



Pine Technical College Nursing Program Student Handbook

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INTRODUCTION

WELCOME to the Pine Technical College (PTC) Nursing Program! We are excited that you have chosen to pursue your nursing career with us. I want to introduce you to our program and its history.

This program began as a satellite of St. Cloud Technical College's (SCTC) Practical Nursing Program and operated in affiliation with SCTC for eight years. In 2002, it became apparent that both schools' programs were growing and that Pine Technical College could support its own program. Approval was granted in 2003 by the Minnesota State Colleges and Universities System (MnSCU) to pursue an independent program at Pine Technical College. The Pine Technical College Practical Nursing Program was approved by the Minnesota State Board of Nursing in July 2003.

We are proud of our history and excited for our future as we continue to excel in the area of nursing education. Our faculty and staff are here to support you as you pursue your nursing education.

The Pine Technical College Nursing Handbook has been prepared to help you learn about the structure and expectations of the nursing programs. It also provides the framework for the academic and clinical laboratory policies and requirements in order to maintain an effective and efficient nursing program.

The Pine Technical College Student Handbook addresses the policies for all students enrolled in the College, including nursing students. Nursing students are to refer to the Pine Technical College Student Handbook for all information that is not specific to the nursing program. This handbook can be found at: http://www.pinetech.edu/assets/files/pdf/2010_Student_Handbook.pdf

Please take the time to read and familiarize yourself with the Nursing Program Student Handbook. It is your responsibility to know the content of the Pine Technical College Nursing Program Student Handbook and Pine Technical College Student Handbook **PLEASE BE SURE TO SAVE BOTH HANDBOOKS** so that you may refer to them in the future.

Again, I want to say welcome to Pine Technical College Nursing Program. We look forward to the coming year in partnership with you.

Sincerely,

Krista Hoekstra, MA, RN
Director of Nursing

Disclaimer: Every effort has been made to assure the accuracy of the material in this handbook. However, all policies, procedures, clinical information, documentation, program information are formulated on the most recent regulations, laws, information and dates available. They are subject to revision by state and federal agencies, which are beyond the control of Pine Technical College, such alterations may supersede the information in this handbook.

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SECTION I

PROGRAM INFORMATION

FACULTY

To support you as a student, faculty members are available to assist and advise. All faculty members have posted office hours for availability and will also schedule appointments to meet with students as schedules may allow. Due to the changes in the nursing programs, student enrollment and program needs, this list may change. Updates to the handbook will be completed annually. Communication via email is the most efficient when attempting to contact faculty.

FACULTY	ROLE	OFFICE	EMAIL
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LEGAL DEFINITIONS OF NURSING

Sections 148.171 to 148.285 in Minnesota Statutes are defined as the Minnesota Nurse Practice Act. Sections within this statute define a nurse's scope of practice.

Minnesota Statute 148.171 Definitions; Title.

Subd. 12. **Nursing assistant.** "Nursing assistant" means an individual providing nursing or nursing-related services that do not require the specialized knowledge and skill of a nurse, at the direction of a nurse, but does not include a licensed health professional or an individual who volunteers to provide such services without monetary compensation.

Subd. 14. **Practice of practical nursing.** The "practice of practical nursing" means the performance for compensation or personal profit of any of those services in observing and caring for the ill, injured, or infirm, in applying counsel and procedure to safeguard life and health, in administering medication and treatment prescribed by a licensed health professional, which are commonly performed by licensed practical nurses and which require specialized knowledge and skill such as are taught or acquired in an approved school of practical nursing, but which do not require the specialized education, knowledge, and skill of a registered nurse.

Subd. 15. **Practice of professional nursing.** The "practice of professional nursing" means the performance for compensation or personal profit of the professional interpersonal service of: (1) providing a nursing assessment of the actual or potential health needs of individuals, families, or communities; (2) providing nursing care supportive to or restorative of life by functions such as skilled administration of nursing care, supervising and teaching nursing personnel, health teaching and counseling, case finding, and referral to other health resources; and (3) evaluating these actions. The practice of professional nursing includes both independent nursing functions and delegated medical functions which may be performed by the professional nurse to other nursing personnel. Independent nursing function may also be performed autonomously. The practice of professional nursing requires that level of special education, knowledge, and skill ordinarily expected of an individual who has completed an approved professional nursing education program described in sections 148.211, subdivision 1.

The Minnesota Board of Nursing is legally guided by the Legislature; specifically the Minnesota Administrative Rules, Chapters 6301, 6305, 6310, 6316, and 6321.

Minnesota Board of Nursing

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NURSING CODE OF ETHICS

The *Code of Ethics for Nurses with Interpretive Statements*, 2001, is for all nurses, regardless of practice setting or nursing role. Nurses may be challenged to fulfill moral and ethical obligations of their profession while providing care for their patients in a less-than-optimal health care system. The code sets the ethical standard for the profession of nursing and provides an enduring framework for all nurses to use in ethical decision-making.

The Code of Ethics for Nurses provides the following:

- A succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- The profession's nonnegotiable ethical standard.
- An expression of nursing's own understanding of its commitment to society.

Below are the nine (9) provisions of the Code of Ethics:

Provision 1 The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision 2 The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

Provision 3 The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 4 The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

Provision 5 The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Provision 6 The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

Provision 7 The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8 The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision 9 The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping.

PINE TECHNICAL COLLEGE MISSION AND VISION

Vision

Pine Technical College will be a vibrant, comprehensive college and community resource for quality education and services that improve lives and empower learners.

Mission

Our mission is to provide superior education and support services that enhance the communities we serve.

Customer Groups

Our customers are learners, employers and partners in education.

Services/Products

Pine Technical College provides opportunities and resources for learning and offers services that enhance individual's abilities.

Values

Pine Technical College firmly believes that knowledge improves lives; thus, we are committed to the following values:

- Respect the dignity and worth of each individual
- Honor the needs of those we serve
- Maintain integrity in all endeavors
- Provide quality education and services
- Respond to change
- Share our passion for learning and service

DEFINITIONS

AD	Associate Degree
APA	American Psychological Association Style, the writing style or format in which all nursing assignments are to be submitted to ensure clear and consistent communication
BON	Board of Nursing
Caring	A core value: “promoting health, healing, and hope in response to the human condition” ” (NLN, 2010, p. 11)
Client	the person(s) that care is being directly or indirectly given
Community	the large group of people in which care is being given
Core Values.....	These values have been established by the National League for Nursing and are upheld as a foundation to the Nursing programs at Pine Technical College
Diversity.....	A core value: “means recognizing difference among ‘persons, ideas values and ethnicities,’ while affirming the uniqueness of each,” (NLN, 2010, p. 12).
DON	Director of Nursing
Ethics	A core value: “involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice,” (NLN, 2010, p. 13)
Excellence.....	A core value: means “creating and implementing transformative strategies with daring ingenuity,” (NLN, 2010, p. 12)
HCT	Health Care Technician
HEOP.....	First year of nursing courses at Pine Technical College
HHA.....	Home Health Aide
Holism.....	A core value: “is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual’s environment, social norms, cultural values, physical characteristic, experiences, religious beliefs and practices, and moral and ethical constructs, within the context of a wellness-illness continuum,” (NLN, 2010, p. 14)
Holistic Nursing	relating to or concerned with the complete person(s) or community as it relates to nursing rather than with the analysis of, treatment of, or dissection into parts
Integrity	A core value: means “respecting the dignity and moral wholeness of every person without conditions or limitations,” (NLN, 2010, p. 13)
LPN	Licensed Practical Nurse
MnTC	Minnesota Transfer Curriculum – General Education Courses
NAPNES	National Association for Practical Nurse Education and Service, INC.
NAR.....	Nursing Assistant Registered

NCLEX-PN	National Council Licensure Exam for the Practical Nurse
NCLEX-RN	National Council Licensure Exam for the Registered Nurse
NLNAC.....	National League for Nursing Accreditation
NLN.....	National League for Nursing
Nursing Ability	“Nursing ability” is defined as “the skill and judgment necessary to perform nursing actions safely” (Minnesota Rule Relating to the Minnesota Board of Nursing, 2003, 6301.0100, Subpt. 12)
Nursing Process	This five step process provides the foundation for how nurses (students and licensed) think and respond in situations
QSEN.....	Quality and Safety Education for Nurses
Patient-Centeredness.....	A core value: is an orientation to care that incorporates and reflects the uniqueness of an individual patients background, personal preferences, culture, values, traditions, and family,” (NLN, 2010, p. 14)
PN	Practical nurse (a graduate of a program who is not yet licensed)
PRSG	Second year of nursing courses at Pine Technical College
RN	Registered nurse
Scope of Practice.....	the legal guidelines in which a nurse may practice
SPN	Student Practical Nurse

PINE TECHNICAL COLLEGE NURSING PHILOSOPHY AND MISSION

Mission of the Nursing Department

Pine Technical College Nursing Department is committed to providing an opportunity for higher education in an affordable student-focused environment. The Nursing Department offers comprehensive educational opportunities, including general and transfer education, technical program education and lifelong learning.

The Nursing Department is committed to the advancement of teaching and technology, student development, and community service. The Nursing Department believes in the practical value of higher education as a means of economic and personal advancement in society. The Nursing Department respects and cares for students as individuals and as members of diverse groups, supporting their aspirations for a better life.

Philosophy of Nursing Education

The PTC Nursing faculty supports the mission and philosophy statements of the college including a commitment to life-long learning and a belief in educational mobility and accessibility. PTC Nursing Department believes in establishing a collaborative and supportive learning environment through developing student-faculty relationships which are based on trust and mutual respect. Nursing faculty believes that learning is an active process that is facilitated by role-modeling and encompassing the students in a variety of clinical, classroom and simulated settings.

Learning is further enhanced by the use of a variety of teaching methods to accommodate different learning styles and actively engage the student in the teaching/learning process. PTC Nursing Department believes that students and faculty are responsible for the outcomes of learning. Nursing education and the practice of nursing are based upon an understanding of the human person which is learned in general education courses. The student nurse builds upon this knowledge in nursing theory and utilizes problem solving to apply concepts and facts to nursing practice in varied clinical settings. PTC Nursing Department believes in providing planned nursing experiences to enable the students to achieve learning outcomes and develop clinical competence.

NURSING PROGRAM CONCEPTUAL FRAMEWORK

Pine Technical College's nursing programs are based on the National League for Nursing Competencies Model (NLN 2010) as well as Quality and Safety Education for Nurses (QSEN) competencies for pre-licensure (http://www.qsen.org/ksas_prelicensure.php). This framework creates the foundations in which our curriculum is framed, written and presented to students.

The Nursing Department at Pine Technical College upholds the core values: caring, diversity, ethics, excellence, holism, integrity and patient-centeredness as are outlined in this model through carefully created experiences in which the student is engaged in the reflection of their values and those of their patients.

The integrating concepts – context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork are woven throughout each program and focus on the integration of the core values into the level of nursing in which students are currently studying. As a student moves through each program, they are encouraged to seek continuing lifelong education as they pursue higher levels of nursing. The apprenticeships change in level as the student moves through their education. “These apprenticeships offer a set of specific knowledge, understanding, and skills that nurses should become familiar with as they progress in their learning,” (NLN, 2010, 15).

The program outcomes are centered on four broad goals: human flourishing, nursing judgment, professional identity, and spirit of inquiry. These broad goals encompass each specific area of the program and curriculum. “All essential program-specific core nursing practice competencies and course outcomes are subsumed within these four general goals,” (NLN, 2010, 9).



