



**ASSOCIATE DEGREE MOBILITY
NURSING PROGRAM**

**STUDENT POLICY HANDBOOK
SPRING 2025**

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

STUDENT POLICY HANDBOOK

Personal Copy

of

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Additional copies are available electronically on the nursing webpage at
www.Northlandcollege.edu/programs/nursing

- Students with a disability that might affect their performance in this class or who wish to obtain a copy of this document in alternative formats (i.e., braille, large print, or audio tape), please contact the Academic Success Center (ASC) at (218) 683-8560.
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*****NOTE: This handbook is updated a minimum of once per year. It is the student's responsibility to adhere to the most current Associate Degree Nursing Program handbook/policies*****

Updated January 2025

Minnesota Board of Nursing Approval:

Northland Community & Technical College's (Northland) AD Mobility Nursing Program is approved by the Minnesota Board of Nursing (MBON). By Minnesota Statute, the Minnesota Board of Nursing must approve nursing education programs conducted in Minnesota that prepare individuals to be licensed as practical and professional nurses. On December 3, 2015, the MBON granted renewal of program approval to Northland's Associate Degree (AD) Nursing Program. This approval continues as long as the AD program maintains its national accreditation status with ACEN (see below). Requirements with the MNBON are updated on a yearly basis.

Initial approval was accorded by the MBON in 1976 with full approval granted in 1980. The program has had continuous MBON approval since that date.

Minnesota Board of Nursing
1210 Northland Drive Suite 120
Mendota Heights, MN 55120
Telephone: 651-688-1841
Nursing.Board@state.mn.us

ACEN National Accreditation:

We are pleased to announce that the AD Mobility Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Continuing accreditation was awarded in October of 2023.

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Telephone: 404-975-5000

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General Information

Welcome to Northland Community and Technical College's Associate of Science Degree (AD) Mobility Nursing Program. This two (or three for part-time option) semester program is designed exclusively for Licensed Practical Nurses (LPNs) and will prepare the graduate to complete the NCLEX-RN licensure exam and be prepared to practice as a Registered Nurse.

This AD Student Policy Handbook is intended to provide information needed to experience success in the program. It contains the policies and procedures relating to a Northland nursing student. All AD Nursing students are responsible for the contents of this document. For further guidance with this handbook and college policies, please consult the Nursing Coordinators, program faculty/staff, the Northland online student handbook, course syllabi, and the D2L Learning Platform. The AD Mobility Nursing Program adheres to the policies in these documents and reserves the right to make changes through committee action. Changes will be posted online on the nursing webpage and via email to students within the program.

Nursing Program Coordinators:

Kari Koenig, MS, RN (AD Mobility Nursing Program Director)

kari.koenig@Northlandcollege.edu. 218-793-2524

Lisa Anderson DNP, RN, FNP-BC, CNE (PN Program Director).

lisa.anderson@Northlandcollege.edu 218-793-2522

AD Program Supervising Dean

Stephanie LeDuc, MBA:

stephanie.leduc@Northlandcollege.edu 218-793-2609

Campus Location Information:

EGF program: 2022 Central Ave NE, East Grand Forks, MN 56721

TRF program: 1101 Highway One E., Thief River Falls, MN 56701

Mission and Philosophy

The mission of the Northland Nursing Program is to serve learners, society, and particularly the region through a collaborative approach in the educational preparation of nursing personnel.

The Northland Nursing Program functions in conjunction with the mission and vision of Northland. Northland's AD Mobility Nursing Program has multiple campuses and modes of delivery which are committed to inspire student success and cultivate a quality educational environment.

The educational philosophy of the AD Mobility Nursing Program incorporates the seven core values of the National League for Nursing Competencies Framework which includes caring, diversity, ethics, excellence, holism, integrity and patient centeredness (NLN, 2010). "These core values assist in fostering students' development of **human flourishing and nursing judgment**. All nurses should display integrity, respect diversity in all forms, uphold given legal and ethical responsibilities and strive for excellence while promoting caring, holistic, **patient centered care**" (NLN, 2010).

The AD Mobility Nursing Program supports education as a life-long process incorporating a **spirit of inquiry**, supported by **evidence-based research**. The faculties agree that students need to develop **nursing judgment** in their practice, develop a **professional identity** as a nurse and learn to support patients and families in development of their ongoing growth as human beings utilizing **teamwork and collaboration**. Life-long learning consists of acquiring knowledge, demonstrating proficient skills, developing ethical attitudes and values and initiating continuous **quality improvement**. This also includes maintaining **safety** standards and utilizing **informatics** to enhance patient **safety**.

Learning is fostered by individuals who are self-motivated, self-directed, and are active participants in the learning experience. This is best achieved in an educational environment that encourages creativity with a **spirit of inquiry** and recognizes each learner's uniqueness.

Nursing Framework

The Northland AD Nursing Programs framework was developed by the National League for Nursing Council Competency Work Group in 2010 and consists of the following components:

Core Values: Seven core values, implicit in nursing's historic paradigm, are foundational for all nursing practice. These values are caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. They are shown at the root of the model, to indicate that each type of nursing program and each type of competency must be grounded in each of these fundamental values.

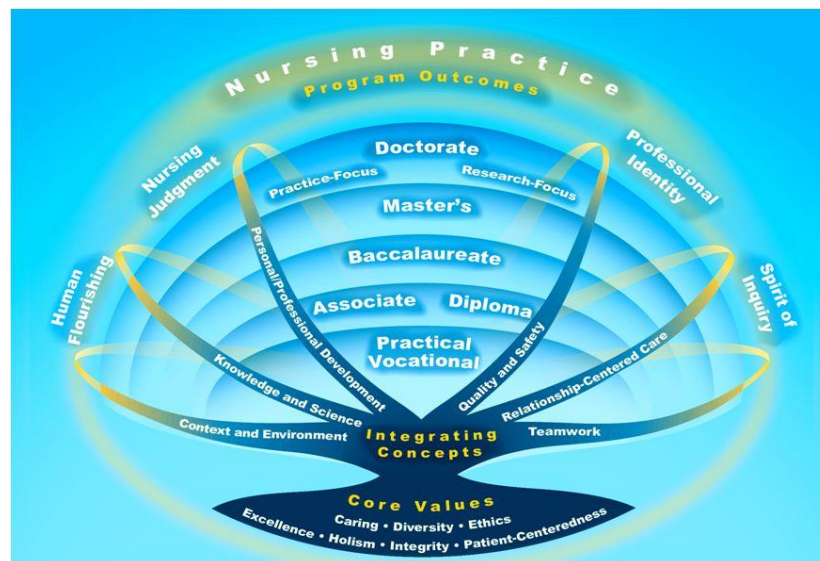
Integrating Concepts: Emerging from the seven core values are six integrating concepts – namely, **context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork**. These concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences. The critical feature of the bands is an enveloping feedback mechanism that acknowledges the ongoing advancement of nursing education, as new graduates return new learning, gleaned from multiple sources, to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing.

Student Learner Outcomes: The goals of nursing education for each type of nursing program can be summarized in four broad program outcomes. Nurses must use their skills and knowledge to enhance **human flourishing** for their patients, their communities, and themselves. They should show sound **nursing judgment** and should continually develop their **professional identity**. Finally, nurses must approach all issues and problems in a **spirit of inquiry**. All essential program-specific core nursing practice competencies and course outcomes are subsumed within these four general aims.

Nursing Practice: “Unbounded by any closed structures, the four program outcomes converge into nursing practice depending on the program type” (National League of Nursing, 2010).

The Northland AD program outcomes incorporate the four broad outcomes from the National League for Nursing Framework (Human Flourishing, Nursing Judgment, Spirit of Inquiry, Professional Identity) along with the six outcomes from the Quality and Safety Education for Nurses Project (QSEN) including patient centered care, teamwork and collaboration, evidence based practice, quality improvement, informatics, and safety (<http://www.qsen.org>).

National League of Nursing, (2010). Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, masters, practice doctorate, and research doctorate programs in nursing.



End of Program Student Learning Outcomes

NLN (Human Flourishing): Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

QSEN (Patient Centered Care): Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

NLN (Nursing Judgment): Make judgments in practice, substantiated with evidence, that integrates nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

QSEN (Safety): Minimize risk of harm to patients and providers through both system

effectiveness and individual performance.

QSEN (Informatics): Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.

NLN (Professional Identity): Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

QSEN (Teamwork and Collaboration): Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

NLN (Spirit of Inquiry): Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

QSEN (Evidence Based Practice): Nursing Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

QSEN (Quality Improvement): Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Admission Procedures

Apply to Northland:

If you have never been a student at Northland, you must apply before completing the application to the AD Mobility Nursing Program.

Apply to the AD Nursing Program:

Once a student has been accepted to the college, he/she can then apply as a candidate for the AD Mobility Nursing Program. Applications must be received by March 1 to be considered for priority admission for the fall full-time program and by October 1 to be considered for priority spring part-time program.

GPA/Math Requirement:

A cumulative GPA of 2.5 or higher is required to meet program eligibility (courses taken at Northland if the student has taken 12 credits. If they have taken less than 12 Northland credits, courses taken at all previous colleges). A student must be in good academic standing which means the student has successfully completed a minimum of 67% of cumulative attempted credits. Credits for which a grade of "W" is received are considered attempted credits but not successfully completed for the purpose of monitoring satisfactory academic progress. A "W" does not impact GPA but does negatively impact the cumulative completion percentage. Students on academic warning, academic probation or academic suspension are not eligible for the AD Mobility Nursing Program. Qualifications for College Level Algebra will be used to meet the program Math Entrance requirements. Multiple measures can be used to assess this.

Current Licensed Practical Nurse (LPN) Licensure:

All students must maintain a current LPN license. New PN graduates that graduate the month prior to starting the AD Nursing Program have six weeks from the start of the semester to obtain their licensure. All students must maintain a current LPN license from either the United States or Canada throughout the program. Should an LPN's license become encumbered, suspended, or revoked while enrolled in Northland's nursing program, that student will be barred from clinical nursing courses and be unable to progress in the nursing program.

IV Competency:

IV Competency is required prior nursing program admission through one of the following:

- An Intravenous Therapy Course documented on a transcript: PNSG 1232, Advanced IV Therapy Course (1 credit) or PNSG 1278/1279 Invasive Nursing Therapies
- A certification of completion of an approved state board of nursing IV course
- Documentation from an employer that the student is competent in IV technical skills.

National Background Study:

Information and instructions are sent to students once accepted into the program. Students may pay the required fees by credit card at the time they submit the required information online.

