



**ANOKA TECHNICAL COLLEGE**

**2011 - 2012**

**Spring Semester 2012**

**PRACTICAL NURSING HANDBOOK**

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# **ANOKA TECHNICAL COLLEGE PRACTICAL NURSING PROGRAM OVERVIEW**

## **Introduction**

Welcome to the Anoka Technical College Practical Nursing program. This handbook contains information that will be helpful to students as they progress through the nursing program. College-wide policies and procedures as outlined in the Anoka 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 supplement those in the college handbook. All students are expected to adhere to the policies and procedures of this student handbook as well as all the policies of clinical agencies where the student is placed.

The Practical Nursing program reserves the right to modify or update any statements contained in the handbook as deemed necessary in accordance with current conditions.

You may request an appointment with your advisor at any time to clarify information in the handbook. Please use this handbook as a reference throughout the practical nursing program.

## **Anoka Technical College Practical Nursing Program Address**

Practical Nursing Program  
Anoka Technical College  
1355 West Hwy. 10  
Anoka, MN 55303  
Phone: 763-576-4700

## **Clinical Partnerships**

St. Cloud Hospital  
Guardian Angels Care Center  
St. Anthony Health Center  
Camilia Rose Care Center  
St. Cloud Veteran's Administration Hospital  
Multiple clinic sites

## **Degrees offered**

Diploma in Practical Nursing  
Associate of Applied Science in Practical Nursing

## **Mission**

The mission of the Anoka Technical College Practical Nurse program is to support the education needs of a diverse community by preparing students to qualify for the national licensure examination upon graduation and to begin safe, competent, technically-skilled practice as a practical nurse at the entry-level.

In accordance with the mission and values of Anoka Technical College, the Practical Nursing program is committed to excellence, integrity, and respect in addressing the health care needs of the community by supplying competent, employable graduates.

## **Purpose**

Through a Minnesota Board of Nursing approved program of study, the Practical Nursing program prepares students for a diploma or an Associate of Applied Science degree in Practical Nursing. Graduates are educationally eligible to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN) and, after passing and obtaining state licensure, may use the title licensed practical nurse.

## Philosophy and Values

We, faculty and staff of the Anoka Technical College Practical Nursing program, believe that:

- Students are admitted to the nursing program with varying educational and life experiences and from diverse backgrounds which enriches the learning environment and promotes cultural competence
- The purpose of nursing education is to provide instruction for students to become safe, competent, technically-skilled caregivers
- Nursing education should reflect holistic, evidence-based, and culturally competent curriculum
- The standards of practice and educational competencies of practical nursing (National Association of Practical Nurse Education and Service, Inc. 2007) and the criteria for nursing education programs as identified by the Minnesota Board of Nursing (Rule 6301.2340) form the foundation of curriculum development and the selection of learning experiences for students
- Safe, competent, technically-skilled nursing practice is identified by professional behaviors, communication, data collection, planning, caring interventions, and managing (National Association of Practical Nurse Education and Service Inc, 2007)
- Evaluation is a critical part of this process, occurring by design throughout the program and determining whether a student has achieved competency in technical skills or content
- It is the responsibility of nursing faculty to employ professional and legal standards in determining safe and qualified nursing practice

These values, together with the Program Outcomes, are the educational framework of the Anoka Technical College Practical Nursing program.

(Adapted from National Association of Practical Nurse Education and Service, Inc, 2007 Standards of practice and educational competencies of graduates of practical/vocational nursing programs, Minnesota Board of Nursing Rule 6301.2340).

## Program Outcomes

The Anoka Technical College Practical Nursing program prepares the graduate to:

- Earn a Diploma in Practical Nursing or an Associate of Applied Science degree in Practical Nursing
- Qualify to take the national examination for licensure for practical nursing (NCLEX-PN)
- Demonstrate proficiency in the performance of specific course competencies as identified in the course outlines and syllabi of required nursing courses
- Demonstrate standards of practice and educational competencies in professional behaviors, communication, data collection, planning, caring interventions, and managing (National Association of Practical Nurse Education and Service Inc, 2007)

## Program Goals

The Practical Nursing program will:

- Graduate > 75% of students admitted to the Practical Nursing program within 6 semesters of admission.
- Graduate classes with an NCLEX-PN first time passing rate of > 85%.
- Graduate students who become employed as licensed practical nurses and practice as licensed practical nurses reflecting the educational competencies of the program

- Maintain Minnesota Board of Nursing program approval
- Maintain standards of Anoka Technical College and other regulatory or accrediting agencies
- Support an ongoing educational curriculum development process that is holistic, culturally competent, and evidence-based

## **Student Learning Outcomes**

Upon completion of the Anoka Technical College Practical Nursing program the graduate will display the following student learning outcomes:

### **Professional Behaviors**

Demonstrate professional behaviors of accountability, adhere to standards of practical nursing practice, and practice practical nursing within legal, ethical and regulatory framework with specified populations.

