

# Central Lakes College

## Practical Nursing Student Handbook 2010 – 2011

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## **Introduction**

Welcome to the Central Lakes College (CLC) Practical Nursing (PN) Program. The Practical Nursing curriculum is designed to prepare graduates to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) licensure. Graduates join the health-care team as practical nurses upon successful completion of the licensing requirements. Available employment options are varied and can be found in acute-care hospitals, nursing homes, home health care settings, and clinics. LPN's care for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses. Graduates who successfully pass the NCLEX-PN are also eligible to apply for admission to the Associate Degree Nursing (AD) mobility program at Central Lakes College, which prepares graduates to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN) licensure.

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 Practical Nursing program are outlined in this 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 handbook as well as all policies of clinical agencies where the student is placed. The Practical Nursing program reserves the right to update the policies and procedures in the student handbook as needed. 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 Practical Nursing program is academically rigorous. Student course requirements include classroom theory and lab experiences on campus and clinical experiences off-campus in a variety of health-care settings including hospitals, clinics, and nursing homes in the region. In order to promote success in the PN program for all types of students, CLC offers the following four program options:

### **1) 1-year option (Brainerd campus - 10 months)**

Students begin in the fall and complete the program mid-June of the following year. This is the most intense option, with 16-17 credits fall and spring semesters, and 4 credits in the summer (Monday-Thursday for 4 weeks). Clinical experiences are arranged in a variety of health-care settings in the region. In order to be successful in this option, it is highly recommended that students do not work, or if a student must work, does not work more than 20 hours per week. Students carry a full credit load except the last semester. Financial aid options may be limited summer term.

## **2) 1-year option (Staples campus – 10 months)**

This is the same program plan described above, except that classroom theory and lab experiences are conducted on the Staples campus of CLC. Clinical experiences are arranged in a variety of health-care settings in the region.

## **3) 2-year option (Brainerd campus – 19 months)**

Students begin in the fall and take classes fall and spring semester, then have the summer off. They begin again the following fall semester and complete the program the second spring semester. The second (final) spring semester is just 4 credits, so students complete the program in March. The curriculum is exactly the same as the 1-year option, i.e. students take all of the same courses; the difference is that the student takes fewer credits per semester. This option is less intense and longer in duration than the 1-year option and works well for students with family and work commitments. Students who choose this option do not carry a full load of credits per semester and therefore may have limited financial aid options.

## **4) January start option (Brainerd campus – 15 months)**

Students begin in the spring (January) with 12 credits, take 7 credits in the summer, continue with 14 credits in the fall, and complete the program in March with 4 credits spring semester. This curriculum is exactly the same as the 1-year option, i.e. students take all of the same courses; the difference is that this option has fewer credits per semester than the 1-year option and continues through the summer. Students carry a full load of credits the first (spring) and third (fall) semesters and therefore qualify for financial aid during these semesters. However, students are not eligible summer and second spring semester because of the reduced credit load.

### ***Accreditation/Approval***

Central Lakes College is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. The Practical Nursing program is approved by the Minnesota Board of Nursing. Graduates of the Practical Nursing program obtain a diploma in Practical Nursing and are eligible to take the National Council Licensure Examination (NCLEX) as a practical nurse (PN). The Practical 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.

### ***Vision and Mission***

#### **Vision, Mission and Values of Central Lakes College**

Central Lakes College is a full-service, comprehensive community and technical college. We offer a mix of technical college and community college programs and courses from campuses in Brainerd and Staples.

As a comprehensive two-year college, we promote success for our students, businesses, and communities. Our dedicated and competent employees provide opportunities for students to prepare for the future by learning the knowledge, skills and attitudes necessary for living and earning.

Some graduates of Central Lakes College transfer to Minnesota state universities or other colleges to complete four-year degrees. Other students at our college take a career path from more than 60 professional programs leading immediately to rewarding employment.

We are part of the Minnesota State Colleges and Universities system, which is a network of 32 two-year and four-year state colleges and universities serving over 374,000 students in credit & non-credit courses on 53 campuses in 46 communities across Minnesota.

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

Mission: We Build Futures.  
At Central Lakes College, we –

- are committed to a supportive environment for the growth and development of students from diverse cultural, ethnic, economic, and educational backgrounds
- offer liberal arts, technical education, and customized training programs of proven high-quality that are accessible and affordable and that lead to employment, skill enhancement, or transfer to other institutions of higher learning
- anticipate and respond to the needs of business and industry in a globally competitive economy
- encourage and support cultural enrichment, life-long learning, civic responsibility, and community development

Values: These values guide individual and organizational behavior at Central Lakes College. We:

- Act with integrity
- Embrace diversity
- Act responsibly
- Communicate effectively
- Foster relationships
- Demonstrate fairness
- Celebrate achievement

### ***Theoretical Framework and Philosophy***

**The Theoretical Framework and Philosophy of the Practical Nursing Program at Central Lakes College is based on the following theorists/theories:**

- Abraham Maslow: High Level Wellness
- Erick Erikson: Human Development across the Life Span

And the following beliefs:

- Learning is life-long
- Nursing Process is a problem solving method unique to nursing which provides its own language for the profession of nursing
- A basic understanding of Nursing Process and its application (as directed by an RN) is central to the role and scope of practice of the LPN
- Nursing is both an art and a science

