# Practical Nursing Handbook

Spring 2024

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

## Table of Contents***


**Notice to Students**: ..... 4
**Introduction** ..... 4
**Controlling Body** ..... 4
**Mission and Philosophy** ..... 4
**Practical Nursing Curriculum Framework** ..... 5
**Practical Nursing Program Outcomes** ..... 8
**General Information** ..... 8
**Practical Nursing Program Performance Standards** ..... 9
**Assessment Technology Institute (ATI) Requirements** ..... 9
**Practical Nursing Program Eligibility Requirements Effective for Fall 2022** ..... 9
**PN Program Progression & Registration Guidelines** ..... 14
**PN Program Progression Policies** ..... 15
**Transfer of Credits** ..... 16
**Laptop Computers & Student Email** ..... 16
**Professionalism and Integrity in Nursing** ..... 16
**Academic Honesty** ..... 16
**Intellectual Property Rights** ..... 17
**Professionalism** ..... 17
Expectations for Professional Conduct in the PN Program ..... 17
Social Network Policy ..... 18
**Academic Grading** ..... 19
Graded Assignment Policy ..... 19
Exam Information & Policies ..... 19
Early or Late Exam Policy ..... 20
**Graduation Costs** ..... 21
**Practical Nursing Program Contact Information** ..... 21
**General Clinical Information** ..... 22
Clinical Eligibility ..... 22
Minnesota Department of Human (MDH) Services Licensing Division Background Study ..... 23
National Background Study ..... 23
MANDATORY Clinical Orientation ..... 23
Clinical Grading ..... 23
**Absences When Scheduled for Clinical** ..... 24
Terms & Fees for Clinical Makeup ..... 24
Liability Insurance ..... 25
Health Insurance ..... 25
**Dress Code, Personal Grooming, & Appearance Guidelines** ..... 25
Labs at the College ..... 25
Uniform Dress Code for Clinical Site Activities involving Direct Patient Care ..... 25
Unacceptable Attire ..... 26
Clinical and Lab Skills Personal Grooming Guidelines ..... 26
Latex Allergy ..... 27
Blood Borne Pathogens ..... 27
Transportation ..... 27
Safe Care ..... 27
Student Health Requirements ..... 27

Student Illness &/or Injury ..... 28
Leave Policy ..... 28
**Confidentiality** ..... 29
**Student Quality Improvement Committee** ..... 29
**History of the Nursing Program** ..... 30
History of the East Grand forks Practical Nursing Program ..... 30
History of the Thief River Falls Practical Nursing Program ..... 30
**Data Disclaimer and Policy Changes** ..... 31
**Appendix A Practical Nursing Course Descriptions** ..... 32
**Appendix B American Nurses Association Code of Ethics** ..... 34
**Appendix C: General Nursing Student Performance Contract** ..... 35
**Appendix D Clinical Performance Contract** ..... 36
Northland Community & Technical College Practical Nursing Program ..... 36
**Appendix E Student Statement Of Understanding and Release** ..... 38
**Appendix F Web Sites** ..... 39
**Appendix G Practical Nursing Program Performance Standards** ..... 40
**Appendix H Student Complaints & Appeals** ..... 42
**Appendix I ATI Requirements** ..... 44
**Appendix J Honor Code** ..... 46

***__NOTE: This handbook is updated at least once a year, if not more. It is the student's responsibility to adhere to the most current PN Handbook/policies.__**

## Notice to Students:

Northland Community and Technical College's Practical Nursing Program is approved by the Minnesota Board of Nursing. By Minnesota Statute, the Minnesota Board of Nursing must approve nursing education programs conducted in Minnesota that prepare persons to be licensed as practical and professional nurses. On June 7th, 2018 the Board of Nursing granted renewal of program approval to Northland Community and Technical College Practical Nursing Program. This approval continues until another renewal of approval survey is conducted. Requirements are updated on an annual basis.

Minnesota Board of Nursing
2829 University Ave SE Suite 200
Minneapolis, MN 55414

The Northland Community & Technical College Practical Nursing Program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037; phone 202-909-2500.

## Introduction

Welcome to NCTC and the Practical Nursing Program. You have chosen a career rich in satisfaction, opportunities, and challenges. This handbook is intended to give you the information you need to experience success in the program. Keep this handbook close at hand, as you will need to refer to it often during the entire program. Other sources of information include the NCTC Student Handbook, college catalog and college web page.

The NCTC Nursing Coordinators are Lisa Anderson, DNP, CNP, FNP-BC CNE (PN Program Director) and Kari Koenig, MS, RN (AD Program Director). The NCTC Practical Nursing Program is located on two campuses, as well as the online/hybrid option. The meeting site for the online/hybrid skills labs is the EGF campus. The EGF campus address is: 2022 Central Ave NE, East Grand Forks, MN 56721. The TRF campus address is: 1101 Highway One E., Thief River Falls, MN 56701.

Lisa Anderson can be contacted at 218-793-2522 or by email at: lisa.anderson@northlandcollege.edu
Kari Koenig can be contacted at 218-793-2524 or by email at: kari.koenig@northlandcollege.edu.

Stephanie LeDuc is the Dean of Health, Public Services, and Technical Programs. She can be contacted at 218-793-2609 or by email at stephanie.leduc@northlandcollege.edu

## Controlling Body

Northland Community & Technical College is the official controlling body of the Practical Nursing Program. NCTC policies and procedures are determined through established college procedures, and if any policies or procedures are not directly referred to in this handbook, those policies and procedures identified by NCTC will completely apply to all situations. The ultimate controlling body of NCTC is the Minnesota State Board (Minnesota State).

## Mission and Philosophy

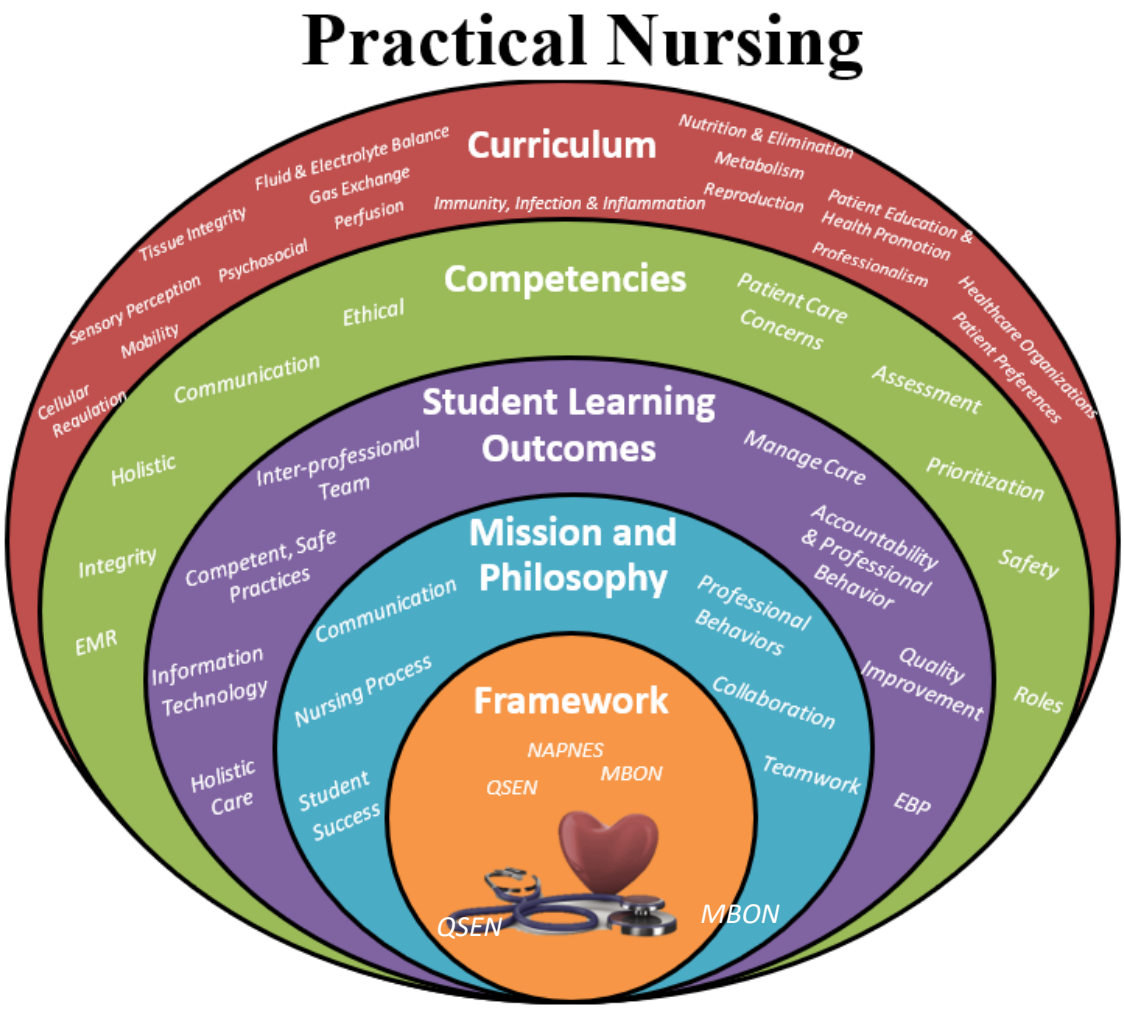
The mission of Northland Community and Technical College's Nursing Program is to serve learners, society, and particularly the region through a collaborative approach in the educational preparation of nursing personnel.

Northland Community and Technical College's (NCTC) Nursing program functions in conjunction with the mission and vision of NCTC. NCTC's nursing program has multiple campuses and modes of delivery which are committed to inspire student success and cultivate a quality educational environment.

The PN program develops the professional behaviors of the student Practical Nurse through utilization of the nursing process, with emphasis in the areas of communication, teamwork, and interprofessional collaboration.

Ongoing quality improvement activities are performed implementing established EBP, and current technology to deliver quality safe patient centered care.

