METRO STATE UNIVERSITY

A member of Minnesota State

Entry Level Master of Science in Nursing (ELMSN) Program Student Handbook 2026



Table of Contents

Introduction 3
Metro State University Mission, Vision and Values 3
Department of Nursing Mission, Goals, and Values 3
ELMSN Program Outcomes 4
Program Accreditation and Endorsement 4
Admissions and Program Requirements 5
Minimum Grade Requirements and Dismissal Grounds 6
Curriculum 7
Transfer Credit Rules 9
Advisor Assignment 9
Academic Standing Requirements and Appeals Processes 9
Student Support Resources 10
General Information 14
Technical Standards for Entry Level Nursing Programs 17
Clinical Practicum Requirements 21
Standards for Professional Behavior 24
Important Links 25
Directory for College of Nursing & Health Sciences 26

This document is available in alternative formats upon request, by contacting the Center for Accessibility Resources, **accessibility.resources@metrostate.edu** or 651.793.1549.

Introduction

Welcome to the Nursing Program at Metro State University. This handbook is provided to you with information pertinent to the Entry Level Master of Science in Nursing (ELMSN) Program. It should be used as a supplement to course syllabi and other program materials.

You are an important part of the nursing program. As you proceed through the program, our goal is to uphold our commitment to provide you with a high-quality education.

As a student, you are accountable for current information in the Metro State University Student Handbook and the ELMSN Program Student Handbook. Nursing program changes that affect students are communicated in writing throughout the program.

Your suggestions and ideas help us strengthen 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, or dean, and through course and program evaluations. Thank you and we look forward to our time together at Metro State University.

Metro State University Mission, Vision and Values

Mission

Metro State University empowers learners to transform their lives and communities through relevant, student-centered education in an inclusive, anti-racist, and supportive learning environment.

Vision

Metro State University will deliver the transformative power of higher education to all. As a national leader, we will innovate to meet emerging challenges, remove barriers to access and success, and propel the social and economic mobility of diverse learners and their communities.

Values

Anti-racism, inclusion, integrity, meaningful education, transformation

Department of Nursing Mission, Goals, and Values

Mission

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

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 holistically 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
5. Foster expanded practice and research opportunities through collaboration with educational and service partners that align well with the mission of the university

Values

The Department of Nursing holds the following values as core components to our teaching and interactions with students:

Equity, social justice, holism, community, anti-racism, leadership, evidence, and theory-based practice.

ELMSN Program Outcomes

Upon completion of the program, students will be able to:

- Synthesize knowledge from the arts, sciences and nursing as a basis for development of professional identity and professional nursing practice within the interprofessional healthcare team.
- Utilize scholarship and leadership skills to enhance evidence-based quality nursing care and improve health outcomes at all levels of care.
- Demonstrate competent, ethical, holistic, evidence-based, person-centered nursing care with a focus on marginalized individuals, families, communities and populations from diverse backgrounds.
- Integrate knowledge of policy, economic, social and ethical issues in decision-making to support safe, high quality healthcare systems and professional nursing practice.
- Demonstrate professionalism and a commitment to the advancement of life-long personal health and professional development.
- Utilize information and communication technologies and informatics to enhance safety and quality of nursing care at all levels of care.
- Collaborate across disciplines to address complex ethical and social health care issues and positively influence health outcomes.

Program Accreditation and Endorsement

The master's degree nursing programs at Metro State University are accredited by the Commission on Collegiate Nursing Education. Visit the website at **www.aacnnursing.org/CCNE**.

The Entry Level MSN program is approved by the Minnesota Board of Nursing as a licensure-preparing program leading to a master's degree. Graduates of the program who pass the NCLEX licensure exam are eligible to apply for public health nurse registration.

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 1 year of holistic nursing practice and the holistic continuing education contact hours to sit for holistic nurse certification if the exam is taken within 2 years of graduation. Visit the website at **www.ahncc.org**.

Metro 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 at **www.hlcommission.org**.

Admissions and Program Requirements

Applicants must meet the requirements listed for admission to the ELMSN program at Metro State University.