### ***Practical Nursing Faculty***

<b><u>Faculty</u></b>	<b><u>Credentials</u></b>	<b><u>Office</u></b>	<b><u>Phone</u></b>	<b><u>E-Mail</u></b>
Jenny Holden	RN, MA	W259	855-8113	<a href="mailto:jholden@clcmn.edu">jholden@clcmn.edu</a>
Shirley Lofquist	RN, BSN	W254	855-8109	<a href="mailto:slofquist@clcmn.edu">slofquist@clcmn.edu</a>
Mary Marquardt	RN, BA	B212A	894-5311	<a href="mailto:mmarquar@clcmn.edu">mmarquar@clcmn.edu</a>
Jessica Herron	RN, BA	W257	855-8111	<a href="mailto:jherron@clcmn.edu">jherron@clcmn.edu</a>
Nancy Meyer	RN, BA	W258	855-8095	<a href="mailto:nmeyer@clcmn.edu">nmeyer@clcmn.edu</a>
Peggy Rider	RN, BS	W252	855-8107	<a href="mailto:prider@clcmn.edu">prider@clcmn.edu</a>
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Rebecca Lehtola	RN, BSN	W222	855-8072	<a href="mailto:rlehtola@clcmn.edu">rlehtola@clcmn.edu</a>

### ***Director of Nursing***

Connie Frisch	RN, MA	E212	855-8147	<a href="mailto:cfrisch@clcmn.edu">cfrisch@clcmn.edu</a>
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## **Admissions**

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 Practical Nursing Program. Applications will be accepted anytime after August 31<sup>st</sup> for the following academic year. Students who have fulfilled the application requirements will be admitted to the Practical Nursing Program on a first-come first-serve basis until all available spaces are filled. If a student file does not meet the minimum requirements outlined below, or is missing any of the required application materials, the file will be considered incomplete and the student will not be considered for admission to the Practical Nursing Program.

### ***Application Requirements:***

- Official letter of acceptance to Central Lakes College
- Completed application form for admission to Practical Nursing Program
- Completed Accuplacer with the following minimum scores:
  - Reading: 78 or higher
  - Arithmetic: 65 or higher
  - Elementary Algebra: 52 or higher

If a student's score falls below the minimum requirements for application to the Practical Nursing Program, the student must take recommended classes and achieve a "C" grade before acceptance to the PN program. If the student does not achieve a "C" grade or higher the student has the option to retake the class(es) or to retake the Accuplacer at their own cost. Requirements for acceptance remain as above.

- Demonstration of successful completion (grade of "C" or above) of required prerequisite courses.

**\*Prerequisites:**

**\*BIOL 1404** (Human Biology I)

**or**

BIOL 2467 & 2468 (Anatomy and Physiology I & II- NOTE: Anatomy and Physiology I require a prerequisite course—see course catalog for possible courses that will fulfill this requirement. Life Science Chemistry suggested if planning to progress to CLC AD Nursing Program.)

**\*PNUR 1120** (Basic Nursing I)

**or**

**original** Certificate of Completion of an approved 75 hour Nursing Assistant course in the state of Minnesota. The certificate must be from after the year 1989, when the approved state curriculum was implemented by the Department of Health. If the Certificate of Completion is over five years old, evidence must be provided from an employer verifying work as a Nursing Assistant within the past five years. The Nursing Assistant Registry is not acceptable evidence of length of class or course completion in Minnesota. The 40-hour test-out option is not acceptable as the PN prerequisite. The test-out option is not acceptable as the PN prerequisite for students who have taken a Nursing Assistant course outside the state of Minnesota.

- Evidence of current CPR (also known as BLS or Basic Life Support) certification. 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 prior to the start of the nursing program and for keeping their certification current throughout the practical nursing 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.**

Courses taken at educational institutions other than Central Lakes College will be evaluated by Admissions or the Nursing Department in order to determine whether or not

the courses are equivalent to required prerequisite courses and may be transferred. CLC nursing courses in which Minnesota State Board of Nursing Abilities are integrated are not accepted for transfer from other institutions.

Applicants who are qualified but are not accepted for admission to the Practical Nursing Program are placed on a waiting list in the order completed applications were received. If spaces become available, applicants from the waiting list will be granted admission.

***After Application:***

Applicants will be notified of their admission status within 2 weeks after all of their application materials have been received. Applicants who have been selected for admission to the nursing program must indicate acceptance by returning the signed acceptance form.

***After Acceptance:***

**Orientation Session:** Upon acceptance into the program, students will be informed of the time and date of a **mandatory** orientation session. **A student who fails to attend the orientation session 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 or illness-doctor's statement required

A death in the family\*\* - documentation required

Military duty - documentation required

Study abroad – documentation required

Court-ordered appearance – 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.

## **Clinical Requirements**

An essential component of the practical nursing program is student participation in clinical experiences where they care for patients and residents at health care facilities. Central Lakes College contracts with the local health care facilities to provide these experiences. In order to participate in clinical experiences, health care facilities require the following from students admitted to the CLC practical nursing program:

**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. 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 diploma in practical nursing. Criminal background studies are performed yearly. 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](http://www.dhs.state.mn.us).

**Immunization Records:** A completed immunization form must be on file prior to beginning any clinical experiences. This form will be provided to the student during Basic Nursing II Lab. **If a student does not have the required immunizations, a clinical site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. The Practical Nursing Program does not guarantee an alternative facility placement.** If no alternative clinical placement is available, the student cannot fulfill the clinical requirements and therefore is unable to progress in the CLC Practical Nursing Program. Students are encouraged to make a copy of their immunization record to keep for themselves. If a copy of needed from the student file there will be a \$1.00 charge.

**Name and Date of Birth:** Clinical facilities may request the name and date of birth of students who have been admitted to the practical nursing program. Clinical agencies may review this information and assess whether the student may 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 cannot fulfill the clinical requirements and therefore is unable to progress in the CLC Practical Nursing program.

