METRO STATE UNIVERSITY

College of Nursing and Health Sciences

mane
Minnesota Alliance for Nursing Education

# Minnesota Alliance for Nursing Education Bachelor of Science in Nursing (MANE-BSN) Program

## 2022 – 2023

Nursing: MANE BSN

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**Metropolitan State University**
**College of Nursing and Health Sciences (CNHS)**
**Department of Nursing**

# MANE BSN Program Handbook

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**NOTES**

# Introduction

**Welcome to the College of Nursing and Health Sciences at Metropolitan State University.** This handbook includes information pertinent to the Minnesota Alliance for Nursing Education Bachelor of Science in Nursing (MANE-BSN) Program. It should be used as a supplement to course syllabi and other program materials, including Admitted Student Policies for the MANE Nursing Program

We value you as an important part of the MANE Nursing Program. As you proceed through the program, our goal is to uphold our commitment to you.

As a student, you are accountable for current information about student conduct policies (found on the Metropolitan State University website), the MANE-BSN Student Handbook, the MANE-BSN Applicant Policies, and the MANE-BSN Admitted Student Policies. Nursing program changes that affect students will be communicated in writing throughout the program.

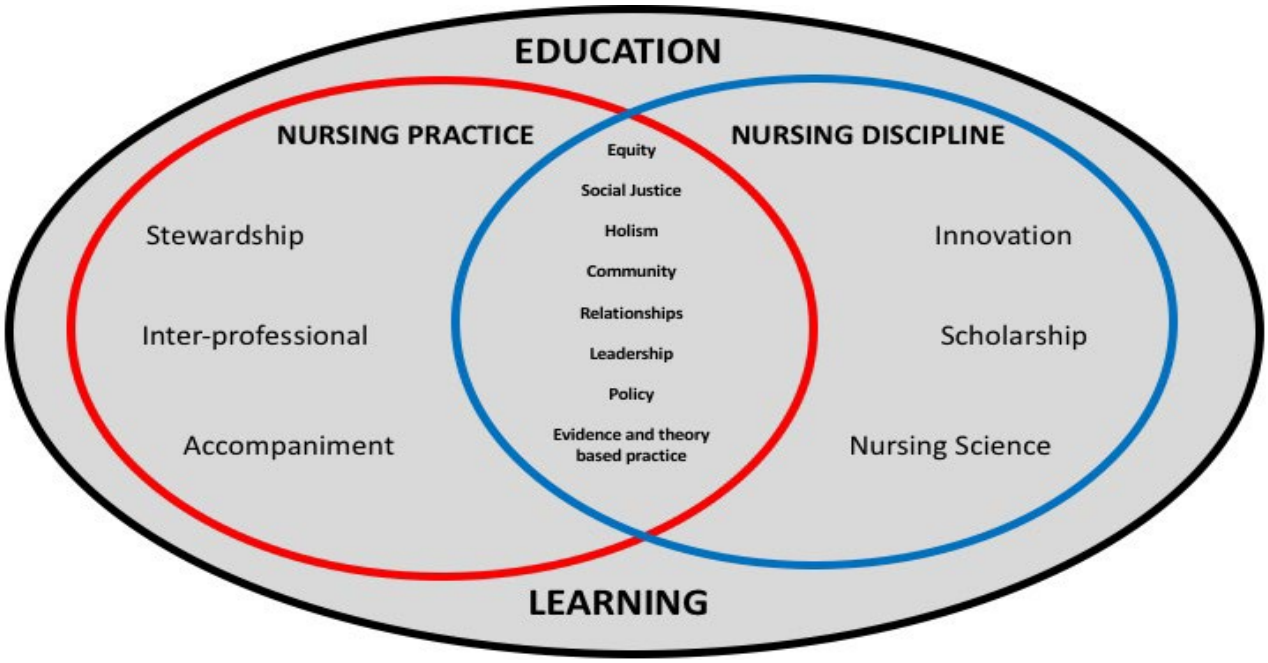
Your suggestions and ideas aid us in strengthening the program. Therefore, your input is greatly appreciated and is carefully evaluated. Input may be directed through student government, student representation on committees, directly to faculty, the program coordinator, the Dean of the College of Nursing and Health Sciences, and through course and program evaluations. Thank you and we look forward to our time together at Metropolitan State University.

**Note: Information in this Handbook is subject to change without prior notification. Students will be notified of changes when they are published.**

# Metropolitan State University Mission

Metropolitan State University is a comprehensive urban university committed to meeting the higher education needs of the Twin Cities and greater metropolitan population. The university will provide accessible, high-quality liberal arts, professional and graduate education to the citizens and communities of the metropolitan area, with continued emphasis on underserved groups, including adults and communities of color. Within the context of lifelong learning, the university will build on its national reputation for innovative student-centered programs that enable students from diverse background to achieve their educational goals. The university is committed to academic excellence and community partnerships through curriculum, teaching, scholarship, and services designed to support an urban mission.

# Department of Nursing Mission




- Inherent within the practice and discipline of nursing are the values noted in the diagram.
- The model demonstrates the relationships among the discipline of nursing, nursing practice, and nursing education.

# Philosophy of the Department of Nursing

The mission of nursing education at Metro State University is to engage and educate students to provide holistic and value-based healthcare for all.

We are committed to nurturing an educational environment that fosters anti-racism and liberation.

Our nursing department acknowledges the structures and intersectional inequities within societal systems including healthcare that continue to cause harm to historically marginalized communities.

We strive for students to emerge from our programs with skills to advance health equity.

These guiding principles prepare our students to adapt to changing healthcare needs and collaborate with society through civic engagement and lifelong learning. Inherent within the practice and discipline of nursing are the values noted in the diagram.

Our model demonstrates the relationships among, the discipline of nursing, nursing practice, and nursing education.

# Department of Nursing Goals

1. Provide nursing education that is accessible and flexible.
2. Create learning environments in which students from historically marginalized communities have equitable opportunities to participate and succeed.
3. Prepare nurses to respond to the increasingly complex health care needs of individuals, families, communities, and populations.
4. Contribute to the advancement of nursing practice and the discipline of nursing and
5. Foster expanded practice and research opportunities through collaboration with educational and service partners that align well with the mission of the university.

# Program Accreditation and Endorsement

The BSN programs at the College of Nursing and Health Sciences at Metropolitan State University are accredited by the Commission on Collegiate Nursing Education (CCNE): https://www.aacnnursing.org/CCNE

Metropolitan State University is accredited by the Higher Learning Commission and is a member of the North Central Association. Contact the HLC by phone: 1-800-621-7440 or on the official website: https://www.hlcommission.org/.