- Applicants must have completed a non-nursing baccalaureate degree from an accredited college or university. Applicants whose degrees are from a non-US college or university shall have their degrees evaluated by a credentials evaluation service to determine equivalency to a US baccalaureate degree.
- Applicants must have a 3.0 or higher cumulative GPA for all previous post-secondary study and degrees, including any courses completed that did not lead directly to a completed degree.
- Applicants must complete the four science prerequisites of chemistry, human anatomy, human physiology, and microbiology with their lab components prior to the application deadline and have a GPA of 3.0 or higher across these four requirements.
- If an admission offer is made, the remaining prerequisites must be completed with a grade of C of better by the start of the program, as indicated by an official transcript submitted to the Department of Nursing prior to the start of the program.
- All courses must be at least three (3) semester credits, except for Nutrition which must be at least two (2) semester credits.
- Courses taken under the quarter system must be at least four (4) quarter credits for the 3 semester credit prerequisites and three (3) quarter credits for the 2-semester credit Nutrition course.
- Applicants must achieve a grade of C or above in prerequisite courses and a cumulative GPA of 3.0.

Prerequisite Courses

- Chemistry with laboratory component
- Human Anatomy with laboratory component
- Human Physiology with laboratory component
- Microbiology with laboratory component
- Nutrition
- Lifespan psychology
- Medical Ethics
- Statistics course (college level), which must be completed no more than 4 years prior to the date of program application.

Minimum Grade Requirements and Dismissal Grounds

- Students are required to obtain letter grades in all ELMSN Program courses.
- Students must achieve a grade of “C” or above in all ELMSN Program courses. A grade of less than a C is a failing grade. Additional details can be found in our policies.
- Students must maintain a semester GPA of 3.0
- Medication dosage calculation exams are included in the ELMSN program to help prepare students for safe medication administration. These exams must be passed at a minimum score of 90% within a maximum of 3 attempts in any given course. Failure to achieve 90% after 3 attempts at the medication dosage exam within a course will result in failure of the course.
- Skills validations are included in the ELMSN program to prepare students for safe nursing practice. These skills must be passed within a specific number of attempts. Failure to pass a skills validation within the specified number of attempts within a course will result in failure of the course. Students who fail a skills validation after the specified number of attempts will not be allowed to continue in clinical in the course.

Curriculum

Total of 31 Undergraduate Credits, 31 Graduate Credits; 62 Nursing Credits

Fall

Course	Course Title	Credits
NURS 304	Fundamental Concepts of Professional Nursing	4
NURS 304L	Fundamental Concepts of Professional Nursing Lab	1
NURS 304P	Fundamental Concepts of Professional Nursing Practicum	1
NURS 325L	Health Assessment	1
NURS 306	Essential Concepts of Pharmacology I	1
NURS 410	Applied Pathophysiology	3
Total Credits		11

Spring

Course	Course Title	Credits
NURS 309	Holistic Nursing Care of the Adult I	3
NURS 400L	Holistic Nursing Care of the Adult Lab	1
NURS 400P	Intensive Practicum I	2
NURS 404	Essential Concepts of Pharmacology II	1
NURS 414	Health Promotion, Disease Prevention, and Palliative Care of Older Adults	2
Total Credits		9

Summer

Course	Course Title	Credits
NURS 409	Holistic Nursing Care of Women, Children & Families	4
NURS 409L	Holistic Nursing Care of Women, Children & Families Lab	1
NURS 604	Evidence-Based Practice	3
NURS 639P	Intensive Practicum II	2
Total Credits		10

Fall

Course	Course Title	Credits
NURS 405	Essential Concepts of Pharmacology III	1
NURS 460	Mental Health Nursing	3
NURS 600P	Intensive Practicum III	2
NURS 601	Nursing Science	3
Total Credits		9

Spring

Course	Course Title	Credits
NURS 648	Leadership, Quality and Finance in Nursing	4
NURS 656	Population Based Care	3
NURS 656P	Intensive Practicum IV	2
Total Credits		9

Summer

Course	Course Title	Credits
NURS 462	Holistic Nursing Care of the Adult II	2
NURS 603	Advanced Integrative Nursing Care	2
NURS 623	Advanced Integration of Pathophysiology, Pharmacology and Health Assessment	2
NURS 623L	Advanced Integration of Pathophysiology, Pharmacology and Health Assessment Lab	1
Total Credits		7

Fall

Course	Course Title	Credits
NURS 690P	Capstone Practicum	5
NURS 696	Comprehensive Care Seminar	2
Total Credits		7

Transfer Credit Rules

A student may submit a petition to transfer no more than 6 credits from a previous program. Petitions are considered on a case-by-case basis.

