
Reviewed: 4/13, 14
File: Students; Dept. Awards
Jeanette Moe-Pearce Memorial Scholarship

Purpose

The annual earnings generated from the Fund shall provide annual “Jeanette Moe-Pearce Memorial Scholarships” awarded to students attending Bemidji State University and majoring in nursing. The scholarships could be awarded in successive years to the same students if they remain in good standing and are progressing toward graduation.

Eligibility Considerations

1. GPA minimum of 2.5
2. Formal admission to the BSU Nursing Program.
4. Intention to complete a baccalaureate degree with a major in nursing.
5. Financial need.
6. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.
7. Will be enrolled in up-coming academic year for an average of 5 credits (not limited to nursing credits) per semester (10 for the academic year), as the scholarship is for the NEXT academic year.

Process

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on February 15 of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Initiated: 1/06     Reviewed: 4/13, 14
Revised: 5/16
The Joelyn Scriba Scholarship Endowment Fund

Purpose

The Joelyn Scriba Scholarship Endowment Fund has been created by the donor for the purpose of promoting Bemidji State University by providing scholarships to students seeking to complete a baccalaureate degree in nursing.

Eligibility Considerations

1. GPA.
2. Formal admission to the BSU Nursing Program.
4. Intention to complete a baccalaureate degree with a major in nursing.
5. Financial need.
6. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.
7. Will be enrolled in up-coming academic year for an average of 5 credits (not limited to nursing credits) per semester (10 for the academic year), as the scholarship is for the NEXT academic year.

Process

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on February 15 of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Est: 5/02 by 2002 nursing seniors
Revised: 2/02, 5/16
File: Students; Dept. Awards
Reviewed: 4/13, 14
Loris Westrom Scholarship

Purpose

The annual earnings generated from the Fund shall provide an annual Loris Westrom Nursing Scholarship, awarded to students attending Bemidji State University who are pursuing a BS in Nursing.

Eligibility Considerations

1. A GPA of 3.5 or higher
2. Formal admission to the BSU Nursing Program.
4. Intention to complete a baccalaureate degree with a major in nursing.
5. Two scholarships awarded annually (as funds are available)
   - one to a Junior Nursing student
   - one to a Senior Nursing student.

Process

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on **February 15** of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Initiated: 5/6/2008    Reviewed: 4/13, 14
Revised: 5/16
**Marjory C. Beck Nursing Scholarship**

**Purpose**

The annual earnings generated from the Fund shall provide annual **Marjory C. Beck Nursing Scholarships** awarded to students attending Bemidji State University who are majoring in nursing.

**Eligibility Considerations**

1. GPA
2. Formal admission to the BSU Nursing Program.
4. Intention to complete a baccalaureate degree with a major in nursing.
5. Financial need.
6. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.
7. Will be enrolled in up-coming academic year for an average of 5 credits (not limited to nursing credits) per semester (10 for the academic year), as the scholarship is for the **NEXT academic year**.

**Process**

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on **February 15** of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Initiated: 1/06    Reviewed: 4/13, 14
Revised: 5/16
The Nursing Scholarship Endowment Fund

Purpose

The Nursing Scholarship Endowment Fund has been created by the donor for the purpose of providing scholarships to registered nurses enrolled at Bemidji State University seeking to complete a baccalaureate degree in nursing. A scholarship shall be awarded annually, to be payable in equal shares each term of the academic year, to a student who meets the eligibility criteria and selection guidelines.

Eligibility Considerations

1. GPA.
2. Formal admission to the BSU Nursing Program.
4. Intention to complete a baccalaureate degree with a major in nursing.
5. Financial need.
6. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.
7. Will be enrolled in up-coming academic year for an average of 5 credits (not limited to nursing credits) per semester (10 for the academic year), as the scholarship is for the NEXT academic year.

Process

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on February 15 of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Reviewed: 92, 93, 94, 13, 14
Revised: 2/02, 5/16
File: Students; Dept. Awards
Ron Batchelder Scholarship

Purpose

The Ron Batchelder Scholarship Endowment has been created by the donor for the purpose of promoting scholarships to nursing, economics, and business students enrolled at BSU, with a preference for junior and senior students pursuing a bachelor’s degree. A scholarship will be awarded annually, to be payable in equal shares each term of the academic year, to a student who meets the eligibility criteria and selection guidelines.

