



Practical Nursing Handbook

Spring 2025

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Table of Contents

Notice to Students:	4
Introduction	4
Controlling Body	4
Mission and Philosophy	5
Practical Nursing Curriculum Framework	5
Practical Nursing Program Outcomes	6
General Information	8
Practical Nursing Program Performance Standards	8
Assessment Technology Institute (ATI) Requirements	8
Practical Nursing Program Eligibility Requirements (updated effective Fall 2022)	9
PN Program Progression & Registration Guidelines	13
PN Program Progression Policies	14
Transfer of Credits	15
Laptop Computers & Student Email	15
Diversity Statement	16
Professionalism and Integrity in Nursing	166
Academic Honesty	166
Intellectual Property Rights	177
Professionalism	177
Expectations for Professional Conduct in the PN Program	177
Social Network Policy.....	18
Academic Grading	19
Graded Assignment Policy	19
Exam Information & Policies	19
Early or Late Exam Policy	200
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	Error! Bookmark not defined.
National Background Study.....	Error! Bookmark not defined.
MANDATORY Clinical Orientation	22
Clinical Grading.....	23
Absences When Scheduled for Clinical	Error! Bookmark not defined.
Terms & Fees for Clinical Makeup	24
Liability Insurance	24
Health Insurance	24
Dress Code, Personal Grooming, & Appearance Guidelines	24
Labs at the College	24
Uniform Dress Code for Clinical Site Activities involving Direct Patient Care.....	25
Unacceptable Attire.....	25
Clinical and Lab Skills Personal Grooming Guidelines.....	26
Latex Allergy	26
Blood Borne Pathogens	26
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	31
Data Disclaimer and Policy Changes	32
Appendix A Practical Nursing Course Descriptions	33
Appendix B American Nurses Association Code of Ethics	35
Appendix C: General Nursing Student Performance Contract	36
Appendix D Clinical Performance Contract	37
Appendix E Student Statement Of Understanding and Release	39
Appendix F Web Sites	41
Appendix G Practical Nursing Program Performance Standards	42
Appendix H Student Complaints & Appeals	44
Appendix I ATI Requirements	45
Appendix J Honor Code	48

*****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 the Northland Community & Technical College Practical Nursing Program. You have chosen a career that is both deeply rewarding and filled with opportunities to make a meaningful difference. Nursing is a profession that offers satisfaction, growth, and unique challenges. We are honored to guide you on your journey to becoming a nurse. We encourage you to utilize the [Northland Student Handbook](#), [college catalog](#), and [Northland website](#), which are valuable resources for your academic and professional development. .

The Practical Nursing Handbook is your essential companion, providing vital information to help you navigate and succeed in the Practical Nursing (PN) program. The Practical Nursing Handbook is designed to supplement the Northland Student handbook by providing policies and guidelines specific to the PN Program as it will serve as an essential reference throughout your studies.

At Northland, you'll learn from a dynamic and dedicated team of faculty and staff who are passionate about nursing education and committed to helping you succeed. Our instructors bring a wealth of experience and expertise to the classroom, lab, and clinical settings, ensuring you are well-prepared for the demands of the nursing profession.

The Practical Nursing Program is offered on two campuses and through an online/hybrid format, with skills labs for online/hybrid students held at the East Grand Forks (EGF) campus.

We are excited to walk alongside you as you embark on this journey toward becoming a skilled and compassionate nursing professional.

Controlling Body

Northland Community & Technical College is the official controlling body of the Practical Nursing Program. Northland 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 Northland will completely apply to all situations. The ultimate controlling body of Northland is the Minnesota State Board (Minnesota State).

Mission and Philosophy

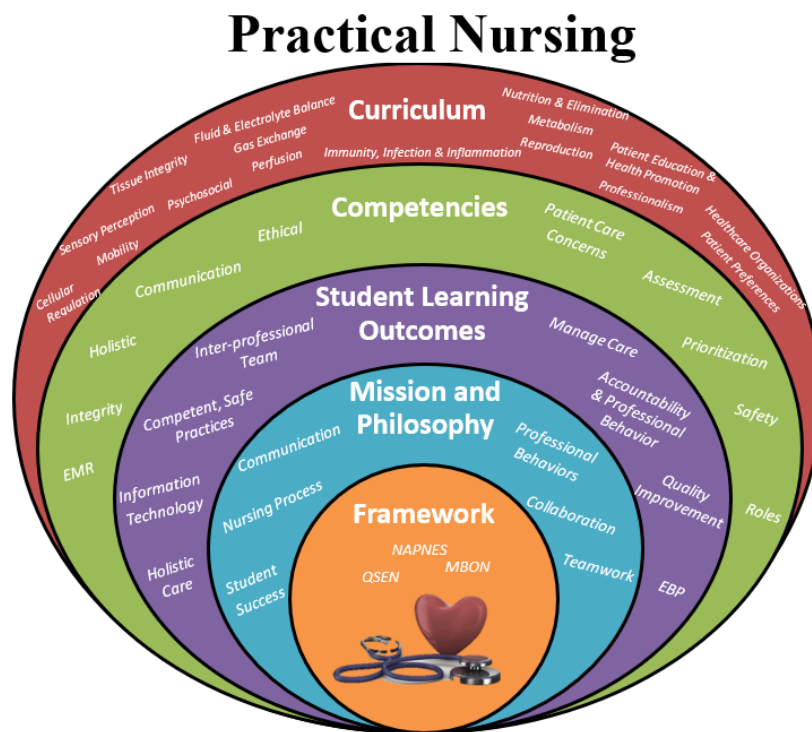
The mission of Northland Community and Technical College's Practical Nursing Program is to serve learners, society, and particularly the region through a collaborative approach in the educational preparation of nursing personnel.

Northland Community and Technical College's Northlands Practical Nursing program functions in conjunction with the mission and vision of Northland. Northland'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](http://napnes.org/)) standards of practice. The Minnesota Board of Nursing Scope of Practice was also incorporated into the framework and curriculum ([MN Board of Nursing](http://mnboardofnursing.org/)).

QSEN Standards	NAPNES –Standards of Practice
Patient centered care	Professional behaviors
Teamwork & collaboration	Communication
Evidence based practice	Assessment
Quality Improvement	Planning
Safety	Caring Interventions
Informatics	Managing

Practical Nursing Program 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.	<ul style="list-style-type: none"> 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. 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.	<ul style="list-style-type: none"> 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. 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.	<ul style="list-style-type: none"> 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. b. Demonstrate the ability to prioritize care in delivering quality, patient centered care across the lifespan.
4. Provide holistic and effective individualized nursing care to diverse patient populations.	<ul style="list-style-type: none"> a. Examine nursing roles in assuring coordination, integration and continuity of care. b. Identify holistic assessment data from multiple sources and communicate to appropriate health care providers.

