MONTANA TECH

Online Bachelor of Science (BSN)

Post Licensure

Student Handbook

2017-2018
# TABLE OF CONTENTS

## SECTION I

**Introductory Material** ................................................................. Pages 4-6
- Faculty & Staff
- Programs
- Mission/Philosophy
- Core Concepts of Conceptual Framework
- Caring
- Communication
- Professionalism
- Critical Thinking
- Clinical Judgment
- Conceptual Framework

**Program Description & Expected Outcomes** .................................. Pages 7-10
- Nursing Program Descriptions
- Role of the Registered Nurse
- BSN Program Description
- BSN Student Learning Outcomes
- BSN Program Outcome
- Program Goals
- Admission Criteria
- Prerequisite general education courses

## SECTION II

**Academic Policies, Requirements & Information** ............................... Pages 10-14
- Academic Dishonesty
- Academic Requirement for Progression
- Unsafe Clinical Performance

## SECTION III

**Evaluation of Student Performance (BSN) Program** ......................... Pages 14-16
- Nursing Grading Scale
- Didactic Content/Application Assignments
- Discussion Boards
- Clinical Experiences

## SECTION IV:

**General Policies, Requirements & Information** ................................ Pages 16-21
- Clinical Attire:
  - General Guide Lines Regardless of Setting
  - Patient Care Settings
  - Non-Patient Care Settings
  - Code of Conduct
- Communication
- Confidentially
- ANA/Social Media Tips
Expenses:
  Program Fee
  Graduation Pins
  Replacement Identification Badges
  Transportation
Injuries Sustained in a Clinical Area
Insurance:
  Malpractice Insurance
  Health Insurance
Special Requirements for Clinical Settings:
  Health/CPR
Student Health
Background Check
Student Representation

SECTION V:
Student Appeals ........................................................................................................ Pages 21-23
Purpose of an appeal
General Appeals Process
  Process
Appeal-Specific Requirements
  Grade Appeals
    Appeal if Involuntary Dismissal from the Nursing Program Appeal
    Request to Re-Enrolling Nursing Courses
    Request to Re-Enter the Nursing Program

Student Signature Page .................................................................................................. Page 24
I. INTRODUCTORY MATERIAL

Montana Tech’s nursing faculty and staff extend a warm welcome. We trust you will find our program 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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MONTANA TECH
NURSING DEPARTMENT

MISSION

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.

PHILOSOPHY

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 class room
requirements and clinical experience in both simulated and actual care environments.

In a continually evolving curriculum that reflects best practice.

CORE CONCEPTS OF CONCEPTUAL FRAMEWORK

The following concepts are considered to be the foundation for the nursing program’s conceptual
framework and will be threaded throughout the 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.
PROGRAM DESCRIPTIONS AND EXPECTED OUTCOMES

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.
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.

Montana Tech’s BSN curriculum builds upon the foundation of the ASN curriculum that provides the students with 72 nursing credits (30 non-nursing and 42 nursing). The BSN curriculum requires an additional 48 credits (15 non-nursing and 33 nursing), which includes 157.5 hours of clinical.

Students admitted to the BSN Online Completion Program must first acquire an ASN degree from an accredited program and must have an unencumbered RN license. The BSN program is a distant learning program that is designed to build upon the foundation of the ASN-RN and afford students the opportunity to continue their education at a higher professional level. The BSN graduates are prepared to practice theory and research-based nursing interventions in a complex healthcare.

**BSN Individual Student Learning Outcomes**

1) Apply and integrate theories and concepts from the sciences, arts, and humanities into nursing practice.

2) Demonstrate knowledge of healthcare organizations and the leadership role that nurses must possess to ensure quality care and patient safety.

3) Use theory, research, and evidenced-based practice models in the delivery of nursing care and in the promotion of health and well-being to individuals, families, and communities.

4) Demonstrate competency in the clinical area by using patient care technologies and information management systems to deliver safe and effective care.

5) Integrate knowledge of healthcare policy, finance, and regulatory environments into professional nursing practice and the healthcare system.

6) Demonstrate effective interprofessional communication and collaboration with a multidisciplinary healthcare team to improve patient outcomes.
7) Provide nursing interventions that focus on disease prevention and health promotion to individuals, families, communities, and to diverse populations.

8) Demonstrate professional accountability and ethical responsibility in the delivery of nursing care.

9) Deliver holistic, generalist nursing care to patients across the lifespan and through the healthcare continuum that reflects compassionate, patient-centered care and results in high quality patient outcomes.