Eligibility Considerations

1. GPA of at least 3.0.
2. Formal admission to the BSU Nursing Program.
4. Intention to complete a baccalaureate degree with a major in nursing.
5. Financial need.
6. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.

Process

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on **February 15** of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Initiated: 6/14
Revised: 5/16
St. Joseph’s Area Health Services Nursing Scholarship

Purpose

The St. Joseph’s Area Health Services Nursing Scholarship has been created to provide an endowment fund, the income of which shall be used to promote Bemidji State University (BSU) by providing a scholarship for Nursing students. A scholarship will be awarded annually, to be payable in equal shares each term of the academic year, to a student who meets the eligibility criteria and selection guidelines.

Eligibility Considerations

1. Nursing student who is from within 50 miles of Park Rapids, MN.
2. Formal admission to the BSU 4-Year Track Nursing Program.
5. Academic ability at a level that will positively reflect upon the nursing profession and the BSU Nursing Program.

Process

1. Students must apply to the Nursing Department’s Student Admissions, Progression and Concerns Committee, which will make the decision on the scholarship award.
2. Submit a BSU Nursing Department Scholarship Application to the SAPC Committee addressing all of the eligibility considerations above.
3. Scholarship applications are due on February 15 of each year, and the scholarship shall be awarded for the following academic year.
4. The Committee may determine not to award any scholarship should applicants not meet required standard.

Initiated: 6/14
Revised: 5/16
Evaluation and Assessment
# Baccalaureate Essentials Assignment Table: 4-Year Track

<table>
<thead>
<tr>
<th>Essential</th>
<th>Course to demonstrate 4 year track</th>
<th>Assignment descriptions 4 year track</th>
<th>Standard (expected outcome)</th>
</tr>
</thead>
</table>
| Essential I **Liberal Education for Baccalaureate Generalist Nursing Practice**  
* A solid base in liberal education provides the cornerstone for the practice and education of nurses. | 3000 Elements of Scholarly Practice | **WebQuest essay assignment**  
1. Evaluate information on the Internet; evaluate a website for quality, accessibility, currency, and relevancy.  
2. Demonstrate scholarly writing skills through the completion of an essay that addresses the WebQuest activity and findings. | 80% of the students will pass the assignment with a score of 70% or above. |
| Essential II **Basic Organizational and Systems Leadership for Quality Care and Patient Safety**  
* Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care. | 4200 Nursing Leadership and Management | **Leadership assignment** - Leadership assignment (completion of STTI modules, S2017; new assignment to be determined for use beginning S 2018) | 80% of the students will pass the assignment with a score of 70% or above. |
| Essential III **Scholarship for Evidence Based Practice**  
* Professional nursing practice is grounded in the translation of current evidence into one’s practice. | 4100 Nursing Research | **Evidence-based project**  
Using the steps described in the course material, students will develop an evidence-based project based on a Nurse Sensitive Indicator from a place of employment or a clinical site. | 80% of the students will pass the assignment with a score of 70% or above. |
| Essential IV **Information Management and Application of Patient Care Technology**  
* Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care. | 3003 Practicum: Adult/Gerian | **Practicum mid-semester and final evaluations**  
Practicum evaluation tools include reference to the effective use of clinical information technology and patient care technology. Objective 2, sections 2 & 3 | 80% of the students will achieve a score of 3.5 or above on the objective. |
| Essential V **Health Care Policy, Finance, and Regulatory Environments**  
* Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are | 4200 Nursing Leadership & Management | **A new assignment or Sharing your voice assignment**  
The purpose of the assignment is to provide an opportunity for you to actually share your voice. The assignment has multiple options:  
1. Present at the Student Scholarship and Creative Achievement Conference.  
2. Write an op-ed piece or a letter to the editor regarding the profession of nursing or some nursing issue. | 80% of the students will pass the assignment with a score of 70% or above. |
<table>
<thead>
<tr>
<th>Essential</th>
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<th>Assignment descriptions 4 year track</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>important considerations in professional nursing practice.</strong></td>
<td></td>
<td>3. Appear on a radio or TV show regarding the profession of nursing or some nursing issue. 4. Present at a school (elementary, junior or senior high school) about the profession of nursing. 5. Present at a community college to ADN students about going on for a baccalaureate degree in nursing. 6. Other ideas?</td>
<td></td>
</tr>
</tbody>
</table>