Program /Student Learning Outcome	Competencies for Each Outcome
5. Apply competent and safe practices to nursing care.	a. Delineate general categories of errors and hazards in care. 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. 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. 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. 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.
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.

General Information

The PN Program at Northland offers a diploma in practical nursing. The program is offered through the East Grand Forks (EGF) and Thief River Falls (TRF) campuses, and Distance/Hybrid. Upon completion of the diploma, 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 Licensed Practical Nurse (LPN).

Role of the Practical Nurse in the Health Care System

In today's dynamic and evolving health care system, Practical Nurses (PNs) play a vital role in delivering high-quality nursing care to individuals requiring specialized practical nursing knowledge and skills. The Practical Nurse is dedicated to promoting the health, safety, and well-being of individuals through use of the nursing process in the care of patients while under the supervision of a Registered Nurse or licensed provider (MD, PA, NP, dentist).

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, clinics, 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

The Practical Nursing Program serves a diverse student population primarily from northwest Minnesota and northeast North Dakota, representing a variety of cultural and ethnic backgrounds. Beginning students must have a high school diploma or high school equivalency. Persons interested in practical nursing should have a genuine interest in people and possess physical capability to care for persons requiring assistance with personal care. Practical Nursing students are active, hands-on learners committed to lifelong learning and professional growth. Those who pursue this career often thrive in collaborative environments, working with colleagues across a variety of health care settings.

Practical Nursing Program Performance Standards

Appendix G highlights the 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.

Northland Community & Technical College is committed to providing equitable access to learning opportunities for all students. If you are a student with a short-term or long-term disability and need reasonable accommodation to participate in class and complete course requirements, contact the Academic Success Center (ASC) as soon as possible. The ASC works with students confidentially and does not disclose any disability-related information without their permission. For further information about services for students with disabilities, contact the ASC at 218-683-8561 or visit office 205 on the Thief River Falls campus or 580D on the East Grand Forks campus.

Assessment Technology Institute (ATI) Requirements

The Northland nursing department partners with Assessment Technologies Institute (ATI) to enhance student critical thinking and success on NCLEX-PN. ATI provides an assessment-driven review program with various resources that you will utilize in all your nursing courses. ATI offers a comprehensive, assessment-driven review program that is integrated into all nursing courses.

Resources include an access code, textbooks, Test-Taking Strategies Seminar, and ATI Live Review. Faculty will guide students in accessing and utilizing these tools.

The ATI Complete Package cost is \$1850 and is associated with PNSG1250 Introduction to Practical Nursing course. Financial Aid, third party payment, and/or personal payment can be applied to cover this cost. Student's may not use someone else's previous ATI package. If a student is required to repeat the Introduction to Practical Nursing course, they will be charged the ATI fee again.

ATI resources are used throughout the Practical Nursing Program to support student success. These resources include: assessment indicators for academic success, critical thinking, and learning styles; Online practice tests and proctored exams covering major nursing content; targeted remediation activities to improve confidence and mastery of material. ATI activities and assessments are assigned within specific courses as outlined in the course syllabi. Proctored exams for distance/hybrid students are typically scheduled on campus during clinical/lab weekends or virtually

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 (updated effective Fall 2022)

To be considered for program eligibility to begin the Practical Nursing program, the prospective student must meet the following requirements.

1. Northland College Admission and Major Declaration

- Complete the [Northland Community & Technical College Admission Process](#).
- Declare Practical Nursing as the major.
- Note that the Practical Nursing Program requires a separate application discussed in [Step 10](#)

2. Academic Standing

- A minimum GPA of 2.5 or higher is required, including all courses taken at Northland. If no Northland GPA is available, the admissions committee will prioritize the most recent academic transcript and may consider additional factors indicating academic success.
- Successful completion of a minimum of 67% of cumulative attempted credits, as per Northland policy 3070.
- Students who are in a warning, suspension or probationary status are not eligible for entry into the Practical Nursing Program.

3. Pre-PNSG Course Requirements: Complete all of the following with a grade of "C" or higher:

- **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).
- **Math 1003 Math Applications for Nurses** (2 credits)

- **BIOL 2252 Anatomy & Physiology I** (4 credits)
- **BIOL 2254 Anatomy & Physiology II** (4 credits)
- **ENGL 1111 Composition I** (3 credits)
- **Nursing Assistant:** Evidence of competency within the past 5 years via.
 - Successful completion of HLTH 1110 Nursing Assistant (NA) course.
 - OR**
 - A current Certified Nursing Assistant (NA) certificate/registration card. (Student must submit documentation if not listed on the Northland transcript).
 - Submit your documentation by:
 - bringing a copy of the documentation to Lindsay Kuntz, Nursing Advisor, office suite 405B; Katie Hallin, Health Verification Specialist, office suite 405A (both Lindsay and Katie are on the EGF Campus); Becca Isaac-Larson, office suite 602 (TRF Campus)
 - OR**
 - scan your documentation and email to pnadvisor@northlandcollege.edu and/or Lindsay.kuntz@northlandcollege.edu
 - OR**
 - sending a copy of the documentation by US mail to
 Practical Nursing Program
 Northland Community & Technical College
 2022 Central Ave NE
 East Grand Forks, MN 56721

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, Emergency Medical Technician (EMT), Paramedic, Phlebotomy, Medical Assisting, Massage Therapy, Surgical Technician and Occupational and Physical Therapy.

4. Math Requirements

- Qualifications for College Level Math will be used to meet the program Math Entrance requirements. Multiple measures or appropriate assessment scores may be used to assess this requirement.

5. General Education Requirements

- Achieve a “C” or higher grade in all general education courses required for the Practical Nursing diploma.

6. Current CPR certification.

- 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).
- Certification must include CPR/Basic Life Support course that includes both a test and hands-on 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).

7. Background Studies

- Complete two background studies with clear results. See the [Criminal Background Checks](#) web page for Northland’s Allied Health and Human Service students.

