Practical Nursing Student Handbook
2017 – 2018

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Introduction

Welcome to the Central Lakes College (CLC) Practical Nursing (PN) Program. The program is designed to prepare graduates to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) licensure. Graduates who successfully pass the NCLEX-PN are eligible to apply for admission to the Advanced Standing track within the Associate in Science Degree (AS) Traditional Nursing Program at CLC, 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 CLC student catalog are applicable to all students. Additional policies and procedures specific to the Practical Nursing (PN) Program are outlined in this handbook, and supplement those in the college-wide catalog. All current and future nursing 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 PN Handbook is not intended to serve as a contract. The PN 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 Director of Nursing or course instructors for any questions about policies and procedures presented in the student handbook.

Disclaimer: Every effort has been made to ensure the accuracy of the material contained within this handbook as of the date listed on the cover page. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, the college administration, the Director of Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student, the college, or the Nursing Program. The information in this handbook is for use as an academic tool and is subject to change at any time. The nursing handbook may undergo changes following a student’s admission & progression in the core nursing program. Students will be responsible for and held to changes in the nursing handbook. Core nursing students will be notified of handbook changes.

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 with most recent visit in October, 2013. 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 in the process of seeking national nursing accreditation through the National League for Nursing (NLN) Commission for Nursing Education Accreditation (CNEA).

General Program Information

The Practical Nursing (PN) Program was established in 1958 in order to provide an educational nursing program to meet the needs of entry level nursing for the central Minnesota region. The PN Program is academically rigorous and will require a great deal of time and personal commitment. Students choosing a career in nursing must have or develop the necessary psychosocial, physical, emotional and financial resources to meet the stress and demands of the nursing program and the profession of nursing. 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.

- 1-year option Fall start (Staples campus - 9 months)

Students begin in the fall and complete the program in May of the following year. After completing all required pre-requisites to the program (9 credits) the student will take 13-14 credits fall and spring semesters. 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.
Central Lakes College Vision, Mission and Values

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

Central Lakes College Nursing Program Vision, Mission, and Philosophy

Vision: Promote lifelong learning by providing a geographical and economically accessible nursing program for students that will meet the community’s need for caring, competent, entry-level practical and professional nurses.

Mission: To build futures by educating students who have the potential for self-development to become practical and professional nurses that will administer safe, client-centered, and holistic nursing care in a variety of healthcare settings.

Central Lakes College’s Nursing Philosophy Statement

The Central Lakes College Nursing Programs believe that Nursing is grounded in the biological, psychological, sociological, and spiritual sciences. Nursing is devoted to promoting, maintaining, and restoring the health of individuals, families and communities (clients) as well as promoting a peaceful, dignified death. Nurses care for diverse clients across the lifespan in a variety of inpatient and community-based settings by providing safe, culturally sensitive, individualized patient/relationship centered care and by participating as a member of the health care team.

Nurses recognize that teamwork and inter-professional collaboration among health care professionals is critical to delivering safe, quality patient care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Implementing established evidence based care, skills in informatics, and patient care technology is essential to the delivery of quality, safe, patient-centered care. Professional values guide interactions with clients and the health care team. Nurses demonstrate professional behaviors by exhibiting accountability for their actions, meeting the health care needs of clients, and assuming legal responsibility for the care they provide. Nurses demonstrate professional identity by upholding their commitment to the public and by adhering to an established code of ethics.

Associate Degree Nursing

The major roles of the Associate Degree Nurse include providing nursing care and participating as a member of the nursing profession. As providers of care, Licensed Associate Degree Nurses (RNs) contribute to the promotion of wellness; use nursing judgment in the identification of current and emerging patient problems and function as advocates for clients. In addition, RNs manage the care of clients through the development and use of established protocols and evidence based care, incorporating the nursing process and caring as essential tools. RNs develop and implement a plan of care including delegating to Licensed Practical Nurses and unlicensed assistive personnel tasks/activities to assist in providing safe, quality patient care. RNs develop teaching plans and educate client’s providing health care information and reinforcing education provided to achieve positive clinical outcomes.
Practical Nursing
The major roles of the Practical Nurse include providing nursing care and participating as a member of the nursing profession. As providers of care, Licensed Practical Nurses (LPNs) contribute to the promotion of wellness; use nursing judgment in the identification of current and emerging patient problems and function as advocates for individual clients. In addition, LPNs manage care of the individual client through the use of established protocols, and evidence based care, incorporating the nursing process and caring as essential tools. LPNs work within an established plan of care to assign other LPNs and assign and monitor unlicensed assistive personnel tasks/activities to provide safe, quality client care. LPNs provide health care information and reinforce education provided by other members of the health care team to achieve positive clinical outcomes.

The nursing program believes that students that graduate from these programs must be ready to practice in a complex and changing clinical environment. To assure that students are ready for their role as a nurse, the program measures four student learning outcomes with identified competencies and clinical experiences by which the student must successfully complete to demonstrate proficiency in their role as a graduate of the CLC nursing program. The student learns by completing the NLN apprenticeships which include the “knowledge apprenticeship” which incorporates the knowledge behind nursing practice; the “practice-know-how apprenticeship” to provide safe, quality care; and the “ethical comportment apprenticeship”. The student is given the opportunity to reflect on the importance of patient/relationship centered care, teamwork and collaboration, managing care of the individual patient, quality improvement, safety, informatics/technology, professional identify/behaviors, and nursing judgment/evidence based care within their individual practice as a future nurse.

PN Program Student Learning Outcomes
The Program Student Learning Outcomes reflect the four program outcomes of the NLN Education Competencies Model and include outcomes that promote Human Flourishing and the development of Nursing Judgment, Professional Identity, and a Spirit of Inquiry.

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

Client Centered Care (NLN Human Flourishing)
The Practical Nursing graduate utilizes therapeutic communication skills when providing care through focus assessments, founded on basic holistic needs of individual clients across the lifespan.

Nursing Judgement
The Practical Nursing graduate applies the nursing process and evidence based decision making when working within an established plan of care by implementing interventions, reporting changes, and promoting safety and health of individual clients across the lifespan.

Professional Identity
The Practical Nursing graduate demonstrates professionalism and teamwork in an ethical and legal manner when implementing or assigning aspects of care for an individual client, under the direction of a Registered Nurse or other health care provider.

Quality Improvement (NLN Spirit of Inquiry)
The Practical Nursing graduate contributes to continuous quality improvement by providing input into the development of policies and procedures and effectively using resources and technology to achieve optimal client outcomes.

The NLN Educational Competencies model is comprised of the following components:

Core Values

Seven core values are foundational for all nursing practice, and are shown at the “root” of the model to indicate that all types of nursing programs must be grounded in each of these fundamental values. These core values include:

- **Caring** – the promotion of health, healing, and hope in response to the human condition.
- **Diversity** – the recognition of differences between persons, ideas, values, and ethnicities and the affirmation of the uniqueness of each.
- **Ethics** – acting in accordance of what is right by the application of an inclusive, holistic, and systematic process for identifying and synthesizing moral issues in healthcare and nursing practice, and for acting as moral agents in caring for clients and organizations.
- **Excellence** – the creation and implementation of “transformative strategies with daring ingenuity” (NLN, 2007).
- **Holism** – consideration of the patient as the combined effect of unique and complex attributes, values, and behaviors influenced by that person’s lived experience when planning, implementing, and managing care for patients.
- **Integrity** – continually striving to do the right thing at the right time for the right reasons by recognizing the human dignity of all individuals, including patients and peers, and accepting accountability for actions, being committed to the improvement of patient care, and advocating for patients.
- **Patient-Centeredness** – the recognition that patients and their families are autonomous beings with needs and desires that deserve respect, demonstrated by the inclusion of patients and families in decisions about their care.
Integrating Concepts
Nursing students must master varied areas of knowledge and science, be prepared to function in complex environments while maintaining the highest standards of quality and safety, be able to build relationships with others and work comfortably in teams, and to respond to those in need. This philosophy of nursing education is illustrated by the six integrating concepts of the model, which are depicted as bands around the program types that arise from the core values. The various strands all touch one another and feature an enveloping feedback mechanism, reflective of the idea that students move through all of these realms of nursing not in isolation but within a whole as nursing education is advanced to nursing practice.

