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

This program began as a satellite of St. Cloud Technical College’s (SCTC) Practical Nursing Program and operated in affiliation with SCTC for eight years. In 2002, it became apparent that both schools’ programs were growing and that PTCC could support its own program. Approval was granted in 2003 by the Minnesota State Colleges and Universities System (MnSCU) to pursue an independent program at Pine Technical College. The PTCC Practical Nursing Program was approved by the Minnesota State Board of Nursing in July 2003. Work began on the Associate Degree Nursing Mobility Program in 2009 with the Minnesota State Board of Nursing approving the program in June of 2011. Over the summer of 2014, Pine Technical College became Pine Technical & Community College.

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

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

The Pine Technical & Community College Student Handbook addresses the policies for all students enrolled in the College, including nursing students. Nursing students are to refer to the Pine Technical & Community College Student Handbook for all information that is not specific to the nursing programs. This handbook can be found on the PTCC website.

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

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

Sincerely,

Connie Frisch, MA, RN
Dean of Nursing & Health Sciences
Disclaimer:

Every effort has been made to ensure the accuracy of the material contained within this handbook. 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 Dean 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 the Nursing Program 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 Program Handbook may undergo changes following a student’s admission & progression in the nursing program. Students will be responsible for and held to changes in the handbook. Nursing students will be notified of handbook changes.
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SECTION I: INTRODUCTION
# FACULTY AND STAFF

To support you as a student, faculty and staff members are available to assist and advise. Due to the changes in the nursing programs, student enrollment and program needs, this list may change. Updates to the handbook will be completed annually. Communication via email is the most efficient when attempting to contact faculty.

<table>
<thead>
<tr>
<th>Administration</th>
<th>Role</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frisch, Connie, MA, RN</td>
<td>Dean of Nursing and Health Sciences</td>
<td>Rm 49A</td>
<td><a href="mailto:Conne.Frisch@pine.edu">Conne.Frisch@pine.edu</a></td>
<td>320-629-5166 Ext. 166</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Faculty</th>
<th>Role</th>
<th>Office</th>
<th>Email</th>
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<tbody>
<tr>
<td>Beehler, Elayne, MSN, RN</td>
<td>Nursing Faculty</td>
<td>Rm 140</td>
<td><a href="mailto:Elayne.Beehler@pine.edu">Elayne.Beehler@pine.edu</a></td>
<td>320-629-4534 Ext. 534</td>
</tr>
<tr>
<td>Grahn, Anne, MS, RN, PHN</td>
<td>Nursing Faculty</td>
<td>Rm 140</td>
<td><a href="mailto:Anne.Grahn@pine.edu">Anne.Grahn@pine.edu</a></td>
<td>320-629-4582 Ext. 582</td>
</tr>
<tr>
<td>Kendall, Carleen, RN</td>
<td>Nursing Assistant Faculty (Health Care Pre-Professional Certificate)</td>
<td>Rm 140</td>
<td><a href="mailto:Carleen.Kendall@pine.edu">Carleen.Kendall@pine.edu</a></td>
<td>320-629-4532 Ext. 532</td>
</tr>
<tr>
<td>Kroschel, Jen, BSN, RN, IBCLC</td>
<td>Nursing Faculty – Temporary Part Time</td>
<td>Rm 140</td>
<td><a href="mailto:Jen.Kroschel@pine.edu">Jen.Kroschel@pine.edu</a></td>
<td>320-629-4583 Ext. 583</td>
</tr>
<tr>
<td>Madigan, Kristin, MS, RN</td>
<td>Nursing Faculty</td>
<td>Rm 140</td>
<td><a href="mailto:Kristin.Madigan@pine.edu">Kristin.Madigan@pine.edu</a></td>
<td>320-629-4531 Ext. 531</td>
</tr>
<tr>
<td>Thoma, Dione, BAN, RN, PHN</td>
<td>Nursing Faculty</td>
<td>Rm 140</td>
<td><a href="mailto:Dione.Thoma@pine.edu">Dione.Thoma@pine.edu</a></td>
<td>320-629-4520</td>
</tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Gerhardson, Patty, LPN</td>
<td>Nursing Program Assistant</td>
<td>Rm 130</td>
<td><a href="mailto:Patty.Gerhardson@pine.edu">Patty.Gerhardson@pine.edu</a></td>
<td>320-629-4563 Ext. 563</td>
</tr>
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<th>Role</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robin Johnson</td>
<td>Administrative Leadership Assistant</td>
<td>Rm 26</td>
<td><a href="mailto:Robin.Johnson@pine.edu">Robin.Johnson@pine.edu</a></td>
<td>320-629-5131</td>
</tr>
</tbody>
</table>
Vision
In 2027, the people of East Central Minnesota will first turn to Pine Technical & Community College when they want career education, new skills or general education. More than 1200 FYE will be enrolled in programs; more than 4000 will benefit from training experiences; and the region will enjoy a dynamic, vibrant cultural resource. The heart of the college will be in up-to-date, technology-driven facilities, complemented by satellite sites and online capabilities.

Mission
Known for innovation and contributions to strengthen communities, we make college possible for those starting out or starting over. Whether a student seeks a career program, new skills or general education transferable to another college or community, Pine Technical & Community College is an excellent choice.

Values
- Student-focused
- Innovative
- Inclusive
- Transparent
- Respectful
- Passionate
Mission of the Nursing Department

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

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

Philosophy of Nursing Education

The PTCC Nursing faculty supports the mission and vision statements of the college as well as a commitment to life-long learning and a belief in educational mobility and accessibility. Pine Technical & Community College Nursing Department believes in establishing a collaborative and supportive learning environment through developing student-faculty relationships which are based on trust and mutual respect. Nursing faculty believes that learning is an active process that is facilitated by role-modeling and encompassing the students in a variety of clinical, classroom and simulated settings. Learning is further enhanced by the use of a variety of teaching methods to accommodate different learning styles and actively engage the student in the teaching/learning process. PTCC Nursing Department believes that students and faculty are responsible for the outcomes of learning. Nursing education and the practice of nursing are based upon an understanding of the human person which is learned in general education courses. The student nurse builds upon this knowledge in nursing theory and utilizes problem solving to apply concepts and facts to nursing practice in varied clinical settings. PTCC Nursing Department believes in providing planned nursing experiences to enable the students to achieve learning outcomes and develop clinical competence.

Values of the Nursing Department

- Lifelong learning
- Trust
- Respect
- Collaboration within the learning process
- Learning is an active process
NURSING PROGRAMS CONCEPTUAL FRAMEWORK

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

National League for Nursing

The Nursing Department at Pine Technical & Community College upholds the core values: caring, diversity, ethics, excellence, holism, integrity and patient-centeredness. Through carefully created experiences, the students are engaged in the reflection of their values and those of their patients.

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

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

The following table demonstrates the alignment of National League of Nursing (NLN) program learner outcomes and to Pine Technical & Community College’s nursing programs:
<table>
<thead>
<tr>
<th>Program Learner Outcomes</th>
<th>Practical Nursing Programs Learner Outcomes</th>
<th>Associate Degree Nursing Mobility Program Nursing Programs Learner Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Flourishing</td>
<td>Demonstrate effective communication while providing culturally competent care to individual patients across the lifespan.</td>
<td>Advocate for patients and families, in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.</td>
</tr>
<tr>
<td>Informatics</td>
<td>Use information and technology in the health care setting.</td>
<td>Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.</td>
</tr>
<tr>
<td>Leadership</td>
<td>Work within an established plan of care for an individual patient to organize or assign aspects of care under the direction of an RN or other health care provider.</td>
<td>Demonstrate leadership by delegating and assigning nursing activities to implement the plan of care.</td>
</tr>
<tr>
<td>Nursing Judgment/Evidence Base</td>
<td>Utilize evidence based nursing judgment while prioritizing care, implementing interventions, and promoting the health of individual patients across the lifespan.</td>
<td>Examine evidence based nursing judgment, clinical expertise and patient/family preferences for delivery of optimal health care.</td>
</tr>
<tr>
<td>Professional Identity</td>
<td>Demonstrate professional behaviors and accountability to legal and ethical nursing practice standard for a competent practical nurse.</td>
<td>Function within the legal and ethical standards of the RN’s scope of practice.</td>
</tr>
<tr>
<td>Quality Improvement</td>
<td>Participate in Quality Improvement by providing input into the development of policies and procedures and effectively using resources to achieve patient outcomes.</td>
<td>Use quality improvement methods to improve patient care.</td>
</tr>
<tr>
<td>Safety</td>
<td>Report changes and responses to interventions to a RN or the appropriate licensed health care provider while providing a safe environment.</td>
<td>Minimize risk of harm to patients through system effectiveness and safe nursing practice.</td>
</tr>
<tr>
<td>Teamwork and Collaboration</td>
<td>Participate as a member of the inter-professional team collaborating with other health care providers to promote safe, quality, patient centered care.</td>
<td>Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.</td>
</tr>
</tbody>
</table>
Quality and Safety Education for Nurses (QSEN) For AD Nursing Mobility Program