## Practical Nursing Curriculum Framework




The Practical Nursing Program Framework was developed by faculty and is based on the standards of Quality & Safety Education for Nurses (QSEN: http://qsen.org/) and the National Association for Practical Nurse Education & Service (NAPNES: NAPNES) standards of practice. The Minnesota Board of Nursing Scope of Practice was also incorporated into the framework and curriculum (MN Board of Nursing).

| QSEN Standards | NAPNES –Standards of Practice |
|---|---|
| Patient centered care | Professional behaviors |
| Teamwork & collaboration | Communication |

| QSEN Standards | NAPNES –Standards of Practice |
|---|---|
| Evidence based practice | Assessment |
| Quality Improvement | Planning |
| Safety | Caring Interventions |
| Informatics | Managing |

## Student Learning Outcomes Competencies

| Program /Student Learning Outcome | Competencies for Each Outcome |
|---|---|
| 1. Participate as a member of the inter-professional team collaborating and communicating with other health care providers to promote safe, quality, patient centered care. | a. Display and value effective communication skills including the responsibility to report to appropriate health care personnel when working with members of the inter-professional teams.<br><br>b. Function competently within own scope of practice as a member of the health care team. Assume role of team member or leader based on the situation. |
| 2. Work within an established plan of care for an individual patient to organize or assign aspects of care under the direction of a RN or other HCP. | a. Identify and demonstrate one's role in managing care (planning and organizing) within a plan of care for the individual patient in providing quality nursing care under the direction of a RN or licensed HCP.<br><br>b. Identify and monitor nursing tasks/activities which may be assigned and accept accountability for the PN scope of practice. |
| 3. Apply best current evidence with clinical expertise and patient preferences for the delivery of optimal health care. | a. Identify and use evidence-based care when conducting a focused assessment, choosing nursing interventions within a plan of care, monitoring and reporting changes in the individualized patient's condition across the lifespan.<br><br>b. Demonstrate the ability to prioritize care in delivering quality, patient centered care across the lifespan. |

| Program /Student Learning Outcome | Competencies for Each Outcome |
|---|---|
| 4. Provide holistic and effective individualized nursing care to diverse patient populations. | a. Examine nursing roles in assuring coordination, integration and continuity of care.<br>b. Identify holistic assessment data from multiple sources and communicate to appropriate health care providers. |
| 5. Apply competent and safe practices to nursing care. | a. Delineate general categories of errors and hazards in care.<br>b. Describe factors that create culture of safety. |
| 6. Utilize information technology in the health care setting. | a. Navigate the electronic medical record (EMR) to obtain essential data necessary for the safe management of the client.<br>b. Apply technology and information management tools to support safe care practices. |
| 7. Demonstrate professional behaviors and accountability to legal and ethical nursing practice standards for a competent PN. | a. Explain and demonstrate nursing care within ethical, legal, regulatory frameworks and within the scope of practice for the LPN.<br>b. Describe and demonstrate personal integrity, professional boundaries, professional behaviors and lifelong learning. |
| 8. Participate in quality improvement activities and effectively use resources to achieve patient outcomes. | a. Describe strategies for learning about the outcomes of care in the setting in which one is engaged in clinical practice.<br>b. Identify and report patient care concerns to improve customer service, patient satisfaction, and enhance effective and cost-efficient health care services. |

## Concepts related to the Framework and Student Learning Outcomes

| Curriculum Concept | Related student learning outcome |
|---|---|
| **Teamwork & Collaboration** | 1. Participate as a member of the inter-professional team collaborating and communicating with other health care providers to promote safe, quality, patient centered care. |
| **Managing Care** | 2. Work within an established plan of care for an individual patient to organize or assign aspects of care under the direction of a RN or other HCP. |
| **Evidence Based Care** | 3. Apply best current evidence with clinical expertise and patient preferences for the delivery of optimal health care. |
| **Patient Centered Care** | 4. Provide holistic and effective individualized nursing care to diverse patient populations. |

| Curriculum Concept | Related student learning outcome |
|---|---|
| **Safety** | 5. Apply competent and safe practices to nursing care. |
| **Informatics/Technology** | 6. Utilize information technology in the health care setting. |
| **Professional Behavior** | 7. Demonstrate professional behaviors and accountability to legal and ethical nursing practice standards for a competent PN. |
| **Quality Improvement** | 8. Participate in quality improvement activities and effectively use resources to achieve patient outcomes. |

## Practical Nursing Program Outcomes

1. Participate as a member of the interprofessional team collaborating and communicating with other health care providers to promote safe, quality, patient centered care.
2. Work within an established plan of care for an individual patient to organize or assign aspects of care under the direction of a RN or other licensed Health Care Provider.
3. Apply best current evidence with clinical expertise and patient preferences for the delivery of optimal health care.
4. Provide holistic and effective individualized nursing care to diverse patient populations.
5. Apply competent and safe practices to nursing care.
6. Utilize information technology in the health care setting.
7. Demonstrate professional behaviors and accountability to legal and ethical nursing practice standards for a competent PN.
8. Participate in quality improvement activities and effectively use resources to achieve patient outcomes.

## General Information

A diploma in practical nursing is offered through the East Grand Forks (EGF) campus, Thief River Falls (TRF) campus, and through distance/hybrid education. Upon completion of the diploma degree, students are eligible to apply to a state board of nursing to take the NCLEX-PN© licensure examination. Successful passing of the NCLEX-PN© examination leads to licensure as a Practical Nurse (LPN).

**Role of the Practical Nurse in the Health Care System**

In today's changing health care system, the Practical Nurse plays a valuable role in providing nursing care to individuals requiring specialized practical nursing knowledge and skill. The Practical Nurse works to promote the health and general welfare of individuals while sick, injured, or in need of health information to prevent illness. The Practical Nurse works directly with patients in applying the nursing process to safeguard life and health in administering medication and treatment under the supervision of the Registered Nurse or licensed physician. As an integral part of the health care team, the Practical Nurse can find employment in a variety of health care settings including outpatient services as well as clinic, hospital, long-term, public health, industry, home care, and rehabilitative care. Practical Nursing evolves continuously to meet the ever-changing demands of the health care system.

**Interested Student Population**

Students in this program are primarily from northwest Minnesota and northeast North Dakota and include various cultures and ethnic origins. Beginning students must have a high school diploma or high school equivalency. Persons interested in practical nursing should have a genuine interest in people. It is also necessary

to possess physical capability to care for persons requiring assistance with personal care. Students must be able to apply knowledge of the human body and its function to patients having disease conditions which require nursing care. Students interested in nursing are active learners with a personal commitment to lifelong learning. Individuals pursuing this career enjoy working collaboratively with colleagues in a variety of settings.

## Practical Nursing Program Performance Standards

These technical standards are required abilities for effective performance in Minnesota State Practical Nursing education programs. The standards are compatible with the scope of practice as defined by the Minnesota State Board of Nursing. The examples show how a standard may be applied in entry-level nursing education programs. The examples listed are for illustrative purposes only, and not intended to be a complete list of all tasks in an entry-level nursing program. See *Appendix G* to review the Technical Standards for Entry-Level Practical Nursing Programs.

Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. Contact the college Academic Success Center office as soon as possible for more information if you think you may need an accommodation for a disability. The contact person for the EGF campus, TRF campus and distance/hybrid education is Sara Johnson, telephone number 218-683-8560 or e-mail asc@northlandcollege.edu

## Assessment Technology Institute (ATI) Requirements

Our nursing department is partnered with Assessment Technologies Institute (ATI). ATI offers an assessment driven review program designed to enhance student NCLEX-PN success. ATI has many resources that you will utilize in all your nursing courses. The purchase price will cover your entire ATI package. You will receive the ATI books and the online user codes at the beginning of the semester. Faculty will be assisting you with this. We have worked with ATI to bundle your resources with a live review course that will be offered to you on campus at the end of your program to assist you in preparing for your NCLEX exam. The cost of this bundled product (approximately $1850) is associated with PNSG1250 Introduction to Practical Nursing course. Financial Aid, third party payment, and/or personal payment can be applied to this. You CANNOT use someone else's previous ATI purchase. If a student is required to repeat the Introduction to Practical Nursing course, they will be charged the ATI fee again. ATI is used throughout the PN Nursing Program.

The comprehensive program offers multiple assessment 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 proctored exams for distance/hybrid students will be given on campus on a weekend/day that clinicals/labs are scheduled, whenever possible. See course schedules/calendars for specific date.

For students requiring special accommodations, please note that ATI currently does not have an accessibility statement for their products. Students requiring special accommodations, please contact the Academic Success Center immediately upon entering the PN Program.

Further information regarding use of ATI products can be referenced in Appendix I.

## Practical Nursing Program Eligibility Requirements Effective for Spring 2024

To be considered for program eligibility to begin the PNSG program course sequence, the prospective student must meet the following requirements.

1. **Complete the NCTC college admission process and declare the Practical Nursing major**.

2. **Meet the PN Program guidelines for good academic standing**.

a. A total cumulative GPA of 2.5 or higher. This includes all courses taken at NCTC. If the student has not successfully completed two semesters at NCTC, the GPA will be calculated with grades obtained from previous colleges attended.

b. Successful completion of a minimum of 67% of cumulative attempted credits, as per NCTC policy 3070.

* Students who are in a warning, suspension or probationary status are not eligible for entry into the PNSG course sequence.

3. **Complete all pre-PNSG courses with a grade of 'C' or higher**.

a. Nursing Assistant**:** Evidence of competency as a nursing assistant within the past 5 years. This can be satisfied by one of the following:
Successful completion of HLTH 1110 Nursing Assistant (NA) course. **OR**

A current Certified Nursing Assistant (NA) certificate/registration card.

If evidence of nursing assistant course completion is not listed on your NCTC transcript, you need to submit documentation verifying nursing assistant competency.
For EGF, TRF and distance/hybrid students, submit your documentation by:

- bringing a copy of the documentation to the PN Advisor, office suite 405B.
- scanning the documentation and send it via email to pnadvisor@northlandcollege.edu OR
- sending a copy of the documentation by US mail to
  PN Advisor
  Northland Community & Technical College
  2022 Central Ave NE East Grand Forks, MN 56721

Please note that training and experience in related health care professions is NOT equivalent to nursing assistant skills. This includes, but is not limited to, certification or practice as a: Home Health Aide, Health Aid Worker, Social Worker, EMT Emergency Medical Technician, Paramedic, Phlebotomy, Medical Assisting, Massage Therapy, Surgical Technician and Occupational and Physical Therapy.

b. HLTH 1106 Medical Terminology 2 credits

Students must complete a 2-credit medical terminology course such as HLTH 1106 Medical Terminology with a "C" or higher grade OR test-out of the course. If you are a program candidate with a health background and believe you are competent in medical terminology, you may request to test out of this prerequisite. For information on the college policy regarding test-out please contact the college registrar (reference policy 3150P Credit for prior learning procedure Part F: Test out).

c. Math 1003 Math Applications for Nurses (2 credits)
d. BIOL 2252 Anatomy & Physiology I (4 credits)
e. BIOL 2254 Anatomy & Physiology II (4 credits)
f. ENGL 111 Composition I (3 credits)

4. Satisfactory completion of developmental courses if indicated by Next Gen Accuplacer.
Arithmetic: 230-249 AAF (Math Lvl 3)
OR
240-300 QAS (Math Lvl 2)

If the Accuplacer scores achieved indicated placement in any of the following developmental courses, the course/s must be completed with a "C" or higher.

- Math Foundations/Introduction to Algebra
- Reading & Writing I, II, III

5. **Achieve a "C" or higher grade in all general education courses required for the degree declared. See #3 & #4 above.**

6. **Current CPR certification**.