Contact Katie Hallin, Allied Health Verification Specialist at katie.hallin@Northlandcollege.edu for questions on this complete this study. Students will renew the National Background study annually as needed for the program.

Minnesota Department of Human Services Division Background Study (MNDHS):

The instructions for the MDH background study are handed out to students at program orientation meetings once accepted into the program. The instructions can only be provided for each student after college nursing personnel verify student identification by visualizing in person, the student's photo ID. The cost of this study is included in the cost of program course tuition. The student must pay for the cost of fingerprinting (\$10.50). Contact Katie Hallin, Allied Health Verification Specialist at katie.hallin@Northlandcollege.edu for questions on this study.

Minnesota law requires any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health to have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility.

Health Screening Information via a Northland approved tracking system:

To protect the health of students, patients, employees and others, and to comply with standards established by affiliated healthcare providers, the College requires all students enrolled in a Health and Human Services Program (HHSP) to:

- Provide dates of current immunizations against certain vaccine preventable diseases,
- Provide dates and results of current tuberculosis (TB) screening

These requirements need to be met **before the student is eligible to participate** in clinical training, unless an exception applies. Health and Human Services students must comply with both Minnesota law and clinical facility requirements related to immunizations and background screenings. Students who do not comply with the required health and immunization requirements may not be permitted to attend clinical, which **WILL** affect program progression and completion. Student immunizations will be tracked through an approved database. Students are required to create an account **(at the current cost)** and keep all immunizations current through the database.

Health and immunity requirements include but are not limited to:

- Diphtheria/tetanus required within the last 10 years. Healthcare students are encouraged to obtain a Tdap booster ASAP if they have not had one previously (regardless of when their last Td booster took place).

- *Either two negative Mantoux tests within 12 months of beginning clinical **OR** a negative two step Mantoux test **OR** a negative Interferon Gamma Releases Assay (IGRA) blood test (upon entering the program) **OR**
 - Chest x-ray i(f history of a positive TB) including a letter from healthcare provider indicating student is medically cleared to provide direct patient care.
- ***NOTE:** An annual TB risk assessment is also required
- Two doses of MMR **OR**
 - Evidence of immunity against rubella, rubeola and mumps
- Two doses of varicella (chicken pox) vaccine **OR**
 - Evidence of immunity against varicella (titer).
- Two doses of Hepatitis B vaccine (one-month process) **OR** Three dose of Hepatitis B vaccine (4-6 month process) **OR**
 - Evidence of immunization against Hepatitis B virus
 - Evidence of immunity against Hepatitis B
- Annual vaccination for seasonal influenza
- Annual signature on the student statement of understanding (Blood Borne Pathogen)
- Annual signature on the clinical consent form
- Covid Vaccination: All student to follow facility specific requirements

Current CPR Certification:

Proof of current Cardiopulmonary Resuscitation (CPR) certification including infant, child, adult, one person, and two-person CPR is required prior to all clinical courses. Accepted certifications include CPR for the Healthcare Provider or Basic Life Support by the American Heart Association **OR** CPR for the Professional Rescuer by the Red Cross. Students who do not have a current CPR certification will not be allowed to participate in clinical and will need to make up the clinical day(s) missed according to AD Nursing Program's Clinical make up policy. Required Specifics include a written exam and hands-on skills verification of competency of the following:

- 1 and 2-Rescuer CPR (adult, child, infant)
- AED use (adult, child)
- Bag-mask use (adult, child, infant)
- Rescue breathing and choking (adult, child, infant)

Submit your documentation verifying current CPR verification to your data base for approval

Please see Allied Health & Human Services web page for more detailed information:

<https://www.northlandcollege.edu/academics/career-technical-pathways/allied-health-human-services/immunizations-health-screening/> All required forms can be found here.

Contact Katie Hallin, Allied Health Verification Specialist at katie.hallin@Northlandcollege.edu for questions regarding clinical health requirements.

All pregnant students should consult their obstetrician before receiving HBIG, hepatitis B vaccine or any viral vaccine.

Students who are not current in any of the health requirements will not be allowed to participate in clinical and will need to appeal to the nursing appeals committee for an attempt to make up missed clinical day(s). This is not considered an excused absence. If the appeal is not approved by the nursing appeals committee, the student will not be able to receive a passing grade in the clinical course. If the appeal is approved, the student will need to make up the clinical day per program policy and is subject to any associated fees.

If clinical faculty receive notification that a student is delinquent in their requirements, the student is not allowed to participate in clinical until they update their vendor account, and a clearance email is received by the instructor from either the Health and Human Services verification specialist or the RN advisor. In addition, the behavior will be reflected in the student's midterm/outcome evaluation and the instructor will complete an anecdotal note for violation of the associated course outcome. See the information on anecdotal notes.

Alerts for database renewal are sent to students 60 days before due date, 30 days before due date and weekly. Students are able to upload data 21 days prior to the data expiration date.

NACE 1.2 Foundations of Nursing Entrance Exam:

Students must take the NACE 1.2 Foundations of Nursing Entrance Exam prior to the application deadline. **A minimum score of 60%** is required on the NACE to be considered for admission to the AD Mobility Nursing Program. **The student is allowed to take the NACE entrance exam one time each semester.** Exam results are valid for Program admission for three years. See admissions rubric for points awarded for NACE results. NACE 1.2 Foundations of Nursing has individual questions involving clients with common health problems. The nursing process – assessing, analyzing, planning, implementing and evaluating – is applied in items throughout the test. The questions include a sample of situations involving clients in health care settings with one or more of several conditions. The purpose of this exam is to assess basic practical nursing knowledge. Preparation can be done by reviewing previous NCLEX-PN questions or previous PN educational materials, such as NCLEX prep materials like ATI, and curriculum textbooks, notes, and online resources.

Exam Details:

- The exam is administered through the National League for Nursing (NLN).
- Exam is taken remotely through Proctor 360
- Cost for exam is \$86.00 and needs to be paid online at the time of scheduling exam
- Students who desire to test on campus: If you desire to take your exam on campus to utilize a quiet testing area or access to high-speed internet, contact Northland testing center to reserve a private study room. You will need your own laptop for this service.
- No personal items are allowed at the student's station/table during testing.
- A photo ID must be presented on screen.
- Time limit to complete the exam is 1.5 hours for 100 questions
- No breaks are allowed. The test will end if the student is away from screen for more than 15 seconds.
- The student will receive admission points based on their exam results. See admission rubric.
- There is a calculator provided within the exam as well as a whiteboard (this would be considered your scratch paper)
- Please refer to the Northland Nursing website and selection criteria packet for more information on preparing for the NACE exam

Significance of Math throughout the AD Nursing Program:

Success in your Math requirements through the Practical Nursing program you attended assures the nursing department that you have a minimal level of nursing math knowledge to enter the program. Math will be reinforced throughout the program in

- NURS 2110 Health Assessment & Professional Skills: The student will be required to determine drug dosages in a simulated test out situation (you will have two attempts to pass). There is also math questions incorporated into exams for this course.
- NURS 2125 Clinical I: The student will be required to pass a 10-question proctored math exam with 80% accuracy to pass Clinical I (you will have three attempts to pass).
- NURS 2135 Clinical II: The student will be required to pass a 10 question proctored math exam with 90% accuracy to pass Clinical II (you will have two attempts to pass).
- NURS 2123 Nursing Interventions: There are math questions incorporated into exams and math problems to calculate during simulation scenarios.
- NURS 2131 Nursing Interventions II: There are math questions incorporated into exams and math problems to calculate during simulation scenarios.

Competitive Admission Process

Students are chosen competitively for the AD Nursing Program. Before a student completes the application to the AD Mobility Nursing Program, the student must apply and be accepted as a student to Northland Community and Technical College. Once a student has been accepted to the college, he/she can then apply as a candidate for the AD Nursing Program. Students are chosen competitively based on their score on the NACE, Nursing Foundations Entrance Exam, current GPA, grades previously achieved in the required pre/co-requisite sciences and the number of completed co-requisites taken prior to the selection process. Table 1 shows how the competitive point system is determined. Emphasis is given to grades in science courses. The cut off point for the selection process is determined by the number of applicants and their points achieved. It may be higher or lower depending upon the applicant pool. If a tie occurs, priority selection will be given to the candidates according to application completion date. See page 7 above for GPA and academic standing requirements.

Actual selection to the AD Mobility Nursing Program is determined by a Selection Committee that may consist of any combination of the following: Nursing Coordinators/AD Nursing Director, Nursing Advisors, Dean of Health, Nursing and Public Services, nursing faculty members, personnel from student service. The selection committee reviews each applicant and verifies the scores before selection is made. Application deadline is October 1 for spring start, and March 1 for the fall start. Students will be notified of acceptance or non-acceptance into the program by October 31st for the spring start, and March 31st for the fall start.

Northland AD Mobility Admission Criteria

NACE Exam Results 60% required		Points Possible	Your Points
90% or above		8 points	
80%-89%		6 points	
75%-79%		4 points	
70%-74%		2 points	
60%-69%		0 points	
Grade Point Average: 2.5 required		Points Possible	Your Points
3.6- 4.0		3 points	
3.0- 3.5		2 points	
2.5- 2.9		1 point	
Required Science Courses		Points Possible	Your Points
Pre-requisite BIOL 2260 Anatomy &		A = 3 points C = 1 point	

Physiology I	B = 2 points	Z = 0.5 points*	
Pre-requisite BIOL 2262 Anatomy & Physiology II	A = 3 points B = 2 points	C = 1 point Z = 0.5 points*	
Pre-requisite BIOL 2221 Microbiology	A = 3 points B = 2 points	C = 1 point Z = 0.5 points*	
Co-Requisite CHEM 2205 Survey of General/Organic/Biochemistry (One extra point for taking the preferred Northland CHEM 2205)	A = 3 points B = 2 points +	C = 1 point Z = 0.5 points*	
	CHEM 2205 = 1 point	CHEM 2205 Z = 0.5 points*	
Pre/Co Requisite Completion	Required Points		Your Points
Prerequisite ENGL 1111 Composition I	Yes = 1 point No = 0 points	Z = 0.5 points*	
Co-Requisite SPCH 1101 Intro to Public Speaking	Yes = 1 point No = 0 points	Z = 0.5 points*	
Prerequisite PSYC 2201 Developmental Psychology	Yes = 1 point No = 0 points	Z = 0.5 points*	
Co-Requisite Social Science (SOCL 1101 Intro to Sociology <u>OR</u> PSYC 2215 Abnormal Psychology <u>OR</u> ANTH 2202 Cultural Anth)	Yes = 1 point No = 0 points	Z = 0.5 points*	
Co-Requisite Humanities PHIL 1102 Ethics <u>OR</u> PHIL 2210 Morals and Medicine	Yes = 1 point No = 0 points	Z = 0.5 points	
Minnesota Transfer Curriculum Credits must = 30 credits	Yes = 1 point No = 0 points	Z = 0.5 points	
Mathematic Requirement Met	Yes No (not eligible for admission)		
IV Requirement Met	Yes No (Not eligible for admission)		
Z = In progress	Total Points Possible = 30		

