

Central Lakes College

CLC Nursing Associate Degree Nursing Program Student Handbook 2010 – 2011

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Introduction

Welcome to the Central Lakes College (CLC) Associate Degree Nursing (AD Nursing) Program. This program is designed to provide educational mobility for licensed practical nurses (LPNs) interested in becoming registered nurses (RNs), and will build on the foundation provided in your practical nursing curriculum.

College-wide policies and procedures as outlined in the Central Lakes College student catalog are applicable to all students. Additional policies and procedures specific to the registered nursing program are outlined in this student handbook, and supplement those in the college-wide catalog. All current and future students are expected to adhere to the policies and procedures of this student handbook as well as all policies of clinical agencies in which the student is placed. The AD Nursing Handbook is not intended to serve as a contract. The nursing program reserves the right to update the policies and procedures in the student handbook as needed; therefore, the contents of the handbook are subject to change. Students should see the program director or course instructors for any questions about policies and procedures presented in the student handbook.

General Program Information

The CLC Associate Degree Nursing (AD Nursing) Program was established in 1979 in order to provide a geographically and economically accessible mobility program for LPNs who have potential for self-development and professional advancement.

The AD Nursing Program aims to prepare graduates who can function as beginning staff nurses in providing direct nursing care to patients and families and who can collaborate with other nursing and health care team members in providing individualized nursing care. It is academically rigorous and takes highly motivated individuals with better than average ability to master a sizable course load. Experience working as a LPN is beneficial.

**Program Objectives*

The graduate of the Central Lakes College AD Nursing Program is able to:

- Demonstrate professional behaviors including a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development;
- Demonstrate effective communication through compassionate and culturally competent care that is directed toward promoting positive outcomes and establishing trusting relationships;
- Demonstrate comprehensive holistic assessment that includes dimensions of physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status of the client;
- Demonstrate effective utilization of the nursing process using NANDA approved guidelines and language to provide individualized and holistic nursing care;
- Demonstrate effective clinical decision-making that results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the client and support person toward positive outcomes;
- Internalize caring behaviors that are nurturing, protective, compassionate, and person-centered;
- Utilize components of the teaching process including transmission of information, evaluation of the response to teaching, and modification of teaching based on identified responses;
- Collaborate as part of the health care team, including consideration of clients needs, priorities and preferences, available resources and services, shared accountability, and mutual respect; and
- Effectively manage clients' care, through the processes of planning, organizing, directing, delegating, and supervising.

*The Central Lakes College AD Nursing Program Objectives are based on the competencies identified by the National League for Nursing and Council of Associate Degree Nursing Taskforce (See Appendix A).

Characteristics of the Program of Learning

The CLC AD Nursing Program

- is designed to prepare beginning practitioners to administer safe, client-centered nursing care in hospitals, nursing homes, clinics, or other health care facilities;
- is designed to facilitate career mobility. PN competencies are mastered prior to entry to the program, and the AD nursing level of competencies are completed prior to graduation;
- requires that the student enroll in supportive courses in the behavioral, social, and biological sciences which provide students with a strong foundation of knowledge from which to build future nursing practice and provides the general education background so that students may transfer to a 4-year institution;
- requires active participation and self-direction from students, and communication of objectives and continuous assessment and evaluation of student achievement of objectives from nursing faculty;
- considers interpersonal and group process skills as essential competencies to be mastered by AD nursing graduates and therefore provides group experiences and clinical opportunities to develop these skills;
- uses Maslow's Basic Human Needs as a guide to understanding the individual ways that clients express and meet basic human needs through the life cycle, and the threats to these needs caused by illness;
- utilizes the NANDA format nursing process as the vehicle by which the nurse is able to assess a person's adaptive capacity and intervene to promote health or a peaceful death and to evaluate the effectiveness of the helping relationship;
- is designed to produce a self-directed lifelong learner who is aware of his or her own potential for self-development and personal growth and is willing to assume responsibility for professional growth.

Accreditation/Approval

Central Lakes College is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. The AD Nursing Program is approved by the Minnesota Board of Nursing. Graduates of the CLC nursing program obtain an Associate of Science Degree (AD) in Nursing and are eligible to take the National Council Licensure Examination (NCLEX-RN). The AD Nursing Program is seeking national accreditation from the National League for Nursing Accrediting Commission, Inc.; the program is a candidate for this accreditation with the expectation of obtaining national accreditation in 2012.

CLC Vision Statement

CLC, Minnesota's leading Community and Technical College for lifelong learning.

AD Nursing Mission Statement

The nursing program at Central Lakes College addresses the community's need for nurses by providing a geographically and economically accessible mobility program for

licensed practical nurses that have potential for self-development and professional advancement. This program is designed to prepare beginning practitioners to administer safe, client-centered and holistic nursing care in a variety of health care settings.

Curriculum Framework

Nursing faculty is currently in the process of revising and updating the curriculum to devise a framework that reflects the values and philosophy of the CLC nursing program.

Philosophy

BELIEFS ABOUT PERSON

A person is a biopsychosocial holistic being, complete and unified.

A person has the capacity to adapt to growth and change in his/her internal and external environment. Adaptation enables a person to move towards achieving his/her full human potential.

Each person is worthy of respect.

Each person must make personal choices about nursing care, ways to achieve goals, and the use of nursing and medical advice.

BELIEFS ABOUT SOCIETY

Health care is the right of every individual.

Nurses are responsible to society to provide health care services.

Members of society have the right to participate, in any degree, in their health care.

BELIEFS ABOUT HEALTH

Health is a dynamic and fluctuating state which may be viewed on a continuum.

Health is an equilibrium or balance between the biopsychosocial that promotes harmony or adaptation.

The optimal state of health for the person is that which maximizes his/her potential.

BELIEFS ABOUT NURSING

Nursing, as a profession, provides a unique service to society.

The function of nursing is to provide assistance in providing optimal levels of wellness for the individuals, families and communities which compose society. Nursing care is theory based, planned, implemented and evaluated in accordance with intellectual, physical, psychogenic, sociogenic, and culturogenic needs of the individual in society.

Direct nursing care utilizes operational procedures which require frequent application of critical thinking and personal judgment in a variety of situations.

AD Nursing graduates have a role in primary health care under the direction of professional standards (ANA Code of Ethics and Standards of Clinical Practice) which have been established by the American Nurses Association.

AD Nursing graduates possess a high degree of specialized knowledge and have attained skills necessary in the practice of nursing and have developed attitudes appropriate to the profession.

BELIEFS ABOUT LEARNING

The learner realizes goals through his/her own efforts; is responsible for own acts.

The learner strives for an "ideal self" against which measurements and evaluations are made.

The adult learner is self-motivated, takes initiative and responsibility for learning outcomes, and strives to actively apply knowledge in his/her area of expertise.

BELIEFS ABOUT NURSING EDUCATION

Nursing education must afford the student maximum opportunity to develop as a person by providing an environment which will aid in the development of self-discipline, intellectual curiosity and critical thinking.

Nursing education should stimulate a desire for continued learning and provide a foundation for future study.

Nursing education utilizes a variety of learning resources including the community, academic, and clinical settings.

The education setting fosters a pattern of adaptation to the divergent demands of the nursing profession and of society.

The learning environment is student-centered and focuses on the development of each student's potential, while promoting life-long learning.

THE NURSING FACULTY:

- adhere to the beliefs of nursing education;
- select appropriate learning experiences for which learning objectives can be met;
- create a positive and stimulating learning environment;
- evaluate the learner's progress according to established criteria and provide learner with feedback in a professional and timely manner;
- act as a resource and role model within the educational system, community, and nursing profession;
- are committed to student learning and providing high quality education guided by Central Lakes College values.

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Admissions

Students who are a licensed practical nurse (LPN) and are licensed in the state of Minnesota are eligible to apply to the AD Nursing Program. **Application forms for the Associate Degree Nursing Program are available in the admissions department at CLC and may also be found online at the CLC nursing website.**

Admission to the nursing major is highly competitive. Application does not assure admission. Application deadline is February 1st of each year.

In addition to the Central Lakes College admission requirements, applicants must complete the application procedures and the requirements after acceptance outlined

below to be eligible to begin the nursing program. **Application materials, including transcripts and all other documentation, must be received by dates specified on the Application timeline.** If a student file does not meet the minimum requirements outlined below, or is missing any of the required application materials by the application deadline, the file will be considered incomplete and the student will not be considered for admission to the nursing program.