QSEN competencies for pre-licensure are integrated alongside the framework to engage the student learner in quality and safety measures as a part of their learning experience. The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work (QSEN retrieved from http://qsen.org/competencies/pre-licensure-ksas/). The key areas that are valued and addressed in the curriculum include:

- Patient-centered Care
- Teamwork and Collaboration
- Evidence-based Practice (EBP)
- Quality Improvement (QI)
- Safety
- Informatics

Faculty reviews the curriculum yearly to ensure current education and industry trends are aligned.
PINE TECHNICAL & COMMUNITY COLLEGE STUDENT LEARNER OUTCOMES

Each student that graduates from Pine Technical & Community College must meet each of the student learner outcomes through pre-requisite and program course work. The following are Pine Technical & Community College’s (PTCC) Student Learner outcomes:

1. Computer, Informational and Technical Literacy
   a. Use of program specific technical or computer knowledge to accomplish practical and job related tasks
   b. Determine when there is a need for information, and identify, locate, evaluate, and effectively use that information for the issue or problem at hand
   c. Develop adequate library and information skills to assist in realizing the other student learner outcomes and in achieving a foundation for life-long learning

2. Communication
   a. Demonstrate appropriate ability to interact collaboratively to complete technical or job tasks
   b. Describe how human diversity affects communication
   c. Deliver a clear, well-organized verbal presentation
   d. Compose a clear, well-organized document that is professional in appearance and content

3. Critical Thinking
   a. Explore possible assumptions, interpretations or perspectives related to solving problem or technical challenge
   b. Gather pertinent factual information and apply it to a given problem
   c. Analyze the logical connections among the facts, goals, and implicit assumptions relevant to the situation
   d. Articulate the values affecting decisions, interpretations, and analysis made by ourselves and others

4. Self-development
   a. Set professional goals and develop strategies to reach them
   b. Set goals for personal well-being (physical, emotional, and intellectual) and develop strategies to reach them
   c. Identify the role of lifelong learning in sub-outcomes “a” and “b”

5. Global Issues
   a. Demonstrate an understanding of global issues and an ability to develop an informed opinion and response to these issues
   b. Demonstrate an understanding of our local and regional communities, and the way they both affect and are affected by global issues
NURSING PROGRAM OUTCOMES

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

1. Performance on NCLEX-PN Licensure Exam:
   a. 80% of Pine Technical & Community College (PTCC) Practical Nursing (PN) graduates will achieve first-time passing on the NCLEX-PN examination.

2. Completion Rate:
   a. 75% of PTCC PN students will complete the program within 150% of time as outlined in the program planning form.

3. Job Placement Rate:
   a. 75% of PTCC PN graduates who successfully pass the NCLEX-PN and seek employment in nursing as an LPN will obtain positions or pursue continuing education in nursing within 6 months after graduation.

4. Program Satisfaction:
   a. 80% of students will agree or strongly agree for each EXIT survey question
   b. 50% of graduates will return the 6-12 month Graduate Survey. 80% of respondents will agree or strongly agree for each survey question.
   c. 30% of employers will complete the Employer Survey. 80% of respondents will agree or strongly agree for each survey question.

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

1. Performance on NCLEX-RN Licensure Exam:
   a. Pine Technical & Community College Associate Degree Nursing Mobility graduates will achieve pass rate for the NCLEX-RN exam which will be equal to or greater than the national average for first time takers.

2. Job Placement Rate:
   a. Graduates who successfully pass the NCLEX-RN and seek employment in nursing as an RN will obtain positions or pursue continuing education in nursing within one year of graduation.

3. Program Satisfaction:
   a. Graduates who respond to a Graduate Follow-up survey will state that the PTCC Nursing Program prepared them adequately for an entry level position as a RN.
   b. Clinical hosting sites who respond to a Clinical Host Survey will state satisfaction in hosting clinical faculty and students.
   c. Employers who respond to an Employer Survey will state satisfaction with over-all performance of graduates of the PTCC nursing program

4. Graduation Rate:
   a. Students admitted to the Associate Degree Nursing Mobility program will complete the program within two (2) semesters of admission as a full-time student.

Upon completion of *Pine Technical & Community College Associate Degree Nursing Program* the graduate will be able to:
MINNESOTA STATE COLLEGES AND UNIVERSITIES (MnSCU) PERFORMANCE STANDARDS FOR ENTRY-LEVEL NURSING PROGRAMS

MnSCU Performance Standards are compatible with the scopes of practice as defined by the Minnesota State Board of Nursing. The examples listed (see Appendix) are for illustrative purposes only and not intended to be a complete list of all tasks in an entry-level program. These standards are utilized for academic and/or career advising.

Any applicant unable to meet the standards listed is encouraged to meet with a nursing advisor and/or the College’s Disability Services Office. Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. A copy of the MnSCU Cognitive, Psychomotor, and Physical Guidelines for Nursing can be viewed in the Appendix B.
PRACTICAL NURSING PROGRAM PLAN

The Pine Technical & Community College Practical Nursing Program prepares students to take the practical nursing licensure exam (NCLEX-PN) upon successful completion of classroom and clinical coursework. Curriculum is based on a one-year planner for full-time students, including pre-nursing and nursing courses. There is no part-time option.

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

Clinical experiences are offered in a variety of health care and community settings which offer students experiences with individual patients across the life-span.

Copies of the Program Plans and Course Descriptions are available on the PTCC website.

ASSOCIATE DEGREE NURSING MOBILITY PROGRAM PLAN

The Pine Technical & Community College Associate Degree Nursing Mobility Program prepares students to take the professional nursing licensure exam (NCLEX-RN) upon successful completion of classroom and clinical coursework. Curriculum is based on a one-year planner (two semesters) for full-time students after completion of all general education courses. There is no part-time option.

Students entering the program must hold and maintain an unencumbered license as an LPN. Students will be given 6 credits for their previous practical nurse education. These credits are considered advanced standing credits and are applied towards the associate nursing degree.

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

Clinical experiences are scheduled in a variety of health care and community sites. These sites offer students experiences with patients across the life-span.

Copies of the Program Plans and Course Descriptions are available on the PTCC website.
SECTION II: PRACTICAL NURSING AND ASSOCIATE DEGREE MOBILITY PROGRAM ADMISSION INFORMATION
ADMISSION STANDARDS FOR PRACTICAL NURSING PROGRAM

In addition to the Pine Technical & Community College (PTCC) admissions requirements, students must complete the application process to the Practical Nursing (PN) Program. The application guidelines and requirements, as well as the application deadline, can be found on the PTCC website. Once all preliminary requirements are met and students receive official acceptances, the students are then eligible to begin the Practical Nursing courses.

Prospective students should be aware that declaring nursing as a major does not guarantee admission to the PN Program, it is an indication of interest. Successful completion of the college readiness, pre-requisite and general education courses does not guarantee the acceptance into the Nursing Program. The PN program is highly competitive. Acceptance into the PN Program is based on a point system which is detailed in the application paperwork.

Acceptance Process

PTCC has limited numbers of enrollment in its PN Program. Every effort is made to allow students to progress from pre-nursing courses to PN Program courses in a timely fashion; however, with limited enrollment available there are certain criteria each student must meet. The following criteria must be met to be eligible to apply for program courses:

1. Prerequisite courses (those courses identified in PN Program planner): Students will be ineligible for program application consideration for the following reasons:
   a. Students unsuccessful in any one course (C-, D, F, or W) may repeat the course one time only.
   b. Students unsuccessful in any one prerequisite course (C-, D, F, or W) may repeat the course one time only.
2. Course work completed: Applications will be accepted in the fall and spring of each year. Deadline for applications is found on the website. Students wishing to apply must plan on completing all coursework during the semester they are applying.
   a. The only exception to this is Anatomy and Physiology II. This course may be completed during the summer semester.
3. GPA requirement: In order to enter the program, a student’s GPA must be 2.8 or higher on required pre-requisite PN program courses or transfer equivalents. Prerequisites for PN major courses include completion of all PN program prerequisite courses, both technical and general education. All courses must be completed with a minimum of a ‘C’ grade or higher (a grade of C- does not meet requirements). Additionally, students must obtain a cumulative grade point average (GPA) of 2.8 or above in required pre-nursing courses.
4. PN Entrance Exam: This is an entrance exam which reviews current knowledge and tests for readiness to move onto the next level. Please see application packet for further information. Students will need to achieve a predetermined benchmark for each portion of the pre-entrance exam. Students not meeting predetermined benchmark(s) will have one opportunity to retest.
5. Student will be ranked according to a pre-designed rubric, as detailed on the application.
Applicants who are qualified but not accepted for admission into the Practical Nursing Program are placed on a waiting list based on the points achieved from the rubric. If spaces become available, applicants from the waiting list will be granted admission. The waiting lists do not carry over from semester to semester. Once the program has started the waiting list will no longer be in effect, and students must reapply.