**Health Insurance:** Nursing liability insurance is required. The cost of this insurance is covered by a course fee. Additional health 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 Nurse's Association. Their web address is: <http://www.nсна.org/foundation/index.asp>

**Physical and Mental Requirements:** Students participating in clinical experiences must meet the physical, cognitive, and psychological requirements of the clinical facility in order to independently provide safe and competent care for ill and vulnerable patients and meet the psychomotor and cognitive objectives of the clinical course. If a student has physical or mental limitations that prevent them from independently performing the psychomotor and/or cognitive skills required, the student will be unable to progress in the program until the limitations have been resolved (see page 22 for Disabilities Accommodations policy).

**Authorization for the Release of Student Information:**

Students are required to sign an authorization for the release of student information to clinical agencies and must sign a form indicating that he/she has received, read, and understands the contents of the student handbook.

**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. 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 accepted to the practical nursing program. All applicants who have accepted admission to the nursing program are subject to drug testing at the student’s expense when a reasonable suspicion exists that a student is under the influence of illegal drugs or alcohol. See Appendix C for Drug and Alcohol Testing Policy.

***Course Requirements***

The student is responsible for the successful completion of all course requirements listed below. Practical nursing courses must be successfully completed **in sequence** to be eligible to graduate and write the National Council Licensing Examination for Practical Nurses (NCLEX-PN). Students cannot be enrolled in any courses at the time of taking the NCLEX.

**Prerequisites:**

BIOL 1404	Human Biology	(3 credits)
<b>or</b>		
BIOL 2467	Anatomy & Physiology I	(4 credits)
and BIOL 2468	Anatomy & Physiology II	(4 credits)
PNUR 1120	Basic Nursing I	(3 credits)
	<b>TOTAL:</b>	<hr/> 6 credits

### Practical Nursing Course Requirements:

PNUR 1130	Life Span (*)	(1 credit)
PNUR 1138	Medical Terminology (**)	(1 credit)
PNUR 1132	Infection Control	(1 credit)
PNUR 1134	Pharmacology	(2 credits)
PNUR 1160	Basic Nursing II Lab	(2 credits)
PNUR 1161	Clinical Lab I	(2 credits)
PNUR 1166	Gerontological Nursing	(2 credits)
PNUR 1168	Psychosocial Nursing	(3 credits)
PNUR 1265	Medical Surgical Nursing I	(5 credits)
PNUR 1162	Clinical Lab II	(6 credits)
PNUR 1175	Maternal Child Health	(3 credits)
PNUR 1270	Medical Surgical Nursing II	(5 credits)
PNUR 1163	Clinical Lab III	(4 credits)

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TOTAL: 37 credits  
**GRADUATION REQUIREMENT: 43 credits**

\*PSYC 2431 Human Development (3 credits) may be substituted for PNUR1130

\*\*SECM 1360 Medical Terminology (3 credits) may be substituted for PNUR 1138

**See Appendix A for course requirements by semester for each of the Practical Nursing program options.**

#### *Nursing Course Descriptions:*

**COURSE:** PNUR 1120

**TITLE:** Basic Nursing I

**CREDITS:** 3

**PREREQUISITE:** none

**DESCRIPTION:** This course provides an opportunity for students to practice and demonstrate basic nursing skills in supervised laboratory and clinical (nursing home) settings. Emphasis is placed on the role of the nursing assistant including ethics, basic human needs, and personal care skills. This course meets state and federal requirements to test and be placed on the Minnesota Nursing Assistant Registry.

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**COURSE:** PNUR 1130

**TITLE:** Life Span

**CREDITS:** 1

**PREREQUISITE:** admission to PN program or permission from faculty

**DESCRIPTION:** This course covers theories of human development and the progressive stages of physical, emotional, intellectual and social development during the life span.

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**COURSE:** PNUR 1132

**TITLE:** Infection Control

**CREDITS:** 1

**PREREQUISITE:** admission to PN program or permission from faculty

**DESCRIPTION:** This course covers scientific concepts related to the causes of infectious diseases, transmission of these diseases and methods of controlling their spread. In addition, the student will study how the human body responds and protects itself from these diseases.

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**COURSE:** PNUR 1134

**TITLE:** Pharmacology

**CREDITS:** 2

**PREREQUISITE:** admission to PN program or permission from faculty

**DESCRIPTION:** This course teaches the math skills needed for correct administration of medications. Students learn to use medication reference material and are taught medication classifications. The special terminology and abbreviations needed to interpret medications are stressed.

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**COURSE:** PNUR 1138

**TITLE:** Medical Terminology

**CREDITS:** 1

**PREREQUISITE:** admission to PN program or permission from faculty

**DESCRIPTION:** This course teaches students to recognize and build medical terms after learning the meaning of word parts. The course is based on a systems approach. Students will also learn how to interpret and use common medical abbreviations and symbols.

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**COURSE:** PNUR 1160

**TITLE:** Basic Nursing II Lab

**CREDITS:** 2

**PREREQUISITE:** Pre or concurrent PNUR 1130, PNUR 1132, PNUR 1134, PNUR 1138

**DESCRIPTION:** This course, a sequel to Basic Nursing I, covers more complex nursing procedures. Concepts and rationales for clean/sterile techniques are explored along with instruction in procedures such as dressing changes, catheterization, suctioning, IV therapy, oxygen therapy, etc. Administration of oral and parenteral medications will also be taught. Documentation of these as well as other types of patient data will be covered, all within the context of the nursing process.

