WELCOME

The faculty of Minnesota State University, Mankato, School of Nursing welcomes you to the Baccalaureate (BS) Completion program. The student handbook contains essential information that you must read. The handbook will aid in your communication, understanding, and success here at the School of Nursing.

We, in the School of Nursing, highly value learning fostered through faculty-student relationships. Faculty members are expert learners. Students bring many perspectives to the learning process. Through the sharing of knowledge and perspectives, the best outcomes for clients can be achieved.

In addition to faculty as your learning resources, the Coordinator of the BS Completion program, Nursing Advisor, and the School of Nursing Chair are also available to assist you. The student is expected to utilize his/her advisor as a resource person by maintaining contact throughout progression in the nursing curriculum.

A file is maintained on each student in the School of Nursing. The file contains health records, evidence of liability insurance, background studies, clinical evaluation tools, advising report, transcripts, and other pertinent data, only essential information is kept for seven years after graduation.

The student handbook is regularly evaluated and is expected to provide guidance for the duration of your progression through the nursing curriculum. Students will be notified in course syllabi and online of any changes in the student policies. Please address any concerns or questions to the BS Completion program Coordinator, School of Nursing, 360 Wissink Hall, Minnesota State University, Mankato, Mankato, MN 56001. The telephone number is (507) 389-6022. Fax (507) 389-6516.
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Vision and Mission for the School of Nursing

Vision

The School of Nursing is an intellectual community that strives for innovation and excellence within education, scholarship, and practice in family and societal nursing.

Mission

The mission of the School of Nursing is to influence health care for the individual, family, and society through the advancement of nursing science, the promotion of clinical scholarship, and innovative education of practitioners and clinical leaders.

Statements of Values

As a School of Nursing we value the individual, the family, and society, innovation and excellence, empowerment and social justice, and the discipline of nursing.

Family and Society

• Facilitate health and healing of individuals, families, and society by integrating evidence, clinical reasoning, interprofessional perspectives, and client value preferences in providing nursing care.
• Provide quality and compassionate health care to individuals, families, and society within a dynamic environment.
• Focus on development, validation, and dissemination of nursing practice models that attend to the unique nature of individuals, families, and society.
• Support the scholarship of nursing practice with emphasis on advancing family and societal health and healing.
• Provide leadership in the development of educational models and policies to improve family and societal nursing within a global health context.
• Support individual, family, and societal health as the central purpose for the nursing discipline.

Innovation and Excellence

• Recognize and embrace the importance of change, creativity, courage, flexibility, inquisitiveness, and perseverance in our journey toward excellence.
• Support the work of the Glen Taylor Nursing Institute for Family and Society and the International Family Nursing Association (IFNA)
• Value the use of simulation, technologies, information, and communication systems in supporting safe quality nursing practice.
• Create a culture of safety and promote quality initiatives by anticipating and responding to changing issues and trends influencing policies and practices in health care.
• Promote experiential learning through a variety of pedagogical approaches.

Empowerment and Social Justice

• Exemplify personal and professional accountability by modeling nursing values and standards.
• Respect variations and complexity of care across the continuum of health care environments and allocation of resources in caring for all.
• Demonstrate tolerance for uncertainty within the world and its effect on health care.
• Enhance the quality of health for all people.
• Integrate knowledge of health care, policy, finance, and regulatory environments to enhance political awareness, fiscal responsibility, and advocacy for social justice.
• Strive for ethical decision-making in the application of social justice.
The Discipline of Nursing

• Provide a scientific basis for nursing actions that guides practice to support family and societal health.
• Advance the discipline by developing and disseminating knowledge that enhances nursing scholarship and the quality of health for all people.
• Use philosophical foundations to reflect values and beliefs that support family and societal health.
• Incorporate the pattern of knowing to promote individual, family, and societal health.
• Utilize evidence based practice to promote individual, family, and societal health.
• Disseminate paradigms and products of inquiry that promote family and societal health.

USCC 4/10/2010 (2/2/12)

Curriculum Outcomes

The graduate of the Minnesota State University, Mankato Baccalaureate Program in Nursing is able to:

1. Synthesize knowledge to provide competent evidenced based care and facilitate the health of individuals, families, and society.
2. Utilize knowledge of complex systems as the basis for leadership that creates a culture of safety and promotes quality initiatives within the context of inter-professional care.
3. Integrate evidence, clinical reasoning, inter-professional perspectives, and health care preferences in planning, implementing, and evaluating outcomes.
4. Demonstrate skills in using health care technologies, information systems, and communication strategies that result in safe quality care outcomes.
5. Demonstrate knowledge of health care, political awareness, fiscal responsibility, professional regulations, and advocacy for social justice.
6. Display effective intra and inter-professional communication and collaboration techniques to produce positive professional working relationships.
7. Validate the nurse's responsibility in population health and community oriented nursing.
8. Exemplify personal and professional accountability by modeling nursing values and standards.
10. Promote, maintain, sustain, and regain the health of individuals, families, and society.
Nursing is a discipline, a profession, and a service. The discipline of nursing is a distinct body of knowledge, developed through a variety of methods of scholarly inquiry. The nurse integrates scientific and philosophic knowledge with aesthetic and personal knowing to form the basis of practice. The knowledge on which the service is based includes nursing knowledge and knowledge from the natural and social sciences, and from the arts and humanities. As a profession, nursing is a self-regulating organization of persons who provide a unique service in accordance with a code of ethics. The essence of this service is an interpersonal process aimed at facilitating the health of persons, families and groups. Provision of this service fulfills a contract between society and the profession.

Health is viewed as a dynamic state and a process. As a state, health is considered to be a condition of dynamic equilibrium which is perceived as well-being and manifested as balance among life processes. Health is also viewed as a developmental process of defining and creating well-being throughout the life span. Because persons may hold conflicting views of health, the focus of the nurse service is the health experience as defined by the client.

In order to facilitate health, nurses must understand the nature of persons, families and groups and their relationships with their environments. A person is a unique whole whose characteristics are more than the sum of the parts. The same is true of families and groups. These human entities have intrinsic value and are worthy of respect. Consequently, the values and beliefs of persons, families and groups must be understood and honored, regardless of the nurse’s own values and beliefs if the goal of facilitating health is to be achieved. Environment is a relative term, referring to all realms of human experience that are not a manifestation of the person, family or group. Thus, nurses must understand the nature of various environments, which include physiological, emotional, interpersonal, spiritual, social, economic, political, cultural, and geophysical relationships in which the person, family, or group is situated.

The nursing student is an intelligent, articulate, autonomous, ethical person. He or she is able to assess situations, make decisions, develop strategies, and implement change. The student advocates for self and others and is a proponent of social justice. The student is also able to propose learning goals and to evaluate and modify behavior.

In order to educate students to practice professional nursing at the entry and the advanced levels, learning situations must be structured to promote the development of empirical, philosophical, aesthetic, and personal ways of knowing. Specifically, critical thinking skills, communication skills, reflective skills and psychomotor skills must be taught and integrated.

