



**ANOKA TECHNICAL COLLEGE  
PRACTICAL NURSING PROGRAM  
38 Credit Diploma**

**2014 – 2015  
PRACTICAL NURSING STUDENT  
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, 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  
Multiple clinic and School District sites

## **Degree Offered**

Diploma in Practical Nursing

## **Accreditation Status**

Pursuing candidacy status by 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 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.

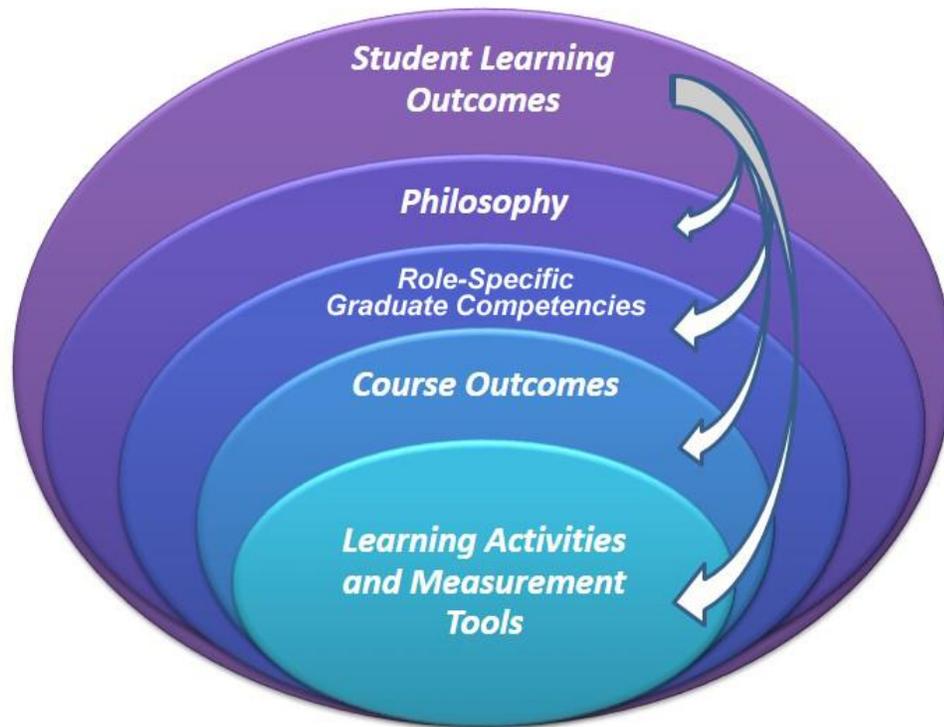
## **Program Goals**

The Practical Nursing program will:

- graduate  $\geq 60\%$  of students admitted to the Practical Nursing program within 3 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
- 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

## Practical Nursing Program Curricular Framework Model

# *PN Curricular Framework*



The Practical Nursing Program framework model illustrates that the student learning outcomes direct the Practical Nursing curriculum.

The Student Learning Outcomes:

- are derived from the professional concepts
- form the basis for the philosophy statement
- are measured by role-specific graduate competencies
- are used to guide the delivery of instruction through the course outcomes
- are used to direct learning activities and to evaluate student progress through measurement tools

## Practical Nursing Program Philosophy Statement

The Practical Nursing program believes that Practical Nursing is grounded in the biological, psychological, sociological, and spiritual sciences practiced under the supervision of a registered nurse or other qualified healthcare professional. Nursing is devoted to promoting, maintaining, and restoring the health of individuals and families as well as promoting a peaceful, dignified death. Licensed Practical Nurses (LPNs) care for diverse individual patients and families across the lifespan in a variety of healthcare settings by providing **safe**, culturally sensitive, individualized **patient-relationship centered care** and by participating as a member of the healthcare team.

LPNs recognize that **teamwork and interprofessional collaboration** among healthcare professionals is critical to delivering **safe**, quality, patient care. Ongoing **quality improvement** activities are performed in collaboration with other members of the healthcare team. Implementing established **evidence-based care** with skills in **informatics** and patient care technology is essential to the delivery of **quality, safe, patient-relationship centered care**.