Application:

Applicants will be notified of their admission status per time table listed on program application form. Applicants who have been selected for admission to the nursing program must indicate acceptance by returning the signed acceptance form.

After Acceptance or Placement on Alternate List:

Orientation Session: Upon acceptance into the program, students will be informed of the time and date of a **mandatory** orientation session. **If the student does not attend the orientation session, the student forfeits his or her place and the next individual on the waiting list will be granted admission to the nursing program.** Attendance at the orientation session may be waived **with prior permission** from the Director of Nursing for the following extenuating circumstances only:

Student/family member* injury, illness or hospitalization – doctor’s statement required

A death in the family** – documentation required

Court ordered appearance – documentation required

Military service – call to active duty – documentation required

Religious observation – documentation required

Study abroad – documentation required

*In the case of injury or illness, a family member is defined as the spouse, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student.

**In the case of death, a family member is defined as the spouse or domestic partner, the parents and grandparents of the spouse, the parent/step-parents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or step-children of the student.

Criminal Background Study An essential component of the nursing program is student participation in clinical experiences where they care for patients and residents at health care facilities. Central Lakes College contracts with local health care facilities to provide

these experiences. Any person who has direct contact with patients and residents at health care facilities licensed by the Minnesota 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. The application for the criminal background check is completed during the orientation session. **Any student who does not pass the criminal background check will not be permitted to participate in clinical experiences, thereby rendering the individual ineligible to progress in the nursing program and qualify for a degree in nursing.** Students should direct questions and appeals to the Minnesota Department of Human Services, Licensing Division, 444 Lafayette Blvd., St. Paul, MN 55155-3842. Phone: (651) 296-3971. Web address: www.dhs.state.mn.us.

Immunization Records: A completed immunization form must be on file by August 1. This form is contained in Appendix D. **If a student does not have the required immunizations, a clinical site may refuse to accept the student at its facility. The Nursing Program does not guarantee an alternative facility placement, and if no alternative facility placement is available, the student cannot complete the clinical requirements of the program and therefore will not be eligible to progress in the Nursing Program. This policy includes students who are conscientious objectors to immunizations.**

CPR certification: Evidence of current CPR (also known as BLS or Basic Life Support) certification is required. The American Heart Association's "Basic Life Support Health Care Provider" or the American Red Cross' "CPR for the Professional Rescuer" meet CPR certification requirements. The student is responsible for providing a copy of their current CPR certification to the nursing department by August 1 and for keeping their certification current throughout the program. If CPR certification is not current, the student will not be allowed to attend class or clinical until he/she provides evidence of current CPR certification.

Liability Insurance: Nursing liability insurance is required. The cost of this insurance is covered by course tuition. Additional liability insurance is recommended for nursing students. This cost is not covered by Central Lakes College nor student fees. Information is available through the National Student Nurses Association. Their web address is: <http://www.nsna.org/foundation/index.asp>

Drug Testing: The Central Lakes College Department of Nursing is committed to maintaining an environment that is free from the influence of alcohol and illegal drugs in order to ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical setting by adopting a drug testing policy that is applicable to all students who have been admitted to the nursing program. All applicants who have accepted admission to the nursing program are subject to drug testing when a reasonable suspicion exists that a student is under the influence of illegal drugs or alcohol, or has violated the Central Lakes College Department of Nursing policy concerning illegal drug or alcohol use. See Appendix C for Drug and Alcohol Testing Policy.

Authorization for the Release of Student Information:

Clinical agencies may require that the names and birthdates of students who will participate in clinical experiences at their facility be provided to them. Clinical agencies may review this information and assess whether students will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, CLC does not guarantee an alternative clinical placement. If no alternative clinical placement is available, the student is not able to complete clinical requirements of the program and is therefore not eligible to progress in the program.

The students is to have on file a signed form indicating that he/she has received, read, and understands the contents of the student handbook. See Appendix D.

Course Requirements

The student is responsible for the successful completion of all degree course requirements listed below. Nursing courses must be successfully completed in sequence to be eligible to graduate and write the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Students must have successfully completed all requirements of the AD Nursing Program to be eligible to take the NCLEX-RN examination.

General Education Requirements:

ENGL 1410	Composition I	(4 credits)
PSYC 2421	General Psychology	(4 credits)
PSYC 2431	Human Development	(3 credits)
*CHEM 1405	Life Science Chemistry	(3 credits)
*BIOL 2401	Nutrition	(2 credits)
*BIOL 2467	Anatomy and Physiology I	(4 credits)
*BIOL 2468	Anatomy and Physiology II	(4 credits)
*BIOL 2457	Microbiology	(4 credits)
PHIL 2420	Ethics	(3 credits)

* Prerequisites for admission to the nursing program

Nursing Requirements:

Credit awarded for completion of P.N. Program		(10 credits)
Session 1 (summer):	NURS 2522	Dosage Calculations (1 credit)
Semester 1 (fall):	NURS 2520	LPN to RN: Role Transition (1 credit)
	NURS 2501	Adaptation to Health and Illness Through the Lifespan I (6 credits)
Semester 2 (spring):	NURS 2513	Nursing Practicum I (3 credits)
	NURS 2500	Professional Concepts & Issues in Nursing (2 credits)
	NURS 2502	Adaptation to Health and Illness Through the Lifespan II (6 credits)
	NURS 2514	Nursing Practicum II (4 credits)
TOTAL:		64 credits

Nursing Course Descriptions:

COURSE: NURS 2500

TITLE: Professional Concepts & Issues in Nursing

CREDITS: 2

PREREQUISITE: admission to AD Nursing Program

DESCRIPTION: This course examines the complexity of the professional role in nursing and focuses on the roles of leadership and management, delegation and supervision, teaching, ethical and legal concepts in nursing practice, and the processes of critical thinking and synthesis.

COURSE: NURS 2501

TITLE: Adaptation to Health & Illness Through The Lifespan I

CREDITS: 6

PREREQUISITE: admission to AD Nursing Program

DESCRIPTION: The first course in a two-semester sequence emphasizing nursing intervention to support adaptation of individuals, families and groups during interferences with physiological, psychosocial, sociocultural, spiritual and developmental integrity. Concepts related to teaching/learning needs are presented. Primary emphasis is on the use of the nursing process related to the needs of patients across the lifespan. The course content includes nursing needs related to the renal system, cardiovascular system, fluid and electrolyte balance, respiratory system, the normal childbearing family, and mental health and illness. **Concurrent enrollment in NURS 2513 is required.**

COURSE: NURS 2502

TITLE: Adaptation to Health & Illness Through The Lifespan II

CREDITS: 6

PREREQUISITE: NURS 2501

DESCRIPTION: Follows and builds upon Nursing 2501. Complexity of concepts increases and includes content related to human adaptive mechanisms, sexuality issues in health and illness, nursing care of pediatric clients, safety needs in health and illness, nursing needs related to the endocrine system, musculoskeletal function, immune system and oncology, neurological function, digestive and gastrointestinal function, and high-risk childbearing family nursing care. **Concurrent enrollment in NURS 2514 is required.**

COURSE: NURS 2513

TITLE: Nursing Practicum I

CREDITS: 3

PREREQUISITE: admission to AD Nursing Program

DESCRIPTION: Clinical lab component that focuses on the application of the nursing process, including assessment, planning, intervention, and evaluation with individuals across the lifespan experiencing acute and chronic illness, families experiencing childbearing, and individuals and families in dysfunction. Clinical sites may include acute care settings, as well as clinics and various community service agencies. Pass/Fail Grading. **Concurrent enrollment in NURS 2501 is required; failure to pass NURS 2501 would result in failing grade in this clinical practicum.**

COURSE: NURS 2514

TITLE: Nursing Practicum II

CREDITS: 4

PREREQUISITE: NURS 2501 and NURS 2513

DESCRIPTION: Clinical lab component that focuses on integration of knowledge, skills, and theory principles with continued emphasis on the nursing process in implementing nursing interventions. Additional course emphasis includes applying leadership skills including prioritization, delegating, supervising, and management components necessary to transition to the graduate RN role. Clinical sites may include acute care settings, as well as clinics and various community service agencies. Pass/Fail grading. **Concurrent enrollment in NURS 2502 is required; failure to pass NURS 2502 would result in a failing grade for this clinical practicum.**

COURSE: NURS 2520

TITLE: LPN to RN: Role Transition

CREDITS: 1

PREREQUISITE: admission to AD Nursing Program

DESCRIPTION: This course is designed to build on concepts, knowledge and skills attained in a practical nursing program. Role differences between the LPN and RN are discussed. This course begins to integrate the application of concepts of role transition for the AD nursing student, including communication, critical thinking, educator and leadership role. Selected RN psychomotor skills are taught and evaluated in the nursing lab. (2 classroom hours/week; lab integrated with classroom hours.)

