

ANOKA TECHNICAL COLLEGE PRACTICAL NURSING PROGRAM 53-63 Credit Diploma or AAS Program

2014 – 2015 PRACTICAL NURSING STUDENT HANDBOOK

TABLE OF CONTENTS

	<u>PAGE</u>
Introduction	4
Practical Nursing Mission	5
Practical Nursing Purpose	5
Practical Nursing Program Philosophy and Values	5
Practical Nursing Program Outcomes	6
Practical Nursing Program Goals	6
Student Learning Outcomes	.6-7
Student Responsibilities	8
Student Policies:	
Safety, Security, Student Health, Reasonable Accommodations10	J-11
Technical Standards12	<u>?</u> -14
Program Progression Policies	16
Transfer of Credits	16
Re-entry to the Practical Nursing Program	17
Withdrawal from the Practical Nursing Program	18
Graduation Requirements	18
Attendance Policies	19
Course Progression	.20
Clinical Requirements	21
Policies on Student Conduct	22
College Policies for Student Academic Due Process, Student Grievance	.24
College Activities	25

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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, the Anoka Technical College student handbook, and the policies of clinical agencies where the student is placed. Students are expected to read these policies and sign a confirmation affirming this.

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

Degree Offered

Diploma in Practical Nursing
Associate of Applied Science in Practical Nursing

Accreditation Status

Pursuing candidacy status by Spring 2018 and accreditation with Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, •Georgia 30326

Mission

Serve the healthcare needs of a diverse 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

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

- students are admitted to the nursing program with diverse educational and life experiences which enrich the learning environment
- nursing education reflects diverse patient centered, holistic care guided by evidencebased practice, informatics and quality improvement
- the purpose of nursing education is to provide instruction for students to become safe, competent, technically-skilled, team-oriented caregivers as identified by professional behaviors, communication, data collection, planning, caring interventions, and managing (National Association of Practical Nurse Education and Service Inc, 2007)
- 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) and the Quality and Safety Education for Nurses (QSEN) competencies form the foundation of curriculum development and the selection of learning experiences for students

This philosophy, together with the Program Student Learning Outcomes, is 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 and the Quality and Safety Education for Nurses (QSEN) competencies).

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
- maintain Minnesota Board of Nursing program approval
- maintain standards of Anoka Technical College and other regulatory or accrediting agencies
- demonstrate achievement of graduates' satisfaction of the program
- demonstrate employer satisfaction of graduates of the program

Program Student Learning Outcomes

The outcomes of this program of learning will be a graduate who is able to:

- Adhere to professional standards of practice within safe, legal, ethical and regulatory frameworks of the practical nurse (Program Competencies: Professional behaviors)
- Communicate effectively to deliver coordinated patient-centered care through teamwork and collaboration (Program Competencies: Communication)
- Collect and analyze holistic information to provide quality, therapeutic, patient-centered care guided by evidence-based standards of practical nursing practice (Program Competencies: Data Collection and Planning)
- Demonstrate a caring and empathic approach while meeting patient's needs across the lifespan and health/wellness continuum within a diverse community (Program Competencies: Caring Interventions)
- Participate in clinical decision-making through utilization of critical thinking within the practical nurse scope of practice (Program Competencies: Managing)

Program Competencies

Upon completion of the Anoka Technical College Practical Nursing program the graduate will display the following program competencies:

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.

QSEN- Safety:

Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Communication

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

QSEN- Teamwork and Collaboration:

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

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.

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

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.

QSEN- Evidence-based Practice:

Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

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.

QSEN- Quality Improvement:

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

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.

QSEN-Informatics:

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

(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 and the Quality and Safety Education for Nurses (QSEN) competencies.)

Student Responsibilities

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.

Student Information

Any data collected for student files while a student is in the nursing program (e.g. immunization documentation, transcript copies, etc.) is kept in locked files in a secure office location.

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 Safety, Security, Student 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 in posted areas.

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. 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 are the student's responsibility.