The following shows the alignment of NLN program learner outcomes and to Pine Technical College’s different programs:

Program Learner Outcomes	Practical Nursing Programs Learner Outcomes	Associate Degree Nursing Mobility Program Nursing Programs Learner Outcomes
Human Flourishing	Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.	Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
Nursing Judgment	Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.	Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
Professional Identity	Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.	Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
Spirit of Inquiry	Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.	Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

QSEN competencies for pre-licensure are integrated alongside the framework to drive the curriculum to engage the student learner in quality and safety measures as a part of their learning experience. Faculty review the curriculum alignment with the framework on an annual basis to ensure current industry trends are aligning with the curriculum.

PINE TECHNICAL COLLEGE STUDENT LEARNER OUTCOMES

The following are Pine Technical College's (PTC) Student Learner outcomes:.

1. Computer, Informational and Technical Literacy
 - a. Use of program specific technical or computer knowledge to accomplish practical and job related tasks

- b. Determine when there is a need for information, and identify, locate, evaluate, and effectively use that information for the issue or problem at hand
 - c. Develop adequate library and information skills to assist in realizing the other student learner outcomes and in achieving a foundation for life-long learning
2. Communication
- a. Demonstrate appropriate ability to interact collaboratively to complete technical or job tasks
 - b. Describe how human diversity affects communication
 - c. Deliver a clear, well-organized verbal presentation
 - d. Compose a clear, well-organized document that is professional in appearance and content
3. Critical Thinking
- a. Explore possible assumptions, interpretations or perspectives related to solving problem or technical challenge
 - b. Gather pertinent factual information and apply it to a given problem
 - c. Analyze the logical connections among the facts, goals, and implicit assumptions relevant to the situation
 - d. Articulate the values affecting decisions, interpretations, and analysis made by ourselves and others
4. Self-development
- a. Set professional goals and develop strategies to reach them
 - b. Set goals for personal well-being (physical, emotional, and intellectual) and develop strategies to reach them
 - c. Identify the role of lifelong learning in sub-outcomes “a” and “b”
5. Global Issues
- a. Demonstrate an understanding of global issues and an ability to develop an informed opinion and response to these issues
 - b. Demonstrate an understanding of our local and regional communities, and the way they both affect and are affected by global issues

Each student that graduates from PTC must meet each of the student learner outcomes through pre-requisite and program course work.

NURSING PROGRAM GOALS

The **Practical Nursing Program** has set goals in which objective data is collected from students after completion of the Practical Nursing Program.

1. Performance on NCLEX-PN Licensure Exam:

- a. Pine Technical College Practical Nursing graduates will achieve pass rate for the NCLEX-PN exam which will be equal to or greater than the national average for first time takers.
2. Job Placement Rate:
 - a. Graduates who successfully pass the NCLEX-PN and seek employment in nursing as an LPN will obtain positions within one year of graduation.
3. Program Satisfaction:
 - a. Graduates who respond to a Graduate Follow-up survey will state that the PTC Nursing Program prepared them adequately for an entry level position as a NA-R or LPN.
 - b. Clinical hosting sites who respond to a Clinical Host Survey will state satisfaction in hosting clinical faculty and students.
 - c. Employers who respond to an Employer Survey will state satisfaction with overall performance of graduates of the PTC nursing program
4. Graduation Rate:
 - a. Students admitted to the Practical Nursing program will complete the program within four (4) consecutive semesters of admission if part-time student or within two (2) semesters as a full-time student.

The Associate Degree Nursing **Mobility Program** has set goals in which objective data is collected from students' after completion of the program.

1. Performance on NCLEX-RN Licensure Exam:
 - a. Pine Technical College Associate Degree Nursing Mobility graduates will achieve pass rate for the NCLEX-RN exam which will be equal to or greater than the national average for first time takers.
2. Job Placement Rate:
 - a. Graduates who successfully pass the NCLEX-RN and seek employment in nursing as an RN will obtain positions within one year of graduation.
3. Program Satisfaction:
 - a. Graduates who respond to a Graduate Follow-up survey will state that the PTC Nursing Program prepared them adequately for an entry level position as a RN.
 - b. Clinical hosting sites who respond to a Clinical Host Survey will state satisfaction in hosting clinical faculty and students.
 - c. Employers who respond to an Employer Survey will state satisfaction with overall performance of graduates of the PTC nursing program
4. Graduation Rate:
 - a. Students admitted to the Associate Degree Nursing Mobility program will complete the program within two (2) semesters of admission as a full-time student.

NURSING PROGRAM OBJECTIVES

Based upon review of NAPNES, QSEN, and NLN competencies, graduates of the Pine Technical College **Practical Nursing Program** will be able to:

1. Utilize the nursing process in providing holistic nursing care across the lifespan
2. Integrate nursing care based on the need for health promotion, health maintenance, health restoration, and end of life care within the scope of practice for the practical nurse
3. Collaborate as an integral part of the health care team to organize and incorporate assessment data in achieving individual client or community health care outcomes based on established nursing diagnoses, protocols, assessment and evaluation data
4. Evaluate own professional behaviors of accountability and professionalism according to legal and ethical standards for a competent license practical nurse
5. Demonstrate a caring and empathetic approach to the safe, therapeutic, and individualized care of each client
6. Utilize effective communication with patients, significant support person(s), and members of the interdisciplinary healthcare team incorporating interpersonal and therapeutic communication skills
7. Utilize knowledge learned in the natural sciences, social sciences, information technology, and nursing in the performance of the roles of a practical nurse

Upon completion of Pine Technical College **Associate Degree Nursing Mobility Program** the graduate will be able to:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (National League for Nursing (NLN)
 - a. 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 (Quality Safety Education in Nursing (QSEN)
2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context (NLN)
 - a. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN)
 - b. Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN)
 - c. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN)
3. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN)

- a. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN)
4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (NLN)
- a. 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 (QSEN)

STANDARDS OF PRACTICE AND EDUCATIONAL COMPETENCIES OF GRADUATES OF PRACTICAL NURSING PROGRAM

The following are the standards of practice and educational competencies upheld from the National Association of Practical Nurse Education and Service Inc. (NAPNES) and the National League for Nursing (NLN).

NATIONAL ASSOCIATION OF PRACTICAL NURSE EDUCATION AND SERVICES COMPETENCIES

Professional Behavior

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

Communication

Effectively communicate (written, verbal, non-verbal, electronic, for example) with patients, significant support person(s) and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills with specified populations.

Collection and Processing Of Data

Collect and analyze holistic data from multiple sources to establish foundation for nursing care with specified populations. Collect client responses to interventions and communicate the data to appropriate health team members.

Planning/Collaborate Care

Collaborate with the client, significant support person(s), registered nurse and/or other health team members or agencies to organize and incorporate data collected to plan/contribute to the patient care plan and implement actions based on established nursing diagnosis, nursing protocols and assessment and evaluation data.

Caring Interventions / Therapeutic Interventions

Demonstrate caring and an empathetic approach to the safe, therapeutic and individualized care of each client. Provide care that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. Provide culturally competent care across the lifespan to individuals within a diverse community.

Managing (Care)

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

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

NATIONAL LEAUGE FOR NURSING PRACTICAL/VOCATIONAL COMPENTECIES

Human Flourishing

Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team

Nursing Judgment

Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.

Professional Identity

Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.

Spirit of Inquiry

Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences

STANDARDS OF PRACTICE AND EDUCATIONAL COMPETENCIES OF GRADUATES OF ASSOCIATE DEGREE NURSING MOBILITY PROGRAM

The following are the standards of practice and educational competencies upheld from the National League for Nursing (NLN).

COMPETENCIES FOR GRADUATES OF ASSOCIATE DEGREE PROGRAMS

Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

MINNESOTA BOARD OF NURSING ABILITIES

The Minnesota Board of Nursing reviews nursing education programs at least every ten years to assess for compliance with state rules and to grant program approval. The Pine Technical College Practical Nursing program is designed to prepare students to meet the nursing education requirements for licensure as a Licensed Practical Nurse (LPN) or licensure as a Registered Nurse (RN). Our obligation to the Minnesota Board of Nursing is to provide evidence that nursing students are evaluated for competence on specific nursing abilities.

“Nursing ability” is defined as “the skill and judgment necessary to perform nursing actions safely” (Minnesota Rule Relating to the Minnesota Board of Nursing, 2003, 6301.0100, Subpt. 12). The nursing abilities evaluated for the Practical Nursing programs can be view in section 6301.1800 of the Minnesota Rules or at the following web address: <https://www.revisor.mn.gov/rules/?id=6301.1800> or in the Appendix of this handbook.

To comply with the Minnesota Board of Nursing requirement for evaluation of nursing abilities, Pine Technical College Nursing Program incorporates the nursing abilities in classroom and/or clinical settings. These abilities are required for successful completion of the course. **Each student must satisfactorily pass each nursing ability associated with the assigned course to demonstrate successful course completion.** However, the nursing abilities may or may not be used in the determination of the letter grade for that particular course.

MnSCU PERFORMANCE STANDARDS FOR ENTRY-LEVEL NURSING PROGRAMS

All applicants to MnSCU nursing programs are required to meet the Core Performance Standard 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 listed (see Appendix C) are for illustrative purposes only and not intended to be a complete list of all tasks in an entry-level program.

Any applicant unable to meet the standards listed is responsible for contacting the College’s Disability Services Office. Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. A copy of the Core Performance Standards can be viewed in the Appendix.

PRACTICAL NURSING PROGRAM PLAN

The Pine Technical College Practical Nursing Program prepares students to take the practical nursing licensure exam (NCLEX-PN) upon successful completion of classroom and clinical coursework. Curriculum is based on a two-year planner (four semesters) for full-time students. Part time students have up to three years to successfully complete all required PROGRAM coursework.

After successful completion of preliminary coursework, students are eligible to apply for acceptance into the Practical Nursing Program. Acceptance into the Practical Nursing Program is dependent upon meeting the admission criteria and available space. Admission Criteria is covered in section III.

Clinical experiences are scheduled in long-term care, acute care, ambulatory care, public health, assisted living settings. These sites offer students experiences with patients across the life-span.

Copies of the Program Plans and Course Descriptions are available on the PTC website (www.pinetech.edu).

ASSOCIATE DEGREE NURSING MOBILITY PROGRAM PLAN

The Pine Technical College Associate Degree Nursing Mobility Program prepares students to take the professional nursing licensure exam (NCLEX-RN) upon successful completion of classroom and clinical coursework. Curriculum is based on a one-year planner (two semesters) for full-time students.

Students entering the program must be currently licensed as practical nurses. Students will be given credit for 6 credits of their previous practical nurse education. These credits are considered advanced standing credits and are applied towards the associate degree.

After successful completion of pre-requisite general education coursework, students are eligible to apply for acceptance into the Associate Degree Nursing Mobility Program. Acceptance into the Associate Degree Nursing Mobility Program is dependent meeting the admission criteria and available space. Admission Criteria is covered in Section III.

Clinical experiences are scheduled in long-term care, acute care, ambulatory care, public health, assisted living settings. These sites offer students experiences with patients across the life-span.

Copies of the Program Plans and Course Descriptions are available on the PTC website (www.pinetech.edu).



SECTION II

GENERAL POLICIES AND INFORMATION

DATA PRACTICES AND INFORMED CONSENT

Health information collected is private data. Facilities may impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical courses be made available to them. PTC may ask students to provide this health information to determine whether the student meets a clinical site's health requirements for care providers.

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 the student at its facility. **The Nursing Program does not guarantee an alternative facility placement.** If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and, therefore, is unable to progress in the PTC Practical Nursing Program.

Clinical Sites

An integral part of a nursing program is student participation in clinical experience. In these experiences, students care for patients and residents at a variety of health care facilities within an approximately 100 mile radius from the campus site. Pine Technical College contracts with local and regional health care facilities to provide these experiences. These experiences are scheduled at many different locations and may occur at varied times due to clinical site availability. Students are responsible for arranging their own transportation to and from the clinical site.