**Essential VI**  
**Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**  
*Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.*

<table>
<thead>
<tr>
<th>Specialty rotation journal</th>
<th>Practicum: The Family</th>
<th>3203</th>
<th>80% of the students will pass the assignment with a score of 70% or above.</th>
</tr>
</thead>
</table>
| **Your reflective journaling must include the clinical rotation you were assigned to and address the following topics regarding the professional nurse’s role and interprofessional communication and collaboration in that setting. The clinical reflections must be no less than 100 words each. Give examples of what you observed when possible. Do not include client, nurse, or physician identifying information.** | **1) As you observed the professional/registered nurse’s role in this setting, what struck you as evidence of a professional level of nursing practice?**  
**2) Describe your observations regarding the use of evidence-based practice.**  
**3) Give some examples of dependent and independent nursing interventions you saw carried out in the department and/or how teamwork came into play. Describe how each health team member communicated and collaborated together.**  
**4) Describe a clinical situation in this setting that posed a communication challenge. This can be between client/nurse, nurse/nurse, nurse/physician, nurse/nurse anesthetist/, physician/phlebotomist, etc. What was difficult? How was it handled? What were some effective communication techniques that were used or could have been used?**  
**5) As a student nurse, how did you contribute to your patients’ safety and high quality care within the health care team?**  
**6) Compare/contrast the roles and perspectives of the nursing profession with other care professionals on the healthcare team in the unit/department (i.e., scope of discipline, education and licensure requirements).** | |
<table>
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<tr>
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</table>
| Essential VII (1) Clinical Prevention and Population Health  
*Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.* | 4003 Practicum: Rural Communities/Populations  
| *Community Health assessment paper*  
Students complete a community-focused assessment, analysis, diagnosis, implementation and evaluation using the nursing process. | 80% of the students will pass the assignment with a score of 70% or above. |
| Essential VII (2) Clinical Prevention and Population Health | 4110 Community Health Nursing  
| *Issue/role presentation*  
Purpose: To conduct a review of the literature on a specific topic/issue related to community health nursing practice. Students will be able to appreciate the multiplicity of factors influencing community health nursing practice. Students will provide a presentation of a specific issue that will encourage group participation and allow students to learn from each other about the many concerns affecting community health nursing.  
**Emergency Preparedness Modules & PHN Role in Disaster Response Online Discussion topic**  
PURPOSE: Community health nurses may be involved with emergencies or disasters in the communities they live and work in. Being prepared is essential to responding in an effective manner. Students complete the questions from the modules using knowledge gained from the modules and reflection of concepts. | 80% of the students will pass each assignment with a score of 70% or above. |
| Essential VIII Professionalism and Professional Values  
*Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.* | 4201 Role Integration Practicum  
| *Journal assignment - TBD*  
| | 80% of the students will pass the assignment with a score of 70% or above. |
| Essential IX (1) Baccalaureate Generalist Nursing Practice  
*The baccalaureate-graduate nurse is prepared to practice* | 3003 Practicum: Adult/Gerian  
| *Complex case assignment*  
This assignment involves planning and caring for a patient in the clinical setting with the submission of written work reflecting the full nursing process. In addition, one intervention is | 80% of the students will pass the assignments with |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</td>
<td>supported with evidence from the literature and analysis of one article.</td>
<td>Practicum mid-semester and final evaluations</td>
<td>a score of 70% or above.</td>
</tr>
<tr>
<td>The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.</td>
<td>Practicum mid-semester and final evaluations</td>
<td>The clinical evaluation tool used to evaluate students reflects many of the attributes of baccalaureate generalist practice as described by this essential. Students must achieve a score of 3.5 or above on the critical behaviors identified with an asterisk. Students must achieve a score of at least 70% on the final clinical evaluation.</td>
<td>80% of students will achieve a score of 3.5 on all critical behaviors AND 80% of students will achieve a score of 70% or above on the final clinical evaluation.</td>
</tr>
<tr>
<td>Essential IX (2) Baccalaureate Generalist Nursing Practice</td>
<td>3203 Practicum: The Family</td>
<td>Family assignment</td>
<td>80% of the students will pass the assignment with a score of 70% or above.</td>
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<td>Develop a specific health-promotion and teaching plan based on a family assessment, nursing diagnosis, and contributing risks or etiological factors.</td>
<td>80% of students will achieve a score of 70% or above of total clinical evaluation points.</td>
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<td>Practicum mid-semester and final evaluations</td>