COURSE: NURS 2522

TITLE: Dosage Calculations

CREDITS: 1

PREREQUISITE: admission to AD Nursing Program or placement on alternate list for the AD Nursing Program

DESCRIPTION: This course offers a basic review of math and ratio/proportion as applied by health care professionals. Topics include the metric system, preparation of solutions, pediatric dosage, I.V. solutions, and advanced I.V. titration of medications. Application will be made through subsequent nursing courses.

COURSE: NURS 2525

TITLE: AD Progression Proficiency

CREDITS: 1

PREREQUISITE: re-admission to AD Nursing Program

DESCRIPTION: This course is designed for students needing AD Nursing course work remediation to meet proficiency expectations for program re-admission and progression. The specific theory topics include: nursing process, fluid and electrolytes, pharmacology, mental health, normal obstetrical and newborn care, and the respiratory, cardiovascular and genitourinary systems. The specific nursing lab topics/skills include: head-to-toe physical assessment, nursing documentation and giving oral report, medication administration including IV push meds, IV piggybacks, central line IV push meds, starting an IV, central line dressing change, blood administration and completion of three clusters of nursing activities in given scenario situations.

Progression/Graduation Requirements

- Academic dismissal will result from failure to maintain a “C” (2.0) level of scholarship in nursing courses and/or failure to meet the objectives for all the components of the clinical courses. A student earning a grade below a “C” cannot progress in the nursing course sequences. Each student is expected to track his/her academic progress throughout each semester. **Achievement at the 75% level in nursing courses must be maintained with no rounding up of grades across the program in all required nursing courses (a 74.9% is not 75%).** Academic counseling is available. The nursing faculty will work with you or provide referral.
- All courses within the nursing curriculum plan of study, including required liberal arts and science courses, must be completed with a “C” (2.0) or better.
- Students may repeat a course in the nursing program of study once. Up to two courses in the nursing program may be repeated (i.e. students may repeat up to two nursing courses once. If the student fails the same nursing course a second time or fails more than two separate nursing courses, the student is ineligible to progress in the program). Students are apprised of progress at clinical evaluation conferences and by posted cumulative theory points after examinations. Grades are posted on-line on Desire2Learn (D2L).
- In preparation for taking the NCLEX-RN, a comprehensive assessment examination (HESI: Health Education Systems Incorporated exam) will be administered during the last half of spring semester in order to identify areas of weakness that must be remediated prior to taking the licensure examination. If the student scores below 850, the student must independently remediate and retest a second time (at his or her own expense) to meet graduation requirements. If after the second test a student still scores below 850, faculty strongly recommend continued remediation and retest of a third exam.
- The HESI score strongly correlates with passing the NCLEX-RN exam therefore faculty strongly support testing with remediation in order to obtain a score of 850 or higher. See scoring explanation below.
- HESI Scoring
 - a. scores range from 0 to over 1,000, and can be as high as 1,500 (depending on the difficulty level of the exam). **An acceptable level of performance is 850**, however, the recommended level of performance is 900 and above for all scores provided (under each category).
 - b. All test items are weighted according to their difficulty level. If you answer more difficult items correctly, you will get more credit than if you answer less difficult test items correctly. Because of this scoring method, it is highly probable that two students answering the same number of test items correctly will receive different scores because such scores depend not only on how many test items the student answered correctly, but also on which test items the student answered correctly. Your score reflects application of the HESI Predictability Model (HPM) to your overall score

and each subject area score. Research studies have found the HPM to be highly accurate in predicting NCLEX® success.

- c. Below are the interpretations and probability for NCLEX passing rates based on your HESI exam score. ALL students regardless of HESI score should carefully plan and study for NCLEX-RN. Students with 900 or less, according to the HESI Predictability Model should prepare very carefully.

A. > **950** OUTSTANDING probability of passing

B. **900 - 949** EXCELLENT probability of passing

C. **850 - 899** Average probability of passing

D. **800 - 849** Below average probability of passing

E. **750 - 799** Additional preparation needed

F. **700 - 749** Serious preparation needed

G. **650 - 699** Grave danger of failing

H. < **649** Poor performance expected

- Students must satisfactorily complete all required Minnesota Board of Nursing Abilities in order to graduate. Students must satisfactorily complete each Minnesota Board of Nursing Ability (MBNA) within 3 attempts. Students who fail to pass an MBNA within 3 attempts will receive a failing grade for that course. Students who are repeating a course must repeat MBNA's that were evaluated during that course.

Grading

The academic grading system is the following:

93 – 100%	A
90 – 92.9%	A-
88 – 89.9%	B+
83 – 87.9%	B
80 – 82.9%	B-
78 – 79.9%	C+
75 – 77.9%	C
73- 74.9%	D+
70- 72.9%	D
Below 70%	F

The letter grade is computed from cumulative points at the end of each semester.

Program Dismissal

Integral to the profession of nursing is a concern for the welfare of the sick, injured, and vulnerable and for social justice; therefore, students enrolled in the registered nursing program at CLC accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professional 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 by the profession. The AD Nursing Program at Central Lakes College has an obligation to graduate students who will provide safe, competent nursing care and uphold the moral and ethical principles of the profession of nursing. Therefore, students who fail to meet the moral, ethical, or professional behavioral standards of the nursing program are not eligible to progress in the nursing program. Students who do not meet academic or clinical standards and/or who violate the student Code of Conduct as described in the Central Lakes College catalog, the Department of Nursing Student Handbook, and the 2005 Minnesota Statutes 148.261 (see appendix A) are also ineligible to progress in the registered nursing program. Behaviors that violate academic, moral, and ethical standards include, but are not limited to, behaviors described in the College Catalog Student Code of Conduct as well as:

- Unsafe behavior in a clinical setting
- Transgression of professional boundaries
- Breaching of confidentiality

Students who fail to adhere to the CLC Student Code of Conduct and the moral and ethical standards outlined in the handbook are ineligible to progress in the nursing program. See CLC student catalog for procedures related to Grade Appeals and Student Grievance policies and procedures.

Re-admission

If a student has been unsuccessful in a first-semester (summer or fall) course(s) or has withdrawn because of personal issues, the student may apply for readmission to the program the following fall. If the student's application for readmission is accepted, the student's application will be included in the pool of new applicants, and the student will be rank ordered according to admission criteria.

Students may be readmitted to the nursing program and repeat second-semester (spring) courses in which they have been unsuccessful on a space-available basis. If a student chose to withdraw from the nursing program voluntarily because of personal issues during the second semester (spring), the student may re-enter the nursing program the following spring on a space-available basis if the student's application for re-admission has been accepted. If there are more students seeking spring re-admission than space available, students applying for re-admission will be ranked using the same criteria outlined in the admission process. The student being re-admitted to the nursing program

spring semester must successfully retest NURS 2501 final exam with a minimum of 75% and complete written and psychomotor components of the skill proficiency form. In preparation for successfully completing the above, an independent study course, NURS 2525 AD Profession Proficiency, is an option available to each student. See course description. Verification and current documentation of all admission criteria items must be on file. All requirements must be completed prior to the beginning of the semester.

Continuing evaluation of the AD Nursing Program curriculum results in yearly revision. As a result, re-entering students may be required to attend classes and/or clinical courses which present new content or material which has been added or re-sequenced.

Students may be re-admitted to the nursing program one (1) time within two (2) years of their last semester attended. Students who wish to be considered for re-admission to the nursing program must submit a written request to the Director of Nursing. Requests for re-admission must be received one month preceding registration for the semester in which readmission would occur. The written request should provide evidence to support re-admission, including a written plan of action which identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success. The decision to re-admit a student to the nursing program is made by the Director of nursing and nursing faculty. The student will be notified in writing of re-admission status. If re-admission is granted, it will be on a space-available basis. In order to ensure that a student who has been out of the nursing program for a period of time has the requisite skill and knowledge to safely and competently care for patients, remediation may be required as a condition of re-admission at the discretion of nursing faculty and the Director.

If the student is unsuccessful in a nursing course after re-admission, and there are two grades below a “C” on the transcript, the student is ineligible to progress in the program.