Workers' Compensation

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

Criminal Background Checks

An integral part of the Nursing Program is the clinical experience. To provide this experience, the College 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. The College 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 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 and kept in locked files in a secure office location. 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 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. 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	The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations Students must be able to independently and accurately assess or contribute to the assessment of a client	I Identify changes in client health status Prioritize multiple nursing activities in a variety of situations		
Critical Thinking Careful thought, reasoned judgment 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 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	Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client	Able to make effective decisions in the classroom and in the clinical sites Develop/contribute to nursing care plans that accurately reflect client concerns Able to make decisions reflective of classroom learning in the clinical sites		
MOTOR SKILLS				
Motor Skills	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
n	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
	transiering a chefit	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
Activity Tolerance	Ability to tolerate lengthy periods	Move quickly and/or continuously
	of physical activity	Tolerate long periods of standing and/or sitting
COMMUNICATIONS		
Communication	Communicate in English with others in oral and written form	Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others
	Able to communicate with clients and members of the health care team in order to plan and deliver	Read, understand, write, and speak English
	safe care	Explain treatment procedures
		Initiate and/or reinforce health teaching
		Document client responses
		Clarify communications received
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional,	Establish rapport with clients, families, and colleagues
	cultural and intellectual backgrounds	Respond in a professional/therapeutic manner to a variety of client expressions and behaviors
SENSES		
Hearing		Ability to monitor alarms, emergency signals, auscultatory sounds e.g. B/P,

	Auditory ability sufficient to hear normal conversation and/or assess health needs	heart, lung, and bowel sounds, and cries for help and telephone interactions/dictation Communicates with clients, families and colleagues
Vision	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
Tactile	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

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	Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality Be able to change and display flexibility Learn to function in the face of uncertainties and stressful situations	
ENVIRONMENTAL			
Environmental Adaptability	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	

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 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. College policy allows a student to repeat a course one time on a space available basis. Failure to successfully complete a course (receiving a D, F, FN, FW, U, W, or less than an A in MATH 1010) when repeating it will result in not being allowed to re-register for that course for one semester. Failure to successfully complete a course after three times will exclude the student from the program major.

Re-entry Student: Student who is re-entering the program within one year 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, FN, FW, U, W, or less than an A in MATH 1010.

- 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.
- There is no opportunity for re-admittance to the nursing program after becoming ineligible to continue due to earning the three cumulative unsatisfactory NURS grades.

Re-entry to the Practical Nursing Program

Practical Nursing Re-entry Policy and Procedure Policies

- Re-entry is defined as returning to the Practical Nursing program within one year
 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 no greater than one year, must comply with the program requirements in effect when they return to the college.

Procedure

- 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 or Program 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 on 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 Director or Program Advisor to apply for re-entry and will follow the procedure previously outlined. Re-entry is on a space-available basis.

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.

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:

- 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 expected. 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. Attendance for all Clinical Days and Orientation to the Clinical is mandatory. Rare instances of absences will be reviewed by nursing faculty.
 - b. Satisfactory clinical progress requires the student to report to the clinical area at the designated time. In the rare instance of an absence or tardiness to the clinical, the individual student is responsible to notify his/her instructor by telephone one (1) hour before the clinical day begins. Failure to notify the instructor at least one (1) hour before the clinical begins will result in a failure of the 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.
- 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. A grade of S or an A is required in MATH 1010 to meet the passing requirement.
- 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. MATH 1010 requires a 90% (A) passing score.
- 7. A student will be allowed to repeat a course one time on a space available basis. Failure to successfully complete a course (receiving a D, F, FN, FW, U, W, or less than an A in MATH 1010) when repeating it will result in not being allowed to re-register for that course for one semester. Failure to successfully complete a course after three times will exclude the student from the program major.
- 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 and this information must be on file in the nursing department by the specified date. Specific immunization requirements will be provided by Anoka Tech Practical Nursing faculty. If the student does not have the required immunizations, a clinical site can refuse to accept the student at its facility. By not fulfilling the clinical requirements of the facility, the student will not be eligible to progress in the course and therefore the nursing program. This policy includes students who are conscientious objectors to immunizations.

Student Uniform Requirements

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

- 1. Uniform Tan scrub uniform top and optional tan scrub jacket with 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 or black nylons or white socks.
- 5. Clean white or black 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 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.
- 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 <u>one</u> 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.
- 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 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.nsna.org/Portals/0/Skins/NSNA/pdf/pubs code of ac.pdf)

http://www.nsna.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 <u>unprofessional/unethical behavior</u> 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, HIPPA). 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.
- 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 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.