Professional values guide interactions with individuals, families, and the healthcare team. LPNs demonstrate **professional behaviors** by exhibiting accountability for their actions, meeting the healthcare needs of patients, and assuming legal responsibility for the care they provide. LPNs demonstrate **professional identity** by upholding their commitment to the public and by adhering to an established code of ethics.

The major roles of the LPN includes provider of nursing care and member of the nursing profession. As providers of care, LPNs contribute to the promotion of wellness, using **nursing judgment** in the identification of current and emerging patient problems and function as advocates for individuals and families. In addition, LPNs help to manage patient care utilizing **evidence-based care** incorporating the nursing process and caring as essential tools. LPNs **manage care** by planning, organizing, and assigning care to other LPNs and unlicensed assistive personnel to provide safe, quality patient care. LPNs provide and reinforce selected patient education to achieve positive clinical outcomes.

The nursing program believes that students that graduate from this program must be ready to practice in a complex and changing healthcare environment. To assure that students are ready for their role as an LPN, the program measures five student learning outcomes with identified role-specific graduate competencies which the student must successfully complete to demonstrate proficiency as a graduate of the Practical Nursing program.

*Adapted from ATI CMAP Program Philosophy Statement for Practical Nursing, 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.*

## Professional Concepts

- **Informatics:** the use of information **technology** as a communication and information gathering tool that minimizes errors, supports clinical decision making and scientifically based nursing practice (ACEN, 2013).  
**Essential to this concept** is the utilization of information technology by the practical nurse to support and communicate the planning and provision of patient care (NAPNES, 2007).
- **Managing Care:** the effective use of human, physical, financial, and technological resources to achieve the patient identified outcomes while supporting organizational outcomes (NAPNES, 2007). The LPN manages care through the processes of planning, organizing, and directing (NAPNES). **Directing** refers to “assignment” and “monitoring”. **“Assignment”** means the designation of nursing tasks or activities to be performed by another nurse or unlicensed assistive person (Minnesota Nurse Practice Act (MNPA)). **Monitoring** means the periodic inspection by a registered nurse or licensed practical nurse of a delegated or assigned nursing task or activity and includes: (1) watching during the performance of the task or activity; (2) periodic checking and tracking of the progress of the task or activity being performed; (3) updating a supervisor on the progress or completion of the task or activity performed; and (4) contacting a supervisor as needed for direction and consultation (148.171 Subd 8a). **Essential to this concept** is assigning nursing activities or tasks to other licensed practical nurses (LPNs) and assigning and monitoring nursing tasks or activities to unlicensed assistive personnel.
- **Nursing Judgment/ Evidence Based Care:** Nursing Judgment encompasses three processes:  
Critical thinking, clinical judgment, and integration of best evidence into practice.  
(1) Critical thinking which is defined as identifying, evaluating, and using evidence to guide decision making.  
(2) Clinical judgment which refers to the process of observing, interpreting, responding, and reflecting situated within and emerging from the nurse’s knowledge and perspective.  
(3) Integration of Best Evidence which is defined as using current information from research and other credible sources upon which clinical judgment and patient care are based (ACEN, 2013).  
**Essential to this concept:**  
(1) Conducting a focused assessment of the health status of an individual patient through the collection and comparison of data to normal findings and the individual patient's current health status, and reporting changes and responses to

- interventions in an ongoing manner to a registered nurse or the appropriate licensed health care provider for delegated or assigned tasks or activities (MNPA);
- (2) Determining and implementing appropriate interventions within a nursing plan of care or when delegated or assigned by a registered nurse (MNPA)
  - (3) Implementing interventions that are delegated, ordered, or prescribed by a licensed health care provider (MNPA); and
  - (4) Assisting in the evaluation of responses to interventions (MNPA).

The practical nurse uses current **evidence based** information from research and credible sources to support nursing judgments and to provide quality patient care.