The faculty recognizes that students differ in abilities, learning styles, educational and cultural backgrounds, and goals. Therefore, a variety of learning activities that require inquiry, analysis, synthesis and evaluation are provided. Learning is optimal when teachers and students develop a dynamic professional relationship and when they engage in critical reflection. As a result of this learner-focused approach to education, the student develops cognitive, affective and psychomotor skills that can be used in diverse life situations.

Approved by NFO 1/14/05
Revised 2/08
ANA STANDARDS FOR PROFESSIONAL NURSING

I. Standards of Clinical Nursing Practice (2010)
Standards of Practice
Standard 1. Assessment
Standard 2. Diagnosis
Standard 3. Outcomes Identification
Standard 4. Planning
Standard 5. Implementation
  Standard 5A. Coordination of Care
  Standard 5B. Health Teaching and Health Promotion
  Standard 5C. Consultation
  Standard 5D. Prescriptive Authority and Treatment
Standard 6. Evaluation
Standards of Professional Performance
Standard 7. Ethics
Standard 8. Education
Standard 9. Evidence-Based Practice and Research
Standard 10. Quality of Practice
Standard 11. Communication
Standard 12. Leadership
Standard 13. Collaboration
Standard 14. Professional Practice Evaluation
Standard 15. Resource Utilization
Standard 16. Environmental Health

II. Essentials of Baccalaureate Education for Professional Nursing Practice (2008)

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.

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.

Essential III: Scholarship for Evidence Based Practice
  • Professional nursing practice is grounded in the translation of current evidence into one’s practice.

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.

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.

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.

Essential VII: 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.

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.

Essential IX: 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.
III. Code for Nurses with Interpretive Statements (2001)
Respect for human dignity regardless of status
Primary commitment to patient
Protection of patient health, safety and rights to privacy and confidentiality
Safeguarding of public from unethical or illegal practice
Responsibility and accountability
Personal and professional growth
Individual competence and qualifications
Ongoing development of nursing’s body of knowledge
Implementation and improvement of standards of nursing
High quality nursing care
Maintenance of the integrity of the nursing profession
Promotion of community and national efforts
Required Nursing Courses for RN Baccalaureate Completion Students

Theory course credit: contact hour ratio is 1:1.
Seminar, lab, and clinical course credit: contact hour ratio is 1:2.

Prerequisites to the Major

Transfer Credits: In accordance with the statewide MN Articulation Agreement, 30 semester nursing credits and 30 semester non-nursing credits are transferred for RNs.

College level statistics course

This 30 credit program is designed for licensed registered nurses with an associate degree. The RN Baccalaureate Completion student must complete 7 course courses which total 30 semester credits. They are:

Major Common Core (all are required)
NURS 320 Critical Inquiry and Evidence-based Practice for RNs (4)
NURS 362 Family and Societal Nursing for RNs (4)
NURS 382 Provider of Care for RNs (4)
NURS 402 Psychosocial and Interprofessional Communication for RNs (4)
NURS 412 Leadership and Management Principles for RNs (4)
NURS 420 Informatics, Quality, and Safety in Nursing Practice for RNs (4)
NURS 482 Provider of Care II for RNs (6)

Please see the undergraduate academic bulletin at the following website for specific course descriptions:
http://www.mnsu.edu/supersite/academics/bulletins/

****If you were admitted to the program prior to fall 2012, please see the undergraduate academic bulletin at the following webpage for the year you were admitted:
http://www.mnsu.edu/supersite/academics/bulletins/

Before beginning the program, students must turn in the following documents, which may be found at http://ahn.mnsu.edu/nursing/undergraduate/students/forms.html:

• Plagiarism Detection
• Permission Form
• Nursing Student Confidentiality Agreement
• Code of Conduct Pledge
Pass for Clinical

The School or Nursing will be keeping track of required health, immunization and policies that require a student signature. All forms are to be turned in to the Administrative Assistant for the Undergraduate Program in Wissink Hall 360, Mankato, MN 56001. You are required to submit copies of the following forms:

- **Background Check Verification** - see instructions in appendix or online at http://ahn.mnsu.edu/nursing/undergraduate/students/forms.html
- **CPR Certification**
- **Student Health Record Form** - see form in appendix or online at http://ahn.mnsu.edu/nursing/undergraduate/students/forms.html
- **Hepatitis B Vaccine Completion or Declination** - see form in appendix or online at http://ahn.mnsu.edu/nursing/undergraduate/students/forms.html
- **Updated immunizations and tuberculin test** - see Student Health Record Form
- **Medical/Hospitalization Insurance Coverage** - see form in appendix or online at http://ahn.mnsu.edu/nursing/undergraduate/students/forms.html
- **Medical Liability Coverage** - Mail $7 to Cashier’s Office, 128 Wigley Administration Center, Mankato, MN 56001 (Be sure to include your name, mailing address and tech ID number). A certificate of insurance will be mailed to you and you will submit a copy to the address above.

Additionally, you will need a **Name Tag** for clinical:
Mail $7 to purchase a clinical name tag through MavCard Office, 117 Centennial Student Union, Mankato, MN 56001
*Be sure to include your name, mailing address and tech ID number*
MINNESOTA STATE UNIVERSITY, MANKATO
SCHOOL OF NURSING POLICIES FOR STUDENTS

In addition to the student policies which are outlined in the Minnesota State University, Mankato Bulletin, the following policies are in effect for nursing students. These policies are in reference to:

A. Academic Integrity
B. Affirmative Action
C. Nondiscrimination
D. Access for Individuals with Disabilities
E. Grades, Progression, and Retention
F. Class Attendance
G. Clinical Experiences
H. Dress Code and Professional Conduct
I. Health
J. Communication
K. Counseling
L. Mavjobs.com
M. Employment

A. Statement on Academic Integrity

In order for an academic community to teach and support appropriate education values, an environment of trust, cooperation and personal responsibility must be maintained. As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

Plagiarism – Submission of an academic assignment as one’s own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This does not apply only to direct quotes, but also to critical ideas that are paraphrased by the student. Plagiarism includes but is not limited to:

- Submitting the work of others as your own
- Submitting others’ work as your own with only minor changes
- Submitting others’ work as your own without adequate footnotes, quotations, and other reference forms
- Multiple submission of the same work, written or oral, for more than one course without both instructor’s permission, or making minor revisions on work which has received credit and submitting again as new work.

Cheating – Use of Unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc.

Collusion – Assistance to another student or among students in committing the act of cheating or plagiarism.

Source: Office of Academic Affairs, Minnesota State University, Mankato
For further information regarding Student Responsibilities of academic integrity as well as Jurisdiction of Violations, see the Student Conduct System at www.mnsu.edu/conduct/studentresources.html

Any incident of plagiarism, cheating or collusion in the School of Nursing will be grounds for failure of the assignment or the course and may result in further disciplinary action.
B. **Affirmative Action**

Minnesota State Colleges and Universities is committed to and supports aggressive affirmative action. Please contact the Affirmative Action Office, phone 389-2986, with concerns or questions.

C. **Nondiscrimination**

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in educational opportunity. No person shall be discriminated against in the terms of educational opportunity 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. Please contact the Affirmative Action Office, phone 389-2986, with concerns or questions.