This program is approved by the Minnesota Board of Nursing as a licensure-preparing program. Graduates of the program who pass the NCLEX registered nurse licensure exam are eligible to apply for the Minnesota Board of Nursing Registration as a Public Health Nurse.

The program is endorsed by the American Holistic Nurses Credentialing Corporation (AHNCC). Graduates are prepared to provide holistic nursing care as defined by the American Holistic Nurses Association's scope and standards of practice. Graduates who successfully earn RN licensure can waive the one year of holistic nursing practice and the holistic continuing education contact hours to sit for holistic nurse certification if the exam is taken within two years of graduation.

**NOTES**

# Minnesota Alliance for Nursing Education (MANE) Philosophy Statement

We believe the purpose of nursing education is to prepare professional nurses to practice successfully in today's complex health care environment, respond to future health care needs, and lead in the broader health care system. A commitment to excellence in professional nursing practice, based on a set of collaborative core nursing values and innovation, is reflected in the use of integrative review in a spiraled, competency-based curriculum. We believe in a transformative curriculum that moves away from independent silos of education to a collaborative effort between universities, community colleges, and practice with the goal of increasing numbers of baccalaureate prepared nurses in Minnesota. This collaborative curriculum fosters a seamless transition from associate to baccalaureate nursing education. We believe baccalaureate nursing education enhances a comprehensive understanding of healthcare policy, research, systems leadership, and community health nursing.

MANE nursing graduates are educated to use the best available evidence in making sound clinical judgments during provision of safe, high quality, holistic nursing care across the lifespan and the health continuum. We believe with the use of informational technology. A nurse is prepared to provide health care in a variety of environments. We believe nurses act as transformational leaders and vital members of an interdisciplinary team. A strong focus on health promotion supports nursing graduates to best serve diverse individuals, families, and communities locally, nationally, and globally.

We believe adult learners must be actively engaged in the learning process. We value lifelong learning, reflective nursing practice, and insights gained through self-analysis and self-care. Faculty members teaching in the MANE curriculum model professionalism, scholarship, inclusiveness, beneficence, and collegiality. This transformative approach to nursing education encourages deep understanding of key nursing concepts while addressing the changing healthcare environment.

# MANE Mission and Vision

**Mission:**
The mission of the Minnesota Alliance for Nursing Education (MANE) is to increase baccalaureate prepared nurses through collaborative, transformative educational strategies consistent with our core values.

**Vision:**
Through increased access to baccalaureate nursing education MANE will prepare professional nurses to promote health and meet the evolving and complex healthcare needs of an increasingly diverse population in Minnesota.

**Endorsed by member schools:**

Anoka-Ramsey Community College
Century College
Inver Hills Community College
Metropolitan State University
Moorhead State University
Normandale Community College
North Hennepin Community College
Ridgewater College

# MANE Core Values Statement

MANE is dedicated to achieving our mission and vision in a manner consistent with our values of:

- Innovation and the Pursuit of Excellence
- Collaboration and Partnership
- Integrity and Accountability
- Mutual Respect and Collegiality
- Diversity and Inclusiveness
- Responsiveness to local and global healthcare needs

# MANE Concepts

The **curriculum concepts** that are spiraled throughout the curriculum:

- Attributes and Roles of the Nurse
- Care Competencies
- Health Care Delivery
- Protection and Movement
- Physiological Homeostasis & Regulation
- Behavioral Resiliency
- Psychological Homeostasis & Regulation
- Determinants of Health

**Micro-concepts:**

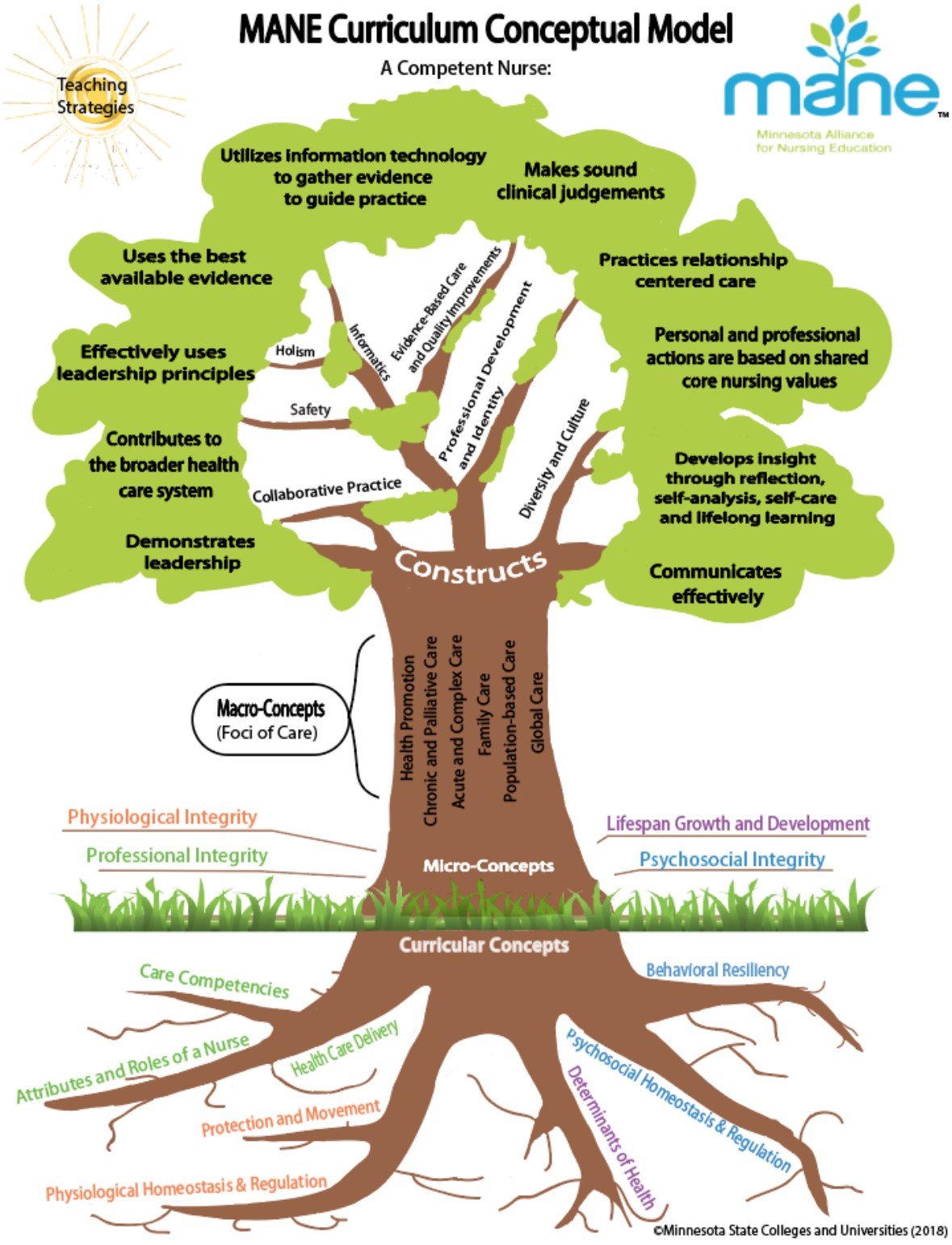
- Professional Integrity
- Psychological Integrity
- Physiological integrity
- Lifespan Growth and Development