Advisor Assignment

Your academic advisor will be an ongoing resource for information and support as you progress through your degree program.

Academic Standing Requirements and Appeals Processes

Leave of Absence and Time Limit Extensions

ELMSN students must complete the nursing program within five years of enrollment in the first nursing course. Students who do not complete the nursing major within five years must submit a petition for an extension of the time limit. More detail available in the Admitted Student Policies.

Dismissal Grounds and Appeals

Students must enroll in and successfully complete courses in the sequence identified on the Program Progression Table. The minimum acceptable passing grade for all courses is a C. A grade of less than a C is considered a failing grade.

- A student who receives a failing grade in a nursing course on the first attempt may repeat the course one time only. The course must be repeated within one year on a space available basis.
- A withdrawal constitutes a failed attempt to complete a course.
- A student who withdraws from one or more courses in a single semester may repeat the course(s) within one year on a space available basis.
- The student shall not progress to subsequent courses until the course is repeated with at least a C grade. Failure of the second attempt of a course, or failure of a second nursing course, will result in dismissal from the program.
- The student must submit a written request, using the Request for Reinstatement form. This form needs to be submitted by the indicated deadline prior to the start of the semester in which the student wishes to return.
- All requests for reinstatement are reviewed consistent with the CNHS Reinstatement Policy and Procedure.
- Approval of requests for reinstatement may include conditions that must be met by the student, including, but not limited to, a medication dosage calculation exam and a health assessment skill demonstration.

Student Support Resources

Bookstore

The bookstore is located on the first floor of the Library and Learning Center on the Saint Paul campus. The bookstore accepts Visa, MasterCard, Discover, and American Express. Personal checks are accepted for purchase with proper photo identification matching the name and address on the check. Books may be ordered online by going to **www.metrostate.bncollege.com**. Orders are shipped UPS and should be received within seven days if you are placing your order within the metropolitan area. Note the bookstore is closed when university offices are closed. Check the bookstore website for specific days and hours of operation.

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 the Career Center at 651-793-1528 or visit the website at **www.metrostate.edu/career**.

IET Service Center and Desire2Learn (D2L) Help

Online learning enables you to take courses over the Internet. At Metro 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 651-793-1240 or visit **services.metrostate.edu**

Center for Accessibility Resources

Metro State University is committed to ensuring equal education opportunities and will not discriminate based on disability. The University provides access to its programs and services by making reasonable accommodations for qualified students. Accommodations are based in individual needs. Some common accommodations include extended testing time, distraction reduced testing spaces, alternative formats for course materials such as audio books, and assistive technology.

For more information, please call 651-793-1549 or visit **www.metrostate.edu/accessibility**

Financial Aid/Scholarships

Metro 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 at 651.793.1414 or via their website: **www.metrostate.edu/finances/aid**.

Gateway Student Services Center

Students who need assistance with registration and financial aid should contact the Gateway Student Services Center on first floor of Founders Hall. For more information call 651-793-1300 or visit **www.metrostate.edu/students/support/gateway**.

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 Metro State University. For more information call 651-793-1315 or visit **www.metrostate.edu/students/support/international**

Library and Information Services

The Library and Learning Center on the Saint Paul campus offers a full array of library resources, services, computers, and study spaces for the Metro State University community. Librarians are available to assist you in finding information on virtually any topic. They can also guide you in evaluating scholarly and other resources for your coursework and research. Assistance is available by phone (651-793-1614), email **library.services@metrostate.edu**, or chat and Zoom from the library's homepage. Through this homepage you can access more than 100 research databases and thousands of ejournals, streaming videos, and ebooks.

For more information, call 651-793-1616, visit the St. Paul Campus, or visit the website at **library.metrostate.edu**

The Reference Center desk at the library also offers the opportunity for student to drop in without an appointment for brief (15 minute) help with writing and/or formatting of written assignments.