- **Patient -Relationship Centered Care:** the provision of care that is age appropriate and based on the individual patient's physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values (NAPNES, 2007) . **Essential to this concept** is effective communication by which the practical nurse displays caring, compassion, and cultural awareness and is directed towards promoting positive outcomes, patient satisfaction, and establishing a trusting relationship (NAPNES); advocating for the best interests of individual patients; and providing health care information to individual patients (MNPA).
- **Professional Identity and Behavior:** the responsible behavior of the nurse that demonstrates accountability for nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. The nurse embraces and internalizes these fundamental values to form a professional identity that is evident in the lived experience of the nurse, in his or her ways of "being" "knowing" and "doing" (ACEN, 2013).  
**Essential to this concept** includes adherence by the practical nurse to standards of care, accountability for the quality of care delivered, recognizing the limits of knowledge and experience; addressing situations beyond the nurse's competency (MNPA); the use of legal and ethical principles in nursing practice and the participation of lifelong learning.
- **Quality Improvement:** the ability to raise questions, challenge traditional and existing practices, and seek creative approaches to problems by using data to improve the quality and safety of health care systems and needs of patients (ACEN, 2013).  
**Essential to this concept** is the "management of care by the practical nurse which includes the effective use of human, physical, financial, and technological resources" (NAPNES, 2007) questioning the basis for nursing actions, considering research, evidence, tradition, and patient preferences (ACEN) to support quality improvement of the environment of the health care system in which the nurse works.
- **Safety:** the identification and minimization of risk potentials that could cause injury or harm while promoting quality care and maintaining a secure environment.  
**Essential to this concept,** the practical nurse recognizes when a patient is

experiencing potential/actual complications, and determines the appropriate actions and reports changes and responses to interventions in an ongoing manner to a registered nurse or the appropriate licensed health care provider.

- **Teamwork and Collaboration:** the ability to function effectively within nursing and interprofessional teams, fostering open communication and mutual respect to achieve safe, quality patient centered care (ACEN).

**Essential to this concept** is participating with other health care providers in the development and modification of a plan of care (MNPA) and collaborating and communicating with other health care providers (MNPA).

## 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
- Communicate effectively to deliver coordinated patient-relationship centered care through teamwork and collaboration
- Collect and analyze holistic information to provide quality, therapeutic, patient-relationship centered care guided by evidence-based standards of practical nursing practice
- Demonstrate a caring and empathic approach while meeting patient's needs across the lifespan and health/wellness continuum within a diverse community
- Participate in clinical decision-making through utilization of information technology and critical thinking within the practical nurse scope of practice

## Role Specific Graduate Competencies

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

**DOCUMENTATION / CONFIDENTIALITY:** Identify, demonstrate, and appreciate the use of information technology to accurately document patient care while consistently safeguarding confidential health information.

**INFORMATICS:** Identify, demonstrate, and value the use of technology to access reliable information and resources that support patient care, reduce reliance on memory, and enhance competency within the practice setting.

**MANAGING CARE:** Identify, demonstrate, and appreciate one's role managing care (planning and organizing) in providing quality nursing care under the direction of a RN or other licensed health care provider.

**ASSIGN/MONITOR:** Identify, assign nursing tasks/activities to other LPNs, assign and monitor nursing tasks/activities to Unlicensed Assistive Personnel (UAP) and accept accountability for the PN scope of practice.

**PRIORITIZATION OF CARE:** Describe, demonstrate, and value the ability to prioritize care in delivering quality, patient centered nursing care across the lifespan.

**NURSING JUDGMENT:** Identify, use, and appreciate evidence based care when conducting a focused assessment, choosing nursing interventions within a plan of care, monitoring, and reporting changes in the individualized patient's condition across the lifespan.

**NURSING PROCESS:** Describe, utilize, and value the nursing process when participating with other health providers in the development and modification of a plan of care for patients across the lifespan and in various health care settings.

**COMMUNICATION SKILLS:** Describe, demonstrate, and value self-awareness, cultural sensitivity, and caring, effective communication with patients and families.