Clinical seats are limited and there is no guarantee that a student may change to an alternative clinical site. In order to revise a clinical site, the student must submit a written request to the Director of Nursing outlining the specific reasons for the revision. Written requests must be reviewed at least two weeks prior to the start of the clinical course.

Nursing clinical course sections may be cancelled due to low enrollment. Students may be reassigned to other clinical course sections at any time, at the discretion of the Director of Nursing, to ensure equal student registration amongst clinical course sections. Students whose clinical sections are reassigned will receive written notification.

CLINICAL REQUIREMENTS

In order to participate in clinical experiences, students are required to submit the following items:

1. Background Study
2. Immunization Records
3. Name and Date of Birth
4. Liability Insurance
5. Authorization of Release of Information
6. CPR for the Health Care Provider
7. Health Insurance (strongly recommended)

**Health care facilities' regulations require the above information. Individual clinical sites may require additional information.

Nursing students are required to have their Medical Exam Form, Mantoux Verification, and Immunization Verification forms completed, signed by a licensed health care provider. In addition, a copy of the student's current CPR for Healthcare Providers or Professional Rescuer card must also be on file. These documents must be submitted to the Nursing Office by date established in acceptance letter. Students who fail to provide the required documentation are not eligible for admission into the program.

Criminal Background Study

Minnesota and Wisconsin State laws require that any person who has direct contact with patients and residents at health care facilities licensed by the State Department of Health must have a criminal background check completed. Results of the study are to be on file in the department of nursing before students begin their clinical experiences. **Any student who does not pass (cleared with no disqualifications set aside) the criminal background check will not be permitted to participate in clinical experiences, thereby rendering the individual ineligible to progress in the nursing program.** Criminal background studies are completed yearly.

Extended state and federal background checks may be required by individual clinical sites. If the student refuses to cooperate with the criminal background check, the clinical facility will refuse to allow clinical experience participation. The Nursing Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and, therefore, is unable to progress in either PTC Nursing Programs.

Students having questions about the process or results should direct questions and appeals to the following state agencies.

Minnesota Department of Human Services

Licensing Division
444 Lafayette Boulevard
St. Paul, MN 55155-3842.
Phone (651)296-3971.
Web address: www.dhs.state.mn.us

Wisconsin Department of Health services

Office of Legal Council
One West Wilson Street, Rm 651
PO BOX 7850
Madison, WI, 53707-7850.
Web address:
<http://www.dhs.wisconsin.gov/caregiver/BkgdFormsINDEX.HTM>

Please direct all federal questions to the Director of Nursing.

PTC reserves the right to run criminal background checks at any time during the course of the nursing program should information be brought forward indicating that the student's background study would no longer be cleared. The Director of Nursing or the clinical instructor will contact the student to complete another background study.

Students must remain in good legal standing before, during, and after completing the clinical portions of the nursing program. If there is an incident that could potentially deem any student inappropriate for clinical practicum, it is the legal and ethical responsibility of the student to report potential issues to the clinical instructor or Director of Nursing immediately.

If, at any time during the nursing program, a student is determined to be in violation of the law, and a recheck of the criminal background study finds the student to be ineligible to provide direct patient contact, the student will be exited from the program. In addition, administration reserves the right to evaluate any current charges and/or convictions. If administration deems that further action is necessary, it will be handled on an individual basis.

Immunization Records

A completed immunization form must be on file prior to beginning any clinical experience. These forms will be provided to students accepted into the programs. *The immunizations required are standards set by the Minnesota Department of Health and Human Services and Centers for Disease Control and Prevention and are detailed in the Appendix.* **If a student fails to provide the required immunization data, the clinical site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. Pine Technical Nursing Programs do not guarantee an alternative facility placement.** If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and, therefore, is unable to progress in the designated PTC Nursing Program. Immunization documentation is submitted yearly.

Name and Date of Birth

Clinical facilities may request the name and date of birth of students who have been admitted into the practical nursing program. Clinical agencies may review this information to assign identification for computer access at their facilities.

Liability Insurance

Nursing liability insurance is required. The cost of this insurance is covered by course tuition. Liability insurance does not cover in the case of personal injury or illness.

Physical, Cognitive, and Psychosocial Requirements

In order to provide safe and competent care for ill and vulnerable patients and meet the psychomotor and cognitive objectives of a clinical course, students participating in clinical experiences must meet the physical, cognitive, and psychosocial requirements as guided by the MnSCU Performance Standards for pre-nursing students and of individual clinical facilities. (See Appendix.)

All students are required to have a medical form completed by a licensed medical provider. A completed physical exam form must be on file prior to beginning of any clinical experience. **This form will be provided to students during the mandatory orientation session for practical nursing students.**

*The information contained in student health records is considered confidential. A written release of information to Pine Technical College is included as a part of the health form, which is included in the acceptance letter. Some facilities may 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 a student meets a clinical site's health requirements for care providers. **Failure to have the required physical exam completed, a clinical site may refuse to accept the student at its facility. Pine Technical College Nursing Programs do not guarantee an alternative facility placement.** If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and therefore is unable to progress in the designated PTC Nursing Program. Physical Health status documentation is submitted yearly.*

If a student has a physical or cognitive limitation that prevents them from independently performing the psychomotor and/or cognitive skills required, the student will be unable to progress in the program until the limitations have been resolved.

Students with psychomotor and/or cognitive limitations should contact the college disability counselor prior to the start of the academic school year to explore services available to them.

Authorization for the Release of Student Information

Students are required to sign an authorization for the release of information to clinical agencies. Copies of the above information is kept in the students nursing file and available for agencies to review, if requested.

CPR for the Healthcare Provider

Students in the nursing program must successfully complete a CPR course prior to admission to the nursing program. Current CPR certification is required while enrolled in the program. The student may choose to renew the CPR in either CPR for Healthcare Provider offered through the American Heart Association or CPR for the Professional Rescuer offered through the Red Cross. A copy of the student CPR card must be on file in the nursing office prior to beginning clinical courses.

Health Insurance

Though this is not a requirement for clinical or program participation, it is recommended that a student has basic health insurance. College fees do not cover this fee or premium. Independent student health insurance is available. See Student Affairs for more information.

Drug and Alcohol Policy

The Pine Technical College Nursing Department is committed to maintaining an environment that is free from the influence of alcohol, misuse of prescription medications, and illegal drugs. In order to ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical setting, PTC upholds the drug-free campus policy in the PTC Student Handbook and extends this policy to clinical sites off campus.

Due to the nature of the nursing profession, should concerns arise in this area, faculty and/or administration reserve the right to address situations on an individual basis.

Email and Technology

PTC email will be used as the form of official communication (@go.pinetech.edu). The nursing program faculty receives and read emails sent to their PTC accounts on a regular basis for official communications, potential course updates, assignments, etc, from college staff and/or nursing faculty. Students are responsible for information sent to them via their PTC email account. Please be reminded that email is considered to be part of professional and appropriate communication between faculty, administration and fellow peers. Unprofessional or inappropriate use of this is in violation of the PTC Student Handbook.

Students will be required to use computer technology in the nursing program. Many nursing courses use some component of Desire 2 Learn (D2L), a web-based instruction management system. Nursing courses may be web-enhanced. It is the students' responsibility to check the D2L site on a regular basis for course communication.

It is strongly recommended that students have access to a computer, printer, and the internet in order to meet the academic demands of the nursing program. At a minimum, computers should be equipped with Word, Adobe Acrobat Reader and Microsoft Office. Computers and printers are available for student use at the LRTC. Students requiring assistance with computer-related concerns should contact a staff member of the LRTC.

Name Tags

Pine Technical College ID tags are a required piece of uniform to be worn during all clinical experiences. If students require a name badge/ID card, please see staff in the LRTC.

Personal Health Risks

Nursing students have learning experiences in health care facilities and provide nursing care for clients who are ill. It is likely that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the student nurse to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the nursing program, the student acknowledges these risks.

Program Advising and Planning

Students are encouraged to meet each semester with a nursing department advisor to arrange or review a course schedule and obtain updated or necessary program information. If the student is not taking classes in the nursing department during a semester, it is the responsibility of the student to maintain contact with an advisor so as to receive critical information prior to the following semester, particularly in reference to clinical lab courses.

If a student elects to complete the program on a part-time basis (available to Practical Nursing students only). It is important that each student meet with his/her advisor and review:

1. a schedule that meets the individual needs of the student
2. a schedule which allows the student to complete the 2nd year of the Practical Nursing Program within 3 years
3. the necessary program requirements to ensure they are current

Because of the timing and sequencing of courses, it may not be possible for a student progressing on a part-time basis to carry the exact number of credits he/she desires.

If a student elects to add, drop or withdraw from a course(s) during the semester, it is essential that the advisor be consulted. This will change the sequence and progression through the program. Conferring with one's advisor allows for a smoother progression. Dropping a clinical course will change waiting list status. Clinical preference is given to the continuing student.

Reasonable Accommodations

There are conditions for which reasonable accommodations may be appropriate under the Americans with Disabilities Act. The Nursing Program will make all reasonable accommodations required by law for qualified individuals. All students are, however, required to perform at a safe level in all areas required for completion of the nursing program. Individuals who have any disability, either permanent or temporary, which may affect their ability to perform in nursing, must contact the Pine Technical College disabilities office at the start of the program.

Responsibility for Health Care Costs

Any health care costs incurred during the time period in which the student is in the Nursing Program will be the student's responsibility. Health insurance information is available in the Student Affairs Office.

Additional Costs

At times in the program, additional costs will occur for which the students will need to plan. These may include

1. costs of supplies for presentations, small projects or other group projects,
2. costs associated with travel to and from clinical and school (gas and associated car maintenance and repairs),
3. uniforms and shoes,

4. and other minimal costs associated with coursework.

If financial hardship prevents students from being able to incur these costs the students should meet with Student Affairs to seek assistance.

Food and Beverages

The general consumption of food is prohibited in lab settings. If beverages are consumed, they must be in containers that can be securely closed. Exceptions to this policy will be included in the instructor's syllabus.

Workers' Compensation

For purposes of Workers' Compensation insurance, the position of the clinical facilities and Pine Technical College is that, as a nursing student, one is not an employee of either the clinical facilities to which the student is assigned or the College.



SECTION III

ACADEMIC POLICIES

ADMISSION STANDARDS FOR PRACTICAL NURSING PROGRAM

In addition to the PTC admissions requirements, students must complete the application process to the Nursing Program. The application guidelines and requirements, as well as the application deadline, can be found on the PTC website. Once all preliminary requirements are met and the student receives official acceptance, the student is then eligible to begin the Practical Nursing courses.

Prospective students should be aware that declaring nursing as a major does not guarantee admission to the Nursing Program. Successful completion of the college readiness, pre-requisite and general education courses does not guarantee or improve the likelihood of acceptance into the Nursing Program. Acceptance into the Nursing Program is based on a point system which is detailed in the next section.

Prerequisites for Practical Nursing major courses include completion of all preliminary course work (both technical and general education). All courses must be completed with a minimum of a 'C' grade. Additionally, students must obtain a cumulative grade point average (GPA) of 2.8 or above in required pre-nursing courses.

Acceptance Process

Pine Technical College has limited space in its nursing program. Every effort is made to allow students to progress from 1st year courses to 2nd year courses in a timely fashion; however, with limited space available there are certain criteria each student must meet. **The following criteria must be met to be eligible to apply for 2nd year nursing courses:**

1. **Residency Requirement:** The Residency requirement (PTC policy 219 found <http://www.pinetech.edu/about-ptc/campus-policies>) will be in affect beginning Spring 2011. All students entering into the 2nd year nursing courses will have to complete 50 % of the preliminary course work at Pine Technical College.
2. **Course work completed:** Applications will be accepted in the Spring of each year. Deadline for applications is May 1st. Students wishing to apply must plan on completing all coursework during the semester they are applying. (e.g. finish course work Spring 2011 apply Spring 2011 to start Fall 2011).
 - a. *The only exception to this is Anatomy and Physiology II. This course may be completed during the summer semester.*
3. **GPA requirement:** In order to enter the program a student's GPA must be 2.8 or higher on preliminary nursing courses or transfer equivalents.
4. **HESI Admission Assessment Exam (A²):** This is an entrance exam which reviews current knowledge and tests for readiness to move onto the next level. Please see seminar packet for further information.