The PALS and MnLINK databases 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.

Math Center

The Math Center provides free support for mathematics, statistics, and Java programming courses at Metro State. Students, faculty, and staff can come to the Math Center for group work, individual practice, and tutoring assistance. Many students visit the center on a regular basis to work on homework and other practice problems including preparing for dosage calculation exams. Groups are welcome; most students

work with other students and tutors during drop-in hours. Individual appointments are available for students who want to work with a specific tutor on a specific topic. During the week before each semester begins, the center offers graphing calculator and review workshops.

For current schedules and detailed information, please contact the Math Center at **www.metrostate.edu/academics/success/tutoring/stem**

Writing Center

The Writing Center provides free writing support for any subject to all members of the university community. The Writing Center's services include help getting started on writing assignments, revising drafts, formatting, and working with writers who may be returning to school after a few years. Clients may drop in during open hours, but appointments are encouraged. Additional help in writing in available at the Reference Desk in the library as described above in the Library and Information Services section.

Additional Center information is available at:
www.metrostate.edu/academics/success/tutoring/writing

Tutors

A range of tutorial services are offered, including workshops and individual and small-group tutoring. **There are also math tutors available to help nursing students prepare for dosage calculation exams**. Please specify your request for tutoring in dosage calculation when you set up an appointment.

If you are having difficulty locating tutorial services for the course you are taking, ask your instructor or the department chair for resources and suggestions for getting tutorial assistance. For information on tutors please visit
www.metrostate.edu/academics/success/tutoring

Multicultural, American Indian, and Retention 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.

For more information, call 651-793-1572, or visit **www.metrostate.edu/students/support**

Counseling Services

College students may experience issues that 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. To schedule an appointment with our staff counselors, call 651-793-1568 during business hours. Visit the website at **www.metrostate.edu/students/support/counseling-services**

TRiO Student Support Services

TRiO helps “low-income, first generation" students (neither parent has a four-year college degree), and students with disabilities enter college, graduate, and move on to participate more fully in America's economic and social life. TRiO provides services through advising, study skills workshops and other learning support. For more information, call 651- 793-1525 or visit the website at **www.metrostate.edu/about/departments/trio**

Student Parent Center

The Student Parent Center is in Student Center 105 and provides a child-friendly study space. The center seeks to provide support and connect currently enrolled students and their families with campus and community resources to ease obstacles that may be interfering with their education. For more information, call 651-793-1564 or visit **www.metrostate.edu/students/support/student-parent-center**

Food for Thought Food Pantry

The Food for Thought Food Pantry is a collaborative initiative between Metro State University and our community partner Good in the Hood. Students seeking additional support with subsidizing their food budget can stop at 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: Student Center 106, St. Paul Campus. Call 651-793-1571 or visit **www.metrostate.edu/students/support/food-for-thought**

Veterans & Military Student Services

U.S. veterans should contact the Veterans & Military Student Services regarding their VA educational benefits and other assistance, at 651-793-1561 or **veterans.services@metrostate.edu.** Visit the website at **www.metrostate.edu/students/support/veterans**

Nursing Simulation and Learning Laboratory

Skills lab sessions may be scheduled weekly to apply theoretical content and demonstrate nursing skills and related concepts and principles. Practicum labs are coordinated by nursing faculty and are directly aligned with concurrent theory classes. **Students are encouraged to spend time each week in the nursing lab during open lab hours in addition to scheduled skills lab sessions**. A schedule of open lab hours will be posted weekly online. A Nursing lab coordinator is available during open lab sessions to

reinforce practice and answer questions. Students can also make individual arrangements for supervised practice scheduled during open lab.

Contact the Nursing Simulation lab coordinator at 651- 793-1458.

Zoom

As part of being a student within the Minnesota State Colleges and Universities System, access to a premium license of the web conferencing tool Zoom is available for free. Due to recent events your instructors will likely be using this more frequently to host class sessions online.

Students access MinnState Zoom accounts from: **minnstate.zoom.us**. Click the "Sign on" button and login with StarID and password. To ask questions or receive extra help, contact Information Technology Services or the Center for Online Learning. Also, the **Zoom Help Center** has many great resources, live trainings, and technical support representatives to help as needed.