**Macro-Concepts (Foci of Care):**

- Health Promotion
- Chronic and Palliative Care
- Acute and Complex Care
- Family Care
- Population-based Care
- Global Care

**Curricular constructs:**

- Professional development and identity
- Collaborative practice
- Safety
- Holism
- Informatics
- Evidenced-Based Practice & Quality Improvement
- Diversity and Culture


MANE Curriculum Conceptual Model
A Competent Nurse:
Teaching Strategies
Minnesota Alliance for Nursing Education
Utilizes information technology to gather evidence to guide practice
Makes sound clinical judgements
Uses the best available evidence
Practices relationship centered care
Effectively uses leadership principles
Personal and professional actions are based on shared core nursing values
Contributes to the broader health care system
Develops insight through reflection, self-analysis, self-care and lifelong learning
Demonstrates leadership
Communicates effectively
Holism
Informatics
Evidence-Based Care and Quality Improvements
Professional Development
Professional Identity
Diversity and Culture
Safety
Collaborative Practice
Constructs
Macro-Concepts
(Foci of Care)
Health Promotion
Chronic and Palliative Care
Acute and Complex Care
Family Care
Population-based Care
Global Care
Physiological Integrity
Professional Integrity
Lifespan Growth and Development
Psychosocial Integrity
Micro-Concepts
Curricular Concepts
Care Competencies
Attributes and Roles of a Nurse
Health Care Delivery
Protection and Movement
Physiological Homeostasis & Regulation
Behavioral Resiliency
Psychosocial Homeostasis & Regulation
Determinants of Health
©Minnesota State Colleges and Universities (2018)

# MANE Competence Statements

Competencies describe the knowledge, skills, and attitudes expected upon graduation and are categorized according to the nine baccalaureate essentials (AACN, 2008). The competencies are leveled for the baccalaureate and associate degree completion points. A hallmark of the competency model is a spiral approach to teaching and learning. Competencies are revisited throughout the curriculum with increasing levels of difficulty and with new learning building on previous learning.

- A competent nurse develops insight through reflection, self-analysis, self-care and lifelong learning
- A competent nurse demonstrates leadership as part of a health care team
- A competent nurse effectively uses leadership principles, strategies and tools
- A competent nurse locates, evaluates, and uses the best available evidence
- A competent nurse utilizes information technology systems including decision support systems to gather evidence to guide practice
- A competent nurse practices within, utilizes, and contributes to the broader health care system.
- A competent nurse practices relationship-centered care
- A competent nurse communicates effectively
- A competent nurse's personal and professional actions are based on a set of shared core nursing values
- A competent nurse makes sound clinical judgments

# MANE BSN Program Student Learning Outcomes

Program student learning outcomes (PSLOs) are broad performance indicators of learning at the successful completion of the curriculum. These outcomes relate to the knowledge, skills, and attitudes needed of the baccalaureate and associate degree graduate. These are measured after semesters five and eight of the curriculum.

**5 Semester Benchmark**

- Demonstrate reflection, self-analysis, self-care, and lifelong learning into nursing practice
- Apply leadership skills to enhance quality nursing care and improve health outcomes
- Utilize best available evidence and informatics to guide decision making
- Collaborate with inter-professional teams to provide holistic nursing care
- Adapt communication strategies to effectively respond to a variety of health care situations
- Incorporate ethical practice and research within the nursing discipline and organizational environments
- Practice holistic, evidence-based nursing care including diverse and underserved individuals, families, and communities

**8 Semester Benchmark**

- Integrate reflection, self-analysis, self-care, and lifelong learning into nursing practice
- Demonstrate leadership skills to enhance quality nursing care and improve health outcomes
- Evaluate best available evidence utilizing informatics to guide decision making
- Collaborate with inter-professional teams to provide services within the broader health care system
- Adapt communication strategies to effectively respond to complex situations
- Promote ethical practice and research within the nursing discipline and organizational and political environments
- Practice holistic, evidence-based nursing care including diverse and underserved individuals, families, communities, and populations

# MANE BSN Guiding Standards

The MANE BSN Program Student Learning Outcomes (PSLOs) are framed around the American Academy of Colleges of Nursing (AACN) Baccalaureate Essentials and the Quality and Safety Education for Nurses (QSEN) Competencies.

**AACN Baccalaureate Essentials (AACN, 2008)**

1. Liberal Education for Baccalaureate Generalist Nursing Practice
2. Basic Organization and Systems Leadership for Quality care and Patient Safety
3. Scholarship for Evidence-Based Practice
4. Information Management and Application of Patient Care Technology
5. Healthcare Policy, Finance and Regulatory Environments
6. Inter-professional Communication and Collaboration for Improving Patient Health outcomes
7. Clinical Prevention and Population Health
8. Professionalism and Professional Values
9. Baccalaureate Generalist Nursing Practice

**Quality and Safety Education for Nurses (QSEN, 2010)**

1. Patient-Centered Care: "Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs."
2. Teamwork and Collaboration: "Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect and shared decision–making to achieve quality patient care."
3. Evidence-Based Practice: "Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care."
4. Quality Improvement: "Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems."
5. Safety: "Minimizes risk of harm to patients and providers through both system effectiveness and individual performance."
6. Informatics: "Use information and technology to communicate, manage knowledge, and mitigate error and support decision making."

