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Rev 01.2019 — MSN v2019.01.01
WELCOME TO THE RASMUSSEN COLLEGE SCHOOL OF NURSING

We are pleased to welcome our accepted students to the graduate program within the Rasmussen College School of Nursing. We are confident that those selected have demonstrated the ability to be successful in their program and in their nursing career. At the Rasmussen College School of Nursing, we set a high standard for professionalism. As a member of our graduate student community, our faculty are committed to you as you transcend baccalaureate education and elevate your professional status through graduate education; our goal is to prepare you to thrive as dynamic leaders of change within your communities.

Students will find the faculty to be well qualified, personable, and sincerely invested in the progression of the student through the course of study. Faculty value student input and will work with the student body to ensure that students are represented at faculty meetings.

Faculty members are available to facilitate the learning experience and to guide and assist each student in achieving success. Diverse, innovative, and student-centered teaching techniques are utilized in a collaborative, interactive environment that promotes student learning. Exploration and modeling of nursing practice allows students to experience continued learning and feedback in a supportive atmosphere. Faculty members serve as mentors and help facilitate the student’s attainment of a safe, effective personal practice.

Faculty members publish student support hours and contact information at the beginning of each quarter, and in the syllabus for each course. In addition, the Dean of Nursing is available to assist students with guidance, as well as your Graduate Services Coordinator. This three-pronged approach to student support clearly differentiates our College, and we are confident that you will experience ample support through this structure. Students can also obtain computer technology assistance 24 hours a day by contacting the Personal Support Center at 866-693-2211 or help@personalsupportcenter.com. If a student has a concern or a complaint about any aspect of the nursing program, they are encouraged to communicate the issue to the Dean of Nursing and/or to follow the grievance policy described in the Rasmussen College Catalog.

On behalf of the School of Nursing, Deans, and Faculty, we wish students much success as they continue their educational journey.
INTRODUCTION

The Rasmussen College School of Nursing Graduate Student Handbook is provided to each of the nursing students upon admission. Each student is required to attend a School of Nursing Orientation Session where the policies and procedures contained in this document will be discussed in detail. It is the responsibility of the student to be familiar with the content of this handbook and to comply with the policies and procedures. Failure to comply may result in termination from the program. Rasmussen College School of Nursing retains the right to amend and update this document as necessary and to communicate revisions to students as they occur by providing addendums or other notification. The School of Nursing Graduate Student Handbook is a supplement to the Rasmussen College Catalog. In some cases, policies and procedures may be more defined in the School of Nursing Graduate Student Handbook.

RASMUSSEN COLLEGE STATEMENTS

The mission and philosophy of the Rasmussen College School of Nursing is congruent with the Rasmussen College Mission Statement, which is shown below. Actualization of our mission and philosophy is achieved through completion of the Student Learning Objectives as defined in this handbook.

Rasmussen College Mission

Rasmussen College is an institution of higher learning dedicated to global enrichment and meeting the evolving needs of our diverse communities.

With an emphasis on innovative programs, dynamic curriculum, and general education skills, we are committed to being a pioneer in the field of career focused education.

We empower our students, faculty, and staff to exceed the expectations of society through academic excellence, community enrichment, and service to the public good.

School of Nursing Mission

In accordance with the mission statement of Rasmussen College, the School of Nursing mission is to cultivate a learning environment that develops a skill set for critical thinking, clinical reasoning, and clinical judgement. The School of Nursing strives to educate students in the development of knowledge, skills, and attitudes needed to provide safe and competent nursing care in the diverse communities we serve.
School of Nursing Philosophy

The School of Nursing philosophy is anchored in the belief that nursing education should prepare students to function safely and effectively in the role of the nurse. We believe that nursing education should provide students an opportunity to progress within a laddered curriculum in order to enhance the profession of nursing and to serve as a foundation for life-long learning. Nurses should be prepared to provide ethical, holistic and compassionate care to diverse populations in a variety of settings. We feel that by incorporating into our curriculum the standards set forth by our governing bodies, the evidence-based research provided by our colleagues, and the values and criteria promoted by our national nursing organizations, our goal can best be accomplished.