Students may ask to be placed on an alternate list if they do not meet all application criteria. The alternate list will be determined by point ranking per current acceptance criteria for students who fall into one of the following situations and ask to be placed on the list:

- Students who apply late
- Students whose application is missing required information/documentation
- Students whose GPA is below program requirements (applies to fall start only) so they can take summer courses to raise GPA
- Students who have courses (more than BIOL 1270) that must be taken during summer session to complete all prerequisites (applies to summer session only).

Transfer of Credits Policy

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

Each nursing program uses a unique standard to evaluate student competency; therefore, any nursing courses (PRSG) in which such standards are used will not be accepted for transfer from other institutions. Transfer courses will be evaluated by the Dean of Nursing & Health Sciences or designated nursing faculty for the following:

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

After Application

Applicants will be notified of their admission status as identified on the application. Applicants who have been selected for admission into the Practical Nursing Program must indicate acceptance by returning the signed acceptance form by the date designated on the acceptance letter.

After Acceptance or Placement of Waiting List

Upon acceptance into the program, students will be informed of the time and date of a mandatory orientation session. If the student does not attend the orientation session, the student forfeits his or her place and the next individual on the waiting list will be granted admission to the nursing program. Attendance at the orientation session may be waived with prior permission from the Dean 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 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.

ADMISSION STANDARDS FOR ASSOCIATE DEGREE NURSING MOBILITY PROGRAM

In addition to the PTCC admissions requirements, applicants must complete the application procedures and preliminary requirements of the nursing program. Once these requirements are met, the student is eligible to apply for acceptance to begin the Associate Degree (AD) Nursing Mobility Program. Prospective students should be aware that declaring nursing as a major does not guarantee admission to the Nursing Program, it is an indication of interest. Acceptance into the Nursing Program is based on a point system which is detailed on the application.

Prerequisites for AD Nursing Mobility Program major courses include completion of all prerequisite course work (general education courses) with a cumulative grade point average (GPA) of 3.0 or above in these courses. In addition, all courses must be completed with a minimum of a ‘C’ grade (a C- is not acceptable).

Students must be Licensed Practical Nurses (LPN) in the state of Minnesota (MN) or Wisconsin (WI), remain licensed, and in current good standing with no restrictions on their license. If students are not currently licensed in MN or WI (but licensed in another state,) then they must be eligible for licensure in Minnesota or Wisconsin. Recent graduates of a Practical Nursing (PN) program must be licensed within the time frame designated on the application in order to be considered.

Advanced standing means academic credit granted a Licensed Practical Nurse in recognition of prior nursing education and nursing experience. (MN Board of Nursing Rules Statute 6301.2340: Subp. K). Students admitted to the Associate Degree (AD) Nursing Program must be a Licensed Practical Nurse (LPN) in order to meet program admission requirements. As such, students admitted to the program are awarded advanced standing credits with the expectation that they possess a level of knowledge that has prepared them for success and that they recognize areas where self-review and remediation are needed in
in order to handle the level of difficulty of the academically rigorous and accelerated pace of the AD Nursing Program.

The student may apply to enter the AD Nursing Program upon completion of the last prerequisite course, (Anatomy and Physiology II may be taken during the summer following application to the program). The application to continue into the AD Nursing Program is available each spring online or by contacting a nursing advisor.

Acceptance Process

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

1. Course work completed: Applications will be accepted in the spring of each year. Students wishing to apply must plan on completing all coursework during the semester they are applying.
2. GPA requirement: In order to enter the program, a student’s GPA must be 3.0 or higher on General Education requirements or transfer equivalents.
3. ATI PN Comprehensive Exam: This is an entrance exam which reviews current knowledge and tests for readiness to move onto the next level. Please see application packet for further information. Students will need to achieve a predetermined benchmark for each portion of the ATI exam. Students not meeting predetermined benchmark(s) will have one opportunity to retest. However, students needing to retest any or all areas of the ATI exam will have points deducted from the admission rubric.
4. Students will be ranked according to a pre-designed rubric as detailed on the application.

Applicants who are qualified but not accepted for admission into the AD Nursing Program are placed on a waiting list based on the above criteria in order of rank. If spaces become available, applicants from the waiting list will be granted admission. No applications will be accepted after the deadline. The waiting lists do not carry over from year to year. Once the fall program has started, the waiting list will no longer be in effect, students will need to reapply.

Transfer of Credits Policy

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

Each nursing program uses a unique standard to evaluate student competency; therefore, any nursing courses (NURS) in which such standards are used will not accepted for transfer from other institutions.
Transfer courses will be evaluated by the Dean of Nursing and Health Sciences or designated nursing faculty for the following:

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

After Application

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

After Acceptance or Placement of Waiting List

Upon acceptance into the program, students will be informed of the time and date of a mandatory orientation session. If the student does not attend the orientation session, the student forfeits his or her place and the next individual on the waiting list will be granted admission to the nursing program. Attendance at the orientation session may be waived with prior permission from the Dean 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 hospitalization, a family member is defined as the spouse, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student.

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

Registration Procedures

All nursing classes have controlled on-line registration. Only students admitted to the nursing programs will be allowed to register for nursing classes. Students may register for both nursing courses and general education courses during that time. Once the registration period has ended, all changes in the nursing PRSG or NURS courses must be approved by the Dean of Nursing and Health Sciences. Due to the complex requirements of our clinical sites, final clinical placement will be determined by the Dean of Nursing and Health Sciences.
SECTION III: GENERAL POLICIES AND PROCEDURES
CLINICAL/PRACTICUM SITES

An integral part of a nursing program is student participation in clinical/practicum experience. In these experiences, students care for patients and residents at a variety of health care facilities within an approximately 150 mile radius from the campus site. Pine Technical & Community College (PTCC) contracts with local and regional health care facilities to provide these experiences. These experiences are scheduled at many different locations and may occur at varied times due to clinical/practicum site availability. Students are responsible for arranging their own transportation to and from the clinical/practicum site.

Clinical/Practicum seats are limited and there is no guarantee that a student may change to an alternative clinical/practicum site. In order for consideration to revise a clinical/practicum site, the student must submit a petition, including a written request to the Dean of Nursing and Health Sciences outlining the compelling specific reasons for the revision consideration request. Written requests must be received at least two weeks prior to the start of the clinical/practicum course.

Nursing clinical/practicum course sections may be cancelled due to low enrollment. Students may be reassigned to other clinical/practicum course sections at any time, at the discretion of the Dean of Nursing and Health Sciences and/or faculty, to ensure equal student registration amongst clinical/practicum course sections. Students whose clinical/practicum sections are reassigned will receive written notification or via email.

DATA PRACTICES AND INFORMED CONSENT

Health information collected is private data. Facilities may impose additional requirements regarding the health of persons working in their facilities and may require that health information about students in clinical/practicum courses be made available to them. Pine Technical & Community College (PTCC) may ask students to provide this health information to determine whether the student meets a clinical/practicum site’s health requirements for care providers.

Students are not legally required to provide this information to the college. However, refusal to provide the information requested could mean that a clinical/practicum site may refuse to accept the student at its facility. The Nursing Program does not guarantee an alternative facility placement. If no alternative clinical/practicum placement is available, the student cannot fulfill the clinical/practicum requirements of the program, and, therefore, is unable to progress in the PTCC Nursing Program.
CLINICAL/PRACTICUM REQUIREMENTS

In order to participate in clinical/practicum experiences, students are required to submit the following items to CastleBranch an online compliance tracker company in partnership with PTCC nursing departments. Detailed description of each follows the list.

1. Background Study (MN, Federal)
   a. Including fingerprinting
   b. Authorization for release of student background study
2. Immunization Records
3. Tuberculin testing
4. Medical Authorization Form (physical, cognitive and psychosocial components)
5. Name and Date of Birth
6. Authorization of Release of Information
7. Current CPR for the Health Care Provider, CPR for the Professional Rescuer, or HeartCode BLS
8. HIPAA certification
9. OSHA certification
10. Nursing Handbook acknowledgement
11. Code of conduct
12. Confidentiality statement
13. Consent for phot/video/recording (optional)

**Health care facilities’ regulations require the above information. Individual clinical/practicum sites may require additional information.