The six integrating concepts include:

- **Context and Environment** – the conditions or social systems within which the organization’s members act to achieve specific goals, including organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, quality improvement, and effectiveness.

- **Knowledge and Science** – the understanding and integration of knowledge from the biological and social sciences and the arts and humanities as well as the development of and drawing on the body of knowledge about the practice of nursing to design and implement evidence-based plans of patient-centered care.

- **Personal/Professional Development** – the lifelong process of learning, refining, and assimilating behaviors and values that (a) are consistent with Nursing’s history, goals, and Codes of Ethics; (b) serve to differentiate the practice of nurses from that of other healthcare providers; and (c) give nurses the resolve needed to continually improve the care of patients and ensure the profession’s ongoing sustainability.

- **Quality and Safety** – the degree to which individuals, units, and systems that provide healthcare are consistent with current professional knowledge; minimize the risk of harm to individuals, populations, and providers; and increase the likelihood of desired health outcomes.

- **Relationship-Centered Care** – the integration and demonstration of respect for the dignity and uniqueness of others (including patients, families, communities, and members of the healthcare team) valuing diversity, integrity, humility, mutual trust, autonomy, empathy, civility, and empowerment.

- **Teamwork** – the ability to function effectively within nursing and interdisciplinary teams, cultivating and promoting open communication, mutual respect, and shared decision-making to achieve quality patient care.

**Nursing Faculty**

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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. 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. The priority deadline for the processing of applications is February 1st for a fall semester start. 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
- Completion of the ATI (Assessment Technology Institute) TEAS (Test of Essential Academic Skills) test with a cut score of 60% or greater.

If a student’s score falls below the minimum requirements for application to the Practical Nursing Program (60%), the student may retake the TEAS test. A study-guide book, tutor, and study help is available upon request.

Prerequisites:
- BIOL 1404 (Human Biology I)
  Or
  BIOL 2467 and 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.)
- ENGL 1410 (Composition I)
- NSGA 1110 (Nursing Assistant)
  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.
- PNUM 1140 Life Span
  Or
  PSYC 2431 Human Development
- PNUM 1140 Medication Administration for Healthcare Professionals
- TEAS TEST (Test of Essential Academic Skills), this test is a multiple choice exam that measures entry level skills and abilities of nursing program applicants. The test may be attempted up to three times. Students must score at 60% or higher for admission. If students are unsuccessful in passing the TEAS test with a score of 60% or higher on three attempts, it is recommended that they wait one full calendar year. During that time it is suggested that the student remediate in one of the following ways: purchase a TEAS study book in the bookstore, takes courses in whichever area of the test they didn’t do well in (English, science, math or reading), work with a tutor at one of the campuses or prepare in some other way for retaking the test. There is a fee with Pearson Vue for each test. More information is available at www.atitesting.com
Courses taken at educational institutions other than Central Lakes College will be evaluated by Admissions and/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 after all of their application materials have been received. Applicants who have met all criteria for admission to the nursing program must indicate acceptance by returning the signed acceptance form.

After Acceptance:

Mandatory 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 injury, illness or hospitalization – doctor’s statement required
- Family member* – 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

NOTE: documentation for above excused absences must reflect date of absence

*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 upon admission to the program and monitored throughout. The study is paid for from differential tuition, and requires the student to get fingerprinting completed within 14 days of initiating the study at a cost of approximately $9.10, which is the responsibility of the student. If the student fails to complete the fingerprinting portion of the background check within the 14 days, the student will be responsible for the cost of initiating another background study (approximately $20) PLUS the cost of fingerprinting. If this is not completed prior to attending clinical, students will be ineligible to participate in the clinical rotation and therefore unable to complete the course and program. Students should direct questions and appeals regarding the status of their background study to the Minnesota Department of Human Services, Licensing Division, 444 Lafayette Blvd., St. Paul, MN 55155-3842. Phone: (651) 296-3971. Web address: [http://mn.gov/dhs/](http://mn.gov/dhs/)

Immunization Records
A completed Pre-Clinical Participation Health Record Form and copies of immunization documentation must be on file prior to beginning any clinical experiences. **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 instructed to keep original immunization documents and supply CLC with copies. If a student requests a file copy from the student file, they will need to complete an Immunization Copy Voucher Form and pay the required fee at the business office. Some clinical sites may require additional immunizations such as a yearly flu vaccination or the Hepatitis B series.

Student Information for Clinical Sites
Clinical facilities may request the students’ full legal name, date of birth, school email address, background study, and/or social security number 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.

CPR Certification
Evidence of current CPR (also known as BLS or Basic Life Support) certification is required. The American Heart Association’s “BLS Provider” or the American Red Cross’ “Healthcare Provider, Professional Rescuer” meet CPR certification requirements. **The student is responsible for providing a copy of their current CPR certification to the Nursing Lab Coordinator and for keeping their certification current throughout the program.** If CPR certification is not current, the student will not be allowed to attend 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 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 Nurses Association. Their web address is: [http://www.nsna.org/default.aspx](http://www.nsna.org/default.aspx)

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 Appendix D for nursing program requirements and the Disabilities Accommodations policy in CLC catalog).

**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 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 for Drug and Alcohol Testing Policy.

**Tobacco/Electric Cigarette Use**

5.8 Tobacco Free Policy and Procedure

**PURPOSE:** Central Lakes College is committed to providing a safe, clean and healthy environment for all. This commitment, along with the scientific research documenting health risks associated with tobacco use, the assessments of regional and national trends, and input from the campus community provide the rationale for the establishment of Central Lakes College as a Tobacco Free Campus.

**POLICY:** The use, sale, free distribution, or advertising of tobacco products (in any form) and electronic delivery devices (more commonly referred to as e-cigarettes) are prohibited at all times in or on all college-owned, leased or operated property, including but not limited to any buildings, grounds, walkways, arenas, playing fields, owned vehicles, and other motorized equipment. No designated smoking areas or ashtrays will be provided. Littering on campus, including cigarettes butts or other tobacco waste, is also prohibited.

This policy applies to all employees, students, vendors, contractors, visitors, and guests.
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-PN.

Practical Nursing Course Descriptions:

COURSE: PNUR 1130
TITLE: Life Span
CREDITS: 1 (online)
PREREQUISITE: none
DESCRIPTION: This course covers theories of human development and the progressive stages of physical, emotional, intellectual and social development during the life span.

COURSE: PNUR 1140
TITLE: Medication Calculations for Healthcare Professional
CREDITS: 1
PREREQUISITE: none
DESCRIPTION: This course is to introduce students to medical dosage calculations and the terminology associated with medication orders. Theory, skill, and terminology related to calculating medication dosages will be the focus of this course. The students will learn how to perform conversions between measurement systems. Students will review basic mathematical concepts related to medication administration.