Attendance

Clinical Absence Policy

Students are held to the same standards as those expected in the professional work environment. Students are expected to arrive on time. Students must notify the instructor in advance when it is anticipated that a clinical experience will be missed. Clinical attendance may be excused for the following extenuating circumstances:

- Student/family member* injury, illness, or hospitalization – doctor’s statement required
- A death in the family** – documentation required
- Court-ordered appearances – documentation required
- Religious observation – documentation required
- Military service – documentation required

If a student is absent, the student must notify the instructor as soon as possible. **Students must attend a minimum of 90% of the clinical course, whether excused or unexcused, in order to progress in the program.** Clinical days that have been missed due to an **excused absence** may be made up in order to achieve the 90% attendance requirement and will be negotiated between student and faculty. Make-up experiences for excused absences **cannot** be guaranteed if 1) there are not enough clinical days remaining in the semester to make up the number of days missed; 2) clinical nursing faculty are unavailable; 3) alternate clinical sections are full. **If a student does not attend at least 90% of the clinical course, s/he will receive a failing grade for the course.**

NURS 2513 Practicum I is taken concurrently with NURS 2501 Adaptation to Health and Illness I fall semester. NURS 2514 Practicum II is taken concurrently with NURS 2502 Adaptation to Health and Illness II spring semester. Upon successful completion of both courses each semester and with **NO CLINICAL ABSENCES or TARDY'S**, students will be awarded an additional 10 points in NURS 2501 (fall) or NURS 2502 (spring) towards their final grade. A student must have a passing grade in the course before the addition of any bonus points. Bonus points cannot be applied to a failing grade. These are the **ONLY** bonus points available for the Nursing (Associate Degree) Program.

If the 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 failure of the clinical course.

*In the case of injury, illness, or hospitalization, a family member is defined as the spouse or domestic partner, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student

**In the case of death, a family member is defined as the spouse or domestic partner, the parents and grandparents of the spouse, the parent/step-parents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or step-children of the student.

Clinical Lab Absence Policy

Clinical skills and foundation material for the RN role are concepts taught and practiced in the clinical lab setting. Information missed is a lost opportunity and cannot be replicated. MN Board of Nursing Abilities may also be tested during this time. Missed lab hours must be independently remediated in the nursing simulation lab before any procedures covered during class time can be performed in the clinical area. Students must create a videotape to submit to the instructor with skill proficiency demonstrated within 3 class business days (Monday- Thursday) of the scheduled class date missed. MBNA's either missed or failed must also be videotaped to a satisfactory level within 3 class business days (Monday- Thursday) of the scheduled Minnesota Board of Nursing Ability (MBNA) test out date. See AD Nursing Handbook for Progression and Graduation Requirements specific to MBNAs.

Late Assignments

The individual instructors will inform students of due dates for written assignments. Promptness is required. Clinical assignment must be turned in online via the Desire 2 Learn (D2L) Dropbox system. Late assignments will not be accepted and will be counted as incomplete. Incomplete assignments may be a result of any of the following: a) Absence from clinical resulting in no clinical assignment and/or b) Late assignment and/or c) an assignment given a needs improvement or unsatisfactory that has not been revised to a satisfactory level within three class business days (Monday- Thursday) of the original assignment due date and/or d) 4 U or NI assignment grades. **3 or more** incomplete assignments will result in an unsatisfactory grade for the clinical course and will not allow the student to progress in the nursing program.

Bad weather: Classes and clinical will be cancelled when the college is closed due to bad weather. See each class syllabi for cancellation information.

Communication/Computer Requirements

All students must have access to a computer, printer, and the Internet in order to meet academic demands of the nursing program. At a minimum, computers must be equipped with Windows XP, Adobe Acrobat Reader, and Microsoft Office. Computers and printers are available for student use at the library and computer commons. Students requiring assistance with computer-related issues should contact the Help Desk at extension 8200.

CLC e-mail is the official means of communication with students. All students are expected to check their CLC-mail and D2L frequently for official communication, including course updates, assignments, etc. from nursing faculty.

Clinical Participation

Student supplies and course materials

The student is responsible for personal purchase of the following:

- A stethoscope
- Bandage scissors
- White uniform, including white shoes
- Penlight
- Watch with a second hand
- Black pen

Uniforms and Dress Code

- Student uniforms include an all-white uniform top and pant with white socks. Shoes may be white nursing shoes or white tennis shoes with minimal color. Pants must never touch the floor. Undergarments should be white or nude. Tops and pants must coordinate so no bare skin is seen at the midriff. Tops and pants must

also be of heavy enough material to avoid transparency. Uniforms must be pressed and clean.

- Student identification must be worn.
- No more than one ring may be worn.
- Only one small post earring may be worn in each ear. No hoop or dangle earrings may be worn.
- No necklaces or bracelets. The only accepted necklace or bracelet is a Medic Alert.
- No visible body piercing (eyebrow, tongue, nose).
- It is preferable that any observable tattoos be covered by clothing or band-aids. No offensive tattoos may be visible.
- Hair must be short or pulled back with vision not impaired.
- The student must be well-groomed and free from offensive odors. Male students must shave or have neatly-groomed beards and sideburns.
- Odors may cause adverse physical responses for clients; therefore, smoking is not allowed while in uniform. No fragrances may be worn, including cologne, perfume, body lotion, hair spray, or after-shave lotion. No odor of alcohol will be tolerated (see drug and alcohol policy, Appendix C).
- Nails must be short and clean. Acrylic or false nails are not permitted for infection control and safety purposes. Colored nail polish is not allowed; clear unchipped polish is acceptable.
- Students may NOT chew gum or suck on hard candy. These may be used while on break away from client care areas.
- In addition to the above, all dress code policies at clinical agencies will be adhered to.

The student is expected to adhere to any additional dress code policies required by clinical agencies. Failure to comply with the uniform or dress code policy may result in dismissal from the clinical area.

For infection control purposes, students may not wear their uniform to any classroom setting.

Lab Dress Code

The nursing learning lab is considered a simulated clinical experience; therefore, students are required to adhere to the above dress-code policies with the exception of wearing a uniform. Instead of the student uniform, regular street clothes may be worn with white lab coat and student identification. Student lab supplies may not be removed from the lab. No food or drinks are allowed beyond the classroom area of the labs. Lounging/lying on the beds and/or other equipment in the lab is not allowed, and the lab area must be cleaned and left in the same condition in which it was found.

Transportation

Classroom and clinical experiences are provided at a variety of settings around the region. Students are required to provide transportation to and from these settings. Car-pooling is encouraged.

Online and Clinical Orientation

Online or land-based clinical orientation must be completed prior to the beginning of clinical practicum. Attendance or evidence of completion is mandatory. If a student misses a clinical orientation session or does not have proper online orientation completed, he/she will not be allowed to attend clinical.

Confidentiality/HIPAA

All students are required to sign a HIPAA (Health Insurance Portability and Accountability Act of 1996) form during clinical orientation. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA guidelines. Patients have a legal right to confidentiality related to all aspects of their care, and professional nurses have a legal obligation to safeguard the patient's confidentiality. Students may not provide information about their patient(s) to any individual not directly involved with the patient's care, including other staff and classmates. Conversation related to patients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to patients or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents with identifying patient information contained on them may not be removed from the clinical setting and must be discarded in a confidential manner.

Failure to adhere to HIPAA regulations may result in probation or program dismissal.

Bloodborne Pathogens Exposure

Students participating in lab and clinical experiences are responsible for adhering to universal blood and body substance precautions to prevent exposure to blood and body substances infected with bloodborne diseases. An exposure can be caused by the splattering of blood, body fluids, or other potentially infectious substances into the eyes, mouth, mucous membranes, or non-intact skin. An exposure can also be caused by a punctures from a contaminated needle or other sharp object. In the event of an exposure in the nursing lab, report the incident immediately to supervising faculty. In the event of an exposure at a clinical agency, the exposure should be immediately reported to the clinical faculty, and the exposure policy of the clinical agency must be followed. The student is responsible for costs incurred as a result of exposure, including evaluation and treatment. It is recommended that students have insurance to cover such instances, and should check with their insurance provider regarding coverage.

Drug/Alcohol policy

The unlawful possession, use, distribution, or sale of alcohol or drugs is prohibited on college property, including off-campus and clinical sites. No student will be allowed to come to class, lab, or clinical under the influence of alcohol, marijuana, controlled substances, or other drugs that may affect performance and compromise patient or student safety. If it is reasonably suspected that a student is under the influence, the student will be dismissed from the classroom or clinical setting, and drug testing may be initiated at the student's expense according to policy (see Appendix C).