- Maintain eligibility by adhering to legal requirements, by avoiding arrests or legal infractions.
 - Minnesota Department of Human Services Licensing Division Background Study.
 - Students will attend a mandatory Health Verification meeting after acceptance into the program. Directions on completion of the MN DHS Background will be provided at that time. The cost of the study (excluding fingerprinting) is included in the cost of program course tuition.
 - 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. The cost of the initial national background study and annual renewals through the approved vendor is paid for by the student.
8. **Complete and maintain all health and immunization requirements for students in Northland health care programs.** Refer [Allied Health Programs Immunization Requirements](#) regarding specific requirements each immunization and how requirements may be met.
- Health and immunity requirements include but are not limited to:
 - Diphtheria/tetanus (Td or Tdap) within the last 10 years.
 - TB Testing negative two-step Mantoux or IGRA blood test, refer to specifics regarding if history of positive TB testing.
 - After entering the program students must complete an annual TB risk assessment.
 - MMR, Varicella, and Hepatitis B or evidence of immunity
 - Influenza annual vaccination for seasonal influenza.
 - Annual signature on the clinical consent form and bloodborne pathogens form.
 - Covid-19 vaccination status-as required by student's clinical site/facility.
 - All pregnant students should consult their obstetrician before receiving HBIG, hepatitis B vaccine or any live virus vaccine.
 - Student immunizations will be tracked through an approved vendor's data base. Students are required to create an account (at current cost) and keep all immunization data current in the online data base. Contact Katie Hallin, Allied Health Verification Specialist at katie.hallin@Northlandcollege.edu for questions regarding clinical health requirements.
9. **TEAS Examination with a minimum cumulative score of 50**
- 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. 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.
 - Note --The minimum TEAS examination score is reevaluated each semester and is subject to change.
10. **Application to Practical Nursing program**

- Apply to the practical nursing program. Applications can be found on the [Practical Nursing Diploma webpage](#).
- Application Deadlines:
 - Fall Start: Applications due by March 1; applicants are notified by March 31 regarding their status
 - Students completing general education courses during the summer semester will only be considered for fall semester start pending space availability.
 - Spring Start: Applications due by October 1; applicants are notified by October 31.
- Cohort availability may vary by campus (EGF, TRF, Distance/Hybrid). Students may be offered seats in 2nd choice location if a location is filled or there are not enough qualified applicants to start a cohort in the selected location.
- Additionally, a blended site (some classes face-to-face, video conferencing, or some classes distance/hybrid) may be used pending enrollment numbers.

Admission to the Practical Nursing Program is based on a point system outlined in the rubric below.

Program Requirement	Scale	Possible Points	Points Earned	Comments
ATI TEAS **	50-54 = 1 point 55-59 = 2 points 60-64 = 5 points 65-69 = 6 points 70 + = 7 points	7		
Cumulative GPA ** (use most recent educational transcript)	GED = 1 point 2.5-2.9 = 2 points 3.0-3.5 = 3 points 3.6-4.0 = 4 points	4		
Grades in PN Required Pre-requisite Coursework <ul style="list-style-type: none"> • Comp I _____ • A&P I _____ • A&P II _____ • Med Term _____ • Math Apps _____ 	A = 3 points B = 2 points C = 1 point In Progress = 0.5 points	15		
Math requirements met	Yes or No	Y or N		
Completion of Nursing Assistant Course or on current CNA registry	Yes or No	Y or N		
Previous Degree	Associates = 1 point Bachelors = 2 points	2		
Working in Healthcare	Yes = 1 point No = 0 points	1		

Current direct patient care employment verified by letter from employer on facility letterhead				
TOTAL POINTS		29		

***competitive entrance score based on rubric is approximately 15 or higher.**

PN Registration Guidelines

Students accepted into the PN program will be enrolled in their two-semester course sequence by the nursing advisor. Any student requesting a variation to this published progression plan must submit their request for consideration in writing to pnadvisor@northlandcollege.edu OR Lindsay.kuntz@northlandcollege.edu. The Nursing Program Progression Committee will review the request and determine if the request can be granted.

The PNSG courses are taken in the following order over two semesters:

Semester One- PNSG courses	Semester Two – PNSG courses
PNSG1250 Introduction to PN: 1 credit	PNSG1270 Transition to Practice: 1 credit
PNSG1254 Nursing Foundations: 4 credits	PNSG1274 Maternal/Newborn: 1 credit
PNSG1258 Psychosocial: 2 credits	PNSG1279 Invasive Nursing Therapies: 3 credits
PNSG1262 Nursing Concepts I: 5 credits	PNSG1283 Nursing Concepts II: 5 credits
PNSG1266 Clinical Care I: 1 credit	PNSG1287 Clinical Care II: 4 credits
Total Credits: 13 Credits	Total Credits: 14 Credits

All first semester PNSG courses are pre-requisites for all second semester PNSG courses. All first semester courses are co-requisites to one another; all second semester courses are co-requisite to one another.

Registration for First and Second Semester PNSG Courses

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

Campus and Program Major Priorities

Students will have priority registration of PNSG courses based on their declared PN diploma degree program major:

- East Grand Forks (EGF) Campus Majors: Priority enrollment in EGF campus courses.
 - If there is a waitlist, students may be offered seats in Distance/Hybrid or Thief River Falls (TRF) campus courses.
- Distance/Hybrid Education Majors: Priority enrollment in Distance/Hybrid courses.
 - If there is a waitlist, students may be offered seats at the EGF or TRF campuses.
- Thief River Falls (TRF) Campus Majors: Priority enrollment in TRF campus courses.
 - If there is a waitlist, students may be offered seats in Distance/Hybrid or EGF campus courses.

Students who are successfully progressing through the PN program sequence as published in the current PN Student Handbook will have priority registration status.

PN Program Progression Policies

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

Course Failure or Withdrawal:

If a student fails (D or F grade) or withdraws (W) from a PNSG course, they must submit a written request for a second attempt to the Nursing Program Progression Committee (send a request to lindsay.kuntz@northlandcollege.edu and/or lisa.anderson@northlandcollege.edu).

Program Progression Interruptions

Students with progression interruptions—such as a course withdrawal (W), or a grade of D or F will have their case reviewed by the Nursing Program Progression Committee. Key considerations:

- A "W" counts as an attempt for a course.
- The committee will review the request, the students' academic progress, and determine whether to approve the second attempt at a course. The committee may recommend a revised course of study, remediation activities to enhance student learning and grant permission for course enrollment when seats are available.
- If a student disagrees with the committee's decision, they may request a second-level review by the Dean of Health, Public Services, and Technical Programs.
- 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. A seat will be held for them in the same course(s) for the following year. For example, if a student fails a course in Spring 2025, a seat will be held for them in Spring 2026.
- Students who need to repeating 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 Nursing Advisor and campus Learning Services Coordinator to plan for additional help and support.
- If a student does not return to the program within one year, due to a personal choice, they will need to reapply to the program.

PNSG Course Attempts & Program Progression

Program progression interruptions may impact the students ability to complete the program successfully. The following policies apply.

- **Failing a Course Twice:**
Students are allowed up to two attempts to pass any PNSG course (theory, skills, or clinical). If a student fails the same PNSG course twice (including withdrawals), they will no longer be eligible to complete the PN Program. If this is the student's first time in the program, they may reapply to the program.

- **Failing Two PNSG Courses:**

If a student fails two or more PNSG courses (grades of D, F, or W), they will no longer be eligible to complete the PN Program. They will be required to reapply to the program through the formal application process. If this is the student's first time in the program, they may reapply to the program.