### **Communication**

Effectively communicate with patients and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills with specified populations.

### **Data Collection**

Collect and analyze holistic information from multiple sources to establish foundation for nursing care with specified populations. Communicate the data to appropriate health care providers.

### **Planning**

Collaborate with the registered nurse or other members of the health care team to organize and incorporate data collected to plan/contribute to the patient care plan and implement actions based on established nursing diagnoses, nursing protocols and assessment and evaluation data.

### **Caring Interventions**

Demonstrate caring and empathic approach to the safe, therapeutic, and individualized care of each client. Provide culturally competent care across the lifespan to individuals within a diverse society.

### **Managing**

Implement patient care at the direction of the registered nurse through performance of nursing interventions or direct aspects of care, as appropriate within scope of practice, to unlicensed assistive personnel.

(Adapted from National Association of Practical Nurse Education and Service Inc. (NAPNES) (2007). Standards of practice and educational competencies of graduates of practical/vocational nursing programs.)

### **Malpractice Insurance**

Malpractice insurance is required by the college. A fee will be attached to the NURS 1222 Clinical Lab IB: Medical Surgical Clinical course. Students may need to renew their liability insurance every 12 months.

### **Name Tags**

Anoka Technical College picture ID tags are required by the college. There will be a fee assessed.

### **Admission and Graduation Information**

The curriculum for the Practical Nursing Program is credit based over four semesters for full-time students.

The curriculum is planned so that each full-time group of students remains together from admission to graduation. The practical nursing curriculum will be taught fall and spring semesters.

Graduation dates are set by the college. An all-college graduation will be held at the end of each spring and fall semester.

## **Curriculum**

Students are enrolled as a practical nursing diploma (53 credits) or a practical nursing Associate of Applied Science (AAS) degree (63 credits) seeking student. Both program options are designed to be completed in four semesters. Currently there are no part time completion options.

# **ANOKA TECHNICAL COLLEGE PRACTICAL NURSING PROGRAM STUDENT POLICIES**

## **Policies Related To Security, Health, Reasonable Accommodations, and Technical Standards**

### **Drug-Free Campus Policy**

Anoka Technical College has a drug-free campus policy in accordance with MnSCU Board Policy 5.18. The Anoka Technical College Practical Nursing program upholds the drug-free campus policy in the Anoka Tech student handbook.

### **Campus Safety and Security**

Anoka Technical College has a campus safety and security policy in accordance with MnSCU policy. The Anoka Technical College policy states: "Surveillance cameras are used to provide a safe environment for students and staff." In accordance with this policy, the Anoka Technical College Practical Nursing department utilizes surveillance cameras.

### **Reasonable Accommodations Policy**

Per MnSCU policy regarding reasonable accommodations, there are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. A wide variety of accommodations are available within the Anoka Technical College system to help students with disabilities succeed.

The Practical Nursing program upholds MnSCU policy regarding reasonable accommodations. The Nursing Program will make all reasonable accommodations required by law for otherwise qualified individuals. Sufficient notice must be supplied to the Practical Nursing program in order to allow time to meet reasonable accommodations as the ADA requires.

### **Responsibility for Health Care Costs**

Any health care costs incurred during the period of time that a student is in the Nursing Program will be the student's responsibility.

### **Workers' Compensation**

It is the position of the clinical facilities and the College/ University that nursing students are not an employee of either the clinical facilities to which they are assigned, or of the College/University, for purposes of Workers' Compensation insurance.