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<td>The tool used to evaluate students reflects many of the attributes of baccalaureate generalist practice as described by this essential.</td>
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<td>Essential IX (3) Baccalaureate Generalist Nursing Practice</td>
<td>4003 Community Health Nursing</td>
<td>Community Health assessment paper</td>
<td>80% of the students will pass the assignment with a score of 70% or above.</td>
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<td>Students complete a community-focused assessment, analysis, diagnosis, implementation and evaluation using the nursing process.</td>
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<td>Essential I</td>
<td>Essential II</td>
<td>Essential III</td>
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| **Liberal Education for Baccalaureate Generalist Nursing Practice**  
*A solid base in liberal education provides the cornerstone for the practice and education of nurses.* | **Basic Organizational and Systems Leadership for Quality Care and Patient Safety**  
*Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.* | **Scholarship for Evidence Based Practice**  
*Professional nursing practice is grounded in the translation of current evidence into one’s practice.* |
| Essential I Assignment descriptions RN-BS | Essential II Assignment descriptions | Essential III Assignment descriptions |
| **Reflective journal**  
*Assignment objectives:*  
1. Synthesize previous liberal arts knowledge and methods into nursing knowledge and practice.  
2. Demonstrate creativity and writing ability through reflective journaling.  
The student will complete one-paragraph to one-page journal entry or reflection on the learning concepts of each week. This reflection should integrate previous general knowledge into nursing knowledge. | **STTI management certificate** requirements achieved | **Evidence-based project**  
*Upon completion of this project students will be able to:*  
1. Distinguish research utilization and evidence-based practice and analyze their current status within nursing.  
2. Understand and utilize strategies for undertaking the EBP project.  
3. Summarize their EBP project through an extensive nursing professional poster.  
4. Organize and synthesize the best current evidence identifying gaps, commonalities, and variations.  
5. Recommend continuation of current practice or a change in practice based on the evidence.  
6. Design a plan changing or reinforcing the recommended practice, including an evaluation component.  
7. Work effectively as a contributing team member to the project group | | |
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<tr>
<th>Essential</th>
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<th>Assignment descriptions RN-BS</th>
<th>Standard (expected outcome)</th>
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<tr>
<td>Essential IV Information Management and Application of Patient Care Technology Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.</td>
<td>3240 Information Management and Collaborative Communication</td>
<td><strong>Consumer website evaluation</strong> The purpose of this assignment is to analyze and evaluate health-related website for credibility, usability and accuracy for your [nursing] practice with patients who are consumers in the information age. It is critical that nurses are able to guide patients (consumers) in their use of the internet when they are seeking health-related information.</td>
<td>80% of the students will pass this assignment with a score of 70% or above.</td>
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| Essential V Health Care Policy, Finance, and Regulatory Environments Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice. | 3300 Health Care Policy, Finance, and Regulatory Environments | **Build Your Own Facility project** Building your own health care facility allows the student to integrate all of the elements of health care policy: organization, business principles, regulatory systems, finance, and regulatory.  
  Part 1: Planning  
  Part 2: Human Resources  
  Part 3: Final plan  
Assessment Learning Objectives: By developing an individual health care facility the student will:  
1. Demonstrate basic knowledge of health care policy, finance, and regulatory environments, including local, state, national, and global healthcare trends.  
2. Understand how health care is organized and financed.  
3. Develop/describe how state and national statutes, rules, and regulations impact nursing and other healthcare workers.  
4. Develop a business plan that demonstrated the implications of healthcare policy on issues of access, equity affordability, and social justice in healthcare delivery.  
5. Identify the indicators of quality of nursing care in the healthcare setting. | 80% of the students will pass the assignment with a score of 70% or above. |
<p>| Essential VI Interprofessional Communication and Collaboration for Improving Patient Health Outcomes Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care. | 3240 Information Management and Collaborative Communication | <strong>Interprofessional team paper</strong> Student will provide an analysis of an assessment of the group dynamics of an interprofessional or intra-professional group. After attending a professional meeting of healthcare professionals, student will compare and contrast various professional and/or discipline perspectives of the work of the team. Student will apply communication models and concepts along with teamwork elements. Students will reflect on the impact of the analysis on student’s nursing practice. | 80% of the students will pass the assignment with a score of 70% or above. |</p>