General Information

Technology Requirements and Expectations

Nursing programs at Metro State University utilize a combination of traditional face-to-face classroom courses, online courses, and hybrid courses. Options for accessing computers include the student's own devise, laptop check-out from the university library, or accessing computer workstations in the university library, student center, or public libraries. 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.

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

For all courses in the ELMSN program, students must have reliable internet access to log into the D2L system, recommended to be done at least four days per week to check for course updates and complete required work. Students can access the WiFi on campus using a personal device or via the computers at 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 skills students must possess 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. Additional skills include intermediate or higher-level skills at file management (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.

Course Delivery Methods

The Entry Level MSN Program utilizes multiple course delivery methods including face-to-face, hybrid, Hyflex and online.

- 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.
- Hyflex courses allow students to select between synchronous delivery where students and instructor(s) meet on camera together over the Zoom video communications system or attending face-to-face.
- Online courses are delivered either entirely via the Internet or with a maximum of 1-2 face-to-face sessions. Due to recent restrictions because of the COVID-19 pandemic, some nursing courses have been converted to a totally online delivery format. These have taken different forms, from asynchronous delivery to synchronous delivery where students and instructor(s) meet on camera together over the Zoom video communications system. All Metro 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 meeting requirement for the Entry Level MSN nursing program, it is advised that students limit work schedules to very casual, flexible, part-time 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/academics/records/update-personal-information** **and to the Academic Advisor.** Additionally, inform **both** the records office and your advisor of any address change.

Registration for Registered Nurse Licensure

In the last semester of the program, students complete an application to the Minnesota Board of Nursing for the Registered Nurse licensing examination. Upon receipt of approval by the Minnesota Board of Nursing, students are eligible to take the NCLEX-RN licensing exam. More information will be provided during the last semester of the program.

Assessment Technologies Institute (ATI) is a learning platform that will be utilized by students throughout the program to prepare for the NCLEX-RN examination. ATI is an innovative testing and review program that is linked to specific courses each semester. The modules in the program combine 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 3 semesters of the program. Linking the payment to specific courses allows for the use of financial aid to cover this cost. The program is comprised of several resources, including the following nursing areas:

- Achieve: Online tutorial
- Nurse Logic
- Learning Systems
- Real Life Clinical Reasoning Scenarios
- Nurse's Touch Package
- Critical Thinking Assessments
- Self-Assessment Inventory
- EHR Tutor (Electronic Health Record)
- Health Assess
- Civility Mentor
- Comprehensive Predictor (Proctored and Practice Assessments)
- Fundamentals of Nursing Practice
- Skills Modules, Review Modules and E-books
- Dosage Calculation
- Pharmacology Made Easy
- Adult Medical-Surgical
- Maternal-Newborn
- Nursing Care of Children
- Mental Health
- Pharmacology
- Community Health Nursing Practice
- Leadership and Management for Nursing Practice
- Nutrition
- Dosage Calculations and Safe Medication Administration 2.0
- Dosage Calculations and Safe Medication Administration Assessments
- ATI Video Case Studies
- BoardVitals

These resources may be assigned or used independently. Students will be required to complete proctored exams [Content Mastery Exams (CMEs)] designed to assess the student's mastery of content in certain specific areas listed above. During the last

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

Perfume, Scent and After-Shave Products

Metro State University is a scent-free environment, so no scented products should be worn on campus or in any clinical settings.

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 disability services contact the Center for Accessibility Resources at 651.793.1549 or **www.metrostate.edu/accessibility**.