### **Criminal Background**

Checks An integral part of the Nursing Program is the clinical experience program. To provide this experience, the College/ University contracts with local health care facilities. State law requires that any person who provides services that involve direct contact with patients and residents of a health care facility have a background study conducted by the State. A facility most likely will initiate a background study by asking students to complete a form so that a criminal background check can be conducted. If, as a result of the background study the student is disqualified from direct contact, it is highly unlikely that the facility will be able to allow the student to participate in its clinical experience program. If students refuse to cooperate in the criminal background check, the clinical facility will refuse to allow

students the clinical experience program participation. The Nursing Program does not guarantee an alternative facility placement. If no facility placement is available, the student may be terminated from the Nursing Program.

## Data Practices Advisory and Informed Consent

Some facilities also impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The College/ University may ask students to provide health information which will be used to determine whether the student meets a clinical site's health requirements for care providers. Health information collected is private data. A clinical site may refuse to allow a student to participate based on data provided by the student. The information provided will be disclosed, as needed, to the College/University Director of Nursing and, should any clinical site request the data, to any clinical site where the student is placed. Students are not legally required to provide this information to the College/ University. However, refusal to provide the information requested could mean that a clinical site may refuse to accept a student at its facility. The Nursing Program does not guarantee an alternative facility placement. If no alternative facility placement is available, the student will be terminated from the Nursing Program.

## Technical Standards for Entry-Level Nursing Programs

These technical standards are required abilities for effective performance in MnSCU 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.

Capability	Standard	Examples
<b>INTELLECTUAL</b>		
<b>Cognitive Perception</b>	<p>The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations</p> <p>Students must be able to independently and accurately assess or contribute to the assessment of a client</p>	<p>Identify changes in client health status</p> <p>Prioritize multiple nursing activities in a variety of situations</p>
<p><b>Critical Thinking</b> Careful thought, reasoned judgment</p> <p>Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation</p> <p>Critical thinkers question assumptions, routines, and rituals, reconsider "known facts" when new information becomes available and develop new "rules" when old ones fail or become unavailable</p>	<p>Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently</p> <p>Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client</p>	<p>Able to make effective decisions in the classroom and in the clinical sites</p> <p>Develop/contribute to nursing care plans that accurately reflect client concerns</p> <p>Able to make decisions reflective of classroom learning in the clinical sites</p>

A task force of representatives from nursing education in Minnesota developed these Technical Standards. Educational institutions represented were: Bemidji State University, The College of St. Scholastica, Lake Superior College, Itasca Community College, Rainy River Community College, Mesabi Range Community and Technical College, Hibbing Community College, and Riverland Community and Technical College. Adaptations were made from the Core Performance Standards of the University of Arizona, Minnesota West Practical Nursing Program, and Iowa Community Colleges.

Presented to Minnesota Practical Nursing Education Directors' Association on 5/3/02 1/24/03, and 4/4/03.

Revised 10/11/02, 1/21/03, 3/28/03.

Reviewed and approved by the Anoka Tech Practical Nursing program 10/07.

Presented and revised by Minnesota Practical Nursing Education and Associate Degree Education Directors' Association on 1/29/10.

Capability	Standard	Examples
<b>MOTOR SKILLS</b>		
<b>Motor Skills</b>	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client	Position clients  Reach, manipulate, and operate equipment, instruments and supplies, e.g. syringes, sterile equipment, and monitors  Perform/use electronic documentation  Lift, carry/push and pull  Perform CPR
<b>Mobility</b>	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client	Propel wheelchairs, stretchers, etc., alone or with assistance as available  Transport supplies to client room  Work around bedside with other personnel  Lift a child  Move and lift clients in and out of bed, wheelchair or cart  Assist with transfer and walking of patients who may require substantial support
<b>Activity Tolerance</b>	Ability to tolerate lengthy periods of physical activity	Move quickly and/or continuously  Tolerate long periods of standing and/or sitting
<b>COMMUNICATIONS</b>		
<b>Communication</b>	Communicate in English with others in oral and written form  Able to communicate with clients and members of the health care team in order to plan and deliver safe care	Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others  Read, understand, write, and speak English  Explain treatment procedures  Initiate and/or reinforce health teaching  Document client responses  Clarify communications received
<b>Interpersonal Relationships</b>	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with clients, families, and colleagues  Respond in a professional/therapeutic manner to a variety of client expressions and behaviors