Metropolitan State University MANE BSN Program Plan
Fall 2022 Application Cycle

| Year | Semester | Fall Semester | Credits | Total | Semester | Spring Semester | Credits | Total |
|---|---|---|---|---|---|---|---|---|
| 1 | 1 | • **WRIT 131** Writing I<br>• **PSYC 100** General Psychology<br>• ****MnTC Goal** Area 3 Science course with lab (CHEM 105 recommended)<br>• ****MnTC Goal** Area elective<br><br>Pre-requisite courses must be minimum of 3 credits. | **3**<br>**4**<br>**4**<br><br>**4** | 15 | 2 | • **BIOL 221** Human Anatomy & Physiology I (with lab)<br>• **BIOL 225** Basic Microbiology (with lab)<br>• **PSYC 311** Life Span Developmental Psychology<br>• **COMM 231** Introduction to Interpersonal Communication or equivalent<br>Pre-requisite courses must be minimum of 3 credits. | **4**<br><br>**4**<br>**4**<br><br>**3** | 15 |
| 2 | 3 | • **NURS 270** Foundations of Nursing – Health Promotion (credits: 4 theory/2 lab/3 clinical)<br>• **NURS 275** Nutrition and the Role of the Professional Nurse<br>• **BIOL 222** Human Anatomy & Physiology II (with lab) | 9 N<br><br>2 N<br><br>**4** | 11 N<br><br><br><br>4 | 4 | • **NURS 280** Chronic & Palliative Care (credits: 3 theory/3 clinical/1 lab)<br>• **NURS 282** Pharmacology and the Role of the Professional Nurse<br>• **NURS 285** Applied Pathophysiology for Nursing I<br>• **MnTC Goal Area -** Sociology or Anthropology | 7 N<br><br>3 N<br><br>2 N<br><br>**3** | 12N<br><br><br><br><br>3 |
| 3 | 5 | • **NURS 361** Acute & Complex Care (credits: 3 theory/3 clinical/1 lab)<br>• **NURS 362** Applied Pathophysiology for Nursing II<br>• **NURS 364** Nursing Leadership I (credits: 2 theory/1 clinical)<br>• **PHIL 301** Ethical Inquiry ***OR*** **PHIL 321** Medical Ethics | 7 N<br><br>2 N<br><br>3 N<br>**4** | 12N<br><br><br><br><br>4 | 6 | • **NURS 406** Nursing Care of the Family (credits: 3 theory/1 clinical)<br>• **NURS 444** Evidence-Based Nursing Practice<br>• **STAT 201** Statistics I or equivalent<br>• **WRIT 331** Writing in your Major or equivalent | 4 N<br><br>3 N<br>**4**<br>**4** | 7N<br><br><br><br>8 |
| 4 | 7 | • **NURS 459** Population-Based Care (credits: 5 theory/2 clinical)<br>• **NURS 464** Nursing Leadership II<br>• **NURS 446** Nursing Informatics<br>• **MnTC Goal** Area elective UD LS | 7 N<br><br>4 N<br>2 N<br>3 | 13N<br><br><br><br>3 | 8 | • **NURS 490** Integrative Seminar & Practicum (credits: 4 theory/3 clinical)<br>• **HSCI 309** Global Health Issues<br>• **MnTC Goal** Area elective UD LS | 7 N<br><br>3<br>3 | 7 N<br><br>6 |

Program Credits: 62 nursing; 58 pre-requisites, co-requisites and general education = 120 Total

- ***MnTC goal area courses with a ** may be science courses that are pre-requisites for Anatomy/Physiology I or Microbiology*
- *General education courses can be taken earlier, but not later, than the identified semester.*
- *All nursing courses in each semester must be successfully completed to progress to nursing courses in subsequent semesters.*
- *Meeting with an advisor or attending an information session is strongly recommended to ensure that the required pre-requisites are met and that the course meets program credit transfer at Metropolitan State University. All GELS requirements must be met.*
- *RIGR requirement may be met anytime during the program, but before graduation. Visit "Course Info" on the Metro State home page.*
- *Students with 0-16 credits are required to take Metro 101, and may use it as the 1st semester general education requirement.*

Review Draft 8/29/13 Updated 10/28/13 Revised 11/11/14 Revised 9/19/2016 Revised 10/17/17; Revised 4/8/19; Revised 2-26-20

# University Resources for Nursing Students

## COVID-19 Policies

The pandemic has changed many things at Metro State and higher education in general. It is important to be familiar with COVID-19 procedures for Metro State, and to ensure that we are in communication if you or someone close to you gets sick. All of Metro's COVID-19 procedures, including when and how you can be on campus, are on the COVID-19 Response page.

Clinical and laboratory experiences may have more stringent policies than the overall university policies. All students will be required to follow the stricter infection prevention practices for all learning experiences in the department of nursing Learning and Simulation lab and in all clinical settings.

If you contract COVID-19 (or if someone you care for does), please contact your instructor as soon as you are able and then complete the university's COVID-19 reporting form.

## Zoom

As part of being a student within the Minnesota State Colleges and Universities System, you have access to a premium license of the web conferencing tool: Zoom. Due to recent events your instructors will likely be using this more frequently to host class sessions online, but you can also personally use it for meetings with your classmates.

For help getting started with Zoom, see Getting Started with Zoom

You can access your MinnState Zoom account from: https://minnstate.zoom.us/, just click the "Sign on" button and login with your StarID and password.

Visit the following link to learn more about connecting to a Zoom conference: https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=101232

Visit the following link to learn more about hosting a Zoom conference for presenting or teaching: https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=100273

If you get stuck or need some extra help, you can reach out to our Information Technology Services or the Center for Online Learning. Also, the Zoom Help Center has many great resources, live trainings, and even fantastic technical support representatives.

## Academic Advising

Academic advising is central to Metropolitan State University's teaching and learning mission and to the academic success of our diverse student body. Professional academic advisors and faculty advisors:

- Work in partnership with students to help them develop educational plans that support meaningful academic and career goals.
- Provide accurate and relevant information, while emphasizing student responsibility for learning and making informed decisions.
- Engage students in an intentional teaching and learning process that values each student's experience and promotes inclusion, equity, and critical thinking.

Academic advising provides a context in which students can discover what is important to know, do and value at each stage of their academic development.

**Ask Us**

Self-service information is available on a variety of topics via the "Ask Us" feature of the university's web page. Link: https://metro-gateway.custhelp.com/

**Bookstore**

The bookstore is located on the first floor of the Library and Learning Center on the Saint Paul campus. Phone: 651-793-1670. Check the bookstore website for specific days and hours of operation, products available for purchase, and the various ways to order textbooks and other supplies: https://metrostate.bncollege.com/shop/metropolitan-state-university/home

**Career Services**

Concerns about career plans can affect academic success. Career Services offers career counseling services through individual appointments, programs, and workshops to both students and alumni. For information about hours and services, please call Career Services at 651-793-1528 or link to: https://www.metrostate.edu/career

**Center for Online Learning (COL) and Desire2Learn (D2L) Help**

Online learning enables you to take courses over the Internet. At Metropolitan State University, we understand that most of our students are adult learners with jobs and busy lives. Therefore, we are committed to making the learning process convenient and readily accessible to our students. For more information call 651-793-1650 or link to: https://www.metrostate.edu/faculty-staff/online-learning

**Center for Accessibility Resources**

Metropolitan State University is committed to ensuring equal education opportunities and will not discriminate based on disability. The university will provide qualified students with disabilities equal opportunity to benefit from its activities, programs, and services by making reasonable accommodations. Accommodations may include approval for early registration, note-takers, interpreters for the deaf, alternate text format, adaptive equipment, and testing accommodations. Accommodations are negotiated on a case-by-case basis. It is the student's responsibility to seek special accommodations, including permission to tape lectures. For more information, please call 651-793-1549 or link to: https://www.metrostate.edu/accessibility

**Financial Aid/Scholarships**

Metropolitan State University and the College of Nursing and Health Sciences offer scholarships for which nursing students may be eligible. Additional scholarships may be available through organizations such as the American Association of Colleges of Nursing (AACN), Minnesota Nurses Association, American Cancer Society, the Veteran's Administration, or the student's employer. For more information and application forms, contact the Financial Aid Office by emailing: gateway@metrostate.edu or financial.aid@metrostate.edu with questions or to set up possible meeting dates/times and contact information.