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**COURSE:** PNUR 1161

**TITLE:** Clinical Lab I

**CREDITS:** 2

**PREREQUISITE:** PNUR 1160

**DESCRIPTION:** In this clinical laboratory course, the student will take care of selected adult clients. This clinical laboratory experience will take place in an acute or long-term care setting. Students will implement cares and skills learned in prior Practical Nursing theory and laboratory courses.

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**COURSE:** PNUR 1162

**TITLE:** Clinical Lab II

**CREDITS:** 6

**PREREQUISITE:** PNUR 1161, PNUR 1265

**DESCRIPTION:** In this clinical laboratory course, the student will take care of selected clients throughout the life span. This clinical laboratory experience will take place in a variety of health care settings. Students will implement cares and skills learned in prior Practical Nursing theory classes, laboratory, and Clinical Lab I. Students will work full shifts that may include day and evening hours.

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**COURSE:** PNUR 1163

**TITLE:** Clinical Lab III

**CREDITS:** 4

**PREREQUISITE:** PNUR 1162, PNUR 1175, PNUR 1270, PNUR 1166

**DESCRIPTION:** In this clinical laboratory, additional skills are performed, including IV therapy and professional responsibilities. Students will work full shifts in a clinical setting demonstrating correlation of theory and skills expected of new graduates. Clinical shifts will include day and evening hours.

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**COURSE:** PNUR 1166

**TITLE:** Gerontological Nursing

**CREDITS:** 2

**PREREQUISITE:** Pre or concurrent PNUR 1130, PNUR 1132, PNUR 1134, PNUR 1138

**DESCRIPTION:** This course covers aging and the aging process. Students will identify physical, psychosocial, and health needs of the elderly population.

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**COURSE:** PNUR 1168

**TITLE:** Psychosocial Nursing

**CREDITS:** 3

**PREREQUISITE:** Pre or concurrent PNUR 1130, PNUR 1132, PNUR 1134, PNUR 1138

**DESCRIPTION:** This course presents general principles of communication in the health care setting. The course will build on the student's basic skills and assist in developing skills in the care of emotional/mental illness, substance abuse, and social problems emphasizing nursing interventions in all health care settings.

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**COURSE:** PNUR 1175

**TITLE:** Maternal Child Health

**CREDITS:** 3

**PREREQUISITE:** PNUR 1161, Pre or concurrent PNUR 1265

**DESCRIPTION:** This course describes signs of pregnancy, prenatal care, labor and delivery, and postpartum care. Complications of pregnancy, labor and delivery and postpartum, as well as fundamental nursing care of the neonate will be presented. The pediatric portion of the course describes the child's experience of hospitalization and health care adaptations for child and family. Care of the child with pediatric disease conditions will be presented.

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**COURSE:** PNUR 1265

**TITLE:** Medical-Surgical Nursing I

**CREDITS:** 5

**PREREQUISITE:** Pre or concurrent PNUR 1130, PNUR 1132, PNUR 1134, PNUR 1138, PNUR 1160, PNUR 1166, PNUR 1168

**DESCRIPTION:** In this course a framework for nursing practice is explored. This framework, titled the nursing process, provides a systematic problem-solving method for nurses enabling them to identify and meet patient needs. Complex nursing procedures are discussed within this framework, as well as selected diseases of the various body systems. The role of nutrition in prevention of disease and its application in treatment of disease is included.

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**COURSE:** PNUR 1270

**TITLE:** Medical-Surgical Nursing II

**CREDITS:** 5

**PREREQUISITE:** PNUR 1161, PNUR 1265

**DESCRIPTION:** In this course selected diseases of the various body systems are discussed within the framework of the nursing process. The role of nutrition in prevention of disease and its application in treatment of disease is included.

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**COURSE:** PNUR 1303

**TITLE:** PN Refresher

**CREDITS:** 3

**PREREQUISITE:** Must be currently licensed or must apply to MN Board of Nursing for relicensure prior to beginning class

**DESCRIPTION:** This course is designed to refresh Licensed Practical Nurses who have been inactive or need to re-register their licenses with the Minnesota Board of Nursing. Topics covered in this class are the role of the LPN, the State of Minnesota Nurse Practice Act, legal and ethical issues, modalities in nursing care delivery systems, nursing process, and update in clinical practice with review of body systems and related skills. This course includes two credits of independent study and one credit of clinical practice, which is equivalent to a total of 62 contact hours. Clinical experience will be provided in the acute care setting.

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**COURSE:** PNUR 1315

**TITLE:** Home Health Aide

**CREDITS:** 1

**PREREQUISITE:** PNUR 1120

**DESCRIPTION:** This course introduces the skills and knowledge required of the home health aide-homemaker.

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**COURSE:** PNUR 2360

**TITLE:** Independent Study

**CREDITS:** 1-3

**PREREQUISITE:**

**DESCRIPTION:** This student-generated course is an opportunity to study particular areas of interest not covered in the general curriculum.

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## Academic Progression/Graduation Requirements

- A student must earn a minimum grade of “C” in each practical nursing course and maintain a 2.0 GPA in order to progress in the nursing program sequence. Each student is expected to track his/her academic progress throughout each semester. Academic counseling is available. The nursing faculty will work with students and/or provide referral. See CLC student catalog for grade appeal procedures.
- 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 three (3) attempts. Students who fail to pass an MBNA within 3 attempts will receive a failing grade for that course. Students who fail to complete all Minnesota Board of Nursing Abilities in the semester that they are tested will not progress in the practical nursing program.
- In preparation for taking the NCLEX-PN, a comprehensive assessment examination will be administered prior to the last semester of clinical in order to identify areas of weakness that must be remediated prior to taking the licensure examination. Students are responsible for the test fee. The test fee is currently \$40.00 and is included in tuition differential.
- Students may repeat up to two (2) practical nursing courses once. If the student fails to achieve a minimum of a “C” grade or higher in the same practical nursing course a second time or fails to achieve a minimum of a “C” grade or higher in three (3) or more practical nursing courses, the student has failed to meet progression requirements and will be dismissed due to academic failure. The student will be **ineligible for readmission**. If a student elects to withdraw from a course taken for the second time, and the student’s grade prior to the withdrawal is below a “C”, a “W” (withdraw) is considered equivalent to course failure. 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). See procedures for repeating failed courses and readmission outlined below.