**LEARNING NEEDS:** Describe, provide health care information, reinforce and contribute to established teaching plans while appreciating the importance of patient education.

**ETHICAL/LEGAL:** Explain, demonstrate, and value nursing care within ethical, legal, and regulatory frameworks and within the scope of practice for the LPN.

**PROFESSIONALISM:** Describe, demonstrate, and accept responsibility for personal integrity, professional boundaries, professional behaviors and lifelong learning.

**PATIENT CARE CONCERNS:** Identify, report, and respect patient care concerns to improve customer service, patient satisfaction, and enhance effective and cost efficient health care services.

**HEALTHCARE SYSTEMS:** Describe, participate in, and appreciate quality improvement methods used by interprofessional teams and systems to improve policies/procedures, environmental safety, and patient care.

**SAFE NURSING PRACTICE:** Explain, demonstrate, and value safe nursing practice and the relationship between national safety campaigns and implementation in practice settings.

**PATIENT COMPLICATIONS:** Identify, implement actions, and recognize one's responsibility to detect and respond to actual/potential patient complications and report changes to the appropriate health care provider

**COMMUNICATION SKILLS:** Describe, display, and value effective communication skills including the responsibility to report to appropriate health care personnel when working with members of the interprofessional teams.

**CONFLICT RESOLUTION:** Describe, participate in, and value consensus building and conflict resolution methods.

## References

Accreditation Commission for Education in Nursing. (2013). *Accreditation manual*. Retrieved from <http://www.acenursing.net/manuals/SC2013.pdf>

Minnesota Board of Nursing. *Minnesota Nurse Practice Act. Rule 148.171 – 148.275*. Retrieved from <http://mn.gov/health-licensing-boards/nursing/laws-and-rules/nurse-practice-act/>

National Association of Practical Nurse Education and Service Inc: NAPNES (2007). *Standards of practice and educational competencies of graduates of practical/vocational nursing programs*. Retrieved from [http://napnes.org/drupal-7.4/sites/default/files/pdf/standards/standards\\_read\\_only.pdf](http://napnes.org/drupal-7.4/sites/default/files/pdf/standards/standards_read_only.pdf)

The Office of the Revisor of Statutes. *Minnesota Administrative Rules, Chapter 6300-6321*. Retrieved from <http://mn.gov/health-licensing-boards/nursing/?agency=NursingBoard>

Quality and Safety Education for Nurses Institute. (2005-2014). *Quality and safety education for nurses (QSEN) pre-licensure KSA competencies*. Retrieved from <http://qsen.org/competencies/pre-licensure-ksas/>

## **Student Responsibilities**

### **Malpractice Insurance**

Malpractice insurance is required by the college. A fee will be attached to the NURS 1420 Clinical Applications I.

### **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 two 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 (38 credits) seeking student. The program is designed to be completed in two 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 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 Dean 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.

## **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 Dean of Nursing 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 Student 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 2 semester program plan. Clinical experiences may be scheduled both days and evenings according to clinical site availability.

### **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 less than 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, applicable to MATH 1010, HLTH 1005, and ENGL 1105).

*Unsatisfactory Grades:* Defined as D, F, FN, FW, U, or W in NURS courses or less than an A in MATH 1010.

*Companion Courses:* Three sets of courses in the nursing program are companion courses and are taken or repeated together. An unsatisfactory grade earned in one course of the companion pair results in an unsatisfactory grade in the corresponding course of the pair.

These are the companion courses:

NURS 1400 is paired with NURS 1405

NURS 1510 is paired with NURS 1515

NURS 1540 is paired with NURS 1545

## **Progression Requirements**

1. If students cumulatively receive two unsatisfactory grades in *NURS* courses in the Practical Nursing program, the student will be ineligible to continue in the Practical Nursing program.
2. When considering program progression eligibility, a pair of companion courses, although earning two unsatisfactory grades, will be counted as one unsatisfactory grade for this purpose only.
3. There is no opportunity for re-admittance to the nursing program after becoming ineligible to continue due to earning the two cumulative unsatisfactory NURS grades.