Student Support

Advising

It is the responsibility of the student to seek assistance, academic counseling, and/or advising in order to meet nursing program standards. Students should seek council as needed from nursing faculty. Faculty contact information is posted in course syllabi.

Student Complaints/Grievances

Students with concerns are encouraged to first discuss issues with faculty following the usual chain of command guidelines. If a student is unable to resolve issues to his/her satisfaction, the student is directed to the Student Grievance Policy and Procedures published in the Central Lakes College student catalog.

Disabilities Accommodation

The nursing program will make reasonable accommodations required by the Americans with Disabilities Act for otherwise qualified individuals. In order to receive accommodations, students must contact the Disabilities Coordinator and provide current documentation of their disability. The website address for disability services is www.clcmn.edu/disabilityservices/

Multicultural Advising Center

The Multicultural Advising Program is designed specifically to provide students of color with support and referral services to provide quality student services for underrepresented students which might include: low income students, students of color and academically under prepared students, with a focus on assisting African American, American Indian, Asian American, Latino and international students of color. Their web address is: www.clcmn.edu/multiculturaladvising/

ACE- Academic Enrichment Center

The Academic Enrichment Center (ACE) provides a variety of student support services including the following:

- Transition Services
- Assessment and Accommodations: Referral Services
- Environmental Modifications
- Computer Assisted Instruction
- Case Management
- Alternative Learning Adaptation
- Study Group Facilitation Tutoring Services
- English As A Second Language Services
- Note taking Services
- Reader Services - Text Book Taping Service

Learning Resource Center

Visit www.clcmn.edu/library/ for information related to the library services available for students.

Opportunities for Student Participation

National Student Nurse's Association

All students who have been admitted to the nursing program may enroll in the NSNA organization. Visit www.nsna.org for more information.

CLC Nursing Club

CLC Nursing Club members have the opportunity to participate in various college wide campus activities as well as service learning within the greater community. The Nursing Club has four officers including a President, Vice President, Treasurer and Secretary. One club member will be appointed to attend a weekly student senate meeting.

Service Learning

Service learning links academic study to community service through structured reflection; it engages students in responsible and challenging community service; it provides structured opportunities for students to reflect critically on their experiences; and it emphasizes learning in areas such as communication, critical thinking and community involvement. The AD Nursing program believes service learning is valuable for two fundamental and interrelated reasons: (1) service as a form of practical experience enhances learning in all areas of a college's curriculum; and (2) the experience of community reinforces moral and civic values inherent in serving others. **10 Service learning hours are a mandatory curriculum requirement for the AD Nursing program.** A student will have until the end of spring coursework to complete and submit required documentation related to the service learning projects they participated in.

APPENDIX A

GRADUATE COMPETENCIES

The Central Lakes College Nursing Program has adopted competencies from the National League for Nursing and Council of Associate Degree Nursing Taskforce (G. Coxwell and H. Gillmerman, Educational Competencies for Graduates of Associate Degree Nursing Programs. Jones and Bartlett, 2000). These competencies are the expected outcomes of the CLC ADRN program.

Documentation of core competencies will be completed throughout the Associate Degree Nursing Program. All competencies must be complete by the end of the program as part of graduation requirements.

CORE COMPONENTS AND COMPETENCIES

Professional Behaviors

Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing. The graduate of an associate degree nursing program adheres to standards of professional practice, is accountable for his/her own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks. Professional behaviors also include a concern for others, as demonstrated by caring, valuing the profession of nursing, and participating in ongoing professional development.

Upon completion of the associate degree nursing program, the graduate will:

1. Practice within the legal, ethical, and regulatory frameworks of nursing and standards of professional nursing practice. _____
2. Report unsafe practices of healthcare providers using appropriate channels of communication. _____
3. Demonstrate accountability for nursing care given by self and/or delegated to others. _____
4. Use standards of nursing practice to perform and evaluate client care. _____
5. Advocate for client rights. _____
6. Maintain organizational and client confidentiality. _____
7. Practice within the parameters of individual knowledge and experience. _____
8. Describe political processes as they affect agency specific healthcare. _____
9. Participate as a member of professional organizations. _____
10. Serve as a positive role model within healthcare settings and the community at large. _____
11. Recognize the impact of economic, political, social, and demographic forces on the delivery of healthcare. _____
12. Participate in lifelong learning. _____
13. Develop and implement a plan to meet self learning needs. _____
14. Delineate and maintain appropriate professional boundaries in the nurse-client relationship. _____

Communication

Communication in nursing is an interactive process through which there is an exchange of information that may occur verbally, non-verbally, in writing, or through information technology. Those who may be included in this process are the nurse, client, significant support person(s), other members of the healthcare team, and community agencies.

Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

Therapeutic communication is an interactive verbal and non-verbal process between the nurse and client that assists the client to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills.

Upon completion of the associate degree nursing program, the graduate will:

1. Utilize therapeutic communication skills when interacting with clients and significant support person(s). _____
2. Communicate relevant, accurate, and complete information in a concise and clear manner. _____
3. Report and document assessments, interventions, and progress toward client outcomes. _____
4. Protect confidential information. _____
5. Utilize information technology to support and communicate the planning and provision of client care. _____
6. Utilize appropriate channels of communication to achieve positive client outcomes. _____

Assessment

Assessment is the collection, analysis, and synthesis of relevant data for the purpose of appraising the client's health status. Comprehensive assessment provides a holistic view of the client which includes dimensions of physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the orderly collection of information from multiple sources to establish a foundation for provision of nursing care, and includes identification of available resources to meet client needs.

Initial assessment provides a baseline for future comparisons that can be made in order to individualize client care. Ongoing assessment and reassessment are required to meet the client's changing needs.

Upon completion of the associate degree nursing program, the graduate will:

1. Assess the interaction patterns of the individual client or significant support person(s). _____
2. Assess the impact of developmental, emotional, cultural, religious, and spiritual influences on the client's health status. _____
3. Assess the client's health status by completing a health history and performing a physical, cognitive, psychosocial, and functional assessment. _____
4. Assess the client and significant support person(s) for learning strengths, capabilities, barriers, and educational needs. _____
5. Assess the client's responses to actual or potential health problems. _____
6. Assess the client's response to interventions. _____
7. Assess the client for changes in health status and identified needs. _____

8. Assess the client's ability to access available community resources. _____
9. Assess the environment for factors that may impact the client's health status. _____
10. Assess the strengths, resources, and needs of clients within the context of their community. _____

Clinical Decision Making

Clinical decision making encompasses the performance of accurate assessments, the use of multiple methods to access information, and the analysis and integration of knowledge and information to formulate clinical judgments. Effective clinical decision making results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the client and support person(s) toward positive outcomes. Evidence based practice and the use of critical thinking provide the foundation for appropriate clinical decision making.

Upon completion of the associate degree nursing program, the graduate will:

1. Make clinical judgments and management decisions to ensure accurate and safe care. _____
2. Analyze and utilize assessment and reassessment data to plan care. _____
3. Evaluate the effectiveness of care provided in meeting client outcomes. _____
4. Modify client care as indicated by the evaluation of outcomes. _____
5. Participate in problem identification and data collection for research, quality control, or improvement processes to meet client outcomes. _____
6. Use evidence-based information, collected electronically or through other means, to support clinical decision-making. _____

Caring Interventions

Caring interventions are those nursing behaviors and actions that assist clients in meeting their needs. These interventions are based on a knowledge and understanding of the natural sciences, behavioral sciences, nursing theory, nursing research, and past nursing experiences. Caring is the "being with" and "doing for" that assist clients to achieve the desired results. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust, where client choices related to cultural values, beliefs, and lifestyle are respected.

Upon completion of the associate degree nursing program, the graduate will:

1. Protect and promote the client's dignity. _____
2. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health. _____
3. Demonstrate caring behavior towards the client, significant support person(s), peers, and other members of the healthcare team. _____
4. Provide accurate and safe nursing care in diverse settings. _____
5. Implement the prescribed care regimen within the legal, ethical, and regulatory framework of nursing practice. _____
6. Perform nursing skills competently. _____

7. Provide a safe physical and psychosocial environment for the client. _____
8. Assist the client and significant support person(s) to cope with and adapt to stressful events and changes in health status. _____
9. Assist the client to achieve optimum comfort and functioning. _____
10. Prepare the client and significant support person(s) for intervention, treatment modalities, and self-care. _____
11. Support the client and significant support person(s) when making healthcare and end-of-life decisions. _____
12. Adapt care in consideration of the client's values, customs, culture, and/or habits.