Nursing students are required to have their Medical Exam Form, Mantoux Verification, and Immunization Verification forms completed and signed by a licensed health care provider. In addition, a copy of the student’s current CPR for Healthcare Providers, CPR for the Professional Rescuer, or HeartCode BLS card must also be on file. These documents must be submitted through CastleBranch by date established in acceptance letter. Students who fail to provide the required documentation by the due date are not eligible for admission into the program. It is the student’s responsibility to be sure they remain current in CPR throughout the program and provide documented proof of being current.

Criminal Background Studies

Minnesota (MN) and Wisconsin (WI) State laws require that any person who has direct contact with patients and residents at health care facilities licensed by the State Department of Health must have a state criminal background check completed. Results of the study are to be on file in the department of nursing before students begin their clinical/practicum experiences. Any student who does not pass the criminal background check and been cleared to provide direct patient care will not be permitted to participate in clinical/practicum experiences. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria). Criminal background studies are completed at the time of admission and yearly, if applicable.
Federal Background studies are completed on all students. This background study pulls information from the following databases:

- County search (any county the student has lived in)
- FACIS® – Level I – individual
- ID Trace Pro – Transunion (no credit check only verifies identity)
- National Criminal Database
- National Sex Offender Public Registry

The MN Department of Human Services Background Study System, (information taken from the NETStudy 2 web page) NETStudy 2 requires fingerprints and photo. People applying for a position with a new entity will provide their fingerprints and have their photo taken at a location around the state. The fingerprint and photo process should take about five-to-ten minutes and is completed by a trained technician. The fingerprint image will be transmitted through a secure system to the Minnesota Bureau of Criminal Apprehension (BCA). While not retained by DHS or the BCA, fingerprints will be retained by the Federal Bureau of Investigation (FBI) but, in cases where an FBI check is required. Criminal history results, if any, will then be electronically transmitted to DHS. Over 90% of background studies are expected to be completed within a few hours after the person is fingerprinted and photographed. Photographs will be transmitted through a secure system to DHS and will be available in the NETStudy 2.0 system. Fingerprints and photo images will be purged from the fingerprint and photo service location within an hour of the information being submitted to the state.

Fingerprint and photo information for background study subjects:

You may select from over 50 statewide locations to have your fingerprints and photo taken. A list of the fingerprint and photo service locations is available on the 3M Cogent website. The entity that initiated your background study will give you a Fingerprint Authorization Form.

When you go to the fingerprint and photo service location you MUST bring both your Fingerprint Authorization Form AND your driver's license, government-issued ID, or other acceptable form of identification. It is very important to be sure that your name and date of birth on the Fingerprint Authorization Form is exactly the same as the information on your identification.

If the information on the Fingerprint Authorization Form does not match, contact the place that request the background study and have them correct it. If the information on the form does not exactly match your identification, you will be turned away at the fingerprint and photo location.

You have up to 14 days to be fingerprinted and photographed. Sometimes the place that requested the background study wants you to go sooner. Let the place that requested your background study know if there is a reason that you cannot go to be fingerprinted and photographed in the 14 day period.

If the place that requested your background study did not pay for the fingerprinting and photo service, you will need to pay the $9.10 fee. Payment can be made:

1. Online using a credit or debit card at 3M Cogent; this site can be accessed using mobile devices
2. By phone using a credit card or debit card by calling the 3M Cogent Call Center toll free at 1-844-332-7671 Monday through Friday from 8 a.m. to 5 p.m. CST
3. At the fingerprint and photo location by check or money order. Cash is NOT accepted at the fingerprint and photo locations.

If the student refuses to cooperate with any of the criminal background checks, the clinical/practicum facility will refuse to allow clinical/practicum experience participation. Therefore the student cannot fulfill the clinical/practicum requirements of the program, and will be unable to progress in either PTCC Nursing Programs.

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

<table>
<thead>
<tr>
<th>Minnesota Department of Human Services Licensing Division</th>
<th>Wisconsin Department of Health Services Office of Legal Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>444 Lafayette Boulevard St. Paul, MN 55155-3842 Phone (651) 431-6620 Web address: <a href="http://www.dhs.state.mn.us">www.dhs.state.mn.us</a></td>
<td>One West Wilson Street, Rm 651 PO BOX 7850 Madison, WI, 53707-7850 Web address: <a href="http://www.dhs.wisconsin.gov/caregiver/BkgdFormsINDEX.HTM">http://www.dhs.wisconsin.gov/caregiver/BkgdFormsINDEX.HTM</a></td>
</tr>
</tbody>
</table>

Please direct all federal questions to the Dean of Nursing and Health Sciences.

PTCC reserves the right to run criminal background checks at any time during the course of the nursing program should information be brought forward indicating that the student’s background study would no longer be cleared. The Dean of Nursing and Health Sciences or the clinical/practicum instructor will contact the student to complete another background study.

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

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

Immunization Records/Student Health Records

Completed immunization forms and physical exam must be on file with CastleBranch prior to beginning any clinical/practicum experience. Forms will be available to students accepted into the programs via instructions and link to CastleBranch. The immunizations required are standards set by the Minnesota Department of Health (MDH) and Human Services and Centers for Disease Control (CDC) and Prevention and are detailed in the Appendix. Individual clinical/practicum sites may require additional immunizations for those students and faculty providing care within their facilities. If a student fails to provide the required immunization data and physical exam, the clinical/practicum site may refuse to
accept the student at its facility. This includes students who are conscientious objectors to 
immunizations. Pine Technical and Community College (PTCC) Nursing Programs do not guarantee an 
alternative facility placement, thus the student cannot fulfill the clinical/practicum requirements of the 
program, and, therefore, is unable to progress in the designated PTCC Nursing Program. Immunization 
documentation is submitted yearly. Upon graduation from a nursing program, all immunization and other 
medical information on the student is destroyed. Students are responsible for keeping a copy for their 
personal records.

Please see Appendix for complete listing of required vaccinations for PTCC’s Practical and Associate 
Degree Nursing Programs.

Cost for immunizations and/or proof of immunizations is the responsibility of the student. County Public 
Health Departments may offer a low cost vaccination if a student is concerned about the cost of 
vaccinations requirements.

**Medical Authorization (Physical, Cognitive, and Psychosocial Requirements)**

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

Students are required to have a medical form completed by a licensed medical provider. A completed 
physical exam form must be on file prior to beginning of any clinical/practicum experience. This form is 
provided to students during the mandatory orientation session prior to program start.

The information contained in student health records is considered confidential. A written release of 
information to Pine Technical and Community College (PTCC) is included as a part of the health form, 
which is included in the CastleBranch compliance tracker. Some facilities may impose certain 
requirements regarding the health of persons working in their facilities and may require that health 
information about students in clinical/practicum site programs be made available to them. The college or 
nursing program may ask students to provide health information which will be used to determine whether 
a student meets a clinical/practicum site’s health requirements for care providers.

Students with psychomotor and/or cognitive limitations that prevent them from independently performing 
the psychomotor and/or cognitive skills required should contact the college Director of Disability 
Services prior to the start of the academic school year to explore services available to them. Please see the 
section on reasonable accommodations. The student may not be able to progress in the program until the 
limitations have been resolved.
Name and Date of Birth

Clinical facilities may request the name and date of birth of students who have been admitted into the practical nursing program. Clinical agencies may review this information and assess whether students will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, PTCC does not guarantee an alternative clinical placement. If no alternative clinical placement is available, the student is not able to complete clinical requirements of the program and is therefore not eligible to progress in the program.
Liability Insurance

Nursing liability insurance is required. The cost of this insurance is covered by course tuition. Liability insurance does not cover in the case of personal injury or illness. Students may choose to obtain additional student nurse liability insurance. The costs associated with this additional insurance are to be paid by the student.

Authorization for the Release of Student Information

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

CPR Certification

Students in the nursing program must successfully complete a CPR course prior to admission to the nursing program and maintain certification while enrolled in the program. The student may choose to renew the CPR in either CPR for Healthcare Provider or HeartCode BLS offered through the American Heart Association or CPR for the Professional Rescuer offered through the Red Cross. A copy of the student’s current CPR card must be on file in the CastleBranch tracker prior to beginning clinical/practicum courses. It is the student’s responsibility to make sure their CPR card is up to date. Students will not be allowed to participate within clinical/practicums with an expired CPR card.

Health Insurance

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

**DRUG AND ALCOHOL POLICY**

The Pine Technical & Community College (PTCC) Nursing Department is committed to maintaining an environment that is free from the influence of alcohol, prescription medications or over the counter (OTC) medication which may impair or affect the students thinking, behavior, and/or skill performance, and illegal drugs. In order to ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical/practicum setting, PTCC upholds the drug-free campus policy in the PTCC Student Handbook and extends this policy to clinical/practicum sites off campus. Due to the nature of the nursing profession, should concerns arise in this area, faculty and/or administration reserve the right to address situations on an individual basis.