## **Progression Criteria for Repeating or Re-entry Students**

A repeating student is one who is retaking a course to obtain a satisfactory grade. College policy allows a student to repeat a course one time on a space available basis. Repeating students will be allowed to continue in the Practical Nursing program if space becomes available.

A re-entry student is one who is re-entering the program less than 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, applicable to MATH 1010, HLTH 1005, and ENGL 1105).

A waiting list for available seats will be established in the following order:

1. Students who have withdrawn for less than one year due to unusual or extenuating circumstances and have met with their advisor and have a documented plan for their return. This is a student who has maintained satisfactory progress.
2. Students who are retaking a course to obtain a satisfactory grade.
3. Students re-entering the program after being ineligible to continue in the College due to being unsuccessful in the same class twice (MATH 1010, ENGL 1105, HLTH 1005). Students must meet the following eligibility criteria for re-entry:
  - a. Cumulative GPA of 2.0 or greater and in good standing with no academic sanctions in place.

Re-entry is on a space-available basis only. Meeting eligibility requirements does not guarantee re-entry. Refer to the *Policies Related to Program Progression* section of the PN handbook.

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

1. Highest GPA

### **Re-entry to the Practical Nursing Program**

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

This re-entry policy applies to re-entry that occurs within one year of leaving the program.

#### Policies

1. 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 course twice, applicable to MATH 1010, HLTH 1005, and ENGL 1105).
2. Students must meet with Practical Nursing Program Dean or program adviser 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 and in good standing with no academic sanctions in place.
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.

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

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 Program Advisor. The form must be completed during the preceding semester and no later than 12 weeks prior to the semester in which re-entry 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.

#### 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:

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 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.
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. 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 NURS course one time on a space available basis. Failure to successfully complete a NURS course (receiving a D, F, FN, FW, U, W) when repeating it will result in the student's ineligibility to continue in the nursing program.
8. Failure to successfully complete a non- NURS course that is a program requirement (ENGL 1105, HLTH 1005, or MATH 1010) after three times will exclude the student from the program major.

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 a failing grade. Cheating may result in suspension from the college.

## 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 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 dependent)
11. At some clinical sites a transfer belt will be required.

### Professional Etiquette

Rules for wearing of the student uniform are:

1. Students will be expected to wear their uniform whenever they are in the clinical area. Students are not to wear the uniform in public places that are not part of their clinical lab experience. This includes Anoka Tech lab classes.
2. Undergarments required and should not be visible through uniform.
3. Hair must be neat and clean and kept away from the face. Long hair must be worn up, tied back, or braided anytime in uniform, with no decorative hair accessories. Students with facial hair must be either clean-shaven, or with beard or mustache neatly trimmed.
4. Only minimal makeup and no perfume may be worn while in the clinical area.
5. Silver, gold, or pearl post earrings must be small in appearance. Avoid dangling styles. Limit pierced earrings to one pair. Limit pierced jewelry to ears only. Clinical facilities may have additional requirements that will be enforced.
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.

## **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's 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](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 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, 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.
5. Giving information about test items to others or other behavior indicative of "cheating", plagiarism, or academic dishonesty including posting on social networking sites (Facebook, Twitter, blogs, etc) unauthorized material such as quizzes/ tests.
6. Submitting written work that is not their own.
7. Lying about anything related to or associated with student activity or responsibilities when operating as an Anoka Tech Nursing Student.
8. Not adhering to or crossing professional boundaries with patients and the health care team. Online contact with patients blurs this boundary.
9. Videotaping, audiotaping, or photographing an instructor, staff, or fellow student for personal or social media use without the express permission of the instructor, staff, or fellow student. At NO time shall patients/clients be videotaped or photographed.

If patient safety is compromised, nursing faculty has the discretion and authority to 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/~media/Files/New%20Web%20Site%20Files/Student%20Services/Services/Student%20Handbook%202013-14.ashx>)

### **STUDENT GRIEVANCE POLICY**

When a student believes a valid complaint 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 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 up to 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=3F77ABBDA3BC4C118E37309ED9EA530A&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, 9/14