Teaching and Learning

Teaching and learning processes are used to promote and maintain health and reduce risks, and are implemented in collaboration with the client, significant support person(s), and other members of the healthcare team. Teaching encompasses the provision of health education to promote and facilitate informed decision making, achieve positive outcomes, and support self-care activities. Integral components of the teaching process include the transmission of information, evaluation of the response to teaching, and modification of teaching based on identified responses. Learning involves the assimilation of information to expand knowledge and change behavior.

Upon completion of the associate degree nursing program, the graduate will:

1. Develop an individualized teaching plan based on assessed needs. _____
2. Provide the client and significant support person(s) with the information to make choices regarding health. _____
3. Teach the client and significant support person(s) the information and skills needed to achieve desired learning outcomes. _____
4. Evaluate the progress of the client and significant support person(s) toward achievement of identified learning outcomes. _____
5. Modify the teaching plan based on evaluation of progress toward meeting identified learning outcomes. _____
6. Provide assistive personnel with relevant instruction to support achievement of client outcomes. _____

Collaboration

Collaboration is the shared planning, decision-making, problem solving, goal setting, and assumption of responsibilities by those who work together cooperatively, with open professional communication. Collaboration occurs with the client, significant support person(s), peers, other members of the healthcare team, and community agencies. The nurse participates in the team approach to holistic, client-centered care across healthcare settings. The nurse functions as advocate, liaison, coordinator, and colleague as participants work together to meet client needs and move the client toward positive outcomes. Collaboration requires consideration of client needs, priorities and preferences, available resources and services, shared accountability, and mutual respect.

Upon completion of the associate degree nursing program, the graduate will:

1. Coordinate the decision-making process with the client, significant support person(s), and other members of the healthcare team. _____
2. Work cooperatively with others to achieve client and organizational outcomes. _____
3. Collaborate with the client, significant support person(s), and other members of the healthcare team to evaluate progress toward achievement of outcomes. _____
4. Interact creatively and openly with others to solve problems to achieve client goals and outcomes. _____
5. Collaborate to bring about fair solutions that balance differing needs, values, and motivations for the purpose of achieving positive client outcomes. _____

Managing Care

Managing care is the efficient, effective use of human, financial, and technological resources to meet client needs and support organizational outcomes. Effective management is accomplished through the processes of planning, organizing, directing, and controlling. The nurse, in collaboration with the healthcare team, uses these processes to assist the client to move toward positive outcomes in a cost efficient manner, to transition within and across healthcare settings, and to access resources.

Upon completion of the associate degree nursing program, the graduate will:

1. Prioritize client care. _____
2. Coordinate the implementation of an individualized plan of care for clients and significant support person(s). _____
3. Facilitate the continuity of care within and across healthcare settings. _____
4. Delegate aspects of client care to qualified assistive personnel. _____
5. Supervise and evaluate the activities of assistive personnel. _____
6. Adapt the provision of client care to changing healthcare settings and management systems. _____
7. Assist the client and significant support person(s) to access available resources and services. _____
8. Implement nursing strategies to provide cost efficient care. _____
9. Demonstrate competence with current technologies. _____

Appendix B

Drug Testing Policy

Central Lakes College Practical and Associate Degree Nursing Programs

Purpose:

The American Nurses Association *Code for Nurses with Interpretive Statements* (2001) 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 by the profession. According to the Code of Ethics, members of the nursing profession are obligated to take appropriate action regarding any instances of impaired practice by individuals that place the rights or best interests of the patient in jeopardy (Provision 3.5). Nurses must be vigilant to protect the patient, the public, and the profession from potential harm when nursing practice in any setting appears to be impaired (Provision 3.6). The Central Lakes College (CLC) Nursing Department is therefore committed to providing and maintaining an environment that is free from the influence of illegal drugs and alcohol in order to help maintain the health, safety, and well-being of students and faculty on campus, and patients, employees, and visitors in the clinical setting. The CLC Nursing Department has therefore adopted this policy that applies to all students.

Policy:

- The illegal use, possession, transfer, manufacture, distribution, dispensation, sale, and being under the influence of drugs and inhalants while attending classroom or clinical activities on or off campus are prohibited.
- Diverting drugs from CLC will be considered theft and grounds for immediate dismissal.
- Tampering with the collection of a specimen will be grounds for discipline up to and including dismissal from the nursing program.
- The use and possession of properly prescribed drugs or medications is permitted provided they do not interfere with the student's performance in the classroom, lab, and/or clinical setting. The student is obligated to notify his/her instructor if there is a question about the ability to perform while taking prescribed medications.
- Returning to the classroom, lab, or clinical setting after consuming alcoholic beverages is a violation of this policy and grounds for discipline.

Testing:

In order to carry out our commitment to an alcohol and drug free environment, all students admitted to the nursing program at CLC are subject to testing in accordance with Minnesota State law. The policy serves as the notice required under statute and will be provided to all students who are requested to undergo testing.

Reasonable suspicion: Students may be required to be tested if CLC nursing faculty reasonably suspects that the student:

1. is under the influence of drugs or alcohol and/or;
2. has violated CLC nursing department rules prohibiting drug and alcohol use.

In order for “reasonable suspicion” to exist, there must be a basis for forming a belief that testing is justified based on specific facts and rational conclusions drawn from those facts. If an instructor becomes aware of student behavior that leads the instructor to believe the student may be in violation of the Drug and Alcohol-Testing policy, the following guidelines shall be used:

1. There are no hard and fast rules about situations requiring testing. Rather, educated judgment should be used in every situation. The key to when to administer a drug and alcohol test is when observable behavior can be documented.
2. Time is of the essence. A drug and alcohol test should be administered within a fairly short period of time after the suspicious behavior is observed. As a general guideline, the test should be accomplished within two (2) hours of observing the behavior.
3. The conduct in question should be observed by two (2) individuals (instructors/supervisory personnel) whenever possible. However, the decision to request a test may also be based on a single instructor’s determination.
4. The decision whether to request a drug or alcohol test should be based on observable behavior at the time. While past events, such as errors in judgment, declining school performance, and accidents may be considered, these factors alone should not form the basis for the decision to request a drug or alcohol test.
5. In determining whether a drug and alcohol test should be requested, consideration may be given to factors such as whether the student’s conduct may affect the health, safety, or well-being of any other person; whether the student has direct contact with other students, patients, employees, or faculty; and security concerns.
6. A student who has sustained or caused another student to sustain a personal injury, has caused an accident during on or off-campus school-related activities,

or has operated or helped operate machines, equipment, or a vehicle involved in an on or off-campus school-related accident should not be asked to submit to drug and alcohol testing unless reasonable suspicion is observed that the student is under the influence of illegal drugs or alcohol, or has violated the policy concerning illegal drug and alcohol use.

7. A Determination Checklist should be completed by the individual(s) who have observed the behavior and have determined that the drug and alcohol test should be requested. The form should be completed as soon as possible after the incident occurs.
8. The fact that a test was requested or administered is not to be communicated, either orally or in writing, to anyone except those within the organization who have a need to know this information to perform their job functions or as required by-law.

Additional Considerations:

Prescriptions Medications: Physician prescribed drugs or controlled substances can adversely affect performance and patient safety in the clinical setting. Therefore, students taking such medications should talk to the prescribing physician to determine if taking such medications poses a threat to the student's health or safety on the job, or that of others. If it is believed such a threat exists, the student is obligated to inform his or her instructor.

Right to Refuse: A student has the right to refuse to be tested. However, a refusal will be treated as a failure to comply with this policy and may result in disciplinary action up to and including dismissal from the nursing program.

Confidentiality: Test results reports and other associated information acquired during the testing process is confidential information and will only be disclosed as permitted or required by law, or with the written consent of the student being tested.

The Laboratory: The laboratory selected to perform the testing will be certified by the National Institute on Drug Abuse, the College of American Pathologists, or the Minnesota Department of Health and Human Services.

Costs: Costs incurred related to initial and confirmatory drug and alcohol testing under the reasonable suspicion drug testing policy are the responsibility of the student.

Negative Test Results: Students who test negative on an initial or confirmatory test will be provided with written notice of the test results within three (3) days after the CLC nursing program has been notified of the result. Students whose initial or confirmatory drug test results are negative who have missed clinical time due to reasonable suspicion drug testing will be provided with the opportunity to make up the clinical days that have been missed.

