Nursing Student Handbook
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I. INTRODUCTORY MATERIAL

Montana Tech’s nursing faculty and staff extend a warm welcome. We trust you will find our programs to be both challenging and rewarding. If at any time we can be of assistance to you, please contact us. Good luck to you in your studies!

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PROGRAMS

• Associate of Science in Nursing (ASN) leading to eligibility to apply for initial licensure as a Registered Nurse
• Bachelor of Science in Nursing (BSN) completion degree for currently licensed Registered Nurses

PROGRAM AFFILIATIONS (Not all affiliates are utilized every semester and other potential clinical sites are not listed.)

Acadia  Butte Silver Bow County Health Dept.
Anaconda School District #10 Butte Silver Bow Government
Barrett Memorial Hospital & Healthcare Center for Family Health
Belmont Senior Citizen Center Clark Fork Valley Hospital
Benefis Health System Community Correctional Counseling Services
Big Sky Assisted Living Community Hospital & Nursing Home of Anaconda
Butte School District #1
Butte Central Catholic Schools
Butte Head Start
PROGRAM AFFILIATIONS, cont.

Community Health Center
Copper Ridge Health & Rehabilitation
Deer Lodge County Public Health
Deer Lodge Elementary School District #1
Deer Lodge Medical Center
Express Care
Family Outreach
Marquis Vintage Suites Assisted Living
Mercury Street Medical
Missouri River Healthcare
Montana Chemical Dependency Center
Montana Orthopedics
Montana State Hospital
Montana State Prison
New Horizons
North American Indian Alliance
Palouse Medical
Pintler Family Medicine
Pullman Regional Hospital
Repola, Laura ND
Rocky Mountain Hospice
Rosalie Manor
Ruby Valley Hospital
Safe Space
St. James Healthcare and Clinical Services
Westside Midwifery & Women’s Health
Whitman County Public Health Department
YMCA
Montana Tech of The University of Montana Nursing Department is dedicated to preparing generalist nurses by exposing them to a diverse array of nursing roles through a variety of community settings.

The nursing department stresses the importance of being an intellectual leader and role model in the profession of nursing.

We believe:

Nursing and nursing education are essential for the promotion, maintenance and restoration of health, along with the prevention of illness.

Nursing and nursing education will become more complex as health care evolves. This continually changing health care environment mandates the role, function and educational preparation of the nurse.

The profession of nursing is best served through highly educated members who continually strive to broaden their knowledge and expertise to meet the increasing demands of the health care environment.

In a holistic approach to nursing education, including sensitivity to the physical, psychological, spiritual and sociocultural needs of the individual, family and community.

Acquisition of nursing knowledge and skill is best achieved through a combination of classroom requirements and clinical experience in both simulated and actual care environment.

In a continually evolving curriculum that reflects best practice.

The following concepts are considered to be the foundation for the nursing program’s conceptual framework and will be threaded throughout the ASN, and BSN curricula.

Caring
Caring is a human response to needs that is articulated through commitment, knowledge, experience, and therapeutic use of self. Caring occurs when the nurse/client interaction transcends physical care and reflects respect for the client and his or her unique circumstances and health beliefs.

Communication
Communication is an interactive process that involves the nurse, the client, and health care team members. Communication consists of both verbal and non-verbal and electronic exchanges that encourage the expression of needs, support coping behaviors, and facilitate decision making.
Professionalism
Professionalism is a set of behaviors that all nurses are expected to exhibit as members of the nursing profession. These behaviors foster the nurse-client relationship while supporting the integrity of the profession. Expected behaviors include, but are not limited to, unconditional positive regard, efficiency, responsibility, accountability, fairness, trustworthiness, honesty, confidence, and competence.

Critical Thinking
Critical thinking is an active, purposeful reasoning process that is used to continually modify and improve individual nursing practice. It involves ongoing reflective analysis of data accumulated through assessment, planning, implementation, and evaluation of nurse/client interactions.

Clinical Judgment
Clinical judgment is an autonomous problem-solving process that is derived through evidence based inquiry, critical thinking, and decision making, while responding to clients as unique individuals who have the right to self-determination.

Reviewed January 2013
Program Descriptions

The focus of Montana Tech’s professional nursing curriculum is to provide education leading to substantial specialized knowledge of the biological, physical, behavioral, psychological, and sociological sciences and of nursing theory as a basis for the nursing process. The nursing process is the assessment, nursing diagnosis, planning, nursing intervention, and evaluation in the promotion and maintenance of health; the prevention, case finding, and management of illness, injury, or infirmity; and the restoration of optimum function. The term also includes administration, teaching, counseling, supervision, delegation, and evaluation of nursing practice. The professional nurse is directly accountable and responsible to the consumer for the quality of nursing care rendered.

The role of the registered nurse is to provide nursing care to clients—individuals or groups. The nursing curriculum prepares the graduate to function in the three recognized roles of the professional nurse—provider of care, manager of care and member of the discipline of nursing.

- As a provider of care, the registered nurse demonstrates critical thinking, accountability, clinical decision-making through use of the nursing process, effective communication with clients, families and health team members, teaching and collaboration with the client and family, collaboration with members of the health care team, and sensitivity to individual and cultural diversity.
- As a manager of care, the registered nurse demonstrates management of care for a group of clients using collaboration and consultation, organizes and delegates nursing care, client advocacy, and evaluation of health care delivery using client-centered outcomes.
- As a member of the discipline of nursing the registered nurse demonstrates knowledge of self-assessment and development and continuous learning, ethical-legal framework for nursing practice, advancement of nursing practice through professional activities, political, economic and societal forces affecting nursing practice and health care delivery, and health care change and nursing research.

ASN Program Outcomes

The ASN curriculum is designed to provide nursing education that will enable a professional nurse to:

1. Demonstrate specialized knowledge of physical sciences, social/behavioral sciences, and computational sciences.
2. Demonstrate entry-level competence in providing safe and effective nursing care.
3. Demonstrate utilization of evidenced-based resource to sustain the continual pursuit of best practice in nursing.
Montana Tech’s Nursing Department Online Bachelor of Science Completion Program.

**BSN Program Description** – The Online Bachelor of Science Completion Program is designed to build upon the knowledge of the registered nurse and afford them the opportunity to continue their education at a professional level.

**BSN Program Outcomes**

Montana Tech’s Bachelor of Science in Nursing Program curriculum provides addition education that will prepares the graduate to:

1. Provide nursing care to individuals, families and communities utilizing interprofessional communication, collaboration and a holistic framework.
2. Design, manage, and evaluate comprehensive plans of nursing care in a variety of structured and unstructured settings including vulnerable populations.
3. Function as a leader, change agent and resource manager in the health care system to promote patient safety utilizing information technology.
4. Critically appraise current research to promote understanding of the production of knowledge and application of evidence-based nursing practice.
5. Actualize a commitment to professional accountability and ethical standards in practice.
Many Nursing Department standards and requirements (such as grading scale, attendance, course repetition, graduation requirements, behavioral standards, etc.) are more rigorous and strict than general Montana Tech requirements. These requirements are intended to ensure safe patient/client care and to assist the student to achieve success as both a student and a registered nurse. Individual course syllabi may contain additional, course specific, requirements.