**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.

**Over All Program Goals**

1) Prepare individuals for practices as baccalaureate prepared nurses.

2) Recruit and retain a qualified and engaged faculty.

3) Provide an environment that supports student’s success and promotes innovation and excellence in instruction.

4) Contribute to the improvement of healthcare in our local and regional communities.

**Admission Criteria**

Students must meet Nursing Department requirements to be eligible for application to the BSN Completion Program. Acceptance in the BSN program is based on:

1) Admission to Montana Tech.

2) Submission of BSN Completion Program Application.

3) Submission of official transcripts from all colleges/universities that must be evaluated by
Enrollment Services.
4) Evidence of a current unencumbered license as a Registered Nurse (RN) in the state where clinical hours will be completed or proof of scheduled NCLEX exam date (for December ASN graduates).
5) Registration for the BSN courses will follow the Montana Tech Pre-registration schedule. Courses will be filled on a first-come-first-serve basis according to the Pre-registration schedule. Students should contact their advisor prior to their scheduled pre-registration date to arrange advising appointment.

**Prerequisite General Education Courses for the BSN degree include:**
- STAT 131 (Introduction to Biostatistics),
- Humanities Elective
- PHL 325 (Professional Ethics)
- WRIT 322 (Advanced Business Writing)

General education courses require a grade of C- or higher.

**II. ACADEMIC POLICIES, REQUIREMENTS AND INFORMATION**

**ACADEMIC DISHONESTY**

*Academic Dishonesty:*

**Academic Honesty**
Montana Tech believes that academic honesty and integrity are fundamental to higher education. Montana Tech has a responsibility to promote academic honesty, integrity, and the highest ethical and professional standards and behavior in and out of the classroom. Accordingly, policies and procedures have been developed to address instances of academic dishonesty. Students who violate these standards commit academic misconduct and will be subject to academic and/or disciplinary sanctions.

**Academic Dishonesty**
Academic dishonesty includes cheating; plagiarism; forgery; falsification; facilitation or aiding academic dishonesty; multiple submission; theft of instructional materials or tests; access to, manipulation of, or tampering with laboratory equipment, experiments, or computer programs without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors; and any actions intended to gain academic advantage by fraudulent and/or deceptive means.

**Student Responsibility**
The student has full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors or academic staff, who will
explain what is and is not acceptable in their classes or on campus.

**Faculty, Staff, and Administrator Responsibility**

It is the shared responsibility of faculty, staff, and administrators to take reasonable precautions to prevent and discourage academic dishonesty. Additionally, it is a duty of faculty, staff, and administrators to report instances and charges of academic dishonesty to the Office of the Vice Chancellor for Academic Affairs through the Academic Dishonesty Violation online referral form.

**Cheating**

Cheating is defined as obtaining or attempting to obtain, or aiding another in obtaining or attempting to obtain credit for work or any improvement in evaluation of performance by any dishonest or deceptive means. Cheating includes, but is not limited to, the following.

**Taking information:**

- Copying graded homework assignments from another student.
- Working with others on a take-home test or homework (unless specifically accepted by the instructor).
- Looking at another student’s paper or screen during an examination.
- Looking at text, notes, or electronic devices (e.g., cell phones, tablets, smart pens, unauthorized calculators, etc.) during an examination (unless specifically accepted by the instructor).
- Accessing another student’s electronic device (e.g., cell phone, tablet, laptop, desktop, etc.) and taking information from the device without consent.
- Allowing another person to complete assignments or an online course.

**Providing information:**

- Giving one’s work to another to be copied or used in an oral presentation.
- Giving answers to another student during an examination or for a take-home test.
- Informing a person in a later section about questions appearing on an exam after taking that exam.
- Providing a term paper to another student.
- Taking an exam, writing a paper, or creating a computer program for another student.

**Plagiarism**

Plagiarism is defined as submitting a term paper, essay, speech, laboratory report, or other assignment in which all or part of the words, ideas, or visuals are copied from the published or unpublished work of another individual without giving the original author proper credit for the words, ideas, or visuals. Such actions include, but are not limited to, the following.

- Copying homework answers from a text to hand in for a grade.
- Failing to give credit for ideas, statements, data, or conclusions derived by another author.
- Failing to adequately summarize or paraphrase another’s work.
- Failing to use quotation marks when quoting directly from another, whether it be a paragraph, a
sentence, or a part thereof.

Submitting a paper purchased from a research or term paper service or downloaded from the internet.

Copying another student’s or a former student’s paper and handing it in as one’s own.