D. **Access for Individuals with Disabilities**

The University will provide access to programs, services and activities to qualified individuals with known disabilities as required by law. The university shall make reasonable accommodations to ensure access to programs, services and activities as required by law. Please contact the Disabilities Services Office, phone 389-2985, with concerns or questions.

The School of Nursing has included the following statement in every syllabus:

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see the instructors as early in the semester as possible to discuss the necessary accommodations, and/or contact the Disability Services Office at (507) 389-1819 (V) or 1-800-627-3529 (MRS/TTY).

E. **Grades, Progression, and Retention**

The student has rights which must be protected. These rights include, but are not limited to: fair evaluations, advisement and counseling, and assistance in identifying and meeting learning goals.

1. **Goal-Directed Behaviors**

   With reference to learning and professional activities, the student is expected to demonstrate and maintain goal directed behavior by:

   a. Identifying verbally, or in writing, personal learning objectives and needs which are within the framework of course outcomes.

   b. Taking personal responsibility for his/her own actions relative to behaviors which facilitate, impede, or interfere with the achievement of learning objectives.

   c. Demonstrate efforts to understanding one’s own behavior as this relates to the achievement of learning objectives.

   d. Demonstrating collaborative behavior regarding teaching-learning activities that have been designed to achieve course outcomes by taking the responsibility for:

      i. Utilizing faculty as resource persons.

      ii. Communicating with an appropriate faculty person when it is necessary to be absent from planned learning activities (clinical practice, seminar, etc.).

      iii. Communicating with appropriate persons when difficulties with faculty-student relationships are such that progress toward learning is impaired.

      iv. Taking the personal responsibility for managing information about course requirements, announcements and assignments (dates these are due, etc.).
v. Periodically evaluating, verbally or in writing, his/her own behavior relative to progress toward learning objectives.

vi. Completing assigned written work on or before the specified date.

vii. Offering constructive criticism or alternatives to faculty when certain learning activities are perceived as in need of change.

2. Drop/Add

The School of Nursing (SON) adheres to the University policy of drop/add dates for complete session courses. Students are expected to follow the dates as printed in the class schedule.

3. Grade Requirements

a. Once provisionally or fully admitted to the SON, the student must achieve at least a “C” or a “Pass” in each required nursing course, at least a “C” in required related courses, and maintain a minimum of a “C” average in all courses.

b. A student is allowed to repeat the same nursing course only once. If a nursing course is not successfully completed after taking a second time, the student will not be allowed to continue in the nursing program.

c. After being admitted to the School of Nursing, if a student receives two No Credits, D’s, F’s, NO PASSES, the student will not be allowed to continue in the nursing program. Students who have earned two “no credit” grades cannot reapply to the nursing major.

d. In the event of extenuating circumstances, the student may petition the Admission and Progression Committee requesting permission to continue in the Nursing Program.

The procedure to follow is outlined below:

i. Make an appointment with the Nursing Advisor to discuss options.

ii. Complete the change in progression form describing the nature of the circumstances and processes in place to prevent further difficulties.

iii. Submit the signed form and supporting documents to the RN Baccalaureate Completion Program Committee Chairperson by one week prior to the RN Baccalaureate Completion Program Committee meeting. Submission of documents one week prior to the Committee meeting is important so that the RN Baccalaureate Completion Program Committee members have time to carefully review all materials prior to the meeting.

iv. The BS completion program coordinator will notify the School of Nursing Chairperson of the upcoming appeal.

v. The student has the right to present information at meetings where recommendations are made regarding his/her progress in the School of Nursing. The student time will be limited to 15 minutes. The student may be accompanied by another individual; in this case, the student must inform the RN Baccalaureate Completion Program Committee Chairperson by 4:30 PM the day before the meeting as to who will be attending. It is recommended that no more than one additional person be present at the meeting.

vi. The RN Baccalaureate Completion Program Committee will make a recommendation for progression based on a review of the:

-Change in Progression Form
-Academic record of the student,
-Factors contributing to the student’s failure(s),
-Supporting documentation if provided by the student, and
-Student advisor and faculty member statements.
vii. The RN Baccalaureate Completion Program Committee Chairperson will notify the School of Nursing Chairperson of the Committee’s recommendation.

viii. The student can expect a written response from the RN Baccalaureate Completion Program Committee within one week following the date of the Committee review.

ix. If the student is dissatisfied with the RN Baccalaureate Completion Program Committee’s recommendation, the student may appeal to the Chair of the School of Nursing.

x. When the repeated course(s) has been successfully completed, written notification by the student must be made to the BS Completion Program Coordinator, who notifies the School of Nursing Chairperson and RN Baccalaureate Completion Program Committee.

Grade Appeal Process
The student has the right to appeal decisions on academic matters. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Students have the right to ask an instructor for an explanation of any grade received. **Students are strongly encouraged to talk to their instructor before beginning the formal appeal process to attempt to resolve the matter informally.**

If there is no satisfaction, the student should follow the University policy as outlined in MSU’s “The Basic Stuff Student Handbook” under “Grade Appeal Process”. However, please note that appeals must be filed within one week (excluding breaks) of written notification by the nursing faculty of the course grade earned by the student.

Petitions should contain the nature of the problem, relevant information which supports the appeal, the remedy sought, and a statement that an attempt was made to resolve the issue at the appropriate lower levels of appeal. The student should always retain a copy of all paperwork for his/her own records.

**Grade Appeal Process Chain of Command**

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Written Petition to Instructor.

↓ If not satisfied with response
Written Petition to the School of Nursing Chairperson with a copy to the instructor.

↓ If not satisfied with response
Written Petition to the College of Allied Health & Nursing Dean with copies to the School of Nursing Chairperson and the instructor.

↓ If not satisfied with response
Written Petition to the Vice President for Academic Affairs with copies to the Dean, School of Nursing Chairperson and Instructor of the class.

↓ The decision of the Vice President for Academic Affairs is final.
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Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (CSU 218A, 389-2611).
4. **Dismissal**

   a. The student who fails to meet the stated requirements of the School of Nursing (SON) regarding grades, progression, and retention may be advised to change career goals or required to leave the program.

   b. A student may be dismissed from the nursing major for behavior or actions which threaten the health or safety of clients/patients. **This includes behaviors indicative of drug or alcohol abuse.** As stated in the **Patient’s Bill of Rights**, the client’s right to safe and quality nursing care must be protected. Students are encouraged to seek counsel from his/her advisor.

   c. A student may be required to withdraw from a clinical course at any time during the semester when her/his clinical performance is such that the student jeopardizes patient safety or requires an excessive amount of supervision which interferes with the instructor’s ability to adequately supervise other students in the clinical group. The student must then seek counsel from his/her advisor. The student may petition the RN Baccalaureate Committee following the procedure outlined in 3.c above.

   d. Evidence of plagiarism, false documentation or cheating constitutes grounds for dismissal.

**F. Class Attendance**

If a student is absent from an online course he/she is responsible for the content of the class, as well as materials and announcements which were part of that class.

**G. Clinical Experiences**

1. Minnesota State law requires that any person who provides services that involves direct contact with patients and residents at a health care facility 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 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. Students will be asked to complete the background study form before beginning their public health clinical experience. Students completing clinical outside of Minnesota may need to complete an additional background study for the state where they complete their clinical.