- **Maintenance of Skill and Clinical Competency**

If a student has not taken a PNSG skills/lab or clinical course for two consecutive semesters, they must complete a dosage calculation quiz (80% or higher) and skill validation competency of PNSG 1254 Nursing Foundations, PNSG 1262 Nursing Concepts I, and/or PNSG 1279 Invasive Nursing Therapies before proceeding with second-semester courses and/or clinicals. The skill validation must occur before the start of the second semester. It is the student's responsibility to contact the PN Program Director to schedule a time to complete the required competencies. This is a one-time opportunity. If the student is unsuccessful, they will no longer be eligible to complete the PN Program. They will be required to reapply to the program through the formal application process.

- Students who are repeating one or more second-semester courses will be required to complete Virtual ATI (VATI) during the latter half of the semester. An incomplete grade will be recorded for the final second-semester course(s) until VATI is successfully completed and the student receives a "green light" from the VATI educator. Once the "green light" is achieved, the incomplete grade will be updated to reflect the earned grade, and the degree will be posted. At that time, the student will become eligible to take the NCLEX-PN. (Note: VATI is included in the ATI package and does not incur additional costs.)
- **A student may be admitted to the Practical Nursing Program a maximum of two times.**

Transfer of Credits

General education credits, such as English Composition and Anatomy & Physiology, may be transferred if they are equivalent to the requirements of the PN Program. Students should first consult Northland's Transfer Specialist to confirm course transferability. Questions can be directed to Amanda Kinney at amanda.kinney@northlandcollege.edu. Nursing course credits from other accredited institutions, earned within 12 months of the projected admission date to the PN Program, may be transferable at the discretion of the Nursing Program Director.

Laptop Computers

Laptop computers with networking capabilities are required as an integral part of the student's learning in the Practical Nursing Program. PN students are required to have a working laptop computer that meets all college and program specifications. A functioning computer is required for completion of exams.

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 [Northland Laptop requirements](#) web page. It is recommended that students have a backup plan for computer access in the event hardware failure or other issues.

Save and backup electronic copies of all your course-related documents, including assignments submitted. Contact ITS if you have any problems with formatting documents, saving documents, getting on the Northland network at school, accessing/utilizing email.

Communication: Student Email and PNSG Practical Nursing Diploma (D2L Course)
Email is the official means of communication for the college. Check your Northland student email account daily. Pay close attention to messages from your instructors, Nursing Advisor, and Health Verification Specialist as these will include essential updates and information.

The PNSG Practical Nursing Diploma course is a self-registered course for both incoming and current PN students. It serves as a centralized platform to share: program updates and reminders, information on Northland services, and additional resources to support student success. Students should check the PNSG Practical Nursing Diploma course at least weekly and refer to the content section to ensure they remain informed and well-prepared throughout their time in the program.

Diversity Statement

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

Professionalism and Integrity in Nursing

Nursing is a profession grounded in service, requiring individuals to uphold the highest standards of moral and ethical conduct. A nurse or nursing student embracing this code of ethics accepts the trust and responsibility entrusted to them by clients and their families.

Integrity and honesty are essential components of nursing education. Nursing students are expected to demonstrate accountability and ethical behavior in all aspects of their learning and practice, recognizing that these qualities are foundational to building trust and providing high-quality care.

Academic Honesty

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

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

- Copying from another student's test paper and/or collaborating during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor.
- Stealing, buying, or otherwise obtaining all or part of an un-administered test or information about said test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper, painting, drawing, sculpture, or other work of art; or submitting as one's own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other written work, painting, drawing, sculpture, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.

Additional PN Program considerations:

- Working on an assignment with another student when directions were to complete it individually.
- Plagiarism on assignments, papers, projects.
- Using verbatim statements from Artificial Intelligence (AI) sources and presenting it as one's own work. *See faculty statements in course syllabus regarding appropriate use of AI sources.
- Using outside resources (websites, web search engines, AI) during closed book exams.
- Students completing PNSG exams must follow course syllabus and or instructor directive with regard to camera, recording, Respondus Lockdown/Monitor, and or use of alternative proctoring site such as Proctor U or Proctorio. For exams taken via Live or remote proctoring, if the student prefers to opt out of completing an environmental scan, the students should notify the instructor. The instructor will provide guidance for the student to complete exams at either Northland campus testing centers or an approved college testing center. If faculty receive alert to dishonest behavior during an exam, the student may be required to complete future exams at a college proctoring center for the remainder of the course and/or PN Program.

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 and Conduct in the PN Program

The Practical Nursing (PN) Program emphasizes the importance of professional behavior and upholds standards consistent with the American Nurses' Association Code of Ethics ([Appendix B](#)). In addition to complying with the program's dress code and appearance policies, students are expected to adhere to the following professional conduct guidelines.

This list is not exhaustive and may be updated as necessary.

Expectations for Professional Conduct

- **Compliance with Clinical Facility Policies:** Follow all facility-specific rules, including parking, procedures, and policies.
- **Nicotine & Substance Prohibition:** The use of alcohol or drugs that impair behavior is strictly forbidden. Students are prohibited from utilizing tobacco in any form during clinical and class participation.

- **Appropriate Behavior at Clinicals:**
 - Avoid socializing at nursing stations or in corridors.
 - Limit breaks to 15 minutes and ensure they do not interfere with patient care.
 - Remain alert, attentive, and engaged in clinical activities—sleeping during clinical or class may result in a zero grade for the day.
- **Confidentiality:** Maintain strict confidentiality of patient records and information. Students must abide by HIPAA Rules & Regulations as there are strict penalties in place for violations.
- **Accountability:**
 - Promptly report errors or omissions in patient care to the assigned nurse and instructor (e.g., medication errors)
 - Communicate honestly regarding your responsibilities and actions as a PN student.
- **Effective Communication:**
 - Use professional titles and appropriate language.
 - Communicate effectively with the interprofessional team, peers, instructors, patients, and families, both verbally and in writing.
 - Avoid sharing personal medical or surgical histories or those of family/friends.
- **Cell Phone/Electronics Use:**
 - Cell phones and electronic devices are prohibited in class, lab, and clinical settings unless permitted by faculty.
 - Follow faculty guidance for any approved use of devices during clinical.
- **Participation:**
 - Actively engage in classroom and clinical discussions, including pre/post-clinical group sessions.
 - Utilize a helping relationship when communicating with patients and families.
- **Legal and Ethical Responsibility:** Provide safe, competent nursing care by adhering to protocols such as asepsis, safe medication administration, and error reporting. Students are expected to function within the scope of practice of a practical nurse.

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 Media Policy

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

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

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

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

Students violating any identifying information and this policy will be investigated and reported to the Dean of Health, Public Services, and Technical Programs. In addition, a zero (0) grade for the academic activity (exam, assignment, etc.) and/or the PNSG course may be given. This breach in social networks/social media policy could lead to dismissal from the nursing program.

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

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

PNSG 1287 Clinical Care II is also weighted as 90% Direct Care experiences and 10% Indirect Experiences.