Student will be ranked according to a pre-designed rubric.

Applicants who are qualified but not accepted for admission into the Practical Nursing Program are placed on a waiting list based on the above criteria and date application was received. If spaces become available, applicants from the waiting list will be granted admission. The waiting lists do not carry over from year to year. Once the Fall program has started the waiting list will no longer be in effect.

Transfer of Credits Policy

Student transferring credits must follow the Pine Technical College transfer policy (See Student Handbook). Courses taken at an educational institution other than Pine Technical College and are not a part of Minnesota Transfer Curriculum (MnTC) will be evaluated by the Admissions and/or the Nursing Department in order to determine whether or not the courses are equivalent to required prerequisite courses.

Each nursing program uses a unique standard to evaluate student competency, therefore any nursing courses (PRSG) in which such standards are used will **not** accepted for transfer from other institutions.

Transfer courses will be evaluated by the Director of Nursing or designated nursing faculty for the following:

- Comparable to PTC prerequisite course in content and credits
- Completed within the past 3 years (exception is General Education courses)
- Completed credits at time of application

After Application:

Applicants will be notified of their admission status within the first two weeks of June. . Applicants who have been selected for admission into the Practical Nursing Program must indicate acceptance by returning the signed acceptance form by the date designated on the letter. .

After Acceptance:

Upon acceptance into the program, students will be informed of the time and date of a mandatory orientation session. **Students who fail to attend the orientation session will forfeit his/her place and the next individual on the waiting list will be granted admission into the practical nursing program.** Attendance at the orientation session may be waived **with prior permission** from the Director of Nursing for extenuating circumstances only (i.e. Hospitalizations, court appearance etc.)

ADMISSION STANDARDS FOR ASSOCIATE DEGREE NURSING MOBILITY PROGRAM

In addition to the PTC admissions requirements, applicants must complete the application procedures and preliminary requirements of the nursing program. Once these requirements are met the student is eligible to apply for acceptance to begin the Associate Degree Nursing Mobility Program.

Prospective students should be aware that declaring nursing as a major does not guarantee admission to the Nursing Program. Acceptance into the Nursing Program is based on a point system which is detailed in the next section.

Prerequisites for Associate Degree Nursing Mobility Program major courses include completion of all preliminary course work (general education) with a cumulative grade point average (GPA) of 3.0 or above. In addition, all courses must be completed with a minimum of a 'C' grade.

Students must be Licensed Practical Nurses in the state of Minnesota (MN) and in current good standing with no restrictions on their license. If a student is not currently licensed in MN (but licensed in another state,) then they must be eligible for licensure in Minnesota.

The student may apply to enter the Degree Nursing Mobility Program upon completion of the last preliminary course. The application to continue into the Degree Nursing Mobility Program application is available each spring from student affairs, online, during the seminar sessions, or by contacting a nursing advisor.

Acceptance Process

Pine Technical College has limited space in its nursing program. Every effort is made to allow students completing general education requirements at PTC to continue into the program in a timely fashion; however, with limited space available there are certain criteria each student must meet. The following criteria must be met to be eligible to apply for entrance into the program.

1. **Residency Requirement:** The Residency requirement (PTC policy 219 found <http://www.pinetech.edu/about-ptc/campus-policies>)
2. **Course work completed:** Applications will be accepted in the Spring of each year. Students wishing to apply must plan on completing all coursework during the semester they are applying. (i.e. finish course work Spring 2011 apply Spring 2011 to start Fall 2011).
3. **GPA requirement:** In order to enter the program a student's GPA must be 3.0 or higher on General Education requirements or transfer equivalents and on previous Nursing coursework (Practical Nursing Program).
4. **HESI Admission Assessment Exam (A²):** This entrance exam reviews current knowledge and tests for readiness to move onto the next level. Please see seminar packet for further information.

Student will be ranked according to a pre-designed rubric.

Applicants who are qualified but not accepted for admission into the Degree Nursing Mobility Program are placed on a waiting list based on the above criteria and date application was received. If spaces become available, applicants from the waiting list will be granted admission. No applications will be accepted after May 1st. The waiting lists do not carry over from year to year. Once the Fall program has started the waiting list will no longer be in effect.

Transfer of Credits Policy

Student transferring credits must follow the Pine Technical College transfer policy (See PTC Student Handbook). Courses taken at an educational institution other than Pine Technical College and are not a part of Minnesota Transfer Curriculum (MnTC) will be evaluated by Admissions, General Education department and/or the Nursing Department in order to determine whether or not the courses are equivalent to required prerequisite courses.

Each nursing program uses a unique standard to evaluate student competency, therefore any nursing courses (NURS) in which such standards are used will **not** accepted for transfer from other institutions.

Transfer courses will be evaluated by the Director of Nursing or designated nursing faculty for the following:

Comparable to PTC prerequisite course in content and credits
Completed within the past 3 years (exception is General Education courses)

After Application:

Applicants will be notified of their admission status within the first two weeks of June. Applicants who have been selected for admission into the Associate Degree Nursing Mobility Program must indicate acceptance by returning the signed acceptance form by date indicated in letter..

After Acceptance:

Upon acceptance into the program, students will be informed of the time and date of a mandatory orientation session. **Students who fail to attend the orientation session will forfeit his/her place and the next individual on the waiting list will be granted admission into the program.** Attendance at the orientation session may be waived **with prior permission** from the Director of Nursing for extenuating circumstances only (i.e. Hospitalizations, court appearance etc.)

ACADEMIC PROGRESSION/GRADUATION REQUIREMENTS

To ensure nursing students maintain satisfactory progress in the program and to meet college responsibilities, the nursing faculty has established academic progression/graduation requirements.

- *It is the college's responsibility to graduate safe nursing practitioners.*
- *It is the college's responsibility to provide evidence when students are failing.*
- *It is the college's responsibility to use resources wisely.*
- *It is the college's responsibility to monitor student progress to ensure admittance to waiting students.*

Statement of Integrity

Integrity is crucial to the practice of nursing. Therefore, behavior of nursing students shall demonstrate moral, ethical and legal values as is stated in the Nursing Code of Ethics (page 8) and adhere to the Pine Technical College Student Conduct Code found in the PTC Student Handbook and Nursing Program Handbook.

Progression in the program

- A student must earn a minimum grade of "C" (80%) in each nursing course and maintain a 2.0 GPA in order to progress in the nursing program sequence. Each student is expected to track his/her own academic progress throughout each semester. Academic counseling is available. The nursing faculty will work with students and/or provide referral if needed to Student Affairs for academic counseling. Please see the PTC Student Handbook for grade appeal procedures.

Students must satisfactorily complete all required program and course objectives in order to progress in the program and graduate

Students are apprised of progress throughout coursework. Refer to individual instructor course syllabus and schedule for details.

Procedures for Repeating (Unsuccessful Grade), Failed or Withdrawn Courses

Based on these responsibilities listed above the following policy has been developed. Students earn an academic exit from nursing courses for the following reasons:

- GPA for Fall semester nursing courses which falls below 2.0 will not progress to Spring semester (PRSG and NURS coursework only)
- Earned unsatisfactory grades in the same nursing course two times (PRSG and NURS courses only)**see below for explanation of unsatisfactory grades
- Earned unsatisfactory grades for a total of two or more nursing courses (PRSG and NURS courses only) *Forced withdrawal due to not meeting co-requisites is not counted.
- Earned unsatisfactory clinical attempt
 - **The student will be ineligible for readmission for unsatisfactory clinical attempts.**

**Unsatisfactory grades are defined as “D,” “F,” “NC,” or “W.”

Theory Courses:

It is possible for a Nursing student to drop from a theory course within the first five days of the semester and not receive a “W” (see the Pine Technical College Handbook regarding the Add, Drop and Withdrawal policy time lines). Withdrawals after the drop date are recorded as a “W” and will be considered an unsatisfactory attempt.

Theory/Lab Courses:

Some courses are offered with both theory and lab components. If a student receives an unsatisfactory grade for either component, the student must retake the full course. Students who receive unsatisfactory grades should meet with their advisor and/or DON to discuss options regarding continuation in the nursing program.

Progression

Courses in the nursing curriculum are sequential, i.e. successful completion of first semester nursing courses is required before a student can progress to second semester courses. Additionally, even though a nursing course that a student has failed may be offered the next semester and appear to have spaces available, the spaces in each course each semester are allotted for students in a specific cohort. Therefore, **students who have not successfully passed (below a “C”), failed or withdrawn from a nursing course(s) may not register for practical nursing course(s) the following semester(s) without permission and/or meeting with the Director of Nursing.** Options for progression in the designated Nursing Program as a result of course failure or withdrawal will be provided to the student by the Director of Nursing or the Progression Committee after all final grades have been calculated at the end of each semester. Please also see the policy on repeating of coursework.

The Progression Committee is designed to offer the students an objective decision based on the facts given. The Committee is made up of Health Division Chair and a minimum of two health care staff and/or faculty, and an administrator may also be present. .

If a student has been unsuccessful in a nursing course(s) or has withdrawn from a course(s) because of academic, personal or medical issues, the student must meet with the Director of Nursing and/or the Division Chair. All progression appeal forms may be obtained from the Nursing Department. This meeting will document the student's course of action and future.

Students may repeat nursing courses (except clinical) on a space-available basis. Students who have failed or withdrawn from a course(s) must repeat the entire course (lab / lecture courses are considered one course) and complete all required assignments in the course. If there are more nursing students who must repeat the same course during the same semester than space available, students will be ranked according to prerequisite residency and I nursing courses G.P.A.

See PTC Student Handbook regarding "Incomplete" grades.

Policies for Readmission

Previously enrolled (admitted) students to the nursing program have an opportunity to be re-admitted to the Practical Nursing Program on a space available basis. Students may be re-admitted to the Practical Nursing Program one time only. This option is not available to the Associate Degree Nursing Mobility Program; students exiting from this program must reapply the following application window and will be considered as a new start.

Students that have interrupted their program sequence will be admitted on a space available basis for program continuation. Students whose progression has been postponed due to academic failure, poor clinical skills, or personal reasons may apply for re-entry to the program within 1 year of withdrawing. The usual application paperwork, fees, and admitting process will apply.

Students whose progression has been postponed due to academic failure, poor clinical skills, or personal reasons for a time greater than 1 year must re-apply to the program in the usual manner and start from the beginning, repeating all the requirements for graduation.

Any student interested in readmission must meet with the Director of Nursing to discuss the readmission process. To be eligible for readmission, the student must submit written documentation to the Director of Nursing including evidence to support readmission.

The documentation should include a plan of action that identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success in the Nursing Program. This written plan of action must be received four (4) weeks prior to the first day of class for the semester in which readmission would occur. The student will be notified in writing of readmission status.