As a nursing student, you will encounter patients that range from infants to the elderly. Because of this, you must certify in a CPR/Basic Life Support course that includes a paper pencil test 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)

CPR certifications accepted include: CPR for Health Care Providers or Basic Life Support for Health Care Providers (American Heart Association) or CPR for the Professional Rescuer (Red Cross.)

Submit your documentation verifying current CPR verification to the approved vendor site along with immunizations documentation.

7. **Completion of two required Background Studies with results determined to be clear**.
To become program, and patient care clinical eligible, students must receive clearance by both a State and National background study. See the Criminal Background Checks web page for NCTC Allied Health and Human Service students.

**Minnesota Department of Human Services Licensing Division Background Study.**

Students will receive instructions for this study upon acceptance into the program. The cost of this study is included in the cost of program course tuition. Students will have to pay the cost of fingerprinting ($10.50).

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 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.

**National Background Study**

Students will receive instructions for this study upon acceptance into the program. The cost of the national background study through the approved vendor is approximately $50 which the student will pay by credit card at the time they submit the required information online.

8. **Complete all health and immunization requirements for students in NCTC health care programs**.

Health and immunity requirements include but are not limited to:

- Diphtheria/tetanus (Td or Tdap) required within the last 10 years. A Tdap booster is recommended ASAP if students have not had one previously (regardless of when their last TD booster took place).
- Either a negative two step Mantoux test OR a negative Interferon Gamma Releases Assay (IGRA) blood test (upon entering the program) or

- Date of the last Chest x-ray if student has experienced a positive TB along with an annual letter from a healthcare provider indicating they are medically cleared to provide direct patient care.
- After entering the program students must complete an annual TB risk assessment.
- Two doses of MMR at least 1 month apart 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 (1-month process) or Three doses 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 clinical consent form and bloodborne pathogens form.
- Covid-19 vaccine -as required by student's clinical site/facility.

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

Student immunizations will be tracked through an approved vendor's data base. Students are required to create an account (cost is approximately $45) and keep all immunization data current in the online data base.

There are specific health and immunization requirements for all health care providers, including students in training programs. Students must submit their information via the approved vendor tracking system. ***Please see Allied Health & Human Services web page for more detailed information***: Allied Health & Human Services: Immunizations & Health Screening

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

9. **Achievement of minimum of a 50 cumulative score on the ATI TEAS examination. (updated August 2012)**

The ATI TEAS® examination measures entry level skills and abilities of nursing program applicants. This test assesses skills in the academic content area domains of reading, mathematics, science and English language usage. The objectives assessed on the TEAS® are those objectives which nurse educators deemed most appropriate and relevant. ATI TEAS® is the only accepted version at Northland Community & Technical College. TEAS® score will be good for 2 years from the test date. Further information on the TEAS, including a student study guide, is available at www.atitesting.com. **Students may take the TEAS® test one time/semester; attempts must be a minimum of 30 days apart if taking in another semester.**

Please note --The minimum TEAS examination score is reevaluated each semester and is subject to change.

10. **Apply for eligibility to enroll in the PNSG Practical Nursing program course sequence.**

The online application should occur when the student is enrolled in their final semester of pre-nursing general education courses. Application instructions are sent by email to all PN majors early each semester via pnadvisor@northlandcollege.edu (EGF, TRF & distance/hybrid students)

Students wishing to be considered to begin the PNSG course sequence in *fall* semester – application deadline is March 1. Students will be notified of acceptance or non-acceptance into the program by March 31st.

** Students completing general education courses during the summer semester will only be considered for fall semester start pending space availability.

Students wishing to be considered to begin the PNSG course sequence in *spring* semester – Application deadline is October 1st. Students will be notified of acceptance or non-acceptance into the program by October 31st.

**Please note: There is not a guarantee that a program cohort will start every semester on each site (East Grand Forks, Thief River Falls & Distance/hybrid).

- Pending enrollment numbers, if a cohort does not start on your site of choice you may be offered a seat in one of the other site cohorts.
- Additionally, a blended site (some classes face-to-face and some classes distance/hybrid) may be used pending enrollment numbers.

Admission to the Practical Nursing Program is determined by a point system. The rubric for determining points follows for those beginning PNSG courses fall 2022:

| Program Requirement | Scale | Possible Points | Points Earned | Comments |
|---|---|---|---|---|
| **ATI TEAS** ** | 50-54 = 1 point<br>55-59 = 2 points<br>60-64 = 5 points<br>65-69 = 6 points<br>70 + = 7 points | 7 | | |
| **Cumulative GPA** **<br>(use most recent educational transcript) | GED = 1 point<br>2.5-2.9 = 2 points<br>3.0-3.5 = 3 points<br>3.6-4.0 = 4 points | 4 | | |
| **Grades in PN Required Pre-requisite Coursework**<br>• Comp I _____<br>• A&P I _____<br>• A&P II _____<br>• Med Term _____<br>• Math Apps _____ | A = 3 points<br>B = 2 points<br>C = 1 point<br>In Progress = 0.5 points | 15 | | |
| **Completion of Nursing Assistant Course or on current CNA registry** | Yes or No | Y or N | | |
| **Previous Degree** | Associates = 1 point<br>Bachelors = 2 points | 2 | | |
| **Working in Healthcare**<br>*Current direct patient care employment verified by letter from employer on facility letterhead* | Yes = 1 point<br>No = 0 points | 1 | | |
| **Math requirements met** | Yes or No | Y or N | | |
| | | | | |
| TOTAL POINTS | | 29 | | |

## PN Program Progression & Registration Guidelines

Students selected to enter the PN program will be enrolled by the PN advisor for the two-semester sequence outlined below. Any student desiring a variation to this published progression plan must submit their request for consideration in writing to the pnadvisor@northlandcollege.edu (EGF, TRF & Distance/hybrid students) prior to notification of program eligibility. The Nursing Program Progression Committee will review the request and determine if the request can be granted.

| | | | |
|---|---|---|---|
| PNSG 1250 | **Intro Practical Nursing** | 1/0/0 | **1** credit |
| PNSG 1254 | **Nursing Foundations** | 3/1/0 | **4** credits |
| PNSG 1258 | **Psychosocial** | 2/0/0 | **2** credits |
| PNSG 1262 | **Nursing Concepts I** | 3/2/0 | **5** credits |
| PNSG 1266 | **Clinical Care I** | 0/1/0 | **1** credit |
| | Total Semester Credits: | | **13 credits** |

| | | | |
|---|---|---|---|
| PNSG 1270 | **Transition to Practice** | 1/0/0 | **1** credit |
| PNSG 1274 | **Maternal / Newborn** | 1/0/0 | **1** credit |
| PNSG 1279 | **Invasive Nursing Therapies** | 1/2/0 | **3** credits |
| PNSG 1283 | **Nursing Concepts II** | 5/0/0 | **5** credits |
| PNSG 1287 | **Clinical Care II** | 0/4/0 | **4** credits |
| | Total Semester Credits: | | **14 credits** |

All first semester PNSG courses are pre-requisites for all second semester PNSG courses.

**Registration for First and Second Semester PNSG Courses**

All students progressing through PNSG courses will be registered for their required courses by the PN Advisor. If a student needs to withdraw from any PNSG course, or has any other registration needs, they are encouraged to contact the PN Advisor or college registrar for assistance.

Students who have declared the PN diploma degree **East Grand Forks campus** program major will have priority registration status to be enrolled in East Grand Forks **campus** courses.

- In the event there is a student waitlist for EGF campus courses, a student who is a campus program major may be offered available course seats through Distance/hybrid education and/or the Thief River Falls campus program.

Students who have declared the PN diploma degree **Distance/hybrid Education** program major will have priority registration status for **Distance/hybrid** PNSG courses.

- In the event there is a student waitlist for Distance/hybrid Education courses, a student who is a distance/hybrid education major may be offered available course seats through the East Grand Forks and/or Thief River Falls campus program.

Students who have declared the PN diploma degree **Thief River Falls campus** program major will have priority registration status to be enrolled in Thief River Falls **campus** courses.

- In the event there is a student waitlist for TRF campus courses, a student who is a campus program major may be offered a course seat if available through Distance/hybrid education and/or the East Grand Forks campus program.

**Students who are successfully progressing through the PN program sequence published in the current PN Student Handbook (see above) will have priority registration status.**

Students experiencing interruptions to the published program sequence for any reason, including a PNSG course withdrawal (W), D or F grade, will have their program progression reviewed by the Nursing Program Progression Committee. A 'W' is an attempt for a course. The Committee will recommend a revised course of study and grant permission for course enrollment when seats are available. If the student does not agree with the recommended revision, they can request a 2nd level program progression review by the EGF Campus Dean. Due to course capacities, a student who needs to repeat a PSNG course or courses is not guaranteed reenrollment in the course/s for the following semester. Continue reading for progression policies.

## PN Program Progression Policies

College-wide policies and procedures are outlined in the NCTC Student Handbook and are applicable to all students (NCTC Student Handbook). The Practical Nursing program has additional policies that apply to nursing students.

In the event a student fails (D, F grade) or withdraws (W) from a PNSG course, a *written request must be submitted to the Nursing Program Progression Committee* (EGF, TRF & Distance/hybrid students -send to pnadvisor@northlandcollege.edu and/or lisa.anderson@northlandcollege.edu requesting a second attempt for the course/s (see more specifics in the following paragraphs). The student request and satisfactory academic progress status will be reviewed by the Nursing Program Progression Committee. The Committee may recommend a revised course of study and grant permission for course enrollment when seats are available. Additionally, they will be offered remediation resources and learning support. If the student does not agree with the recommended revision, they can request a 2nd level program progression review by the Dean of Health, Public Services, and Technical Programs.

All first semester PNSG courses are pre-requisites for all second semester PNSG courses.

Students will be allowed two (2) attempts for PNSG courses (see paragraph below for more details). In the event a student does not achieve a minimum "C" grade on a second attempt for a PNSG theory, skills or clinical course, they will no longer be eligible to complete the PN Program. Course withdrawals also count toward unsuccessful attempts. The student could apply to the PN Program for a second time (if this is the first time in the program).

Students who fail one or two PNSG courses need to email their PN advisor and request to repeat the course(s). Students will have a seat held for them in that course(s) a year from the semester the course(s) was failed. For example, if a student fails a PNSG course spring 2023, a seat will be held for that student in that course spring 2024. If students do not return to the program in 1 year, due to personal choice, students need to re-apply to program. Students who fail (grade of 'D', 'F' or 'W') three or more PNSG courses will be required to re-apply to the PN Program through the formal application process. A student will be allowed to be admitted to the program two times.

When a student has not taken a PNSG skills/lab course or PNSG clinical course for two consecutive semesters, they will be required to test out of PNSG 1254 Nursing Foundations, PNSG 1262 Nursing Concepts I and/or PNSG 1279 Invasive Nursing Therapies to demonstrate competency of nursing skills before continuing in a PNSG second semester course or PNSG clinical course. The test out must occur before the start of second semester PNSG courses. It is the student's responsibility to contact the PN Program Director to schedule the skills test out. This is a one-time opportunity. If the student is unsuccessful in the skills test out of first semester skills, the student will be

required to drop the upcoming second semester PNSG courses and re-apply to the program (unless this was the student's second admission into the program. See above Program Progression policies).