Program Courses:

As of Fall Semester 2022 BIOL 2252 and BIOL 2254 were changed to 4 credit courses. BIOL 2256 is no longer required, but is accepted for students who took the 3 credit A & P series*****

Prerequisite Course Work		
Course #	Course Title	Credits
BIOL 2221	Microbiology	3
BIOL 2260	Anatomy & Physiology I	4
BIOL 2262	Anatomy & Physiology II	4
ENGL 1111	Composition I	3
PSYC 2201	Developmental Psychology	3
IV Competency		
A. An Intravenous Therapy Course documented on a transcript. PNSG 1232 Advance IV Therapy Course (1 credit), PNSG 1279 Invasive Nursing Therapies OR		
B. Certification of completion of an approved state board of nursing IV course OR		
C. Documentation from an employer that the student is competent in IV technical skills.		
Co Requisite Course Work.		
NOTE: Taking Corequisites prior to application helps improve students' overall points in enhances their application. Please see the Nursing Program Advisor for help with prioritizing corequisites.		
CHEM 2205	Survey General/Organic/Biochemistry	4
SPCH 1101	Intro to Public Speaking	3

PHIL1102 OR PHIL 2210	Ethics OR Morals and Medicine	3
MN Transfer Curriculum Area G5	One history/Social Elective from the following list: ANTH 2202 Cultural Anthropology (3 credits) OR PSYC 2215 Abnormal Psychology (3 credits) OR SOCI 1101 Intro to Sociology (3 credits)	3
Total General Education Credits		30
Nursing Credits		
PN	Practical Nursing Credits: All nursing students receive 13 credits of advanced standing for their Practical Nursing Program	13
NURS 2110	Health Assessment & Professional Skills	3
NURS 2121	Psychosocial Integrity	2
NURS 2123	Nursing Interventions I	3
NURS 2125	Clinical I	4
NURS 2131	Nursing Interventions II	3
NURS 2133	Professional Role	2
NURS 2135	Clinical II	4
Total Nursing Credits		34
Total Credits for Associate Science Nursing		64

Program Requirements

Competitive Clinical Site Selection:

Selection of students for the AD Nursing Program is made on a point system. The AD Program sends out acceptance emails to all the applicants at the same time. Students with the highest points receive a seat in the program. When students are accepted into the AD program, they are provided with a link for completing an acceptance survey. At this time, the student is able to select which site he/she prefers for clinical, ranking several choices. Clinical sites are granted in order of the dates' students complete the acceptance survey. Once accepted, there are specific documents that need to be returned to the nursing department. Clinical eligibility is based on completion of these documents. Please note: If your clinical requirements are not met by the requested due date, your name will be moved to the end of the clinical placement list, regardless of when you complete the acceptance survey.

Clinical sites may change in the 2nd semester of the program if numbers in the program have fluctuated. The AD Program preference is to keep the same students at the same clinical sites and with the same faculty for both Clinical I and Clinical II, however adjustments may need to be made.

Program Orientation Requirements: Upon admission, attendance at four program orientation sessions is required to remain enrolled in the program: Pre-Orientation session, Orientation self-guided course, General Program Orientation session, and ATI Test Taking Strategies Seminar

Core Nursing Curriculum

To be eligible for an Associate of Science Degree in Nursing, all students must fulfill the general requirements of Northland Community and Technical College, as well as those specific to the nursing program. Nursing courses must be completed in the sequence stated. Although not recommended, only those courses not included in the "CORE NURSING CURRICULUM" may be taken after completion of the nursing curriculum. CORE NURSING CURRICULUM includes:

- Chemistry 2205 - Survey of Chemistry or an accepted college level chemistry with lab
- All Nursing (NURS) Courses
- A minimum of 64 semester credits must be earned prior to graduation.

- Students must obtain a minimum of a "C" in all required program courses.
- The sequence requirements and prerequisites specific to each course must be met before that course is taken unless permission has been obtained from the Nursing Program Director

Performance Standards for Nursing Programs

The Minnesota State Colleges System provides examples of performance standards in appendix G. This is based on the Minnesota Nurse Practice Act, that associate degree nursing students are required to meet and maintain to provide safe and effective care. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Reasonable accommodations to meet standards may be available for program-qualified individuals with disabilities. Contact Cory Floden in the Academic success center for more information related to accommodations for a disability:
cory.floden@northlandcollege.edu. 218-793-2446.

Attendance

Regular classroom attendance is expected. Quizzes and writing assignments which may occur during the class period may or may not be made up at the discretion of the instructor. Recording of the classroom lectures may be done **only** with the instructor's permission. Recordings are to be destroyed at the completion of the nursing program and are not to be shared with others outside of the nursing program. If a student records an instructor without permission, they will be given one warning. If this happens again, the anecdotal note policy will be followed. Classroom attendance points will be awarded for the ATI live review held in May. These points will be attached to NURS 2133, Professional Role. **NOTE:** Attendance at entire Program Orientation and completion of all orientation modules by date indicated in your final acceptance letter is mandatory. If this is not completed, the student will be withdrawn from the program and all NURS classes.

Classroom Demeanor

Students are required to abstain from behavior which disrupts the concentration of class on the subject at hand. Examples of such behavior include (but are not limited to): arriving late, talking without permission of the instructor, being disrespectful to instructor and other students, and leaving before the dismissal of the class. Disruptive behavior may be considered grounds for dismissal from the class. Cell phones are not allowed to be used in the classroom (unless guided by the instructor for an activity). Smart watches, or any other device that can receive a text message are prohibited during exams. A Student may be asked to leave the classroom for the class period if disruptive behavior occurs. **Failure to adhere to these rules may be grounds for an anecdotal note and dismissal from the program** (see anecdotal notes p.31). Additionally, please refer to Northland Community and Technical College Policy 2110 – Student Code of Conduct for further information.

Exam Review:

Due to the need to review statistical analysis on each exam, students may not be able to see their grades immediately upon completing the exam. During the last 10 minutes of class the week following the exam, students will be able to enter D2L and review their exam. The questions answered incorrectly by the student will appear. Students may make an appointment with faculty about exam questions and/or their exam grade within 5 business days after their exam questions have been made available for viewing. Students must include the question and supporting documentation for the answer the student believes should be correct. Exam

questions and grades will only be considered if the student has contacted the faculty during the 5-business day period.

Early or Late Exam Policy

Refer to individual course syllabi for additional faculty exam policies. For example, some faculties require prior notification to earn the privilege of an early/late exam deduction rather than a zero.

First Early or Late Exam Criteria: If a student must miss a scheduled exam date within the course, s/he will have five business days to arrange to make it up. A 5% deduction (from the maximum exam points) will be applied to the exam score. If a student chooses not to arrange makeup the exam within the five business days, a zero will be applied to the grade book.

Second Early or Late Exam Criteria: If a student must miss a second scheduled exam date within the course, s/he will have five business days to arrange to make it up. A 10% late deduction (from the maximum exam points) will be applied to the exam score. If a student chooses not arrange to make up the exam within five business days, a zero will be applied to the grade book.

Third Early or Late Exam Criteria: If a student must miss a third scheduled exam date within the course, s/he will have five business days to arrange to make it up. A 25% late deduction (from the max exam points) will be applied to the exam score. If a student chooses not arrange to make up the exam within the five business days, a zero will be applied to the grade book.

Fourth Early Late Exam Criteria: If a student misses a fourth exam, the score will automatically become zero. All further late exams will also result in zero.

General Notes about taking Late Exams

All tests that are not arranged to be made up within the five-business daytime frame from the original exam due date/time, will result in a zero for the test REGARDLESS of rationale (including emergencies).

If the early/late deduction results in the inability of the student to pass the course, the student may appeal to have the deduction waived. The appeal must be sent to the Nursing Appeals Committee by midnight of the Friday before finals week. Students are expected to carefully monitor his/her D2L grade book. The student may need to consider withdrawing from the course and to weigh the possible consequences to GPA, nursing program progression and financial aid status.

Failure to take an exam at the scheduled make-up time will result in a zero for the exam.

Some exams may be proctored remotely for both campus and distance/hybrid students. Laptop webcams and microphones are required as well as Google Chrome browser. Students are expected to follow the remote proctoring guideline described in the course syllabus.

Incompletes

Students may request an instructor that he/she be assigned a grade of incomplete (I). A grade of "I" may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond the students' control. An incomplete grade will automatically become an "F" grade at the end of the next semester.

Assessment Technology Institute (ATI)

The Northland mobility nursing department is partnered with Assessment Technologies Institute (ATI), which is an NCLEX preparation and nursing education company. ATI offers an assessment driven review program designed to enhance student NCLEX-RN success. Northland Community & Technical College integrates ATI as a comprehensive assessment and review program for all nursing students throughout the RN Nursing Program. The comprehensive program offers multiple assessments and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content. ATI activities and assessments will be assigned to specific courses as indicated on individual course syllabi.

The purchase price will cover the entire ATI package. Students will receive the ATI books and the online user codes at the beginning of the semester. Faculty will also be assisting with this. The nursing department has worked with ATI to bundle resources with a live review course that will be offered on campus in May to assist you in preparing for your NCLEX exam. The cost of this bundled product (\$1850.00) is associated with Psychosocial Integrity (NURS 2121) course and will be charged to student account. Financial Aid, third party payment, and/or personal payment can be applied to this. You CANNOT use someone else's previous ATI purchase.