COURSE: PNUR 1149
TITLE: Clinical Lab I
CREDITS: 3
PREREQUISITE: admission to the PN program
DESCRIPTION: In this beginning clinical laboratory course, the student will take care of selected adult clients at an entry level. This clinical experience will take place in an acute care setting. The student will implement cares and skills that have been learned in prior laboratory and Practical Nursing theory courses. In addition, the student will demonstrate effective communication skills, maintain patient safety, and document cares accurately.

COURSE: PNUR 1150
TITLE: Clinical Lab II
CREDITS: 3
PREREQUISITE: PNUR 1149, PNUR 1160, PNUR 1161, PNUR 1168 and PNUR 1265
DESCRIPTION: In this clinical course the student will be expanding upon the knowledge, skills and attitudes necessary to assist individuals experiencing common health care problems that were started in PNUR 1149. The student will demonstrate skill in problem solving through the use of the nursing process as they provide care for a variety of clients throughout the life span and in different stages of the health/illness continuum appropriate to the role of the practical nurse. Observational experiences are provided in selected areas to enrich the clinical experience. Student will work full shifts that may include day and/or evening hours.

COURSE: PNUR 1160
TITLE: Practical Nursing Skills Lab
CREDITS: 3
PREREQUISITE: Admission to the PN program
DESCRIPTION: This course 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.
COURSE: PNUR 1166
TITLE: Gerontological Nursing
CREDITS: 2 (online)
PREREQUISITE: PNUR 1149, PNUR 1160, PNUR 1168 and PNUR 1265
DESCRIPTION: This course covers aging and the aging process. Students will identify physical, psychosocial and health needs of the elderly population. The course emphasizes the role of the nurse in health promotion of older adults, focusing on maximizing potential and minimizing the effects of aging. Some topics covered include: medication interaction with the elderly, elder abuse, community resources and common illnesses of the elderly.

COURSE: PNUR 1168
TITLE: Psychosocial Nursing
CREDITS: 3
PREREQUISITE: admission to the PN program
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.

COURSE: PNUR 1175
TITLE: Maternal Child Health
CREDITS: 2
PREREQUISITE: PNUR 1160, PNUR 1149, PNUR 1168 and 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.

COURSE: PNUR 1265
TITLE: Medical-Surgical Nursing I
CREDITS: 5 (hybrid)
PREREQUISITE: admission to the PN program
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.

COURSE: PNUR 1270
TITLE: Medical-Surgical Nursing II
CREDITS: 6 (hybrid)
PREREQUISITE: PNUR 1160, PNUR 1149, PNUR 1168 and PNUR 1265
DESCRIPTION: This course continued on where Medical-Surgical Nursing I finished. In this course selected diseases of the remaining 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.
Academic Progression/Graduation Requirements

- Students must earn a minimum grade of a “C” or better in all required pre-requisite general education courses to be considered for admission into the program.
- A student must earn a minimum grade of a “B-” in each practical nursing course (PNUR) in order to progress in the Nursing Program sequence. Each student is expected to track his/her academic progress throughout each semester. Academic advising is available. The nursing faculty will work with students and/or provide referral. See CLC student catalog for grade appeal procedures. Grade appeal paperwork may be obtained from your instructor, the Director of Nursing, or the Dean of the Staples campus.
- In preparation for taking the NCLEX-PN, a comprehensive assessment examination will be administered during the last semester of clinical in order to identify areas of weakness that must be remediated prior to taking the licensure examination. The cost of this assessment examination is covered by PNUR tuition differential.
- In addition, in preparation for taking the NCLEX-PN after graduation, a comprehensive live NCLEX review is required as part of PNUR 1150 and will be scheduled at the end of the semester or just after, following successful completion of all course work. The cost of this review is covered by PNUR tuition differential.
- Students may repeat up to two (2) Practical Nursing courses once. If the student fails to achieve a minimum of 80% in the same Practical Nursing course a second time or fails to achieve a minimum of 80% in three (3) or more Practical Nursing courses, the student has failed to meet progression requirements and will be removed from the Practical Nursing Program due to academic failure. The student will be ineligible for readmission for a minimum of 2 years. If a student is interested in returning to the program after that 2-year period of time, see “Readmission after Ineligibility” below. If a student elects to withdraw from a Practical Nursing course and the student’s grade prior to the withdrawal is below 80%, 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.
- Students must ask for and receive permission to tape the instructor in classroom, lab, or office areas; unless permission to tape has been asked for and received, taping is not allowed. Students may not take pictures in the classroom, lab or clinical.

Procedures for Repeating Failed/Withdrawn Courses

If a student has been unsuccessful in a Practical 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 80% 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, rather than re-submit previous work. Alternate assignments may be given by instructors to students repeating a PNUR 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 will be removed from the Practical Nursing Program and at that time becomes ineligible for readmission to the Practical Nursing Program at CLC for a minimum of 2 years. The tuition and fee appeal process is unrelated to eligibility for readmission to the PN program. Courses that are dropped through the tuition and fees appeal process are considered attempted credits for the purposes of determining progression.

**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 for a minimum of 2 years. 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 removed from the program and will not be eligible for subsequent readmission to the Practical Nursing Program at CLC.

**Readmission after Ineligibility**

If the student desires readmission to the Practical Nursing Program, the student must wait a minimum of 2 years after stopping out of the program and 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 a student is readmitted to the Nursing Program they must meet in person with the Director of Nursing to discuss a plan and develop a contract for success. The Director of Nursing reserves the right to accept or deny the student’s request after review of the student’s original reason for ineligibility and the student’s current plan for success on readmission. 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, all PNUR courses must be re-taken upon readmission.

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 readmission 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.

**Student Removal from the Practical Nursing Program**

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 (2015)* 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. Therefore, students who fail to meet the moral, ethical, or professional behavioral standards of the Practical 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 and the PN Nursing Student Handbook are also ineligible to progress in the Practical 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 behaviors in a clinical setting;
- academic dishonesty (see examples outlined in college catalog);
- behaviors that violate the Student Code of Conduct (see examples outlines in the college catalog);
- transgression of professional boundaries;
- breaching of confidentiality/HIPAA (including any type of social media breach);
- behavior unbecoming of the Nursing Profession (professional behaviors delineated in the ANA’s Code for Nurses with Interpretive Statements, which can be viewed at: http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html);
- breach of CLC nursing program social media policy

*Note: The above violations include behaviors conducted either in person or via “smart” technology and/or social media.

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.

Academic Integrity Policy
Academic integrity is one of the most important values in higher education and the nursing profession. This principle requires that each student’s work represent his or her own personal efforts and that they student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty. Central Lakes College nursing students are expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations.

Types of Academic Dishonesty
- Plagiarism: Using the words and/or ideas of another author without proper acknowledgement so they appear to be your work. This includes quoting, paraphrasing, or copying of part or all of another’s work without acknowledging the source.
- Cheating: Using or attempting to use, unauthorized materials in any academic exercise or having someone else do your required work: e.g. cheat sheets or copying from another’s paper, test, and/or homework including online assignments or testing.
- Fabrication: Inventing or falsifying information: for instance, creating data for a required lab experiment that was not done or was done incorrectly.
- Enabling Academic Dishonest: Assisting others in committing an act of academic dishonesty.
- Deception or Misrepresentation: Lying about or misrepresenting your academic work or academic records.
- Multiple Submission: Submitting work without an instructor’s permission as if it is new work, even though it has already been used in another class.
Central Lakes College Nursing Exam Procedure
The following practices will be enforced with every nursing exam to best mimic security measures followed by the National Council of State Boards of Nursing (NCSBN) when taking your NCLEX exam.