If a student does not successfully complete a final semester PNSG course, they must repeat that course(s) as described previously. A student is required to attend the ATI Live Review at the end of their final semester of PNSG courses.

Students who need to repeat a course due to failure of that course on a campus, and request to repeat the course via Distance/hybrid education, are highly encouraged to meet with the PN Advisor and campus Learning Services Coordinator to plan for additional help and support.

## Transfer of Credits

Specific general education credits (such as Composition 1, A & P, etc.…) may be transferred if they are equivalent to those required by the NCTC PN Program. The NCTC transfer specialist should be consulted first to determine transferability of courses. Questions may be directed to amanda.kinney@northlandcollege.edu Transfer Specialist.

Nursing course credits earned at other accredited institutions within twelve months of the projected date of admission to the nursing program may be transferable at the discretion of the Nursing Program Director.

## Laptop Computers & Student Email

Laptop computers with networking capabilities are required as an integral part of the student's learning in the Practical Nursing Program. ALL practical nursing students are required to have a working laptop computer that meets all college and program specifications. A functioning computer is required to take tests in the classroom.

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 NCTC Laptop requirements web page. It is highly recommended that students have a backup plan for computer access in the event your computer fails/breaks down.

Email is the official means of communication for the college. Check your NCTC email account DAILY. Read the email you receive from NCTC instructors, the PN Advisor, and HSF Verify.

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 NCTC network at school, accessing/utilizing email.

## Professionalism and Integrity in Nursing

Nursing is a helping profession which requires that its practitioners adhere to high standards of moral and ethical conduct. The nurse/nursing student embracing this code of ethics accepts the trust and responsibility invested in him/her by the client and his family. It follows that responsibility for honesty in learning to be an integral part of a nursing education program.

## Academic Honesty

Students are expected to maintain academic honesty in the classroom, lab and clinical settings. 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) or in one's own work offered for credit. Plagiarism, cheating, and possession and/or distribution of examinations will be handled as a scholastic matter (i.e., failing the assignment and/or the course). A breach of integrity or honesty includes, but is not limited to:

- Looking at or copying from another student's test paper and/or collaboration during a test with any other person by giving or receiving information without authority.
- Using materials during a test not authorized by the instructor.
- Communicating by any means with another student during a test.
- Having crib notes or using unauthorized text or papers during a testing situation.
- Changing an answer on a test after it is graded.
- Any false statement or piece of information deliberately presented as being true.
- Presenting another's work as one's own.
- Removing tests or answer sheets or the final exam from the classroom.
- Having materials (cell phones, purses, etc.) out on the desktop, or on your person, during a testing situation other than items approved by the instructor.
- Providing answers to exam questions during an exam or while leaving the exam.
- Completing an electronic test outside of the designated classroom and time period.
- Taking electronic or photographic reproductions of a test/quiz.
- Stealing, buying, sharing, or otherwise obtaining all or part of an un-administered test or information about said test.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.
- Working on as assignment with another student when directions were to complete it individually.
- Plagiarism on assignments and/or papers.

**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 PNSG course may be given. This breach in academic integrity could lead to dismissal from the nursing program.**

### Intellectual Property Rights

Materials utilized in courses and program 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 program. 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.

## Professionalism

### Expectations for Professional Conduct in the PN Program

In addition to program dress code and appearance policies, 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.

Students are expected to conduct themselves in a manner reflective of the American Nurses' Association Code of Ethics, Appendix B.

- Follow the regulations of all clinical facilities regarding parking, and hospital/nursing procedures.
- Follow clinical facility/college regulations that prohibit tobacco use in any form during clinical /class participation.
- The use of alcohol and any other drugs that alter behavior is prohibited
- Do not socialize in the nursing station and corridors when at clinicals.
- 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).
- Communicate honestly about anything related to or associated with activities or responsibilities as a NCTC PN student.
- Limit "coffee breaks" away from patient areas to 15 minutes when at clinicals.
- Use appropriate titles and names.
- Disorderly, lewd, indecent, obscene, or offensive conduct or expression is prohibited.
- Also prohibited is the use of electronic devices. No cell phone use will be allowed in class or lab unless permitted by faculty. Use of cell phones during clinical will only be allowed at the direction of faculty.
- Do NOT share personal stories about your own medical/surgical history or that of family members/friends.
- Remain alert and attentive. For example, falling asleep at the clinical site or in class may result in a zero grade for the clinical/class day.
- 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 legibly).
- Participate in pre/post clinical group discussion and classroom discussion.
- Assume legal responsibilities for providing safe nursing care (for example, maintaining asepsis, administering medications safely, using side rails as appropriate, reporting medication errors. etc.).

Breaches in professional conduct may result in one or more of the following consequences:

- Zero score for the clinical day.
- Failure of the clinical course.
- A clinical performance contract.
- A meeting with the Nursing Coordinator.

## Social Network Policy

The NCTC Nursing Program values integrity and professionalism with high regard. The American Nurses Association (ANA) developed the Code of Ethics for Nurses "as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession" (ANA Code Of Ethics). The NCTC Nursing Program expects that students and faculty will follow this Code of Ethics. This policy applies to clinical, lab & theory courses.

Provision 3 of the ANA Code of Ethics (2015) states, "The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient". This provision encompasses privacy, confidentiality, protection of participants in research, standards and review mechanisms, acting on questionable practice, and addressing impaired practice. In addition to NCTC's academic honesty and confidentiality statements, social network(s)/social media is a separate entity. Social network(s)/ social media include but are not limited to:

- Social Networking Sites (Facebook, Myspace, Foursquare, LinkedIn)
- Micro-blogging sites (Twitter)
- Blogs (including company and personal blogs as well as comments)
- Video and Photo Sharing Websites (Flickr, YouTube, Snapchat, TikTok)
- Forums and Discussion Boards (Google Groups, Yahoo! Groups)
- Online Encyclopedias (Wikipedia, Sidewiki) (AMP3 PR Social Media Guidelines updated 2018)

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

- Identify themselves as 'checked in' or 'at' a clinical facility or lab.
- Engage in social media during clinical, lab, lecture and/or tests.
- Share or post ANY information about their experience at the clinical facility or lab, i.e., "I had a good day

at clinical" or "I took care of a patient who had…".
- Share any photos of themselves, their patient(s), classmates, or the clinical facility or lab.

**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.**

## Academic Grading

The academic grading system is as follows:

- A 94-100%
- B 86-93%
- C 80-85%
- D 74-79%
- F ≤ 73%

80% is the passing standard for evaluation across all PN courses.

PNSG courses with a lab component (Nursing Foundations, Nursing Concepts I, and Invasive Nursing Therapies) will have weighted grading as follows:

- 60% = tests/exams
- 40% = skills, assignments

There will be no rounding up on any materials used for student evaluation including exams and assignments and final grades.
There will be no extra credit/bonus points offered in any PNSG course.

Refer to student college handbook regarding policy on incompletes.

### Graded Assignment Policy

ALL graded assignments are due PRIOR to the due date/time they are due. No late assignments will be accepted. This includes quizzes that are categorized as assignments.

### Exam Information & Policies

Generally, after each unit/module, students must complete a unit exam. The exams are based on textbook readings, instructor notes, assignments, and websites. Most exams will be taken via Desire2Learn (D2L) and must be completed during the time frame established by the instructor (refer to course calendar) for the student to receive full credit on the exam. If an exam must be taken late/early, please refer to the late/early exam policy.

Distance/hybrid course examinations must be administered by an approved proctor in an environment which meets PN Program guidelines. Please refer to information provided by the distance/hybrid course faculty in D2L. If faculty receive alert to dishonest behavior, student may be required to complete any remaining exams at a college proctoring center for the remainder of the courses/PN Program.

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.

**Exam Review:** Students may contact faculty about exam questions and/or their exam grade within 5 business days after the exam closes. Students must include the question and supporting documentation for the answer the student believes should be correct from assigned resources. After the 5 business days, there will be no opportunity for challenging exam questions.

## Early or Late Exam Policy

Refer to individual course syllabi for additional faculty exam policies. For example, some faculty require prior notification in order 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 make it up. A 5% deduction (from the maximum exam points) will be applied to the exam score. If a student chooses not to make up the exam within the five business days, a zero will be applied to the grade book. The student will move to the Second Early or Late Exam Criteria regardless of whether the exam was made up or not.

**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 make it up. A 10% late deduction (from the maximum exam points) will be applied to the exam score. If a student chooses not to make up the exam within five business days, a zero will be applied to the grade book. The student will move to the Third Early or Late Exam Criteria regardless of whether the exam was made up or not.

**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 make it up. A 25% late deduction (from the maximum exam points) will be applied to the exam score. If a student chooses not to make up the exam within the five business days, a zero will be applied to the grade book. The student will move to the Fourth Early or Late Exam Criteria regardless of whether the exam was made up or not.

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

EXAMPLE:

*Sammy Student is taking Psychosocial Nursing this semester and the following occurs:*

*Sammy misses Unit 1 exam, makes up within 5 days. Sammy receives a 5% deduction.*

*Sammy misses Unit 4 exam, makes up within 5 days. Sammy receives a 10% deduction.*

*Sammy misses Unit 5 exam, makes up within 5 days. Sammy receives a 25% deduction.*

*Sammy misses Unit 7 exam. She will receive a zero.*

*Sammy does not make up an exam within 5 days. She will receive a zero*

**General Notes about taking Late Exams*****

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

**The deductions for early or late exams may result in the inability of the student to pass the course.** 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.

***If the late deduction points result in the inability of the student to pass the course, the student may appeal to have the deduction waived. This applies to theory courses only. The appeal must be sent to the Nursing Appeals Committee (email to the PN Director) by midnight of the Friday before finals week. For courses that conclude at the mid-semester point, turn in your appeal by midnight on the last day of the course.

## Graduation Costs

Initial state nursing licensure and national licensure examination applications presently cost approximately $350.00 - $375.00.