II. ACADEMIC POLICIES, REQUIREMENTS AND INFORMATION

ACADEMIC DISHONESTY

Montana Tech Academic Dishonesty Policy

Enrollment at Montana Tech is an optional and voluntary entrance into an academic community. Therefore a student voluntarily assumes obligations of academic performance and personal behavior required by Montana Tech. These obligations are more specific than those imposed on all citizens by civil and criminal laws.

The following will be considered acts of academic dishonesty or cheating:

- Plagiarism: A student will be considered guilty of academic dishonesty if: a student submits a term paper, essay, speech, laboratory report, or other assignment, in which all or part of the words or ideas are copied from the published or unpublished work of another individual without giving the original author proper credit for the words or ideas.

- Copying from the paper of another student while taking an examination: A student will be considered guilty of academic dishonesty if he or she deliberately looks at and copies from another individual’s examination paper during an examination.

- Using unlawful aids to pass an examination: A student will be considered guilty of academic dishonesty if he or she brings to class and uses crib notes, books, or any other material to assist him or her in passing the examination unless the instructor of the class has specifically given permission to use such materials.

- Aiding another student: A student will be considered guilty of academic dishonesty if he or she willfully assists another student in any act of academic dishonesty. Such a person is equally guilty as the person plagiarizing or copying.

- Unauthorized Signatures: The use of a person’s signature without permission is a serious matter and the consequences can be severe. Possible consequences include:
  - Being dropped from the course by the instructor, department chair, dean of the college, or the University.
  - Loss of tuition paid for the course.
  - University disciplinary action such as probation, suspension, expulsion, and correction of all course grades.
  - Loss of priority for the course or courses during registration.

The above applies to all documents used by Montana Tech that may require a signature.

Actions to be taken when cheating is discovered are as follows:

- Instructors are responsible for taking reasonable precautions to prevent and discourage cheating in their classes and must report all cases to the Vice Chancellor for Academic Affairs Office.

- If it is determined that a student is deliberately cheating on an examination or a written or oral assignment, he or she should receive a grade of “F” on that examination or assignment as a minimum penalty. The instructor may drop the student from the course with an “F” grade.
In reported cases of repeated cheating, the Academic Standards Committee may consider applying additional penalties beyond those imposed by the individual instructors, including expulsion.

Any student who thinks that he or she has received unfair treatment in regards to cheating should consult with the Vice Chancellor for Academic Affairs, Chairman of the Academics Standards Committee.

**Nursing Department Academic Dishonesty Policy**

In addition to Montana Tech’s policy above, the Nursing Department considers the following as an act of academic dishonesty:

- Falsification of clinical documentation, including falsification of client/patient data.
  
  If a student falsifies client/patient data on a client/patient’s actual clinical record, s/he will be immediately dismissed from the nursing program.

**ACADEMIC REQUIREMENT FOR PROGRESSION**

A grade of “C+” or higher is required for all nursing AND a “C-“ or higher is required for all non-nursing courses within the Nursing Program curriculum. After a student is accepted into the nursing program, courses can only be attempted once and must be passed with a grade of at least a “C+” for nursing courses and at least a “C-“ for non-nursing courses for the student to progress through the program. If any course grade is less than a “C+” (or a “C-“for non-nursing courses) the student must withdraw from the Nursing Department. Petitions for re-entry into the program are considered on a case by case basis and all placements are dependent upon availability to the program.

Any student reapplying and competing for selection into the 3rd semester must retake the TEAS V exam in the semester they are submitting an application.

After acceptance into the ASN nursing program, students are allowed to repeat only one nursing course throughout the curriculum. In the event the student fails a second course, the student must withdraw from the program and reapply.

**DOSAGE CALCULATIONS POLICY**

In order to continually assure a basic level of patient/client safety, nursing students are required to complete a dosage calculations quiz in all ASN nursing classes except NRSG 100 Introduction to Nursing. Students must pass the quiz with 100% accuracy. If the student does not initially achieve 100%, the quiz can be retaken up to two more times. Students who fail to achieve 100% after three attempts are required to take a fourth exam composed of all new questions. In the event the student does not achieve 100% accuracy on the fourth exam, the student will fail the course. Dosage calculation competence must be demonstrated prior to the first clinical day for each course.

NRSG 135 Pharmacology and NRSG 130 Nursing Fundamentals integrate dosage calculations throughout the course and do not require a separate quiz.
**Graduation Requirement**

In addition to all other Montana Tech graduation requirements, ASN students must complete an end-of-program assessment/examination during their final semester of study. This assessment is a clinical requirement for NRSG 266 Managing Client Care and must be successfully completed with at least a 97% probability prior to the end of the semester. Students must provide documentation (transcript printout) verifying a minimum of 6 hours of online preparation by creating a focused review of the 150 item RN Comprehensive Practice Assessment Form B prior to taking the Comprehensive RN-Predictor.

Students who are not initially successful may retake the examination assessment one time prior to the end of the semester. Students who are not successful after the second attempt will receive a grade of “Incomplete” for the course and must submit a remediation plan.

Neither a diploma, nor a transcript reflecting degree completion, will be issued until the student submits and completes a remediation plan and then successfully completes the assessment/examination at her or his own expense.

**Unsafe Clinical Performance**

The goal of clinical experiences within Montana Tech’s Nursing Program is to provide the student with an opportunity to learn, gain experience, and improve nursing practice. The utmost goal, however, is to provide safe client care.

The clinical faculty member has a legal duty to protect the client from unsafe nursing care provided by students. Therefore, students must continuously demonstrate appropriate clinical judgment and the ability to provide safe nursing care.

If student behavior, or actual and/or potential actions or inaction on the part of the student, place a client in danger, or cause harm to a client (or would harm a client without intervention on the part of the faculty member or facility staff), corrective action will occur and may include one or more of the following:

- Decision to develop a corrective action plan that outlines student issues. The corrective action plan must be signed by the faculty and the student.
- Decision to refer the student to the Dean of Students for further assessment.
- Recommendation for dismissal of the student from the nursing program.

Based on the severity of the incident, the student may be immediately removed from the clinical area (and receive a failing grade for the course) or the clinical faculty member, in consultation with the Director of Nursing, will choose to either let the student continue with clinical, or remove the student from clinical while the incident is investigated and resolved.
III. EVALUATION OF STUDENT PERFORMANCE (ASN PROGRAM)

**Purpose**
Montana Tech’s ASN program prepares graduates for entry-level, safe and effective nursing practice. The nursing program uses tests, assignments, and clinical experiences to evaluate the student’s cognitive learning and clinical performance. An instructor or advisor may hold individual conferences with a student at any time to discuss student progress. The student may also request a meeting to discuss progress.

**Grading Philosophy and Framework**
Montana Tech’s Nursing Department uses criterion-referenced grading in conjunction with mastery learning to evaluate academic progress within the program. This strategy combines objective measurement of student performance with multiple opportunities to demonstrate competence.

**Graded Activities**
Three types of graded activities are considered in the overall evaluation of student performance; tests, assignments, and clinical performance. A **passing grade is defined as 78% (77.5%) for tests; PASS for assignments; and PASS for clinical performance.**

**Tests** are graded using the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-91%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>84-86%</td>
</tr>
<tr>
<td>B-</td>
<td>81-83%</td>
</tr>
<tr>
<td>C+</td>
<td>78-80%</td>
</tr>
<tr>
<td>D</td>
<td>70-77%</td>
</tr>
<tr>
<td>F</td>
<td>0-69%</td>
</tr>
</tbody>
</table>

**Assignments** include homework, short reports, participation in online discussions, care plans, drug cards, teaching plans, etc. Please refer to individual course syllabi for assignment details. Each required component of an assignment will be assessed for correctness and scored as either satisfactory (S) or unsatisfactory (U). All components must be scored as satisfactory for a grade of PASS to be assigned. Assignments with one or more unsatisfactory components will be returned to the student with comments and suggestions for improvement. The student is then required to resubmit the assignment. Students are allowed one resubmission of the assignment; in the event the resubmit is not satisfactory, the student will fail the course.