### Procedures for Repeating Failed/Withdrawn Courses

If a student has been unsuccessful in a nursing course(s) or has withdrawn from a course(s) because of academic, personal, or medical issues, the student must meet with the Director of Nursing to discuss options for progression.

Courses in the nursing curriculum are sequential, i.e. successful completion of first-semester nursing courses is required before a student can progress to second-semester courses, and so on. Additionally, even though a nursing course that a student has failed may be offered the following semester and appears to have spaces available, the spaces in each course each semester are “reserved” for students in a specific cohort. Therefore,

**students who have failed or withdrawn from a nursing course(s) may not register for practical nursing course(s) the following semester(s) and through the remainder of their program without permission from the Director.** Options for progression in the Practical Nursing Program as a result of course failure or withdrawal will be provided to the student by the Director after all final grades have been calculated at the end of each semester.

Students who have failed or withdrawn from two (2) practical nursing courses for academic (i.e. student's grade was below a "C" prior to withdrawal) reasons will be placed on probation. Students may repeat practical nursing courses on a space-available basis. Students who have failed or withdrawn from a course(s) must repeat the entire course and re-do all assignments in that course. If there are more practical nursing students who must repeat the same course during the same semester than space available, students will be rank-ordered according to prerequisite and practical nursing course GPA.

If a student fails or withdraws from a third course, the student has failed to meet progression requirements and is therefore ineligible to continue and must withdraw from the Practical Nursing Program.

### **Procedures for Readmission**

Students who have been dismissed due to academic failure (see above: Academic Progression/Graduation Requirements) are not eligible for readmission to the Practical Nursing Program at CLC. Students who have withdrawn/stopped out of the Practical Nursing Program may opt to apply for readmission one (1) time within two (2) years of their last semester attended and begin the program again with a new cohort of students. Continuing evaluation of the Practical Nursing Program curriculum results in yearly revision, and classes and/or clinical courses are updated in order to include current content or material or be re-sequenced. Therefore, courses that have been taken greater than two years from the re-entering semester are not considered valid for program completion and must be re-taken.

If the student fails to meet progression requirements after readmission, the student will be dismissed from the program and will not be eligible for subsequent readmission to the Practical Nursing Program at CLC.

If the student desires readmission to the Practical Nursing Program, the student must submit written documentation to the Director of Nursing which provides evidence to support readmission. The documentation should include a plan of action that identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success in the Practical Nursing Program. This written plan of action must be received with the application form. If student is readmitted to the program they must meet in person with the Director of Nursing to discuss a plan and develop a contract for success.

Students seeking readmission must complete a new application. Applications for readmission will be placed with the pool of new applicants, and the student will be admitted in the order the application was received. If all practical nursing program cohorts are full for the academic year and there is no space available, the student(s) applying for readmission will be placed on the waiting list in the order received. If a space does not become available in any of the CLC practical nursing programs, the student will be accepted in a cohort the following year.

The student will be notified in writing of readmissions status.

In order to ensure that a student who has been out of the Practical Nursing Program for a period of time has the requisite skill and knowledge to safely and completely care for patients, remediation may be required as a condition of readmission at the discretion of nursing faculty and the Director.

### **Behavioral Progression/Graduation Requirements**

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 Practical 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 profession's 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 Practical Nursing Program at Central Lakes College has an obligation to professional, moral, and ethical principles of the profession of nursing. These behaviors are evaluated in each nursing course. Students who engage in behavior that violates moral and ethical standards described in the Central Lakes College Catalog (Student Code of Conduct), the Department of nursing Student Handbook, and the 2005 Minnesota Statutes 148.261 (see appendix A) have failed to meet behavioral progression requirements, the consequences of which may range from course failure to program dismissal. Students who have been dismissed from the program are not eligible to apply for readmission to the Practical Nursing Program at CLC.

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

- Academic Dishonesty (see examples outlined in college catalog)
- Behaviors that violate the Student Code of Conduct (see examples outlined in college catalog)
- Transgression of professional boundaries
- Breaching of confidentiality
- Unsafe behavior in a clinical setting

A student in a clinical rotation may be placed on clinical probation if violations occur.

### **Clinical Probation Policy**

It is the policy of the nursing faculty that a student may be placed on probation if certain violations occur while in the clinical setting. These violations include but are not limited to: Pattern of absences or tardiness; Breach of confidentiality (HIPAA); Disrespectful behavior to staff/faculty/patient(s)/or student(s); Inappropriate or unprofessional behavior; Pattern of lack of preparation for Clinical; Late submission of written Clinical assignments; Patient safety compromised; Demonstration of lack of integrity; and Incomplete or erroneous documentation.

If a student has a violation, they will have to complete a Clinical Probation form outlining their objectives and plans to correct the behavior. If they do not meet the terms of the contract, it will result in a failing grade for that Clinical rotation. If another violation occurs in a different category, it will also result in a failing grade. Failing a course will result in a failure to progress in the Practical Nursing Program.