## Practical Nursing Program Contact Information

**The NCTC EGF campus primary number is: 218-793-2800 or 800-959-6282**

| Title | Name | Phone | Office Location | Email |
|---|---|---|---|---|
| **PN Advisor & Clinical Coordinator** | Lindsay Kuntz | 218-793-2527 | 405B | Lindsay.kuntz@northlandcollege.edu ORpnadvisor@northlandcollege.edu |
| **Allied Health Verification Specialist** | Katie Hallin | 218-793-2536 | 405A | katie.hallin@northlandcollege.edu |
| **Dean of Health, Public Services & Technical Programs** | Stephanie LeDuc | 218-793-2609 | Administration | stephanie.leduc@northlandcollege.edu |
| **PN Director/Nursing Coordinator** | Lisa Anderson | 218-793-2522 | 405H | lisa.anderson@northlandcollege.edu |
| **AD Mobility Director/Nursing Coordinator** | Kari Koenig | 218-793-2524 | 405J | kari.koenig@northlandcollege.edu |
| **Faculty** | Karen Znajda | 218-793-2542 | 405G | karen.znajda@northlandcollege.edu |
| **Faculty** | Melissa Marcott | 218-793-2529 | 405F | melissa.marcott@northlandcollege.edu |
| **Faculty** | Lisa Johnson | 218-793-2541 | 405N | Lisa.johnson@northlandcollege.edu |
| **Faculty** | Tami Byklum | No campus phone | 405D | tami.byklum@northlandcollege.edu |
| **Faculty** | Laura DeLage | No campus phone | 405D | Laura.delage@northlandcollege.edu |
| **Faculty** | Amy Petrovich | No campus phone | 405D | Amy.petrovich@northlandcollege.edu |
| **Faculty** | Stacey VanCamp | No campus phone | 405D | Stacey.vancamp@northlandcollege.edu |

**The NCTC TRF campus primary number is: 218-683-8800 or 800-959-6282**

| Title | Name | Phone | Office Location | Email |
|---|---|---|---|---|
| **PN Advisor & Clinical Coordinator** | Lindsay Kuntz | 218-793-2527 | 405B (EGF) | Lindsay.kuntz@northlandcollege.edu |
| **Allied Health Verification Specialist** | Katie Hallin | 218-793-2536 | 405A (EGF) | katie.hallin@northlandcollege.edu |
| **Dean of Health, Public Services & Technical Programs** | Stephanie LeDuc | 218-793-2609 | Administration | stephanie.leduc@northlandcollege.edu |
| **PN Director/Nursing Coordinator** | Lisa Anderson | 218-683-2522 | 602B | lisa.anderson@northlandcollege.edu |
| **AD Mobility Director/Nursing Coordinator** | Kari Koenig | 218-683-8742 | 602A | kari.koenig@northlandcollege.edu |
| **Faculty** | Lisa Olson | 218-683-8738 | 602D | lisa.olson@northlandcollege.edu |
| **Faculty** | Sara Fanfulik | No campus phone | 602 | Sara.fanfulik@northlandcollege.edu |

## General Clinical Information

### Clinical Eligibility

Each semester all PN majors will receive an email regarding clinical eligibility (once with acceptance into the program and again during the first semester). Any student who believes they are eligible for any clinical course during the upcoming semester must complete the accompanying survey and complete the eligibility criteria outlined by the deadline. Criteria include but are not limited to: completing and submitting all survey information and all required immunization and health information and background studies (see previous section in this handbook for requirements). Please see the NCTC Allied Health and Human Services web page for more information on the background studies and required immunization and health information. Student immunizations will be tracked through an approved vendor's data base. Students are required to create an account (cost is approximately $45) and keep all immunizations current in the online data base.

Students 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 the 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 not current in their health 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 PN advisor. In addition, the student and instructor will complete a performance contract for violation of the required health requirements.

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

## Minnesota Department of Human (MDH) Services Licensing Division Background Study

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. Contact Katie Hallin, Allied Health Verification Specialist at katie.hallin@northlandcollege.edu for questions on this study. 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).

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 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.

## National Background Study

Information and instructions are sent to students once accepted into the program. Contact Katie Hallin, Allied Health Verification Specialist at katie.hallin@northlandcollege.edu for questions on this complete this study. The initial cost of the national background study through the approved vendor is $50 which the student will pay by credit card at the time they submit the required information online. Students will renew the National Background check yearly as needed for the program.

**Students who do not complete the terms of clinical eligibility by the deadline will not be eligible for clinical in the coming semester**. Students will be encouraged to reapply for clinical eligibility for the next semester in which clinical is available.

## MANDATORY Clinical Orientation

The student must attend ALL the scheduled clinical orientation sessions to review policies and procedures prior to providing any patient care. Students who do not attend clinical orientation sessions will be administratively withdrawn from the course. Students may be eligible to be enrolled in the course during the next semester available. ***Check your clinical D2L course for information on the time and location of clinical orientation***. It is best not to rely on word-of-mouth information from other students. If you have questions about orientation, contact the PN Advisor well in advance of the orientation date.
If a student's health screening data is incomplete for clinical orientation, the student will only be allowed to earn 50% of the total possible orientation points. See previous page for health screening data requirements.

## Clinical Grading

Three (3) items are not graded for PNSG1266 Clinical Care I or PNSG1286 Clinical Care II, but must be present, or the student will forfeit their ability to participate in clinical that day. These three items include:

1. Arrived at clinical location on time (required).
2. Prepared for clinical experience at designated clinical start time (required). This means ALL required pre-clinical paperwork and required Covid screening (if applicable) must be completed before the clinical start time.
3. Dress code standards for clinical met at designated clinical start time (*Required: refer to PN Handbook*)

Daily evaluation of student performance by the nursing instructor will be based on the "Clinical Evaluation Tool" and any written or verbal criteria established in the nursing clinical course syllabus and/or clinical orientation materials.

Concern over student performance will follow a three-step process:

A. Student may be placed on Performance Contract (see Appendix D) for initial concern.

B. Student will receive an email if the Performance Contract criteria are not met or when new concerns arise.

C. An email may be sent to the student prior to a Performance Contract based on the seriousness of student performance as determined by the instructor and the Program Director.

Summative end of the semester evaluation will be based on a comparison of student clinical performance over the semester with the criteria and standards established by the "Clinical Evaluation Tool" and assignments as listed in each course syllabus. Students must meet or exceed the minimum performance standards established in the Clinical Evaluation Tool to achieve a passing grade in the clinical course.

## Absences When Scheduled for Clinical

Mandatory attendance at an officially scheduled clinical orientation and orientation for each clinical facility is required for personal safety, legal and regulatory purposes. Students not attending all orientations will be administratively dropped from the clinical course. Failure to attend all orientation sessions prevents continuation in the clinical course. Guidelines for students tardy on clinical days will be followed for students tardy for orientation.

Please also see the below section titled, Student Illness &/or Injury for further clarification on absences.

In the case of unavoidable absence/extenuating circumstances, students must notify his/her instructor of clinical absence *prior* to the start of the clinical day as per method (call, text, email) of individual faculty preference. It is each faculty's preference if they want students to notify the clinical facility as well. Faculty will inform students at orientation of their preference for notification method and if students must call the facility or not.

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:

- Zero score for the clinical day.
- Failure of the clinical course if unable to meet course outcomes.
- A clinical performance contract.
- A meeting with the Nursing Coordinator.

## Terms & Fees for Clinical Makeup

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, faculty will conduct an alternative assignment with the students during the timeframe in which clinical is scheduled. This would be equivalent to an enrichment day. *Internet access will be required for this alternative assignment.*

**Clinical Care I**: *** Attendance at all scheduled clinical days is mandatory. *** See the course syllabus for specific details.

**Clinical Care II: *A student may miss up to 1 clinical day if necessary due to an extenuating circumstance.** See the course syllabus for specific details.

NOTE: Missing clinical due to expired information in the health and human services data base is not considered an extenuating circumstance and is not included in the missed clinical days. See clinical eligibility requirements for more information on this.

A no call/no show for a clinical day will result in a zero score for the clinical day.

### Liability Insurance

The student is required to have student nurse liability insurance for practice in the clinical area. This liability insurance is part of the PN student's PNSG course tuition, not charged as a separate fee. 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

Students participating in clinical experience are highly encouraged to carry their own health insurance. The Practical Nursing Program and related clinical facilities do not provide general health insurance coverage for students. Please also refer to the PN Student Handbook section on Student Illness &/or Injury.

## Dress Code, Personal Grooming, & Appearance Guidelines

### Labs and Simulation at the College

Scrub attire and college name badge is to be worn during all nursing skills validations. Your course instructor will verify scrub color(s) allowed. Hair must be clean and well controlled so that it does not hang in eyes, around the face or on the shoulders.

### Uniform Dress Code for Clinical Site Activities involving Direct Patient Care:

When a student is at a clinical site engaged in clinical activities that involve direct patient care, the student will wear the following:

- All PN students: Red-colored scrubs, clean, pressed and in good repair. The scrubs should allow for movement required by the job. Uniforms need to be made of scrub-like material. Attire needs to be professional in appearance.
- If lab coat is worn, it must be scrubs material and be red-colored.
- Clean, quiet-soled, closed toe shoes in compliance with facility policy.
- Footwear that is safe for the jobs being performed. The rubber-type "Croc-style" footwear with holes is prohibited by area clinical facility policies.
- It is permitted to wear a short-sleeved or long-sleeved shirt under the scrub top in either solid color of black, gray or white.
- A current NCTC photo ID badge is to be worn attached on the chest area of the scrubs.
- Stethoscope, bandage scissors, penlight, and wrist watch with a second hand.
- If worn, head scarves must be black, gray or white in color and must be worn tucked into the scrub top.
- 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.

- "Stethoscope covers" are prohibited by area clinical facilities due to safety and infection control policies.

Students not complying with the dress code may be asked to leave the clinical setting. If this occurs, a student will receive a "zero" score for the day and be required to make up the day per "Makeup Clinical" guidelines.

**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 one of the following:

- The appropriate-colored scrubs, quiet-soled, closed toe shoes, and current NCTC photo ID badge. Attire needs to be professional in appearance.
- Dress clothes, quiet-soled, closed-toe shoes, lab coat and current NCTC photo ID badge. Attire needs to be professional in appearance.

* Your clinical instructor will inform you if you are to wear your uniform or the alternate dress slacks attire.

## Unacceptable Attire

Students represent the nursing profession, the Practical 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 or undergarments or lack thereof.
- Soiled, faded, torn or wrinkled clothing, including uniforms.
- Clothing with logos.
- Garments with hems that drag on the floor.

## Clinical and Lab Skills Personal Grooming Guidelines

The following guidelines are based on area clinical facility policies and infection control guidelines. These guidelines are subject to modification at any time. Students will be alerted to any changes.

**Jewelry & Body Art**

- Consider both personal safety and patient safety when deciding to wear jewelry. 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.
- The only pierced jewelry that is acceptable is those worn in the ears. No open gauges, bars or rods are accepted. Only 3 pairs of post earrings are allowed (nothing that dangles below the earlobe). Any other visible piercings must be removed for clinicals. Use of spacers is permitted.
- Tongue studs are considered unacceptable and may not be worn in the clinical setting.
- Some patient care facility departments have policies that require all students and employees to cover up visible tattoos. NCTC PN 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. As per facility policies, this includes being free from the odor of tobacco and tobacco smoke.