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 associated learning activities. 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. It is recommended that students opposed to environmental scans during a proctored exam communicate with their course instructor and plan to schedule to take their exams in the college testing center.

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: Student must make up within **5 business days**. A **5%** deduction will be applied to the exam score. If not made up within 5 business days, a score of zero will be recorded. The student advances to the Second Missed Exam Criteria regardless of whether the exam was made up.

Second Early or Late Exam Criteria: Must be made up within **5 business days**. A **10%** deduction will be applied to the exam score. If not made up within 5 business days, a score of zero will be recorded. The student advances to the Third Missed Exam Criteria regardless of whether the exam was made up.

Third Early or Late Exam Criteria: Must be made up within **5 business days**. A **25%** deduction will be applied to the exam score. If not made up within 5 business days, a score of zero will be recorded. The student advances to **the Fourth Missed Exam Criteria** regardless of whether the exam was made up.

Fourth Early or Late Exam Criteria (and subsequent): A score of **zero** will be recorded for the missed exam. All further missed exams will also result in a **zero**

General Notes about taking Late Exams

All exams 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). Further, failure to take an exam at the scheduled make-up time will result in a zero for the exam.

Students are expected to carefully monitor their 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.

*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. Refer to the appeal process in Appendix H, the appeal must be sent to the Nursing Appeals Committee (email to the PN Director) by midnight of the Friday before finals week or by midnight on the last day of the course for courses that end mid-semester.

Graduation Costs

Initial state nursing licensure and national licensure examination applications presently cost approximately \$350.00 - \$400.00.

Practical Nursing Program Contact Information

Northland EGF campus location 2022 Central Ave NE East Grand Forks, MN 56721 218-793-2800 or 800-959-6282	Northland TRF campus location 1101 Highway 1 E Thief River Falls, MN 56701 218-683-8800 or 800-959-6282
Lindsay Kuntz Nursing Advisor & Clinical Coordinator Office: EGF 405B 218-793-2527 Lindsay.kuntz@northlandcollege.edu or pnadvisor@northlandcollege.edu .	Stephanie LeDuc Dean of Health, Public Services & Technical Programs Office: Administration EGF & TRF 218-793-2609 stephanie.leduc@northlandcollege.edu
Lisa Anderson DNP, CNP, FNP-BC, CNE PN Director/Nursing Coordinator Office EGF 405H/TRF 602B 218-793-2522 lisa.anderson@northlandcollege.edu	Kari Koenig MS, RN AD Mobility Director/Nursing Coordinator Office: EGF 405J/ TRF 602A 218-793-2524 Kari.koenig@northlandcollege.edu
Karen Znajda MS, RN Office: EGF 405G 218-793-2542 Karen.znajda@northlandcollege.edu	Melissa Marcott BSN, RN Office: EGF 405F 218-793-2529 Melissa.marcott@northlandcollege.edu
Lisa Johnson BSN, RN Office: EGF 405N 218-793-2541 Lisa.johnson@northlandcollege.edu	Laura Dvergsten MS, RN Office: EGF 405L /TRF 602C 218-793-2527 laura.dvergsten@northlandcollege.edu
Katie Hallin Health Verification Specialist Office: EGF 405A 218-793-2536 katie.hallin@northlandcollege.edu	Becca Larson Isaak Administrative Specialist Office: Suite 602 (TRF) 218-683-8623 becca.larsonisaak@northlandcollege.edu
	Office Suite 405 (EGF) Tami Byklum BSN, RN Tami.byklum@northlandcollege.edu Stacey VanCamp BSN, RN Stacey.vancamp@northlandcollege.edu Amy Petrovich BSN, RN amy.petrovich@northlandcollege.edu

General Clinical Information

Clinical Eligibility

Students eligible to participate in clinical based on their progression will receive a survey via their student email account to complete regarding clinical preferences. Students who fail to complete the survey by the deadline provided in the email will be registered into a clinical course based on remaining availability of clinical locations.

To be eligible for clinicals, students must: completing all survey information, maintain immunization and health information, and maintain eligibility of background studies by avoiding arrests or legal infractions (see previous section in this handbook for requirements). Student immunizations will be tracked through an approved vendor's data base (e.g., Castle Branch).

If a student is not current with health requirements, backgrounds, or clinical compliance paperwork, they will not be allowed to participate in clinical and will need to appeal the missed absence to the Nursing Appeals Committee 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 be unable 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 Verification Specialist or the Nursing Advisor. In addition, a performance contract for violation of the required health requirements may be initiated.

Alerts for vendor 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.

Students who do not complete the terms of clinical eligibility by the deadline will not be eligible for clinical in the coming semester. First semester students admission to the program may be rescinded if clinical requirements are unable to be met. Students will be unable to progress in the PN Program if unable to participate in clinical.

Mandatory Clinical Orientation

Attendance: All students must attend **ALL** scheduled clinical orientation sessions to review policies and procedures before providing patient care. Failure to attend clinical orientation sessions will be administratively withdrawn from the course, though students may be eligible to re-enroll in the next semester. As courses are co-requisite, students may be unable to progress in the PN Program.

Check your Northland email and clinical D2L course for details on the orientation time and location. Do not rely on word-of-mouth information from other students. Contact the Nursing Advisor with any questions well in advance.

Health Screening: If health screening data is incomplete by orientation, students will only earn 50% of the total possible orientation points. See the previous page for health screening data requirements.

If a student is not current with health requirements, backgrounds, or clinical compliance paperwork is

incomplete for clinical orientation, the student may be permitted to remain in clinical, but will only be allowed to earn 50% of the total possible orientation points.

Clinical Grading

Three (3) items are not graded for PNSG1266 Clinical Care I or PNSG1287 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.
2. Prepared for clinical experience, including completing all required pre-clinical paperwork before the clinical start time.
3. Meet dress code standards as outlined in the PN Handbook.

Performance Evaluation: Student performance is evaluated daily by the instructor using clinical performance rubrics and any other criteria established in the course syllabus, orientation materials, and written or verbal feedback from instructor.

Performance Concerns: If performance concerns arise, a **three-step process** is followed:

- Student may be placed on Performance Contract (see Appendix D) for initial concern.
- Student will receive an email if the Performance Contract criteria are not met or when new concerns arise.
- 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/or 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.

Clinical Attendance and Expectations

PNSG 1266 Clinical Care I: Attendance at all scheduled clinical days is mandatory. See the course syllabus for specific details regarding requirements and consequences for absences.

PNSG 1287 Clinical Care II: Students may miss up to one day due to an extenuating circumstance, if necessary. See the course syllabus for specific details regarding requirements and consequences for absences.

Attendance at all officially scheduled orientations is mandatory for personal safety, legal, and regulatory purposes. A student who misses any portion of clinical orientation will be administratively dropped from the clinical course. Refer to course syllabus for grading regarding tardiness during clinical orientation. 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.