Capability	Standard	Examples
<b>SENSES</b>		
<b>Hearing</b>	Auditory ability sufficient to hear normal conversation and/or assess health needs	Ability to monitor alarms, emergency signals, auscultatory sounds e.g. B/P, heart, lung, and bowel sounds, and cries for help and telephone interactions/dictation  Communicates with clients, families and colleagues
<b>Vision</b>	Visual ability sufficient for observation, assessment, and performance of safe nursing care	Observe client responses  Discriminate color changes  Accurately read measurement on client-related equipment  Read medication label  Read syringe accurately  Evaluate for a safe environment
<b>Tactile</b>	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	Perform palpation e.g. pulse  Perform functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter
<b>PSYCHOSOCIAL</b>		
<b>Psychosocial Behaviors</b>	Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities	Demonstrate professional abilities of trustworthiness, empathy, integrity, confidentiality  Be able to change and display flexibility  Learn to function in the face of uncertainties and stressful situations
<b>ENVIRONMENTAL</b>		
<b>Environmental Adaptability</b>	Ability to tolerate environmental stressors	Work with chemicals and detergents  Tolerate exposure to odors  Work in close proximity to others  Work in areas of potential physical violence  Work with infectious agents and blood-borne pathogens  Work in environments that may have allergens, such as latex

# Policies Related to Program Progression

## Transfer of Credits Policy

Request for nursing credits transferred from another institution will be reviewed to meet the following guidelines:

1. Be comparable to an Anoka Technical College technical/nursing course in content and credits
2. Completed within the past three years
3. Be reviewed and approved by the Practical Nursing Program Director or designated Practical Nursing faculty
4. Transfer of credits completed by the first day of semester classes

The following criteria are required for consideration of advanced standing:

1. Student's comprehensive GPA must be 3.0 or greater
2. If overall GPA is 3.0 or greater, a course with a grade of "B" or higher will be considered for transfer credit
3. No clinical courses will be considered for transfer of credits to the Anoka Technical College Practical Nursing program
4. Any course with a skills component will require successful completion of all test-outs to meet the specified course competencies required of all Anoka Technical College students in the course. In accordance with Anoka Technical College's Policy and Procedures Handbook, "Students who wish to complete a credit by examination to acquire credit for courses that are part of a state approved, continuous program shall be charged the standard tuition of the course. The student and the instructor should have a reasonable expectation of success prior to authorizing a credit by examination. A student will not be permitted to complete a credit by examination without a paid fee statement or receipt. Students must make prior arrangements for all credit by examinations. The test fee is non-refundable and may not be used as a credit against tuition should the student fail and be required to take the course." Upon successful completion of the skills, the student will be awarded the credits towards graduation.

## Full-Time Enrollment Policy

Students will progress through the Practical Nursing program following a 4 semester program plan. Clinical experiences may be scheduled both days and evenings according to clinical site availability. Most other courses must be completed days.

## Definitions

These definitions refer to the following individuals:

**Repeating Student:** Student who is retaking a course(s) in order to achieve a satisfactory grade.

**Readmitted Student:** Student who is re-starting the Practical Nursing program after being ineligible to continue in the Practical Nursing program due to unsatisfactory grades. (3 or more unsuccessful NURS courses.) A student may only be readmitted once.

**Re-entry Student:** Student who is re-entering the program after a break in nursing education for unusual or extenuating circumstances or who is returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory grades (unsuccessful in the same class twice.)

**Transfer Student:** Student transferring nursing credits from an approved nursing education program.

**Unsatisfactory grades are defined as "D," "F," "U" or "W."**

1. If students cumulatively receive three unsatisfactory grades in NURS courses in the Practical Nursing program,

then the student will be ineligible to continue in the Practical Nursing program. Students may apply for readmission to the program. (See readmission policy below.)

2. Students may apply to be re-admitted to the Practical Nursing program as a re-starting student. To be eligible for re-admission, a student must meet all program requirements at the time of readmission and must repeat all NURS courses. This re-admission is regarded as a new program start and the previous failing grades are not considered for practical nursing program progression. (See re-admission policy below)

## Re-admission to the Practical Nursing Program

All previously enrolled students have an opportunity to be re-admitted to the Practical Nursing program on a space available basis. Students may be readmitted to the Practical Nursing program **one time only**. An individual interested in re-admission must meet with the Practical Nursing Program Director to discuss the re-admission process. The student must apply through the Anoka Technical College Admissions Department to be readmitted to the Practical Nursing program as a re-starting student. To be eligible for readmission, the student must meet all program requirements at the time of readmission and must repeat all NURS courses. This re-admission is regarded as a new program start and the previous failing grades are not considered for practical nursing program progression. This practice is intended to provide the best opportunity for student success.