Proctored exams:

- Students must take the online assigned practice test A and B and complete the following remediation: An hour-long focused review for scores less than 90% on each practice test. Upon completing the focused review, students will complete and submit the post review quiz. Two points will be received for each practice test and for each remediation (8 points total). Students must submit a transcript of their practice test score and remediation into the D2L Brightspace assignments in order to be granted approval to take the proctored exam. Due dates for the practice exam and remediation will be determined by individual instructors' course schedules. The rationale will be enabled while taking the practice exams that are required prior to the initial proctored exam. **Students will submit their first attempt on all practice exams (with required remediation prior to taking the proctored exam). There will be 48 hours between practice attempts for those wanting additional practice.** Points will be awarded to the student for the proctored exam according to the chart below:

ATI Practice Exam	ATI Proctored Exam	Total Points Possible
Practice test A + remediation = 4 points	Level 3 = 8 points	8 + 8 = 16
Practice test B + remediation = 4 points	Level 2 = 6 points	8 + 6 = 14 OR (8 + 6 + 2 = 16) Optional: See below if remediation points desired
(8 points possible for practice tests and remediation)	Level 1 = 3 points	8 + 3 + 2 = 13
	≤ Level 1 = 1 points	8 + 1 + 2 = 11

Level 2: Optional: Student spends one hour creating a focused review, and the post review quiz. Once this is done, the student will receive 2 remediation points (see chart above).

Level 1: Student spends two hours creating a focused review, and the post review quiz. After focused review is complete (mandatory), the student will be required to take the assigned adaptive quiz (30 questions) and achieve a 90%. Once all the remediation is done, the student will receive two remediation points (see chart above).

Below level 1: Student spends two hours creating a focused review, and the post review quiz.

After remediation is complete (mandatory), the student will be required to take the assigned adaptive quiz (30 questions) and achieve a 90%. Also, after all remediation is complete, the student will receive two remediation points (see chart above).

****All parts of the remediation (practice and proctored exams) are required to pass the course**** If students do not complete remediation by the assigned due date and time, a score of 0 will be awarded for the remediation points, but all required remediation must be completed to pass the course.

Students will be unable to earn a passing grade in the course if the required exam is not completed. Students will receive 2 points less than their original score if the exam is taken at time different than the required time.

Comprehensive Predictor Exam

The Comprehensive Predictor is graded by probability of passing NCLEX-RN. The benchmark set by the Northland AD Mobility Program is a probability of 95%. If students receive below a 95% probability of passing NCLEX, they will be required to complete two hours of remediation and retake the Comprehensive Predictor exam.

After taking the Comprehensive Predictor Exam, each student will meet with an instructor, review the general information and complete an NCLEX preparation plan.

In addition, if a student receives less than a 60% probability of passing NCLEX on the initial Comprehensive Predictor, they will receive an incomplete in NURS 2133, Professional Role and be enrolled in the Virtual ATI course (VATI). Once they receive the green light from the assigned VATI instructor that they are adequately prepared for their NCLEX-RN exam, their incomplete in NURS 2133 will be replaced with their earned grade and their degree will be posted**

****All portions of the ATI requirements (assignments, comprehensive predictor, and capstone assessments) must be completed in order to pass the course. **Please see the AD program handbook for detailed information related to ATI****

Capstone Assessments:

Students will take four Capstone Assessments with associated pre and post assignments. This is a 7-week ATI plan to assist students with being prepared for the Comprehensive Predictor. There are also optional capstone assessments available during this 7-week period to further prepare students for the Comprehensive Predictor.

Capstone Activities: Capstone requirements to be further explained during unit III

ATI Capstone Activities	
Capstone Proctored Comprehensive Assessment A	4 Points
Assignment	Points per week
Pre-Assessment Quiz (for each assessment)	2 Points
Content assessment	6 Points
Post-Assessment Assignment <ul style="list-style-type: none"> 2 points for all student effort and complete response 2 points for answers given in own words, not copied and pasted or AI generated 	4 points

Total Points for Assessments	12 points 4 assessments= 48 points total
Capstone Proctored Comprehensive Assessment B	4 Points
Total Capstone Points	56 Points

Points will be awarded to the student for the proctored exam according to the chart below:

ATI Capstone Program	Comprehensive Predictor Exam	Total points
Comprehensive Assessment A: 4 points	$\geq 90\% = 12$ points	$12 + 12 = 24$
Comprehensive Assessment B: 4 points	85%~89.9% - 7 points	$12 + 7 = 19$
Four Capstone Assessments: 48 points (56 points possible for capstone requirements)	80%~85.9%- 4 points	$12 + 4 = 16$
	$\leq 79.9\% - 2$ points	$12 + 2 = 14$

Grading Requirements

All required courses for AD Mobility Nursing Program must be completed with a grade of “C” or better. Chemistry 2205 - Survey of Chemistry or other college level chemistry **MUST BE** successfully completed **PRIOR** to enrolling in your last semester of nursing courses.

You **MUST** pass your tests in each of your nursing courses by 80% cumulatively in order to pass your classes (the only exception is NURS 2133: Professional Role, where grades are added across, and NURS 2125, 2135: Clinical I and II where 85% of the grade is assignments, 15% is ATI, and performance is pass/fail). If an 80% cumulative test score is not achieved, your quizzes and assignments will not be added in, and the grade for the course is the grade received on the cumulative test scores. No Rounding of scores.

A= 94 – 100%

B = 86 - 93%

C = 80 – 85%

D = 74- 79%

F = below 74%

- ALL graded assignments are due **PRIOR** to the due date/time they are due. Late assignments will not be accepted and will receive a 0 for a grade.

Laptop Computers & Student Email

Laptop computers with networking capabilities are required as an integral part of the student's learning in the AD Mobility Program. Information concerning network capacity is available through Information Technology Services (ITS) on each campus. All college policies concerning laptop applications will apply. Current laptop requirements are posted on the AD program web page. ALL associate degree nursing students are required to have a working laptop computer (I-pad or mini I-pad not acceptable) that meets all college and program specifications. A functioning computer is required to take tests in the classroom. Save and backup electronic copies of all your course-related documents, including assignments submitted. Contact ITS if you have ANY problems with formatting documents, saving documents, getting on the Northland network at school, accessing/utilizing email. Email is the official means of communication for the college. Check your Northland email account at least three times per week. Read the email you receive from Northland instructors, staff **AND** the RN Advisor.

Diversity, Equity and Inclusion:

It is an integral part of Northland Community & Technical College's mission to acknowledge, understand, value, and celebrate the diverse heritage, cultures, and individuals within our learning environment and communities. The college views diversity as an essential component of the educational experience of our students. Diversity is an indicator of our success in adapting to the dramatic demographic shifts that will occur in the decades ahead.

Professionalism and Integrity in Nursing

Nursing is a profession grounded in service, requiring individuals to uphold the highest standards of moral and ethical conduct. A nurse or nursing student embracing this code of ethics accepts the trust and responsibility entrusted to them by clients and their families. Integrity and honesty are essential components of nursing education. Nursing students are expected to demonstrate accountability and ethical behavior in all aspects of their learning and practice, recognizing that these qualities are foundational to building trust and providing high-quality care.

Academic Honesty

Students are expected to uphold academic honesty in the classroom, lab and clinical settings.

Policy 3072: Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing or other misconduct directly related to the academic learning experience. Plagiarism is the unacknowledged use of another person's work (either word for word or in the substance of an idea) as one's own work. Plagiarism, cheating, and possession and/or distribution of un-administered examinations may be handled as a scholastic matter (i.e., failing the assignment and/or the course) or as a disciplinary matter in accordance with the Student Code of Conduct. Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student's test paper and/or collaborating during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor.
- Stealing, buying, or otherwise obtaining all or part of an un-administered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper, painting, drawing, sculpture, or other work of art; or submitting as one's own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other written work, painting, drawing, sculpture, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.
- Using outside resources (websites, web search engines, AI) during closed book exams.
- Working on an assignment with another student when directions were to complete it individually.
- Plagiarism on assignments, papers, projects.
- Using verbatim statements from Artificial Intelligence (AI) sources and presenting it as one's own work. *See faculty statements in the course syllabus regarding appropriate use of AI sources.

All reports of student academic honesty/integrity misconduct will be investigated and reported to the Dean of Health, Public Services, and Technical Programs and college policy regarding academic integrity may be applied. In addition, a zero (0) grade for the academic activity (exam,

assignment, etc.) and/or a failing grade in the AD course may be given. This breach in academic integrity could lead to dismissal from the nursing program.

Intellectual Property:

Materials utilized in courses and programs are considered intellectual property of the instructor and/or nursing program as a collective. Students may not reproduce or share any materials (which includes, but not exclusive to, lectures, assignments, quizzes, or tests) from their courses or programs. Sharing of materials includes posting materials from courses and/or the program on information-sharing websites. If students wish to share materials from a course or the program, they should contact the creator(s) of the materials or the director of nursing.

Students who share materials from courses and/or the program without explicit permission of the instructor will be reported to the program director and the dean. Academic honesty/misconduct consequences will apply in this situation as well.

Social Media Policy:

The Northland Nursing Program upholds the values of integrity, professionalism, and ethical responsibility. These principles align with the American Nurses Association (ANA) Code of Ethics for Nurses which serves as a guide for performing nursing responsibilities, providing quality care, and ethical commitment to nursing practice.

Provision 3 of the ANA Code of Ethics (2015) states: “The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.” This provision includes the safeguarding of privacy, confidentiality, and protection on individuals. This policy applies to clinical, lab & theory courses. In addition to Northlands’s academic honesty and confidentiality statements, social network(s)/social media is a separate entity. For purposes of this policy, “Social media” means any online tool or service through which virtual communities are created allowing users to publish commentary and other content, including but not limited to blogs, wikis, and social networking sites such as Facebook, LinkedIn, Twitter, TikTok, and YouTube; “social media” does not include e-mail sent to a known and finite number of individuals, or non-social sharing or networking platforms

To promote integrity and professionalism related to social network(s)/ social media, nursing students will NOT:

- Identify or ‘check in’ at clinical facilities or labs: Avoid referencing your physical presence at these locations on social media.
- Engage in social media activities during class, lab, or clinical experiences: This includes during tests, lectures, and all other scheduled program activities.
- Post or share any information about clinical or lab experiences: Avoid making statements such as “I had a great day at clinical” or discussing specific cases, even in general terms.
- Share any photos of themselves, their patient(s), classmates, or the clinical facility or lab.
- Disclose patient, peer, or faculty information: Protect the confidentiality and privacy of all individuals involved in educational and clinical settings.

Students violating any identifying information and this policy will be investigated and reported to the Dean of Health, Public Services, and Technical Programs. In addition, a zero (0) grade for the

academic activity (exam, assignment, etc.) and/or the PNSG course may be given. This breach in social networks/social media policy could lead to dismissal from the nursing program.

The Northland Nursing Program emphasizes the importance of professionalism both in-person and online, ensuring that students uphold the ethical standards of nursing practice while engaging with modern communication platforms.