**Gateway Student Services Center**

Students who need assistance with registration and financial aid should contact that Gateway Student Services Center on first floor of Founders Hall, 651-793-1300 or link to: https://www.metrostate.edu/students/support/gateway

**Computer Labs / Access**

During COVID, access to computers and computer labs are restricted to just a few locations on all Metropolitan State University campuses. See the website for locations and hours: https://www.metrostate.edu/notices/covid-19/service-hours

## International Student Services

The International Student Services (ISS) provides quality advising and counseling assistance in academic, immigration, cultural, financial, and personal issues for international students at Metropolitan State University. For more information call 651-793-1315 or link to: https://www.metrostate.edu/students/support/international

## Library and Information Services

Library services can help you improve your research skills so that you can earn better grades. For a free personal consultation with a librarian call 651-793-1614, email library.services@metrostate.edu or stop at the first-floor desk in the St. Paul Library and Learning Center. You are also highly encouraged to register for INFS 115 Information Access and Research Skills, a two-credit course lasting 8 weeks. To access library resources online, log in through the university portal. For more information, call 651-793-1616, St. Paul Campus.

The PALS and MnLINK database provide access to additional resources from other libraries and institutions throughout Minnesota, North and South Dakota. These sites form a consortium consisting of Community Colleges, State Universities, Technical Colleges, University of Minnesota, Private Colleges and Universities, Public Libraries, and State Agencies. Through PALS and MnLINK, books and journal articles are requested electronically and sent via courier service to the campus indicated by the student requesting the materials. Current students in MnSCU who have a student ID/library card are not charged for delivery service.

## Center for Academic Excellence (University Tutoring Services)

The Center for Academic Excellence (CAE) has professional and peer tutors to help students navigate conceptual difficulties and develop their study skills. CAE tutors help currently enrolled students achieve their academic goals. The CAE offers expert tutoring in an evaluation-free setting for Accounting, Biology, Chemistry, Computer Science, Economics, Finance, Geology, Mathematics, Natural Science, Physics, Statistics, Symbolic Logic, and Writing. Contact the Center at 651-793-1460 or link to: https://www.metrostate.edu/academics/success/tutoring

## Writing Center

The Writing Center provides free writing support for any subject to all members of the university community and is available through written feedback or real-time Zoom sessions. Drop-in writing and support for research assignments are available at Write @ the Desk, a service where university librarians or tutors assist students in identifying research topics, assignments, citations, and all things writing. Other documents and a list of frequently asked questions about writing are found on the CAE website: https://www.metrostate.edu/academics/success/tutoring .

## Multicultural, American Indian Retention (MAIR) Services

Multicultural Success Coordinators provide educational and cultural support to empower students and promote successful college transitions and graduation. Success Coordinators advocate for increased intercultural awareness, help familiarize students with resources, and foster academic success for Asian, Asian American and Native Pacific Islander, American Indian, African, African American, LatinX, Undocumented, Women, and LGBTQA communities. Contact at 651-793-1543 or link to Multicultural Support Service at: https://www.metrostate.edu/students/support

## Academic Testing Center

As part of Metropolitan State University's response to COVID-19, the Academic Testing Center is not registering or administering exams indefinitely. To schedule remote administration of the MIS-100 waiver exam, or for any other questions, please contact testing.center@metrostate.edu.

The Academic Testing Center provides make-up, independent study, and waiver exam services. We value professional and cordial service, draw on principles of universal design, and follow the best practices and guidelines of the National College Testing Association.

Instructors work with the Academic Testing Center to provide proctored testing for students in independent studies and online courses as well as make-up exams for traditional classes. If your instructor has given permission for you to make up a missed examination, you may contact the Academic Testing Center at 651-793-1460 or by e-mail at testing.center@metrostate.edu.

## Student Counseling Services

College students often experience issues that may interfere with academic success, such as academic stress, sleep problems, balancing multiple responsibilities, life events, relationship difficulties, discrimination / oppression, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we encourage you to seek support. Helpful, effective, and culturally responsive services are available on campus free of charge.

For immediate help during or after hours, on weekends and holidays, contact Counseling Services at 651-793-1568 and choose option zero to access the Metro CARES support line. Counseling Services are providing telehealth services to students during the COVID-19 pandemic. To schedule an appointment with our staff counselors, call 651-793-1568 during business hours. Web link: https://www.metrostate.edu/students/support/mental-health

## TRIO Student Support Services

TRIO Programs are college access and college success programs funded through the U.S. Department of Education. An expansion of the civil rights movement and the war on poverty, TRIO programs are rooted in a historical and on-going desire of equal opportunity in education through social justice. Metropolitan State University is committed to enhance the college success for underrepresented student in higher education. For more information call 651-793-1525 or link to: https://www.metrostate.edu/students/support/trio

## Student Parent Center

The Student Parent and Resource Center provides inclusive, supportive services to students with dependents. We want to help you navigate the challenges of parenting while in school and have the experience and resources to get you one step closer to your goals. The center provides services to support student parents in the following areas:

- Information regarding childcare services and funding
- Support and resources for pregnant student parents
- Parent education workshops and information
- Parenting library with child development resources and information
- A safe space for children to play while parents are on campus completing their assignments
- A computer lab and printing services
- Lounge areas with, snacks, coffee, tea, refrigerator, and microwave
- Resources on and off campus for parents
- Lactation room location, breast pumps, and usage information
- Tickets for kids' program

Contact information: 651-793-1564 or link to: https://www.metrostate.edu/students/support/student-parent-center

**Food for Thought Food Pantry**

The Food for Thought Food Pantry is a collaborative initiative between Metropolitan State University and our community partner, *Good in the Hood*. Students seeking additional support with subsidizing their food budget can stop into the pantry and select up to 25 pounds of food per month. The pantry's Grab and Go food program also provides on-the-go snacks for students. Location: St. John's Hall, L.10; St. Paul Campus. Phone: 651-793-1567 or link to: https://www.metrostate.edu/students/support/food-for-thought

**Veterans & Military Student Services**

Veterans and Military Student Services will advocate on the behalf of all who have served or are currently serving in any branch of the United States Armed Forces. Services focus on helping service members and veterans understand admissions requirements and academic programs, getting college credits for military training, accessing federal and state educational and financial benefits, and VA certification of registered courses. Contact the Veterans & Military Student Services regarding their VA educational benefits and other assistance, at 651-793-1305 or link to: https://www.metrostate.edu/students/support/veterans

**Information Technology Help Desk**

Information Technology Help Desk support is available by sending an email to IT.DESK@Metrostate.edu. During normal business hours, the IT DESK phone number is 651-793-1240. IT Help Desk provides support for accessing the campus web portal, campus website pages, and campus email accounts (usernames and passwords).