**EMAIL AND TECHNOLOGY**

In order to prevent viruses and other malicious malware from attacking computers, Pine Technical & Community College (PTCC) email will be used as the form of official communication (starID@pine.edu). The nursing program faculty receives and read emails sent to their PTCC accounts.
on a regular basis. Due to the potential for viruses and other malicious malware, faculty may delete emails originating from other accounts without review.

Students must check their email frequently for official communications, potential course updates, assignments, etc., from college staff and/or nursing faculty. Students are responsible for information sent to them via their PTCC email account. Please remember that email is considered to be part of professional, appropriate, and official communication between faculty, administration, and fellow peers. Unprofessional or inappropriate use of this is in violation of the PTCC Student Handbook.

Students will be required to use computer technology in the nursing program. Many nursing courses use some component of D2L Brightspace and ATI Integrated, web-based learning systems. Nursing courses may be web-enhanced. It is the students’ responsibility to check the D2L Brightspace site on a regular basis for course communication.

Students need access to a computer, printer, and the internet in order to meet the academic demands of the nursing program. At a minimum, computers should be equipped with Word, internet, Adobe Acrobat Reader and Microsoft Office. Computers and printers are available for student use at the Learning Resources and Technology Center (LRTC). Students requiring assistance with computer-related concerns should contact a staff member of the LRTC.

NAME TAGS

Pine Technical & Community College (PTCC) identification (ID) tags are a required piece of the nursing uniform to be worn during all clinical/practicum experiences. Please see staff in the LRTC for name badge/ID cards.

PERSONAL HEALTH RISKS

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

PROGRAM ADVISING AND PLANNING

Students are encouraged to attend advising sessions throughout the year to review course schedules and obtain updated or necessary program information. If the student is not taking classes in the nursing department during a semester, it is the responsibility of the student to maintain contact with an advisor to receive critical information prior to the following semester. Students unable to meet during the group advising sessions may contact a nursing advisor for an individual or makeup session. The designated advisors are:

- Pre-nursing: Connie Frisch, dean of nursing
- PN program: Elayne Beehler, Kristin Madigan, Dione Thoma
- AD program (for all NURS courses): Anne Grahn
If a student elects to add, drop or withdraw from a course(s) during the semester, the student is encouraged to meet with the Dean of Nursing and Health Sciences. Changes may alter sequence and progression through the program. Conferring with the dean allows for a review of all options. Clinical preference is given to the continuing student.

**REASONABLE ACCOMMODATIONS**

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

**RESPONSIBILITY FOR HEALTH CARE COSTS**

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

**ADDITIONAL COSTS**

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

1. costs of supplies for presentations, small projects or other group projects;
2. costs associated with travel to and from clinical/practicum and school (gas and associated car maintenance and repairs);
3. uniforms, shoes, & equipment (i.e. stethoscope/BP cuff/watch/pen);
4. other minimal costs associated with coursework;
5. application costs for taking national board exams and testing center;
6. CastleBranch;
7. ATI LiveReview NCLEX Prep Course;
8. And OPTIONAL nursing program pin.

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

**FOOD AND BEVERAGES**

Syllabi for each course will include specific food and beverage consumption guidelines.

**WORKERS’ COMPENSATION**

For purposes of Workers’ Compensation insurance, the position of the clinical/practicum facilities and Pine Technical & Community College is that, as a nursing student, one is not an employee of either the
clinical/practicum facilities to which the student is assigned or the College. Thus the student is not eligible for workers’ compensation.
SECTION IV: PROGRAM EXPECTATIONS
ACADEMIC PROGRESSION/GRADUATION REQUIREMENTS

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

- graduate safe entry level nursing practitioners.
- provide evidence when students are failing.
- use resources wisely.
- monitor student progress to ensure admittance to waiting students.

Statement of Integrity

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

MORAL AND ETHICAL RESPONSIBILITIES

Integral to the profession of nursing is a concern for the welfare of the sick, injured and vulnerable and for social justice. Therefore, the students enrolled in nursing courses at Pine Technical & Community College (PTCC) accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professions Nursing 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 profession. These resources (books) will be available for reference in the Learning Resource and Technology Center (LRTC).

The Nursing Faculty at PTCC has an obligation to teach, uphold and enforce professional, moral and ethical principles of the profession of nursing. These behaviors are adhered to in each nursing course. Students who engage in behavior that violate moral and/or ethical standards described in the PTCC Student Handbook, the PTCC Nursing Handbook, and/or the 2009 Minnesota Statue 148 (See Appendix), have failed to meet behavioral progression requirements; the consequences of which may range from course failure to program removal. Students who have been removed from the program for these reasons are not eligible to apply for readmission to the nursing program at PTCC.

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

- Academic dishonesty*
- Behaviors that violate the Student Code of Conduct (see PTCC College Handbook)
- Behaviors unbecoming of the Nursing Profession* (disrespectful, unprofessional)
- Breach of confidentiality* (HIPAA)
- Disrespectful behavior to staff/faculty/patient(s) student(s)/faculty*
- Inappropriate/Unprofessional behaviors*
• Pattern of tardiness and/or lack of preparation for clinical/practicum;
• Chronic late submission of assignments;
• Compromised patient safety;
• Incomplete or erroneous documentation
• Falling below 80% passing rate in any nursing program course
  *includes any type of Social Media breach.

Students may be placed on probation with a student success plan (see Appendix for AD Nursing Student and PN Student Success Plans) or dismissed from the nursing program related to his/her behavior and actual/potential harm to others. Students have the right to appeal any disciplinary action, see PTCC Student Handbook for more information.

**Social Media Policy**

Student nurses have a responsibility to understand the benefits and consequences of participating in social media, including 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. It does not matter if the behavior is in their personal or professional life, as nursing requires the highest level of ethics at all times.

Any questionable 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. Disciplinary action may range from probation with a student success plan, to dismissal from the program, and/or reporting to a place of employment, clinical/practicum agency and/or the Minnesota Board of Nursing. Nurses have an ethical obligation to report when others are engaging in questionable or unprofessional behavior. This could include reporting to an instructor, Dean, charge nurse, employer or Board of Nursing. See Social Media Policy, found in the Appendix.

**EVALUATION CRITERIA**

**Course Evaluation Criteria**

The following is the grading scale that is used for all courses (all HCCC, HEOP, MEDA, PRSG and NURS) in the nursing programs which are awarded a letter grade. At this time, PRSG clinical/practicum courses are Pass/No Credit.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94.0% to 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>87.0% to 93.99%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>80.0% to 86.99%</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>73.0% to 79.99%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>72.0% and below</td>
<td>0.0</td>
</tr>
</tbody>
</table>
A grade of “C” (80%) is required for successful completion of each core course and nursing major course; any grade less than 80% is not acceptable. Grades will not be rounded up.

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

A. be free of spelling errors, grammatical and punctuation errors  
B. be double spaced, typed and stapled  
C. have no frayed edges  
D. (if sent electronically) be in compliance with the PTCC Technology Agreement

Written Evaluation (Exams, Tests or Quizzes) Criteria

Students are expected to take examinations, tests, and quizzes when scheduled. Please always have a backup plan for daycare, transportation, and work. Exams, tests, and quizzes are not given early. If the student does not have an excused absence, deduction of twenty percent of the achieved score will be assessed on all late evaluations. Students who arrive late for an exam are expected to finish within the time allotted for the test.

If students are unable to take their exam at the scheduled time, they must notify the instructor of the absence as soon as they are able. Make-up testing will be offered every Wednesday morning from 0700 – 0830 and all tests being made up are started at 0700. The nursing program assistant will be proctoring make-up testing. Students will be required to make up exams/quizzes the Wednesday morning (0700-0830) following the scheduled exam/quiz, instead of seven calendar days.

Excused absences are defined as the following:

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

Documentation of excused absences must be provided within 72 hours of absence. Exam, tests, or quizzes must be made up with in seven calendar days. If the makeup cannot be completed in seven (7) days, the grade will be recorded as a zero (0). It is the student’s responsibility to arrange the makeup of an exam, test, or quiz.

In extreme circumstances, a student may be unable to complete the required exam, test, or quiz within the seven calendar days. The student then may complete a student petition from Student Affairs requesting an exception due to the extreme circumstances. Each petition will be considered and responded to in accordance with the Pine Technical & Community College Student Handbook.

Exams/Quizzes for Practical Nursing Program

Students must achieve a cumulative percentage score of 78% or better on in-class proctored exams, tests, and quizzes to pass the course (this does not include ATI proctored exams). Once the student has
achieved a cumulative percentage of 78% or better on the proctored exams, tests, and quizzes, then all other assigned course points will be added to determine the student’s final grade. An overall coursework percentage score of 80% or better must be achieved to pass the course. Students who do not achieve 78% or greater on in-class proctored exams, tests, and quizzes, will receive a final grade based solely on in-class proctored exams, tests, and quizzes.