2. Professional Liability Insurance is required of all nursing students and is available through the Minnesota State Colleges and University System at low premium rates. This coverage meets requirements of clinical agencies. Protection is limited to those nursing activities which are performed during clinical experiences and supervised by School of Nursing faculty or precepted by faculty arrangement. The student needs to be aware that insurance does not provide protection for nursing actions which are performed as an employee in a health care agency. Students must provide written verification to the School of Nursing that liability insurance is current prior to the public health clinical experience. The policy number and expiration date must be provided. Students will not be allowed into the clinical agency until current liability insurance is verified.

3. Students must be certified in professional two-rescuer cardiopulmonary resuscitation (CPR) of adults and children before scheduled clinical experiences. Written evidence that CPR certification is current must be provided prior to each clinical course. Students will not be allowed into the clinical agency until current CPR certification is verified.
4. Item #’s 3, 4, 5 and 6 under the section on **Health** must also be met before students will be allowed into the clinical agency. Failure to provide written evidence of met health requirements will result in dismissal from the clinical.

5. All nursing students must be covered by some type of health insurance: an individual policy, a family policy, or through Medical Assistance, which assists in paying for bills for medical services and/or hospitalization. Nursing students can also purchase a student health insurance plan. Information on the Student Health Insurance Plan can be found online at [http://www.mnsu.edu/shs/clinic/insurance.html](http://www.mnsu.edu/shs/clinic/insurance.html)

6. Students are not allowed to complete a clinical rotation at a site where they are currently employed except at the discretion of the instructor.

7. The student is responsible for following the policies of the agency in which clinical experience is obtained.

8. Students in Nurs 482 are accountable for 90 hours experiential learning in a community setting.

9. Failure during a clinical course may occur for a student at any time with or without prior notification. Unsafe practice at any point in the clinical rotation constitutes grounds for failing the course.

**H. Dress Code and Professional Conduct**

BS Completion students will wear clinical agency appropriate attire and will be required to wear a Minnesota State University, Mankato name badge which indicates the title of “RN” after their name.

Jewelry should be limited to one set of stud earrings (one earring per ear), wedding ring, and watch. Clinical agencies may have additional policies regarding jewelry. **No visible body piercings are allowed except the ear lobes.**

Make-up should be subtle. Fingernails should be reasonably short and groomed. Nail polish and/or artificial fingernails are not allowed for infection control purposes.

Colognes and perfumes **must not** be worn. Odors such as smoke or body odor must be absent.

**Students must adhere to dress code policies of assigned agencies.**

**Students inappropriately dressed for clinical may be asked to leave.**

1. In view of patient safety and comfort, students will be expected to assume responsibility for appropriate hygiene and neatness.

2. A student who is preparing for clinical assignment, completing a patient assessment, or returning to the agency after clinical experience hours to look at patient records must wear agency appropriate attire. The MSU name badge must be worn.

3. Within the clinical setting, agencies provide limited space for placement of coats, books, and belongings during clinical hours. Avoid bringing valuables to the clinical site because of safety of those items cannot be guaranteed.
I. Health

1. The student who is enrolled in the nursing major must be in good physical and mental health. In the presence of evidence to the contrary, the individual faculty reserves the right to ask the student to seek professional assistance, to withdraw from the program, or to take a leave of absence from the nursing curriculum. If issues cannot be resolved at this level, the RN Baccalaureate Completion Program Committee or School of Nursing Chair may be consulted for definitive action.

Please also note policies A. Affirmative Action, B. Nondiscrimination, and C. Access for Individuals with Disabilities.

2. The School of Nursing follows the University policy relating to alcohol and drugs as noted in “The Basic Stuff Student Handbook”. Students must adhere to the policies of each agency in which they have clinical experiences.

3. Prior to beginning N482, all nursing students are to complete/update a medical history form and have a physical examination, utilizing the School of Nursing physical examination form. See Appendix. Evidence of current immunizations and Tuberculin tests as listed on the physical examination form is required. Students are required to provide evidence of current rubella, rubeola, and varicella immunity. Students will not be allowed into the clinical agency until current information on immunizations is provided.

4. The completed physical examination form is to be submitted to Administrative Assistant, WH360 before the first day of clinical experience. Health requirements may be secured through the University Health Service by appointment or, if the student wishes to pay the fee, from a private physician. Responsibility for securing and paying for these immunizations, tests, and examination rests with the student.

5. Prior to beginning experience in all clinical settings, must submit evidence of a negative TB screening test prior to starting clinical experience; if TB screening test is not negative, follow-up with appropriate health care provider is required. Students must provide a copy of the TB screening results and any follow up testing needed. Tine tests are not acceptable. Students will not be allowed into the clinical agency until current information on immunizations is provided.

6. Hepatitis B is a blood-borne disease with serious implications for health care workers. In light of this information the School of Nursing strongly encourages nursing students to complete the series of HBV immunizations before clinical experiences are begun. This is voluntary. As health regulations change this may become mandatory. Please complete the “Hepatitis B Vaccine Completion” form in Appendix. If students decline, they are requested to sign the “Hepatitis B Vaccine Declination” form in Appendix. In either case, the form must be submitted to CertifiedBackground.com Students will be expected to comply with the requirements of each agency in which they have clinical experiences. Students will not be allowed into the clinical agency until current information on immunizations is provided. Missing more than one clinical day may result in failing the course.

7. University Health Service provides a limited amount of health care for all university students. Hospitalization and medical care is the student’s financial responsibility. Students are financially responsible for expenses associated with injuries or accidents incurred in the lab or a clinical setting. See University Undergraduate Bulletin and the University Student Handbook, “The Basic Stuff” for further health care information.

8. Students with a communicable disease may not be in clinical. The instructor may require written verification from the health care provider for clearance to return to clinical.
J. Communication

Communication with students is essential for success at Minnesota State University, Mankato. To facilitate effective communication, students must provide current name, local and permanent addresses, phone numbers, and email addresses. When there are changes, please provide a completed “Student Information Change Form” to the Undergraduate Program Administrative Assistant at the time the change occurs. (See http://ahn.mnsu.edu/nursing/undergraduate/students/addressform.pdf for form.)

The School of Nursing uses a variety of ways to facilitate communication between faculty and students. The Minnesota State University, Mankato assigned email address will be used as the primary method of communication. Therefore, it is essential that nursing students access their MSU email. Failure to do so may result in missing important information. Forwarding your University e-mail to another account may also lead to losing important information. Therefore, students should not forward mail from their MSU account. If the student chooses to forward e-mail sent to their University e-mail accounts, they are still responsible for all information, including attachments. Students can access and use the MSU email account from off-campus sites throughout the year through MavMail at http://mavmail.mnsu.edu/. This access requires knowledge of the user name and password. Students are also encouraged to frequently check the School of Nursing bulletin boards located in the Wissink Hall third floor hallway for information.