Master of Science in Nursing (MSN) Program Vision

Rasmussen College's Master of Science in Nursing program prepares nurses to be ethical, safe, holistic, and innovative leaders of healthcare. This program is founded on the core values of the nursing profession and based on contemporary issues on the forefront of global healthcare. It promotes quality driven outcomes that align with standards of leading professional organizations for nursing excellence. Innovative curriculum and authentic learning experiences are embedded with quality standards and a framework for excellence that aligns with the changing and diverse needs of our communities. Program graduates are prepared to thrive as dynamic leaders of change, engaged in effective working relationships with colleagues, clients, students, organizations, and committees, and dedicated to life-long learning.

Master of Science in Nursing (MSN) Student Learning Outcomes

Nursing Education Specialization
Nursing Leadership and Administration Specialization

Upon completion of the Masters of Science in Nursing program the graduate will:

1. Integrate scientific principles into the continual improvement of healthcare delivery, incorporating the preferences of clients, interdisciplinary teams, and communities.

2. Create a culture whereby evidence-based practice is the foundation to improve knowledge acquisition, system processes, healthcare outcomes, education, and the scholarly science of nursing.

3. Advocate for policies that improve the profession of nursing and the health of the communities we serve.
4. Apply a variety of ethical frameworks, concepts, and theories to guide decision-making in professional practice.

5. Integrate informatics in decision-making to improve outcomes.

6. Translate theory into practice in various nursing leadership roles in order to influence the delivery of healthcare and client outcomes.

7. Integrate the knowledge and skill set required to be an innovative and inspiring leader who implements an interdisciplinary approach to change the landscape of healthcare.

8. Apply appropriate management strategies to achieve organizational goals.

**Master of Science in Nursing (MSN) Program Outcomes**

1. At Rasmussen College School of Nursing, 70% or greater of MSN students will complete the program within 150% of the stated program length, beginning with enrollment in the first nursing course.

2. Within 12 months of graduation, 70% or greater of Rasmussen College MSN graduates will be employed.
PREPARING FOR THE NURSING COURSES

Time and Commitment

The nursing program requires a significant commitment of time devoted to study. Students in all programs typically spend in excess of three hours preparing for each hour of theory lecture. Many students study five to six hours each day while completing their nursing studies. Students often describe the time commitment as rigorous, demanding, and rewarding.

Student Representation on Faculty Governance

The School of Nursing provides students with various opportunities to participate in governance at the College and Program level. Students may share ideas or concerns with any faculty member, staff, or dean at any time in person, via e-mail, phone, or written format.

Student Participation in Evaluative Process

Students are invited and encouraged to contribute to the continuous improvement of the School of Nursing programs through active and regular participation in the evaluative processes for program(s) of study, courses, faculty, and preceptors.

In addition to the opportunities for feedback, input, and participation listed in the section above, students are also asked and encouraged to complete all end-of-course evaluations, as well as faculty and preceptor evaluations. Additionally, active students are asked to complete the annual Student Satisfaction Survey, and graduates of a School of Nursing program are asked to respond to a post-graduation survey which is sent six months after the graduation date of each student cohort. Evaluation criteria are clearly defined within each survey vehicle in order to ensure that students’ feedback is accurately analyzed and communicated. All surveys are delivered electronically.

PROGRESSION THROUGH THE CURRICULUM

Essential Functions for Admission and Progression

Essential functions are those processes, procedures, or behaviors that nurses must perform in the ordinary performance of their duties. They are non-academic qualities that
employees must possess to be successful in the field. Students in the Rasmussen College School of Nursing must carry out several essential functions in order to safeguard patients, fellow students, instructors, and the general public. These essential functions are also necessary for the student to successfully complete the Rasmussen Nursing program. Detailed information on the performance levels required for success in each course may be found in the syllabus associated with each individual course.

Note: If you have a disability and think that you may require a reasonable accommodation to meet these essential functions, please contact the Campus Accommodations Coordinator (CAC) on your campus as soon as possible, to begin the process for requesting a reasonable accommodation.