The following outlines the readmission criteria:

- A. Students who have withdrawn, stopped or stepped-out of the Practical Nursing Program may opt to reapply for readmission one (1) time within two (2) years of their last semester attended and begin the program again with a

new cohort of students. Continuing evaluation of the Practical Nursing Program curriculum results in yearly revision, and classes and/or clinical courses are updated in order to include current content or material or be re-sequenced. Therefore, courses that have been taken greater than two years from the re-entering semester are not considered valid for program completion and must be retaken

- B. Students seeking readmission must complete a new application. Applications for readmission will be placed with the pool of new applicants, and the student will be admitted using the same criteria as all applicants to the designated Nursing Program. If all nursing courses and cohorts are full for the academic year and there is no space available, the student(s) applying for readmission will be placed on the waiting list in the order it was received.
- C. In order to ensure that a student who has been out of the Nursing Program for a period of times has the prerequisite skill and knowledge to safely and competently care for patients, remediation of skill and theory may be required as a condition of readmission at the discretion of the nursing faculty and Director of Nursing.
- D. If the student fails to meet progression requirements after readmission, the student will be dismissed from the program and not be eligible for subsequent readmission to the PTC Nursing Programs.

Moral and Ethical Responsibilities

Integral to the profession of nursing is a concern for the welfare of the sick, injured and vulnerable and for social justice. Therefore, the students enrolled in nursing courses at Pine Technical College accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professions Code of Ethics. The *American Nurses Association (2001) Code for Nurses with Interpretive Statements* outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated profession.

The Nursing Faculty at Pine Technical College has an obligation to teach, uphold and enforce professional, moral and ethical principles of the profession of nursing. These behaviors are evaluated in each nursing course. Students who engage in behavior that violate moral and/or ethical standards described in the Pine Technical Colleges Student Handbook, the PTC Department of Nursing Handbook, and/or the 2009 Minnesota Statue 148. have failed to meet behavioral progression requirements; the consequences of which may range from course failure to program dismissal. Students who have been dismissed from the program for these reasons are not eligible to apply for readmission to the nursing program at PTC.

Behaviors that violate professional, moral, and ethical standards include, ***but are not limited to***

- Academic dishonesty (cheating, plagiarism)
- Knowingly furnishing false information
- Falsifying written information or documentation
- Theft
- Behaviors that violate Student Code of Conduct (see examples outlined in college handbook)
- Transgression of professional boundaries

- Breaching of confidentiality
- Unsafe behavior in a clinical setting

A student in a clinical rotation may be placed on probation or dismissed from the nursing program related to his/her behavior and actual/potential harm to others

Clinical Probation

It is the process of the nursing department that a student may be placed on probation if certain violations occur in the clinical setting (on or off campus). These violations include, **but are not limited to**

- Breach of confidentiality (HIPAA)
- Disrespectful behavior to staff, faculty, patient(s), or students
- Inappropriate or unprofessional behavior
- Pattern of tardiness and/or lack of preparation for clinical
- Late submission of written assignments
- Compromised patient safety
- Demonstration of lack of integrity
- Incomplete or erroneous documentation

Any and all violations will be documented and will be managed on an individual basis. If a student incurs a violation, the student will meet with faculty and/or administration to discuss the situation. Following the discussion, it will be determined if a corrective action plan or dismissal from the program is warranted.

Students have a right to appeal disciplinary action regarding student conduct violations. See the PTC Student Handbook for grievance policies and procedures.

Graduation Requirement

1. Complete required program plan credits in the designated Nursing Program with a minimum "C" (80%) grade in each course.
2. Evidence of satisfactorily completing student clinical activities in clinical settings with clients across the lifespan.
3. Evidence of satisfactory evaluation of all nursing abilities as required by the Minnesota Board of Nursing.

Registration Procedures

All nursing classes have controlled on-line registration. Only students admitted to the nursing program will be allowed to register for nursing classes. Students may register for both nursing courses and general education courses during that time. Once the registration period has ended all changes in the nursing PRSG courses must be approved by the Director of Nursing. Due to the complex requirements of our clinical sites, final clinical placement will be determined by the Director of Nursing.

STUDENT HEALTH RECORDS

Refer to Section II regarding Student Health Records.

Recommendation for Hepatitis B vaccinations

In December of 1991, the Federal Rule on OSHA for bloodborne pathogens passed. This put into law employer and employee responsibilities for the education and management of all potential individuals who may have occupational exposure to blood borne pathogens. Although your role as a student in nursing does not fall under this legislation, PTC feels it is in the best interest of our students to complete the Hepatitis B vaccine series.

Students may be exposed to the blood or body fluids of persons with acute or chronic Hepatitis B virus (HBV) infection while performing your clinical assignment.

The primary vaccination series consists of three doses of vaccine, with the second and third doses given one and five months after the initial dose.

Hepatitis B vaccination does not replace the need for following Standard Precautions.

Students are required to acknowledge and document that they have been advised of the recommendation for Hepatitis B vaccination. **Please complete EITHER the Hepatitis B Vaccination Verification form OR the Hepatitis B Immunization Waiver form, which can be obtained from the Nursing Department. Completed forms are to be returned to the Nursing Department.**



SECTION IV

NURSING PROGRAM POLICIES AND PROCEDURES

EVALUATION CRITERIA

Classroom Evaluation Criteria

The following is the grading scale that is used for all courses in the nursing programs.

Letter Grade	Percentage	GPA
A	94.0% to 100%	4.0
B	87.0% to 93.9%	3.0
C	80.0% to 86.9%	2.0
D	73.0% to 79.9%	1.0
F	72.0% and below	0.0

A grade of “C” (80%) is required for successful completion of each core course and nursing major course; any grade less than 80% is not acceptable. Grades will not be rounded up.

All assignments must be written and presented according to professional writing standards using APA (American Psychological Association) format. Please consult the Publication Manual of the American Psychological Association, 6th edition, second printing available in the library. Course syllabus may detail greater guidelines for assignments and evaluations. In general, the following is expected:

- A. Free of spelling errors, grammatical and punctuation errors
- B. Double spaced, typed and stapled
- C. No frayed edges
- D. Documents sent electronically must be in compliance with the Technology Agreement

Simulation in Health Care Education

Simulation will be utilized within nursing theory/lab courses and clinical courses to evaluate and maintain skills and theories taught. Refer to Section V for additional information.

Written Evaluation (Exams, Tests or Quizzes) Criteria

Requirements for this process are currently being revised in order to meet the changes of Pine Technical College’s Nursing Programs. All policies outlined below are in effect until further notifications in writing are given to students.

Students are expected to take examinations, tests, and quizzes when scheduled. If the student does not have an excused absence, deduction of points/percentages will be assessed on all late evaluations. Students who arrive late for an exam are expected to finish within the time allotted for the test. If a student is unable to take their exam at the scheduled time, they must notify the instructor of the absence as soon as they are able.

Excused absences are defined as the following:

1. MD note (on script paper or letterhead) indicating appointment, emergency or hospitalization. Hospital discharge papers will also be accepted.
2. Scheduled Court appearances (must bring court papers as documentation to instructor). Dropping off paperwork at the courthouse/lawyer for a future court date does not qualify as an excused absence.
3. Funeral – must be an immediate family member or arranged with the instructor.

- **Please always have a backup plan for daycare, transportation, and work.
- **Documentation of excused absences must be provided within 72 hours of absence.

Project and Assignments Evaluation Criteria

Information regarding evaluation criteria for projects and assignments will be detailed on course syllabi, schedules or individual assignments/projects.

Note: Processes related to late assignments and examinations were written to protect the student who is consistently on time with assignments and for examinations. Exceptions to the policies above may be granted at the discretion of faculty.

Skills Laboratory Evaluation Criteria

Laboratory skills are practiced on campus. Skills that require successful demonstration will be identified in course syllabus. Skill evaluation tools will be made available for students prior to the evaluation for competency.

Students will have available open lab times/scheduled lab times to practice skills. Please see the instructor's syllabus or the calendar posted outside the lab. Hours may change from week to week based on student need, room availability and staffing.

All skills learned and evaluated in coursework are expected to be maintained throughout the program even after the course has already been successfully completed. Periodic testing of these skills will occur throughout the program. These skill competency tests are to ensure safety of the patients as the student progresses through the program.

Skill competency testing may include:

- 1. Medication Math examination (80% minimum)**
- 2. Nursing Skill Competency testing (technical skills)**
- 3. Nursing written competency (nursing notes, care plans etc)**

Students must remediate any/all evaluated skills in which they fail to demonstrate competency. Students who complete remediation and are still unable to demonstrate continued competency will NOT be allowed to continue in coursework (Lab, Theory and Clinical.)

PLEASE NOTE: Further requirements for this process are currently being revised in order to meet the changes of Pine Technical College's Nursing Programs. All policies outlined below are in effect until further notifications in writing are given to students.

Clinical Laboratory Evaluation Criteria

Clinical courses are graded in accordance to specific course syllabi.

ATTENDANCE POLICY

Regular attendance in the classroom, lab and clinical settings is essential to ensure that the students have acquired the necessary knowledge and skills to be successful in practice. Students are held to the same professional standards as those expected within the work environment. Therefore, students are expected to arrive on time to all classes (theory, lab sessions, and clinical). If a student anticipates that he/she will miss a classroom or clinical experience, the student must notify the instructor in advance. If the student is ill, the student must notify the instructor as soon as possible. Recurring absences and tardiness will be reviewed by faculty and may result in the courses objectives not being achieved. If the course objectives are not achieved, the student cannot be successful in the course. Specific course requirements and consequences related to attendance are outlined in course syllabi.

Excused absences are defined as the following:

1. MD note (on script paper or letterhead) indicating appointment, emergency or hospitalization. Hospital discharge papers will also be accepted.
2. Scheduled Court appearances (must bring court papers as documentation to instructor). Dropping off paperwork at the courthouse/lawyer for a future court date does not qualify as an excused absence.
3. Funeral – must be an immediate family member or arranged with the instructor.

**Please always have a backup plan for daycare, transportation, and work

**Documentation of excused absences must be provided within 72 hours.

If a student will be gone for an extended time due to a medical condition, surgery or other medical reason, the following is required when the student returns:

- Written “Return to Work/School” note from the physician on script paper or letterhead including the following:
 - May return to Classroom and Clinical (if clinical is not written the student will not be able to attend)
 - May return with restrictions – lifting, standing, walking, stairs, etc.
 - MUST also include an end date to the restrictions.
 - May return with no restrictions – must state “no restrictions”.

Students must meet all course objectives to pass the course. Please note that there may be restrictions that prevent course continuation. This will be addressed on an individual basis.

Classroom and Lab Attendance: On-time presence, preparedness and meeting deadlines are key factors in career success. The student knowing in advance that he/she will not be in class when a test is being administered or when an assignment is due is encouraged to discuss options with the course instructor. If the student must be absent, he/she will be responsible for notifying the nursing instructor and leaving a message prior to class/lab time.

Lab Attendance: Re-scheduling of lab reviews is the responsibility of the student in case of absence. Determining factors of make-up work include lab and/or instructor availability. See course syllabus for specific details. It is the student’s responsibility to bring the required course work, tools (pens, kits, papers, etc.) to the lab setting.

Clinical Attendance: Regular clinical attendance is as important as it is on the job. Prospective employers expect graduates to be reliable and dependable. These skills are demonstrated by student attendance records and participation in the course. It is not possible to “make up” clinical experiences in the same way that one might “make up” a written test. If the student is absent from clinical, “real life” experiences have passed by and may not be available the following day or week. Students must be present at clinical in order to meet nursing course objectives and the Minnesota Board of Nursing requirements. Clinical attendance occurs in the lab setting, off campus at designated/arranged sites, or contracted clinical facilities. Nursing students are asked to carefully review and abide by our clinical absence policy.

Clinical Absences:

Requirements for this process are currently being revised in order to meet the changes of Pine Technical College’s Nursing Programs. All policies outlined below are in effect until further notifications in writing are given to students.