Positive Test Results: A confirmatory test will automatically be performed on all samples that result in a positive test on an initial test. Positive test results will be reported to the Director of Nursing. Individuals who test positive on the confirmatory test will be notified in writing of the test result and has the right to explain the result within three (3) days after the CLC nursing program has been notified of the results.

Consequences of Positive Test Results:

Drug Tests – Any student who tests positive for marijuana, cocaine, opiates, amphetamines, and/or phencyclidine (PCP) on a confirmatory drug test has violated the alcohol and drug policy and is therefore ineligible to progress in the nursing program, and will be referred to a substance abuse professional. A student who has violated the Drug Testing Policy will be eligible to apply for readmission to the nursing program after one calendar year from the semester in which the violation occurred. The student must provide documentation of completion of substance abuse treatment in order to be considered for readmission to the nursing program.

Alcohol Tests – Any student who tests positive for alcohol in any amount on a confirmatory test has violated the drug and alcohol policy and is therefore ineligible to progress in the nursing program, and will be referred to a substance abuse professional. A student who has violated the Drug Testing Policy will be eligible to apply for readmission to the nursing program after one calendar year from the semester in which the violation occurred. The student must provide documentation of completion of substance abuse treatment in order to be considered for readmission to the nursing program.

Training: The college shall ensure instructors designated to determine whether reasonable suspicion exists to require a student to undergo testing receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substance use. The training shall cover physical, behavioral, speech, and performance indicators of probable alcohol and/or controlled substance misuse.

Reasonable Suspicion Determination Checklist and Collection Procedures

The following process should generally be followed when determining the need for a reasonable suspicion drug and alcohol test. The instructor shall obtain the facts and use this form to document the circumstances for the requested drug testing, including information from the student that may provide an alternative explanation for the observed behavior if reasonable to do so under the circumstances. Documentation should include the sources of information (direct observation, co-student report, third party report, police, etc.), date and time of observations, and other witnesses. The request of testing must be based on more than mere speculation, rumors, or intuition, and must be based on objective, observable symptoms of manifestations associated with being under the influence of an illegal drug or alcohol.

DETERMINATION CHECKLIST:

The purpose of this form is to assist the instructor in documenting the facts and circumstances behind a decision to request a student to undertake a reasonable suspicion drug test.

Circle the pertinent items based on your observation of the student. Ask a second instructor or other professional, if available, to observe the behavior of the suspected impaired student and complete a duplicate form.

1. Walking/Standing:

Normal Stumbling Staggering Falling Swaying
Unsteady Holding On Unable to Walk

2. Speech:

Normal Shouting Silent Slobbering Threatening Whispering Slow
Slurred Rambling/Incoherent

3. Demeanor:

Normal Sleepy Crying Silent Talkative Excited
Fighting

4. Actions:

Normal Resistant Fighting Threatening Erratic Drowsy
Hostile Profanity Hyperactive

5. Eyes:

Normal Bloodshot Watery Glassy Droopy Closed
Blank Stare

6. Face:

Normal Flushed Pale Sweaty

7. Appearance/Clothing:

Normal Unruly Messy Dirty Partially Dressed

Bodily Excrement Stains Stains on Clothing

8. Breath:

Normal Alcohol Odor Faint Alcohol Odor No Alcohol Odor

Marijuana Odor

9. Movements:

Normal Fumbling Jerky Slow Nervous Hyperactive

10. Eating/Chewing:

Gum Candy Mints Other (Identify, if possible):

11. Judgment (if observed or indicated if not observed):

Normal Violated Safety Procedures Caused Harm to Self or Another Person

Errors in Decisions Caused Equipment Damage Errors in Actions

Not Observed

12. Other Observations: Completed documentation will be kept on file.

- Discuss the situation with the student in a private location. Important: Explain to the student the behavior(s) observed and allow the student an opportunity to explain. Be sure to document the response.
- Inform the student there is a reason to believe they may have violated the Drug and Alcohol policy. Ask questions to determine the facts and make the determination that there is or is not reasonable suspicion to warrant a test. Use this form to document this information.

○ **Are you feeling ill?** **Yes** **No** **No response**
If yes, what are your symptoms?

○ **Are you under a doctor's care?** **Yes** **No** **No response**
If yes, who is your Doctor?
If yes, call the doctor immediately.

○ **Did you drink alcohol or and alcoholic beverages today?**
 Yes **No** **No response**
If yes, what did you drink?
Comments: (*When? Where? With whom? How much?*)

If yes, refer to the Student Acknowledgement section.

• **Do you need to be referred for medical care?**
 Yes **No** **No response**

- Inform the student that any refusal to cooperate is grounds for discipline, up to and including dismissal from the nursing program.
- If the student admits to violation of the policy, have them complete the corresponding section on this form.
- If the student does not admit to using drugs, alcohol or other violations of this policy, and there is a reasonable suspicion the student has violated the policy, testing may be necessary. Testing will be conducted by an approved lab or the emergency room of the clinical agency where the suspicious behavior has been observed if the student is in the clinical setting.
- Following the testing, the student is to be suspended from the clinical setting until the results of the confirmatory testing are known.
- If there is reason to believe the student is impaired, the student is to arrange for alternate transportation home or a taxi voucher will be offered. If it is felt that medical attention is necessary, the student will be referred to ER.

INSTRUCTOR ACKNOWLEDGEMENT:

Based on the above, it is determined that reasonable suspicion exists to have this student tested for drugs and alcohol.

Signature: _____ Date: _____ Time: _____

Signature: _____ Date: _____ Time: _____

Based on the above, it is determined that reasonable suspicion does not exist and the student is allowed to return to the classroom/clinical setting.

Signature: _____ Date: _____ Time: _____

Signature: _____ Date: _____ Time: _____

STUDENT ACKNOWLEDGEMENT:

I have been provided with a copy of the Student Drug and Alcohol-Testing Policy and have had an opportunity to review the policy. I admit that I have violated the Policy and do not wish to undergo testing. I understand in admitting my violation of the Drug and Alcohol-Testing Policy, I am admitting to a positive, unexplained test. Therefore, I will be offered the opportunity to participate, at my own expense or pursuant to coverage under a student benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined after consultation with a chemical dependency professional.

Signature: _____ Date: _____ Time: _____

Print Name: _____

Drug and Alcohol-Reasonable Suspicion Testing Consent Form

The Central Lakes College (CLC) Nursing Program has adopted a Drug and Alcohol-Testing Policy that provides for the testing of students when reasonable suspicion of drug or alcohol use exists. An assessment of your behavior suggests that reasonable suspicion exists; therefore, you are being requested to consent to a urinalysis. You have the right to refuse to be tested; however, a refusal will be treated as a failure to comply with the Drug and Alcohol Testing Policy and may result in disciplinary action up to dismissal from the nursing program.

By signing your name below, you are consenting to a drug and alcohol test. Precautions will be taken to maintain the confidentiality of test results.

Signature: _____

Print name: _____

Date: _____

Appendix C

Central Lakes College Nursing Program Immunization Form

Student Name: _____
(Last) (First) (Middle)

- **Tetanus/Diphtheria:** Required within the last ten years
 - Date Given: _____
 - If you need a TD shot it is recommended to receive the TDAP
- **TDAP:** Recommended once as an adult
 - Date Given: _____
- **MMR (measles, mumps, rubella)**
 - Born before 1957, one vaccine given on or after 1st birthday: _____
 - Born after 1957, two vaccines
 - Date Given: _____
 - Date Given: _____
 - Titer: including all three
 - Date: _____ Result: _____
- **Tuberculosis Immunity:** Mantoux test – must be read prior to starting clinical and every twelve months thereafter. You may not read your own Mantoux; it must be read by a licensed health care worker.
 - Last Mantoux: Date Read: _____ Result: _____
 - If no mantoux in the last 12 months you need to have a two step mantoux.
(Second Mantoux should be done one to three weeks after the first.)
 - Date Given: _____ Date Read: _____ Result: _____
 - Date Given: _____ Date Read: _____ Result: _____
 - If you have a positive Mantoux please provide follow up documentation from a Physician.
- **Chicken Pox:**
 - History of Disease:
 - Have had disease (no vaccine or titer required) _____
 - Have NOT had disease _____
 - Chicken Pox Vaccine
 - Date Given: _____
 - Chicken Pox Titer
 - Date Titer read: _____ Results: _____

- **Hepatitis B**

- Date of First Dose: _____
- Date of Second Dose: _____
- Date of Third Dose: _____

- **Hepatitis B Waiver**

- As a student in the nursing program at Central Lakes College, I have been informed of the Hepatitis B virus. This information included how the virus is transmitted, complications that may occur if I am exposed, and that a vaccine is available that would give me over 90% protection against this virus. I have also been informed that receiving the vaccine is strictly a voluntary choice and is not required in order to become a student in the above stated program, but that it has been recommended.
- At this time, I have voluntarily made the decision not to be immunized against the Hepatitis B Virus. In making this decision, I accept full responsibility for my decision and understand that the OSHA regulations require only health care facilities to make this available to their employees. Since I am not an employee of Central Lakes College, in no way will I bring charges against Central Lakes College if I am exposed to the Hepatitis B Virus during my education.
- Student Signature: _____
- Date: _____

It is the student's responsibility to provide current documentation of any immunization obtained during the course of the program.