These essential functions include, but are not limited to:

<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION</th>
<th>STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES (Not all-inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRITICAL THINKING</strong></td>
<td>Ability to have clinical judgment to provide safe, quality patient care; ability to acquire, assimilate, integrate, and apply information, and problem solve.</td>
<td>Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to normal priorities of care, respond appropriately to emergency situations.</td>
</tr>
<tr>
<td><strong>INTERPERSONAL</strong></td>
<td>The student must be able to recognize and accept responsibility for their own mistakes and behavior, without making excuses or blaming others. The student must demonstrate acceptance of differences of race and culture. The student must be able to engage in actions that support team workmanship and respond to corrections and criticism without being quarrelsome or defensive.</td>
<td>Establish therapeutic relationships with patients and other professionals as well as establishing rapport with other individuals.</td>
</tr>
<tr>
<td><strong>COMMUNICATION</strong></td>
<td>The student must be able to communicate fluently in</td>
<td>Explain treatments and procedures, initiate health</td>
</tr>
<tr>
<td>ESSENTIAL FUNCTION</td>
<td>STANDARD</td>
<td>EXAMPLES OF NECESSARY ACTIVITIES (Not all-inclusive)</td>
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</tr>
<tr>
<td></td>
<td>English by written and oral and/or alternate means. This includes the ability to successfully receive and transmit information. The student must be able to read and follow instructions and ask for clarification, if necessary.</td>
<td>teaching, establish therapeutic relationships, document and interpret nursing actions and patient responses. Communicate information effectively with healthcare professionals, faculty, and students. Evaluate care plans and treatment orders.</td>
</tr>
<tr>
<td>SENSORY</td>
<td>The student must be able to perform close and distance visual activities involving objects, persons, and paperwork as well as discriminate depth and color perception. The student must be able to perform a patient assessment through visualization, direct and indirect auscultation, and detection of odors, palpation, and percussion. The student must be able to discriminate between sharp/dull and hot/cold when using hands. Respond and react immediately to auditory requests, instructions, monitor equipment, and perform auditory auscultation without auditory impediments.</td>
<td>Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help. Smell noxious fumes and body fluids. Observe patient’s physical and emotional responses. Assess changes in color, texture, and temperature. Perform motor skills for physical examination and/or those related to therapeutic interventions. Recognize possible changes in patient’s behavior/response or health status.</td>
</tr>
<tr>
<td>MOTOR SKILLS</td>
<td>The student must demonstrate dexterity and range of motion conducive</td>
<td>Calibrate, use, and manipulate equipment and instruments in a safe and effective manner.</td>
</tr>
<tr>
<td>ESSENTIAL FUNCTION</td>
<td>STANDARD</td>
<td>EXAMPLES OF NECESSARY ACTIVITIES (Not all-inclusive)</td>
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</tr>
<tr>
<td></td>
<td>to assisting patients and manipulating equipment without threatening harm or violating safety protocols.</td>
<td>Position patients in a safe and appropriate manner.</td>
</tr>
</tbody>
</table>
| MOBILITY           | The student must be able to engage in and sustain physical activity that may require sitting, standing, or walking for extended periods of time.  
                    | The student must be able to lift and transfer patients up to six inches from a stooped position, then push or pull the patient up to three feet. In addition, the student must be able to lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.  
                    | The student must be able to physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR.  
<pre><code>                | The student must be able to physically perform up to a 12 hour clinical experience. | Coordinated mobility around and in patient's rooms, work spaces, and treatment areas; administer CPR procedures. Lift, move, position, and transport patients without causing harm, undue pain, or discomfort to self or patient. Transport and reach mobile equipment in a timely and cautious manner. |
</code></pre>
<p>| BEHAVIORAL         | The student must be able to accurately perform duties in a stressful environment. This includes but is not limited to, identifying and responding to emergency and non-routine situations. | Ability to demonstrate caring/empathetic behavior in the classroom and clinical setting. Manage assignments and schedule changes. Compliance with College and School of Nursing policies. Ability to respond appropriately to... |</p>
<table>
<thead>
<tr>
<th>ESSENTIAL FUNCTION</th>
<th>STANDARD</th>
<th>EXAMPLES OF NECESSARY ACTIVITIES (Not all-inclusive)</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>constructive criticism and direction from faculty and peers during the learning experience. Ability to manage a progressive increase in academic load. Ability to prioritize tasks in order to utilize time effectively. Ability to organize personal life in order to meet curricular requirements.</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>COGNITIVE</td>
<td>Use previous theory content/skills to enhance learning. Comprehend written and verbal information. Apply previous content/skills in new situations. Ability to organize and synthesize facts and concepts.</td>
<td>Ability to effectively participate in academic discussion with faculty, other students, health professionals, patients, and/or family members. Ability to transfer academic knowledge to practical application. Ability to successfully complete written assignments, research, and evaluate literature sources. Ability to successfully complete written, computer-based assignments and maintain appropriate records. Ability to complete written/oral and computer examinations.</td>
</tr>
<tr>
<td>ETHICAL</td>
<td>Uphold honesty and personal integrity in all class/clinical activities. Function as a patient advocate when planning and implementing nursing care.</td>
<td>Acting as a patient advocate at all times and speaking on behalf of the patient’s well-being when he/she is unable to do so. Reporting unethical or dangerous behavior that could affect patients or the campus community in general. Plagiarism, cheating, withholding required information, falsifying documents, providing false information and reconstructing tests are some examples of unethical behavior.</td>
</tr>
</tbody>
</table>
Disability Accommodations