1. Clinical absences will be clearly documented.
2. If a student is ill, the **student** (not a peer) must notify the instructor as soon as possible. Make-up experiences may not be guaranteed if there are not enough clinical days remaining in a semester, if nursing faculty are unavailable, or alternate clinical sites/sections are full.
 - A. If a student does not attend at least 90% of the clinical course, the student will not be able to meet the course objectives and therefore will be unable to progress in the nursing program.
 - B. If a student is recurrently tardy or other infractions arise, the student may be placed on clinical probation. Failure to meet the terms of the probation may result in not fulfilling the clinical requirements of the course. Not fulfilling the requirements of the course will result in the student not being able to progress in the PTC Nursing Program.
 - C. All clinical absences must be addressed. The instructor determines the makeup assignment which may include but is not limited to the following examples: charting, projects, care planning, written papers, or a rescheduled clinical day. If a clinical absence is not addressed, it will result in not fulfilling the clinical requirements of the course.
 - D. Students are responsible for contacting and making arrangements with their clinical instructor to make up the absence within one week of the absence. If arrangements are not established within this time frame, the outcome may result in clinical probation, course failure, or dismissal from the nursing program.
 - E. Students unable to attend a clinical experience, must notify the instructor (and the facility, if applicable) before the scheduled experience. Failure to notify the facility and the instructor before the clinical experience will result in a Record of Unsatisfactory Behavior (ROUB).
 - F. Arriving late to a clinical experience or leaving early will be documented as an absence. If less than 3 hours are missed, the absence will be counted as a half-day absence from clinical. If 3 or more hours are missed, the absence will be counted as a full day. All clinical experiences must be arranged with the instructor for the absence to be counted.

- G. Students who receive two (2) Records of Unsatisfactory Behaviors (ROUB) for the same behavior over the course of their nursing experience and/or both fall and spring semester of clinical courses may result in course failure or dismissal from the nursing program.

CLINICAL EXPERIENCE, RESPONSIBILITIES AND UNIFORM

Attendance at each clinical orientation and pre-clinical preparation is required. Exceptions may be made for excused absences (see criteria) at the Instructors and facilities discretion. Some facilities may not allow the student to attend clinical or make up the orientation. An alternative assignment in these cases is not guaranteed. Failure to attend clinical orientation may result in course failure.

Clinical experiences occur in a variety of settings in and outside the Pine City area. A reliable means of transportation is required. Gas, car repairs, car insurance, etc. are the responsibility of the student. If the student is having financial concerns, they may contact Student Affairs for resources which may be available.

Clinical experiences may be scheduled both day and evening hours according to clinical site availability. A flexible schedule is necessary. Adequate time is offered to students to arrange schedules as needed.

Uniforms and school identification are required in multiple school related settings. This includes, but is not limited to: clinical sites, on-campus lab setting, volunteer settings, etc. Clinical partners prohibit body art such as tattoos, piercings, etc. Piercings must be removed, with the exception of one small earring in each ear. Tattoos must be completely covered.

Most facilities are non-smoking, including the parking lot. Clients, patients, cohorts, staff, etc., may be sensitive to odors, especially that of tobacco. No smoking is allowed during clinical rotations.

Many of our clinical partners (and our nursing labs) are “Scent Free” facilities. This means that no odor is to be present on the student or faculty. Scents include: clothing or hair that smells of smoke (tobacco or wood smoke), perfumes, colognes, scented body lotions, scented powders, body odor, breath odor (tobacco or halitosis), or scented hair products. Students may be asked to leave the clinical site if odor is present.

Use of electronic devices will be addressed in course syllabus, orientation, and/or clinical coursework.

Examples of appropriate appearance:

- Designated style, color and make for uniform tops and bottoms required
- Clean, white shoes (standard nursing or solid white vinyl/leather tennis shoes)
- Make-up with discretion
- Neat, short fingernails; clear nail polish is acceptable

- Clean hair, pulled off neck: pinned, braided, or in a bun. Ponytails should not come into contact with clients or equipment
- Mustaches, beards and sideburns must be kept neatly trimmed
- Body piercings removed
- Tattoos covered completely

Other appropriate items for uniform:

- PTC photo ID badge with appropriate title
- Watch with sweep second hand
- Bandage scissors
- Stethoscope
- Black ink pen
- Individual facilities may have additional requirements

Examples of appropriate behavior:

- Use of quiet tone of voice throughout health care facility
 - Use designated areas for charting and discussions
 - Display respectful, considerate behavior
 - Place coats, purses in designated area
 - Bring text books/references to clinical area
 - Prepared with adequate sleep and nutrition prior to arriving to clinical site
 - Abide by HIPAA regulations
- *Any behavior or appearance which may impact professionalism, patient safety, or the educational experience (such as lack of sleep, social stress, illness, etc.) as determined by the instructor will be addressed. Consequences will be determined on an individual basis.*

CLINICAL LABORATORY PERFORMANCE

Students are expected to comply with all Pine Technical College clinical laboratory performance policies (further details are provided in the clinical coursework) as well as all policies of the agencies where clinical laboratory experiences are held.

It is the nurse's responsibility to provide for patients safety during any nursing care. Students are legally responsible for their acts of commission or omission. Any act of unsatisfactory behavior requires an evaluation conference with the student and the nursing instructor. Additional parties (administration) may be consulted.

Unsatisfactory Behavior is defined as any behavior that the instructor identifies as unsafe, ineffective, inconsistent, or non-compliant as related to: program or hospital policies, course requirements, and/or clinical competencies. Further details are provided in clinical coursework.

DOCUMENTATION OF CLINICAL AND CLASSROOM PERFORMANCE

Each nursing course identifies the grading method used to evaluate progression through the course. Grading methods may vary with each course and will be outlined in course syllabi.

To objectively and clearly identify student behavior that may hinder maximum professional growth and competency, documentation of unsatisfactory behavior will occur. Documentation will be reviewed by instructor and student, a copy will be placed in the student file. Faculty believes students benefit from feedback related to performance and/or behavior.

The following is a partial listing of behaviors deemed as unsatisfactory for students in the nursing program:

- Unprofessional behavior (texting, sleeping, talking, etc.) during guest presentations from outside industry partners; these may be on campus or at the clinical facilities
- Failure to prepare for specified clinical or coursework assignment
- Any breach of integrity, honesty, or confidentiality
- Discussion of patient information in a public area
- Failure to provide for patient physical safety
- Failure to follow medication procedure
- Failure to provide psychological safety
- Failure to be responsible for all assigned care
- Failure to maintain medical asepsis
- Failure to obtain supervision from instructor when necessary
- Failure to maintain therapeutic communication techniques
- Pattern of using language and mannerisms that are offensive to others in the clinical or classroom area
- Failure to notify instructors in case of illness or anticipated tardiness
- Failure to assess and make adjustments based on their own mental, physical and emotional ability in the clinical and classroom area such as fatigue or illness

Situations which require review and which may cause the student to fail the course or be dismissed from the program include, but are not limited to: When two unsatisfactory incidents occur in the same academic semester

- When the same type of unsatisfactory behavior is documented more than once in the same or previous semester
- When clinical partner staff has expressed grave concern to the instructor regarding a student's clinical performance
- When the affiliating agency refuses to allow a student to be present in their facility
- When an unusual incident occurs or when a single unsatisfactory behavior is of such magnitude that dismissal from the program is considered

Progression in clinical

Evidence of passing (P) is required for each course. Students will be exited from the nursing program for unsatisfactory clinical completion. When the student's performance is

unsatisfactory for the clinical portion of a course, a grade of “NC” will be issued for the course. Progression to the next clinical course will not occur.

NURSING PETITION

Requirements for this process are currently being revised in order to meet the changes of Pine Technical College’s Nursing Programs.



SECTION V

SIMULATION AND NURSING SKILL LAB POLICIES

UTILIZATION OF NURSING SKILL AND SIMULATION LABS IN HEALTHCARE EDUCATION

PURPOSE OF NURSING SKILL/ SIMULATION LABS

The policies and guidelines established for the Pine Technical College Nursing Program have been developed for the following purposes:

- to create a realistic environment for clinical and educational practice
- to provide a safe, clean and well-maintained environment and equipment
- to protect and maintain costly equipment
- to foster and reinforce learning using simulation technology and related resources
- to provide hands-on learning experiences specific to course objectives as guided by nursing curriculum
- to accommodate unique learning needs of students with diverse backgrounds, abilities, and educational experiences
- to assist with the development of critical thinking skills necessary for health care related fields

MISSION OF NURSING SKILL AND SIMULATION LABS

We stand firm on the commitment and dedication to our rural communities in which we live and serve. In collaboration with our industry partners, our goal is to educate and prepare nursing students to provide high-quality, safe, accessible and cost efficient nursing care to individuals across the lifespan. It is with the aid of technology and simulation (in theory courses, campus laboratories and clinical experiences) that this can be achieved. Simulation encourages learning with the incorporation of different learning styles, use of critical thinking skills and the application of leadership opportunities, and through collaboration with peers.

GOALS OF NURSING LAB/SIMULATION LAB

The use of nursing skill and high-fidelity simulation labs, along with case scenarios, are intended to mimic the clinical setting and complement other teaching and learning approaches in preparing nurses for their role in practice. Their use is designed to help students develop technical, problem-solving, and critical thinking skills. Simulated experiences include environmental factors that make students' learning realistic and assist in helping students transition from lab setting to clinical setting to post-graduation work environments.

Simulation used within nursing education offers:

- Realistic client situations that can be reproduced and varied
- No threat to patient safety with ethical concerns minimized
- Improved health outcomes for patient safety
- Enhanced clinical learning and performance utilizing established remediation practices
- Active learning using simple to complex scenarios
- Immediate correction of errors that can be discussed immediately
- Consistent and comparable experiences for all students
- Promotion of self-evaluation and feedback from peers
- Fostering of decision making and critical thinking skills

Strategies within the lab setting that may be employed to assure the highest level of skill performance and readiness include practice and return demonstration, clinical simulations and case scenarios, debriefing, consistent use of proper medical terminology, application and/or introduction of the nursing process in skill performances, care plans and documentation, computer-assisted instruction, electronic medical records, and individualized and additional instruction.

GENERAL POLICIES OF THE NURSING SKILL AND SIMULATION LABS

It is the intent of the nursing faculty and administration at Pine Technical College (PTC) to provide a safe learning experience for all students, faculty, staff and volunteers, partners in education, partners in health care and community partners. The following guidelines maintain safety while using the nursing skill labs and clinical simulation manikins. It is expected that all involved in classroom, clinical laboratory and mobile environments will adhere to these guidelines. The Simulation Lab Coordinator or designee will update the contents of this manual as needed. All learners, staff and faculty will be advised of revisions.

1. The term “student” refers to anyone that is utilizing the nursing labs or mobile simulation manikin as a learner or participant in a simulation/lab activity.
2. The term “faculty” refers to anyone that is serving in the instructor role.
3. **No food or drinks** are allowed in any campus laboratory, Simulation Control Center.
4. Pine Technical College is a smoke-free building. Smoking is only allowed in designated areas away from the building and its entrances.
5. ALL electronic devices, including cell phones, PDA’s, cameras, camera phones, and video recorders are to be turned off during simulation unless approved by faculty. These items must be kept in your backpack, coat or purse and switched off or to silent.
6. Learners shall report any physical limitations to faculty/instructor as soon as possible so that necessary precautions may be taken. A medical clearance is required before learners with physical injuries, illness, surgery, pregnancy or communicable disease will be allowed to practice or return demonstration in the Nursing Skill and Simulation Lab. It is the responsibility of the faculty to determine whether a learner with physical limitations is capable of safely performing the necessary skills.
7. Use of the Nursing Skill and Simulation Labs on the PTC campus are coordinated by the Simulation Lab Coordinator and/or Lab Assistant.
8. Individual lab stations must be reviewed with Faculty or Lab Assistant before dismissal from lab.