**Lab/Clinical performance**—at the completion of the clinical component of a course, student performance related to each of the course’s clinical objectives will be assessed for a minimum level of competence and scored as either satisfactory (S) or unsatisfactory (U). All clinical objectives must be scored as satisfactory for a grade of PASS to be assigned. Students are allowed one resubmission
of any clinical packet. In the event the resubmit is not satisfactory, the student will fail the course.

Montana Tech Nursing Department ATI Policy

Purpose:
1. To consistently implement ATI across the curriculum.
2. Clearly communicate expectations to students.
3. Provide scheduled evaluations of student outcomes.
4. Provide rewards for student performance.
5. Create an active learning environment with student accountability.

What is ATI?
- Assessment Technologies Institute® (ATI) offers resources designed to enhance student academic and NCLEX success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, online practice testing and proctored testing over the major content areas in nursing are also available. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program’s quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. *It is highly recommended that you spend time navigating these valuable orientation materials found on your ATI student home page.*

Modular Study:
ATI provides review modules in all major content areas. Students are encouraged to use these modules to supplement course work. These may be assigned during the course and/or as part of active learning/remediation following assessments.

Tutorials:
ATI offers many unique online tutorials. The tutorial Nurse Logic for instance teaches nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features embedded in the Learning System tutorial such as hint buttons, a talking glossary, and a critical thinking guide help students gain an understanding of the content. Other tutorials may be available and will be assigned as appropriate.

Assessments:
Assessments will help the student to identify what they know as well as areas requiring active learning/review. There are practice assessments available to the student and proctored assessments that are scheduled during courses.
Active Learning/Remediation:
Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s test report called their individual performance profile will contain a listing of the topics to review. From their test results the student can remediate these topics to review by using a focused review which contains links to ATI review modules, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written remediation templates as required.

(Specify your course specific tutorials here)

Sample ATI Grading Rubric: Worth up to 10% of course grade (adjusted per course)

<table>
<thead>
<tr>
<th>ATI Nurse Logic &amp; Learning Systems Tutorials completed as per time indicated above or a minimum of 1 minute per item</th>
<th>ATI practice assessment, Form B create focused review, &amp; complete 2 hours of remediation</th>
<th>ATI proctored Test</th>
<th>Total possible (10 or 10% of course grade)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 pts.</td>
<td>2 pts.</td>
<td>Level 3 = 5 pts.</td>
<td>10 pts. (100%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 2 = 4 pts.</td>
<td>9 pts. (90%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level 1 = 2 pt.</td>
<td>7 pts. (70%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Below Level 1 = 1 pt.</td>
<td>6 pts. (60%)</td>
</tr>
</tbody>
</table>

*If a Level 2 is not achieved on the first attempt, 4 hours of remediation is required on the proctored exam before the retake.

Assessments Technologies Institute (ATI)
Students are required to successfully complete program assessment tests, including an end-of-program assessment in order to progress through and graduate from the program. The maximum amount of days allowed between retakes will be 5, for all courses.
**ATI Proctored Assessment**
An ATI proctored assessment exam will be given for each course with the exception of Gerontology and Pathophysiology; it will be worth 10% of the final grade. Students must achieve a level 2 on the exam. In the event that a student does not achieve a proficiency level 2 on the 1st ATI exam the student will be required to:

- retake another form of the ATI assessment exam
- and the 10% grade calculation will be based on the students’ first attempt.

*If the student is not successful on the second attempt they will fail the course.*

**ATI Self-study (Non-Proctored Assessment) Pass/Fail**
Students are required to complete non-proctored student version ATI assessment exams for each course. A copy/printout of each score must be given to the faculty. Course specific instructions will be included in the course syllabus.

**ATI Mid-Curriculum Assessment/PN Comprehensive Predictor**
ASN students must complete a mid-curriculum assessment/examination at the end of their 4th semester of study. This assessment is a program requirement and must be successfully completed with a 94% probability before the end of the semester. Students must provide documentation (transcript printout) verifying a minimum of 6 hours of online preparation by creating a focused review of the 125 item PN Comprehensive Practice Assessment Form B prior to taking the Comprehensive PN-Predictor.

Students who are not initially successful may retake the examination assessment after remediation **only one time** prior to the end of the semester. Students, who do not achieve 94% probability after the second attempt, cannot progress into the 5th semester and will be required to reapply to the ASN program.

**ATI End of Program Assessment/RN Comprehensive Predictor**
ASN students must complete an end-of-program assessment/examination during their final semester of study. This assessment is a clinical requirement for NRSG 266 Managing Client Care and must be successfully completed with a 97% probability prior to the end of the semester. Students must provide documentation (transcript printout) verifying a minimum of 6 hours of online preparation by creating a focused review of the 150 item RN Comprehensive Practice Assessment Form B prior to taking the Comprehensive RN-Predictor.

Students who are not initially successful may retake the examination assessment after remediation **only one time** prior to the end of the semester. Students who are not successful after the second attempt will meet with their advisor to develop an academic plan. Official transcripts will not be forwarded to the MSBON until the student has passed the assessment with at least a 97% probability of passing the NCLEX exam.
**Final Grades**
The letter grade recorded for each nursing course except NRSG 100 is based on performance on tests and is determined as follows:

Courses with a computerized assessment exam
70% Average of test scores
20% Comprehensive Final Exam
10% Proctored ATI Exam or similar product (for courses with ATI)

Courses without a computerized assessment exam:
NRSG 138-Gerontology & NRSG 256-Pathophysiology
80% Average of test scores
20% Comprehensive Final Exam

**Test Attendance**
Students are required to complete tests at the scheduled times. In the event the student is unable to attend the scheduled test, the student must notify the faculty and take the test prior to the test date.

If a student cannot attend a scheduled test session due to illness, the student must contact the course instructor or Administrative Associate (496-4390) prior to the test (within two hours of the start of the test). The test must be given the next day. If the student is sick more than two school days and cannot take the test on the following day, they must have a note from their doctor.

If a student is late or fails to attend a scheduled test session without notifying the instructor in a timely manner, the student will receive a “0” on the test with no opportunity to retake the test.

**General Requirements**
- At least one proctor will be present in the testing room during the entire test session.
- No study aids (textbooks, notebooks, classroom notes, etc.) are allowed in the testing room during the test session.
- No talking among students is permitted during the test session.
- No papers, books, pens, pencils, purses, wallets, watches, beepers, cell/mobile phones, MP3
players, PDA’s, personal calculators or other electronic devices are allowed in the testing room during the test session.