The mission of Rasmussen College regarding disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator (CAC) to request such services. Students who are unsure who to contact should check with the School of Nursing Graduate Program Director.

Nursing Course Expiration Policy

Students who qualify for re-entry into a nursing program may receive credit for previously completed core nursing curriculum courses. Application of credit in Major and Core Courses in the School of Nursing will be available based upon the following course expiration periods and restrictions:

- Previously attempted nursing coursework with either a lab and/or clinical component has a four quarter expiration from the quarter of programmatic withdrawal. Successfully completed nursing coursework from a prior enrollment applies to the program of reentry if reentry is within four academic quarters following the most recent quarter of nursing program attendance.
- Previously attempted nursing coursework with no lab and/or clinical component has a twelve quarter expiration from the quarter of programmatic withdrawal. Successfully completed nursing coursework from a prior enrollment applies to the program of reentry if reentry is within twelve academic quarters following the most recent quarter of nursing program attendance.
- If the program of reentry does not require a previously completed course, no credit will be awarded.

Dismissal from the Program

All students will adhere to the conduct/dismissal policy outlined in the college catalog. In addition, students are expected to follow the rules and regulations of the hosting clinical/practicum site, including but not limited to OSHA, HIPAA, Joint Commission, state regulations, federal regulations, clinical/practicum site accrediting bodies, and those put forth by Rasmussen College. Failure to comply with rules and regulations may result in immediate dismissal from the site, failure of the course, and/or dismissal from the program.
Program Re-Entry Policy

Students must ensure that all documentation required for admission is current and on file. To qualify for readmission to the School of Nursing, students are required to meet the conditions of the Re-entry Policy in the Rasmussen College Catalog. In order to qualify for readmission to the School of Nursing, student must follow re-entry policy.

Students who have been dismissed from the program for disciplinary or conduct reasons may not be eligible for re-entry into any School of Nursing program and may not be eligible for re-entry to Rasmussen College.

STUDENT RESPONSIBILITIES

Background Information Disclosure

The Rasmussen College Catalog outlines the background check policy and procedure that will be followed by the School of Nursing for admission to the Master of Science in Nursing Degree program. Program acceptance is not final until the Background Check Committee issues a “clear to proceed memo” to the campus. Additionally, a student enrolling in a program that requires a background check will not have his/her financial aid submitted until the student is determined to be eligible.

Active students in all states are required to immediately self-disclose to the Dean of Nursing any new arrests, court orders, court dispositions, probation violations, and/or convictions involving the student that take place after admission to the program. A formal review of the new criminal history information will be conducted by the College, which may lead to disciplinary action up to and including dismissal from the program. Rasmussen College may be required to report the new criminal history information to clinical/practicum sites and/or state agencies as required by contract or statute. Failure to disclose new criminal history information may also lead to disciplinary action up to and including dismissal from the program.

CPR Certification

Students enrolling in the Master of Science in Nursing program are not required to submit documentation of CPR certification as part of the admission process. However, based on practicum sites, students may be required to provide evidence of current CPR certification based on site requirements. Students will be required to complete all practicum site requirements prior to beginning their practicum experience.
Physical Examination

Students enrolling in the Master of Science in Nursing program are not required to submit documentation of a physical examination as part of the admission process. However, based on practicum sites, students may be required to provide evidence of a recent physical examination based on site requirements. Students will be required to complete all practicum site requirements prior to beginning their practicum experience.