Giving a speech or oral presentation written by another and claiming it as one’s own work.

Presenting another’s computer program as one’s own.

Failing to acknowledge the source of copied or adapted visuals.

**Other Forms of Academic Dishonesty**

Other forms of academic dishonesty include any actions intended to gain academic advantage by fraudulent and/or deceptive means not addressed specifically in the definition of cheating and/or plagiarism. These actions may include, but are not limited to, the following.

a) Planning with one or more fellow students to commit any form of academic dishonesty together.

b) Giving a term paper, speech, or project to another student when one knows or reasonably suspects that student will plagiarize it.

c) Having another student take one’s exam, or complete one’s computer program or lab experiment.

d) Lying to an instructor to increase a grade or gain additional time to complete an assignment or exam.

e) Submitting substantially the same paper or speech for credit in two different courses without prior approval of the instructors involved.

f) Altering a graded work after it has been returned, then submitting the work for regrading, without the instructor’s prior approval.

g) Removing tests from a classroom without the approval of the instructor, or stealing tests.

h) Using a person’s signature without permission.

i) Offering, giving, receiving, or soliciting a bribe of money, materials, goods, services, or anything of value for the purpose of procuring or providing an academic advantage.

j) Forging documents or other data, or omitting facts which are material to the purpose for which the information is submitted to the University, potential employers, or community members.

k) Possession of unauthorized equipment or materials during a test, quiz, or similar, whether found accessing or not.

**Policy on Cheating, Plagiarism, and Other Forms of Academic Dishonesty**

At faculty discretion, cheating may result in an F grade on the assignment or examination, or in the course. If a student does not accept the charge of cheating, s/he may bring the case to the Academic Standards Committee for review. Plagiarism may be considered a form of cheating and
is, therefore, subject to the same consequences as cheating. However, as there may be plagiarism as a result of poor learning or inattention to format, and there may be no intent to deceive, some instructor discretion is appropriate. Under such circumstances, the instructor may elect to work with the student to correct the problem at an informal level. In any case that a penalty is applied, the student must be informed of the event being penalized and of the penalty.

The instructor shall contact the student with evidence of the academic dishonesty incident in writing within 10 business days of discovery of the event. The Academic Dishonesty Violation Referral form will also be submitted electronically to the Office of the Vice Chancellor for Academic Affairs. The instructor will show the student all evidence being considered and allow the student to fully respond. The instructor will notify the Vice Chancellor for Academic Affairs of the intended disciplinary action.

The Office of the Vice Chancellor for Academic Affairs shall determine if any further disciplinary action is required. In reported cases of repeated academic dishonesty, the Academic Standards Committee may be alerted and may apply additional penalties beyond those imposed by the individual instructors. Disciplinary actions might include, but are not limited to, reprimand; educational sanctions (completion of a report, paper, project, or workshop); loss of membership in organizations; or disciplinary probation, suspension, or expulsion from the University.

If the Office of the Vice Chancellor for Academic Affairs and/or the Academic Standards Committee determines that no violation has occurred, the instructor will comply with the decision, and refrain from issuing penalties, or remove those already on the student’s record.

**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.

**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.
Distance learning clinical experiences are overseen by a preceptor. If the preceptor has determined that there is unsafe care, they will immediately contact the Nursing Department and notify the course faculty member of the incident. Based upon the severity of the incident, the preceptor may determine that the student has acted in a grossly unsafe manner and has the prerogative to dismiss the student from the clinical setting until the incident can be investigated. Once the incident has been reported to the Nursing Department, the course faculty- in consultation with the Director of Nursing - will investigate the incident and decide on disciplinary action. This may include, but is not limited to, development of a corrective action plan, referral to the Dean of Students for further assessment, and/or recommendation for dismissal from the nursing program. Since Montana Tech Post-Licensure BSN Students, by admission criteria, hold an unencumbered Montana Registered Nurse License, they are directly responsible for the care they provide. Therefore, if unsafe care has occurred, the student bears that responsibility solely - along with any sanctions or further legal action."

**Preceptor will notify faculty**

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 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 (BSN Program)**

**Nursing Department Grading 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>
The students are introduced to a number of different teaching/learning practices, but the three strategies most often used in the online program are: 1) Didactic Content/Application Assignments; 2) Discussion Boards; and 3) Clinical Experiences.