Access to Lab

No students are to be in the Nursing Skill or Simulation Lab without a staff member present. Unsupervised or unauthorized learners are not allowed contact with lab items or the simulation manikins. *All* learners (students, volunteers, partners, faculty, and staff) will log in upon arrival to the Nursing Skill and/or Simulation Lab.

Attire

Learners will adhere to the following dress code policies:

- Full PTC clinical uniform attire is required for all scheduled activities in the Nursing Skill / Simulation Lab. Students not dressed in uniform may be asked to leave. The faculty/instructor

will give details on expectations of attire for their labs. Exceptions or specifics will be at the discretion of faculty/instructor.

- Students participating in Open Lab must wear school uniforms.

Conduct and Behavior

All users of the Nursing Skill or Simulation Labs will be expected to display professional conduct at all times. This includes no use of foul language and/or remarks or behavior that could be considered offensive or unsafe. Students may be dismissed from the nursing program as a result of conduct that is unsafe, unethical, inappropriate or unprofessional.

All users of labs must attend a brief orientation to the lab setting prior to active learning. This will occur with each course that utilizes the lab settings. Learners should be knowledgeable in the care, handling and proper use of the equipment and simulation manikins prior to using them.

Laboratory Hours

Lab hours are posted outside of each lab room. This schedule will change each semester due to course schedules. While every effort will be made to adhere to the lab hours, please refer to this schedule often as it may be altered to accommodate unforeseen utilization.

Open lab hours are posted. All students are invited and encouraged to attend open lab for skill practice. Staff members may also recommend or send students to open lab for remediation of skills.

Inventory and Supplies

The Simulation Lab Coordinator and/or Lab Assistant are to be notified in writing when supplies are running low. Return all supplies to their designated place within the lab where found. Linens are to be refolded and put back into the supply area (unless soiled). Many supplies can be reused for practice.

NO items are to be removed from drawers, shelves or storage unless instructed to do so or permission from the Simulation Lab Coordinator, Lab Assistant or Faculty is granted.

Lab and Clinical Requirement Policy

Students must successfully pass course and clinical objectives to pass a course. These objectives may be met in the Nursing Skill and/or Simulation Lab setting or clinical site settings. Students must demonstrate consistently safe and professional performance throughout nursing courses.

Lab Equipment and Computers

No equipment, computers or supplies may be removed from the Simulation Lab without prior consent of the Simulation Lab Coordinator or Lab Assistant. Any damage to equipment or supplies should be reported immediately to Simulation Lab Coordinator, Lab Assistant or Faculty. Students or learners may be held responsible for damaged equipment so handle it carefully! Any malfunction of laboratory computers should be reported immediately to the Simulation Lab Coordinator, Lab Assistant, or Faculty. Students must abide by all PTC Computer Use policies.

Lab Preparedness

All students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab periods. They are to have all supplies necessary for the lab in

their possession (ex. stethoscope, text(s), watch with second hand, writing utensil, lab kit...) If a student is referred to the lab for additional skill practice, students must read and come prepared to practice skills. If unprepared, students may be asked to leave the lab setting. Unprepared behavior will be documented and faculty will be notified.

Manikins

All learners shall practice proper hand-washing techniques upon entering the labs. This helps to keep manikins and equipment clean and reinforces the habit of hand-washing. Gloves shall be worn by all learners during contact with the simulation manikins and/or contact with simulated body fluids. Manikins are to be treated with the same respect as live patients. Any malfunction of the simulation manikins or equipment must be reported immediately to the Simulation Lab Coordinator, Lab Assistant or Faculty.

ABSOLUTELY NO markers, newsprint or pens are allowed near the manikins. No betadine, iodine or KY jelly may be used on or near the manikins. These substances cannot be removed or may damage the manikins!

Specific guidelines for maintenance, cleaning and use of the instruments on each manikin are posted in the labs.

Nursing Skill and Simulation Lab Absences/Tardies

Students are expected to arrive on time for skill and simulation practice, or remediation of skills. All scheduled skill labs will begin at scheduled start time. In case of an emergency that will require a student being late or absent from the lab experience, the student must contact the skill lab, or lab faculty prior to scheduled practice. ***Calling a classmate to relay a message regarding absence or being late is not acceptable.***

Students absent will be required to make-up the lab experience. Rescheduling make-up lab time or skill/simulation scenarios will be done at the discretion of the faculty's and open lab availability. ***Failure to complete simulated scenarios, and/or show proficiency in skill sets may result in course failure.*** It is the belief of the PTC Nursing Program and faculty that notification of absence or tardiness is a major part of professional accountability.

Nursing Skill and Simulation Lab Scenarios

The lab experience is a learning environment. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students or components of the scenario should take place outside of the lab. Refer to the Confidentiality agreement in the Forms section. A debriefing session will be provided after all simulation experiences. After the debriefing session, students may be asked to complete additional evaluation forms or perform reflective writing.

The minimum expectations for all lab experiences include, but are not limited to:

- Introduction of self to your "patient"
- Use of standard patient identification procedures
- Use of standard precautions before, during and after all simulation experiences
- Demonstration of initial primary observation/assessment and data collection skills
- Active participation in case scenarios/simulation debriefing per course syllabi
- Effective communication with interdisciplinary members, family, peers

- Use of the six rights of medication administration

Personal Belongings

It is recommended that all users bring only the necessary and/or required resources into the lab rooms. Space is limited.

Scent Free

To provide a safe, healthy environment for all learners, the lab is scent free. You are asked to refrain from using any scented products while in the lab for any reason. This includes, though is not limited to: hairspray, colognes, perfumes, smoke, body odor or heavily scented medications. If your clothing is heavily scented with odors, you may be asked to leave lab to change. This may result in an unsatisfactory grade for the lab experience.

SAFETY IN LABORATORY SETTINGS

Physical Safety

- Learners will be instructed in safe patient handling techniques prior to practice and demonstration. Caution should be utilized when practicing lifting skills and should not lift a manikin without assistance.
- The wheels of all equipment (beds, wheelchairs, stretchers, bedside tables, etc.) are to be locked during practice and after use.
- Learners are not to sit on the beds, stretchers or wheelchairs unless practicing a particular skill under supervision.
- Safely use step stools for items out of reach.
- A First Aid Kits is located in the skills labs. If you cannot locate a First Aid kit and are in need of one, seek faculty/staff assistance immediately.
- Fire extinguishers and emergency exits are mapped out in the hallways.
- All accidents and injuries should be reported immediately to faculty, Simulation Lab Coordinator, or Lab Assistant. Any student, faculty, or volunteer must complete a First Report of Injury form and submit it. (Form available in Form Section)

Hazardous Waste Disposal

- All sharps used at Pine Technical College labs are to be disposed of in the approved receptacles (SHARPS containers) which are located in several areas in each lab and NEVER into the trash.
- If a SHARPS container is full, please notify faculty or the Simulation Lab Coordinator.
- A contracted transporter will dispose of the full SHARPS containers.
- NO trash will be disposed of in the SHARPS containers.

Infection Control

Students will be briefed of Standard Precautions and Transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come into contact with a client's body fluid are considered contaminated and need to be handled accordingly. The following are basic guidelines to follow.

Wash hands before and after "client" care.

Use barrier protection (eyewear, masks, gloves, gowns) when indicated.

Dispose of equipment and other materials appropriately (for example, SHARPS containers).

Report presence of open lesions or infections to the instructor.

Universal precautions are to be utilized in all nursing simulation and skills lab procedures at all times.

Latex Warning

Pine Technical College attempts to maintain a Latex Free environment; however it is imperative that anyone with a latex allergy or severe sensitivities notify the Simulation Lab Coordinator, Lab Assistant or Faculty *prior* to any activities with the simulation manikins. **It should be noted that the laboratory environments are NOT latex free.** Students/faculty must consult with their own Health Care Provider about allergy risks and treatments. Latex-free gloves are provided for use within the laboratory setting.



SECTION VI

FORMS

The forms included in this section are to be completed and turned in to the Director of Nursing, the student's classroom or clinical instructor; they will be placed in the student's nursing file. Each form is good for one academic year.

Completed forms may be shared, as requested or required, with clinical hosting sites.



Authorization for the Release of Student Background Study Information

An integral part of the Nursing Program is the care of patients/clients in clinical settings. To provide this experience, the College contracts with local clinical facilities. All facilities licensed by the Minnesota Department of Health and/or Wisconsin Department of Health require criminal background checks for anyone working at their facilities, including students.

By signing below I have read and agree to the terms outlined in the Background Study portion of the Pine Technical College Nursing Program Student Handbook. The information gathered will be shared, as requested or required, by all clinical hosting sites.

Student Signature: _____

Date: _____

Date of Birth _____

Previous Name(s) _____

Please print legibly. Students must turn in this form each semester that simulation is utilized in a course they have enrolled in.

I have read and understand the Policies, Procedures and Guidelines included in this manual. I agree to comply with all of the detailed guidelines. Failure to comply may result in disciplinary action, dismissal from program or loss of privileges in use of simulation labs or equipment.

I understand that I must uphold the integrity of the simulation experience. This includes, but is not limited to:

- Upholding the requirements of HIPPA.
- The performance of fellow learners in the scenario cannot be discussed at any time outside of simulation experience or debriefing.
- The content of scenarios will be kept confidential to maintain the integrity of the learning experience. This will be considered academic dishonesty and will result in disciplinary action.
- Reporting all breaches of confidentiality to the Simulation Lab Coordinator, Lab Assistant and/or Faculty member.
- Comprehension of the Confidentiality Policies and Procedures and agreement to adhere to them.

I have read and understand the Use and Understanding Agreement

Confidentiality Agreement

Agency: _____

Print Name: _____

Date: _____

Signature: _____

Course(s) enrolled: _____



Simulation activities may be recorded and stored for debriefing and educational purposes, for up to five years.

I understand that I will be recorded while participating in a simulation activity. This information will be shared with fellow learners and faculty for educational purposes.

All recordings will be destroyed after five years unless further consent is granted.

Name: (printed) _____ Date: _____

Signature: _____

Simulation activities may be photographed and used for website or promotional purposes. These documents will be stored for up to five years.

I understand that I may be photographed while participating in a simulation activity. I give permission to utilize my image for website or promotional purposes. I will not be compensated for the use of my image.

All photos/images will be destroyed after five years unless further consent is granted.