Professionalism:

Expectations for Professional Conduct in AD nursing program

The program upholds a set of expectations for student professional conduct. Please note that this is not an all-inclusive list and it may be modified at any time.

While participating in Northland AD Mobility nursing courses, students are expected to:

- Conduct themselves professionally in a manner reflective of the American Nurses' Association Code of Ethics, the Nurse Practice Act, guidelines and outcomes of the Nursing Department, and policies and procedures of the clinical facilities (including parking and tobacco use policy).
- Come prepared for the clinical/class by completing pre-clinical/classroom work when required.
- arrive promptly for the clinical/class.
- Complete all assignments within the designated time frame.
- Limit "breaks" away from patient areas to 15 minutes when at clinical.
- Maintain strict confidentiality of records and information.
- Promptly report errors or omissions in patient care to the assigned nurse and your instructor (e.g. medication error).
- Use appropriate titles and names.
- Communicate effectively with peers, nursing staff, and instructor.
- Utilize the helping relationship in communicating with clients and families.
- Communicate effectively in writing (for example, charts appropriately and timely).
- Participate in pre/post clinical group discussion and classroom discussion.
- Assume legal responsibilities for providing safe nursing care (i.e.: maintaining asepsis, administering medications safely, appropriate use of bed alarms, reporting med. errors).

Unsatisfactory Behaviors in the AD Nursing Program:

The following are examples, but not exclusive of, unsatisfactory behavior:

- The use of alcohol and any other drugs that alter behavior.
- Socializing in the nursing stations and corridors.
- The use of electronics in the clinical/classroom setting, unless directed to do so
- Sharing personal stories about your own medical/surgical history or that of family members/friends.
- Failure to prepare for specified clinical assignment and failure to be responsible for all assigned care.
- Any breach of integrity, honesty, or confidentiality.
- Failure to provide a safe, effective care environment including appropriate infection control measures and medication administration policy.

- Failure to obtain supervision from instructor when necessary.
- Discourteous, unprofessional interaction with patients, public, faculty, employees or fellow students including but not limited to displaying aggressive body movements, using intimidating or abusive language, or arguing with instructors (this applies to the clinical as well as classroom setting)

Consequences of Unprofessional Behavior:

- Behavior will be addressed. The instructor will privately ask the student to stop the behavior
- If the behavior continues, the instructor will ask the student to meet with her/him and follow the anecdotal note procedure. See the anecdotal note guidelines below. During this process, the students will be asked to provide a description of their recollection of the incident. This description should include:
 - Identification of which examples of disruptive behavior was exhibited
 - Description of which of the provisions of the ANA Code of Ethics was breached.
 - If the breach was regarding **respect**, the student will discuss “Did my actions show consideration of myself and others?”
 - If the breach was regarding **courtesy**, the student will discuss “Do my actions contribute to a positive learning climate where people feel welcomed and accepted? Do my actions allow others to do their work without interruption?”
 - If the breach was regarding **honesty and trustworthiness**, the student will discuss “Do my words and actions meet the expectation to take care of myself and be a dependable member of the group?”
 - If the breach was regarding **courage**, the student will discuss “Am I resisting peer pressure or directions that I know are wrong? Am I doing the right thing?”
- If the behavior continues, another anecdotal note is written and instructor asks the student to meet with her/him and the director of the AD-Mobility Nursing Program to determine the appropriate action to take to resolve the behavior.

Resources:

- [American Nurses Association Code of Ethics for Nurses](#)
- [American Nurses Association Scope and Standards of Practice](#)
- [Cynthia Clark Civility Matters](#)

DEPENDING ON THE SEVERITY OF THE BEHAVIOR, DISCIPLINARY ACTION MAY BE TAKEN. DISCIPLINARY ACTION MAY INCLUDE DISMISSAL FROM NORTHLAND’S NURSING PROGRAM OR THE ASSIGNMENT OF A FAILING COURSE GRADE.

Anecdotal Notes

The purpose of the anecdotal note is to objectively and clearly identify student behaviors that may hinder maximum professional growth and competency and/or endanger the patient.

Faculty members believe students can benefit from immediate feedback related to the achievement of academic standards within the clinical/classroom setting. The anecdotal note is one method for providing this feedback. It is anticipated that this process will be used as a mechanism for change and improvement in student performance. The anecdotal note will be applied to any area of the nursing program (clinical, classroom, lab, social media issues, etc.).

The student may be subject to review or academic termination from the nursing program if any of the following occurs:

- When a student receives more than one anecdotal note within the same academic semester.
- When a student receives more than one anecdotal note documenting the same type of behavior over two semesters.
- When a student receives a single anecdotal note that is of grave seriousness.
- A clinical instructor may choose to file an anecdotal note when affiliating health care agency personnel has expressed grave concern to the instructor regarding a student's clinical performance or the affiliating agency has refused to allow a student to perform within their agency.
- The anecdotal note is placed in the student's file until graduation.
- If the Anecdotal Note concerned unprofessional behavior, the student will describe and analyze their personal/professional development as listed in the student policy book under Consequences for unprofessional behavior.

******NOTE: If a student receives an anecdotal note at any time during the semester, the student's overall grade for the course will be reduced by one letter grade. This could impact the student's ability to pass the course******

Academic Unsuccess in Nursing Program or Nursing Courses

If a student has been terminated from the AD Mobility Nursing Program (criteria below) the student may apply for readmission to the program as a new student. The student must complete all the steps originally required for admission to the program, including the selection process. The student is not guaranteed a seat in the program. If readmitted for a second time, the student will be required to take **all** nursing courses over again. A student may be admitted to the program two times. If a student wishes to seek a third admission to the AD Nursing Program, they may file an appeal with the nursing admissions committee.

Students, needing to retake courses and/or the entire Nursing Program, may be assigned an alternative site. See Important Information in **Appendix B** for further information regarding requirements for unsuccessful nursing courses.

Criteria for Academic termination from the nursing program:

- Students are unsuccessful in more than one course **OR**
- Student is unsuccessful in the same course twice within the same admission **OR**
- If the student fails to complete a repeated course with a grade of C or better on the second attempt or fails to complete a second nursing course with a grade of C or better in the AD program, the student will be ineligible to progress in the nursing program.

A withdrawal constitutes an attempt for a course and will count as one failure to complete the course. Final grades of D, F, and W for a course are considered unsuccessful attempts.

Extenuating circumstances will be considered on a case-by-case basis

Special Note on repeating one course: If a student needs to repeat one course (ex. 2123, Nursing Interventions I, or NURS 2131, Nursing Interventions II) and has met all other programs requirements, they are required to follow the ATI proctored exam guidelines for the Comprehensive Predictor exam to successfully pass the course they are enrolled in (no additional points will be awarded). They will be placed on the ATI Live Review Roster for the review that best meets their NCLEX-RN testing needs. For example, if they are finishing the program in August or December, they will be placed on the Live Review roster the May prior to graduating and if they are finishing the program in May, they will be placed on the Live Review

roster for that same May**. Additionally, they will be enrolled in the Virtual ATI (VATI) course and their course grade will be held until the VATI instructor provides the 'green light' for scheduling their NCLEX-RN exam. If the 'green light' is not received by the end of the term, an incomplete grade will be awarded (if all other course requirements have been met). Once the 'green light' is validated by the course instructor, the earned grade will be submitted and the students degree will be posted, allowing them to proceed with scheduling their NCLEX-RN exam.

Clinical Requirements and Responsibilities

Release of Information to Clinical Sites:

Students will be required to sign a Release of Information which allows the college to notify the clinical site of the students who will be attending clinical at their facility. If the clinical facility refuses to accept a student, the nursing program will attempt to place the student in an alternative facility placement. If no alternative facility placement is available, the student will be unable to fulfill the requirements to successfully complete the nursing program and may be terminated from the nursing program.

Professional Boundaries in Clinical

Health care professionals and nursing students are expected to maintain appropriate professional boundaries. Boundaries are defined as limits that protect the space between the professional's power and the client's vulnerability. Maintaining appropriate boundaries enables control of this power differential and allows for a safe connection between the professional and client, based on the client's needs.

A boundary violation occurs when a professional exploits the professional-client relationship to meet personal needs rather than client needs. This violation breaches the fundamental nature of care that obligates the professional to place client's needs first. Clients can expect the nurse/nursing student to act in their best interests and refrain from inappropriate involvement. In the client's personal relationships, the nurse/nursing student should promote the client's independence.

Confidentiality in Clinical

Patient confidentiality cannot be emphasized enough. The patient has the legal right to confidentiality of his/her care and the nurse has a legal responsibility to safeguard the patient's confidentiality. Students may not give information about a patient or occurrence to anyone not on the clinical facility staff. The students may not sign, as a witness, any legal documents such as surgical permits, wills, advance directives, power of attorney, code status, etc. Conversation relating to patients is permitted only in the clinical and clinical conference areas and the classroom. Patients or any clinical occurrences are not to be discussed in public places such as the cafeteria, or at home. Students may not photocopy or transmit electronically (no photos of any kind) any private health information or any part of the patient medical record. Failure to maintain patient confidentiality may result in immediate program probation, suspension, or expulsion. Students are responsible to follow all HIPAA guidelines and facility policies.

Students violating any identifying information and this policy will be investigated and reported to the EGF Campus Dean. In addition, a zero (0) or unsatisfactory (U) grade for the academic activity (exam, assignment, etc.) and/or the NURS course may be given. This breach in policy could lead to dismissal from the nursing program.

Professional Liability Insurance

All students are required to carry professional liability insurance. The liability insurance is part of the students' tuition. The purpose of practice liability insurance for the student nurse is to cover situations pertaining to injury of others. It does NOT cover injuries to students themselves.

Health Insurance

All students are strongly advised to have adequate health insurance coverage. (See Student Services Office for information on student health insurance policies).

Health Screening

See information under Admission Process.