1. **Didactic Content/Application Assignments**

BSN nursing faculty at Montana Tech deliver didactic content by using different techniques based on their own area of expertise as it relates to the course content. Having an online program has required nursing faculty to try new techniques in delivering didactic content. Didactic content is provided through multiple course materials that include PowerPoint presentations, videos, web links, text books, and journal articles. Required readings and assignments are posted in Moodle on a weekly basis so that students develop the necessary knowledge base to meet course objectives. Some examples of assignments include pathophysiology write-ups by body system, nutritional assessments, and virtual information excursions where students learn how to access a wide variety of reliable health-related online resources. This level of didactic content reflects individual student learning outcomes of the program. For example, applying and integrating theories and concepts from the sciences, arts, and humanities is supported by lecturing on the chapters from selected nursing textbooks. Presented here is course content such as the Theory of Transformational Leadership and such as Chaos and Systems theories in understanding organizational structures. In addition, didactic content from the Nursing Research course requires students to gain the skills and knowledge necessary to develop research proposals and to use evidence-based practice in the care of individuals, families, and communities. Also many nursing text books now come with an online component that is developed within the text to reflect the chapters that the students can use as their “didactic lectures” when they are enrolled in an online class. These modules have sound and different types of learning activities such as fill in the blanks and matching. Finally, the Nursing Research course typically posts didactic contents online for the students by using the SMART board that is available to faculty in the Health Sciences Building.

2. **Discussion Boards**

Class discussion is a vital component of the BSN curriculum because it creates opportunities for students and faculty to interact in ways that contribute to the didactic content. In a distant
learning/online program, discussion forums are the most commonly used strategy to facilitate interactive learning. It is appropriate for each BSN course to have its own discussion requirements, but all courses use a similar discussion posting and response rubric. These rubrics outline student expectations for the postings such as scoring, content, and quality of writing.

3. Clinical Experiences

Clinical requirements set forth in the BSN program are vital to achieving the program, individual student learning, and aggregate student outcomes because these clinical experiences allow students to apply both theory and knowledge in direct care clinical settings. For this reason, the BSN online program requires 157 clinical hours. Students are able to complete these clinical hours anywhere they are living and working so long as they have an unencumbered RN license in that particular state.

Also students may need to attend facility orientation in order to complete clinical.

IV. GENERAL POLICIES, REQUIREMENTS AND INFORMATION

Clinical Attire—General Guidelines Regardless of Setting

Clinical Attire will be determined by each clinical facility but the student must wear their Montana Tech identification badge. It is the student's responsibility to contact their preceptor prior to their first clinical day to determine what attire is required. If scrubs are to be worn, then the student will wear the Montana Tech hunter green scrub top with the Montana Tech logo embroidered on the upper left portion. If business attire is required, the student will ensure that the clothing worn to the clinical site emulates the pinnacle of professionalism and is in good repair with appropriate hair, makeup, jewelry and shoes. Again, the student will always wear the Montana Tech identification badge regardless of setting. The clinical preceptor has the prerogative to determine if dress is appropriate and has the responsibility and capability of dismissing the student from the clinical site if clothing does not meet facility standards. The preceptor will then notify the course faculty of the missed clinical day.

Clinical Attire—Patient Care Settings

a) 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.

b) Please refer to each clinical syllabus for any course-specific modifications to the required clinical attire.

c) Uniforms should be freshly laundered, pressed, and in good condition. Pants should be hemmed to an appropriate length. Shoes/shoelaces should be clean.
d) 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

a) 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.
b) Clothing must be of proper fit, in good repair (no rips, tears or holes) and cover the entire torso.
c) Denim, jeans, “lounge wear,” or jogging attire (including hooded sweatshirts) are not acceptable.
d) Tops with wording, slogans, or depiction of objects, persons, or characters are not allowed (except small Montana Tech logos).
e) Sleeveless tops must be covered with a jacket or sweater.
f) The front cut of a blouse or shirt should not show cleavage or chest hair. Pants must be worn so no skin is exposed.
g) 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.

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.

Communication

Montana Tech Nursing Department
Communication Policy

Student Expectation:

a) Students must use Montana Tech email for all official correspondence with the Nursing Department and Nursing Faculty. Outside vendors (like Gmail, Hotmail, Yahoo, etc.) could accidentally be discarded by Tech IT security measures within the email system.
b) Students must check Montana Tech email at least three times weekly while enrolled in the Nursing Program. Although not required, it may benefit the student to check their Montana Tech email periodically during academic breaks.
c) Students must respond to any faculty or staff email or phone contact within two (2) business days (24 working hours) while classes are in session. If needing to communicate with faculty during academic breaks, contact the Nursing Department at 406-496-4390.
d) Students must utilize the proper channels when communicating a problem. If a problem arises, students must discuss the issue(s) with the involved faculty member first. If further discussion is needed, students must utilize the appeals process outlined elsewhere within this handbook.

e) Students must communicate with faculty, staff and other students in a respectful and professional manner, whether the communication is written, electronic, telephone or during person to person communication.

f) Students must update the Nursing Department within 14 days of any changes to name, address, and/or phone number. The contact information on file within the Nursing Department is the information that will be utilized in the event of urgent matters or in the event, that email communication has failed.