Policy for Student Academic Due Process

Students who desire recourse for complaints follow the College policy for Academic Due process or the Student Grievance policy. Those procedures are found in the College handbook and are as follows:

STUDENT ACADEMIC DUE PROCESS PROCEDURE

When a student believes a valid complaint should be registered against any member of the staff about content or conduct of a course or grading, the following steps should be taken in the order indicated:

- 1. The student is advised to make an appointment with the instructor and explain the nature of the complaint and the reason for this belief. The instructor involved and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level.
- 2. If the student and instructor are not able to reach a satisfactory agreement, the student may, no later than ten (10) school days after the meeting with the instructor, request that a counselor arrange a meeting with the student, the instructor and the counselor to attempt to resolve the issue. The student shall complete an Academic Due Process Report Form, available at http://tinyurl.com/AcadDueProcess, outlining the nature of the complaint, and submit copies to the counselor and the instructor prior to the meeting. The counselor will schedule the meeting within five days after receiving the student request.
- 3. Should the issue be unresolved or should the decision be unacceptable to the student, the student may appeal, in writing, no later than five (5) school days after the meeting to the Academic Dean. The Academic Dean will then call a meeting of the instructor, the student, and the counselor to resolve the problem within five (5) days after receiving the student appeal request.
- 4. Should the issue still be unresolved or should the decision be unacceptable to the student, the student may appeal, in writing, no later than five (5) school days after the meeting to the Vice President for Academic and Student Affairs of the college. The Vice President for Academic and Student Affairs shall notify the student of his/her decision, in writing, within five (5) days after receiving the student appeal request. The decision of the Vice President for Academic and Student Affairs is final.
- 5. With prior administration notification and approval, the student may have an advocate present at any or all steps of the process.

Note: In this procedure, all parties involved shall keep written records of the time, date, and other pertinent facts relating to the nature of conferences in which they are involved.

(Retrieved from Anoka Technical College Student Handbook: http://www.anokatech.edu/commoncontent/pdfs/finalhandbook92512.pdf)

STUDENT GRIEVANCE POLICY

When a student believes a valid compliant should be registered against any member of the staff about nonacademic operations, the following steps should be taken in the order indicated:

- 1. The student is advised to make an appointment with staff and explain the nature of the complaint and the reason for this belief no later than the end of the semester that the grievable incident or action occurred. The staff involved and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level.
- 2. If the student and staff are not able to reach a satisfactory agreement, the student may, no later than ten (10) business days after the meeting with staff, request that a counselor arrange a meeting to attempt to resolve the issue. The student shall complete a Student Report Form, available at http://tinyurl.com/AcadDueProcess, outlining the nature of the complaint, and submit a copy to a counselor prior to the meeting. The counselor will schedule the meeting within five (5) business days after receiving the student request.
- 3. Should the issue be unresolved or should the decision be unacceptable to the student, the student may appeal, in writing, no later than five (5) business days after the meeting to the Dean of Students Affairs. The Dean of Student Affairs will then call a meeting of the staff, the student, and the counselor to attempt to resolve the problem within five (5) business days after receiving the student appeal request.
- 4. Should the issue still be unresolved or should the decision be unacceptable to the student, the student may appeal, in writing, not later than five (5) business days after the meeting to the Vice President for Academic and Student Affairs of the college. The Vice President for Academic and Student Affairs shall notify the student of his/her decision, in writing, within five (5) business days after receiving the student appeal request.
- 5. Should the issue still be unresolved or should the decision be unacceptable to the student, the student may appeal, in writing, no later than five (5) business days after the meeting to the President of the college. The President shall notify the student of the his/her decision, in writing, within five (5) business days after receiving the student appeal request. The decision of the President is final.

NOTE: With prior administration notification and approval, the student and staff member may have an advocate present at any or all steps of the process

(Retrieved from Anoka Technical College Student Handbook:

http://www.anokatech.edu/~/media/Files/New%20Web%20Site%20Files/Student%20Services/Services/Student%20Handbook%202013-14.ashx)

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 meeting minutes are posted in the nursing lab and are accessible to students. The College policy on Program Advisory Committees can be found on the College website:

http://www.anokatech.edu/en/AboutATC/~/link.aspx?_id=3F77ABBDA3BC4C118E3730 9ED9EA530A&_z=z

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.

Pnpkt\HandbookRevised 10/2006, 07/13/07, 7/15/2008, 5/2009, 7/2010, 11/2011, 5/2012,6/2013, 6/2014