1. You will be required to leave all personal belongings in the front or back of the room (or place designated by the instructor). Personal items include bags, purses, wallets, books, notes, all electronic devices (includes phones, tablets, smart watches, fitness bands, jump drives, cameras or any other electronic device), non-smart watches, medical aids/devices, food or drink, gum, candy and lip balm. Coats, hats, scarves and gloves may also not be worn but provisions may be made by instructor for specific religious / cultural apparel.

2. Your desk/table may only have a writing utensil. The exam, scantron, extra 8x10 blank piece of paper and simple calculator will all be provided by instructor as needed.

3. Students are not allowed to put up hood of a hooded sweatshirt during the exam.

4. Confidentiality is vital. You may not disclose or discuss with anyone outside of class information about the items or answers seen in your examination. This includes posting or discussing questions on the internet or social media web sites.

5. You may not seek help from any other student in answering any test item.

6. You may use simple foam/ rubber ear plugs that do not connect if desired.

7. You will not be allowed to take a rest room break during an exam unless a break is specifically scheduled or per faculty discretion.

8. Instructors may opt to have students take exam in an alternative location (room or seating arrangement).

9. Instructors will post time on grease board that exam ends and at that time all tests must be handed in.

10. If test is being taken on paper, you will be provided with an 8x10 sheet of paper to cover your test and scantron. You are responsible for your exam and not letting another student see your answers.

11. The scantron will be the official student’s results. Failure to duplicate answers correctly on the scantron will result in a wrong answer.

12. Test review will be completed once all students have completed the exam and the instructor has had an opportunity to complete a test analysis. Students will only be provided with their paper test and will again leave all personal items in designated area having only a highlighter available to mark correct answers for test review.

13. Failure to adhere to any of the above stipulations may result in a zero on an exam and potential dismissal from the program.

Policy Implementation Notification: In each class students will be notified about that class’ process regarding academic dishonesty. That notification is most often stated in the class syllabus and may contain definitions of academic dishonesty, required documentation style, a reference to the college’s Academic Integrity Policy and the Student Code of Conduct, and a statement of consequences in the class for any infraction.

Due Process: Students can expect fair treatment in academic matters, and the following steps will be followed in each situation: (See Appendix D)

1. Notification of the charge,
2. Presentation of the evidence supporting the charge,
3. An opportunity to respond,
4. Notification of the consequences,
5. Information about the appeal process.

Consequences: There is a range of options available to instructors and the director for dealing with cases of academic dishonesty. Consequences for a student in a particular class may include, but are not limited to, failing the course, having a course grade lowered, having an assignment grade lowered or stricken, completing an additional assignment or redoing it, receiving a warning, and/or having the charge dropped. Consequences for a student in a particular program may include removal from a program in addition but not limited to the above consequences.
Documentation: A written summary (letter) identifying the specific allegation of academic dishonesty, the consequences, and the documentation to support the charge will be provided to the student. Copies will be kept by the instructor or director and sent to the appropriate Academic Dean.

Academic Policies Due Process for Nursing Programs (see form in appendix area)

Central Lakes College Nursing Department Social Media Policy
Student nurses have a responsibility to understand the benefits and consequences of participating in social media. This includes both personal and professional social media use. A common myth with social media is that the communication or post is private and accessible only to the intended recipient. Social Media is a public forum and any information posted in this media is considered public. Students should also be cautious of engaging in compromising behavior that may be photographed and tagged in another individual’s social media without permission of the student. Nursing requires the highest level of ethics at all times and nursing students are expected to comply with the rules of the Nursing Department and the ANA Code of Ethics in their social media use.

Examples of Social Media may include, but are not limited to the following:
- Blogging – Blogger, LiveJournal, Xanga
- Microblogging – Dailybooth, Foursquare, Google Buzz, Posterour, Tumblr, Twitter
- Postcasting – Blubrry
- Social networking – Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social new sharing – Digg, Reddit
- Social bookmarking/social tagging – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosting – Vimeo, YouTube

Nursing Students are expected to comply with the rules of the Nursing Department and the ANA Code of Ethics in their social media use (See Appendix F). Examples of unprofessional behavior may include, but are not limited to the following:
- Any identifiable patient information or image or HIPPA violation
- Blurring of professional patient – nurse boundaries
- Sharing of any information or photos gained through the nurse-patient relationship
- Lateral violence or cyber bullying which may be behaviors of intimidation or bullying directed towards another individual
- Any disparaging remarks towards a patient
- Use of social media in a way that violates the rules of the clinical agency
- Any harassing, profane, obscene, or sexually explicit social media use that violates CLC’s non-discrimination policies.

Unprofessional behavior with social media that is reported to the Dean of Nursing will be investigated. If the preponderance of evidence is found that the student is in violation with this policy disciplinary action will be taken. This may include probation, removal from the program, reporting to a place of employment, clinical agency and/or the Minnesota Board of Nursing. Nurses have an ethical obligation to report when others are engaging in unprofessional behavior. This could include reporting to an instructor, Dean, charge nurse, employer or Board of Nursing. (See Appendix F)
Grading

The academic grading system is the following:

<table>
<thead>
<tr>
<th><strong>GRADING SCALE:</strong></th>
<th>93 – 100% A</th>
<th>73 – 76.9% C</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 92.9% A-</td>
<td>70 – 72.9% C-</td>
<td></td>
</tr>
<tr>
<td>87 – 89.9% B+</td>
<td>67 – 69.9% D+</td>
<td></td>
</tr>
<tr>
<td>83 – 86.9% B</td>
<td>63 – 66.9% D</td>
<td></td>
</tr>
<tr>
<td>80 – 82.9% B-</td>
<td>60 – 62.9% D-</td>
<td></td>
</tr>
<tr>
<td>77 – 79.9% C+</td>
<td>Below 59.9% F</td>
<td></td>
</tr>
</tbody>
</table>

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

***This grading scale is effective 8/1/2015 and does not apply to previous PNUR coursework.

Attendance

Lab Attendance Policy

Attendance is crucial for lab. Each student may miss no more than 9 hours in this course (PNUR 1160). Tardiness will be figured as follows:

- 0-15 minutes late = 15 minutes
- 16-29 minutes late = 30 minutes
- > 30 minutes late = 1 hour

If a student misses more than 9 hours, the student will be required to retake this course.

Clinical Absence Policy

Students are held to the same standards as those expected in the professional work environment. Students are required to attend clinical on a predictable and consistent basis in order to meet curriculum standards and course objectives. Students are allowed one excused clinical absence and still progress in the program. They are expected to arrive on time. Students must notify the instructor by phone or in person in advance when it is anticipated that a clinical experience will be missed. For unanticipated absences, students must notify the scheduled clinical site/unit, as well as the nursing instructor regarding absence as soon as possible. Clinical attendance may be excused for the following extenuating circumstances:

1. Student injury, illness, or hospitalization, or immediate family member illness – doctor’s statement not required for first illness absence, additional illness requires physician documentation*
2. Family member hospitalization* - doctor’s statement required*
3. A death in the family** - documentation required*
4. Court-ordered appearances – documentation required*
5. Military service, call to active duty – documentation required*
6. Religious observation – documentation required*

NOTE: Documentation for above excused absences must reflect date of absence

*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.

Any other unforeseen extenuating circumstances not listed above will be reviewed by faculty and the Director of Nursing on a case by case basis.
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.

Tardiness may lead to clinical probation. If a student is tardy for a clinical shift or post conference class, he/she will receive an unsatisfactory grade for professional behavior and possibly other areas of daily evaluation. 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. If a student is going to be late or absent, he/she must contact the instructor prior to absence/tardiness via instructor’s specific instructions.