- Exception—Pencils, scratch paper, and a calculator are provided to each test taker. None of these items may be removed from the testing room.
- “Kleenex” and cough drops will be supplied.
- No cameras, photographic equipment or devices are allowed in the testing room during the test session.
- Hats, scarves, hooded sweatshirts with pockets, and coats may not be worn in the testing room, unless religious practices require them.
- Personal belongings must be left at the front of the room during the test session. Test proctors cannot be responsible for student valuables during the test session, so students should use discretion in bringing valuable items to the test.
- Eating, drinking or use of tobacco is not allowed in the room during the test period.
- No food, beverages or food/beverage containers are allowed in the testing room during the test session.
- Once the test begins, students may not leave the testing room without the proctor’s permission. At the discretion of the proctor, the student may be accompanied by another proctor until s/he returns to the testing room.
- Any student who engages in inappropriate behavior and/or does not heed the proctor’s warning to discontinue inappropriate behavior will be removed from the testing room and will receive a “0” score for the test. All of the following are considered to be inappropriate behavior:
  - Giving or receiving assistance of any kind.
  - Using any prohibited aids. Prohibited aids are any device or materials that would be helpful in taking the test.
  - Failing to follow the test regulations or the instructions of the proctor.
  - Creating a disturbance of any kind.
  - Copying, reconstructing or removing test items and/or responses (in any format) or notes about the test from the classroom or attempting to do the same.
  - During computerized testing, tampering with the operation of the computer or attempting to use it for any function other than taking the test.

Day of the Test

- Students should arrive prior to the scheduled testing time and wait at the door until the proctor indicates that students may enter the testing room.
- If a student fails to attend a scheduled test session without notifying the nursing department in a timely manner, the student will receive a “0” on the test with no opportunity to retake the test.

Please call 496-4390 if unable to complete a test at the scheduled time.

- For paper-based tests, each student will be given a copy of the test, a “bubble sheet” answer form, and a #2 pencil with eraser. For computer-based tests, each student will be assigned to a computer by a proctor and must use that computer for the entire test session unless instructed otherwise by a proctor. Scratch paper and a calculator are available upon request. All test-related items must be returned to the proctor before leaving the room.
**During the Test Session**
- Regular test sessions are generally scheduled for 1 hour, 50 minutes, but the time allowed may be modified by a course instructor. Total testing time includes any period of time the student leaves the testing room.
- During the test session, if a student must leave the testing room for any reason prior to completion of the test, s/he will be required to give the incomplete test and any other testing-related items to a proctor before leaving. The proctor will give it back upon the student’s return. Absences from the room will be included in the total time allowed to complete the test. Except under extraordinary circumstances, only one student at a time is allowed to leave the testing room before completing the test.
- Students who have questions or need to leave the testing room during the test session must raise their hand to be acknowledged by a proctor. When acknowledged, the student may come to the proctor desk. Only one student at a time is permitted to speak with the proctor. Students SHOULD NOT leave their seat before being acknowledged by the proctor.

**After the Test Session**
- Upon finishing the test, the student should bring all test materials to the proctor. The student should not leave the room until the proctor approves. Once a test is submitted, the student must leave the testing room.
- Re-entry into the testing room is not permitted once the student’s test has been submitted to the proctor.
- Loitering within hearing distance of students who are still taking the test is not allowed.

**TEST ENVIRONMENT MODIFICATIONS**
Any request for modification of an individual’s testing environment must be made in writing and submitted to the Director of Nursing by the end of the first week of classes each semester. A copy of the Nursing Department Test Environment Accommodation Policy and Procedure is available in the Nursing Department.

**TEST SCORING, GRADING, AND REPORTING**
Tests are scored using computer software. Raw scores are reviewed and modified as needed by faculty before grades are determined. This process is time and labor intensive, therefore test grades may not be available until the day after the test.
- Each student’s score (reported as a percentage) is posted on Moodle
- Individual score sheets generated by the department’s test scoring software will be placed in the student’s mailbox after all students have taken the test. Final exam score sheets are not available for review.

**TEST REVIEW**
After all students have completed the test, a student may contact the course instructor for a supervised review of the test and detailed answer key. Students are given a maximum of 15 minutes to review any test. No notes may be taken during the review. Final tests cannot be reviewed. Tests for each course are only available for review until the next scheduled test.
**Results Reporting**

Test scores are not released to students until the faculty person responsible for the test reviews results and makes any necessary adjustments.

- Each student’s score (reported as a percentage) is posted on Moodle.
- Individual student score reports generated by the department’s test scoring software will be placed in the student’s mailbox file.
IV. GENERAL POLICIES, REQUIREMENTS AND INFORMATION

ATTENDANCE AND SCHEDULING
Successful completion of the nursing curriculum requires regular class/lab/clinical/test session attendance. Children, family members, etc. are never allowed in the clinical area and are not allowed in the classroom without department permission. Most classes, laboratory and clinical experiences occur Monday through Friday; however required clinical hours may also include a variety of day, evening, night and/or weekend shifts. The clinical experiences will occur in many different healthcare settings. Travel at the student’s expense will be required. Hours are subject to change depending upon clinical assignments, clinical availability and individual circumstances.

The course instructor may require attendance in the classroom phase of a particular course. Please refer to the individual course syllabus for course-specific requirements.

Clinical/Lab Attendance and Absence Policy
Attendance in the clinical/lab portion of class is essential to acquire experiences necessary to meet course objectives; therefore, prompt and regular attendance is required. Any period of time missed during a scheduled clinical/lab day will be considered a missed clinical/lab day (including arriving late, leaving early, etc.). Regardless of any absence, coursework will need to be completed in order to meet the course objectives.

If a student’s clinical/lab absences exceed two days per semester, the student must either submit an Action Plan or withdraw from the program. The action plan must detail the student’s plan to achieve the clinical/lab objectives for the current clinical/lab experience and/or any remaining clinical/lab hours during the semester.

The action plan must be submitted to the involved faculty person and Director of Nursing before the student will be allowed to continue in clinical/lab/class. If the faculty person and Director of Nursing approve the action plan, the student may continue with clinical/lab/classes. If the faculty person and Director of Nursing do not approve the action plan the student is required to withdraw from the nursing program.

The student may be asked to leave clinical/lab if s/he:
- Is not prepared (has not completed required readings, watched required media, required clinical forms, etc.)
- Is not appropriately clothed/does not demonstrate professional appearance
- Does not have the required clinical/lab supplies upon arrival to a clinical/lab assignment

This will be considered a missed clinical/lab day and will result in corrective action.

If a student fails to report to an assigned clinical/lab and does not notify the instructor and clinical facility/agency (if applicable), the student will be immediately dismissed from the nursing program.
Appearance and Grooming Standards for Clinical Settings

Requirements for grooming and appearance in the clinical setting are based on safety, infection control, and the need to present a professional appearance. Whenever a student is in a clinical facility/agency, s/he must adhere to the following requirements:

Montana Tech Nursing Department Uniforms

Students are required to wear designated clothing whenever they are in a clinical/lab setting. Uniforms are to be worn only during clinical/lab experiences.

The required uniform consists of:
- Hunter Green uniform top with MT Tech Nursing Department logo
- MT Tech identification badge
- White, brown or black shoes (these shoes should be used exclusively for clinical)
- Black uniform pants

Each uniform top must have a Montana Tech Nursing Department logo embroidered on the upper left-hand side of the top. Nursing logos on uniform tops are embroidery by a vendor designated by the nursing department.