Reporting Absences

In the case of unavoidable absences or extenuating circumstances: **Notify the Clinical Instructor:** Students must notify their clinical instructor **prior to the start of the clinical day** using the instructor’s preferred method of communication (call, text, or email). **Notify the Clinical Facility (if**

required): Faculty will inform students during orientation whether they must notify the clinical site directly and how to do so.

Failure to notify the clinical instructor or facility (if required) before the absence, or having someone other than the student communicate the absence, is considered unprofessional and will result in consequences (see below). Please also see the below section titled, Student Illness &/or Injury for further clarification on absences.

Professional Expectations and Consequences

Adhering to communication guidelines is a professional responsibility. Failure to follow these guidelines may result in:

- A **zero score** for the clinical day.
- A no call/no show for a clinical day will result in a zero score for the clinical day.
- Failure of the clinical course if unable to meet course outcomes.
- Implementation of a **clinical performance contract**.
- A meeting with the Program Director.

Terms 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 in person clinical without a campus closure or the campus associated with the clinical site is delayed, 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.

If the clinical instructor cancels clinical due to illness, an alternative clinical day will be assigned and will take place during the hours that clinical was originally scheduled. Failure to participate in the alternative clinical day during the scheduled hours will result in a clinical absence and the student will be required to file an appeal requesting clinical make-up.

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 PN Student name badge must be worn during all nursing skills validations. Your course instructor will verify scrub color(s) allowed. Hair must be clean and well controlled to avoid hanging in eyes, face or shoulders.

Uniform Dress Code for Clinical Site Activities Involving Direct Patient Care

When a student is at a clinical site engaged in clinical activities including direct patient care, the student must wear the following:

- Red-colored scrubs, clean, pressed and in good repair and made of scrub material. The scrubs must allow for movement required by position and maintain a professional appearance.
- If lab coat is worn, it must be scrubs material and be red-colored.
- Clean, quiet-soled, closed toe shoes compliant with facility policy. Rubber-type "Croc-style" footwear with holes is prohibited.
- A short or long-sleeved shirt under the scrub top in solid color (black, gray, navy blue or white are acceptable).
- A current Northland photo ID badge must 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, navy blue, or white in color and tucked into the scrub top.
- Pant and skirt hems must clear the floor by a minimum of 2 inches when wearing clinical footwear to prevent tripping and reduce infection risks.
- "Stethoscope covers" are prohibited by area clinical facilities due to safety and infection control policies.

Students not adhering to the dress code may be asked to leave the clinical setting, receiving a zero score for the day and 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 independent clinical preparation, the student will wear one of the following:

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

Unacceptable Attire

Students represent the nursing profession, Practical Nursing program, and the college. The following attire is **not permitted** in any clinical setting or clinical activity:

- 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 shows that hand jewelry is consistently found to be grossly contaminated. Wearing of hand jewelry is discouraged and may be prohibited in some direct care areas.
- Only ear piercings are allowed, limited to **three pairs of post earrings** (no dangling earrings). No open gauges, bars or rods are permitted.
- 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. Northland 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 must maintain a neat and clean appearance, including socially acceptable hygiene and odor-free grooming. Students must be free from the odor of tobacco or 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 must not exceed $\frac{1}{4}$ inch from the fingertip to prevent injury and infection.
- Nail polish of any kind is *not* permitted. Artificial nails, tips, wraps, enhancements, adornments or appliqués are prohibited
- 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 Guidelines

Responsibilities at Clinical Sites

Students are responsible for interventions and assigned cares for their patients in collaboration with the nursing staff.

Nursing Skills

Skills that have not been successfully completed in the lab setting **may not** be performed at the clinical site. Before performing a skill previously passed in the lab, the student must consult with the clinical instructor.

Medication Administration

All medication administration must follow agency protocols and be conducted only after collaboration with the clinical instructor.

Expectations for Safe Care

Students must demonstrate the physical, emotional, and behavioral abilities necessary to provide safe care in both academic and clinical environments.

The following standards define "safe care":

- Providing a safe, effective care environment that adheres to appropriate infection control practices.
 - Performing nursing tasks safely and accurately to address the patient's physical and psychological needs.
 - Recognizing personal limitations and seeking assistance as needed.
 - Demonstrating consistent concern for safety measures.
 - Protecting patients and health care personnel from environmental hazards.
- (Reference Appendix G Technical Standards for Entry-Level Nursing Programs)

These guidelines ensure students uphold professional and safety standards while fostering a secure environment for patients, staff, and themselves.

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 Program Director 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, students will be treated as private patients. Students will receive treatment as a private patient. Students are responsible for all costs associated with their individual medical treatment, including injuries, illnesses, or bloodborne pathogen exposures (e.g., needle sticks).

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.

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 Director and to the facility. Before returning to the clinical facility, the student must submit evidence of recovery to the Nursing Director and the clinical facility, if requested.

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 Program Director 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 is a cornerstone of ethical and legal nursing practice. It is essential that students understand and adhere to their responsibilities in safeguarding patient information at all times. Students may not give information about a patient or occurrence to anyone not on the clinical facility staff directly involved in the patient care. 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 designated areas such as clinical conference rooms. Discussions in public areas such as cafeterias, lounges, or students home are prohibited.

Any information gathered for assignments from the chart (paper or Electronic Health Record) 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. Taking pictures of any portion of the 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 Program Director and/or Dean.

Student Quality Improvement Committee

The primary goal of the Nursing Student Quality Improvement Committee is to:

1. Facilitate nursing student input into the ongoing development and improvement of the Northland Nursing Program.

2. Encourage and provide a representative structure for open communication between nursing students, administration, and faculty.

Student responsibilities:

- Representation: Each cohort (campus and distance/hybrid) will select one-two student representatives. Representatives will be chosen through group consensus and should demonstrate the following skills: effective listening; ability to identify and clarify issues; strong communication skills.
- Identifying Topics for Discussion: Bring forward topics for discussion that reflect perceived program needs, concerns, or strengths.
- Committee Meetings: Attend scheduled meetings each semester (or as needed) with the program director and faculty to discuss identified topics.

Nursing Department Responsibilities

- Facilitating Communication: Actively engage with student representatives to ensure open and effective communication.
- Providing Feedback: Offer appropriate feedback on student-raised topics.
- Problem-Solving Assistance: Collaborate with student representatives to address and resolve identified issues when possible.

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

History of the Practical Nursing Program

History of the East Grand forks Practical Nursing Program

The East Grand Forks Practical Nursing Program traces its roots to the Bethesda Hospital School of Practical Nursing in Crookston, Minnesota, which was established to address local healthcare needs.

- **1948:** The program admitted its first class and graduated three Practical Nurses.
- **1954:** Bethesda School transitioned to joint sponsorship by Crookston School District #593 and Bethesda Hospital, adopting the name Crookston School of Practical Nursing.
- **1957:** St. Francis Hospital School of Practical Nursing, also in Crookston, admitted its inaugural class.