Practical Nursing Academic Probation Policy
It is the policy of the Practical Nursing faculty that a student may be placed on a Student Success Plan if certain violations occur while in a PNUR theory, online or lab course. These violations 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);
- Behavior unbecoming of the Nursing Profession*;
- Breach of confidentiality* (HIPAA);
- Disrespectful behavior to staff/faculty/patient(s)/or student(s)*;
- Inappropriate or unprofessional behavior*;
- Behaviors demonstrating lack of integrity*;
- Incomplete or erroneous documentation*;
*including any type of social media breach

Practical Nursing Clinical Student Success Plan 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;
- Incomplete or erroneous documentation.

If a student has a violation, they will have to complete a Student Success Plan (See Appendix C) 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 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. Grade appeal paperwork may be obtained from Trudy Austin at the Brainerd campus and Jody Longbella at the Staples campus.
Communication/Computer Requirements

Computer Requirements
All students must have access to a computer, printer, and the Internet with greater than dial-up speed required in order to meet academic demands of the nursing program. For online exams and quizzes, it is strongly recommended that a student uses a computer with high-speed internet and a wired connection. It is the student’s responsibility to assure internet connection meets D2L requirements. Students are accountable for any technical difficulties that may occur during testing if D2L requirements are not met. At a minimum, computers must be equipped with Windows XP or higher, Adobe Acrobat Reader, and Microsoft Office (Word, PowerPoint, Office). New D2L updates allow students to see Word docs and Adobe docs. Students will now have access to Office 365 also. Computers and printers are available for student use at the library and computer commons at both campuses. Students requiring assistance with computer-related issues should contact the Help Desk at extension 8200.

Communication
CLC e-mail is the official means of communication with students. All students are expected to check their CLC-mail and Desire 2 Learn (D2L) frequently for official communication, including course updates, assignments, etc. from nursing faculty.

Clinical Participation

Student supplies and course materials
The nursing 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 (Provided)
- Watch with a second hand
- A Central Lakes College Nursing magnet – sold in bookstores

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

- Liability Insurance
- Lab supplies, practice materials and gloves, lab maintenance and upkeep
- Student Assessment/exit testing package
- NCLEX-PN review course
- Background study

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

Licensure examination application currently costs approximately $300.00. These costs are not covered by differential tuition or course fees. Details related to application to take the licensing exam (NCLEX-PN) will be explained by faculty as graduation nears.
Uniforms and Dress Code

- Practical Nursing 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 or black nursing shoes or white or black 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.
- Student identification must be worn.
- Jewelry: no more than one ring may be worn, no necklaces or bracelets may be worn (exception, a medic-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)
- Hair must be pulled back, off the face; if long, must be contained in a ponytail, braid, or “bun”. No “messy” bun styles.
- The nursing 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).
- 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 Practical Nursing 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 student being asked to leave the clinical site and counted as an absence. For infection control purposes, practical nursing students may not wear their uniform to any classroom setting.

Tattoo Policy

As guests in clinical facilities, Central Lakes College Practical Nursing Program strives to foster an environment of mutual cooperation, professionalism and respect; this includes adherence to dress code polices within the clinical facilities. Generally CLC PN program permits students to display tattoos in clinical settings with limitations. Factors that Central lakes College Practical Nursing faculty will consider to determine whether tattoos may pose a conflict with the student’s clinical environment include:

- Personal safety of self or others
- Productivity or performance expectations
- Specific clinical facility policy on visible tattoos
- Offensiveness to fellow students, patients, clinical facilities, or others in the clinical settings

If Central Lakes College PN Program faculty determines a student’s tattoos may present a conflict, the student will be expected to utilize appropriate options, such as covering the tattoos while in that clinical setting. Failure to comply with the above option may result in dismissal for the clinical course.

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. Failure to comply with the lab dress code policy will result in loss of participation points. 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
Attendance at clinical orientation sessions is mandatory. If a student misses a clinical orientation session, he/she will not be allowed to attend clinical.

Online and Clinical Orientation
Online or land-based clinical orientation must be completed prior to the beginning of clinical practicum. 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 removal.**

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. Cost associated with exposure or injury that occurs while at clinical will be covered as outlined in the clinical contract.

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. Nursing 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
Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Students should contact Mallori Sheik, Disability Coordinator, msheik@clcmn.edu or 218-855-8175, office E138 to meet and discuss reasonable and appropriate accommodations for the students’ plan. The accommodations authorized in a student’s plan should be discussed with the student’s instructor. All discussions will remain confidential.
Star Alert Emergency Notification System

Star Alert is an emergency notification system which a student can voluntarily register for. This alert system is designed to send an emergency alert via text messaging to the student registered cellular phone. For more information or to register go to: http://www.clcmn.edu/general/staralert.htm/

The following television and radio stations will carry official announcements of class cancellations and/or closing of CLC campus. Clinicals will be cancelled when CLC classes are cancelled.

Watch the following television stations:
Alexandria: KCCO 7/12 & KSAX 43
Twin Cities: KSTP 5 & WCCO 4

Listen to the following radio stations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>AITKIN</td>
<td>KGIN-AM (930), KGIN-FM (94.3)</td>
</tr>
<tr>
<td>BRAINERD</td>
<td>KBPR- FM (90.7), KLIZ-FM (107.5), KFGI-FM (103.5), KVBR-AM (1340), KBLBFM (B93.3), and WJJY-F M (106.7)</td>
</tr>
<tr>
<td>BREEZY POINT</td>
<td>KLLS-FM (104.3)</td>
</tr>
<tr>
<td>LITTLE FALLS</td>
<td>KFML-FM (94.1), KLTIF-AM (960), and WYRQ-FM (92.1)</td>
</tr>
<tr>
<td>MINNEAPOLIS</td>
<td>WCCO-AM (830)</td>
</tr>
<tr>
<td>PEQUOT LAKES</td>
<td>KTTG-FM (102.7)</td>
</tr>
<tr>
<td>ST. CLOUD</td>
<td>KCLD-FM (104.7), KNSI-AM (1450), KCML-FM (99.9), and WILD-FM (98.9)</td>
</tr>
<tr>
<td>STAPLES</td>
<td>KWAD-AM (920), KNSP-AM (1430), and K106-FM</td>
</tr>
<tr>
<td>WADENA</td>
<td>KWAD-AM (920), KNSP-AM (1430), KSKK-FM (94.7), and K106-FM</td>
</tr>
</tbody>
</table>

Classes Cancellation/ Campus Closing

If classes are cancelled, students do not have to come to school; they are excused. If campuses are closed, classes are also cancelled. If classes are running late, students are to come to school at the time indicated that the campus will open and courses will be in session. If it is a clinical date and classes are running late (2 hours or more) then clinical will be cancelled.

Learning Commons

Library – Tutoring & Student Support – Research Center – Instructional Support

The Learning Commons (located in the library area) 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 Nurses Association
All students who have been admitted to the nursing program may enroll in the NSNA organization. Visit www.nsna.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.

PN Student Meeting Participation
PN students may:
- Participate in monthly “All Nursing Faculty” meetings;
- Be asked to become a member of the Nursing Advisory Board
- Participate in nursing club meetings

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 Practical 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. 5 Service learning hours are a mandatory curriculum requirement for the Practical Nursing program. A student will have until the end of their program to complete and submit required documentation related to the service learning projects they participated in.