K. Counseling

The School of Nursing recognizes the value of physical and mental health in a nursing student. Minnesota State University, Mankato Counseling Center offers confidential help to assist students in resolving personal, social, and educational concerns that may be interfering with their ability to succeed at the university. Services include short-term counseling, educational programming, crisis intervention, consultation, testing, and referral to outside resources. The Center is located in Centennial Student Union, Room 245. Hours are Monday through Friday, 7:30 a.m. to 4:30 p.m. during the academic year. Phone: (507) 389-1455.

L. Mavjobs.com

Students are encouraged to register with and utilize mavjobs.com, the Career Development and Counseling Center’s on-line recruiting system. This system provides access to job postings and information on recruiter visits to campus and other special events. Students can also upload their resume on the system for employers to access through a database search, apply for jobs, and sign up for on-campus interviews on-line. Information about registration can be found by clicking the mavjobs.com link at the website, www.mnsu.edu/cdc. Students can also contact the Career Development Center, 209 WA, 507-389-6061 for more information.

M. Employment

1. It is the student’s responsibility to meet course requirements and he/she must coordinate employment around these requirements.
2. A student employed in a hospital has the same employee relationship to the hospital as to any other employer, such as in a restaurant or market.

Other University Policies: See the Minnesota State University, Mankato Student Handbook for University Policies such as Student Rights and Responsibilities, and Student Complaints and Grievances Policy at http://www.mnsu.edu/students/basicstuff/. Please read and understand your Student Rights and Responsibilities as an MSU student.
MINNESOTA STATE UNIVERSITY MANKATO
SCHOOL OF NURSING APA Citation Guide


It is recommended that you purchase the 6th Edition Manual as you will use it often, not just for citations, but for paper layout as well.

There are a number of useful websites that offer tips of important APA 6th edition rules:
APA Style at http://apastyle.apa.org/

To assist you in finding and resolving DOI’s use the free DOI lookup at http://www.crossref.org/guestquery/

Introduction to APA Style – Purdue University at http://owl.english.purpue.edu/workshops/hypertext/apa/intruduction.html

Effective June 15, 2007, APA style guidelines for electronic resources (section 4.16 of the APA Manual, pp. 268-281) changed. Referencing on-line journal articles and some other materials has changed to emphasize using an assigned DOI (digital object identifier). This alpha-numeric code usually appears on the article or in the database record. DOI may be verified by searching the cross reference guide at http://www.crossref.org/guestquery/

Date of retrieval is no longer included for materials that are unlikely to be changed or updated (PDF/page images). Use retrieval date for changeable content retrieved from the open Web, as well as in-preparation, in-press, or pre-print journal articles.
STUDENT EXPENSES FOR SCHOOL OF NURSING

For information on tuition and fees, please refer to the Minnesota State University, Mankato Undergraduate Bulletin.

Expenses in Addition to University Tuition and Fees

There are additional expenses involved in the School of Nursing for which the student is responsible. It is important that the student be aware of these fees and plan accordingly. For students eligible to receive financial aid, an “Individual Student Budget” form is available from the Financial Aids Office. Nursing students may be eligible to receive an adjustment in their financial aid awards because of the additional costs of the program. There are also many scholarships available to the nursing students. See the section on Nursing Awards and Scholarships in this Handbook. The following is an estimation of additional expenses within the School of Nursing. Expenses are approximate and subject to change.

Books - ~$100/course

Miscellaneous prior to Provider of Care II Clinical:

--physical exam $30-100
  (dependent upon the facility chosen by the student)
--manteaux $25
--malpractice insurance - $7.00
--CPR certification $70-90
--Name badge $7
--Background check $20

There are also travel expenses when students commute to clinical experiences.

Pinning

1. Pinning
Each School of Nursing has its distinctive pin, and a pinning ceremony at the time of graduation has been a tradition for many School of Nursing across the United States. The Minnesota State University, Mankato School of Nursing pin has been the same since the program graduated its first class in 1956. It symbolizes your identity, having accomplished your goal to be a professional nurse through a particular school. The pin, therefore, identifies you as a graduate of Minnesota State University, Mankato School of Nursing. RN Baccalaureate Completion Program graduates may also have a pin from their AD program that they are proud of. The pin from MSU is not meant as a replacement, rather as a well-earned addition. The AD pin and the MSU pin may be worn together as a symbolism of both the AD and BS nursing education achievements.

A pinning ceremony is planned for each class in collaboration with students. The ceremony occurs in the morning the day of graduation, prior to the commencement ceremony. This celebration includes students, their guests and faculty. At this time students receive their purchased Minnesota State University, Mankato School of Nursing pin. Pins are available for purchase (~$70.00) from Jostens.

- Contact the Jostens affiliate at MTM Recognition, 1-800-324-5995, extension 359.
- Price: ~$70.62 without the year engraved, ~$72.08 with the year engraved and including 7% tax.
- Engraving of up to 3 initials on the back of the pin is included in the cost.
- Shipping additional
TRANSFER STUDENTS FROM OTHER NURSING PROGRAMS

Students who wish to transfer nursing credits from other nursing programs must provide course syllabi for the courses for which they are requesting transfer credits. These must document the number of credits and the number of contact hours spent in the classroom and in the clinical area. These documents must be submitted at the time of application and will be reviewed by the Program Coordinator and by the Baccalaureate Completion Program Committee who will determine if the courses for which the student is requesting credit are comparable. If these courses are not comparable they will have to be successfully completed at Minnesota State University, Mankato.

REQUIREMENTS FOR MN PUBLIC HEALTH NURSE CERTIFICATE

A registered nurse may practice as a Community Health Nurse without being registered by the Board, but may not practice as a Public Health Nurse (PHN) without first being registered by the board. No person may use any abbreviation such as PHN or other designation such as the title public health nurse unless the person is registered by the Board. If you practice in a state other than MN, please check with your state board of nursing regarding PHN certification requirements.

The registered nurse applicant must in MN:

1. Be licensed and currently registered to practice professional nursing in Minnesota
2. Have a baccalaureate or higher degree with a major in nursing
3. Have completed 30 hours course work which included theory and clinical practice in public health nursing
4. send a form to the school of nursing to be signed by the director certifying that they have completed 30 hours of PHN coursework including application of content.
5. Submit an application and non-refundable fee by cashier’s check or money order
6. Submit an affidavit of graduation and public health nurse education

The application forms are available from:
State of Minnesota Board of Nursing
2829 University Avenue SW
Minneapolis, MN 55414
612-617-2270
Or MBN website: nursing.board@state.mn.us

REQUIREMENTS FOR MN SCHOOL NURSE LICENSURE

A school nurse is authorized to provide nursing care to pre-kindergarten through grade 12 students nursing services in a school setting.

A candidate for licensure as a school nurse shall:

A. Hold a baccalaureate degree in nursing from a regionally accredited college or university
B. Be currently registered in Minnesota to practice as a licensed registered nurse under the Board of Nursing
C. Be currently registered in Minnesota as a public health nurse under the Board of Nursing

Information on obtaining a school nurse licensed in MN is available here: http://mn.gov/health-licensing-boards/nursing/licensees/practice/obtain-school-nurse-license.jsp

Application for a school nurse license may be made to the Board of Teaching at:
http://education.state.mn.us/MDE/index.html
NURSING AWARDS AND SCHOLARSHIPS

Over the years, several people have contributed to and nurtured the growth and development of the School of Nursing (SON). These contributions have resulted in significant endowed funds used for scholarships and awards that have been established to support nursing education. In addition, nursing Alumni and School of Nursing faculty have contributed to these funds. Current scholarships/awards are listed on the SON website to facilitate the student’s application process. See the SON website for application forms and specific directions. Updated scholarship information and the application deadline can be found on the School of Nursing web site http://ahn.mnsu.edu/nursing/scholarships/

Please note that this information is subject to change.