Any further violations occurring in subsequent Clinical rotations will be brought before the Progressions committee and will result in failure of the Clinical course or dismissal from the Practical Nursing Program.

Students will be given a copy of the Clinical Probation form prior to each Clinical rotation.

Students have the right to appeal disciplinary action regarding student conduct violations. See CLC college catalog for student conduct policies and procedures, grade appeals policies, and student grievance policy and procedures.

### ***Grading***

The academic grading system is the following:

A	=	96% - 100%
A-	=	94% - 95%
B+	=	91% - 93%
B	=	89% - 90%
B-	=	87% - 88%
C+	=	83% - 86%
C	=	80% - 82%
D	=	73% - 79%
F	=	72% and below

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 practical 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 profession's 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 Practical 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, the Central Lakes College Practical Nursing program reserves the right to dismiss any student who does not meet the moral, ethical, or professional behavioral standards of the nursing program. Students who do not meet academic or clinical standards and/or who engage in behavior which is considered grounds for disciplinary action as described in the Central Lakes College catalog (p.69-72), the Department of Nursing Student Handbook, and the 2005 Minnesota Statutes 148.261 (see appendix A) may also be dismissed from the practical nursing program. Behaviors that violate academic, moral, and ethical standards include, but are not limited to, the following:

- Knowingly furnishing false information
- Falsifying written information or documentation
- Cheating
- Plagiarism
- Theft
- Unsafe behavior in a clinical setting
- Transgression of professional boundaries
- Breaching of confidentiality

Students who have been dismissed from the practical nursing program are not eligible for re-admission. See CLC student catalog for procedures for grades appeals.

## **Attendance**

Regular and predictable attendance in classroom, laboratory and clinical courses is essential to ensure that students have acquired the necessary knowledge and skills to pass the practical nursing licensing exam and provide safe, competent nursing care to patients. Students are held to the same professional standards as those expected in the professional work environment. Therefore, students are expected to arrive on time to all classes and clinical/lab experiences. If a student anticipates that a class or clinical experience will be missed, the student must notify the instructor in advance. If a student is ill, the student must notify the instructor as soon as possible. Recurring absences and tardiness will be reviewed by faculty and may result in lowered grades, probation, or course failure. Specific course requirements and consequences related to non-attendance are outlined in course syllabi.

## Clinical Absence Policy

Application of concepts learned in nursing theory and laboratory courses are applied in the clinical setting where practical nursing students care for “real” patients. Clinical experiences are an invaluable and irreplaceable component of the Practical Nursing Program. Students are required to attend clinical on a predictable and consistent basis in order to meet the curriculum standard, course objectives, and Minnesota Board of nursing requirements.

Students are held to the same standards as those expected in the 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 is required for any illness over 2 days or for hospitalization
- A death in the family\*\* - documentation required
- Court-ordered appearances – documentation required
- Religious observation – documentation required
- Military duty – documentation required

If a student is ill, the student must notify the instructor as soon as possible. **Students must attend a minimum of 92% of the clinical course, whether excused or unexcused, in order to progress in the program.** Clinical days that have been missed due to an unexcused absence are not eligible for make-up arrangements. Clinical days that have been missed due to an excused absence may be made up in order to achieve the 92% attendance requirement and will be negotiated between student and faculty. Make-up experiences for excused absences cannot be guaranteed if 2) 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 92% of the clinical course, the student may receive a failing grade in the course and will be unable to progress in the practical nursing program.** If a student chooses to miss clinical for any reason not listed above, the absence will be considered unexcused.

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 up to program dismissal.

\*In the case of injury, illness, or hospitalization, 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.**

### **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 e-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 with a diaphragm and bell
- Bandage scissors
- Uniform, including white shoes and white lab coat
- Penlight
- Watch with a second hand
- Black pen

#### ***Student Costs***

Students are charged additional tuition in some courses to cover supplies and services that are required by the nursing program. Items covered in the course fee may include, but are not limited to:

Liability Insurance  
Lab kit  
Student Assessment/exit testing package  
Background study

\*Items and costs included in the course tuition are subject to change

Licensure examination application currently costs approximately \$300.00. Details related to application to take the licensing exam (NCLEX) will be explained by faculty as graduation nears.

#### ***Uniforms and Dress Code***

- Student uniforms include all-white uniform top and black uniform pants with white or black socks. Skirts and dresses are allowed as long as they are white and white stockings are worn and the dress is below knee level. Shoes may be white nursing shoes or white tennis shoes with minimal color. White nursing clogs with

a heel strap (which must be worn) are allowed. Crocs are NOT allowed. Pants must be hemmed to a length that rests on the shoes without extending past the back bottom of the shoe. Pants must be of heavy enough material and with a waist-rise high enough that no undergarments are observable. Uniforms MUST be pressed and clean.

- Official hospital photo identification must be worn.
- Jewelry: no more than one ring may be worn, no necklaces or bracelets may be worn (exception, a medi-alert necklace or bracelet is allowed).
- Only one small post earring may be worn in each ear. No hoop or dangle earrings may be worn.
- No visible body piercing (eyebrow, tongue, nose) or tattoos are allowed. If the student has a visible tattoo or piercing, it must be covered with clothing or some other means (bandaid, etc.), to comply with current policies of our health care facilities partners.
- 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 from patients; therefore, smoking is not allowed while in uniform so that no odor of smoke is present on the uniform, and 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. Clear un-chipped nail polish is allowed.
- Students may NOT chew gum or hard candy.

