



**ANOKA TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM**

**2010 - 2011
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

College Staff:

Practical Nursing Faculty and Staff:	Office Area 241, 242	
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	Jean Jurek	576-4965
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	Lori Wahlberg	576-4960
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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

Degree Offered

Diploma in Practical Nursing

Associate of Applied Science in Practical Nursing (pending approval of MnSCU)

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 healthcare 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 (pending) 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 (adapted from Cross, 1989)
- 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 scope of nursing practice and nursing abilities as identified by the Minnesota Board of Nursing (Rule 6301.1800) 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 (SFCC, 2007)
- it is the responsibility of nursing faculty to employ professional and legal standards in determining safe and qualified nursing practice (SFCC, 2007)

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 6301.1800, 2007 SFCC practical nursing program Values: Concept of teaching/ learning, & Cross, T. Towards a culturally competent system of care)

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 (pending) in Practical Nursing
- qualify to take the national examination for licensure for practical nursing (NCLEX-PN)
- demonstrate competence in the performance of abilities as specified by the Minnesota Board of Nursing (Minnesota Board of Nursing Rules 6301.1800 Nursing Abilities to be Evaluated and 6301.2200 Evaluation of Combining Nursing Categories)
- 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)
- gain advanced standing for at least 1/3 of the nursing credits required for nursing in a professional program leading to an associate degree in a Minnesota Board of Nursing approved professional nursing program (Minnesota Board of Nursing Rules 6301.1200 Advanced Standing)

Program Goals

The Practical Nursing program will:

- graduate $\geq 75\%$ of students admitted to the Practical Nursing program within 6 semesters of admission.
- graduate classes with an NCLEX-PN first time passing rate of $\geq 85\%$.
- 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 seeking student (53 credits) or a Practical Nursing Associate of Applied Science (AAS) degree (63 credits). Both program options are designed to be completed in four semesters. Currently there are no part time completion options.



Program Requirements Academic Year 2010-2011
Practical Nursing Diploma

This plan must be completed according to this sequence. It cannot be completed on a part-time basis.

Course	Credit
Semester 1	
*MATH 1010 Dosage Calc for Health Care Professionals	1
*HLTH 1010 Medical Terminology	1
*HLTH 1005 Anatomy & Physiology	4
NURS 1160 Introduction to Practical Nursing	2
NURS 1180 Technical Skills I	2
*ENGL 1105 Composition I	4
Total Semester Credits	14
Semester 2	
NURS 1100 Adult Nursing I	4
*NURS 1115 Nursing Aspects of Nutrition	1
NURS 1122 Medication Administration	2
NURS 1140 Pharmacology I	1
*NURS 1110 Nursing Across the Life Span	2
	OR
PSYC 1405 Lifespan Development	4
*COMP 1004 Electronic Health Records ⁺	2
Total Semester Credits	12
Semester 3	
NURS 1202 Adult Nursing II	4
NURS 1221 Clinical Lab IA: Medical Surgical I	2
NURS 1222 Clinical Lab IB: Medical Surgical I	2
NURS 1240 Nursing of the Child Bearing Family	2
NURS 1262 Clinical Lab II: Family and Community Nursing	1
NURS 1280 Technical Skills II	2
Semester Credits	13
Semester 4	
NURS 2000 Nursing Trends	1
NURS 2040 Pharmacology II	1
NURS 2080 Technical Skills III	2
NURS 2100 Gerontology	2
NURS 2120 Clinical Lab III: Gerontology	2
NURS 2140 Mental Health Nursing	2
NURS 2150 Clinical Lab IVA: Mental Health	1
NURS 2180 Clinical Lab V: Medical Surgical Nursing II	2
NURS 2210 Synthesis	1
Total Semester Credits	14
Total Program Credits	53

** May be completed ahead of required Semester Plan*

+For the 2010-2011 year, COMP 1002 Computer Technologies for Communication will be accepted in place of COMP 1004



Program Requirements Practical Nursing AAS

The Practical Nursing AAS Degree will be offered pending final approval by the Minnesota State Colleges and Universities

This plan must be completed according to this sequence. It cannot be completed on a part-time basis.

Course	Credit
Semester 1	
*MATH 1010 Dosage Calculations for Health Care Professionals	1
*HLTH 1010 Medical Terminology	1
*BIOL 2100 Anatomy and Physiology I	4
NURS 1160 Introduction to Practical Nursing	2
NURS 1180 Technical Skills I	2
*ENGL 1105 Composition 1	4
Total Semester Credits	14
Semester 2	
*BIOL 2200 Anatomy and Physiology II	4
NURS 1100 Adult Nursing I	4
*NURS 1115 Nursing Aspects of Nutrition	1
NURS 1122 Medication Administration	2
NURS 1140 Pharmacology I	1
*PSYC 1405 Lifespan Development	4
Total Semester Credits	16
Semester 3	
NURS 1202 Adult Nursing II	4
NURS 1221 Clinical Lab IA: Medical Surgical I	2
NURS 1222 Clinical Lab 1B: Medical Surgical I	2
NURS 1240 Nursing of the Childbearing Family	2
NURS 1262 Clinical Lab II: Family and Community Nursing	1
NURS 1280 Technical Skills II	2
*COMP 1004 Electronic Health Records+	2
Total Semester Credits	15
Semester 4	
NURS 2000 Trends	1
NURS 2040 Pharmacology II	1
NURS 2080 Technical Skills III	2
NURS 2100 Gerontology	2
NURS 2120 Clinical Lab III: Gerontology	2
NURS 2140 Mental Health Nursing	2
NURS 2150 Clinical Lab IV: Mental Health	1
NURS 2180 Clinical Lab V: Medical Surgical Nursing II	2
NURS 2210 Synthesis	1
Total Semester Credits	14
Total Program Credits	59
Total Program Credits including Prerequisite: BIOL 1106 Introduction to Biology	63

* May be completed ahead of required Semester Plan

+For the 2010-2011 year, COMP 1002 Computer Technologies for Communication will be accepted in place of COMP 1004

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.