# General Information

**Computer Proficiency**

Nursing programs at Metropolitan State University utilize a combination of traditional face-to-face classroom courses, online courses, and hybrid courses. Students must have access to a laptop or desktop computer that meets the System Check found on the D2L login page: https://metrostate.learn.minnstate.edu/. Options to access a computer includes the student's own devise, laptop check-out from the university library, or a computer workstation in the university library, student center, or public library system. A built-in webcam/microphone or external USB webcam/microphone is required for all courses with an online component where zoom is used in the course. A headset is recommended for course activities.

Additional online resources are available to students by accessing an introduction to the D2L learning management system: https://services.metrostate.edu/TDClient/1839/Portal/KB/ArticleDet?ID=99905

For all courses in the MANE program, students must have **reliable internet access** to log into the D2L system. Students are encouraged to check course D2L sites regularly, at least every couple of days, for course updates and instructions. Students can access the Wi-Fi on campus using a personal device or via the computers in the University or public library. The ability to navigate the internet for research, course assignments, and university resources is required. Competence in using Microsoft Office products such as Word and PowerPoint are also required.

Other required skills include the ability to add browser plug-ins for viewing files and content presented within the course or be able to get such assistance from non-campus sources. Also, intermediate or higher-level skills at file management are expected (e.g., ability to create folders, move and rename folders and files, identify type of file by its file-extension, attach files to emails, etc.).

Updated virus scanning software for files sent and received (such as McAfee Antivirus, Norton Internet Security, etc.) is required.

Students may attend tech tutoring classes that cover a variety of tech functions. For more information, see: https://www.metrostate.edu/calendar/technology-tutoring-session

**Course Delivery Methods**
The MANE BSN Program utilizes multiple course delivery methods including face-to-face, hybrid, and online courses.

- Face-to-face courses are offered in the traditional classroom setting on campus. A face-to-face course may be web-supported. For example, the syllabus, course handouts, and announcements can be accessed online.
- Blended-hybrid courses utilize a mix of face-to-face classroom sessions with online work. Each semester, hybrid nursing courses are found in the class schedule under Nursing Courses with a note indicating the course is a blended-hybrid course.
- Online courses are delivered entirely via the Internet. Restrictions due to the COVID-19 pandemic have required certain nursing courses be converted to a totally online delivery format. The format will vary, from asynchronous delivery to synchronous delivery where students and instructor(s) meet on camera together over the Zoom video communications system. Some courses are offered Hyflex where students have a choice in coming into the classroom in person or in joining the class on zoom. All Metropolitan State students have Zoom access to participate in courses and to host meetings. Note: Online courses in the College of Nursing and Health Sciences are NOT independent study courses.

**Employment**
Because of the very rigorous demands of this nursing program, it is advised that students limit work schedules to casual, part-time, flexible employment.

**Name and/or Address Change**
Students who have legally changed their name must present legal proof of this change within two weeks following the date of the legal action to Admissions and Records or online at www.metrostate.edu **and to the Academic Advisor.** Additionally, inform **both** offices of any address change.

**Registration for Licensure**
In the last semester of the program, students intending to practice nursing in Minnesota make application to the Minnesota Board of Nursing for the licensure examination. Upon receipt of approval by the Minnesota Board of Nursing, students are eligible to take the licensure exam. More information will be provided during the last semester of the program.

**ATI NCLEX-RN Preparation**
Assessment Technologies Institute programs, or ATI, is a learning platform utilized by students throughout the program to prepare for the NCLEX-RN examination. ATI resources will facilitate student learning of skills, concepts, test taking strategies and as preparation for the NCLEX-RN exam. ATI is an innovative testing and review program that is linked to specific courses each semester. The modules in the program combine learning activities, content mastery assessment with review questions, and standardized testing. After reviewing assigned content, students will take both non-proctored and proctored exams to determine their level of mastery of content. Assessment, review, and examinations are designed in accordance with the NCLEX test plan. To pay for this program, fees will be attached to a specific course during the first three semesters of the MANE program. More information about ATI will be provided throughout the program.

The ATI collection of products will be used for teaching and learning as well as assessment (testing). Students may use many of the ATI resources independently or some will be assigned as a part of a course. Throughout the program, students will be required to complete proctored exams [Content Master Exams (CMEs)] designed to assess the student's mastery of content in specific areas of nursing. CMEs help prepare students for the NCLEX-RN licensure exam by identifying strengths and areas for further study. The CMEs are predictive of the overall score on the RN Comprehensive Predictor.

During the final semester of the program, the RN Comprehensive Predictor will be administered. The Comprehensive Predictor is an assessment designed to assess each student's comprehensive nursing knowledge base prior to graduation. Performance is 96% predictive of outcomes on the NCLEX-RN licensure exam. **Students are encouraged to utilize and review the content and products consistently throughout the program as an adjunct to course content.**

# Clinical Practicum Requirements

Legal contracts are arranged with clinical and practicum sites. These contracts specify information that the college must collect from students. **Communication regarding all pre-practicum documentation and how to submit it will come via email or on your D2L Advising Site from the Department of Nursing.** Students must submit the required pre-practicum documentation prior to the deadline. **Failure to submit this information prior to the deadline will result in students' inability to enroll and attend clinical courses**. All requirements must remain valid for the duration of all clinical and practicum experiences and may have to be updated throughout the program. It is the student's responsibility to maintain the records.