Clinical Attire—General Guidelines Regardless of Setting

- An approved Montana Tech identification badge must be worn at all times. The badge contains the student’s first and last name and designation as a student nurse. The badge must be free of anything that covers the Montana Tech logo or student name/designation. The badge must be worn on the upper torso and be clearly visible at all times.
- Expected personal hygiene includes clean skin, clean breath, and daily shampoo/bathing.
- Fingernails should be clean, short, trimmed and filed. Artificial nails of any length are not allowed. Nail polish (if worn) must be pale-colored and completely cover the nail.
- If hair is below shoulder length or hangs in the face upon bending, it should be pulled back off of the face. Facial hair should be neat and trimmed.
- Perfume/cologne is not allowed. Personal care items such as deodorant/antiperspirant, lotion, etc. must not be excessively scented.
- Extremes in make-up and/or hairstyle are not allowed.
- Efforts must be made to assure that tattoos and other body modifications are not visible to patients/facility staff.
- Wearing jewelry in the clinical setting is strongly discouraged. Only the following items are allowed:
  - Earring(s)—limited to one post per ear lobe. No other visible items associated with piercing or body modification (including items worn in the tongue, etc.) is allowed.
  - 1-2 rings that are small enough to allow use of gloves without risk of tearing the gloves.
  - One short necklace.

Clinical Attire—Patient Care Settings

- Student nurses should be visually distinguishable from regular facility staff; therefore must wear the designated uniform top with a Montana Tech Nursing Department logo embroidered on the left upper portion of the top.
- The uniform top/Montana Tech logo may not be covered with a lab coat, sweater, etc. Students who desire extra warmth may wear a white or black shirt underneath the uniform top.
- Please refer to each clinical syllabus for any course-specific modifications to the required clinical attire.
- Uniforms should be freshly laundered, pressed, and in good condition. Pants should be hemmed to an appropriate length. Shoes/shoelaces should be clean.
• Shoelaces must be tied securely. No open toe shoes may be worn in the patient care area. Socks must be worn with clogs (i.e. “Crocs”). Clogs must have a heel strap or a deep heal cup.

**Clinical Attire—Non-Patient Care Settings**
• Attire worn to a clinical facility outside of normal clinical hours (i.e., to attend orientation sessions/educational offering, or to review patient/client data, etc.) should be neat, clean and have a professional appearance.
• Montana Tech uniform top and name tag must be worn outside normal clinical hours to any clinical site.
• Clothing must be of proper fit, in good repair (no rips, tears or holes) and cover the entire torso.
• Denim, jeans, “lounge wear,” or jogging attire (including hooded sweatshirts) are not acceptable.
• Tops with wording, slogans, or depiction of objects, persons, or characters are not allowed (except small Montana Tech logos).
• Sleeveless tops must be covered with a jacket or sweater.
• The front cut of a blouse or shirt should not show cleavage or chest hair. Pants must be worn so no skin is exposed.
• Dresses, skirts or shorts should not be shorter than knee length.

Wearing a Montana Tech Nursing Department uniform, logo, identification badge, or clinically representing oneself as a Montana Tech student nurse in any way, is limited to activities directly related to nursing courses in which the student is currently enrolled.

**BREAKS/TOBACCO USE DURING CLINICAL HOURS**
Breaks during direct supervision clinical hours are at the discretion of the faculty person, but in general, **students are not allowed to leave the immediate clinical area** for a break.

Students should be prepared to be on a clinical unit for up to 6 hours before a meal break occurs. Light snacks and/or beverages **may** be consumed on the clinical unit, depending on facility policy and faculty choice, but students should eat breakfast **before** reporting for clinical. Lunch must be consumed on site.

**The use of tobacco in any form (cigarettes, smokeless tobacco, etc.)** inside, or in the vicinity of clinical facilities/agencies, public areas or on Montana Tech property is **not allowed at any time**. Tobacco users should consider the use of nicotine gum or patches if necessary.

**CODE OF CONDUCT**

While attending class, clinical, meetings or while on Montana Tech or clinical facility/agency property, **student nurses, faculty, and staff are expected to continually conduct themselves in a manner that demonstrates professionalism, courtesy, tolerance, and respect.**

Violation of the Code of Conduct will result in Corrective Action. Please refer to the Code of Conduct document at the end of the handbook for more details.
COMMUNICATION

General Information
All Nursing Department announcements and essential communication are communicated via e-mail (MT Tech account). Only notification of acceptance/non-acceptance to the program and results of Nursing Department appeals are mailed to students using the United States Postal Service.

The Nursing Department maintains a physical mailbox system for communication between faculty/staff and students. Once accepted into the program, each student will be assigned a designated space (“mailbox”) to retrieve corrected assignments, test score sheets, etc. Students are responsible for checking their mailbox on a regular basis. Students are only allowed access to their own designated mailbox and must be directly supervised by department faculty or staff when retrieving materials from the mailbox. Students may not access another student’s mailbox for any reason. Students who access their mailbox without supervision or access another student’s mailbox will be subjected to corrective action.

Each faculty member has a designated area for submitting assignments outside of class time.

Problem Resolution
If a student has an unresolved problem, or has questions or concerns about specific course or program requirements, the student is expected to follow the appropriate communication chain of command in an attempt to resolve the issue. In the event that the communication chain of command is not followed, unresolved problems will be directed back to the appropriate person for resolution. The appropriate chain of command within the Nursing Department is as follows:
Involved student, faculty, advisor, Director of Nursing, Dean of the College of Letters, Science & Professional Studies, Vice Chancellor of Academic Affairs/Research, Chancellor, Montana Office of the Commissioner of Higher Education, Montana Board of Regents of Higher Education.

Keys to a Successful Student Experience
- Try to solve/resolve problems on your own first.
- Inform the nursing faculty member/advisor of circumstances that may affect your academic/clinical performance before it becomes a problem.
- Personal problems or conflicts between students need to be resolved outside of the classroom/clinical/lab setting. Students are encouraged to discuss these issues with a faculty member/advisor/campus counselor during office hours or by appointment. (Please refer to the Nursing Department Code of Conduct for detailed further information)
- Keep personal information private—yours and anyone else’s. In accordance with FERPA guidelines, the nursing faculty will not violate student confidentiality (faculty and staff will not share details of individual student circumstances with other students).
- Questions regarding assignments should be clarified at the time the assignment is made.
- Keep your own record of your grades in individual courses. Utilize Ore digger Web to access registration, scheduling and grade information.
- Don’t dominate classroom discussions. Don’t engage in personal conversations during class. Avoid offensive/inappropriate language.

CONFIDENTIALITY
Patient and/or clinical facility/agency information can be used only for achievement of Montana Tech Nursing Department goals and objectives and must be held in strict confidence. Any other use or disclosure of a patient’s personal information and/or protected health information or confidential matters within a facility is in violation of Montana Tech policy, the Nurses Code of Ethics, the Nurse Practice Act, and State & Federal law.
Violation of patient privacy rights or revealing confidential information will result in immediate dismissal from the nursing program. The student will be held individually responsible for any criminal and/or civil judgments resulting from unauthorized disclosure of protected/confidential information.

American Nurses Association
Social Media-6 Tips to Avoid Problems:
1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through their nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Students will receive specific training regarding privacy and confidentiality, including all applicable requirements mandated by Montana law and the Federal Health Insurance Portability and Accountability Act (HIPAA).

Additionally, students who volunteer and are asked to participate in a Nursing Department Student Appeal are required to sign a confidentiality form. Disclosure of any information related to the appeals process will result in corrective action.