Faculty and Staff Expectations:

a) Faculty and staff will use Montana Tech email for all official correspondence with students regarding program business. In the event of urgent matters or in the event that email communication has failed, the Nursing faculty and staff will utilize the contact information found within the student’s file maintained in the Nursing Department.

b) Faculty and staff will check email at least once daily during business days while classes are in session. Faculty might check their email periodically during the academic breaks; however, this is not a requirement or expectation.

c) Faculty and staff will respond to email or phone contact from a student within two (2) business days (24 working hours) while classes are in session.

d) Faculty will expect that if communication with a student needs to happen during academic breaks, all communication will be coordinated through the Nursing Department.

e) Faculty will provide all Montana Tech communication information in their individual class syllabi. This information must include their Montana Tech email address, their Montana Tech office phone number and their available office hours.

f) Faculty members may choose to provide other contact information such as cell phone numbers. However, the inclusion of this information to the students is not a requirement. Should a faculty member choose to provide additional contact information, it is up to that individual faculty member to set guidelines for this form of communication.

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...blur...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.

Expenses
Completion of a degree in nursing is costly. There is an on line fee of $30.00 per credit, in addition to tuition and fees, nursing students should be aware that required nursing textbooks/reference material 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.

Program Fees
Once a student declares BSN as a major they are assessed a program fee of $600.00 (each semester) whether they are taking nursing or non-nursing courses within the curriculum.

Graduation Pins
Montana Tech’s Nursing Department celebrates the graduation of its students each year with a traditional pinning ceremony. 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.

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

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 Montana Tech 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.

**Nursing Health Requirements for Clinical Settings**

**Health/CPR**

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/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.

**Student Health**

Any health condition that may affect the student’s ability to meet program/course objectives should be promptly reported to the primary course faculty.

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/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.

**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**. Any fees or costs associated with background checks are the responsibility of the students. 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 unable to meet course and curriculum objectives and therefore are unable to progress through the program.

Any applicant convicted of a felony will not be admitted to the program.

If an enrolled student is convicted of a felony, the student will not be able to progress in the nursing program.

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**

It is recommended that the BSN Post-License cohort have between one to three student representatives. Official student representation can be challenging due to the challenges that come with attending an online program. However, student representatives are very valuable in creating a community within the cohorts and act as a contact point for any feedback that could be given from the students to the faculty and vice versa. The advantage of having set student representatives is it creates a clear and effective form of communication between the faculty and the students verses each student emailing what could be the same concern repeatedly. Please see below for the responsibilities and opportunities awarded to the student representatives. If a student is interested in being a representative, their intention should be emailed to the BSN Post-licence faculty advisor. In the event that there are more than 3 students interested in becoming a student representative, there will be an election held via email.

**Student Representative Roles and Responsibilities:**

Once a month students are invited to the Montana Tech Faculty Meeting. These meetings are held on
Monday's in the Health Sciences Building. Understandably, while enrolled in an online program, it could be difficult for students within the BSN Completion program to attend these meetings. However, know that student representation at these meetings is always welcome should you be able to attend. If no BSN student reps are available to attend the meetings, they may email Rebecca Lopez at rlopez@mtech.edu with the cohort concerns or issues to be raised and she will ensure that these issues are brought to the meeting. The resolution/addressed comments to the issues will be sent back to the student representatives for dissemination among the cohort. The final resolution will also be posted in the BSN News Forum.

V. STUDENT APPEALS

The Nursing Department supports the due process from both a legal and ethical viewpoint. 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.

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 in a formal letter. A dated, signed and scanned letter sent by email will be accepted.

The Director of Nursing convenes an appeals committee consisting of:

a. A Nursing Department faculty member not involved with the incident being appealed

b. A Montana Tech counselor

c. 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 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.

**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 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.

**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.
I have read, understand, and 2017-2018 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

Accredited by:
“The Baccalaureate Degree in Nursing at Montana Tech of The University of Montana is accredited by the Commission on Collegiate Nursing Education (HTTP://www.aacn.nche.edu/ccne-accreditation).”