Immunizations and other Medical Testing

Students enrolling in the Master of Science in Nursing program are not required to submit documentation of immunizations as part of the admission process. However, based on practicum sites, students may be required to provide evidence of current immunizations based on site requirements. Students will be required to complete all practicum site requirements prior to beginning their practicum experience.

Chemical Use and/or Abuse Policy

Master of Science in Nursing program students may be required to submit to a pre-employment-type drug screening prior to being assigned to a clinical/practicum site. Failure to pass the drug screening may result in termination from the nursing program and the College. If there is a reasonable suspicion that a student has used or is using, possessing, transferring, or selling alcohol or illegal drugs, the student may be tested pursuant to the clinical/practicum site’s employee and volunteer drug and alcohol testing policy. At some sites, the fees associated with testing will be the responsibility of the student.

If the tests are confirmed positive:

- The clinical/practicum faculty will complete documentation reporting the incident.
- The student will be immediately dismissed from the clinical/practicum site after safe transportation has been arranged by the student and approved by the faculty member present.
- Course faculty will submit the documentation to the Dean of Nursing within 24 hours and a disciplinary review will follow.
- The student will be subject to disciplinary action according to policy and recommendations.

Communication Policy

Communication to the student via email will be posted to students’ smail.rasmussen.edu account. Students are encouraged to check their emails daily for messages from faculty members or the College.
Nursing Programs Grading Scale

The School of Nursing does not round up final grades. For example: a grade of 84.72 will result in an 84%, or a grade of "C." Students are required to earn at least a "C" in their nursing courses. This applies to all NGR, NU, NUR, PN, and PRN coursework level 000 through 6999. The grading scale for these courses is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% to 94%</td>
</tr>
<tr>
<td>B</td>
<td>93% to 85%</td>
</tr>
<tr>
<td>C</td>
<td>84% to 78%</td>
</tr>
<tr>
<td>F</td>
<td>Below 78%</td>
</tr>
</tbody>
</table>

Students must maintain a CGPA of 3.0 per quarter to remain in good standing.

Attendance

Master of Science in Nursing degree program students will follow the Rasmussen College attendance policy. In addition to the Rasmussen College attendance policy, the Master of Science in Nursing program has specific attendance requirements, which include:

Clinical/Practicum Experience Attendance

- Experiential learning, such as clinical practicums, requires participation by the student to comprehend and apply learning objectives. Many of the objectives cannot be met or evaluated outside of a clinical setting. It is not feasible for faculty members to offer a "make-up" or alternate experience that would meet the learning objectives.
  - Students are expected to be on time for all experiential learning
  - A no show/no call absence may lead to failure of course
  - Students are expected to consult the course syllabus for implications caused by tardiness and/or absenteeism to an experiential learning environment
- Only students who are assigned to be on or at a clinical site should be present at that site.

HIPAA Compliance

Students in all School of Nursing programs will comply with all federal Health Insurance Portability and Accountability Act (HIPAA) guidelines. In the clinical/practicum environment, students in the Master of Science in Nursing program may obtain information pertaining to a client that is of a confidential nature. This information must not be
discussed outside of the clinical unit or clinically assigned learning space nor in the presence of others who have no connection with the care of the client. Student concerns regarding the clinical site should brought forward to instructor, appropriate faculty, or School of Nursing Graduate Program Director.

Additionally, the following HIPAA guidelines will direct Master Science in Nursing program student behaviors:

1. At the time of program orientation, all students and instructors entering the nursing program will be introduced to patient confidentiality (HIPAA) requirements and the Rasmussen College School of Nursing policy.

2. Students may study the Health Insurance Portability and Accountability Act (HIPAA) especially as it relates to protected health information in various courses throughout the curriculum. Broad content objectives are that students will be able to a) describe the intent of HIPAA, b) implement professional practices that protect patient’s privacy, c) incorporate practices that protect security of electronic protected health information.