Information regarding scholarships awarded by other organizations will be posted on the bulletin board outside the Learning Resources Center WH 379.

Scholarships Available
   Golden Jubilee
   Lillian Crawford Endowment
   Dr. Walter and Lorna Zettler Memorial Endowed Scholarship
   Lisa Buerhaus Schumacher Scholarship
   Patrick Willette Memorial Nursing Scholarship

Full-Time Undergraduate or Graduate Student Scholarships
   Clarice Joan Amundson Nursing Endowment

Male Undergraduate Student Scholarship
   David Schober Memorial Nursing Scholarship

SCHOLARSHIP CRITERIA (Also see SON website: http://ahn.mnsu.edu/nursing/scholarships/undergraduate/)

Clarice Joan Amundson Nursing Endowment Scholarship
All students are eligible for this scholarship. Preference may be given to a student who provides evidence of being or having been a first generation baccalaureate level college student. To be considered for a scholarship from this endowment, the student must:
   • Be a full-time nursing student in either the undergraduate or graduate program
   • Work part-time in a clinical setting
   • Intend to work in a rural setting as opposed to a tertiary/urban setting upon graduation
   • Demonstrate commitment to the profession of nursing
   • Have a GPA of 3.0 or above for all college-level work completed prior to the semester during which application is made

David K Schober Memorial Scholarship
David Schober was a 1st semester junior in the School of Nursing when he died in February of 1998. His family gave memorial money for the first scholarship awarded in 1998. His classmates collected money for a scholarship awarded in 2000. Since then, his family has been providing funds for continuation of this scholarship.
   • Awarded annually to a male undergraduate student
Dr. Walter and Lorna E. Zettler Memorial Scholarship
This scholarship is for a graduate or undergraduate student. If an undergraduate, they must be a 300 or 400 level student accepted to the Nursing Program. Student should demonstrate the following:
• Quality of goal setting
• Achievement of goals
• Perseverance and dedication toward achievement of goals
• Motivation
• Potential for graduation
• Potential for contribution to the profession

Golden Jubilee Endowed Scholarship
The criteria for awarding this scholarship are:
• Submit an essay that addresses celebration of nursing/nursing education. The essay should also include a view of nursing practice for the future
• Preference will be given to a student who has a family member/relative who graduated from the SON program

Lillian Crawford Endowment Scholarship
The Lillian Crawford Scholarship was established in memory of Lillian Crawford, wife of former president C.L. Crawford. The scholarship will be awarded annually to a student who will be entering the 400 level of the nursing program. The criteria for awarding the scholarship are:
• 300 level standing at the time of application
• High academic achievement

Lisa Schumacher Buerhaus Scholarship in Gerontological Nursing
To be considered for the scholarship the student must:
• Be admitted to the School of Nursing
• Be a junior or senior in the School of Nursing
• Be pursuing a career caring for the elderly (apply as sophomores and juniors)
• Have a grade point average above 3.0
• Have financial need as described in an essay written by the student

Patrick Willette Memorial Nursing Scholarship Endowment
To be considered for the scholarship the student must:
• Be admitted to the nursing program
• Have a GPA of 3.0 or higher
• Submit an essay (one page or less) addressing how the award will make the recipient a better nurse
• Lost a parent through death before the (student’s) age of 25, OR lost a spouse through death, OR spouse has a serious terminal illness or disability
• Never received this award
The Minnesota State University, Mankato Honor Society of Nursing was chartered as Mu Lambda Chapter #297 of Sigma Theta Tau International on May 4, 1990. Sigma Theta Tau International, Honor Society of Nursing, was founded in 1922 by six nursing students at Indiana University. It is the second largest nursing organization in the United States and among the five largest and most prestigious in the world. The society exists to:

- Recognize superior achievements in nursing.
- Encourage leadership development.
- Foster high nursing standards.
- Stimulate creative work.
- Strengthen the commitment to the ideals of the profession.

STTI serves its members through:
- Conferences focusing on professional growth and leadership
- Computer access to a comprehensive collection of scholarly work
- Publications such as Journal of Nursing Scholarship and Reflections on Nursing Leadership which feature information on nursing health care issues and research studies

Sigma Theta Tau International is committed to improving the health of people worldwide through the development, dissemination and deployment of nursing knowledge. In support of this mission, the Society advances nursing leadership and scholarship and supports the use of research in clinical practice and in public policy.

More than 450,000 nurse scholars have been inducted into Sigma Theta Tau. With 130,000 active members, it is the second largest nursing organization in the world. Members are active in more than 114 countries and territories, and the 463 chapters are located on 515 college and university campuses in the U.S. and countries including Australia, Botswana, Brazil, Canada, Hong Kong, South Korea, Mexico, The Netherlands, Pakistan, South Africa, Swaziland, Taiwan, Tanzania, Columbia, Ghana, Japan, Kenya, Malawi, Singapore, Sweden, and Wales.

RN Baccalaureate Completion Program students in the School of Nursing who meet established criteria may be invited to membership in the Spring of each year. Invitations are extended to students who have achieved a GPA of at least a 3.0 and are within the top 35% of their senior class; have completed 12 credit hours at current school; have completed ½ of the nursing curriculum; and meet the expectation of academic integrity. In addition, community nurse leaders who have a minimum of a baccalaureate degree and have demonstrated achievement in nursing education, practice, research or publication are invited to membership. Nominations are initiated by members of the Mu Lambda Chapter and processed by members of the Governance Committee. Annual dues are $97 per year.

Qualified students will be sent an invitational e-mail from Mu Lambda inviting them to join.

More information on Sigma Theta Tau may be found here:
http://www.nursingsociety.org/Pages/default.aspx

Mu Lambda information chapter information may be found here:
http://ahn.mnsu.edu/nursing/mulambda/
NATIONAL STUDENT NURSES’ ASSOCIATION
NSNA is an organization run by nursing students for nursing students. As future nurses it is important to be aware of what is happening in the field of nursing. NSNA is a great way to do this. It can help us stay in touch with the latest trends, become informed on issues that affect us as nursing students and future nurses and guide us in choosing our first job. There are many other benefits including the annual convention and access to scholarships. The convention is an excellent way to learn more about nursing, meet other nursing students from across the U.S., and make contacts with potential employers. GET THE PROFESSIONAL EDGE. Become a member of NSNA.

MINNESOTA NURSING STUDENTS’ ASSOCIATION
MNSA is the state level of NSNA. MNSA offers many of the same benefits as NSNA, but the focus is on what is happening in Minnesota. Each year there is an annual convention for MNSA also. At this convention you get to hear specialists from this area of the country and learn more about what Minnesota has to offer you as a nurse. Get involved.