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 wear lab coats, lab identification (student photo ID), and hair must be pulled back. 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***

Attendance at clinical orientation sessions is mandatory. If a student misses a clinical orientation session, he/she will not be allowed to attend clinical.

### ***Clinical Orientation***

Attendance at clinical orientation sessions is mandatory. If a student misses a clinical orientation session, 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.

## **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. 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 recent documentation of their disability. The Disability Office is located in the Career and Counseling Center. For further information, please contact Paula Huss Disability Coordinator at 218-855-8175, [phuss@clcmn.edu](mailto:phuss@clcmn.edu). Their web site can be found at: [www.clcmn.edu/disabilityservices/](http://www.clcmn.edu/disabilityservices/). Phone numbers for the Disability Office are: (218) 855-8128 (Brainerd Campus); (218) 894-5150 (Staples Campus)

## **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.nсна.org](http://www.nсна.org) for more information.

### ***PN Student Nursing Club***

CLC offers Practical Nursing students the opportunity to be involved in the nursing club at either the Brainerd or Staples campus. A faculty member serves as a facilitator for the clubs which are student led.

**Appendix A**  
**Program Course Requirements**  
**One Year Plan – Fall start (Brainerd and Staples campus)**  
**Program Course Requirements**

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>
<b>Prerequisites:</b>				
CPR certification				
BIOL 1404	Human Biology	3	2	2
<b>or</b>				
BIOL 2467	Anatomy & Physiology I	4	3	3
<b>and</b>				
BIOL 2468	Anatomy & Physiology II	4	3	3
PNUR 1120	Basic Nursing I	<u>3</u>	<u>1</u>	<u>4</u>
<b>TOTAL</b>		<b>6</b>		

**FALL SEMESTER**

PNUR 1130	Life Span**	1	1	0
PNUR 1132	Infection Control	1	1	0
PNUR 1134	Pharmacology	2	2	0
PNUR 1138	Medical Terminology**	1	1	0
PNUR1160	Basic Nursing II Lab	2	0	6
PNUR 1161	Clinical Lab I	2	0	4
PNUR 1168	Psychosocial Nursing	3	3	0
PNUR 1265	Medical Surgical Nursing I	<u>5</u>	<u>4</u>	<u>0</u>
<b>TOTAL</b>		<b>17</b>		

**SPRING SEMESTER**

PNUR 1162	Clinical Lab II	6	0	12
PNUR 1166	Gerontological Nursing	2	2	0
PNUR 1175	Maternal Child Health	3	3	0
PNUR 1270	Medical Surgical Nursing II	<u>5</u>	<u>5</u>	<u>0</u>
<b>TOTAL</b>		<b>16</b>		

**SUMMER SEMESTER**

PNUR 1163	Clinical Lab III	<u>4</u>	<u>0</u>	<u>9</u>
<b>TOTAL</b>		<b>4</b>		

**GRADUATION REQUIREMENT** **43**

\*\*Student may substitute PSYC 2431 Human Development, 3 credits for PNUR 1130 Life Span in any of the plans

\*\*Student may substitute SECM 1360 Medical Terminology, 3 credits for PNUR 1138 Medical Terminology in any of the plans

**One Year Plan – January start  
Program Course Requirements**

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>
<b>Prerequisites:</b>				
CPR certification				
BIOL 1404	Human Biology	3	2	2
<b>or</b>				
BIOL 2467	Anatomy & Physiology I	4	3	3
<b>and</b>				
BIOL 2468	Anatomy & Physiology II	4	3	3
PNUR 1120	Basic Nursing I	3	1	4
<b>TOTAL</b>		<b>6</b>		
<b>SPRING SEMESTER</b>				
PNUR 1130	Life Span	1	1	0
PNUR 1132	Infection Control	1	1	0
PNUR 1134	Pharmacology	2	2	0
PNUR 1138	Medical Terminology	1	1	0
PNUR 1160	Basic Nursing II Lab	2	0	4
PNUR 1166	Gerontological Nursing	2	2	0
PNUR 1168	Psychosocial Nursing	3	3	0
<b>TOTAL</b>		<b>12</b>		
<b>SUMMER SEMESTER</b>				
PNUR 1161	Clinical Lab I	2	0	4
PNUR 1265	Medical Surgical Nursing I	5	4	0
<b>TOTAL</b>		<b>7</b>		
<b>FALL SEMESTER</b>				
PNUR 1162	Clinical Lab II	6	0	12
PNUR 1175	Maternal Child Health	3	3	0
PNUR 1270	Medical Surgical Nursing II	5	5	0
<b>TOTAL</b>		<b>14</b>		
<b>SPRING SEMESTER</b>				
PNUR 1163	Clinical Lab III	4	0	9
<b>TOTAL</b>		<b>4</b>		
<b>GRADUATION REQUIREMENT</b>		<b>43</b>		

\*\*Student may substitute PSYC 2431 Human Development, 3 credits for PNUR 1130 Life Span in any of the plans

\*\*Student may substitute SECM 1360 Medical Terminology, 3 credits for PNUR 1138 Medical Terminology in any of the plans