Name: (printed) _____ Date: _____

Signature: _____





SECTION VII

APPENDIX

A. MINNESOTA BOARD OF NURSING ABILITIES

REVISOR 6301.1800

6301.1800 NURSING ABILITIES TO BE EVALUATED.

- Subpart 1. **Listing for evaluation.** Each student must be evaluated for the nursing abilities in subparts 2 to 9, grouped under categories of nursing practice.
- Subpart 2. **Interaction with patients.** Each student must be evaluated for the ability to:
- A. use verbal and nonverbal communication skills;
 - B. establish a relationship based on the patient's situation; and
 - C. maintain professional boundaries in nurse-patient relationships.
- Subpart 3. **Nursing observation and assessment of patients.** Each student must be evaluated for the ability to:
- A. collect data pertaining to a patient's physical and physiological structure and function;
 - B. collect data pertaining to a patient's intellectual, emotional, and social function;
 - C. collect data pertaining to a patient's spiritual and cultural function;
 - D. interpret collected data to identify a patient's health needs;
 - E. given a nursing care plan, establish a sequence of the student's own nursing actions; and
 - F. given nursing care plans for at least three patients, set nursing care priorities for that group.
- Subpart 4. **Physical nursing care.** Each student must be evaluated for the ability to:
- E. provide for physical safety;
 - F. prevent spread of pathogens;
 - G. determine when necessary to use sterile technic;
 - H. maintain sterility of equipment and supplies;
 - I. maintain integrity of skin and mucous membranes;
 - J. promote respiratory function;
 - K. promote circulatory function;
 - L. promote nutrition and fluid balance;
 - M. promote elimination;
 - N. promote physical activity;
 - O. promote restoration or maintenance of physical independence;
 - P. provide for physical comfort;
 - Q. promote rest and sleep;
 - R. provide for personal hygiene; and
 - S. provide for an optimum level of pain relief.
- Subpart 5. **Psychosocial nursing care.** Each student must be evaluated for the ability to:
- A. promote development or maintenance of intellectual function;
 - B. promote emotional development;
 - C. promote social development;
 - D. promote spiritual well-being;
 - E. promote culturally competent care;
 - F. promote self-esteem;
 - G. promote a feeling of psychological safety and comfort;
 - H. identify signs and symptoms of violence and abuse, or self-destructive behavior;
 - I. promote adaptation to change or loss, including loss of independence or death;
 - J. provide care to meet end-of-life concerns; and
 - K. provide for a patient's need to know by giving, translating, or transmitting information.
- Subpart 6. **Delegated medical treatment.** Each student must be evaluated for the ability to:
- H. administer oxygen;
 - I. maintain patency of airway;
 - J. assist in the administration of intravenous sterile fluid;

- K. implement treatment related to gastrointestinal function;
 - L. implement treatment related to genitourinary function;
 - M. implement treatment related to function of the integument;
 - N. implement treatment related to musculoskeletal function;
 - O. identify sources of information necessary to administer prescribed medication, including compatibility and interactions among prescribed medications and complementary substances;
 - P. calculate dosage necessary to administer prescribed medication;
 - Q. determine the safe range of the dosage prescribed;
 - R. determine the appropriateness of the route for administration of prescribed medication;
 - S. prepare prescribed medication for administration;
 - T. administer prescribed medication;
 - U. judge the effectiveness of the prescribed medication;
 - V. follow procedure for working with controlled substances in the administration of prescribed medication; and
 - W. implement treatment related to cardiopulmonary function.
- Subpart. 7. **Reporting and recording.** Each student must be evaluated for the ability to:
- A. report orally the information necessary to facilitate the continued nursing care of a patient by any others involved;
 - B. record the information necessary to maintain a record of nursing actions, patient's reactions to the care, and resulting patient outcomes; and
 - C. maintain confidentiality of patient information.
- Subpart. 8. **Evaluation of nursing actions.** Each student must be evaluated for the ability to evaluate the effectiveness of and maintain accountability for the student's nursing actions.
- Subpart. 9. **Legal responsibility.** Each student must be evaluated for the ability to determine the individual's legal accountability for the individual's scope of nursing practice.

6301.1900 NURSING ABILITIES TO BE EVALUATED.

- Subpart 1. **Listing for evaluation.** In addition to abilities specified in part [6301.1800](#), each student in a professional program shall be evaluated for the nursing abilities in subparts 2 to 12, grouped under categories of nursing practice.
- Subpart 2. **Nursing care planning.** Each student must be evaluated for the ability to make a nursing care plan for a patient.
- Subpart 3. **Identifying potential patients.** Each student must be evaluated for the ability to identify an individual who is not currently receiving nursing care, but who could benefit from care.
- Subpart 4. **Health teaching and counseling.** Each student must be evaluated for the ability to:
- A. promote a patient's understanding of a health practice or of needed care through teaching; and
 - B. promote a patient's independent functioning through counseling.
- Subpart 5. **Referral to other health resources.** Each student must be evaluated for the ability to:
- A. identify available health resources which match a patient's needs and desires; and
 - B. provide necessary information to patient and health resource.
- Subpart 6. **Delegation to nursing personnel.** Each student must be evaluated for the ability to:

- A. determine which nursing actions are to be delegated and the level of nursing personnel to whom they should be delegated; and
 - B. specify to nursing personnel the responsibilities for delegated actions.
- Subpart 7. **Supervision of nursing personnel.** Each student must be evaluated for the ability to:
- A. determine the need of nursing personnel for supervision;
 - B. direct or assist nursing personnel; and
 - C. evaluate care given by nursing personnel.
- Subpart 8. **Teaching nursing personnel.** Each student must be evaluated for the ability to:
- A. assess nursing personnel for a learning need;
 - B. make a teaching plan for meeting a learning need of nursing personnel;
 - C. implement a teaching plan for nursing personnel; and
 - D. determine if a learning need of nursing personnel has been met.
- Subpart 9. [Repealed, [28 SR 218](#)]
- Subpart 10. **Evaluation of nursing care plans.** Each student must be evaluated for the ability to:
- A. evaluate effectiveness of the nursing care plan for a patient; and
 - B. modify, if necessary, the nursing care plan for a patient.
- Subpart 11. **Health needs of families.** Each student must be evaluated for the ability to:
- A. collect and interpret data pertaining to a family's structure and function in relation to health needs; and
 - B. make a plan to assist a family to achieve a health goal.
- Subpart 12. **Health needs of communities which affect individual's health.** Each student must be evaluated for the ability to:
- A. collect and interpret data pertaining to a community's population and environment in terms of the community's effects on an individual's health; and
 - B. make a plan for modifying a condition within the community which affects the health of an individual.

Statutory Authority: *MS s* [148.191](#); [148.251](#); [148.292](#); [148.296](#)

History: [28 SR 218](#)

Posted: *June 11, 2008*

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B. NURSING PROGRAM IMMUNIZATION REQUIREMENTS

The immunizations required are standards set by the Minnesota Department of Health and Human Services and Centers for Disease Control and Prevention.

Measles (Red Measles, Rubeola)

If born before 1957:

- Date of one measles or MMR vaccine **or**
- Physician diagnosis of disease **or**
- Report of immune titer proving immunity

If born in or after 1957:

- Physician diagnosis of disease **or**
- Dates of two doses of measles or MMR vaccine after one year of age **or**
- Report of immune titer proving immunity

Mumps

- Date of two mumps or MMR vaccine **or**
- History of disease

Rubella (German Measles)

- Date of one rubella or MMR vaccine **or**
 - Report of immune titer proving immunity
- Note: History of disease is not accepted.**

Tetanus/Diphtheria

- Date of booster vaccination, **REGARDLESS OF DATE OF BIRTH**. This must have been received within the last 10 years.

Hepatitis B

- Date(s) of vaccination(s). The Hepatitis B vaccine is given in a series of three doses. The first two are given one month apart followed by the third dose five months after the second. **or**
- Signed declination letter **or**
- Report of positive antibody (if secondary to disease, a signed declination letter is required)

Tuberculin Test

- Types of approved tests
 - Mantoux tuberculin skin (PPD) test
 - The TB skin test (Mantoux tuberculin skin test) is performed by injecting a small amount of fluid (called tuberculin) into the skin in the lower part of the arm. A person given the tuberculin skin test must return within 48 to 72 hours to have a trained health care worker look for a reaction on the arm.
- TB blood tests
 - TB blood tests (also called interferon-gamma release assays or IGRAs) measure how the immune system reacts to the bacteria that cause TB. If

your health care provider or local health department offers TB blood tests, only one visit is required to draw blood for the test. The QuantiFERON®-TB Gold test (QFT-G), QuantiFERON®-TB Gold In-Tube test (GFT-GIT) and T-SPOT®.TB test are three Food and Drug Administration approved TB blood tests. Test results are generally available in 24-48 hours.

- Documentation Requirements
 - Date and result of two step test, (2nd Mantoux must be given 2 weeks apart from the first) if it is the student's first Mantoux screening.
 - For students that have had at least 1 tuberculin PPD (skin) test in the past, this must be updated with a single Mantoux between July 1st and the beginning of the first clinical experience and every 12 months while enrolled PTC Nursing Programs.
 - If the test is positive, the individual must have one of the following:
 - a negative chest x-ray within six months prior to beginning clinical experience. This test may be required more frequently by clinical site requirements.
 - or a negative blood test as is listed above

Information taken from Center for Disease Control (retrieved 8/18/2010) from <http://www.cdc.gov/tb/topic/testing/bloodtest.htm>

Chicken Pox (Varicella)

- History of positive titer or
- Documented date of disease by a licensed healthcare provider or
- Date of vaccination

Cost Issues for Vaccinations

- County Public Health Departments offer low cost vaccination if a student is concerned about the cost of vaccinations..

If documentation of chicken pox, measles, mumps, rubella or Hepatitis B vaccination/disease is unavailable, a titer may be drawn to verify immunity at your doctor's office. Check with your clinic to verify exact costs.

C. MnSCU PERFORMANCE 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 the client.	<ul style="list-style-type: none"> 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 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.	<ul style="list-style-type: none"> 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

CAPABILITY	STANDARD	EXAMPLES
COMMUNICATIONS		
Communication	Communicate in English with others in oral and written form. Able to communicate with clients and members of the health care team in order to plan and deliver safe care.	<ul style="list-style-type: none"> Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others Read, understand, write, and speak English Explain treatment procedures Initiate and/or reinforce health teaching Document client responses Clarify communications received
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> Establish rapport with clients, families, and colleagues Respond in a professional/therapeutic manner to a variety of client expressions and behaviors

CAPABILITY	STANDARD	EXAMPLES
MOTOR SKILLS		
Motor Skills	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting,	<ul style="list-style-type: none"> Position clients Reach, manipulate, and operate equipment,

	supporting, and/or transferring a client.	<i>instruments, and supplies e.g. syringes, sterile equipment, monitors.</i> <ul style="list-style-type: none"> • <i>Perform/use electronic documentation</i> • <i>Keyboarding</i> • <i>Lift, carry, push, and pull.</i> • <i>Perform CPR</i>
Mobility	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.	<ul style="list-style-type: none"> • <i>Propel wheelchairs, stretchers, etc., alone or with assistance as available</i> • <i>Transport supplies to client room</i> • <i>Work around bedside with other personnel</i> • <i>Lift a child</i> • <i>Move and lift clients in and out of bed, wheelchair or cart</i> • <i>Assist with transfer and walking of patients who may require substantial support</i>
Activity Tolerance	Ability to tolerate lengthy periods of physical activity.	<ul style="list-style-type: none"> • <i>Move quickly and/or continuously</i> • <i>Tolerate long periods of standing and/or sitting</i>

CAPABILITY	STANDARD	EXAMPLES
SENSES		
Hearing	Auditory ability sufficient to hear normal conversation and/or assess health needs.	<ul style="list-style-type: none"> • <i>Ability to monitor alarms, emergency signals, auscultatory sounds e.g. B/P, heart, lung and bowel sounds, and cries for help, telephone interactions/dictation</i> • <i>Communicates with clients, families and colleagues</i>
Vision	Visual ability sufficient for observation, assessment, and performance of safe nursing care.	<ul style="list-style-type: none"> • <i>Observes client responses</i> • <i>Discriminates color changes</i> • <i>Accurately reads measurements on client-related equipment</i> • <i>Read medication label</i> • <i>Read syringe accurately</i> • <i>Evaluate for a safe environment</i>
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.	<ul style="list-style-type: none"> • <i>Performs palpation e.g. pulse</i> • <i>Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of catheter</i>

CAPABILITY	STANDARD	EXAMPLES
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.	<ul style="list-style-type: none"> • <i>Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality</i> • <i>Be able to change and to display flexibility</i> • <i>Learn to function in the face of uncertainties and stressful situations</i>

CAPABILITY	STANDARD	EXAMPLES
ENVIRONMENTAL		
Environmental Adaptability	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"> • <i>Work with chemicals and detergents</i> • <i>Tolerate exposure to odors</i> • <i>Work in close proximity to others</i> • <i>Work in areas of potential physical violence</i> • <i>Work with infectious agents and blood-borne pathogens</i>

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 Director's Association on 05/03/02, 01/24/03, and 04/04/03.

Revised 10/11/02, 01/21/03, 03/28/03