3. Subsequent to the HIPAA programming, students will be required to sign an acknowledgement that they have received HIPAA information, and that they understand HIPAA regulations and the Rasmussen College School of Nursing HIPAA policy and procedure.

4. A standard summary statement regarding the Rasmussen College School of Nursing policy and federal HIPAA regulations will be included in every course syllabus.

5. Students and instructors will participate in any requisite HIPAA in-service training that might be required by affiliating clinical agencies prior to or during clinical/practicum rotations.

6. Clinical/practicum instructors will remind students of the patient confidentiality policies and procedures during clinical/practicum orientation each rotation, including warnings against improper use of social media.

7. Periodically, clinical/practicum instructors will extend brief contemporary case scenarios illustrating the gravity of HIPAA infractions in practice situations.

8. Students who breach patient confidentiality will be subject to the following corrective action and/or consequences. Any offense of inadvertent or accidental breach of confidentiality will be documented. A report will be completed by the clinical/practicum instructor, and forwarded to the School of Nursing Graduate Program Director for corrective action.
Dress Code

To protect the safety of students and patients, Masters of Science in Nursing program students adhere to the following standards of appearance in nursing practicum settings. If the appearance of the student does not meet the requirements of the dress code or is judged inappropriate, the student may not be allowed entrance into the clinical/practicum area and will be counted absent.

- Professional dress is based upon the clinical/practicum site requirements (unless otherwise indicated by the facility or instructor).
- ID Badge/name tag furnished by the Rasmussen College School of Nursing must be worn at all times on the upper body.
- Permissible jewelry is limited to one simple hand ring and one stud earring in each ear.

### Type of Violation

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>Process</th>
<th>Corrective Action</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inadvertent or accidental breach of confidentiality that may not actually result</td>
<td>Discussion between student and instructor.</td>
<td>Re-education and improvement expectations developed and communicated in writing (HIPAA incident report form, attached).</td>
<td>Documentation that communication between student and instructor occurred submitted to Director, and then placed appropriately in student record.</td>
</tr>
<tr>
<td>2. One repeat offense of violation #1 at any point in nursing program.</td>
<td>Director consults with Senior Nursing Leadership and Legal. Student and instructor will meet with Director to address consequences.</td>
<td>Depending on severity and clinical agency action (if any) student may a) fail the course, or b) be dismissed from the program.</td>
<td>Documentation of communications included in student record. Senior Nursing Leadership, Campus Director, and Legal receive copies.</td>
</tr>
<tr>
<td>3. Sharing computer password; leaving electronic protected health information exposed</td>
<td>Director consults with Senior Nursing Leadership and Legal. Student and instructor will meet with Director to address consequences.</td>
<td>Depending on severity and clinical agency action (if any), student will a) fail the course, or b) be dismissed from the program.</td>
<td>Documentation of communications included in student record. Senior Nursing Leadership, Campus Director, and Legal receive copies.</td>
</tr>
<tr>
<td>4. Inappropriately accessing a patient’s record without a need to know (e.g., accessing record of family or friend out of curiosity – no legitimate reason to know information).</td>
<td>Director consults with Senior Nursing Leadership and Legal. Student and instructor will meet with Director to address consequences.</td>
<td>Student will be dismissed from the program.</td>
<td>Documentation of communications included in student record. Senior Nursing Leadership, Campus Director, and Legal receive copies.</td>
</tr>
<tr>
<td>5. Accessing and using patient information for personal use or gain or to harm another individual.</td>
<td>Director consults with Senior Nursing Leadership and Legal. Student and instructor will meet with Director to address consequences.</td>
<td>Student will be dismissed from the program.</td>
<td>Documentation of communications included in student record. Senior Nursing Leadership, Campus Director, and Legal receive copies.</td>
</tr>
</tbody>
</table>
• Tattoos should be covered or non-visible in the clinical/practicum setting.

Tobacco

Students in all School of Nursing programs are subject to the Rasmussen College Tobacco Policy as established by the College Catalog. Because the Rasmussen College School of Nursing promotes a healthy lifestyle for both nurse and patient, tobacco use of any kind is not permitted while in uniform. Any student using tobacco while in uniform will be requested to leave and will be considered absent.

Personal Electronic Communication

Personal electronic communication should not be used in the Masters of Science in Nursing program clinical/practicum settings unless otherwise directed by the instructor.