**CORRECTIVE ACTION**
If a nursing student fails to comply with the terms of the Nursing Student Handbook, s/he will be subject to corrective action, which may include, but not be limited to, corrective counseling, additional course work/clinical hours, and referral to the Associate Vice Chancellor for Student Affairs/Dean of Students further assessment, or dismissal from the nursing program.

A confidential record of corrective action is kept in the Nursing Department. A maximum of two instances of documented Nursing Department corrective counseling can accumulate throughout the student’s enrollment in Montana Tech’s Nursing Program. A third occurrence will result in automatic dismissal from the nursing program.

**EXPENSES**
Completion of a degree in nursing is costly. In addition to tuition and fees, nursing students should be aware that required nursing textbooks/reference materials are expensive and that many courses require several texts. The student should also plan for a number of out-of-pocket expenses related to course/program requirements. These expenses include, but are not limited to:

**Program Fees**
Once accepted into the nursing program both ASN and BSN students are assessed a program fee each semester ($550.00 per semester for 2012-2013).
Clinical Supplies
The following are required for all clinical experiences until otherwise indicated by the clinical instructor:
- Bandage scissors
- Black pen
- Blood pressure cuff
- Gait belt
- Penlight
- Pocket size
- Alcohol-Based Antimicrobial-
- Hand Sanitizer
- Pocket size calculator
- Watch (with second hand)

Graduation Pins
Montana Tech’s Nursing Department celebrates the graduation of its students each year with a traditional pinning ceremony. Each program has its own pin. Students are responsible for the cost of the pin.

Replacement Identification Badges
The Nursing Department issues one identification badge to each student free of charge. Students must wear this identification badge at all times while in a clinical setting. No other identification badge can be worn.

Transportation
Students are responsible for their own transportation to and from classes and clinical experiences. Students should expect and be prepared for travel outside of the Butte area.

No clinical hours are awarded for transportation to and from clinical sites or for clinical preparation.

Uniforms
The Montana Tech Nursing Department selects the style and type of clinical attire worn by its students and faculty in the clinical setting. Students are required to wear designated clothing whenever they are in a clinical/lab setting. Students are encouraged to purchase at least two pairs of pants and two uniform tops to assure a clean uniform each clinical day.

Students may purchase shoes and pants wherever they desire, but uniform tops and embroidery must be purchased from a vendor selected by the Nursing Department. The vendor is on campus during the first week of each semester and sells all required clothing as well as clinical supplies.

Injuries Sustained in a Clinical Area
Any injury that occurs in a clinical setting (i.e., needle stick or other exposure to blood borne pathogens, back injury, injuries sustained during appropriate patient care, etc.) must be immediately reported to the clinical faculty.

The faculty will ensure that all facility policies relevant to the injury are followed. Additionally, students must also comply with Montana Tech’s unusual occurrence policies and procedures. Nursing Department personnel will assist the student in completion of required documentation.

All costs associated with injuries sustained in the clinical setting are the responsibility of the student.
INSURANCE

Malpractice Insurance
Malpractice insurance is required for all nursing students and is paid for by the Nursing Department through student fees. Basic terms of the policy are:
Each student is covered only while supervised by a Nursing Department faculty member in an official Montana Tech nursing course. Coverage ceases upon termination of the student's enrollment, either by graduation or withdrawal. Coverage is limited to activities that are part of, and a requirement of, the student’s curriculum. Student malpractice insurance does not cover student employment.

It is the student’s responsibility to notify the clinical faculty member about any occurrence that might cause liability to the student, clinical affiliate, or Montana Tech. A facility/agency incident report must also be completed.

Health Insurance
The student is responsible for all expenses resulting from injuries that s/he experiences in the clinical setting. Personal health insurance is required as per Montana Tech policy.

INITIAL LICENSURE
Licensure of nurses is governed by individual state boards of nursing. Initial licensure for registered nurses is based on performance on the National Council of State Boards of Nursing’s (NCSBN), NCLEX-RN examination as well as other requirements. For general information about the NCLEX-RN examination, please refer to the NCSBN website (www.ncsbn.org). For Montana licensure, please refer to the Montana State Board of Nursing for information regarding licensing requirements http://mt.gov/dli/bsd/license/bsd_boards/nur_board/board_page.asp.

SPECIAL REQUIREMENTS FOR CLINICAL SETTINGS

Health/CPR
A variety of immunizations/proofs of freedom from infectious disease and CPR training are required for all health persons who care for patients/clients in a health care facility/agency. Students who apply for acceptance to the nursing program submit current, up-to-date paperwork for the following:
- Proof of measles, mumps, and rubella vaccination or immunity
- Evidence of Hepatitis B vaccination (series of three shots) or seroimmunity (demonstrated with a positive titer)
- Current evidence of freedom from tuberculosis (TB skin test or chest x-ray).
- CPR--evidence of current completion of an approved CPR course, must have adult & infant (American Heart Association Health Care Provider or American Red Cross Professional Rescuer).

Once accepted into the nursing program students must maintain continual evidence of:
- Freedom from tuberculosis (TB skin test or chest x-ray), must be updated annually.
- Current completion of an approved CPR course, adult & infant (American Heart Association Health Care Provider or American Red Cross Professional Rescuer) during his or her entire enrollment in the nursing program.
**STUDENT HEALTH**
Any health condition that may affect the student’s ability to meet program/course objectives should be promptly reported to the Director of Nursing.

Student pregnancies should be promptly reported to the clinical faculty. The student will not be placed in clinical situations that might jeopardize the pregnancy.

Any student who has physical restrictions prescribed by a health care provider must provide a statement from the provider outlining the restrictions and/or limitations. The Director of Nursing and Associate Vice Chancellor for Student Affairs/Dean of Students will determine if course objectives are achievable with reasonable accommodation.

During clinical experiences, students must report communicable infections, skin breaks, etc. to the clinical instructor prior to caring for patients/clients.

All information reported to the Nursing Department related to student health/medical conditions is held in strict confidence and shared only with individuals who have a legitimate right to the information.

**LATEX**
Latex sensitivity is a concern in the laboratories and clinical settings that you will experience in the Nursing Program at Montana Tech. We are unable to provide a latex-free environment. Although we provide nitrile gloves, you will still be exposed to latex from lab specimens, equipment and models. It is important that you fully understand the risks of repeated latex exposure, particularly if you are a person with latex sensitivity. If you have questions or concerns about exposure to latex, you should contact Karen VanDaveer, Director of Nursing (406) 496-4392.

**SIMULATION LAB POLICY**

*Purpose*
The primary objective of the Simulation Lab is to promote a high fidelity learning/teaching for students and faculty by providing a state of the art environment to evaluate basic and advance skills/behaviors.

Simulation-based education is increasingly viewed as a crucial part of healthcare training programs. The benefits of simulation training include practicing and making mistakes in a risk-free environment, identifying sources of error in care processes prior to their implementation in practice and adapting scenarios for learners at multiple levels. In our clinical simulation laboratory, students practice real skills in a simulated environment. Our most realistic use of simulation for learning is our high-fidelity mannequins for adult care. This mannequins can breathe, speaks, and be programmed to respond physiologically to students’ interventions during scenarios designed to mimic actual patient situations. The Simulation Lab provides a supportive environment for students to learn and master nursing skills.