Dress Code

When a student is at a clinical site and engages in any clinical activities, the student will wear the following:

- Red colored scrubs which are clean, pressed and in good repair. Uniform must be scrub material. Uniform fitness should allow for movement required by the job. Attire needs to be professional in appearance.
- Footwear is to be safe for the jobs being performed. Clean, quiet-soled, closed toe shoes (and appropriate stockings) in compliance with facility policy is required. The rubber-type "Croc-style" footwear with holes is prohibited by area clinical facility policies. Appropriate stockings must be worn.
- It is permitted to wear a short-sleeved or long-sleeved shirt under the uniform top in either solid color of black, grey, or white.
- Current Northland photo ID badge worn attached on the **chest** area of the uniform is required for clinical participation. If photo ID badge is not attached to the student's uniform, s/he will be dismissed from clinical and be required to appeal for appropriate make-up.
- Pants and skirt hems must be a length which does not touch the floor. For purposes of safety and infection control, pant hems and skirt hems must clear the floor by a minimum of 2 inches when wearing clinical footwear. Hems that "drag" are a trip hazard and carry infectious organisms from area to area, including your home. Students will receive 1 warning for hems that drag on the floor. Thereafter, an anecdotal note will be completed, and a student may be excused from clinical site and be required to follow the appeal process for a make-up clinical.
- For the purpose of safety and infection control, head scarves, if worn, must be tucked into the uniform top. Head scarves need to be light colored.
- Students may wear a color coordinated skirt instead of pants if they desire.
- If you want to have a lab coat to go over the uniform, it must be color coordinated with your uniform color.
- You will also need bandage scissors, penlight, wristwatch with a second hand, and a stethoscope for clinical.

Dress Code for Clinical Site Activities *other* than Direct Patient Care, including On-Site Orientation Sessions and Independent Clinical Preparation:

When a student is at a clinical site engaged in clinical activities that do not involve direct patient care, such as orientation or independent clinical preparation, the student will wear the program colored scrubs (red), quiet-soled, closed toed shoes with appropriate stockings, and current Northland photo ID badge. Attire needs to be professional in appearance.

Unacceptable Attire

Students represent the nursing profession, the nursing program and the college. To further clarify the above dress code; please note the following list of unacceptable attire that applies to all clinical activities:

- Regular street clothes, including denim, leggings, athletic wear, cargo pants, shorts, short skirts or garments made from sheer fabrics.
- Attire that reveals the abdomen, lower back, upper thighs, shoulders, or cleavage.
- Attire that reveals undergarments or lack thereof.
- Soiled, faded, torn or wrinkled clothing, including uniforms.
- Clothing with logos.
- Garments with hems that drag on the floor

Jewelry & Body Art

Consider both your own safety and that of your patient when making the decision to wear jewelry. The amount and style of jewelry worn shall not interfere with patient care or compromise safety.

- Research has proven that hand jewelry is consistently found to be grossly contaminated. Wearing of hand jewelry is discouraged in the clinical setting and prohibited in some direct care areas including intensive care, obstetrics and the operating room.
- The only pierced jewelry that is acceptable are those worn in the ears and is limited to 3 post earrings per ear (nothing that dangles below the earlobe).
- Nose rings, tongue studs, open gauges, ear rods/bars are considered unacceptable and may not be worn in the clinical setting. If the student has these, they must be removed for clinical and open holes need to be filled.
- Some patient care facility departments have policies that require all students and employees to cover up visible tattoos. Northland AD Mobility students are required to follow the policy of the facility. If a patient or family members find a visible tattoo offensive, the student will be required to cover it.

Personal Hygiene

- Students are expected to evidence a neat and clean appearance, including socially acceptable hygiene and odor-free grooming. Students that smoke need to be free from the odor of smoke during their clinical rotations. If they smell of smoke, they may be asked to leave the clinical site and follow the appeal process for a clinical make-up.
- Wearing perfumes, after-shaves and scented toiletries is not permitted.
- Fingernail length is addressed to prevent injury and infection to both patients and practitioner. Fingernails may not be longer than $\frac{1}{4}$ inch from the tip of the finger. Artificial nails, tips, wraps, enhancements, adornments or appliqués are not permitted.
- Un-chipped, clear polish is the only acceptable form of nail polish
- Hair must be a natural color.

- The style of hair worn shall not interfere with patient care or compromise safety. Hair length beyond the length of the lower neck needs to be pulled back appropriately. Beards and moustaches must be neatly trimmed.
- Tobacco use is not allowed on the property of any clinical facility.

Enforcement: If dress code infractions occur, the student may be asked to leave the clinical area, with an anecdotal note and follow the appeal process for clinical make-up.

Allergy

Students who have a latex allergy are advised to consult with their healthcare provider about the appropriateness of their enrollment in the nursing program. While the college may be able to minimize exposure for students in the classroom, we are not able to control the clinical environment. Practice in the clinical setting is an absolute requirement for graduation.

Blood Borne Pathogens

Possible student exposure to blood borne pathogens will be addressed according to college policy during orientation to lab and clinical courses. If a student experiences exposure to blood and body fluids at either the college or at a clinical site, they must notify the course faculty IMMEDIATELY. Please also review [Blood Borne Pathogens Student Statement of Understanding & Release](#).

Exposure Incident

An Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials during the course of a student's studies or participation in a clinical course. Each student in a clinically based program who experiences an Exposure Incident shall immediately report such incident to the program instructor or clinical affiliate supervisor. The student shall complete a form, which will be provided by the College, regarding the incident.

Transportation and Clinical Related Expenses

The student is expected to provide for his/her own transportation to various learning sites in the community. Students are responsible for all expenses related to clinical placements. This includes room, board, travel, other personal expenses, and expenses incurred because of required health institution's policies.

Mandatory Clinical Attendance:

IMPORTANT: Students may be asked to leave the clinical site if any of the below occur. If this happens, the students' day will be counted as absent. This could result in an unsuccessful grade on the evaluation tool, and a possible failing grade for the course.

- Violation of Dress Code and any other unprofessional appearance
- Un-excused tardiness to Clinical
- Unprofessional/Inappropriate behavior during clinical
- Professional boundary violations during clinical
- Breach in confidentiality during clinical
- Non-compliance with Clinical Requirements (Vaccinations, Forms, CPR, Licensure, etc)

Clinical Absences and Makeup

Mandatory attendance at officially scheduled orientations for each clinical facility is required for personal safety, legal and regulatory purposes. Guidelines for students tardy on clinical days will be followed for students tardy for orientation.

See the below section titled student illness and/or injury for further clarification on absences.

In the case of unavoidable absence, students are expected to notify the clinical instructor at least one hour prior to the absence. The student may also be required to notify the clinical site. Please refer to the guidelines set forth by your instructor (this includes the method the instructor prefers to be notified of absences). If required to notify the clinical site, the student needs to record the name of the individual taking the message.

It is professional conduct for the student to responsibly follow communication guidelines for communicating their own absence from clinical. If **student** notification to the clinical site (if required) and/or clinical instructor does not occur in advance **or** if the notification is made by a classmate or person other than the student, one or more of the following consequences will result:

- Unsatisfactory performance evaluation for Outcome 9 (NURS 2125) and outcome 7 (NURS 2135) under NLN Professional Identity
- A written anecdotal note.
- Failure of the clinical course.
- A clinical performance contract.
- A letter of concern from the program director.

Attendance at all scheduled clinical days is mandatory. Students are allowed to miss one clinical shift during the semester, **ONLY** if there are extenuating circumstances that make attendance not possible. Students will be required to make up this missed clinical day as directed by their clinical instructor. If more than one clinical shift is missed, an appeal can be filed with the RN appeals committee for make-up consideration. If the appeal is granted, the student will be responsible for any associated fees and any assignments deemed appropriate to make up the clinical day. **There are no guarantees that appeals will be granted.** Missing clinical for scheduled doctor appointments, vacations or any other non-emergencies is not acceptable and may prevent you from passing the course. A student must participate in all clinical hours in order to receive credit for the entire clinical day. If students miss more than one day, they must complete a clinical make-up appeal form and submit to their clinical instructor within 5 business days of their clinical absence. Make up requirements are individualized to meet the course outcome achievement needs of each student and must be fulfilled by the assigned due date to achieve a passing grade in the clinical course. **NOTE: Missing clinical due to expired information in the health and human services database is not considered an extenuating circumstance and is not included in the one missed clinical day. See health and human services requirements for more information on this.**

*All activities scheduled as clinical participation are counted as “clinical hours” including, but not limited to: orientation sessions, patient care and observation assignments, workshops, pre and/or post – clinical conference time, campus clinical days, community service opportunities and faculty/student conferences.

In order to participate in the Campus Clinical Days and/or virtual days, there are mandatory videos, quizzes, and assignments that need to be completed prior to the start of the day as indicated by your instructor. If these are not done, the student will not be allowed to participate

in the simulation day and will be required to complete a makeup clinical day or submit an appeal if they have missed more than 1 day. **See appendix C** for appeal form.

Students late for clinical:

If a student anticipates arriving late for clinical, the student must call the instructor. If the student can arrive within 15 minutes of the start time, the student may still attend clinical.

If the student cannot or does not arrive within 15 minutes of the start time, the student may not attend clinical. This is considered a clinical absence in which the absentee process needs to be followed. If a student is late for clinical, an anecdotal note will be written (even if the student called the instructor).

If the student is late more than two times within the clinical course, the following may occur:

- Meeting with AD Nursing Program Director
- Development of a performance contract
- Unsatisfactory mark in appropriate area of clinical evaluation tool for the day
- Failure of the clinical course

Terms for Cancelled Clinical Due to Weather or Instructor Illness

- When the campus associated with the clinical site is closed, clinical will be canceled and the students will not be required to make up that day.
- If the Nursing Department cancels clinical without a campus closure (due to weather related or other issues), faculty will conduct an alternative assignment with the students during the time frame in which clinical is scheduled. This would be equivalent to a clinical day. Failure to participate in the alternative clinical day during scheduled hours will result in a clinical absence and the student will be required to file an appeal requesting a clinical make-up.
- If the clinical instructor cancels clinical due to illness, an alternative clinical day will be assigned and will take place during the hours that clinical was originally scheduled. Failure to participate in the alternative clinical day during the scheduled hours will result in a clinical absence and the student will be required to file an appeal requesting clinical make-up.

Illnesses and/or injuries:

Students must maintain good health throughout the program in order to meet the AD Program Standards, technical standards, and all course outcomes. Students evidencing changes in health status may be required to consult a health professional for appropriate evaluation and/or treatment.

Students who are experiencing symptoms of illness are asked to use discretion when attending both classes on-campus and clinical. Students should not come to clinical sites when experiencing symptoms of possible communicable illness including, but not limited to: cough,

fever, abnormal drainage from any body part or wound, stomach symptoms such as nausea, vomiting and diarrhea.

Students who become ill while at the clinical site will be advised to go home. This will also count toward a clinical absence. Students missing a full clinical day, or any portion of a clinical day (e.g. arriving late, missing pre or post clinical) are subject to clinical absence policies.

Clinical absences occurring due to illness will need to follow the appeals process with the nursing appeals committee. Students should NOT come to clinical to show the faculty that they are ill. The faculty trusts that when you call them to report illness, that you are too ill to be at clinical. Presenting to the clinical site with symptoms of obvious illness may result in an unsatisfactory performance score under appropriate outcome.