**Exams/Quizzes for Associate Degree Nursing Program**

Students must achieve a cumulative percentage score of 80% or better on in-class proctored exams, tests, and quizzes to pass the course (this does not include ATI proctored exams). Once the student has achieved a cumulative percentage of 80% or better on the proctored exams, tests, and quizzes, then all other assigned course points will be added to determine the student’s final grade. An overall coursework percentage score of 80% or better must be achieved to pass the course. Students who do not achieve 80% or greater on in-class proctored exams, tests, and quizzes, will receive a final grade based solely on in-class proctored exams, tests, and quizzes.

**Project and Assignments Evaluation Criteria**

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

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

**Skills Laboratory Evaluation Criteria**

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

Students may have available open lab times/scheduled lab times to practice skills. Please see the instructors’ syllabus regarding open lab availability.

All skills learned and evaluated in coursework are expected to be maintained throughout the entire program, including after the course has been successfully completed. Periodic assessment of these skills may occur throughout the program. Continued skill competency is necessary to ensure safety of the patients as the student progresses through the program.

Skill competency testing may include, but not limited to:

1. Medication Math Examination
2. Nursing Skill Competency
3. Electronic Health/Medical Record Usage
Students must remediate and pass any/all evaluated skills in which they fail to demonstrate competency. Some competencies have a limited amount of attempts for passing, see course syllabi for individual testing limits.

Students who complete remediation and are still unable to demonstrate competency will NOT be allowed to continue in coursework (Lab, Theory and Clinical.) Students should refer to individual lab course syllabi for additional evaluation criteria.

Students must attend a minimum of 80% of laboratory hours to successfully meet course outcomes. Faculty absences from clinical will not influence the 80% attendance policy for students.

Clinical/Practicum Laboratory Evaluation Criteria

Clinical/Practicum courses are graded in accordance to specific course objectives and per each individual course syllabi.

Documentation of Classroom, Lab and Clinical/Practicum Performance

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

Faculty believes students benefit from feedback related to performance and/or behavior. Faculty will objectively and clearly identify and document student performance and behavior which supports program success and that which may hinder maximum professional growth and competency. Documentation will be reviewed by instructor and student; a copy will be placed in the student file.

Academic Progression/Graduation Requirements

- A student must earn a minimum grade of “C” (80%) in each practical nursing course and maintain a 2.0 GPA in order to progress in the 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 PTCC policy 236 for grade appeal procedures. Grade appeal paperwork may be obtained the Academic Affairs Department.
- Students may repeat up to two (2) Nursing courses once. If the student fails to achieve a minimum of a “C” grade or higher in the same PRSG/NURS course a second time or fails to achieve a minimum of a “C” grade or higher in three (3) or more PRSG/NURS courses in PN or AD Nursing Program, the student has not met progression requirements and will be removed from the PN or AD Nursing Program due to academic failure. The student will be ineligible for readmission. If a student elects to withdraw from a PN or AD Nursing course and the student’s grade prior to the withdrawal is below a “C”, a “W” (withdraw) is considered equivalent to course failure. Students are apprised of progress at clinical evaluation conferences and by posted cumulative theory points after examinations. Grades are posted on line on D2L Brightspace. See procedures for repeating failed courses and readmission outlined below.
- If students are “out of sequence”, they must follow the policy as outlined below.
Procedures for Repeating Failed/Withdrawn Courses

If a student has been unsuccessful in a Nursing course(s) or has withdrawn from a course(s) because of academic, personal, or medical issues, the student must meet with the Dean 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 nursing course(s) the following semester(s) and through the remainder of their nursing program without permission from the Dean. Options for progression in a Nursing Program (Practical Nursing or Associate Degree Nursing) as a result of course failure or withdrawal will be provided to the student by the Dean and/or nursing advisor after all final grades have been calculated at the end of each semester.

Students who have failed (received a grade less than “C”) or withdrawn from two (2) Nursing courses for academic (i.e. student’s grade was below a “C” at time of course withdrawal) reasons will be unable to register for nursing courses and progress in the program. Students may repeat 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 nursing course. If there are more nursing students who must repeat the same course during the same semester than space is available, students will be rank-ordered according to prerequisite and 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 Nursing Program, and at that time becomes ineligible for readmission to that Nursing Program at PTCC in the future.

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 Nursing Program at PTCC. Students who have withdrawn/stopped out of the 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 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 Nursing Program at PTCC.
If the student is eligible and desires readmission to the Nursing Program, the student must submit written documentation to the Dean 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 Nursing Program. This written plan of action must be received February 15th for the following fall, or September 25th for the following spring. If a student is readmitted to the Nursing Program they must meet, in person, with the Dean of Nursing to discuss a plan and develop a contract for success. An updated criminal background study will also be required (at the student’s expense) if student is readmitted to the program.

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 the Nursing Program cohort is full for the academic year and there is no space available, the student(s) applying for readmission will be placed on a waiting list in the order received. If a space does not become available in Nursing Program, the student will be accepted in a cohort the following year. If is student is readmitted to the program, it is their responsibility to pay for an updated criminal background study (current cost is $20 + $9.10 for fingerprinting) to be completed at least two (2) weeks prior to re-admission to the program whether the student will be repeating a clinical/practicum course or not.

The student will be notified in writing of readmissions status.

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

**Attendance Policy**

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

Excused absences are defined as the following:

- 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 appearances – documentation required*

*updated criminal background study
**court-ordered appearance
• Military service, call to active duty – documentation required*
• Religious observation – documentation required*

NOTE: documentation for above excused absences must reflect date of absence; documentation of excused absences must be provided within 72 hours to nursing faculty member.

*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 via petition process by faculty and the Dean of Nursing on a case by case basis.

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

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

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

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

Lab Attendance: Re-scheduling of lab reviews is the responsibility of the student in case of absence. Determining factors of make-up work include lab and/or instructor availability. See course syllabus for specific details. It is the student’s responsibility to bring the required course work, tools (pens, kits, papers, etc.) to the lab setting. Students must attend 80% of hours to successfully pass course outcomes.
**Clinical/Practicum Absence Policy**

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

- 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 appearances – documentation required*
- Military service, call to active duty – documentation required*
- 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 via petition process by faculty and the Dean of Nursing on a case by case basis.

**Students must attend a minimum of 80% of the clinical/practicum course, whether excused or unexcused, in order to progress in the program.** Clinical/Practicum days that have been missed due to an unexcused absence are not eligible for make-up arrangements. Clinical/Practicum days that have been missed due to an excused absence may be made up in order to achieve the 80% attendance requirement and will be negotiated between student and faculty. Make-up experiences for excused absences cannot be guaranteed if 1) there are not enough clinical/practicum days remaining in the semester to make up the number of days missed; 2) clinical/practicum nursing faculty are unavailable; 3) alternate clinical/practicum sections are full. **If a student does not attend at least 80% of the clinical/practicum course, the student may receive a failing grade in the course and will be unable to progress in the practical nursing program.** If a student chooses to miss clinical for any reason not listed above, the absence will be considered unexcused.

If the student is recurrently tardy or other infractions arise, the student may be placed on clinical/practicum student success plan. Failure to meet the terms of the student success plan may result in failure of the clinical/practicum course up to program dismissal.
CLINICAL/PRACTICUM EXPERIENCE, RESPONSIBILITIES AND UNIFORM

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

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

Uniforms and school identification are required in multiple school-related settings. This includes, but is not limited to: clinical/practicum sites, on-campus lab setting, volunteer settings, etc. When outside the campus the embroidered uniform top with the complete uniform must be worn. Please note that only approved styles and colors of uniforms are to be worn in the clinical/practicum (and lab) settings.

Clinical/Practicum partners may prohibit body art such as tattoos, piercings, etc. Piercings must be removed, with the exception of one small earring in each ear (lower lobe). All tattoos must be completely covered.

Clinical/Practicum partners and facilities are non-smoking in buildings and parking areas, (cigarettes, smokeless cigarette devices, and chewing tobacco) this includes the aroma/odor of smoke as well. Clients, patients, cohorts, staff, etc., may be sensitive to odors, especially that of tobacco. No smoking is allowed at any time during clinical rotations (while wearing uniform), including but not limited to cigarettes, smokeless cigarette devices, and chewing tobacco.