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 • Prioritize multiple nursing activities in a variety of situations

Capability	Standard	Examples
Critical Thinking	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 decide for managing or intervening in the care of a client	• Make effective decisions in the classroom and in clinical sites. • Develop/contribute to nursing care plans that accurately reflect client concerns. • 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 • Reach, manipulate, and operate equipment, instruments, and supplies e.g., syringes, sterile equipment, monitors • Perform/use electronic documentation • Lift, carry, push, and pull • 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 • Transport supplies to client room • Work around bedside with other personnel • Lift a minimum weight of 30 pounds • Move and lift clients in and out of bed, wheelchair, or cart • Assist with transfer and walking of patients who may require substantial support

Capability	Standard	Examples
Activity Tolerance	Ability to tolerate lengthy periods of physical activity	• Move quickly and/or continuously • 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 • Read, understand, write, and speak English • Explain treatment procedures • Initiate and/or reinforce health teaching • Document client responses • 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 • 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	• Monitor alarms, emergency signals, auscultatory sounds e.g., B/P, heart, lung, and bowel sounds, and cries for help, telephone -interactions/ dictation • Communicates with clients, families, and colleagues

Capability	Standard	Examples
Vision	Visual ability sufficient for observation, assessment, and performance of safe nursing care.	• Observe client responses • Discriminate color changes • Read measurement on client-related equipment • Read medication label • Read syringe accurately • Evaluate for a safe environment, client expressions and behaviors
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture	• Perform palpation e.g., pulse • Perform 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. • Display flexibility • Function in the face of uncertainty and stressful situations

Environmental

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

Notes

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.

Clinical Practicum Requirements

Legal contracts are arranged with clinical and practicum sites. These contracts specify information that the college is required to collect from students. **Communication regarding all pre-practicum documentation and how to submit it will come via your Metro State 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 records of meeting these requirements and upload records to an online platform.

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 here: **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. There is nothing you need to do currently other than be aware of this background study requirement.

If you have a current background study with your employer using this new background study process, you will not have to be fingerprinted again but there is a separate process for transferring that study to the university.

You can read more about DHS background study program here: **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 ELMSN Program Coordinator as soon as possible at **karen.gutierrez@metrostate.edu**.

Health Care Services and Health Insurance

Counseling, Health and Wellness staff members are providing health coaching and case management services for Metro State University students on an individual basis. Staff can help students by facilitating referrals, connecting them with local resources, and meeting one-on-one as appropriate.
For individualized health and wellness support, please contact Rachael Mills, Coordinator of Health and Wellness to set up a meeting (via phone or Zoom).

This service is provided in compliance with Minnesota Law (State Statue 136.F20 Student Health), which requires all four-year institutions in the Minnesota State System to provide health care services for students.

These services are limited, however, so nursing students are strongly encouraged to carry a personal health insurance policy.

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

Nursing uniforms are required whenever students are in healthcare facilities for clinicals or simulation. They may be recommended in lab per individual instructors.

Scrubs, Skirt and Jacket

The official ELMSN uniform includes a royal blue scrub top and pewter uniform pants. A gray skirt may be substituted for pants with legs having 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. Pants must be of a length that does not drag on the ground. Students may wear a white, gray, or royal blue shirt under the royal blue scrub top. A royal blue uniform jacket may be worn over the scrub top. No street clothes can be worn over the uniform (hooded sweatshirts, fleece jackets, neck scarves). Uniforms are required to be clean and laundered after each use to reduce risk of transmission of pathogens and associated infections.

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.

Approved Head Covering

A headscarf may be worn for religious reasons, and must be clean, a solid color coordinated with the uniform, not longer than mid-torso front and back and tucked into the scrub shirt. In restricted and semi-restricted areas (such as in the Operating Room area) the head scarf must also be covered with a disposable head covering, such as a surgical hood. The disposable head covering must cover the scarf while in the restricted area. No hats, bandanas, sweat bands, or other types of head coverings may be worn unless required for medical, safety or religious reasons.

College Patch and ID Badge

The student must have a college patch sewn to the upper left shoulder of the uniform top and jacket and wear a Metro State University photo ID badge. Individual pictures will be taken at no charge early in your first semester for the Metro State University photo ID badge. Students MUST wear their school photo ID badge always clipped near the neckline while in a clinical facility.

Hair and Nails

Hair length past the collar must be caught with an appropriate clip or band at the back of the neck if 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 without polish. No artificial nails are allowed.

Perfume, Scent or Body Products with Fragrance

No scented products of any kind shall be worn in clinical settings or in the Metro State learning lab.

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 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 Activities

Students may wear the uniform jacket with their Metro State University photo ID badge over professional street clothes for pre-clinical preparation and other non-patient care activities. Jeans are not allowed under a warm-up jacket and closed-toe shoes (no sandals) must be worn. Metro State University photo ID badge must be always worn and visible.