*Policies*
- Students should not discuss scenarios occurring in the simulation lab except in debriefing sessions. Telling another student the details of a simulation exercise is considered academic dishonesty.
- Unless otherwise instructed, students are to dress for simulation lab as if attending clinical. Scrub tops, name badges and clinical supplies and equipment are required.
• The simulation lab should remain locked at all times. Access to the lab is limited to nursing department faculty and staff.
• Students are not allowed in the simulation lab unless a faculty member is present. This includes time before the clinical lab is scheduled to be and during breaks.
• Universal Precautions are to be followed at all times as are all safety guidelines used in the clinical settings. Sharps and syringes are to be disposed of in appropriate containers.
• Equipment may not be removed from the simulation lab for practice nor are the simulation labs to be used for practicing clinical skills unless supervised by faculty.
• Students may be digitally recorded during scenarios. Viewing of videos recorded during training are only permitted with faculty members. The videos are the property of the nursing department and students may not possess simulation lab videos or recordings.
• Electronic devices (cell phones, pagers, etc.) cannot be used in the simulation lab.
• At the completion of a simulation lab, students should return.
• After simulation, take your personal belongings with you (i.e. papers, pens, stethoscopes, pen light etc.).
• Food is not permitted in the simulation lab. Drinks must be covered and are not allowed near the manikin.
• Students who have a latex allergy must inform the clinical instructor prior to lab.

Absence from a schedule lab is considered a missed clinical day and students absent the day of simulation training may not be allowed to make up that training. Regardless of any absence, coursework will need to be completed in order to meet the course objectives.

**Background check**
Clinical practice is a mandatory part of Montana Tech of the University of Montana Nursing Programs. To ensure the safety and well-being of all patients, many employing institutions in health care have increasingly stringent requirements and background checks as conditions for providing patient care by students. Therefore, it is required that all students within the nursing program **complete an annual background check each August prior to the start of the semester**. The involved clinical affiliate receives and reviews the background check to determine if each student may complete clinical hours within the agency. Since clinical practice in actual (not simulated) health care settings is a mandatory component of Montana Tech’s nursing curriculum, students who are denied access to a clinical affiliate are generally unable to meet course and curriculum objectives and therefore are unable to progress through the program.

Complete instructions on how to complete the background check will be provided to the newly admitted students during orientation.

Any additional requirements requested by the clinical affiliate, such as, drug screens or additional background checks will be at the student’s expense.

**STUDENT REPRESENTATION**
Students from each cohort will be selected by their peers to serve as student representatives for participation in program review and communication. Student representatives are expected to attend monthly Nursing Department faculty meeting to provide input and receive updated information. This process serves as a standing agenda item for two-way communication.

**USE OF CELLULAR PHONES/ELECTRONIC DEVICES**
Cellular phones/electronic devices should be turned off or silenced during class. “Texting” is not allowed during class.
Use of cellular phones or other electronic communication devices is strictly prohibited in clinical areas. Students are not allowed to take pictures with their cell phones when in the clinical setting. Students who have a legitimate need for a cellular phone/electronic device should request permission for its use from the course/clinical instructor.

USE OF SUPPLIES
Only the course instructor or designee can distribute the equipment and lab supplies used by students to gain competence in clinical skills. Students are not allowed to enter Nursing Department supply rooms/areas for any reason.

Removal of any item from the Nursing Department, except as approved by the faculty, or a clinical affiliate, constitutes theft. Incidences of theft will be referred to law enforcement personnel and will result in corrective action.

USE OF REGULATED MEDICAL EQUIPMENT
Montana Tech student nurses may only use regulated medical devices such as syringes, urinary catheters, IV catheters, blood glucose monitors, etc. under the supervision of a faculty person/designee.

Direct supervision is required any time a student uses a regulated medical device on another person. Practicing technique(s) on another person without faculty supervision, or any other unauthorized use of these devices, will result in corrective action.
V. STUDENT APPEALS

The Nursing Department embraces the concept of due process from both a legal and ethical viewpoint. We encourage any student who believes s/he has been treated unfairly to request a review of the circumstance through a formal Nursing Department appeal. Pursuit of due process cannot interfere with the rights of others.

Students may appeal decisions made by the Nursing Department or any individual Nursing Department faculty member or members. These appeals include:

- Grade appeal
- Involuntary dismissal from the nursing program

Purpose of an Appeal:

- To give students an opportunity to provide evidence that the faculty decision was incorrect.
- To give students an opportunity to provide evidence such as records, documents, and testimony to support his/her claim.

General Appeal Process

The student must provide the Director of Nursing with written intent to file an appeal within one business day after the incident. The student should include any information s/he feels is relevant to the appeal.

The Director of Nursing convenes an appeals committee consisting of:

- A Nursing Department faculty member not involved with the incident being appealed
- A Montana Tech counselor
- A neutral-party student—this student is selected by the Director of Nursing from a list of volunteers generated at the beginning of each semester. The neutral party student cannot be enrolled in the same NRSG courses as the student requesting the appeal. They must sign a waiver indicating that there is no conflict of interest between the neutral party student and the student requesting the appeal. They are also required to sign and abide by a confidentiality agreement.

Process

The Appeals Committee first meets with the involved faculty member (if applicable) followed by the student requesting the appeal.

The student presents any relevant information to the Appeals Committee. The student may have one student peer-advocate present, if desired.

- The student peer-advocate (who must be currently attending Montana Tech) is chosen by the student and is not required by the Nursing Department to sign a confidentiality form. The peer advocate does not actively or verbally contribute to the appeal.

If the student desires anyone else’s presence during the appeal (i.e. a non-nursing faculty member, family member, attorney, etc.) written notification must be made to the Director of Nursing at least 24 hours prior to the Appeals Committee meeting. This person may not contribute actively or verbally during the appeal.

The appeals committee will then confer and forward a recommendation to the Director of Nursing. Following the appeal the student must meet with their advisor to go over the committee’s decision. The student will also receive formal notification via a letter mailed to the student’s mailing address on record. The Director of Nursing can approve or deny the appeal recommendation.
Montana Tech Nursing Department
Corrective Action Form

Date: ____________________
Student Name: ________________________________
Faculty Name: ________________________________

Corrective Action: (circle appropriate action)

One  Two  Dismissal

Incident Information (attach documentation, if any)
Date/time of Incident: __________________________
Location of incident: ___________________________
Description of incident (faculty statement):

Description of incident (student statement):

Witnesses, if any:

Policy/Policies Violated:

Corrective Action: (list goals, timetables, etc.)

Consequence(s)

Date of next meeting for follow-up: ______________________

I have received and read this corrective action form. I have been informed that a copy of this corrective action form will be placed in my student file.

Student Signature: ___________________________________ Date: _____________________

Faculty Signature: _________________________________ Date: _____________________

Witnesses Signature: _______________________________ Date: _____________________
Appeal-Specific Requirements

Grade Appeal:
Written intent to appeal any nursing department grade must be given to the Director of Nursing within one business day of being informed of the grade being posted.

Appeal of Involuntary Dismissal from the Nursing Program Appeal:
Written intent to appeal an involuntary dismissal (i.e., Unsafe Clinical Practice or Code of Conduct violations) from the Nursing Program must be given to the Director of Nursing within one business day of notification of the involuntary dismissal.