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

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

Examples of appropriate appearance

- Designated style, color and make for uniform tops and bottoms. May wear a white shirt underneath the scrub top. The white shirt may be short-sleeve, ¾ length or full length sleeve;
- Uniform pants are not to touch/drag on the ground/floor;
- Clean, solid white, black or gray shoes (standard nursing or solid white vinyl/leather tennis shoes);
- Make-up with discretion;
- Neat, short fingernails; clear nail polish is acceptable;
- Clean hair, pulled off neck: pinned, braided, or in a bun. Ponytails should not come into contact with clients or equipment. May wear headband that is no larger than 1 inch wide. Headbands may
be black, white or gray or match student’s natural hair color. No excessive adornments may be worn;
• Hair color must be of a “natural” hair color (i.e. no pink, blue, purple, etc.);
• Mustaches, beards and sideburns must be kept neatly trimmed;
• Visible body piercings removed; and
• Tattoos covered completely.

Other necessary items for uniform
• PTCC photo ID badge with appropriate title;
• Watch with sweep second hand;
• Bandage scissors (may be recommended);
• Stethoscope;
• Black ink pen; and
• Individual facilities may have additional requirements, in which the instructor will notify the student.

Examples of appropriate behavior (not an exhausted list):
• Use of quiet tone of voice throughout health care facility;
• Use designated areas for charting and discussions;
• Display respectful, considerate behavior;
• Place coats, purses in designated area;
• Bring text books/references to clinical/practicum area;
• Prepare with adequate sleep and nutrition prior to arriving to clinical/practicum site;
• Abide by HIPAA regulations; and

Any behavior or appearance which may impact professionalism, patient safety, or the educational experience (such as lack of sleep, social stress, illness, etc.) as determined by the instructor will be addressed. Consequences will be determined on an individual basis.

**CLINICAL/PRACTICUM LABORATORY PERFORMANCE**

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

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

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

Many students work while attending college, however, to be successful in the program school must be a high priority. Faculty are unable to provide special consideration for work/daycare/school conflicts. Faculty suggest that if students work, they work no more than 20 hours per week. Each student, with the help of their support system, should individually evaluate academic success planning in relation to work, family, and school responsibilities.

SIMULATION IN HEALTH CARE EDUCATION

Simulation will be utilized within nursing theory/lab courses and clinical/practicum courses to evaluate and maintain skills and theories taught. Refer to Section V for additional information.
SECTION V: SIMULATION AND NURSING SKILL LAB POLICIES
UTILIZATION OF NURSING LABS IN HEALTHCARE EDUCATION

Purpose of Nursing Skill/Simulation Labs

The policies and guidelines established for the Pine Technical & Community College Nursing Programs have been developed to:

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

Mission of Nursing Skill/Simulation Labs

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

Goals of Nursing Lab/Simulation Lab

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

Simulation used within nursing education offers

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

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

**GENERAL POLICIES OF THE NURSING SKILL/SIMULATION LABS**

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

1. The term “student” refers to anyone that is utilizing the nursing labs or mobile simulation manikin as a learner or participant in a simulation/lab activity.
2. The term “faculty” refers to anyone that is serving in the instructor role.
3. No food or drinks are allowed in any campus laboratory, or Simulation Control Center, except as noted in syllabus.
4. Pine Technical & Community College is a smoke-free building. Smoking is only allowed in designated areas away from the building and its entrances.
5. ALL electronic devices, including cell phones, PDA’s, cameras, camera phones, and video recorders are to be turned off during simulation unless approved by faculty. These items must be kept in your backpack, coat or purse and switched off or silent.
6. Learners shall report any physical limitations to faculty/instructor as soon as possible so that reasonable accommodations (as directed by the disability process of PTCC, see PTCC student handbook) may be taken. If a non-disability medical conditions occurs, the student must report this to the faculty/instructor as soon as possible. A medical clearance is required before learners with physical injuries, illness, surgery, pregnancy or communicable disease will be allowed to practice or return demonstration in the Nursing Skill and Simulation Lab.
7. Use of the Nursing Skill and Simulation Labs on the PTCC campus is coordinated by Nursing Faculty with the assistance of the Nursing Program Assistant.
8. Individual lab stations must be reviewed with Faculty before dismissal from lab.

**Access to Lab**

Unsupervised or unauthorized learners are not allowed contact with lab items or the simulation manikins.
Attire

Learners will adhere to the following dress code policies:

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

Conduct and Behavior

All users of the Nursing Skill or Simulation Labs will be expected to display professional conduct at all times. This includes no use of foul language and/or remarks or behavior that could be considered offensive or unsafe. Students may be placed on a student success plan or other sanctions appropriate to the infraction as a result of conduct that is unsafe, unethical, inappropriate or unprofessional.

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

Laboratory Hours

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

For open lab hours, availability and expectations, see each nursing lab syllabus. All students are invited and encouraged to attend open lab for skill practice. Faculty/Staff members may also recommend students attend additional lab sessions for remediation of skills.

Inventory and Supplies

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

Lab and Clinical Requirement Policy

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

Lab Equipment and Computers

No equipment, computers or supplies may be removed from the Simulation Lab without prior consent of Nursing Faculty or Nursing Program Assistant. Any damage to equipment or supplies should be reported immediately to Nursing Faculty or Nursing Program Assistant. Students or learners may be held responsible for damaged equipment so handle equipment carefully, according to policy and procedure and
as you have been instructed. Any malfunction of laboratory computers should be reported immediately to Nursing Faculty or Nursing Program Assistant. Students must abide by all PTCC Computer Use policies.

**Lab Preparedness**

All students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab periods. They are to have all supplies necessary for the lab in their possession (ex. stethoscope, text(s), watch with second hand, writing utensil, lab kit…) if a student is referred to the lab for additional skill practice, students must read and come prepared to practice skills. If unprepared, students may be asked to leave the lab setting. Unprepared behavior will be documented and faculty will be notified.

**Manikins**

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

ABSOLUTELY NO markers, newsprint or pens are allowed near the manikins. No betadine, iodine or KY jelly may be used on or near the manikins. These substances cannot be removed or may damage the manikins. Each manikin requires specific guidelines for maintenance, cleaning and use of the instruments.

**Nursing Skill and Simulation Lab Absences/Tardiness**

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

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

**Nursing Skill and Simulation Lab Scenarios**

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

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

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

**Personal Belongings**

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

**Scent Free**

To provide a safe, healthy environment for all learners, the lab is scent free. Students are asked to refrain from using scented products while in the lab for any reason. This includes, though is not limited to: hairspray, colognes, perfumes, smoke, body odor or heavily scented medications. Students may not smoke while in program uniform while on campus. If the student’s clothing is heavily scented with odors, the student then may be asked to leave lab to change. This may result in an unsatisfactory grade for the lab experience. The smell of smoke on a student uniform will be considered unprofessional in the lab and classroom setting. The student will be removed from the lab or classroom setting until they are able to return without the odor as determined by the instructor.

**Safety In Laboratory Settings**

*Physical Safety*

- Learners will be instructed in safe patient handling techniques prior to practice and demonstration. Caution should be utilized when practicing lifting skills and should not lift a manikin without permission from Nursing Faculty or Nursing Program Assistant.
- The wheels of all equipment (beds, wheelchairs, stretchers, bedside tables, etc.) are to be locked during practice and after use.
- Learners are not to sit on the beds, stretchers or wheelchairs unless practicing a particular skill under supervision.
- Safely use step stools for items out of reach.
- Fire extinguishers and emergency exits are mapped out in the hallways.
- Any accidents and injuries should be reported immediately to Nursing Faculty or Nursing Program Assistant. Any student, faculty, or volunteer must complete a First Report of Injury form and submit it. (Forms available in Nursing Office.)
**Hazardous Waste Disposal**
- All sharps used at Pine Technical & Community College (PTCC) labs are to be disposed of in the approved receptacles (SHARPS containers) which are located in several areas in each lab and NEVER into the trash.
- If a SHARPS container is ¾ full, please notify Nursing Faculty or Nursing Program Assistant.
- A contracted transporter will dispose of the used SHARPS containers.
- NO trash will be disposed of in the SHARPS containers.

**Infection Control**
Students will be briefed of Standard Precautions and Transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come into contact with a client’s body fluid are considered contaminated and need to be handled accordingly. The following are basic guidelines to follow.
- Wash hands before and after “client” care.
- Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
- Dispose of equipment and other materials appropriately (for example, SHARPS containers).
- Report presence of open lesions or infections to the instructor.
- Universal precautions are to be utilized in all nursing simulation and skills lab procedures at all times.

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

The forms included in this section are to be completed and turned in to the Dean of Nursing and Health Sciences, the student’s classroom or clinical instructor; they will be placed in the student’s nursing file. Each form is good for one academic year. Completed forms may be shared, as requested or required, with clinical hosting sites.
Authorization for the Release of Student Background Study Information (CastleBranch Compliance Tracker)

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

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

Student Signature: ______________________________________ Date: _________________

Date of Birth ______________________

Previous Name(s)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Nursing Program Handbook Review
(CastleBranch Compliance Tracker)

I have received, read, and understand and agree to abide by the contents of Pine Technical & Community College (PTCC) Nursing Program Student Handbook.