- **While on duty, students must always observe these dress code regulations. Individual faculty will give students required modifications for specialty areas.**

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:

1. Watch with a second hand
2. Stethoscope
3. COVID-19 has necessitated additional required personal protective materials specific to each clinical site.

Consequences for non-adherence to the dress code or coming to clinical unprepared or late may include being sent home from clinical, a requirement to make up missed clinical, and potential grade consequences such as a reduced grade or failure of the course. See practicum course syllabi for additional detail.

Standards for Professional Behavior

Expectations

Metro State University partners with hospitals, long-term care facilities, clinics, public health agencies, school health services, and other community-based organizations to offer optimal clinical experiences for students. The university establishes clinical-use contracts with each facility that stipulates mutual expectations for both services and regulations. Students are required to represent Metro State favorably, in both professional attire and performance, while in an affiliating clinical facility. Failure to demonstrate professional behaviors in a clinical site may result in consequences, including being sent home from clinical, requirements to make up missed clinical or complete an alternate assignment, failure of 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 assignments and possible evening and night clinical experiences if deemed necessary by the faculty. Appropriate notification will be given.

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

Important Links

- **Department of Nursing ELMSN Program Admitted Student Policies** (http://www.metrostate.edu/node/72061)
- **Metro State University Student Rights and Responsibilities** (http://www.metrostate.edu/students/rights-responsibilities)
- **Metro State University Life and Leadership** (http://www.metrostate.edu/students/life)
- **Metro State University Policies and Procedures: University Wide** (policies.metrostate.edu)
    - Please see important policies on this page, including:
        - Student Conduct Code
        - FERPA information
        - University Email Policy
        - Class Cancellation and Emergency Closing Policy
        - Grading Policy
        - Student Complaints and Grievances

Directory for College of Nursing & Health Sciences

Advising and Support Staff

Name	Position	Phone Number	Email Address	Office Location
Marjorie Webb, PhD, DNP, RN, ACNP-BC	Interim Dean	651.793.1398	marjorie.webb@metrostate.edu	SJH 102
Laurie Landwehr	Office Manager	651.793.1404	laurie.landwehr@metrostate.edu	SJH 104
Sandi Sibley Gerick, MA	Director of Advising	651.793.1379	sandi.gerick@metrostate.edu	SJH 106
Lynn Iverson-Eyestone, MA	Academic Advisor	651.793.1798	lynn.iverson-eyestone@metrostate.edu	SJH 105
Nina Exley, MA	Academic Advisor	651.793.1356	nina.exley@metrosate.edu	SJH 107
Sheila Anderson, MA	Academic Advisor	651.793.1373	sheila.anderson@metrostate.edu	SJH 130
Mai J. Vang	Advising Support	651.793.1368	mai.vang.2@metrostate.edu	SJH 108-C
Corey Schmitz, MPNA	Academic Scheduler	651.793.1381	corey.schmitz@metrostate.edu	SJH 129
Natalia Vargas	Administrative Assistant-Receptionist	651.793.1375 (1362)	school.nursing@metrostate.edu; natalia.vargas@metrostate.edu	SJH 100
Elena Bittner	Program Support	651.793.1394	elena.bittner@metrostate.edu	SJH 108-A
Molly Ireland	Program Support	651.793.1402	molly.ireland@metrostate.edu	SJH 123-A
Terry Severson	Program Support	651.793.1929	terry.severson@metrostate.edu	SJH 108-B