- Tobacco use is not allowed on the property of any clinical facility.
- Perfumes, after-shaves and scented toiletries is discouraged due to persons experiencing sensitivities and allergies to fragrance. There are many care units that PROHIBIT the wearing of fragrances. If worn, use these items conservatively to be considerate of all persons including ill patients and their families.
- Fingernail length is addressed to prevent injury and infection to both patients and practitioner. Fingernails may not be longer than ¼ inch from the tip of the finger. Nail polish of any kind is *not* permitted. Artificial nails, tips, wraps, enhancements, adornments or appliqués are not permitted.
- Hair must be a natural color.
- The style of hair worn shall not interfere with patient care or compromise safety. Beards and moustaches must be neatly trimmed.

## Latex Allergy

Students who have a latex allergy are advised to consult with their healthcare provider about the appropriateness of their enrollment in Practical Nursing. 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 Appendix E Blood Borne Pathogens Student Statement of Understanding & Release.

## Transportation

The student is expected to provide for his/her own transportation to various clinical learning sites.

## Safe Care

In collaboration with the nursing staff, the student will be responsible for interventions and assigned cares for their patient. Nursing skills, which have not been completed successfully in the lab setting, may not be performed at the clinical site. The student will have contact with the clinical instructor before performing a skill that has been successfully passed in a lab setting. Medication administration in all clinical courses will follow agency protocol after collaboration with instructor.

Students must be able to physically, emotionally, and behaviorally provide safe care in lab and clinical situations. The following statement describes the student's needed abilities to meet the safe care standards in the academic and health care environments. "The student provides for a safe, effective care environment including appropriate infection control application; performs nursing tasks safely and accurately to meet the patient's physical and psychological needs; recognizes limitations and seeks out needed assistance; always demonstrates high-level concern for safety measures; and protects client and health care personnel from environmental hazards." (Reference Appendix G Technical Standards for Entry-Level Nursing Programs)

## Student Health Requirements

To protect the health of students, patients, employees and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a Health and Human Services Program (HHSP) to provide dates of current immunization against certain vaccine preventable diseases, and date and results of current tuberculosis (TB) screening **before the student is eligible to participate** in clinical training, unless an exception applies. HHSP students must comply with both Minnesota law and clinical facility requirements related to immunization and testing. Students must meet the policy requirements of the health agencies to which they are assigned. Students who do not comply with the policy requirements of the health agencies to which they are assigned may not be permitted to attend clinical which **WILL** affect program progression and completion.

(NOTE: Health policies are subject to change at any time.)

Clinical health requirements include those listed previously under Clinical Eligibility section.

Students' physical and mental health is required to meet the PN Program Technical Standards and all course outcomes.

## Student Illness &/or Injury

Students must maintain good health throughout the program in order to meet the PN Program 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 clinicals. 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, gastrointestinal 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 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 count toward the maximum number of clinical absences allowed. 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 a zero clinical grade for the day.

Any student with potential limitations due to illness, surgical procedures, 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 provide the Nursing Coordinator with a currently dated physician's statement prior to clinical attendance. The physician's signed statement must clearly indicate health clearance for the student to attend clinical and provide 'hands-on' patient care. If this documentation is not provided prior to the clinical session, the student becomes ineligible for clinical participation and considered absent from any missed clinical time. Clinical absence will be addressed according to the Practical Nursing Program Handbook guidelines.

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. This includes care provided as result of an exposure to blood and other body fluids (i.e., needle sticks.) See Appendix E.

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 NCTC. 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 practical nursing program and related clinical facilities do not provide general health insurance coverage for students.

## Leave Policy

All students should refer to the Technical Standards to clarify criteria related to functional ability. It is the student's responsibility to inform the Nursing Director 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 at or participation in the patient care clinical experience.

If at any time the student's ability to meet Technical Standards is questioned, the student may be required to submit a statement from their personal health care provider prior to return to the patient care clinical setting. The personal health care provider'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 their 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 administratively dropped from the clinical course and advised to reapply for clinical eligibility for the next available semester.

## Confidentiality

Patient confidentiality cannot be emphasized enough. The patient has the legal right to confidentiality of all aspects 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. Students will be required to follow HIPPA at the facilities where they participate in clinical. The student's participation in clinical is evidence of their agreement to follow HIPPA policies of the facility.

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, student lounge, or at home.

Any information gathered for assignments from the chart, or the computer must be carefully scrutinized to remove anything that would identify the individual such as the hospital number, room number, or name before information is removed from the building. Photocopying any portion of a patient's medical record is prohibited. Failure to maintain patient confidentiality may result in one or more of the following consequences:

- Zero score for the clinical day.
- Failure of the clinical course.
- A clinical performance contract.
- A meeting with the Nursing Coordinator and/or Dean.

### Student Quality Improvement Committee

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

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

Student responsibilities include:

1. Identifying student representatives. There will be representatives from both campuses and distance/hybrid cohorts of students. The representatives will be chosen by group consensus and should possess the following characteristics:

a. Listening skills.
b. Ability to identify and clarify issues.
c. Communication skills.

2. Identify topics for discussion. Topics are based on perceived program needs, concerns, and strengths.

3. Meet each semester, or as needed, with program director and faculty.

Nursing department responsibilities include:

1. Facilitating communication.

2. Providing feedback as appropriate.

3. Assisting in problem-solving.

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

## History of the Nursing Program

### History of the East Grand forks Practical Nursing Program

The East Grand Forks, Practical Nursing Program can trace its beginnings to Bethesda Hospital School of Practical Nursing in Crookston, Minnesota. Its original mission was to meet local health care needs. The program admitted its first class of students in 1948 and graduated three Practical Nurses that year. Bethesda School came under the joint sponsorship of Crookston School District #593 and Bethesda Hospital in 1954 and underwent a name change to Crookston School of Practical Nursing. St. Francis Hospital School of Practical Nursing, also in Crookston, admitted its first class of students in 1957. Both programs were phased out in 1970 and the combined staff of the two programs reopened in January 4, 1971 as Agassiz Valley School of Practical Nursing (AVSPN). In 1976 AVSPN came under the administration of the Area Vocational Technical Institute (AVTI) in East Grand Forks. It was during this time that the Area Regional Nursing Education Consortium (ARNEC) was created. The initial mission of the consortium was to design nursing education programs in the region to provide true articulation among Nursing Assistant, Practical Nursing, Associate Degree Registered Nursing, and Baccalaureate Professional Nursing. A collaborative agreement among the region's AVTIs, Northland Community College, University of Minnesota, University of North Dakota, and Bemidji State University was developed. Eventually a Master of Science Degree was added to the articulation agreement within the consortium.

The East Grand Forks AVTI went through several name changes and was merged with five other technical colleges to become part of the (NCTC). East Grand Forks was granted the opportunity to offer an A.A.S. in Practical Nursing by the Higher Education Coordinating Board of Minnesota in 1994. The A.A.S. program developed was approved by the North Dakota Board of Nursing in August 1995 and began accepting students in Fall Quarter of 1996. On July 2001, the East Grand Forks practical nursing program was renamed the merged formally with the other practical nursing programs across Northwest Technical College, including Moorhead, Bemidji, Detroit Lakes, Wadena & the Virtual Campus. As of July 1, 2003, a new college merger paired the East Grand Forks campus of NTC with Northland Community & Technical College in Thief River Falls. The newly named Northland Community & Technical College- East Grand Forks continued to offer the Associate of Applied Science Degree in Practical Nursing through May 2017.

### History of the Thief River Falls Practical Nursing Program

The Thief River Falls Practical Nursing program was one of four programs offered when the Thief River Falls Area Vocational School opened in 1949 at the local high school. There was a total of 18 students in the first year of the school's operation, seven students graduated in 1950 from the practical nursing program. The school soon had a

state mandated name change and became Thief River Falls Area Vocational Institute. Due to expanding growth, in September 1968, the school moved to its current location on Hwy 1 East. By 1979, the Thief River Falls Area Vocational Institute was sharing space with its new neighbor, Thief River Falls State Junior College. In 1987, legislature mandated another name change. The school was now Thief River Falls Technical College. The technical college became part of a multi-campus college with five other northern Minnesota vocational colleges in 1992. This was the birth of Northwest Technical College, or "the Six Pack" as it became known. Campuses included were Thief River Falls, East Grand Forks, Bemidji, Detroit Lakes, Moorhead, and Wadena. In 1995 the Thief River Falls campus formally withdrew from Northwest Technical College to partner with Northland Community College. The merged colleges became Northland Community & Technical College. During the same week of that merger, all public higher education institutions in Minnesota that were not part of the University of Minnesota system became members of the Minnesota State College and Universities system (Minnesota State). During the 2002-2003 academic year, the East Grand Forks campus of Northwest Technical College merged with Northland Community & Technical College in Thief River Falls.

The two Practical Nursing programs became one program with the Minnesota Board of Nursing on Jan. 1, 2014.

## Data Disclaimer and Policy Changes

Data contained in this Practical Nursing student handbook accurately reflects information at the time of publication. However, the Practical 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 students' program, the changes will be posted on the webpage, and information sent to all students via NCTC 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 Practical 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 December, 2023.

## Appendix A Practical Nursing Course Descriptions

PNSG 1250 Intro to Practical Nursing 1 credit (1/0/0)

This course introduces the student to critical thinking, decision making, and priority setting skills that are essential for the success of a practical nurse. Additional topics covered will be nutrition and growth and development across the life span. Pre-requisites: Acceptance into the NCTC Practical Nursing Program, HLTH1106, HLTH1110, MATH1003, BIOL2252, BIOL2254, ENGL1111. Corequisites: PNSG1254, PNSG1258, PNSG1262, PNSG1266.

PNSG 1254 Nursing Foundations 4 credits (3/1/0)

This course provides an introduction to theoretical foundation for focused assessment and nursing skills to diverse populations. The student is given an opportunity to demonstrate these skills in the laboratory setting. The key concepts of teamwork and collaboration, safety, quality improvement, professional identity /behavior, client/relationship centered care, nursing judgment/evidence-based practice, managing care of the individual client skills, and informatics/technology are introduced. The skills included are: vital signs, oxygen saturation, focused physical assessment, infection control, end-of-life care and documentation. Prerequisites: Admission to NCTC Practical Nursing Program, BIOL2252, BIOL2254, ENGL1111, HLTH1110, HLTH1106, MATH1003. Corequisites: PNSG1250, PNSG1258, PNSG1262, PNSG1266.

PNSG 1258 Psychosocial 2 credits (2/0/0)

This course introduces the students to concepts of mental health and illness. Topics covered include therapeutic communication, and maladaptive behaviors related to psychiatric, emotional, and mental disorders. Prerequisites: Acceptance into NCTC Practical Nursing Program, HLTH1110, HLTH1106, MATH1003, BIOL2252, BIOL2254, ENGL1111. Corequisites: PNSG1250, PNSG1254, PNSG1262, PNSG1266.