To continue in the nursing program, students **must document AND remain current with all pre-practicum requirements** such as immunizations, HIPAA training, CPR certification, etc. Students should review these requirements and ensure plenty of time for completion. Current information regarding the pre-practicum requirements can be found on the university website for the MANE-BSN program: https://www.metrostate.edu/academics/nursing-and-health-sciences/practicum/requirements

Courses that have internships, fieldwork, clinical, or practicum components require students to complete a background study through the Department of Human Services (DHS). The current background study requires a government photo ID and a mandatory finger printing process. Students will be required to pay the fee required by DHS for the background study, and an additional fee to the fingerprinting vendor. **Students will be prompted to complete a background study prior to their practicum/clinical via their Metro State email from CNHS, the D2L course site, or by their instructor. Do not obtain a background study without receiving a prompt from CNHS.** Students will then complete an online application for the background study and go to one of the many locations for fingerprinting within 14 days of submitting the background study online application. This background study can be transferred to an employer after graduation. Fingerprinting will improve the turnaround time of the background study and will provide more accurate records when searching for criminal history.

You can read more about DHS background study program here: https://mn.gov/dhs/general-public/background-studies/

Students with personal circumstances that may limit their eligibility for participation in clinical experiences are encouraged to contact the MANE BSN Program Curriculum Coordinator as soon as possible.

**Health Insurance**
Nursing students are strongly encouraged to carry a personal health insurance policy. Medical costs incurred while enrolled in the nursing program are the sole responsibility of the student.

**Nursing Learning Lab and Simulation**
Learning lab sessions are scheduled weekly to demonstrate nursing skills and related principles. Practicum labs are coordinated by nursing faculty and are directly related to concurrent theory classes. **Students are encouraged to spend time each week in the nursing lab in addition to scheduled learning lab sessions**. A schedule of open lab sessions will be communicated by the Nursing Clinical Simulation/Learning Lab Coordinator.

The Nursing Clinical Simulation/Learning Lab Coordinator is available to reinforce practice and demonstration of nursing skills. Students make individual arrangements for supervised practice scheduled during open lab. Nursing Clinical Simulation/Learning Lab Coordinator at 651-793-1458.

## Dress Code for Clinical Experiences and Non-Patient Care Activities

Nursing uniforms are required whenever students are in healthcare facilities for clinicals or simulation. They may also be recommended in lab per individual instructors. **While in uniform, students must always observe dress code regulations. Individual faculty will give students required modifications for specialty areas.**

**Scrubs, Skirt, and Jacket**

The official Metropolitan State University MANE BSN uniform includes a *Caribbean Blue* scrub top, and *Graphite Gray* uniform pants. A gray skirt may be substituted for pants; legs must have some type of opaque covering (pants, hose, etc.) in a color that matches the skirt. Skirts must be to the middle of the knee or below. Students may wear a white, black, *Caribbean Blue,* or *Graphite Gray* shirt under the *Caribbean Blue* scrub top. A *Caribbean Blue* uniform jacket may be worn over the scrub top. No street clothes can be worn over the uniform (hooded sweatshirts, fleece jackets, scarves). Uniforms are required to be clean and laundered after each use to reduce risk of transmission of organisms and associated healthcare infections.

**College Patch**

The student must have a MANE BSN patch sewn on the upper left shoulder of the uniform top and jacket.

**Approved Head Covering**

A head scarf may be worn for religious reasons, and must be clean, a neutral, solid color coordinated with the uniform, no longer than mid-torso front and back and be worn close to the body (not billowing). In all clinical areas, the head covering must be tucked into the scrub shirt. A disposable head covering must cover the scarf while in a restricted area (such as the operating room). No hats, bandanas, sweat bands, or other types of head coverings may be worn unless required for medical, safety, or religious reasons.

**Uniform Mask Requirement due to COVID-19**

Due to COVID-19 precautions, students are required to purchase at least two (2) antimicrobial cloth masks. The uniform vendor used by the department of nursing has masks available in *Graphite Gray* to match the uniform. Or students may buy antimicrobial cloth masks from a vendor of their choice. Masks must be purchased and ready for student use in both lab and clinical sites by the first week of class in the fall semester, which commences in August. Masks are required to be clean and laundered after each use.

**Footwear**

Footwear must be closed-toe and closed-heel, clean, and primarily solid in color (gray, black, tan, white, blue). Athletic shoes are recommended with non-skid soles. Sandals are not allowed.

**Photo ID Badge**

The student must always wear a Metropolitan State University nursing student photo ID badge when in the clinical facility. Individual photos will be taken at no charge early during your first semester for the Metropolitan State University photo ID badge. Students MUST wear their nursing student photo ID badge always clipped near the neckline while in a clinical facility. Students must comply with any additional uniform / badge requirements of the agency and/or clinical unit.

**Hair and Nails**

Hair length past the collar must be tied up with an appropriate clip or band at the back of the neck as long as the hair is not long enough to hang forward over the shoulder. Otherwise, long hair must be worn up on the head. Hair must have a neat professional appearance. Moustaches, beards, and sideburns must be kept neatly trimmed. Fingernails should be short (no longer than 1/8 inch), clean, and free of any polish. No artificial nails are allowed.

**Perfume, Scent, or Body Products with Fragrance**

No scented products shall be worn in the clinical settings. Metropolitan State University is also a scent-free environment.

**Jewelry/Body Art**
Accessories (e.g., necklaces, bracelets, earrings, other piercings, buttons, pins, stickers) must be kept to a minimum and worn in a way that prevents contamination and does not present a safety hazard. In addition, they must be appropriate in nature and not cover your ID badge. Tattoos and other body art that do not pose a conflict with the job or environment and is permitted if it is not offensive to patients or colleagues based on racial, sexual, religious, ethnic or characteristics or attributes of a sensitive or legally protected nature.

**Non-Patient Care or Community Based Activities**
Students may wear the *Caribbean Blue* uniform jacket with their Metropolitan State University photo ID badge over professional street clothes for preparation and other non-patient care activities. Jeans are not allowed under a uniform jacket and closed-toe shoes (no sandals) must be worn. Community-based clinical may have additional attire requirements.

**Other Required Materials for Clinical Experience**
All students are required to have the following items with them for every clinical experience, plus any materials specified by faculty and/or the clinical site:

1. A face mask (as required by the clinical site for COVID-19 precautions)
2. Goggles or Face-shield (as required by the clinical site for COVID-19 precautions)
3. A watch with a second hand (cell phone timers and clocks are *not* to be used in the clinical areas)
4. Stethoscope

# Expected Standards for Student Behavior in Clinical Settings

**Expectations** include, but are not limited to:

- Adherence to the policies and procedures of the Metropolitan State University *Code of Student Conduct*, (https://www.metrostate.edu/about/policies/6746 and https://www.metrostate.edu/about/policies/6876),
- Tthe College of Nursing and Health Sciences (2020) *Admitted Student Policies: MANE BSN* (https://www.metrostate.edu/sites/default/files/2021-06/MANE%20Admitted%20Student%20Policy.pdf), and
- The ANA (2015) *Code of Ethics for Nurses*.