Social Media Policy

The School of Nursing recognizes the value of utilizing technologies to enhance learning and acquisition of knowledge. Federal regulations exist related to confidentiality of information. These include Health Insurance Portability and Accountability Act (HIPAA), which protects individual health information and Family Education Rights and Privacy Act (FERPA), which protects personal and academic communication.

• No proprietary, student, confidential, or personal information will be published at any time.
• Patients, clients, families, faculty, and staff will not be cited or published without their permission.
• References are to be cited back to the original source.
• Rasmussen College logos cannot be used on social networking sites without the express, written permission of the College.
• Social networking posts should be consistent with a professional image of a student, faculty, or staff member of Rasmussen College when the individual is identified with the College.
• Photography or devices that record images and/or sound are prohibited in clinical agencies, skills labs, simulation lab, and any other learning site without the prior, formal permission of the instructor and program director.
• Any activity in our clinical agencies must conform to the established policies and procedures of that agency, which may include signed, written consent of anyone involved.
• Social networking sites are not to be used to address student, faculty, or staff concerns.
• Groups may be formed, but cannot be identified as a part of Rasmussen College School of Nursing.
• Students are cautioned about professionalism and legal issues connected to student privacy and patient privacy.

Student non-compliance with this policy will result in consequences that may include unsatisfactory clinical/practicum day, probation, suspension, and/or dismissal from the program based on the severity of the breach or repeated infraction. Faculty and staff breaches will be handled according to College policies.

**CLINICAL/PRACTICUM EXPERIENCE INFORMATION**

The Masters of Science in Nursing program contains courses that require practicum experiences. The following policies apply to students enrolled in this program.

**Clinical/Practicum Locations and Assignments**

Clinical Practicum sites can be selected by the student with faculty approval. If a student needs assistance in selecting a practicum site, please reach out to the faculty. Locations are determined by the specialties covered in each course. Students are responsible for transportation to and from the practicum sites, and for being at each practicum experience location on time. Students are expected to comply with the parking rules at each site and are responsible for paying all parking fees where applicable.

Regarding clinical/practicum site assignments, Rasmussen students and faculty are not and shall not be construed to be employees of the Facility.

**Student Role vs. Employee Role in the Clinical/Practicum Environment**

Students and faculty of Rasmussen College shall not be deemed to be employees of clinical agencies for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose because of their participation in the nursing program. Students are placed within a clinical agency in order to receive clinical experience as a part of her/his academic curriculum; duties performed by a student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time shall students replace or substitute for any employee of an agency.
Insurance, Immunizations, and other Expenses

Practicum sites may require students show proof of health insurance and could be required to sign a waiver releasing responsibility. The cost of obtaining medical insurance to meet this potential requirement is the student’s responsibility. Professional liability insurance is provided by Rasmussen College.

Practicum sites may require that you are fully immunized in order to participate within that organization. Immunizations protect the clients we serve, as well as our students. We suggest you review the required immunization requirement prior to your Practicum experience, so you will be ready to participate within the site. The student is responsible for paying for immunizations.

All other expenses required by individual clinical/practicum sites such as; CPR, drug screens, and updated background checks, are the responsibility of the student.
APPENDIX – Acknowledgements and Understanding Form

_________________________________________
NAME (PLEASE PRINT)

Attendance at Orientation
By signing below, I acknowledge and verify that I have attended Nursing Orientation for New Students where I was introduced to the general policies and procedures applicable to all Rasmussen College students and the policies and procedures specifically applicable to School of Nursing students.

_________________________________________
Date of Orientation

_________________________________________
Student Signature

Receipt of Nursing Graduate Student Handbook
The Rasmussen College School of Nursing Student Handbook is provided to the nursing student upon admittance to the program, and any time changes or additions are made.

By signing below, I understand that it is my responsibility to be familiar with the content of both the College Catalog and the School of Nursing Handbook, and to abide by all the policies and procedures outlined within both documents. I understand that my failure to read these policies does not excuse me from the applicability of the content.

I acknowledge that I have received a copy of the School of Nursing Handbook, which serves as a supplement to the Rasmussen College Catalog.

_________________________________________
Student Signature

_________________________________________
Date of Receipt