## Re-entry to the Practical Nursing Program

### Practical Nursing Re-entry Policy and Procedure Policies

1. Re-entry is defined as returning to the Practical Nursing program after successfully completing at least one NURS course before a break in nursing education for unusual or extenuating circumstances or returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory grades (unsuccessful in the same class twice.)
2. Students must meet with Practical Nursing Program Director to be considered for re-entry status. A completed application must be submitted at this meeting.
3. Students must meet the following eligibility criteria for re-entry: a. Cumulative GPA of 2.0 or greater.
4. Student applications are reviewed based on criteria described on the re-entry form.
  - a. Re-entry is on a space-available basis only. Meeting eligibility requirements does not guarantee re-entry. The determination of space available will be made immediately prior to the first day of the course. Refer to the waiting list for repeating, re-entry or transfer students.
5. Per Anoka Technical College policy, students who enroll in a program, then leave for any length of time, must comply with the program requirements in effect when they return to the college.

### Procedure

1. Students must complete the Practical Nursing re-entry form and submit it along with their most current Anoka Technical College transcript to the Practical Nursing Director. The form must be completed during the preceding semester and no later than 12 weeks prior to the semester in which readmission is being sought.
2. The Re-entry Request Form will be evaluated by faculty.
3. The student will be notified in writing of the decision. Registration for classes cannot begin until written notification has been received.
4. Any program prerequisites and requirements (immunizations, CPR, background study) must be met by the specified deadline before the student is eligible to begin courses in the Practical Nursing program plan.
5. In the circumstance that a student is re-entering after being ineligible to continue due to being unsuccessful in the same class twice, the Practical Nursing program policy of 3 unsuccessful NURS courses determining progression

eligibility continues to apply, including the previously earned two unsuccessful grades.

## **Progression Criteria for Repeating, Re-entry and/or Transfer Students**

Repeating, re-entry and transfer students will be allowed to progress through the Practical Nursing program as space becomes available. A waiting list will be established in the following order:

1. Students who have withdrawn for one semester due to unusual or extenuating circumstances and have met with their advisor and have a documented plan for their return.
2. Students who are retaking a course to obtain a satisfactory grade and have repeated no other courses on the Practical Nursing program plan.
3. Transfer students with a cumulative GPA > 3.0 and no course on their transcript below "C" or any "U."
4. Persons from the Anoka Technical College Practical Nursing Program who have withdrawn for 2 or more semesters due to unusual or extenuating circumstances and have met with their advisor and have a documented plan for their return.
5. Students who are retaking a course to obtain a satisfactory grade and have repeated other courses on the Practical Nursing program plan.
6. Students re-entering the program after being ineligible to continue in the College due to being unsuccessful in the same class twice.
7. Persons transferring with a cumulative GPA > 3.0.

In the event of multiple students meeting the same step of waiting list criteria, a decision will be based on:

1. Highest GPA
2. Lottery

## **Withdrawal from the Practical Nursing Program**

Eligible students who have withdrawn from the program must meet with the Practical Nursing Director to apply for re-entry.

## **Graduation Requirements**

Refer to the Anoka Technical College student handbook. Additionally:

1. Complete all of the required courses as outlined on the program plan with a "C" or better grade in each course.
2. Successfully complete all specified course competencies.
3. Have a copy of a current CPR card in the student file.
4. Successfully complete NCLEX-Practical Nursing success predictor test.
5. Maintain an acceptable background check from the Minnesota Department of Human Services.
6. Submit an application for graduation to Records/Registration.
7. Participate in an exit interview with the advisor and submit all required exit interview paperwork.

# Policies Related to Attendance

## Anoka Technical College Policy

Refer to the Anoka Technical College student handbook.

## Practical Nursing Program Policy

Student contribution, including expectations for attendance, will be included in the course syllabus for each course.