Metropolitan State University partners with several hospitals, long-term care facilities, clinics, public health agencies, school health services, and other community-based organizations for providing optimum clinical experiences. The university establishes clinical-use contracts with each facility that stipulates mutual expectations for both services and regulations. Students are required to represent Metropolitan State favorably while in an affiliated clinical facility, both in professional attire, interactions, and clinical performance. Failure to demonstrate professional behaviors in a clinical site may result in consequences, which include being sent home from clinical, being required to make up a missed clinical, failure on an assignment, and/or failure of a course.

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not be limited to, independent learning projects and alternative time schedules. Students will be expected to provide nursing care for clients of all genders and sexual identities with a variety of medical and psychosocial conditions. Students should be prepared to accommodate alternative learning experiences. Clinical shifts may be scheduled for either the day or evening shifts, within the parameters of the clinical contracts and as deemed necessary by the faculty. Appropriate prior notification will be given.

Students are permitted in the health care setting only during clinical hours and specified preparation hours. Friends and family members, including children, are not allowed at the clinical site (unit) during pre-clinical preparation or clinical hours. Arrangements for travel to clinical facilities and any costs associated with medical care, meals, parking, and lodging are the sole responsibility of the student.

# Important Policies

- College of Nursing and Health Sciences (2020), *Admitted Student Policies: MANE BSN** https://www.metrostate.edu/sites/default/files/2021-03/MANE%20Admitted%20Student%20Policy.pdf (*NOTE: Students will be notified by email when updated policies are available)

- Metropolitan State University Student Rights and Responsibilities: https://www.metrostate.edu/students/rights-responsibilities

- Metropolitan State University Policies and Procedures (university wide): https://www.metrostate.edu/about/policies Please see important policies linked on the University Policies and Procedures webpage:
    - Student Conduct Code
    - FERPA information
    - University Email Policy
    - Class Cancellation and Emergency Closing Policy
    - Grading Policy
    - Student Complaints and Grievances

# College of Nursing & Health Sciences Staff Directory Information

Link to **directory** of current faculty and academic advisors at the CNHS: https://www.metrostate.edu/academics/nursing-and-health-sciences/faculty

**CNHS general office number:** 651-793-1375

**Address:**

College of Nursing and Health Sciences (CNHS)
Metropolitan State University
700 East Seventh Street
Saint Paul, MN 55106

# Technical Standards for Entry Level Nursing Programs

Technical standards have been developed that describe required abilities for effective performance in Minnesota State nursing education programs. The standards are compatible with the scope of practice as defined by the Minnesota State Board of Nursing. The examples show how a standard may be applied in entry level nursing education programs. The examples listed are for illustrative purposes only, and not intended to be a complete list of all tasks in an entry level nursing program.

Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. For information about accessibility resources contact the Center for Accessibility Resources Office at 651.793.1549 or email accessibility.resources@metrostate.edu

| **INTELLECTUAL** | | |
|---|---|---|
| Capability | Standard | Examples |
| Cognitive Perception | The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client. | • Identify changes in client health status<br>• Prioritize multiple nursing activities in a variety of situations |
| Critical Thinking – Careful thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider "known facts" when new information becomes available and develop new "rules" when old ones fail or are unavailable. | Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client. | • Able to make effective decisions in the classroom and in the clinical sites.<br>• Develop/contribute to nursing care plans that accurately reflect client concerns.<br>• Able to make decisions reflective of classroom learning in the clinical sites. |

| MOTOR SKILLS | | |
|---|---|---|
| Capability | Standard | Examples |
| Motor Skills | Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client. | • Position clients<br>• Reach, manipulate, and operate equipment, instruments, and supplies e.g., syringes, sterile equipment, monitors<br>• Perform/use electronic documentation<br>• Lift, carry, push, and pull<br>• Perform CPR |
| Mobility | Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client | • Propel wheelchairs, stretchers, etc., alone or with assistance as available<br>• Transport supplies to client room<br>• Work around bedside with other personnel<br>• Lift a minimum weight of 30 pounds<br>• Move and lift clients in and out of bed, wheelchair, or cart<br>• Assist with transfer and walking of patients who may require substantial support |
| Activity Tolerance | Ability to tolerate lengthy periods of physical activity | • Move quickly and/or continuously<br>• Tolerate long periods of standing and/or sitting |

| COMMUNICATIONS | | |
|---|---|---|
| Capability | Standard | Examples |
| Communication | Communicate in English with others in oral and written form. Able to communicate with clients and members of the health care team to plan and deliver safe care | • Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others<br>• Read, understand, write, and speak English<br>• Explain treatment procedures<br>• Initiate and/or reinforce health teaching<br>• Document client responses<br>• Clarify communications received |
| Interpersonal Relationships | Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. | • Establish rapport with clients, families, and colleagues<br>• Respond in a professional/therapeutic manner to a variety of client expressions and behaviors |
| **SENSES** | | |
| Capability | Standard | Examples |
| Hearing | Auditory ability sufficient to hear normal conversation and/or assess health needs | • Ability to monitor alarms, emergency signals, auscultatory sounds e.g., B/P, heart, lung, and bowel sounds, and cries for help, telephone -interactions/ dictation<br>• Communicates with clients, families, and colleagues |
| Vision | Visual ability sufficient for observation, assessment, and performance of safe nursing care. | • Observes client responses<br>• Discriminates color changes<br>• Accurately reads measurement on client-related equipment<br>• Read medication label<br>• Read syringe accurately<br>• Evaluate for a safe environment client expressions and behaviors |

| | | |
|---|---|---|
| Tactile | Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture | • Performs palpation e.g., pulse<br>• Performs functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter |

| **PSYCHOSOCIAL** | | |
|---|---|---|
| Capability | Standard | Examples |
| Psychosocial Behaviors | Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities | • Demonstrate professional abilities of trustworthiness, empathy, integrity, confidentiality, and unconditional acceptance.<br>• Be able to change, and display flexibility<br>• Learn to function in the face of uncertainties and stressful situations |

| **ENVIRONMENTAL** | | |
|---|---|---|
| Capability | Standard | Examples |
| Environmental Adaptability | Ability to tolerate environmental stressors | • Work with chemicals and detergents<br>• Tolerate exposure to odors<br>• Work in close proximity to others<br>• Work in areas of potential physical violence<br>• Work with infectious agents and blood-borne pathogens.<br>• Work in environments that may have allergens, such as latex. |

A task force of representatives from nursing education in Minnesota developed these Technical Standards. Educational institutions represented were Bemidji State University, The College of St. Scholastica, Lake Superior College, Itasca Community College, Rainy River Community College, Mesabi Range Community and Technical College, Hibbing Community College, and Riverland Community and Technical College. Adaptations were made from the Core Performance Standards of the University of Arizona, Minnesota West Practical Nursing Program, and Iowa Community Colleges.