**Two Year Plan  
Program Course Requirements**

<u>Course #</u>	<u>Course Title</u>	<u>Credits</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>
<b>Prerequisites:</b>				
CPR certification				
BIOL 1404	Human Biology	3	2	2
<b>or</b>				
BIOL 2467	Anatomy & Physiology I	4	3	3
<b>and</b>				
BIOL 2468	Anatomy & Physiology II	4	3	3
PNUR 1120	Basic Nursing I	3	1	4
<b>TOTAL</b>		<b>6</b>		
<b><u>FIRST YEAR</u></b>				
<b>FALL SEMESTER</b>				
PNUR 1130	Life Span	1	1	0
PNUR 1132	Infection Control	1	1	0
PNUR 1134	Pharmacology	2	2	0
PNUR 1138	Medical Terminology	1	1	0
PNUR 1166	Gerontological Nursing	2	2	0
PNUR 1168	Psychosocial Nursing	3	3	0
<b>TOTAL</b>		<b>10</b>		
<b>SPRING SEMESTER</b>				
PNUR 1160	Basic Nursing II Lab	2	0	4
PNUR 1161	Clinical Lab I	2	0	4
PNUR 1265	Medical Surgical Nursing I	5	4	0
<b>TOTAL</b>		<b>9</b>		
<b><u>SECOND YEAR</u></b>				
<b>FALL SEMESTER</b>				
PNUR 1162	Clinical Lab II	6	0	12
PNUR 1175	Maternal Child Health	3	3	0
PNUR 1270	Medical Surgical Nursing II	5	5	0
<b>TOTAL</b>		<b>14</b>		
<b>SPRING SEMESTER</b>				
PNUR 1163	Clinical Lab III	4	0	9
<b>TOTAL</b>		<b>4</b>		
<b>GRADUATION REQUIREMENT</b>		<b>43</b>		

\*\*Student may substitute PSYC 2431 Human Development, 3 credits for PNUR 1130 Life Span in any of the plans

\*\*Student may substitute SECM 1360 Medical Terminology, 3 credits for PNUR 1138 Medical Terminology in any of the plans

## Appendix B

### Drug Testing Policy

#### Central Lakes College Practical and Registered 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.

## Procedures

### 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 the 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 drug and/or alcohol 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 above 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 a 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 probably 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

**11. Other Observations:**

- 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 typically be conducted by an approved lab or the emergency room of the clinical agency where the suspicious behavior has been observed per procedures specified in the drug testing contract between CLC and the clinical agency.
- 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.
- Completed documentation will be kept on file.

**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: \_\_\_\_\_

**\*CLC Department of Nursing Drug Policy adapted with permission from St. Gabriel's Hospital, Little Falls, MN**

## **AUTHORIZATION FOR THE RELEASE OF STUDENT INFORMATION**

### **Criminal Background Check**

An integral part of the Nursing Programs 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 dismissed from 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 attached HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS FORM is collected because the clinical sites where Central Lakes College places student nurses require that the health information 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 Health Examination and Immunity Requirements 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 will be dismissed from 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 HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS 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 HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS 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 understand that I am unable to meet the clinical requirements of the program and am therefore ineligible 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.

#### **Disability Services**

Central Lakes College values diversity in our college community and is committed to ensuring equal access and opportunity to qualified students with learning disabilities, speech impairments, information processing disorders, vision and hearing impairments and physical or mental health disabilities. This website has been developed to provide information about Disability Services to prospective students, current students and parents, as well as, faculty and staff and any other individuals who wish to inquire about our services.

#### **Returning and new students:**

Each semester you must request accommodations for your new classes. Please make your appointment with Disability Coordinator before the semester starts to get your new Letter of Accommodation and test request forms for your new classes.

**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 which is located in the Career and Counseling Center. For further information, please contact:

#### **Paula Huss - Disability Coordinator**

Office – C111- Located in the Career and Counseling Center

Phone: 218-855-8175 Fax: 218-855-8267

Email: [phuss@clcmn.edu](mailto:phuss@clcmn.edu)

Minnesota Relay Service: 800-627-3529 or 612-297-5353

### **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.

### **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.

## **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 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.

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

**Central Lakes College**  
**Practical Nursing Program Re-entry Skill Proficiency Checklist**

Instructions: Students should contact the nursing lab assistant for assistance with the practice of the skills below. Students may be required to demonstrate competence via videotape or in person. Students must demonstrate competence in the performance of all of the skills listed below and have signed/completed the appropriate documentation prior to their first clinical day.

- \_\_\_\_\_ Assessment of Lung Sounds
- \_\_\_\_\_ Assessment of Bowel Sounds
- \_\_\_\_\_ Enema Administration
- \_\_\_\_\_ Range of Motion
- \_\_\_\_\_ Neurological Assessment
- \_\_\_\_\_ Glucose Monitoring
- \_\_\_\_\_ Gavage Feedings
- \_\_\_\_\_ Sterile Gloving
- \_\_\_\_\_ Urinary Catheterization
- \_\_\_\_\_ Medication Administration (injections [IM, subQ])
- \_\_\_\_\_ Oral Medication Administration
- \_\_\_\_\_ Administration of O<sub>2</sub>
- \_\_\_\_\_ Administration of IV therapy
- \_\_\_\_\_ Wound care (dressing change)
- \_\_\_\_\_ Head-to-toe physical assessment and medication administration simulation exercise

Updated required documentation on file:

- \_\_\_\_\_ Current Mantoux
- \_\_\_\_\_ Current CPR certification
- \_\_\_\_\_ Current background study – cleared for direct patient care
- \_\_\_\_\_ Current health/immunization record
- \_\_\_\_\_ Computer training update
- \_\_\_\_\_ Completed on-line clinical orientation

Student has a copy of the following

- \_\_\_\_\_ Current version of Practical Nursing Program Handbook

Student has signed the following forms:

- \_\_\_\_\_ Drug Testing Policy form
- \_\_\_\_\_ Authorization for the Release of Information form
- \_\_\_\_\_ Simulation form
- \_\_\_\_\_ “I have read and understand the contents of the Practical Nursing Student Handbook” form

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Form completed by: \_\_\_\_\_

Date: \_\_\_\_\_