I VERIFY THAT THE ABOVE INFORMATION IS CORRECT.

Name: _____

Date: _____

CLC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon a 48-hour advance request by contacting Disability Services at 800-933-0346. Minnesota Relay Service: 800-627-3529 or 612-297-5353.

8/09

AUTHORIZATION FOR THE RELEASE OF STUDENT INFORMATION

Criminal Background Check

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 require criminal background checks for anyone working at their facilities, including students.

I understand that a facility may check my criminal background and could use the results to refuse to accept me at its facility. I understand that if I refuse to cooperate with the criminal background check or I have been denied clearance, the clinical facility will refuse to accept me, and that the Nursing Program does not guarantee an alternative facility placement. I understand that if no alternative facility placement is available, I will be ineligible to progress in the Nursing Program.

I authorize Central Lakes College to release information contained in its files (including but not limited to reports, records and letters or copies thereof) regarding a background study performed by the Department of Human Services, or a request to the Commissioner of Health for reconsideration of a disqualification, to determine my eligibility to participate in clinical placements to fulfill the requirements of the nursing program at Central Lakes. This information may be released to all Central Lakes College clinical facilities. I understand that the facility will review this information to assess whether I may be permitted to participate in a clinical placement. I understand that I am not legally obligated to provide this information. If I do provide this information, the data will be considered private under state and federal law, and released only in accordance with those laws, or with my consent. I provide this information voluntarily and understand that I may revoke this consent at any time. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents. This authorization expires one year from the date of my signature.

Data Practices Advisory and Informed Consent/Clinical Placement

The information on the above IMMUNIZATION FORM is collected because the clinical sites where Central Lakes College places student nurses require that the immunization record about student nurses be made available to them. The information will be used to determine whether a student meets the clinical site's health requirements for care providers.

I understand that a clinical site may refuse my participation based on data provided on my Immunization Form. I understand that if I have not been immunized, a clinical agency may refuse my participation in clinical experiences at their site. I understand that the CLC Practical Nursing Program does **not** guarantee that there will be an alternate clinical site available, and that if no alternative facility placement is available, I am not eligible to progress in the program.

I understand that the information collected is private data, and will be disclosed, as needed, to the Director of Nursing at Central Lakes College and to any clinical site where I am placed as a student, should the clinical site request the data. I understand that I am not legally required to provide this information to the Central Lakes College; however, my refusal to provide the information requested in the IMMUNIZATION FORM could mean that a clinical site may refuse to accept me at its facility. I understand that the Nursing Program does not guarantee an alternative facility placement, and that if no alternative facility placement is available, I will be dismissed from the Nursing Program.

I authorize Central Lakes College to release the information on the IMMUNIZATION FORM to any facility to which I am assigned while I am enrolled in the nursing program should the facility request the information. This authorization is valid for one year from the date of my signature.

I authorize Central Lakes College to release my name and date of birth to the clinical agencies of the Central Lakes College nursing program. I understand that the clinical agencies will review this information and assess whether I may be permitted to

participate in a clinical placement at their facility, and if I am not permitted to participate, CLC does not guarantee an alternative clinical placement. If no alternative clinical placement is available, I am not eligible to progress in the program.

OTHER IMPORTANT NOTICES:

Responsibility for health care costs

Health care costs incurred during the period of time students are enrolled in the Nursing Program are the student's responsibility.

Reasonable Accommodations

There are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. The Nursing Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, students should contact the Office for Students with Disabilities.

Office of Disabilities

Brainerd Campus: (218) 855-8128

Staples Campus: (218) 894-5150

Worker's Compensation

It is the position of the clinical facilities and Central Lakes College that nursing students are not employees of either the clinical agency or the College for purposes of Worker's Compensation insurance.

Central Lakes College Associate Degree Nursing Program Acknowledgement Forms

Student Acknowledgement of Drug and Alcohol-Testing Policy

The Central Lakes College (CLC) Department of Nursing is committed to providing and maintaining a safe environment that is free from the influence of illegal drugs and alcohol. The CLC Department of Nursing has therefore adopted a Drug and Alcohol-Testing Policy that provides for testing of students when a student's behavior indicates that reasonable suspicion of drug or alcohol consumption is present. By signing this acknowledgement, I am agreeing to the following.

- I have read the contents of the Nursing Drug and Alcohol Testing Policy found in the Central Lakes College Associate Degree Nursing Handbook, (Appendix C). I am aware of and fully understand:
 - what conduct the policy prohibits;
 - what disciplinary action, including dismissal from the nursing program, can result if I am in violation of this policy;
 - my rights under the policy including the consequences of exercising certain rights; and,
- I understand that this policy in any form, and as may be found in any student handbook including this policy, are not unilateral student contracts.

Print Name _____

Signature _____

Date: _____

**SIMULATION IN HEALTH CARE EDUCATION
PARTICIPATION EXPECTATIONS AND CONFIDENTIALITY STATEMENT**

Learning objectives for simulation in health care education include but are not limited to the following: a) apply basic to complex nursing skills, b) improve critical thinking skills, c) recreation of high risk/low frequency skills, d) assist in development of leadership skills and teamwork, and e) provide instant feedback and situation debriefing.

Each simulation experience is meant to offer you an opportunity to experience a mock up of possible clinical experiences you may encounter in various health care settings and environments. It is our expectation that you participate fully in these experiences and treat the environment and the patients in the simulation as though they are your patients.

The experience of simulation may evoke some unexpected actions, patient responses and outcomes. Simulation learning activities are an opportunity to evaluate hospital systems, teamwork activities, as well as individual preparedness during various patient care situations and emergencies. At the end of many simulations, we will take time to debrief in small and/or large groups. This will be your opportunity to discuss how you feel the educational experience has gone and what possible improvements could be made as a system, team, or as an individual. Please be sensitive to your team members and do not share individual performance issues with other peers. We expect professional behavior and attire when in the nursing simulation lab (ie, Lab coat, stethoscope). Likewise we expect confidentiality to be maintained so that we can facilitate a safe, structured learning environment for all nursing students.

Students will be asked to randomly complete evaluation forms related to their simulation experiences. We appreciate your thoughtful responses regarding your perceptions related to the simulation experience and how we can make improvements for the future.

I, _____, agree to the above contract and listed specifications.

Simulation scenarios may be videotaped for debriefing purposes in order to enhance student learning.

I, _____, grant permission to videotape nursing simulation experiences for learning outcome assessment purposes and educational review with peers and nursing faculty.

Students and faculty participating in simulation scenarios may be photographed for public relations reporting to the Central Lakes College community, the community at large, for presentations within the academic community, or for marketing purposes.

I, _____, grant permission for my photograph and identifying information to be disseminated for public relations reporting to the Central Lakes College community, the community at large, for presentations within the academic community, or for marketing purposes.

Non-discrimination/Equal Opportunity

Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

(Name of Student-please print)

(Date)

(Student Signature)

(Address)

(Date of Birth)

(Telephone number)

Other Important Notices

I have read and understand Other Important Notices information found in the Central Lakes College Associate Degree Nursing Program Student Handbook, (Appendix D).

Print Name: _____

Signature: _____

Date: _____

Authorization for Release of Student Information

I have read and understand the Authorization for Release of Student Information material found in the Central Lakes College Associate Degree Nursing Program Student Handbook, (Appendix D).

Print Name: _____

Signature: _____

Date: _____

Program Handbook Review

I have received, read, and understand the contents of the Central Lakes College Associate Degree Nursing Program Student Handbook.

Name: _____
(please print)

Signature: _____ Date: _____