STUDENT NURSES’ ASSOCIATION
SNA is a local constituent of Minnesota Nurses Association and National Student Nurses Association. We are currently not involved at the State or National level. This option is addressed and voted on at the first meeting of officers and members each year. We are involved in many activities on campus and in the community. Some of the projects we participate in are BP clinics, health fair and Nurses Week activities. In addition, we provide opportunities twice a year for students to purchase stethoscopes and scissors for personal use. We have organized and sold sweatshirts and jackets in the past to promote visibility of Minnesota State Mankato’s School of Nursing. Our biggest event of the year is a “Spring Picnic” that we sponsor for all nursing students, but place an emphasis on welcoming newly admitted students. SNA is an excellent way to promote support for our fellow students, give and receive advice and have fun!!

STANDING COMMITTEES: MEMBERSHIP AND FUNCTIONS
The School of Nursing has various standing committees that address issues related to curriculum, admissions and progression, student life, and faculty life. The membership of many of these committees includes student representation. Most meetings are held on Friday afternoons. Students are encouraged to volunteer for these committees. Further information will be provided during the semester.
APPENDIX A

Minnesota State University, Mankato – School of Nursing
Student Health Record

Side 1 – To be completed by student candidate prior to submitting to Primary Health Care Provider

Please print

Name: _____________________________________________ Phone: ______________________

(Last) (First) (Middle) City/State/Zip: _______________

Address: ______________________________________ Phone: _____________________

Contact Person/Relative: __________________________ City/State/Zip: _______________

Address: ______________________________________

<table>
<thead>
<tr>
<th>Medical History</th>
<th>No</th>
<th>Yes</th>
<th>Family History of:</th>
<th>No</th>
<th>Yes</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bone Disease</td>
<td></td>
<td></td>
<td>Cancer</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Chicken Pox (after 1 year of age)</td>
<td></td>
<td></td>
<td>Diabetes</td>
<td></td>
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</tr>
<tr>
<td>Hay Fever</td>
<td></td>
<td></td>
<td>Heart Disease</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Ear Infection (Otitis Media)</td>
<td></td>
<td></td>
<td>Kidney Disease</td>
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<tr>
<td>Heart Disease</td>
<td></td>
<td></td>
<td>Liver Disease</td>
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<tr>
<td>Joint Disease</td>
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<td>Mental Disease</td>
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<td>Gastrointestinal Disease</td>
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<td>Nervous System Disease</td>
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<tr>
<td>Kidney Disease</td>
<td></td>
<td></td>
<td>Tuberculosis</td>
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<tr>
<td>Liver Disease</td>
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<td></td>
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<tr>
<td>Measles (Rubella)</td>
<td></td>
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<td></td>
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<tr>
<td>Mumps</td>
<td></td>
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<tr>
<td>Nervousness, Anxiety, Depression</td>
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<tr>
<td>Pneumonia</td>
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<tr>
<td>Polio</td>
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<tr>
<td>Rheumatic Fever</td>
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<tr>
<td>Scarlet Fever</td>
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<tr>
<td>Skin Disease</td>
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<tr>
<td>Tuberculosis</td>
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<tr>
<td>Whooping Cough (Pertussis)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you have, or have you had the following:</th>
<th>No</th>
<th>Yes</th>
<th>Specify/Give Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies (medications, food, environmental)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injuries</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Major illness or disorder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you on any current medication?</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Significant Data</th>
<th>No</th>
<th>Yes</th>
<th>Specify/Give Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your physical activity been restricted during the past five years? (Give reasons and durations)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you received treatment or counseling for a psychological or emotional disorder? (i.e.: chemical dependency, eating disorder, depression)</td>
<td></td>
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<tr>
<td>Have you had any serious illness or injury or been hospitalized other than already noted?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family History</th>
<th>Age</th>
<th>State of Health</th>
<th>If Deceased, Age at Death</th>
<th>Cause of Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father</td>
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</tr>
<tr>
<td>Mother</td>
<td></td>
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</tr>
<tr>
<td>Brothers</td>
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<tr>
<td>Sisters</td>
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<td></td>
</tr>
</tbody>
</table>
Report of Physical Examination

Name: ____________________________________________

<table>
<thead>
<tr>
<th>Age</th>
<th>Sex</th>
<th>Weight</th>
<th>Height</th>
<th>Temp</th>
<th>BP</th>
<th>Pulse</th>
<th>Resp</th>
</tr>
</thead>
</table>

General Appearance: ________________________________________________

<table>
<thead>
<tr>
<th>Skin</th>
<th>Breasts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyes/Vision</td>
<td>Abdomen</td>
</tr>
<tr>
<td>Ears/Hearing Acuity</td>
<td>Genitalia</td>
</tr>
<tr>
<td>Nose</td>
<td>Rectal</td>
</tr>
<tr>
<td>Mouth</td>
<td>General Nodes</td>
</tr>
<tr>
<td>Throat</td>
<td>Spine</td>
</tr>
<tr>
<td>Neck</td>
<td>Extremities</td>
</tr>
<tr>
<td>Heart</td>
<td>Neurological</td>
</tr>
<tr>
<td>Lungs</td>
<td>Mental Status</td>
</tr>
<tr>
<td>Chest</td>
<td>Hernias</td>
</tr>
</tbody>
</table>

Dates of Immunization:

| MMR | 1) ___________ | 2) ___________ |
| Polio | 1) ___________ | 2) ___________ | 3) ___________ | 4) ___________ |
| Hepatitis B | 1) ___________ | 2) ___________ | 3) ___________ |
| DPT | 1) ___________ | 2) ___________ | 3) ___________ | 4) ___________ | 5) ___________ |
| DT | Date of last immunization |
| Varicella | 1) ___________ | 2) ___________ |

If you have had any of these diseases (i.e. mumps, pertussis, chicken pox) please indicate:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Year</th>
<th>Disease</th>
<th>Year</th>
</tr>
</thead>
</table>

Tuberculin (every 6 months)

<table>
<thead>
<tr>
<th>Date Given</th>
<th>Forearm</th>
<th>L</th>
<th>R</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Read</td>
<td>Result</td>
<td>mm</td>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

OR

Chest x-ray Date: ______________   Results: ________________________________

Note: These immunization dates are required for student activities in patient care/clinical sites.

Summary of History, Previous Diagnoses and Findings:
____________________________________________________________________________________________

Comments: ___________________________________________________________________________________

_________________________________________________________________________________

Provider Information:

Name: ____________________________________________ Phone: __________________________

<table>
<thead>
<tr>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency/Clinic:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>City/State/Zip:</td>
<td></td>
</tr>
<tr>
<td>Signature of Provider:</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Student Verification:

I certify that all of the above information is correct to the best of my knowledge. I understand that medical information is private data and will only be used by School of Nursing faculty and clinical agencies in determining my physical health for nursing. While I am not legally required to provide this information, failure to complete this health record will prevent my being allowed to participate in clinical activities. Permission is hereby granted to Mankato State University School of Nursing to request and receive my medical information with appropriate hospital/agencies providing clinical experiences/practicums for nursing students.