Any student with potential limitations due to illness, injury, or medication use (over-the-counter and/or prescription) which may impair their cognitive, psychosocial and/or physical ability to provide safe nursing care in the clinical setting must obtain the following:

- The student will provide the clinical instructor with a currently dated physician's statement granting permission to the student to attend clinical and provide 'hands-on' patient care. If this permission is not obtained the student will be considered absent from the clinical experience. Clinical absence will be addressed according to AD Mobility handbook

In the event of an emergency at the clinical facility, care will be available to the students at the facility. Students will receive treatment as a private patient. Students receiving medical care will be responsible for payment of all charges attributable to their individual emergency medical care. Any student who is injured or becomes ill while at the facility shall immediately report the injury or illness to the clinical instructor. FYI – this may include care provided as result of an exposure to blood and other body fluids (i.e. needle sticks.).

Any hospital or medical costs arising from the injury or illness are the sole responsibility of the student who receives the treatment and not the responsibility of the clinical facility or Northland. Students contracting an infectious disease during the period they are assigned to or participating in the clinical experience must report the fact to their clinical faculty, the Nursing Coordinator and to the facility. Before returning to the clinical facility, the student must submit proof of recovery to the Nursing Coordinator and the clinical facility, if requested.

Students participating in clinical experiences are encouraged to carry their own health insurance. The AD Nursing Program, and related clinical facilities do not provide general health insurance coverage for students.

Leave Policy

All students should refer to the Performance Standards to clarify criteria related to functional ability. It is the student's responsibility to inform the Nursing Coordinator and clinical nursing faculty of any change in physical or mental status, which may alter her/his ability to meet the program's technical standards. Changes in functional ability, requests for medical restrictions, and/or special considerations must be discussed with the Nursing Coordinator PRIOR to attendance in the patient care clinical experience.

If at any time the student's ability to meet Performance Standards is questioned, the student

may be required to submit a statement from his/her private physician prior to return to the patient care clinical setting. The physician's letter must clearly indicate that the student is able to satisfactorily perform as a nurse in the patient care clinical setting without undue detriment to her/himself. Without such medical assurances, the student may be required to temporarily discontinue his/her program until said medical assurances have been received and accepted.

Students who are absent during the semester due to a medical condition, must present in writing an official statement of health clearance from the health care provider permitting return to patient care clinical course participation, including orientation activities. Any student who misses clinical orientation will not be allowed to progress to patient care clinical during that semester and will be advised to withdraw from the clinical course and reapply for clinical eligibility for the next available semester.

Nursing Quality Improvement Committee

The goal of the nursing student quality improvement committee is to:

- Facilitate nursing student input for the ongoing development of the nursing program.
- Encourage and provide a representative method to communicate with the nursing administration and faculty.

Student responsibilities include:

- Identifying one student representative and one alternate from each clinical group. The representative will be chosen by group consensus and should possess professional listening/communication skills, and the ability to identify and clarify issues.
- Identifying topics for discussion. Topics are based on perceived program needs, concerns, and strengths.
- Meet each semester or as needed with the program director, staff and faculty.

Nursing department responsibilities include:

- Facilitating communication.
- Providing feedback as appropriate.
- Assisting in problem-solving.

It is recognized that not all concerns are within the Northland nursing department ability or scope to change. Continued input from the student population is seriously valued and respected and guides the nursing department for future changes.

Student Complaints & Appeals

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint procedure. The first step is to seek Informal Resolution. Informal resolution of student complaints is encouraged to occur within the nursing department. The first step in the process is for students to discuss the complaint with the faculty member. If the matter remains unresolved, the student may submit a written complaint/appeal to the Associate Degree (AD) Nursing Program Director, which in turn will be reviewed by the Nursing Faculty Appeals Committee. This committee meets approximately once per month. The written complaint should be an email to the AD Nursing Director, and should include the 'who, what, when, where and why' of the situation. If there is documentation (physician's note, medical record, etc.) to support the student, that should be included with the email. If the outcome of committee review does not resolve the complaint/appeal to the students' satisfaction, the student may wish to file a 2nd level appeal. See the below flow chart for nursing student informal complaint process.

Data Disclaimer and Policy Changes

Data contained in this AD Mobility nursing student policy handbook accurately reflects information at the time of publication. However, the AD Mobility Nursing Department reserves the right to make changes at any time deemed necessary.

If policies within this student policy handbook need to be changed during the duration of the nursing student's program, the changes will be posted on the webpage, and information sent to all students via Northland student email.

College-wide policies and procedures as outlined in the Northland Community and Technical College Student Handbook are applicable to all students. Additional policies and procedures specific to the AD Mobility Nursing program are outlined in this student handbook and may supersede those in the college-wide handbook. All current and future students are expected to adhere to the policies and procedures of this student handbook as well as all policies of clinical agencies where the student is placed.

Policies reviewed and updated by faculty and administration 1/2025

APPENDIX A:

Anecdotal Note

Date of Incident:

Student involved:

Description of Incident by Faculty:

Faculty Signature: _____

Description of Incident by the Student Due by: _____

If not turned in by due date, student will receive a 2nd anecdotal note.

Student Signature: _____

AD Faculty Conclusion/Outcome:

Plan for Students Improvement:

Date for Re-evaluation:

Outcome of Re-evaluation meeting:

The anecdotal note may be shared with your advisor/instructor for the sole purpose of developing a plan for your academic success.

APPENDIX B:

Requirements for Unsuccessful Courses/Program

If a student fails a nursing course, that course needs to be repeated. Depending on the course, progression into other nursing courses may be delayed if the failed course is a pre/co requisite for other courses. If a student fails two or more courses in the AD mobility program, they will be terminated from the program and would be required to reapply for a second admission. If admitted for a second time, the student will be required to retake **ALL** nursing courses regardless of receiving a previous passing grade in any of the courses. In reference to the following courses, if there are 3 semesters or less between receiving a passing grade and being readmitted to the program, the student may contact the director of the AD nursing program regarding the possibility of appealing to not retake one of these three courses. NOTE: There are no guarantees the appeal will be granted: NURS 2121 (Psychosocial Integrity), NURS 2123 (Nursing Interventions I), NURS 2131 (Nursing Interventions II).

Special Note regarding NURS 2133 Professional Role: Due to the NCLEX preparation portion of the course, if NURS 2133 is taken more than one semester prior to the student completing all of their program requirements, it must be completed during the final semester of course completion.

Program Progression Policies related to Clinical Courses:

To ensure student delivery of safe, competent patient care, time limits have been established to address interruptions that may occur during student program progression. In the below mentioned policies you will note reference to audits of skills. Please note that these audits are a one-time opportunity for a student. Second attempts at skills audits are not allowed. In the event a student does not successfully complete the audit, the below mentioned policies will be applied. In addition, an individualized performance and progression plan will be written with the AD Mobility Program Director.

NURS 2125 Clinical I

- If a student is unsuccessful in Clinical I but passes all of their other first semester courses, they will be unable to progress to second semester courses and will need to wait until the next time Clinical I is offered to progress in the program. They will then need to follow the audit policies in place for NURS 2110 (HAPS). If for any reason a student has more than a 1 semester time lapse between Clinical I and Clinical II, they will be required to re-enroll and successfully complete Clinical I, prior to enrollment in Clinical II.

EXAMPLE:

- If a student successfully passes NURS 2125 Clinical I in the fall semester but is unable to progress to Clinical II in the Spring Semester (failure of HAP). This would result in a 2-semester lapse in clinicals prior to the next offering of Clinical II the following spring. Because of this lapse a student would be required to retake Clinical I, prior to enrollment in Clinical II.

- If for any reason a student has a 1 semester time lapse between NURS 2110 Health Assessment & Professional Skills and any clinical course (NURS 2125 & NURS 2135) the student will be required to successfully complete a HAPS skills audit prior to progressing to clinical. If the student is unsuccessful in their skills audit, or has more than a one semester time lapse, they will be required to re-enroll and successfully complete NURS 2110 prior to enrollment in any clinical course.

1 semester time lapse between NURS 2110 and any Clinical Course -must complete a HAPS Skills Audit. If more than 1 semester time lapse, must repeat the course NURS 2110.	Successful completion of audit → progress to clinical course (next time course is available).
	Unsuccessful completion of audit → re-enroll and successfully complete NURS 2110 PRIOR to progressing to any clinical course (may be taken in conjunction with the clinical course as well)

NURS 2135 Clinical II

If for any reason a student is unsuccessful in NURS 2135 Clinical II, they will be required to successfully complete a simulation clinical audit. If the student successfully completes the simulation audit they will be allowed to progress to Clinical II the next time the course is offered. If the student is unsuccessful in the simulation audit, they will be required to re-enroll and successfully complete Clinical I (clinical site will be determined upon availability) prior to enrollment in Clinical II.

Successful attempt in Clinical I – Required to complete clinical simulation audit	Successful completion of audit → progress to Clinical II (next time course is available).
	Unsuccessful completion of audit → re-enroll and successfully complete Clinical I PRIOR to progressing to Clinical II

Skills Audits:

To ensure continued retention of achieved outcomes, If a NURS 2110 or NURS 2125 skills audit is allowed, it will consist of the following:

- Meeting at the assigned campus lab
- Completion of an assigned clinical worksheet. Patient case information will be presented at the time of the audit meeting. Resources allowed: Nursing text books, medication books, ATI resources, and notes from previous nursing courses. Additional online resources may be used at the discretion of the audit proctor (if approved). A lap top may be used, but no phones or smart watches will be allowed while completing the worksheet.
- Completion of a head-to-toe physical assessment related to the assigned case.
- Completion of medication administration related to the assigned case
- If possible, two instructors will evaluate all components of the audit.
- The student will be notified within two business days if sufficient evidence was preset to allow student to advance to courses without repeating the course being audited. If enough evidence is not present the student will be required to repeat the course as described in the above skills audit table.

Appendix C:

AD Mobility Nursing Program Appeal Form

Attendance at all scheduled clinical days is mandatory. There will be one excused absence allowed that will need to be made up as arranged by your instructor. If there is an extenuating circumstance that make students miss more than one clinical, an appeal can be filed with the RN appeals committee for consideration. If the appeal is granted, the student will be responsible for paying associated fees and any assignments deemed appropriate to make up the clinical day. Missing clinical for scheduled doctor appointments, vacations, expired Castle Branch information or any other non-emergencies is not acceptable and may prevent you from passing the course. If a student misses any clinical hours, including pre or post clinical time, it will be counted as an entire day's absence.