PNSG 1262 Nursing Concepts I 5 credits (3/2/0)

This course introduces the health/illness concepts the Practical Nursing (PN) curriculum is based on, and the nursing concepts utilized in the provision of basic nursing care to a diverse population. The course incorporates the nursing process and evidence-based care. Application of pathophysiology, nutrition and pharmacology are applied to specific exemplars. Concepts included are fluid and electrolytes, gas exchange, perfusion, immunity/inflammation/infection, tissue integrity, elimination, mobility, sensory perception, metabolism and client education/promotion. Introductory exemplars related to nursing care are addressed within each concept. Skills included are: blood glucose monitoring, medication administration, circulatory checks, specimen collection, wound care and/or dressing change, irrigation of eyes/nose/ears, insert/maintain/remove urinary catheter, ostomies, set up sterile field, and catheter irrigation. Prerequisites: Admission to NCTC Practical Nursing Program, BIOL2252, BIOL2254, ENGL111, HLTH1106, MATH1003, HLTH1110. Corequisites: PNSG1250, PNSG1254, PNSG1258, PNSG1266.

PNSG 1266 Clinical Care 1 credit (0/1/0)

This course creates an opportunity to provide safe and efficient care within the scope of practice for practical nursing. Students will apply the foundational nursing concepts utilized in the provision of basic nursing care to a diverse population. The course incorporates the nursing process and evidence-based care. Students are expected to apply knowledge and skills gained from required previous courses to the clinical setting. Prerequisites: Admission to NCTC Practical Nursing Program, BIOL2252, BIOL2254, ENGL1111, HLTH1110, HLTH1106, MATH1003, Current Healthcare Provider/Professional Rescuer CPR. Corequisites: PNSG1250, PNSG1254, PNSG1258, PNSG1262.

PNSG 1270 Transition to Practice 1 credit (1/0/0)

This course provides students with an overview of the scope of nursing practice within health care systems. Focused areas include: professionalism, healthcare organizations, leadership, National Council Licensing Exam

Practical Nursing (NCLEX-PN) preparation, and resume development. Transition to the graduate practical nursing role and continuing education will also be incorporated. Prerequisites: PNSG1250, PNSG1254, PNSG1258, PNSG1262, PNSG1266. Corequisites: PNSG1274, PNSG1279, PNSG1283, PNSG1286.

PNSG 1274 Maternal/Newborn 1 credit (1/0/0)

This course develops students' awareness of individual health needs relating to maternal-newborn health and the role of the nurse in healthcare. Focus areas will be on pregnancy and immediate needs of the newborn through thirty days of age. Prerequisites: PNSG1250, PNSG1254, PNSG1258, PNSG1262, PNSG1266. Corequisites: PNSG1270, PNSG1279, PNSG1283, PNSG1286.

PNSG1279 Invasive Nursing Therapies 3 credits (1/2/0)

This course focuses on the skills and knowledge needed by the practical nurse in areas of advanced invasive therapies. Course information is presented through the use of assigned readings, lectures and demonstrations. Concepts included are: fluid and electrolytes, nutrition, infection/inflammation/immunity and gas exchange. Evaluation of students' objective mastery and skills competency will be achieved through students' successful completion of assignments, tests, and return demonstration. Skills included are: IV skills (insertion, maintenance, removal, medications), NG, feeding tubes, enteral tubes, chest tube drainage, care for client with trach, wound drainage, remove wound/suture/staples/drainage devices and neuro checks. Prerequisites: PNSG125, PNSG1254, PNSG1258, PNSG1262, PNSG1266. Corequisites: PNSG 1270, PNSG1274, PNSG1283, PNSG1286.

PNSG1283 Nursing Concepts II 5 credits (5/0/0)

This course builds on the foundational knowledge gained from prerequisite nursing courses. Outcomes focus on expanding students¿ knowledge and exposing them to concepts of increased complexity. The course incorporates the nursing process and evidenced based care. Application of pathophysiology, nutrition and pharmacology are applied to specific exemplars. Concepts included are: fluid and electrolytes, gas exchange, perfusion, immunity/inflammation/infection, tissue integrity, elimination, mobility, metabolism, reproductive, cellular regulation, and client education/promotion. Advanced exemplars related to nursing care are addressed within each concept. Prerequisites: PNSG1250, PNSG1254, PNSG1258, PNSG1262, PNSG1266. Corequisites: PNSG1270, PNSG1274, PNSG1279, PNSG1286.

PNSG 1287 Clinical Care II 4 credits (0/4/0)

This course creates an opportunity to provide safe and efficient care within the scope of practice for practical nursing. Experiences in the clinical setting are designed to promote, maintain, and restore optimal health for individual clients across the life span with basic to complex health care needs in a variety of settings. Students will assist with caring for clients in a diverse population. The course incorporates the nursing process and applies nursing judgment and evidenced based care. Students will apply knowledge and skills gained from required courses to the clinical setting. Prerequisites: PNSG1250, PNSG1254, PNSG1258, PNSG1262, PNSG1266, Current Healthcare Provider/Professional Rescuer CPR. Corequisites: PNSG1270, PNSG1274, PNSG1279, PNSG1283.

## Appendix B American Nurses Association Code of Ethics

The 9 provisions of the Code of Ethics are*:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety, of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

* https://www.nursingworld.org/coe-view-only

Appendix C: General Nursing Student Performance Contract

# Northland Community & Technical College Practical Nursing Program

## General Nursing Student Performance Contract

**DATE INITIATED:** **STUDENT NAME:**

| | |
|---|---|
| **Instructor:** | |
| **Course:** | |
| **Situation:** | |
| **Student Plan/Action/ Expectations: (include dates/timeline)** | |
| **Contract End Date:** | |
| **Actual Outcome of student performance: (to be completed at end date)** | |
| **Student Signature & Date** | |
| **Faculty Signature & Date** | |

## Appendix D Clinical Performance Contract

# Northland Community & Technical College Practical Nursing Program

**Clinical Performance Intervention/Improvement/Validation Contract**

**DATE INITIATED:** **STUDENT NAME:**

| | |
|---|---|
| **Assessment Data**:<br><br>Description of unsafe clinical performance, inability to meet course outcome/s, other performance and/or professional problem/issue.<br><br>Initiate a separate contract for *each* problem identified. | |
| **Plan: Intervention/s and/or Remediation required**<br><br>List each intervention and/or remediation action that will be employed. | |
| **Required Outcome**<br><br>Required to pass the course. | |
| **Student signature & date**<br><br>Signature acknowledges that the problem and terms of the initiated contract have been discussed between instructor and student. | |
| **Documentation of Progress**<br><br>To be completed for *each* clinical shift.<br><br>Instructor documentation of:<br><br>1) Interventions<br>2) Support & resources offered to student<br>3) Student response<br>Student will meet briefly with instructor during clinical day to debrief on progress in addition | |

| | |
|---|---|
| to initialing the instructor's documentation of progress. | |
| **Summary evaluation and educational decision** | |
| **Instructor & student signature/date when contract terms are met.** | |

## Appendix E Student Statement of Understanding and Release

**NORTHLAND COMMUNITY & TECHNICAL COLLEGE**

**Student Statement of Understanding and Release**

**Health and Human Services Program**

I, _____ (Print Name), am a student at Northland Community & Technical College who is enrolled in a health and human services program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the health and human services program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections that may include but are not limited to HIV (Human Immunodeficiency Virus), Hepatitis B (HBV) and Hepatitis C Virus (HCV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a blood borne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.
5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Northland Community & Technical College, its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the health division program, whether caused by the negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

Student Name_____Major_____ (Please Print)

Student Signature _____Date _____

Star ID/ Student ID _____

**** Student will sign/acknowledge this statement of understanding via CastleBranch ****

## Appendix F Web Sites

The following web sites/documents will assist you in your college career:

| Organization/Document | Web Site |
|---|---|
| Northland Community & Technical College Student Handbook | https://www.northlandcollege.edu/students/student-handbook/ |
| Northland Community and Technical College Catalog | http://www.northlandcollege.edu/academics/catalog/ |
| Minnesota Board of Nursing | http://www.nursingboard.state.mn.us |
| North Dakota Board of Nursing | https://www.ndbon.org/ |
| The National Association of Licensed Practical Nurses | http://www.nalpn.org/ |
| National Association for Practical Nurse Education and Service | https://napnes.org/ |
| Centers for Disease Control and Prevention | http://www.cdc.gov |
| American Hospital Association | http://www.aha.org/aha/about/index.html |
| National Council of State Boards of Nursing | https://www.ncsbn.org/index.htm |
| Minnesota Department of Health | http://www.health.state.mn.us/ |
| North Dakota Department of Health | https://www.ndhealth.gov/ |

## Appendix G Practical Nursing Program Performance Standards

# Minnesota State Practical Nursing Program Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that practical 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 NCTC 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 | • Ability to understanding context of situations, make logical decisions and request assistance as needed.<br>• Organize workload to manage time effectively and prioritize the delivery of client care.<br>• Ability to recognize and report changes in client's condition to registered nurse or instructor.<br>• Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes.<br>• Ongoing demonstration of skills mastery while integrating new information. |
| Interpersonal Skills | Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups | • Maintain and protect client confidentiality and privacy.<br>• Establish professional relationships.<br>• Accept feedback and integrate new understanding into behavior.<br>• Display personal accountability, integrity, understanding that student behavior affects others.<br>• Practice the ability to assign tasks to other LPN's and unlicensed personnel.<br>• Promote a team-building environment.<br>• Provide safe effective care in a variety of cultural settings.<br>• Convey empathy, compassion and sensitivity in interactions and relationships. |
| Communication Skills | Communication skills sufficient for verbal and written professional interactions | • Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team.<br>• Accurately document nursing actions and client responses.<br>• Display the capacity to participate in successful conflict resolution and advocate for client rights and needs.<br>• Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team.<br>• Use therapeutic communication techniques to provide support to peers, clients and families.<br>• Process relevant information; accurately and timely communicate to the healthcare team.<br>• Ability to perform client education and adjust information to client understanding. |

| | | |
|---|---|---|
| Psychomotor Skills | Psychomotor skills sufficient for providing safe, effective nursing care | • Move about client's room and/or workspaces to complete client assessment.<br>• Ability to administer rescue procedures - cardiopulmonary resuscitation.<br>• Demonstrate the ability to work for long periods.<br>• Safely use and calibrate equipment in a variety of settings.<br>• Perform procedures necessary to safely admit, transfer, or discharge a client.<br>• Prepare and administer medications and treatments.<br>• Perform basic nursing skills safely and efficiently. |
| Assessment Skills | Assessment skills sufficient for providing safe, effective nursing care | • Conduct focused assessment; compare data with normal findings, report changes to registered nurse or other licensed healthcare provider.<br>• Observe client's condition, utilizing all senses, and data from equipment, report changes.<br>• Ability to respond to client distress calls.<br>• Implement interventions delegated or ordered by healthcare provider.<br>• Participate with other members of the healthcare team to develop and modify care plans. |
| Emotional-Behavioral Skills | Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions | • Demonstrate emotional stability while encountering a wide variety of emotions in self and others.<br>• Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others.<br>• Personal flexibility to adapt to rapidly changing environments.<br>• Ability to apply sound judgement in pressured situations.<br>• Recognize limits of knowledge and abilities and seek assistance. |
| Professional Conduct Skills | Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance | • Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing.<br>• Recognize and preserve individual human dignity.<br>• Advocate for the client's best interest.<br>• Demonstrate professional accountability and ability to work in hierarchical environment.<br>• Demonstrate intent to follow the ANA Code of Ethics. |
| Environmental Stressors | Other considerations | • Ability to work with infectious agents and blood-borne pathogens.<br>• Ability to work in area with potential chemical and radiation hazards.<br>• Ability to work with potential allergens such as latex.<br>• Ability to work in areas of potential violence.<br>• Ability to work in close proximity to others. |
| Other | Sensory | • Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes. |