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<td>Essential VII (1)  &lt;br&gt;<strong>Clinical Prevention and Population Health</strong>  &lt;br&gt;<em>Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.</em></td>
<td>4116 Community Health Nursing</td>
<td><strong>Emergency Preparedness Modules</strong>  &lt;br&gt;<strong>Purpose:</strong> Community health nurses may be involved with emergencies or disasters in the communities they live and work in. Being “prepared” for emergencies and disasters is essential to responding in an effective manner. Students review the web-based modules and complete the questions from the modules using knowledge gained from the modules and reflection of concepts.</td>
<td>80% of the students will pass this assignment with a score of 70% or above.</td>
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<td>Essential VII (2)  &lt;br&gt;<strong>Clinical Prevention and Population Health</strong></td>
<td>4120 Nursing Practicum: Community</td>
<td><strong>Community Assessment and Intervention Project</strong>  &lt;br&gt;<strong>Purpose:</strong> The CAP/CIP will provide an opportunity to assess a community and its population(s) to gain information to be able to identify real or potential problems for the population. The student will conduct community visits to develop a community assessment, identify issues/problems, determine levels of prevention, specify interventions and evaluate a selected intervention based on the Public Health Intervention Wheel model.</td>
<td>80% of the students will pass the assignment with a score of 70% or above.</td>
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<td>Essential VIII  &lt;br&gt;<strong>Professionalism and Professional Values</strong>  &lt;br&gt;<em>Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.</em></td>
<td>3100 Concepts</td>
<td><strong>Essential assignment</strong>  &lt;br&gt;The purpose of this assignment is to engage in reflective thought regarding your concept of yourself as a baccalaureate prepared professional nurse. In this assignment, you will evaluate and interpret your abilities regarding dimensions of professional practice based on the <em>AACN Essentials of Baccalaureate Nursing for Professional Practice</em> (2008). This self-reflection and evaluation will assist you in articulating to yourself and others (sharing your voice) what it is to be a baccalaureate prepared professional nurse.</td>
<td>80% of the students will pass the assignment with a score of 70% or above.</td>
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<td>Essential IX  &lt;br&gt;<strong>Baccalaureate Generalist Nursing Practice</strong>  &lt;br&gt;<em>The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families,</em></td>
<td>4120 Nursing practicum: community</td>
<td><strong>Community Assessment and Intervention Project in NRSG 4120</strong>  &lt;br&gt;<strong>Purpose:</strong> The CAP/CIP will provide an opportunity to assess a community and its population(s) to gain information to be able to identify real or potential problems for the population. The student will conduct community visits to develop a community assessment, identify issues/problems, determine levels of prevention,</td>
<td>80% of the students will pass each assignment with a score of 70% or above.</td>
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<td>groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</td>
<td>specify interventions and evaluate a selected intervention based on the Public Health Intervention Wheel model.</td>
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<td>Essential IX (2) Baccalaureate Generalist Nursing Practice</td>
<td>Evidence-based project in NRSG 4240</td>
<td>80% of the students will pass the assignment with a score of 70% or above.</td>
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<td>The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.</td>
<td>Upon completion of this project students will be able to: 1. Distinguish research utilization and evidence based practice and analyze their current status within nursing. 2. Understand and utilize strategies for undertaking the EBP project. 3. Summarize their EBP project through an extensive nursing professional poster. 4. Organize and synthesize the best current evidence identifying gaps, commonalities, and variations. 5. Recommend continuation of current practice or a change in practice based on the evidence. 6. Design a plan changing or reinforcing the recommended practice, including an evaluation component. 7. Work effectively as a contributing team member to the project group.</td>
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<td>Essential IX (3) Baccalaureate Generalist Nursing Practice</td>
<td>Family Assessment Paper</td>
<td>80% of the students will pass the assignment with a score of 70% or above.</td>
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<td>The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.</td>
<td>Purpose: Student will apply the nursing process by completing a comprehensive family assessment in the context of the family living in a community, identify family response to health and illness concerns, plan appropriate nursing interventions and identify desired outcomes of care. Student will learn and apply a family assessment model with a self-selected family. This written paper is partially based on your interviews and visits with a family with whom you are acquainted and from course concepts and resources.</td>
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