IMPORTANT: Students may be asked to leave the clinical site if any of the below occur. If this happens, the students' day will be counted as absent. This could result in an unsuccessful grade on the evaluation tool, and a possible failing grade for the course.

- Violation of Dress Code and any other unprofessional appearance
- Un-excused tardiness to Clinical
- Unprofessional/Inappropriate behavior during clinical
- Professional boundary violations during clinical
- Breach in confidentiality during clinical
- Expired Castle Branch Information

In the event of any clinical absence the below form needs to be submitted to the students' clinical instructor via the D2L assignment folder *and* email within ****5 business days** of the clinical absence**. Provide a detailed explanation as to why you were unable to attend clinical as well as a description of what you are requesting from this appeal.

Students Name	Date of clinical Absence	Explanation of Absence	Detailed Description of Request	Date of Request

Department Decision	Make Up Directions (if applicable)	Make Up Due Date (if applicable)	Additional Comments
<input type="checkbox"/> Approved: <input type="checkbox"/> Denied:			

****If not submitted with-in 5 business days of your clinical absence, your appeal might not be considered and/or could be denied. This could result in the inability to pass the clinical course****

APPENDIX D

Code of Ethics for Nurses

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision 1.5: Relationships with colleagues and others: The principle for persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise, and to resolving conflict.

- The nurse's primary commitment is to the patient, whether an individual, family, group or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Retrieved from: [American Nurses Association Code of Ethics](#)

APPENDIX E

Documents

It is important for you to be familiar with the following documents. They will assist you in your college career.

[American Nurses Association Code of Ethics for Nurses](#)

[American Nurses Association Scope and Standards of Practice](#)

[Minnesota Board of Nursing Nurse Practice Act](#)

[North Dakota Board of Nursing Nurse Practice Act](#)

[Northland Community and Technical College Handbook](#)

[Northland Community and Technical College Catalog](#)

APPENDIX F

Course Descriptions

NURS 2110 Health Assessment/Professional Skills 3 credits 2 credits lecture/1 credit lab

This course uses classroom instruction, small group discussion & lab experiences to develop student's ability to utilize the nursing process as a framework for completing holistic nursing assessments, identifying health needs across the life span, & developing individualized interventions. Theory emphasizes the principles and rationales of professional nursing skills necessary to problem solve relative to diverse situations. Prerequisites: Admission to AD Mobility Nursing Program

NURS 2121 Psychosocial Integrity 2 credits lecture

This course describes and examines psychosocial issues, human responses to illness and theories related to the development of mental health and illnesses. Utilizing the therapeutic communication process, students will learn to assist patients as they adapt to alterations in health. Psycho-pharmacological and other therapeutic interventions are considered in the nursing care of patients/clients experiencing mental health concerns. Prerequisites: Admission to AD Mobility Nursing Program

NURS 2123 Nursing Interventions I 3 credits 2 credits lecture/1 credit lab

This course builds on concepts, knowledge and skills introduced in practical nursing programs and the supporting sciences. A major focus is on the independent, delegated and collaborative nursing interventions administered to restore the individual back to homeostasis. Specific health topics include pain, genetics, fluid and electrolytes, respiratory, gastrointestinal, immune disorders, and surgery. Prerequisite: Admission to AD Mobility Nursing program. Pre or Co-requisite: college level Chemistry course, NURS2110.

NURS 2125 Clinical I 4 credits 4 credits lab (8 hours)

This course will prepare the student to function in the clinical setting as a professional nurse with emphasis on utilization of the nursing process and therapeutic relationships. Prerequisites: Admission to AD Mobility Nursing Program Co/prerequisites: NURS2110, NURS2121, NURS2123, & College level chemistry course.

NURS 2131 Nursing Interventions II 3 credits 2 credits lecture/1 credit lab

This course is designed to build on concepts, knowledge and skills introduced in Nursing Interventions I and the supporting sciences. A major focus is on the independent, delegated and collaborative nursing interventions administered to restore the individual to homeostasis. Specific health topics include cardiovascular, hematological, neuroendocrine, renal, reproductive health, and obstetrical disorders. Prerequisites: NURS2110 and CHEM2205.

NURS 2133 Professional Role 2 credits lecture

This course addresses the integration and application of professional skills necessary for effective transition into the role of Registered Nurse (RN). Emphasis is placed on leadership, role transition and licensure success. Prerequisites: NURS2110, NURS2121, NURS2125. Corequisite: NURS2131, NURS2135.

NURS 2135 Clinical II 4 credits 4 credits lab (8 hours)

This course will prepare the student to function as in the clinical setting as a professional nurse with emphasis advanced nursing skills, leadership and team building capabilities. Prerequisites: NURS2110, NURS2125

Appendix G

Nursing Department Contact Information

Mei Sather MS, RN, CRON, FNP-C mei.sather@Northlandcollege.edu Phone: 218-683-8739 Office 602 E (TRF)	Candi Seyfried MS, RN candi.seyfried@Northlandcollege.edu Phone : 218-793-2563 Office : 405 K (EGF)
Laura Dvergsten MS, RN laura.dvergsten@Northlandcollege.edu Phone: 218-793-2533 Office: 405L (EGF) 602 C (TRF)	Frieda Larson, BSN, RN frieda.larson@Northlandcollege.edu Office: 405 (EGF)
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Kari Koenig MS, RN, Nursing Coordinator AD Mobility Program Director kari.koenig@Northlandcollege.edu Phone: 218-793-2524 Office: 405J (EGF) 602A (TRF)	Lisa Anderson DNP, RN, FNP-BC, CNE, PN Nursing Program Director lisa.anderson@Northlandcollege.edu Phone: 218-793-2522 Office: 405H (EGF) 602 B (TRF)
Lindsay Kuntz, Nursing Advisor lindsay.kuntz@Northlandcollege.edu Phone: 218-793-2527 Office: 405 B	Katie Hallin: Human Services Verification Katie.hallin@Northlandcollege.edu Phone: 218-2793-2536 Office: 405 A
Becca Larson Isaak, Administrative Specialist rebecca.larsonisaak@northlandcollege.edu Phone: 218-683-8623 Office: TRF 602	Stephanie LeDuc MBA: Dean of Health, Public Services, and Technical Programs Stephanie.leDuc@Northlandcollege.edu 218-793-2609 Office: Student Services Area
<u>NORTHLAND – EGF Campus</u> 2022 Central Ave. NE East Grand Forks, MN 56721 218-773-3443 1-800-959-6282	<u>NORTHLAND – TRF Campus</u> 1101 Highway 1 E Thief River Falls, MN 56701 1-218-683-8980 1-800-959-6282

Northland Web Page: www.northlandcollege.edu

Northland Nursing Program Page:

<https://www.northlandcollege.edu/academics/programs/nursing-as/>

Appendix H

Minnesota State Associate Degree Nursing Programs

Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that associate degree nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact the Northland Academic Success Center at asc@Northlandcollege.edu or call 218-683-8560.

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> • Ability to assess, plan, implement, and evaluate care. • Organize workload to manage time effectively and prioritize the delivery of client care. • Use resources effectively to understand the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions. • Possess problem-solving skills, including the ability to reason, measure, calculate and use data to make decisions in time-pressured environment. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating and mentally sorting new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none"> • Maintain and protect client confidentiality and privacy. • Establish professional and ethical relationships with others. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to delegate. • Promote a team-building environment. • Provide effective and therapeutic care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.

Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team. • Accurately interpret and document nursing actions and client responses. • Display the capacity to engage in successful conflict resolution and advocate for client rights and needs. • Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. • Use therapeutic communication techniques to provide support to peers, clients and families. • Process relevant information; accurately and timely communicate to the healthcare team. • Ability to design teaching plans for client education and assess effectiveness. • Provide disease prevention and health promotion, care coordination and case findings.
Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Move about client's room and/or workspaces to complete client assessment. • Administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Ability to provide comprehensive assessment of client's health status through collection and synthesis of data to establish baseline status for client. • Ability to integrate assessment information to form a plan of care. • Recognize emergent needs; perform appropriate targeted assessment, interventions and evaluation. • Assume accountability for delivered care; recognize limits of knowledge, skills and licensure scope.

		<ul style="list-style-type: none"> • Understand and process healthcare provider orders according to assessment data, evaluate effectiveness of interventions and communicate with members of the healthcare team. • Demonstrate distinction between provider-dependent and independent nursing interventions.
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	<ul style="list-style-type: none"> • Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgement in pressured situations.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	<ul style="list-style-type: none"> • Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics. • Practice participation in development of healthcare policies, procedures. • Demonstrate understanding of nursing theory and practice.
Environmental Stressors	Other considerations	<ul style="list-style-type: none"> • Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards, potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	<ul style="list-style-type: none"> • Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.

Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.

Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020

Appendix I

AD Nursing Program Policy Book Compliance Agreement:

Signed via D2L Quiz

I received and reviewed the AD Mobility Nursing Program Policy Handbook. I understand I am responsible for compliance with the statements and policies identified in the handbook.

Student Name: _____
(Please Print Name)

Date: _____

Student Signature: _____ **Date:** _____

Clinical:

I understand the following policies related to clinical and realize that I may be dismissed from the clinical setting and subject to appealing for a make-up clinical if I do not comply with the following:

- Clinical dress code policy
- Mandatory clinical attendance policy
- Punctual clinical attendance policy
- Adherence to Castle Branch requirements
- Ability to meet performance standards

Student Signature: _____ **Date:** _____

Exam Policy:

I understand the missing exam policies and realize I am allowed to appeal deductions at the end of the semester if they result in an exam average below 80%. Note: the appeals committee may or may not grant the appeal.

Student Signature: _____ **Date:** _____

Program Progression:

I understand that if I am unsuccessful (D, F, or W) in more than one NURS course, I will have to stop out of the Nursing Program and reapply for a new admission. I also know, that if I am unsuccessful in Health Assessment and Professional Skills (HAPS), I am unable to advance into the final semester NURS courses (NURS 2131, NURS 2133, NURS 2135) even if I have succeeded in all other NURS courses). Professional Role (NURS 2133) will need to be taken within one semester of completing all program requirements.

Student Signature: _____ **Date:** _____

Integrity Commitment:

I have reviewed the Northland AD Mobility Nursing Program statement on the Importance of Academic Integrity and agree to adhere to the policies set forth by the program to maintain Academic Integrity throughout the 2025-2026 Academic Year:

Student Signature: _____ **Date:** _____