References
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 H Student Complaints & Appeals

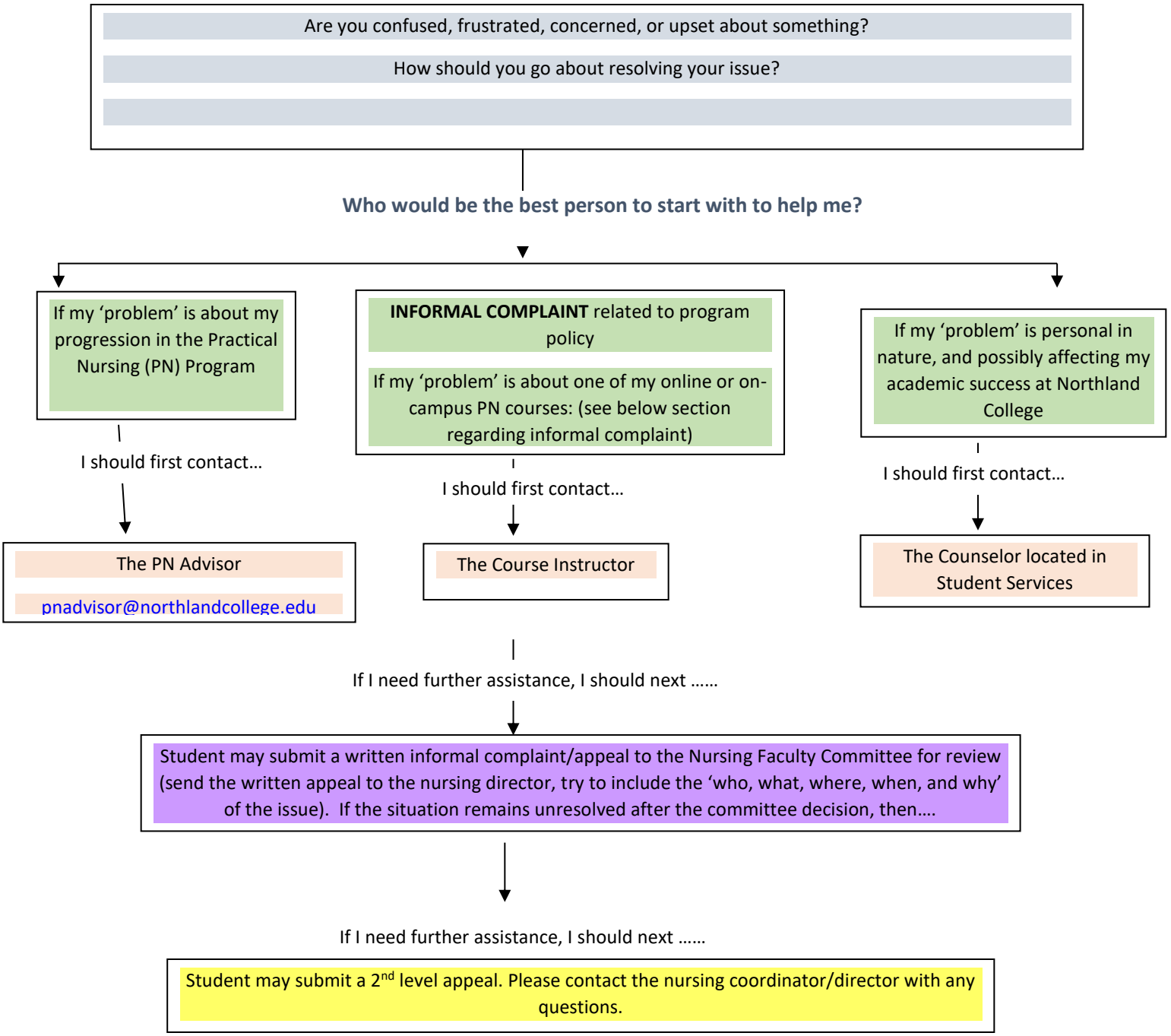
A student has the right to seek a remedy for a dispute or disagreement through a designated complaint procedure. The first step is to seek Informal resolution.

Informal Resolution

NCTC and the Nursing Program encourage informal resolution of student complaints 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 to the PN Nursing Director, which in turn will be reviewed by the Nursing Faculty Appeals Committee. The Nursing Faculty Appeals Committee meets approximately twice per month. The written complaint should be an email to the PN 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 the committee review does not resolve the complaint to the student's satisfaction, the student may wish to file a 2nd level appeal. See next page for flow chart for nursing student informal complaint process.

(Continued on next page)

## Here is the Nursing Student Informal Complaint Process At-A-Glance



## Appendix I ATI Requirements

Our nursing department is partnered with Assessment Technologies Institute (ATI). ATI offers an assessment driven review program designed to enhance student NCLEX-PN success. ATI has many resources that you will utilize in all of your nursing courses. The purchase price will cover your entire ATI package. You will receive the ATI books and the online user codes at the beginning of the semester. Faculty will be assisting you with this. We have worked with ATI to bundle your resources with a live review course that will be offered to you on campus at the end of your program to assist you in preparing for your NCLEX exam. The cost of this bundled product is associated with PNSG1250 Intro to Practical Nursing course. Financial Aid, third party payment, and/or personal payment can be applied to this. You CANNOT use someone else's previous ATI purchase. ATI is used throughout the PN Nursing Program. ATI activities and assessments will be assigned to specific courses as indicated on individual course syllabi.

**Preparation for the proctored exam**: Students will take one online practice test in the related content area. A 90% is required for this first practice test. The test may be taken multiple times to achieve the 90%. There will be a four (4) hour time minimum set between test attempts. Students must submit a record from ATI of the practice exam showing 90% or higher - - this record must be submitted to the D2L course assignment folder. Students are expected to study the "Topics to Review" prior to taking the proctored assessment. Two (2) points will be awarded for the practice test with a score of 90% or above, and if the student submits the report to the D2L assignment box by the due date BEFORE the proctored exam. The practice test is the ticket to take the proctored test. If the practice test is not completed by the due date, no points will be awarded for the practice test. Additionally, the student will need to complete the practice test prior to the proctored exam in order to be eligible to take the proctored exam.

**Proctored Exam**: For on-campus courses, the online proctored exams will be administered during regular class time when possible. For distance/hybrid courses, the online proctored exams will be administered during your on-campus attendance at skills lab/clinical dates when possible or via Proctorio as available. When completed, a maximum of 8 points will be awarded for the proctored exam, depending on the proficiency level achieved – see table below. Late ATI proctored assessments will follow the late exam policy regarding deductions and make-up time frame. *If the proctored test is not completed for a course, the student will be unable to earn a passing grade in the course*. See course schedules/calendars for specific date.

**Remediation:** After the proctored exam is taken remediation is expected to be completed by the student. Remediation consists of completing a focused review. Students study missed topics from the proctored test and spend specified time below on the focused review. Three (3) points will be awarded for the remediation focused review if the ATI transcript is submitted to the D2L course assignment box by the due date listed in the syllabus.

| ATI practice test | ATI Proficiency Level Proctored Exam* | ATI focused review hours for remediation | Total Points Possible |
|---|---|---|---|
| 2 points<br><br>Score of 90% is required to receive the points. | Level 3 = 8 points | not required | 2 + 8 = **10** |
| | Level 2 = 5 points | 1 hour = 3 points | 2 + 5 + 3 = **10** |
| | Level 1 = 3 points | 2 hours = 3 points | 2+ 3 + 3 = **8** |
| | Below Level 1<br>= 2 points | 3 hours = 3 points | 2 + 2 + 3 = **7** |

*****See PNSG 1287 Clinical Care II syllabus for appropriate levels for the Comprehensive Predictor score (results are not 'levels' for that exam).

**For students' information:**

A proficiency level of 2 or 3 on the proctored test is the desired level for passing NCLEX-PN on the specified content area.

**Proficiency Level Definitions:**

**Proficiency Level Three:** Very likely to exceed NCLEX standards in this content area.
**Proficiency Level Two:** Fairly certain to meet NCLEX standards in this content area.
**Proficiency Level One:** Likely to just meet NCLEX standards in this content area.
**Below Proficiency Level One:** Not currently meeting NCLEX standards in this content area.

## Appendix J Honor Code

# Honor Code
# Northland Community and Technical College
# Practical Nursing Program
# Honor Code Policy Statement

Nursing is a helping profession which requires that its practitioners adhere to high standards of moral and ethical conduct. The nurse/nursing student embracing this code of ethics accepts the trust and responsibility invested in him/her by the client and his family. It follows that responsibility for honesty in learning to be an integral part of a nursing education program.

It is the intent of this policy to support an atmosphere of honesty and integrity within the Northland Community and Technical College School of Nursing. It is the responsibility of each student to create this atmosphere both individually and collectively. We expect nursing students to enter the program knowing what is right and what is wrong. Further, we expect nursing students to move beyond thinking only of their own situation to thinking of what is right for their peers, their patients, and ultimately their nursing profession. Nursing students are expected to do what is right when it comes to matters of integrity, honesty, and ethical conduct.

We ask you to sign this honor code. Before you sign, please think about what this means to you. For some students this may mean that they will be admitting to mistakes they make. For other students it may mean confronting a classmate about unethical behavior. It may also mean reporting a classmate because you have firsthand knowledge of misconduct. Please do not let your peers and your profession down by allowing unethical behavior to go unaddressed. Misconduct hurts everyone, not just the person engaging in the misconduct.

I_____ have read and understand the Honor Code Policy. By signing this paper, I agree to abide by the policy for the duration of my time in the PN Program.

Print Name: _____**

Date: _____

Parts taken from OHSU School of Nursing Code of Honor Statement

## Northland Community and Technical College

## Practical Nursing Department Student Handbook

I understand I am responsible for compliance with the statements and policies identified in the handbook and any updated PN Handbooks during the duration of my time in the PN Program. **I also understand and am responsible for adhering to the PN dress code policy for labs and clinicals.**

Signature: _____ **

Date: _____

**Go to quizzes in the PN Info D2L course to agree/sign this page.