Technical Standards for Entry-Level Nursing Programs

Capability	Standard	Examples
INTELLECTUAL		
Cognitive Perception	<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>Critical Thinking</p> <p>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>
MOTOR SKILLS		
Motor Skills	<p>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client</p>	<p>Position clients</p> <p>Reach, manipulate, and operate equipment, instruments and supplies, e.g. syringes, sterile equipment, and monitors</p> <p>Perform/use electronic documentation</p> <p>Lift, carry/push and pull</p> <p>Perform CPR</p>
Mobility	<p>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client</p>	<p>Propel wheelchairs, stretchers, etc., alone or with assistance as available</p> <p>Transport supplies to client room</p> <p>Work around bedside with other</p>

		<p>personnel</p> <p>Lift a child</p> <p>Move and lift clients in and out of bed, wheelchair or cart</p> <p>Assist with transfer and walking of patients who may require substantial support</p>
Activity Tolerance	Ability to tolerate lengthy periods of physical activity	<p>Move quickly and/or continuously</p> <p>Tolerate long periods of standing and/or sitting</p>
COMMUNICATIONS		
Communication	<p>Communicate in English with others in oral and written form</p> <p>Able to communicate with clients and members of the health care team in order to plan and deliver safe care</p>	<p>Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others</p> <p>Read, understand, write, and speak English</p> <p>Explain treatment procedures</p> <p>Initiate and/or reinforce health teaching</p> <p>Document client responses</p> <p>Clarify communications received</p>
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds	<p>Establish rapport with clients, families, and colleagues</p> <p>Respond in a professional/therapeutic manner to a variety of client expressions and behaviors</p>
SENSES		
Hearing	Auditory ability sufficient to hear normal conversation and/or assess health needs	<p>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</p> <p>Communicates with clients, families and colleagues</p>
Vision	Visual ability sufficient for observation, assessment, and performance of safe nursing care	<p>Observe client responses</p> <p>Discriminate color changes</p>

		<p>Accurately read measurement on client-related equipment</p> <p>Read medication label</p> <p>Read syringe accurately</p> <p>Evaluate for a safe environment</p>
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<p>Perform palpation e.g. pulse</p> <p>Perform functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter</p>
PSYCHOSOCIAL		
Psychosocial Behaviors	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	<p>Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality</p> <p>Be able to change and display flexibility</p> <p>Learn to function in the face of uncertainties and stressful situations</p>
ENVIRONMENTAL		
Environmental Adaptability	Ability to tolerate environmental stressors	<p>Work with chemicals and detergents</p> <p>Tolerate exposure to odors</p> <p>Work in close proximity to others</p> <p>Work in areas of potential physical violence</p> <p>Work with infectious agents and blood-borne pathogens</p> <p>Work in environments that may have allergens, such as latex</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.

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 3 years
3. Be reviewed and approved by the Practical Nursing Program Advisor 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 Minnesota Board Abilities 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. Some *NURS* theory/lab courses have a companion clinical course that must be taken at the same time. If a student receives an unsatisfactory grade in a theory course and its companion clinical course or in either one of the two, the student will need to retake both courses. For purposes of eligibility to continue in the Practical Nursing program, retaking companion courses will count as a single repeated courses.
3. Students may apply to be readmitted to the Practical Nursing program as a re-starting student. To be eligible for readmission, 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 program progression. (See re-admission policy below)

Readmission 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 readmission must meet with the Practical Nursing Program Advisor to discuss readmission 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 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 Advisor 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 Advisor. 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 2 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 1-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 Advisor 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 identified Minnesota Board of Nursing Abilities.
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 on the college Web site.

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 Plan of Assistance 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 Plan of Assistance. 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 2160, 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 their 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. If a nursing theory course in a semester is not passed at 80%, the student will need to repeat both the theory and the related clinical course. The grade submitted for clinical will be unsatisfactory.
9. If a nursing clinical course in a semester is not satisfactory, the student will need to repeat both the clinical course and the related theory/lab course(s).
10. 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.
11. 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 and/or lab setting. The required competencies for each semester/course are listed on the course outline, and may include Minnesota Board of Nursing abilities.

1. To be competent with clinical skills and tasks 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 Minnesota Board of Nursing abilities 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 passed, the student will be held 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 - official white uniforms of appropriate length. White scrub uniforms are

- acceptable. Uniform must be clean and pressed.
2. Name tag/Student ID - available from the college.
 3. White nylons or white socks.
 4. Clean white nursing or sport shoes - no clogs or open-back shoes or canvas shoes or open-toed shoes.
 5. Bandage scissors.
 6. Watch with second hand.
 7. Black and red pens.
 8. 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 time to make improvements.
3. The Personal Performance Checklist, the clinical 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) and
- 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) 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).
4. Forging or falsifying official documents.
5. Giving information about test items to others or other behavior indicative of "cheating", plagiarism, or academic dishonesty.

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.

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

A student is selected by the faculty on a voluntary basis to participate in the Practical Nursing Program Advisory Committee meetings which are held two times a year.

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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