Request to Re-Enroll in Nursing Courses
Students who received a failing grade in a nursing course and whose progression through the curriculum has been delayed may request to re-enroll in clinical courses for a future semester on a case-by-case basis. Students who wish to re-enroll should notify the Director of Nursing as soon as possible. Requests to re-enroll are considered on a case-by-case basis and are dependent upon program capacity and sufficient financial, faculty, and clinical resources. Students may be required to complete remedial activities or consult with a health care provider prior to re-enrollment. Availability of seats will be determined at the end of each semester. If there are more requests for placement than seats available, a random selection process will be utilized.

Request to Re-Enter the Nursing Program
Students who voluntarily withdrew or were involuntarily dismissed from the nursing program and wish to re-enter should notify the Director of Nursing in writing as soon as possible. Petition for re-entry into the program is considered on a case-by-case basis and is dependent upon program capacity and sufficient financial, faculty, and clinical resources. Students may be required to complete remedial activities or consult with a health care provider prior to re-entry and students who withdrew for medical reasons may be required to submit a “release to return” from a health care provider.
MONTANA TECH OF THE UNIVERSITY OF MONTANA
NURSING DEPARTMENT
CODE OF CONDUCT FOR NURSING FACULTY, STAFF AND STUDENT NURSES

Purpose
While attending class, clinical, meetings or while on Montana Tech or clinical facility/agency property, student nurses, faculty, and staff are expected to continually conduct themselves in a manner that demonstrates professionalism, courtesy, tolerance, and respect.

Background
Like all institutions of higher learning, Montana Tech of The University of Montana exists to advance knowledge, to promote inquiry and discovery, to develop students as responsible citizens, and to enhance the greater society. In addition, the Nursing Department strives to promote behaviors that model the caring nature of nursing practice. Reasoned discourse and respectful debate are means to resolve differences and to reach common understanding. Montana Tech also strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation.

The faculty in the Nursing Department have a professional and ethical responsibility to assist students to learn the skills necessary to become a professional nurse, including caring behaviors, and to provide a safe teaching and learning environment for students, faculty, and to patients who receive nursing care from students.

Faculty respect that students are learning, however students are expected to have adequate knowledge, skills, and judgment to practice safely in clinical situations. Student behaviors and/or performance should never present a danger (or reasonable assumption of danger) to any other person (including fellow students, faculty, campus staff, patients/clients, clinical facility/agency staff, etc.) or jeopardize the license of a faculty member or nurse working with the student.

Overview
The Code of Conduct is derived from

- Practice-based standards and codes such as:
- American Nurses Association (ANA) Standards of Nursing Practice
- State of Montana Statutes and Rules Relating to Nursing (Nurse Practice Act)
- ANA Code of Ethics
- Montana Tech policies (please refer to the Montana Tech 2011-2012 Student Handbook and Catalog for details)

Requirements
Student nurses are required to adhere to the Nursing Department Code of Conduct during their entire enrollment in the nursing program. Failure to adhere to the Code of Conduct will result in Corrective Action.

Unacceptable Behaviors
Students are expected to behave responsibly and do not have the right to engage in behaviors that may harm and endanger any other person (“any other person” is defined as fellow students, faculty, campus staff, patients/clients, clinical facility/agency staff, etc.). Unacceptable conduct includes any behavior, action, or verbalization that places any other in either physical or emotional jeopardy.
Physical jeopardy is the risk of causing physical harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which puts any other person at risk for emotional or psychological harm.

Student behaviors and/or performance must be safe, ethical, and must not present a danger (or reasonable assumption of danger) to any other person or jeopardize the license of a faculty person or nurse working with the student.

**Students who Pose Imminent Danger**

If a student poses an imminent danger to self or others (act or direct threat of violence) while on campus, the emergency medical system (EMS) will be activated (911 will be called) and Campus Security will be called (496-4357). If a student poses an imminent danger to self or others (act or direct threat of violence), while at a clinical site, the facility policy will be followed.

Examples of imminent danger include but are not limited to, verbal or physical threats to self and others, brandishing a weapon, repeated obscenities, or unreasonable interference with the learning or patient care environment.

**Code of Conduct Violations**

If a student demonstrates inability to adhere to the Code of Conduct, the faculty member making the allegation will meet with the student to discuss the situation as soon as reasonably possible. Corrective action may occur.

Based on the severity of the incident, the faculty member making the allegation (in consultation with the Director of Nursing) may choose to remove the student from class or clinical until the incident is resolved.

Based on the severity of the incident, a meeting to discuss the incident is held, using the format of the Montana Tech Nursing Department Appeals Process. A recommendation by the appeals committee will be forwarded to the Director of Nursing and Dean of Students. The student will be informally notified of the decision via e-mail and a formal letter will be mailed to the student’s mailing address of record.

For unsafe/unethical behavior, decisions/recommendations may include one or more of the following:

- Decision of no sanctions. Dismissal of the situation with a Corrective Action report being maintained in the student file until the student graduates from the nursing program.
- Decision to develop an Action Plan with the student.
- Decision to refer the student to the Dean of Students for further assessment
- Recommendation for dismissal of the student from the nursing program.

**At-Risk Students**

At times, students demonstrate behaviors that do not fit clearly under the above categories (unsafe practice and/or code of conduct violations), yet the behaviors suggest that the student may be at-risk. These behaviors include but are not limited to excessive absenteeism or absences without notice, a pattern of tardiness, late assignments with elaborate excuses for not meeting deadlines, deteriorating productivity, pervasive poor concentration, or difficulty making decisions, and forgetfulness. If faculty/staff observes these types of behaviors in students, the behaviors need to be addressed immediately. Faculty members are encouraged to meet with the student to discuss a course of action for student success.

If a student demonstrates at-risk behaviors, the faculty person will contact the Director of Nursing and Dean of Students. The faculty person having a concern for the student will hold a meeting with the student to discuss the situation as soon
as reasonably possible.

Corrective action may occur. Faculty must notify the Director of Nursing if corrective action occurs. Based on the severity of the incident, the faculty member making the allegation in consultation with the Director of Nursing may choose to remove the student from class or clinical while the incident is investigated.

Based on the severity of the incident/behavior, a meeting to discuss the incident/behavior is held, using the format of the Montana Tech Nursing Department Appeals Process.

A recommendation by the appeals committee will be forwarded to the Director of Nursing and Associate Vice Chancellor for Student Affairs/Dean of Students. The student will be informally notified of the decision via e-mail/telephone and a formal letter will be mailed to the student’s mailing address of record.

For at-risk student behavior, decisions/recommendations may include:
- Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
- Decision to develop an Action Plan for the student.
- Referral to the Associate Vice Chancellor for Student Affairs/Dean of Students for follow-up and further evaluation.
- Recommendation for dismissal of the student from the nursing program.
I have read, understand, and have had the opportunity to ask questions about the policies, requirements and information set forth in the 2012-2013 Nursing Department Student Handbook and agree to abide by them. I have been given a copy of the Handbook.

I acknowledge that failure to abide by these policies and requirements will result in corrective action.

Dated on the ____ day of ____________________, 20____.

___________________________________________
STUDENT Name (Print Clearly)

______________________________________________________
STUDENT Signature

______________________________________________________
DIRECTOR OF NURSING Signature

The Montana Tech ASN Nursing Program is Accredited By:
National League for Nursing Accrediting Commission
3343 Peachtree Road NE, Ste. 500
Atlanta, GA. 30326

The Montana Tech BSN Nursing Program is a candidate for Accreditation by CCNE. Site Visit is March 11th, 12th, 13th, 2013.