## Practical Nursing Attendance Requirements

In the world of work, employers regard consistent attendance as one of the most important dependability qualities in a potential employee. The Practical Nursing Program is designed to enable the student to develop desirable behavior that can be transferred to the employment setting. To implement the formation of this behavior, the following attendance procedures have been established:

1. Classroom attendance is expected. The attendance policy in lecture courses will be determined by the instructional faculty for that course. The individual syllabus will reflect the necessary requirements for attendance in order to be successful in that particular course.
2. In courses with a lab component, attendance is mandatory. Students are responsible for the entire content. Students are expected to problem solve and take responsibility for any missed classroom materials, skills, videos etc. The individual syllabus will reflect the necessary requirements for attendance in order to be successful in that particular course.
3. In a clinical course, attendance is mandatory. The individual syllabus will reflect the specific requirements for attendance in order to be successful in that particular course.
  - a. Clinical absences require that the individual student is responsible to notify his/her instructor and the clinical site by telephone one (1) hour before the clinical day begins. Failure to notify the instructor and the clinical site at least one (1) hour before the clinical begins indicates a failure to meet the crucial course goal of dependability. A Student Academic Success Plan will result when the student does not notify the instructor/clinical area within the specified time frame. Failure to comply with the Student Plan of Assistance will be grounds for failure of the course.
  - b. Satisfactory clinical progress requires the student to report to the clinical area at the designated time. Failure to report to the clinical site at the designated time is tardiness. Being tardy twice is the equivalent of one clinical absence and will result in a Student Academic Success Plan. Tardiness a third time indicates a failure to meet the crucial clinical course goal of displaying dependability. Failure to meet this course goal will mean failure of the clinical course.
  - c. Students enrolled in the combined group of clinical courses; NURS 1221, NURS 1222, and NURS 1262, may be excused only two (2) clinical absences throughout the entire semester. **Only one absence is allowed for NURS 1262.** There may be an opportunity for one make-up day. Clinical absences that exceed this will result in failure of the course where the absence occurs.
  - d. Students enrolled in the combined group of clinical courses; NURS 2120, NURS 2150, and NURS 2180 may be excused only one (1) clinical absence throughout the entire semester. There may be an opportunity for one make-up day. Clinical absences that exceed this will result in failure of the course where the absence occurs.
  - e. Attendance for all Clinical Orientation Days is Mandatory. An absence on an Orientation Day will result in failure of the course.
  - f. Students repeating any clinical course will be allowed one (1) clinical absence in that course.

# Policies Related to Course Progression

## Course Requirements

Students may continue in the Practical Nursing Program when they demonstrate consistent, satisfactory progress toward the goals as identified below.

1. A minimum cumulative grade point average (GPA) of 2.0 must be maintained.
2. A minimum of a “C” grade is required in all courses on the program plan. Any course below a “C” will need to be repeated.
3. All course prerequisites must be met prior to enrolling in each nursing course.
4. The following grading system will be used in all practical nursing theory and lab courses:

A = 94-100%

B = 87-93%

C = 80-86%

D = 75-79%

F = < 75%

Percentages/Averages are not rounded out to the next largest number.

5. Clinical courses will be graded on an S/U basis.
6. Each nursing (NURS) and health core (HLTH) course requires an 80% passing score.
7. A course may be repeated only once to achieve the 80%.
8. All nursing theory, lab and clinical courses must be repeated that are older than five years at the time of entry or reentry. Per college policy, students who enroll in a program, then leave for any length of time, must comply with the program requirements in effect when they return to the college.
9. There is a zero tolerance policy for cheating. This policy applies but is not limited to; assignments, quizzes, tests and any researched work. Students who cheat will receive an “F” in that course. Cheating may result in suspension from the college.

## Clinical/Lab/Course Competency Requirements

Competencies are the skills/procedures that must be performed accurately in the clinical, classroom and/or lab setting. Students will develop these competencies through a sequenced set of nursing courses. The required competencies for each course are specified on the course syllabus for each nursing course and the evaluation of these specific course competencies occurs within the courses in the practical nursing program.

To be proficient with these competencies requires the following:

- a. All competencies that are required for the course and/or semester must be completed satisfactorily before progressing to the next semester.
- b. All specified course competencies must be evaluated by the faculty.
- c. Absolutely no medications are to be given without the faculty present or specific faculty permission to give medications under the direct supervision of nursing staff after student has been evaluated by the faculty. Giving medications without following this procedure will result in an automatic failure of the clinical course.

2. Once a competency has been achieved, the student is responsible for continued application and correct procedure throughout the Practical Nursing program. If incorrect application and/or procedure are observed by the faculty, the competency must be retested. This may require repeating the appropriate course.