Resident Faculty

Name	Position	Phone Number	Email Address	Office Location
Pat Schoon, DNP, MPH, PHN, RN	BSN Program Coordinator	651.335.5337 (cell)	pat.schoon@metrostate.edu	SJH 117-B
Kerry Johnson, DNP, APRN, CNP	DNP Director, Department Co-Chair	651.793.1304	kerry.johnson@metrostate.edu	SJH 116
Karen M. Gutierrez, PhD, MSN Ed, RN, AHN-BC	ELMSN Coordinator, Department Co-Chair	651.793.1386	karen.gutierrez@metrostate.edu	SJH 108
Michelle Palmborg, DNP, RN, PHN	Health Systems Studies Coordinator	651.793.1365	michelle.palmborg@metrostate.edu	SJH 103
Miriam Nkemnji-Enohnyaket, DNP, MPH, RN, PHN	RN-BSN Coordinator	651.793.1910	miriam.nkemnji-enohnyaket@metrostate.edu	SJH 110
Brenda Merrill, PhD, RN	Resident Faculty	651.793.1358	brenda.merrill@metrostate.edu	SJH 120
Bridget McMahon, RN, MSN, PHN, CPN	Resident Faculty	651.793.1638	bridget.mcmahon@metrostate.edu	SJH 117-A
Fatuma Kotile, PhD, MS Ed, MAN, RN	Resident Faculty	651.793.1374	fatuma.kotile@metrostate.edu	SJH 115
Ikenna Odii, PhD, MSc, BSN	Resident Faculty	651.793.1403	ikenna.odii@metrostate.edu	SJH 128
Jeanne Barkey, RN, DNP, PHN, AHN-BC	Resident Faculty	651.793.1393	jeanne.barkey@metrostate.edu	SJH 107-A
Kim Yung Pfuhl, DNP, APRN, CNP	Resident Faculty	651.793.1370	kim.yung@metrostate.edu	SJH 114

Name	Position	Phone Number	Email Address	Office Location
Marika Vukomanovich, DNP, RNC-OB, C-ONQS	Resident Faculty	651.793.1372	marika.vukomanovich@metrostate.edu	SJH 113-A
Nathan Holt, MSN, RN	Resident Faculty	651.793.1367	nathan.holt@metrostate.edu	SJH 109
Rachel Domagala, DNP, MSN-Ed, CNE, RNC-OB	Resident Faculty	651.793.1397	rachel.domagala@metrostate.edu	SJH 113-B
Robin Johnson, DNP, RN, CMSRN	Resident Faculty	651.793.1391	robin.johnson@metrostate.edu	SJH 101-B
Ruth Staus, DNP, RN, CNP	Resident Faculty	651.793.1389	ruth.staus@metrostate.edu	REMOTE
Sarah Beman, PhD, RN, PHN, CNE	Resident Faculty	651.793.1324	sarah.beman@metrostate.edu	SJH 118
Tatiana Kerestesh, MSN, RN, PHN	Resident Faculty	651.793.1406	tatiana.kerestesh@metrostate.edu	SJH 128
Tracy Bergstedt, MSN, RN-BC, PHN	Resident Faculty	651.793.1392	tracy.bergstedt@metrostate.edu	SJH 111

Dental Program

Name	Position	Phone Number	Email Address	Office Location
Andrea Jordan, ADT, RDH	Dental Department Chair, MSADT & BSDH Coordinator	651.793.1369	andrea.jordan@metrostate.edu	NML202
Elizabeth Branca, ADT, RDH	Dental Faculty	651.793.1369	elizabeth.branca@metrostate.edu	NM L202

Minneapolis School of Anesthesia

Name	Position	Phone Number	Email Address	Office Location
Travis Laffoon, DNP, CRNA, APRN	Director	651.793.1317	travis.laffoon@metrostate.edu	NM L223
Beth Quaas, DNP, CRNA, APRN	Associate Didactic Director	651.793.1336	beth.quaas@metrostate.edu	NM L223
Jordan Popp, DNP, CRNA, APRN	Associate Clinical Director	651.793.1334	jordan.popp@metrostate.edu	NM L223
Megan Kakela, DNP, CRNA, APRN	Associate Simulation Director	651.793.1687	megan.kakela@metrostate.edu	NM L223
Marie Julien, DNP, CRNA	Faculty	651.793.1684	marie.julien@metrostate.edu	NM L223
Caitlyn Goodell, MSN, CRNA, APRN	Faculty	651.793.1684	caitlyn.goodell@metrostate.edu	NM L223
Ellie Noctua	Clinical/Simulation Assistant	651.793.1318	elizabeth.noctua@metrostate.edu	NM L223
Josh Hopkins	Office Administrative Coordinator	651.793.1684	joshua.hopkins@metrostate.edu	NM L223