Authorization for 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:

Disability Coordinator – Mallori Sheik
Office – E138
Phone: 218-855-8175 Fax: 218-855-8267 Email: msheik@clcmn.edu
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.
Appendices

Appendix A: Program Course Requirements

Practical Nursing Diploma (D300) Program Course Requirements

### Summer Session – 1st Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Show proof of Health Care Provider or Professional Rescuer CPR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>75 hour Minnesota Department of Health Nursing Assistant course OR NSGA 1110 Nursing Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passing score on the ATI TEAS test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td>1404</td>
<td>Human Biology OR</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>BIOL</td>
<td>2467*</td>
<td>Anatomy and Physiology I AND</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>BIOL</td>
<td>2468*</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>1410*</td>
<td>Composition I</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>PNUR</td>
<td>1130 **</td>
<td>Life Span</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>PNUR</td>
<td>1140</td>
<td>Medication Calculations for Healthcare Professionals</td>
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</table>

**Total Summer Session** 9

### Fall Semester – 1st Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUR</td>
<td>1149*</td>
<td>Clinical Lab I</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>PNUR</td>
<td>1160*</td>
<td>Practical Nursing Skills Lab</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>PNUR</td>
<td>1168*</td>
<td>Psychosocial Nursing</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PNUR</td>
<td>1265*</td>
<td>Medical Surgical Nursing I</td>
<td>5</td>
<td>5</td>
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</table>

**Total Fall Semester – 1st Year** 14

### Spring Semester – 1st Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUR</td>
<td>1150*</td>
<td>Clinical Lab II</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>PNUR</td>
<td>1166*</td>
<td>Gerontological Nursing</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>PNUR</td>
<td>1175*</td>
<td>Maternal Child Health</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>PNUR</td>
<td>1270*</td>
<td>Medical Surgical Nursing II</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Spring Semester – 1st Year** 13

### GRADUATION REQUIREMENT

*Denotes Prerequisites
**Students may substitute PSYC 2431 Human Development, 3 credits for PNUR 1130 Life Span*

In addition to the program requirements listed above, students must meet the following conditions in order to progress or graduate:

1. College Cumulative GPA Requirement: The cumulative grade point average (GPA) must be at least 2.0.
2. Residency Requirement: students must complete 25% of their credits at Central Lakes College.
3. The student must achieve a B- or better in all Practical Nursing (PNUR) courses.
4. The student must achieve a C or better in all required general education courses.
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.

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.

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

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

  o 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

  o Inform the student that any refusal to cooperate is grounds for discipline, up to and including dismissal from the nursing program.

  o If the student admits to violation of the policy, have them complete the corresponding section on this form.

  o 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: ______
Appendix C: Student Success Plan

Central Lakes College Practical Nursing Program Student Success Plan

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Semester:</th>
<th>Date:</th>
</tr>
</thead>
</table>

This form notifies you that a Student Success Plan will be developed because of:

<table>
<thead>
<tr>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absences/Pattern of tardiness</td>
</tr>
<tr>
<td>Pattern of lack of preparation for clinical practicum</td>
</tr>
<tr>
<td>Academic dishonesty</td>
</tr>
<tr>
<td>Pattern of late/incomplete submission of clinical assignments</td>
</tr>
<tr>
<td>Breach of confidentiality/HIPPA violation</td>
</tr>
<tr>
<td>Less than 80% passing rate in any practical nursing course</td>
</tr>
<tr>
<td>Disrespectful behavior to staff/faculty/client(s)/student(s)</td>
</tr>
<tr>
<td>Client safety compromised</td>
</tr>
<tr>
<td>Inappropriate/Unprofessional behavior</td>
</tr>
<tr>
<td>Failure to meet minimal standards of care</td>
</tr>
</tbody>
</table>

Instructor Comments:

**In order to pass the following course(s):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNUR 1130</td>
<td>Lifespan</td>
</tr>
<tr>
<td>PNUR 1166</td>
<td>Gerontological Nursing</td>
</tr>
<tr>
<td>PNUR 1140</td>
<td>Medication Calculations</td>
</tr>
<tr>
<td>PNUR 1168</td>
<td>Psychosocial Nursing</td>
</tr>
<tr>
<td>PNUR 1149</td>
<td>Clinical Lab I</td>
</tr>
<tr>
<td>PNUR 1175</td>
<td>Maternal Child Nursing</td>
</tr>
<tr>
<td>PNUR 1150</td>
<td>Clinical Lab II</td>
</tr>
<tr>
<td>PNUR 1265</td>
<td>Medical Surgical Nursing I</td>
</tr>
<tr>
<td>PNUR 1160</td>
<td>Practical Nursing Skills Lab</td>
</tr>
<tr>
<td>PNUR 1270</td>
<td>Medical Surgical Nursing II</td>
</tr>
</tbody>
</table>

You will need to meet the terms of the agreed upon Student Success plan outlined below. Please identify your behavior and describe a plan for the correction of the behavior(s).

In my own words, I have developed a Student Success Plan because (be specific and professional):

My plan for passing the above course(s) is as follows (provide minimum of 3 specific & measurable strategies):

Failure to meet the terms of this success plan will result in a failing grade for the indicated course(s), and will result in a failure to progress in the program. I understand that the terms of the Practical Nursing Program Success Plan will last for the duration of this semester. At that time the nursing faculty will review my situation to determine if I will continue with the success plan for the next semester. If I am to remain on a student success plan for the next semester, I will be notified of that decision once a determination has been made. This form will be placed in my permanent PN file. I have read and understand the above information and agree to the terms of this document:

Student Signature: ___________________________ Date: ____________
Instructor(s) Signature: ___________________________ Date: ____________
Director Signature: ___________________________ Date: ____________
Appendix D: Academic Policies Due Process Form

Academic Policies Due Process Form
Practical Nursing and Associate Degree Nursing Programs

Due Process: Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. Notification of the charge:

2. Presentation of the evidence supporting the charge:

3. An opportunity to respond:

4. Notification of the consequences:

5. Information about the appeal process:

Signatures of all attending Date: __________________
_________________________________
Appendix E: MnSCU Performance Standards for Nursing Programs (PN Courses identified)

An essential component of the Practical Nursing Program is student participation in clinical experiences where students care for actual patients and residents at health care facilities. Central Lakes College contracts with local health care facilities to provide these experiences. Therefore, in order to safely care for patients in clinical settings and achieve course and program outcomes, students must possess specific intellectual and physical capabilities. Required capabilities and standards are outlined below*, and are compatible with the scope of practice as defined by the Minnesota Board of Nursing. The examples listed are not intended to be a complete list of all tasks in the Practical Nursing Program. Reasonable accommodations to meet the following standards may be available for otherwise program-qualified individuals with disabilities. Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through the appropriate documentation of need. Please contact Mallori Sheik, Disability Coordinator, for more information if you think you may need an accommodation for disability at 218-855-8175, or msheik@clcmn.edu, Office E138.

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
<th>PN Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTELLECTUAL</td>
<td></td>
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</tbody>
</table>
| Cognitive Perception        | The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client. | • Identify changes in client health status  
  • Prioritize multiple nursing activities in a variety of situations | P Nur 1149 (CO): Report client change of status to appropriate nurse and/or instructor  
(SLO: Professional Identity, Nursing Practice)  
P Nur 1150 (CO): Correctly use the nursing process to plan care for patients: by correct use of the daily worksheets, gather data, prioritize, recognize and report any changes or abnormalities, determine patient needs and identify nursing interventions, and evaluate effectiveness of nursing interventions. (SLO: Quality Improvement)  
(CO): Prioritize care for multiple patients. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) |
| Critical Thinking           | Critical thinking skills demanded of nurses require the ability to learn and reason, to integrate, analyze and                       | • Able to make effective decisions in the classroom                      | P Nur 1149 (CO): Report client change of status to appropriate nurse and/or instructor (SLO: Professional Identity, Nursing Practice) |
personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider “known facts” when new information becomes available and develop new “rules” when old ones fail or unavailable. synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client. and in the clinical sites.