## Clinical Requirements

### Immunization Requirements

In accordance with our clinical partnership contract agreements, all students must provide documentation of immunization requirements. Specific immunization requirements will be provided by Anoka Tech Practical Nursing faculty.

### Student Uniform Requirements

Students will present themselves at clinical in professional attire. The complete uniform includes the following:

1. Uniform - White scrub uniform top and black scrub uniform pant or skirt. Uniform must be clean and pressed. Uniform top and bottom must be free of fraying at seams and bottom. Uniform bottoms may not touch the ground in length. Uniforms must be SCRUBS, no variation. White T-shirt and black cotton or dress pant/skirt are unacceptable.
2. Students needing to wear a skirt may purchase a uniform skirt from Advance Healthcare shop <http://shop.advanceweb.com/scrubs/dresses-skirts/7946-white-swan-womens-elastic-scrub-skirt.aspx> item # 07946 black color  
**OR** Make your own skirt with black scrub material (65% polyester 35% cotton).  
Pattern: Simplicity pattern # 9825 or 3796  
**OR** other with faculty approval. Length of skirt should be below the knee yet not touching the ground.
3. Name tag/Student ID - (available from the college). Name tag will hang from an Anoka Technical College break-away lanyard.
4. White nylons or white socks.
5. Clean white nursing or sport shoes - no clogs, open-back shoes, canvas shoes or open-toed shoes.
6. Bandage scissors.
7. Watch with second hand.
8. Black and red pens.
9. Stethoscope
10. Blood Pressure cuff (clinical site dependant)
11. At some clinical sites a transfer belt will be required.

### Professional Etiquette

Rules for wearing of the student uniform are:

1. Students will be expected to wear their uniform whenever they are in the clinical area. Students are not to wear the uniform in public places that are not part of their clinical lab experience. This includes Anoka Tech lab classes.
2. Undergarments required and should not be visible through uniform.
3. Hair must be neat and clean and kept away from the face. Long hair must be worn up, tied back, or braided

anytime in uniform, with no decorative hair accessories. Students with facial hair must be either clean-shaven, or with beard or mustache neatly trimmed.

4. Only minimal makeup and no perfume may be worn while in the clinical area.
5. Silver, gold, or pearl post earrings must be small in appearance. Avoid dangling styles. Limit pierced earrings to **one** pair. Limit pierced jewelry to ears only.
6. The only additional jewelry to be worn in the clinical area will be engagement rings, wedding sets, medical I.D. bracelets, and nurse's watch.
7. Students will **not** be allowed to chew gum.
8. Smoking is allowed only in designated areas at clinical sites. Facility policy will be strictly enforced. Students may not have an odor of smoke on their hair, body or uniform.
9. Keep fingernails clean and short. No colored or chipped nail polish. No artificial nails may be worn.
10. Students are to avoid sitting on the floor or sitting on their shoes.

Faculty reserves the right to send a student home if not in compliance with the student uniform/professional etiquette requirements. This will count as a clinical absence.

## **Personal Performance Checklist Evaluation Tool Requirements**

1. The Personal Performance Checklist evaluation tool measures psychomotor, cognitive, and affective abilities (skills/knowledge/behaviors). These are the necessary qualities that are required for safe nursing practice. The student must demonstrate "safe performance" in the clinical setting by completing the personal performance checklist at 80% and all designated crucial/safety items. A copy of the personal performance checklist will be distributed on the first clinical day of each clinical course.
2. The student must demonstrate the required skills/knowledge/behaviors by the end of each clinical course. Identification of problem areas will be discussed with the student prior to the end of the course to allow for the opportunity to make improvements.
3. The Personal Performance Checklist, the course competencies, and any written assignments, nursing processes, or math competencies are the evaluation tools used for determining the clinical grade.
4. A total number of points will be used in each clinical course to determine the 80% or (S) satisfactory grade. A student must receive an (S) satisfactory grade in order to progress in the program. All crucial/safety goals must be completed as (S) satisfactory, and all math competencies at 90%.

## **Policies on Student Conduct**

### **Anoka Technical College Policy on Student Conduct**

The complete College policy can be found in the Student Handbook.

Anoka Technical College is committed to the creation and maintenance of an academic community that fosters the intellectual, personal, social, and ethical development of its students. Anoka Technical College students are obligated to adhere to a set of principles that preserve integrity and professional conduct. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. Moreover, nursing is a profession that considers personal integrity and honesty as essential attributes.