Signature of Student: ____________________________________________ Date: __________________________
APPENDIX B

HEPATITIS B VACCINE COMPLETION

I completed the Hepatitis B Vaccine B series in ____________________________

Signature __________________________

Date ______________________________

I am currently receiving the Hepatitis B Vaccine B series.

Date of 1\textsuperscript{st} dose _________________

Date of 2\textsuperscript{nd} dose _________________

Date of 3\textsuperscript{rd} dose _________________

Signature __________________________

Date ______________________________

HEPATITIS B VACCINE DECLINATION

I understand that due to my possible exposure to blood or other potentially infectious materials I may be at risk for acquiring hepatitis B virus (HBV) infection. I have been encouraged by School of Nursing faculty to be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk for acquiring hepatitis B, a serious disease.

Signature __________________________

Date ______________________________
APPENDIX C

MINNESOTA STATE UNIVERSITY, MANKATO
SCHOOL OF NURSING

MEDICAL/HOSPITALIZATION INSURANCE COVERAGE

All nursing students must be covered by some kind of health insurance: your own policy, that of your parents, or through Medical Assistance, which assists in paying for bills for medical services and/or hospitalization. Nursing students can also purchase a student health insurance plan. Information on the Student Health Insurance Plan can be found online at http://www.mnsu.edu/shs/clinic/insurance.html.

A photocopy of your health insurance card or policy would be helpful, but is not required.

Please indicate:
Name of Company: __________________________________________________
Policy Number: ______________________________________________________
Effective Date: ______________________________________________________
Expiration Date: _____________________________________________________

I declare that the above information is true and accurate to the best of my knowledge.

Signature: ________________________________ Date: _______________________
Print Name: ______________________________
APPENDIX D

Instructions for Creating a Background Study Request for Minnesota State Mankato Nursing Students

1. Go to the website: https://bgs.dhs.state.mn.us/a/Login.asp

2. Enter the following login information and then click ‘Login’
   Facility ID: 900165
   User ID: MSMstudents
   Password: mavs1953

3. Click on ‘Create Background Study Request’ link:
   Please select from the following options:

   Create Background Study Request

4. Scroll down and click ‘Next tab’ found at the end of the text.

5. Enter the information as indicated. **Read the notes carefully.**

   If you don’t have a Minnesota Driver’s License, leave that box blank.

   Name - First: ___________ Middle: _______ * Last: _______

   Date of Birth: ___________ (mm/dd/yyyy) Age: _______

   Gender: ☐ Male ☐ Female

   MN DL#/State ID#: _____ * (enter a letter followed by 12 numbers - don’t enter dashes)

   Race: ___________________ *

   SSN: _______ * (enter 9 numbers only - don’t enter dashes)

   Phone: ___________ * (enter 10 numbers only - don’t enter dashes)

   fields marked with an asterisk (*) are optional.

6. When done entering this information, click ‘Next tab’ found at the bottom right corner.

7. Enter your mailing address, city, and zip code. Minnesota shows as the state by default. If you live out-of-state, you will need to open the State drop-down menu and select the correct state.
8. When done entering this information, click ‘Next tab’ found at the bottom right corner.

9. Enter other names you have been known by such as a maiden last name. If there are none, leave blank.

Other names by which subject has been known.

   Alias Name Type: Alias Name:
   1. First
   2. First
   1. Last
   2. Last
   3. Last
   4. Last
   5. Last

10. Then, click on ‘Create Study’ (upper right corner).

11. You should get a screen that shows the information that the background study request has been created successfully. However, you cannot provide services until payment is made.

12. Click “OK” to close the message.

13. Click on “Make Payment and Submit Studies”.

14. On next screen, click “Make Payment”.

15. Click “Pay without Registering”.

16. Click ‘Continue’.

17. Enter your credit card account information and billing address and click “Continue”.

18. You should then receive a confirmation that the payment has been successful.

19. “Exit” from the payment system.
APPENDIX E

MINNESOTA STATE UNIVERSITY, MANKATO
School of Nursing

Directions For Completing Scholarship Applications

• Please complete one general “Scholarship Cover Form”

• **Permanent** address as well as **local** address must be included.

• You must complete a **separate** “Individual Scholarship Application” **for each** scholarship for which you are applying. **Individual scholarship application forms may be accessed from the Scholarship Criteria page by clicking on the scholarship title.**

• Each application must be **typed**.

• **Each** of the **criteria** must be **specifically addressed** in narrative form in the space provided on the “Individual Scholarship Application” form. Only scholarship applications which address all **criteria** will be considered. Each individual scholarship application essay should speak only to the criteria of that specific scholarship. In other words, do not write one general essay for all scholarship applications.

• Correct spelling and grammar are essential.

• **Supporting data** such as copy of transcript/grade report, copy of FAFSA, reference letters, etc for relevant criteria must be **provided by the deadline date**. If students apply for more than one scholarship with similar criteria, attach the original supporting documents to one application and xerox copies to the other applications.

  Please deliver or send to the nursing office.
  
  Attention: Grants and Awards Committee
  Minnesota State University, Mankato
  School of Nursing
  WH 360
  Mankato, MN 56001

  Check the SON Scholarship web site for application deadlines,
  [http://ahn.mnsu.edu/nursing/scholarships/](http://ahn.mnsu.edu/nursing/scholarships/)

• **No** late submissions will be honored.

• A note of gratitude must be sent to the donor by the date designated in the award letter.
MINNESOTA STATE UNIVERSITY, MANKATO
School of Nursing

Please complete one “Scholarship Application: (this form) and as many “Individual Scholarship Application” forms (next page) as the number of scholarships for which you are applying.

Scholarship Application

Name ________________________________ Social Security # ___________________________
Permanent Address Local Address
_______________________________ ______________________________
_______________________________ ______________________________
_______________________________ ______________________________
_______________________________ ______________________________
Permanent Phone # ___________________________ Local Phone # _______________________
Are you an LPN? Yes ______ No ______ Are you an RN? Yes ______ No ______
Career GPA _______________ Nursing GPA _________________
(Please attach a current unofficial transcript to this form only)

Hometown Newspaper and Address

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

If awarded a scholarship/award, I give the School of Nursing permission to release this information to my hometown newspaper. Yes ________ No _____________

__________________________________________  _________________
Signature Date
MINNESOTA STATE UNIVERSITY, MANKATO
School of Nursing

Individual Scholarship Application

Social Security # ________________________________

Instructions: Please complete a separate “Individual Scholarship Application” for each scholarship for which you are applying. Each scholarship criteria must be specifically addressed in narrative form in the space provided below. Please attach any supporting data, such as references or personal statements. Since applications are blind reviewed, please use social security number for identification data on supporting documents.

Only scholarship applications which address all criteria will be considered.

Name of Scholarship For Which You Are Applying

___________________________________________________________

Are you an LPN? Yes_______ No________ Are you an RN? Yes_____ No _________

________ # of credits for which you are or will be enrolled during spring semester of this application.

For the spring semester of this application, please list all courses in which you are enrolled.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Career GPA _______________ Nursing GPA ________________

A note of gratitude must be sent to the donor by the date indicated in the award letter.