- Develop/contribute to nursing care plans that accurately reflect client concerns.
- Able to make decisions reflective of classroom learning in the clinical sites.

P Nur 1150  
(CO): Practice the ability to utilize the nursing process in the collection of data, identification of patient problems, development of nursing interventions and the evaluation of the effectiveness of the nursing interventions implemented in the care of their patients, while integrating the nursing process in terms of clinical judgment, and critical thinking. (SLO: Quality Improvement)  
(CO): Prepare and administer of medications to clients according to Practical Nursing student scope of practice and current facility policy. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)

P Nur 1160  
(CO): Recognize the effect nursing skills and interventions have on the promotion of health and adaptation in patients (SLO: Patient Centered Care)

P Nur 1265  
(CO): Demonstrate critical thinking skills through utilizing the nursing process. (SLO: Nursing Practice, Professional Identity)

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
<th>PN Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTOR SKILLS</td>
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</tbody>
</table>

Motor Skills  
Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.

- Position clients
- Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, and monitors

P Nur 1149  
(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)  
(CO): Document patient/resident data accurately in medical record using correct charting procedures, abbreviations, medical terminology and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)

P Nur 1150
<table>
<thead>
<tr>
<th>Mobility</th>
<th>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Perform/use electronic documentation</td>
</tr>
<tr>
<td></td>
<td>• Lift, carry, push and pull</td>
</tr>
<tr>
<td></td>
<td>• Perform CPR</td>
</tr>
<tr>
<td></td>
<td>(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</td>
</tr>
<tr>
<td></td>
<td>(CO): Demonstrate accurate knowledge and psychomotor skills to administer medications utilizing the 7 rights of medication administration. (SLO: Nursing Practice, Nursing Judgment)</td>
</tr>
<tr>
<td></td>
<td>(CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)</td>
</tr>
<tr>
<td></td>
<td>(CO): Document in the patient’s medical record and student’s daily worksheets, using correct charting procedures, abbreviations, medical terminology, and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)</td>
</tr>
<tr>
<td></td>
<td><strong>PNUR 1160</strong></td>
</tr>
<tr>
<td></td>
<td>(CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)</td>
</tr>
<tr>
<td></td>
<td>(CO): Use informatics recourses for the role LPNs have in the delivery of simulated patient care (ex: EMR, drug resources, and patient simulators) (SLO: Nursing Practice)</td>
</tr>
</tbody>
</table>

|          | **PNUR 1149**                                                                                  |
|          | (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)     |

<p>|          | <strong>PNUR 1150</strong>                                                                                  |
|          | (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)     |
|          | (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care) |</p>
<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
<th>PN Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Tolerance</td>
<td>Ability to tolerate lengthy periods of physical activity.</td>
<td>• Move quickly and/or continuously</td>
<td>PNUR 1149 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tolerate long periods of standing and/or sitting</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>PNUR 1150 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PNUR 1160 (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)</td>
</tr>
</tbody>
</table>

**COMMUNICATIONS**

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
<th>PN Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Communicate in English with others in oral and written form. Able to communicate with clients and members of the health care team in order to plan and deliver safe care.</td>
<td>• Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others</td>
<td>PNUR 1149 (CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors(SLO: Collaboration)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Read, understand, write, and speak English</td>
<td>(CO): Document patient/resident data accurately in medical record using correct charting procedures, abbreviations, medical terminology and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Explain treatment procedures</td>
<td>(CO): Explain simple procedures to patients and family members as they</td>
</tr>
<tr>
<td>Tasks</td>
<td>Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Initiate and/or reinforce health teaching</td>
<td>PNU 1150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Document client responses</td>
<td>(CO): Demonstrate therapeutic communication techniques when communicating with client, family, healthcare providers and nursing instructors. (SLO: Collaboration)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clarify communication received</td>
<td>(CO): Explain simple and complex procedures to patients and family members before and during implementation. (SLO: Nursing Practice, Quality Improvement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(CO): Document in the patient’s medical record and student’s daily worksheets, using correct charting procedures, abbreviations, medical terminology, and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>perform the tasks</td>
<td>PNU 1160</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(SLO: Nursing Practice, Quality Improvement)</td>
<td>(CO): Practice therapeutic communication in the performance of fundamental nursing skill (SLO: Nursing Judgment)</td>
<td></td>
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<tr>
<td></td>
<td>PNU 1168</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(CO): Use therapeutic communication (SLO: Nursing Judgment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNU 1175</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(CO): Explain the pediatric child’s hospital experience in each stage of development (SLO: Patient Centered Care)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(CO): Identify developmental characteristics and teaching and learning strategies that are appropriate to the pediatric patient (SLO: Patient Centered Care, Nursing Practice, Quality Improvement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNU 1265</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(CO): Demonstrate communication patterns that serve to enhance interpersonal relationships with patients, peers, instructors and members</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Interpersonal Relationships

Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds.

- Establish rapport with clients, families, and colleagues
- Respond in a professional/therapeutic manner to a variety of client expressions and behaviors

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
<th>PN Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>SENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to hear normal conversation and/or assess health needs</td>
<td>Ability to monitor alarms, emergency</td>
<td>PNUR 1149 (CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors (SLO: Collaboration)</td>
</tr>
</tbody>
</table>

PNUR 1149  
(CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors (SLO: Collaboration)

PNUR 1150  
(CO): Demonstrate therapeutic communication techniques when communicating with client, family, healthcare providers and nursing instructors. (SLO: Collaboration)

PNUR 1168  
(CO): Use therapeutic communication  
(SLO: Nursing Judgment)  
(CO): Explain how culture influences a patient’s health and illness (SLO: Patient Centered Care)

PNUR 1166  
(CO): Identify the nurse’s role in caring for a patient with behavioral changes  
(SLO: Nursing Practice, Nursing Judgment)  
(CO): Identify the stages of death and dying and the nurse’s role in each stage, including interventions (SLO: Nursing Practice, Nursing Judgment)

PNUR 1265  
(CO): Demonstrate communication patterns that serve to enhance interpersonal relationships with patients, peers, instructors and members of the health care team. (SLO: Collaboration, Professional Identity)
|--------|--------------------------------------------------------------------------------------------|
|        | • Observes client responses  
|        | • Discriminates color changes  
|        | • Accurately reads measurement on client related equipment  
|        | • Read medication labels  
|        | • Read syringe accurately  
|        | • Evaluate for a safe environment  |
|        | healthcare team as well as family and nursing instructors(SLO: Collaboration)  
|        | (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)  |
| PNR 1150 | (CO): Demonstrate therapeutic communication techniques when communicating with client, family, healthcare providers and nursing instructors. (SLO: Collaboration)  
|         | (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)  
|         | (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)  |
| PNR 1160 | (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)  |

PNUR 1149 
(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)

PNUR 1150 
(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)

PNUR 1160 
(CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice) 
(CO): Demonstrate fundamental nursing data collection and monitoring skills (SLO: Nursing Practice) 
(CO): Demonstrate medication safety measures and national patient safety goals(SLO: Nursing Judgment) 
(CO): Interpret medication orders written and verbal (SLO: Nursing Judgment)
<table>
<thead>
<tr>
<th>Tactile</th>
<th>Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Performs palpation, e.g. pulse&lt;br&gt;• Performs functions of physical examination and/or those related to therapeutic intervention e.g. insertion of a catheter</td>
</tr>
</tbody>
</table>