Both programs were eventually phased out in **1970**, and their combined staff reopened the program on January 4, 1971, as the Agassiz Valley School of Practical Nursing (AVSPN).

Transition to the East Grand Forks AVTI

- **1976:** AVSPN came under the administration of the Area Vocational Technical Institute (AVTI) in East Grand Forks.
- During this period, the Area Regional Nursing Education Consortium (ARNEC) was established. ARNEC aimed to create nursing education programs offering seamless articulation among: Nursing Assistant, Practical Nursing, Associate Degree Registered Nursing, Baccalaureate Professional Nursing, and eventually, Master of Science in Nursing programs. A collaborative agreement was formed between: AVTIs, Northland Community College, University of Minnesota, University of North Dakota, and Bemidji State University.

Program Growth and Mergers

- **1994:** The Higher Education Coordinating Board of Minnesota authorized the East Grand Forks campus to offer an Associate of Applied Science (A.A.S.) in Practical Nursing. The A.A.S. program was later approved (1995) by the North Dakota Board of Nursing, with its first class admitted in Fall 1996.
- **2001:** The East Grand Forks program was merged with other Northwest Technical College practical nursing programs in Moorhead, Bemidji, Detroit Lakes, Wadena, and the Virtual Campus.
- **2003:** A new college merger joined the East Grand Forks campus of NTC with Northland Community & Technical College in Thief River Falls, forming the unified Northland Community & Technical College. The A.A.S. Degree in Practical Nursing was offered through the East Grand Forks campus until May 2017.

History of the Thief River Falls Practical Nursing Program

The Thief River Falls Practical Nursing Program began as one of four programs offered when the Thief River Falls Area Vocational School opened in 1949 at the local high school.

- **1949:** The program enrolled its first cohort, consisting of 18 students. Seven students graduated in the inaugural class of the Practical Nursing program in 1950.

Expansion and Name Changes

- **1968:** The program moved to a new location on Highway 1 East to accommodate growth.
- **1979:** The campus began sharing space with the newly established Thief River Falls State Junior College.
- **1987:** A legislative mandate led to another name change, and the school became Thief River Falls Technical College.

Formation of Northwest Technical College and the “Six Pack”

- **1992:** The Thief River Falls Technical College joined five other northern Minnesota vocational colleges to form **Northwest Technical College**. This multi-campus entity, nicknamed the “Six Pack,” included campuses in: Thief River Falls, East Grand Forks, Bemidji, Detroit Lakes, Moorhead, and Wadena.

Transition to Northland Community & Technical College

- **1995:** The Thief River Falls campus withdrew from Northwest Technical College and partnered with Northland Community College, creating Northland Community & Technical College. During the same week, all public higher education institutions in Minnesota (excluding the University of Minnesota system) joined the Minnesota State Colleges and Universities system (Minnesota State).
- **2003:** The East Grand Forks campus of Northwest Technical College merged with Northland Community & Technical College in Thief River Falls.

Unification of the Practical Nursing Programs

- **January 1, 2014:** The Practical Nursing programs at the East Grand Forks and Thief River Falls campuses officially combined under the Minnesota Board of Nursing, forming one unified program.

- **2016:** The Practical Nursing Program launched the current Diploma program, introducing a concept-based education curriculum that continues to be the foundation of the program today. This innovative approach emphasizes critical thinking and the integration of concepts to prepare students for the dynamic and complex nature of modern nursing practice.

This rich history highlights the program's adaptability and dedication to meeting the evolving educational and healthcare needs of the region

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/or information sent to all students via Northland student email.

College-wide policies and procedures as outlined in the Northland Community and Technical College Student Handbook are applicable to all students. Additional policies and procedures specific to the 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 January 2025.

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 NORTHLAND 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 NORTHLAND 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 NORTHLAND 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 NORTHLAND Practical Nursing Program, BIOL2252, BIOL2254, ENGL1111, 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 NORTHLAND 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: Description of unsafe clinical performance, inability to meet course outcome/s, other performance and/or professional problem/issue. Initiate a separate contract for <i>each</i> problem identified.	
Plan: Intervention/s and/or Remediation required List each intervention and/or remediation action that will be employed.	
Required Outcome Required to pass the course.	
Student signature & date Signature acknowledges that the problem and terms of the initiated contract have been discussed between instructor and student.	

<p>Documentation of Progress</p> <p>To be completed for <i>each</i> clinical shift.</p> <p>Instructor documentation of:</p> <ul style="list-style-type: none"> 1) Interventions 2) Support & resources offered to student 3) Student response <p>Student will meet briefly with instructor during clinical day to debrief on progress in addition to initialing the instructor's documentation of progress.</p>	
<p>Summary evaluation and educational decision</p>	
<p>Instructor & student signature/date when contract terms are met.</p>	

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 Castle Branch ****

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 NORTHLAND Academic Success Center at asc@northlandcollege.edu or call 218-683-8560.

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none">• Ability to understanding context of situations, make logical decisions and request assistance as needed.• Organize workload to manage time effectively and prioritize the delivery of client care.• Ability to recognize and report changes in client's condition to registered nurse or instructor.• Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes.• 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	<ul style="list-style-type: none">• Maintain and protect client confidentiality and privacy.• Establish professional relationships.• Accept feedback and integrate new understanding into behavior.• Display personal accountability, integrity, understanding that student behavior affects others.• Practice the ability to assign tasks to other LPN's and unlicensed personnel.• Promote a team-building environment.• Provide safe effective care in a variety of cultural settings.• Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none">• Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team.• Accurately document nursing actions and client responses.• Display the capacity to participate in successful conflict resolution and advocate for client rights and needs.• Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team.• Use therapeutic communication techniques to provide support to peers, clients and families.• Process relevant information; accurately and timely communicate to the healthcare team.• Ability to perform client education and adjust information to client understanding.

Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Move about client's room and/or workspaces to complete client assessment. • Ability to administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform basic nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Conduct focused assessment; compare data with normal findings, report changes to registered nurse or other licensed healthcare provider. • Observe client's condition, utilizing all senses, and data from equipment, report changes. • Ability to respond to client distress calls. • Implement interventions delegated or ordered by healthcare provider. • 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	<ul style="list-style-type: none"> • Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgement in pressured situations. • Recognize limits of knowledge and abilities and seek assistance.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	<ul style="list-style-type: none"> • Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics.
Environmental Stressors	Other considerations	<ul style="list-style-type: none"> • Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards. • Ability to work with potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	<ul style="list-style-type: none"> • Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

References

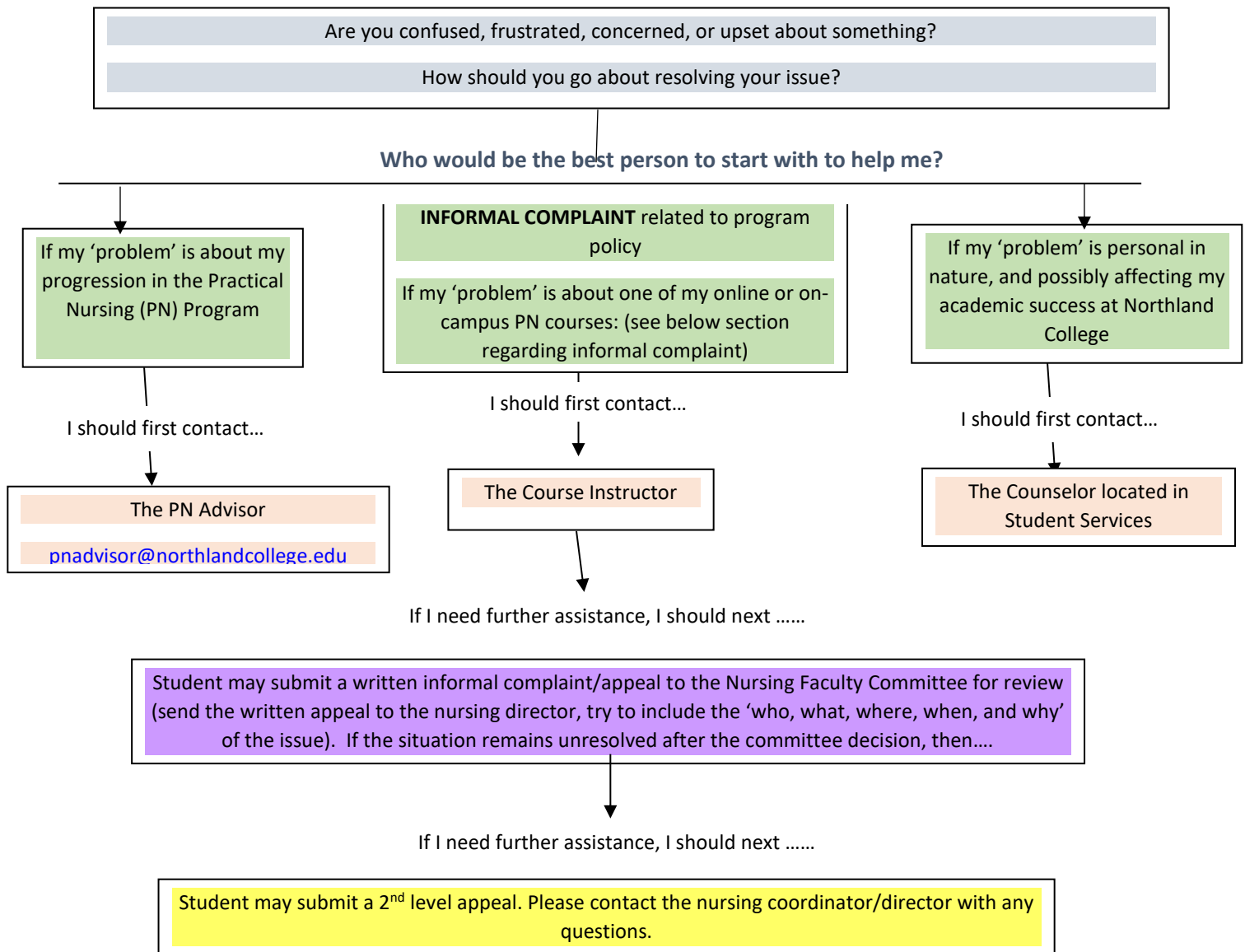
H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.
Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.
Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020.

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: Northland 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 appeal/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. Students should complete the Practical Nursing Student Appeal, Students will email the completed form and any supporting documentation to the PN Nursing Director via 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.

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



A PDF of this document can be found in the PNSG Practical Nursing Diploma D2L course shell. Or you may request a copy by emailing the Nursing Advisor or Program Director

Practical Nursing Student Appeal

Procedures: Students wishing to appeal a Northland Practical Nursing program policy should complete this form and submit it to the Program Director. If submitting more than one appeal

Name:

Star ID/Student ID:

Student Email:

Course:

Instructor:

Instructor email:

Which PN Program Policy are you appealing (include PN Policy heading and page number for reference):

What is your specific request for regarding your desired outcome: (i.e. Make up late exam, make up missed clinical day).

What occurred that prevented student from adhering to program policy (rationale). Be specific about the reason for your request. If more room is needed, please include a separate word doc. *It is strongly recommended that appropriate supportive documentation, such as a doctor's statement, obituary, course syllabi, etc.*

Forms: Complete the **Practical Nursing Student Appeal** form accurately.

Written Information and Documentation: Clearly state your request, the reason for your request, and your desired outcome. Briefly state what has impacted your situation, include information regarding any extenuating circumstances such as hospitalizations, illness, injury, or death of a relative that affected your situation. It is strongly recommended that you attach documentation supporting your request.

Process: Return the completed Practical Nursing Student Appeal form and supporting documentation to the Program Director, preferably via email at lisa.anderson@northlandcollege.edu. The PN Committee will review the appeal at a regularly scheduled faculty meeting. Students have the right to present their case in person to the committee at the committee meeting. If requesting to be present, the student must include this during the submission of the appeal. Students requesting to be present may need access to a high-speed internet connection in a private area. The PN Committee will review the appeal, and decide based on the information provided. Students and impacted course instructor will be informed of the outcome of their appeal by email.

Due Process Right: If your appeal is denied, you have the right to appeal the original decision to the next level if you have pertinent information that was not considered previously, or you feel the committee's decision was unfair. To appeal to the next level, return the completed Student Appeal form and supporting documentation to the academic dean for nursing-Stephanie LeDuc at stephanie.leduc@northlandcollege.edu within ten business days of the original decision. Include any additional information that was not previously considered and supporting documentation along with a copy of the denied appeal email. Students will be informed of the outcome of their appeal by letter or email.

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.

PN ATI Practice & Proctored Exams		ATI Focused Review remediation time	Total Points Possible
ATI Practice test	Score of 90% is required	None required	2 points
	<90%	Must submit >90% to take exam	0 points
ATI Proficiency Level Proctored Exam	Level 3	None required	8 points
	Level 2 = 5 points	1 Hour = 3 points	*(5 + 3) = 8 points
	Level 1 = 3 points	2 hours = 3 points	*(3 + 3) = 6 points
	Below Level 1 = 2 points	3 hours = 3 points	*(2 + 3) = 5 points
*Student must submit document containing BOTH the Level achieved AND Remediation time to receive full points. Failure to submit document containing requested items will result in student not receiving full points.			

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.

*See PNSG 1287 Clinical Care II syllabus for appropriate levels for the Comprehensive Predictor score (results are reported as probability of passing NCLEX instead of 'levels').

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.