Please refer to the Anoka Technical College student handbook Code of Conduct Policy designed to explain the rights and responsibilities inherent in membership in the Anoka Technical College community.

### **Practical Nursing Program Policy on Student Conduct**

The Practical Nursing program at Anoka Technical College has an obligation to graduate students who will provide safe, competent nursing care as well as uphold the ethical principles of the profession of nursing. Students enrolled in the practical nursing program at Anoka Technical College accept the ethical responsibilities credited to the profession of nursing. This requires the nursing student to understand the scope and applicable standards of nursing practice to meet the client needs and the relevant federal (e.g. Health Insurance Portability and Accountability Act (HIPAA), state (e.g. Nurse Practice Act), and local laws in accordance with the clinical setting's and college's institutional policies and procedures.

- The American Nurses Association Code for Nurses with Interpretive Statements (2001, [http://nursingworld.org/ethics/code/protected\\_nwcoe813.htm](http://nursingworld.org/ethics/code/protected_nwcoe813.htm))
- The National Student Nurses' Association Code of Academic and Clinical Conduct (2001, 2009, [http://www.nсна.org/Portals/0/Skins/NSNA/pdf/pubs\\_code\\_of\\_ac.pdf](http://www.nсна.org/Portals/0/Skins/NSNA/pdf/pubs_code_of_ac.pdf)) provide guidance for nursing students in the personal development of an ethical foundation.

The following are examples of unprofessional/unethical behavior judged to be unacceptable for the practical nursing student at Anoka Technical College. These behaviors include, but are not limited to, the following:

1. Not reporting errors or omissions in patient care (e.g. medication error).
2. Theft from patients, hospitals, the college, or fellow students.
3. Sharing confidential information with unauthorized persons (Health Insurance Portability and Accountability Act, HIPAA). Confidential information related to patients, patient's families or visitors, college or clinical facility staff, class or clinical situations should never be discussed in any form online. Information or photographs gained through the nurse-patient relationship should never be shared or posted on social networking sites.
4. Forging or falsifying official documents.
5. Giving information about test items to others or other behavior indicative of "cheating", plagiarism, or academic dishonesty including posting on social networking sites (Facebook, Twitter, blogs, etc) unauthorized material such as quizzes/ tests.
6. Submitting written work that is not their own.
7. Lying about anything related to or associated with student activity or responsibilities when operating as an Anoka Tech Nursing Student.
8. Not adhering to or crossing professional boundaries with patients and the health care team. Online contact with patients blurs this boundary.
9. Videotaping, audiotaping, or photographing an instructor, staff, or fellow student for personal or social media use without the express permission of the instructor, staff, or fellow student. At NO time shall patients/clients be videotaped or photographed.

If patient safety is compromised, nursing faculty has the discretion and authority to summarily remove a student from the clinical setting.

Any breach of integrity or honesty may be grounds for failure of the course.

Additional consequences of these unprofessional and unacceptable behaviors are described in the Anoka Technical College Student Handbook. If a second incident occurs, the student will be ineligible to continue in the Practical Nursing program.

## **College Activities**

### **Student Senate**

Students are encouraged to become active participants in the Anoka Technical College Student Senate.

### **Advisory Committee**

Program advisory committees are designed to provide guidance and advice on program operation and curricular content. The Practical Nursing Program Advisory Committee meets two times each year. A student representative is elected by fellow students each incoming new semester on a voluntary basis to participate in the Advisory Committee. The election takes place within Semester 1 students and the student may continue in the role of representative throughout their tenure in the program and is encouraged to participate as a graduate of the program in the future. Minutes from the Advisory Committee meetings are posted in the nursing lab and are accessible to students. The College policy on Program Advisory Committees can be found on the college Web site: [http://www.anokatech.edu/hr/hrdocuments/COLLEGE\\_PROGRAM\\_ADVISORY\\_COMMI.pdf](http://www.anokatech.edu/hr/hrdocuments/COLLEGE_PROGRAM_ADVISORY_COMMI.pdf)

### **Policy for Student Academic Due Process**

See Student Academic Due Process Procedure in the Anoka Technical College Student Handbook.

*The Practical Nursing program reserves the right to modify or update any statements contained in the handbook as deemed necessary in accordance with current conditions. Refer to the Anoka Technical College student handbook for additional Anoka Technical College policy changes.*

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This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.