(CO): Identify medication terms and abbreviations (SLO: Nursing Practice)

**PNUR 1168**<br>(CO): Describe key components of psychosocial observation (SLO: Nursing Practice)

**PNUR 1166**<br>(CO): Identify factors that affect drug interactions with the elderly and nursing interventions used in medication administration (SLO: Nursing Practice, Nursing Judgment)

**PNUR 1265**<br>(CO): Recognize common skin conditions, treatments and nursing management. (SLO: Nursing Practice, Nursing Judgment)

**PNUR 1149**<br>(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)

**PNUR 1150**<br>(CO): Demonstrate accurate knowledge and psychomotor skills to administer medications utilizing the 7 rights of medication administration. (SLO: Nursing Practice, Nursing Judgment)

**PNUR 1160**<br>(CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)<br>(CO): Demonstrate fundamental nursing data collection and monitoring skills (SLO: Nursing Practice)<br>(CO): Demonstrate medication safety measures and national patient safety goals(SLO: Nursing Judgment)
<table>
<thead>
<tr>
<th>Capabilities</th>
<th>Standard</th>
<th>Examples</th>
<th>PN Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCHOSOCIAL</td>
<td></td>
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<tr>
<td>Psychosocial</td>
<td>Possess the emotional health required for full use of intellectual</td>
<td>• Demonstrate professional abilities of trustworthiness, empathy, integrity,</td>
<td>PNU 1149</td>
</tr>
<tr>
<td>Behaviors</td>
<td>abilities, the exercise of good judgment, and the prompt and safe</td>
<td>confidentiality</td>
<td>(CO): Demonstrate professional</td>
</tr>
<tr>
<td></td>
<td>completion of all responsibilities.</td>
<td>• Be able to change, and display flexibility</td>
<td>behaviors in the clinical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Learn to function in the face of uncertainties and stressful situations</td>
<td>setting by maintaining patient/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>resident confidentiality,</td>
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<td>maintaining dress code</td>
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<td>as written in PN handbook,</td>
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<td>demonstrating a positive</td>
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<td>attitude, seeking out new</td>
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<td>learning experiences,</td>
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<td>accepting constructive</td>
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<td>criticism, reporting to</td>
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<td>clinical on time and</td>
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<td>prepared, and complying with</td>
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<td>allotted time for breaks</td>
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<td>(SLO: Nursing Practice,</td>
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<td></td>
<td>Professional Identity)</td>
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<td></td>
<td></td>
<td></td>
<td>(CO): Document patient /resident</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>data accurately in medical</td>
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<td></td>
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<td></td>
<td>record using correct charting</td>
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<td>procedures, abbreviations,</td>
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<td></td>
<td></td>
<td>medical terminology and</td>
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<td>utilizing technology</td>
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<td>information resources.</td>
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<td>(SLO: Nursing Practice,</td>
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<td></td>
<td></td>
<td>Nursing Judgment, Human</td>
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<td></td>
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<td>Flourishing)</td>
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<td></td>
<td></td>
<td>(CO): Report client change of</td>
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<td>status to appropriate nurse</td>
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<td></td>
<td>and/ or instructor (SLO:</td>
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<td>Professional Identity, Nursing</td>
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<td>Practice)</td>
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<td>PNU 1150</td>
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<td>(CO): Demonstrate professional</td>
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<td>behaviors in the clinical</td>
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<td>setting by maintaining patient/</td>
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advocacy. (SLO: Nursing Practice, Nursing Judgment)
(CO): Prioritize care for multiple patients. (SLO: Nursing Practice, Nursing Judgment, Patient Centered Care)

**PNUR 1160**
(CO): Begin recognize and demonstrate nursing values including caring, altruism, human dignity, and integrity in the performance of fundamental nursing skills (SLO: Patient Centered Care)

**PNUR 1168**
(CO): Practice professional boundary issues and implications for nursing practice (SLO: Nursing Judgment, Professional Identity)

**PNUR 1265**
(CO): Recognize the professional, ethical and legal framework in the scope of practice of a practical nurse. (SLO: Nursing Judgment, Professional Identity)
(CO): Demonstrate ability to consistently provide a safe and effective care environment to adult patients (SLO: Nursing Judgment, Professional Identity)

**PNUR 1270**
(CO): Explain the changing healthcare system and its application to the nursing profession. (SLO: Nursing Practice, Professional Identity)
(CO): Discuss financial issues regarding health care and the LPN role (SLO: Nursing Practice, Professional Identity)
### Capabilities

#### ENVIRONMENTAL

| Environmental Adaptability | Ability to tolerate environmental stressors. | • Work with chemicals and detergents  
• Tolerate exposure to odors  
• Work in close proximity to others  
• Work in areas of potential physical violence  
• Work with infectious agents and blood-borne pathogens  
• Work in environments that may have allergens, such as latex | **PNUR 1149**  
(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)  
**PNUR 1150**  
(CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)  
**PNUR 1160**  
(CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)  
**PNUR 1168**  
(CO): Describe the impact of patient behavior problems in the healthcare setting (SLO: Patient Centered Care)  
(CO): Recognize defense mechanisms and adaptive and maladaptive coping (SLO: Patient Centered Care)  
(CO): Describe key components of psychosocial observation (SLO: Nursing Practice)  
**PNUR 1175**  
(CO): Explain the nurses role in reporting child abuse (SLO: Nursing Practice, Nursing Judgment) |

*The above Standards have been adopted from the MnSCU Performance Standards for Nursing Programs, which were developed by a task force of representatives from nursing education in Minnesota developed these Technical Standards. Educational institutions represented were: Bemidji State University, The College of St. Scholastica, Lake Superior College, Itasca Community College, Rainy River Community College, Mesabi Range Community and Technical College, Hibbing Community College, and Riverland Community and Technical College. Adaptations were made from the Core Performance Standards of the University of Arizona, Minnesota West Practical Nursing Program, and Iowa Community Colleges. Presented to Minnesota Practical Nursing Education Directors’ Association DA on 5/3/02; 1/24/03, and 4/4/03. Revised 10/11/02, 1/21/03 and 3/28/03. Presented and revised by Minnesota Practical Nursing Education and Associate Degree Education Directors’Association on 1/29/2010. Adopted for use by the CLC Nursing Programs on May 21, 2013*
AMERICAN NURSES ASSOCIATION

FACT SHEET

Navigating the World of Social Media

The number of individuals using social networking sites such as Facebook, Twitter, LinkedIn, and YouTube is growing at an astounding rate. Facebook reports that over 10% of the world’s population has a Facebook presence while Twitter manages more than 140 million Tweets daily. Nurses are making connections using social media. Recently, the College of Nurses of Ontario reported that 60% of Ontario’s nurses engage in social networking (Anderson & Puckrin, 2011).

Social networks are defined as “web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the system” (Boyd and Ellison, 2007).

These online networks offer opportunities for rapid knowledge exchange and dissemination among many people, although this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to either enhance or undermine not only the individual nurse’s career, but also the nursing profession.

Benefits
- Networking and nurturing relationships
- Exchange of knowledge and forum for collegial interchange
- Dissemination and discussion of nursing and health related education, research, best practices
- Educating the public on nursing and health related matters

Risks
- Information can take on a life of its own where inaccuracies become “fact”
- Patient privacy can be breached
- The public’s trust of nurses can be compromised
- Individual nursing careers can be undermined

ANA’s Principles for Social Networking
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

References