Name: ________________________________________

(Please print)

Signature: ________________________________________
Date: ___________________
CONSENT FOR PHOTO/VIDEO/AUDIO RECORDING
(CastleBranch Compliance Tracker)

Educational Purposes

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

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

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

Name: (printed) ___________________________ Date: ___________________

Signature: ____________________________________________

Promotional Purposes

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

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

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

Name: (printed) ___________________________ Date: ___________________

Signature: ____________________________________________
SECTION VII: APPENDIX
Appendix A: Immunization Information

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

**Measles (Red Measles, Rubeola)**
- Dates of two doses of measles or MMR vaccine after one year of age or
- Report of immune titer proving immunity

**Mumps**
- Date of two mumps or MMR vaccine or
- Report of immune titer proving immunity

**Rubella (German Measles)**
- Date of one rubella or MMR vaccine or
- Report of immune titer proving immunity

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

**Chicken Pox (Vericella)**
- Date of two vaccinations or
- Report of immune titer proving immunity
- **History of disease is no longer accepted**

**Recommendation for Hepatitis B vaccinations**

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

Students may be exposed to the blood or body fluids of persons with acute or chronic Hepatitis B virus (HBV) infection while performing your clinical assignment. The primary vaccination series consists of three doses of vaccine. Hepatitis B vaccination does not replace the need for following Standard Precautions.

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

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

**Annual Influenza Vaccine**
• Details and timeframe for administration of vaccine are be guided by Minnesota Department of Health.
• Medical reasons for non-administration will require follow-up and additional documentation.

**Tuberculin Test**
• Types of approved tests
  o Mantoux tuberculin skin (PPD) test
    ▪ The TB skin test (Mantoux tuberculin skin test) is performed by injecting a small amount of fluid (called tuberculin) into the skin in the lower part of the arm. A person given the tuberculin skin test must return within 48 to 72 hours to have a trained health care worker look for a reaction on the arm.
  o TB blood tests
    ▪ TB blood tests (also called interferon-gamma release assays or IGRAs) measure how the immune system reacts to the bacteria that cause TB. If your health care provider or local health department offers TB blood tests, only one visit is required to draw blood for the test. The QuantiFERON®-TB Gold test (QFT-G), QuantiFERON®-TB Gold In-Tube test (GFT-GIT) and T-SPOT®.TB test are three Food and Drug Administration approved TB blood tests. Test results are generally available in 24-48 hours.

• Documentation Requirements
  o Date and result of two step test, (2nd Mantoux must be given 7 – 14 days after the first step is given) if it is the student’s first Mantoux screening.
  o For students that have had at least 1 tuberculin PPD (skin) test in the past, this must be updated with a single Mantoux between July 1st and the beginning of the first clinical experience and every 12 months while enrolled PTCC Nursing Programs.
  o If the test is positive, the individual must have one of the following:
    ▪ a negative chest x-ray within five years prior to beginning clinical experience. This test may be required more frequently by clinical site requirements.
    ▪ If greater than one year, must complete form reviewing active symptoms.
    ▪ or a negative blood test as is listed above

• Information taken from Center for Disease Control (retrieved 8/18/2010) from [http://www.cdc.gov/tb/topic/testing/bloodtest.htm](http://www.cdc.gov/tb/topic/testing/bloodtest.htm)
MnSCU Performance Standards

For Nursing Programs (PN Courses identified)

These technical standards are required abilities for effective performance in MnSCU nursing education programs. The standards are compatible with the scope of practice as defined by the Minnesota Board of Nursing. The examples show how a standard may be applied in entry-level nursing education programs. The examples listed are for illustrative purposes only and not intended to be a complete list of all tasks in an entry-level nursing program.

Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. Contact the college/university’s Disability Services Office as soon as possible for more information if you think you may need an accommodation for a disability.

<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>
<td></td>
<td></td>
</tr>
</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 | PRSG 1110  
PRSG 1200  
PRSG 1300  
PRSG 1410  
PRSG 1500  
PRSG 2100  
PRSG 2210  
PRSG 2220  
PRSG 2410  
PRSG 2600 |
| Critical Thinking | Critical thinking skills demanded                                        | • Able to make                                                           | PRSG 1110                   |
Careful thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider “known facts” when new information becomes available and develop new “rules” when old ones fail or unavailable.

of nurses require the ability to learn and reason, to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.

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

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
<th>PN Courses</th>
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<tbody>
<tr>
<td>MOTOR SKILLS</td>
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</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
  - Perform/use electronic documentation
  - Lift, carry, push and pull
  - Perform CPR

<table>
<thead>
<tr>
<th>Mobility</th>
<th>Ambulatory capability sufficient to maintain a center of gravity</th>
<th>• Propel wheelchairs,</th>
<th></th>
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PRSG 1200
PRSG 1300
PRSG 1410
PRSG 1500
PRSG 2100
PRSG 2210
PRSG 2220
PRSG 2410
PRSG 2600
PRSG 1100
PRSG 1500
PRSG 2600
| Activity Tolerance | Ability to tolerate lengthy periods of physical activity. | • Move quickly and/or continuously  
• Tolerate long periods of standing and/or sitting | PRSG 1100  
PRSG 1500  
PRSG 2600 |
|-------------------|-------------------------------------------------|-------------------------------------------------|------------------|

**COMMUNICATIONS**

| Communication | Communicate in English with others in oral and written form.  
Able to communicate with clients and members of the health care team in order to plan and deliver safe care. | • Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others  
• Read, understand, write, and speak English | PRSG 1110  
PRSG 1200  
PRSG 1300  
PRSG 1410  
PRSG 1500  
PRSG 2100  
PRSG 2210  
PRSG 2220  
PRSG 2410  
PRSG 2600 |
|----------------|-------------------------------------------------|-------------------------------------------------|------------------|
| Interpersonal Relationships | Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds. | • Explain treatment procedures  
• Initiate and/or reinforce health teaching  
• Document client responses  
• Clarify communication received | PRSG 1110  
PRSG 1200  
PRSG 1300  
PRSG 1410  
PRSG 1500  
PRSG 2100  
PRSG 2210  
PRSG 2220  
PRSG 2410  
PRSG 2600 |
| Capability | Standard | Examples | PN Courses |

**SENSES**

| Hearing | Auditory ability sufficient to hear normal conversation and/or assess health needs | • Ability to monitor alarms, emergency signals, auscultatory sounds, e.g. B/P, heart, lung, and bowel sounds, cries for help, and telephone interactions/dictation  
• Communicates with clients, families and colleagues | PRSG 1110  
PRSG 1200  
PRSG 1300  
PRSG 1410  
PRSG 1500  
PRSG 2100  
PRSG 2210  
PRSG 2220  
PRSG 2410  
PRSG 2600 |
| Vision | Visual ability sufficient for observation, assessment, and performance of safe nursing | • Observes client responses  
• Discriminates | PRSG 1110  
PRSG 1200  
PRSG 1300 |
<table>
<thead>
<tr>
<th>Capabilities</th>
<th>Standard</th>
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<tbody>
<tr>
<td>PSYCHOSOCIAL</td>
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### Tactile

- Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture.

#### Examples

- Performs palpation, e.g. pulse
- Performs functions of physical examination and/or those related to therapeutic intervention e.g. insertion of a catheter

#### PN Courses

- PRSG 1100
- PRSG 1500
- PRSG 2600

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<table>
<thead>
<tr>
<th>Psychosocial Behaviors</th>
<th>Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities.</th>
<th>Demonstrate professional abilities of trustworthiness, empathy, integrity, confidentiality</th>
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<tr>
<td></td>
<td></td>
<td><strong>Be able to change, and display flexibility</strong></td>
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<tr>
<td></td>
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<td><strong>Learn to function in the face of uncertainties and stressful situations</strong></td>
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#### PN Courses

- PRSG 1110
- PRSG 1200
- PRSG 1300
- PRSG 1410
- PRSG 1500
- PRSG 2100
- PRSG 2210
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<tr>
<td>Environmental</td>
<td>Ability to tolerate environmental stressors.</td>
<td>• Work with chemicals and detergents</td>
<td>PRSG 1100</td>
</tr>
<tr>
<td>Adaptability</td>
<td></td>
<td>• Tolerate exposure to odors</td>
<td>PRSG 1500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Work in close proximity to others</td>
<td>PRSG 2600</td>
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<td>• Work in areas of potential physical violence</td>
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<td></td>
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<td>• Work with infectious agents and blood-borne pathogens</td>
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<td></td>
<td>• Work in environments that may have allergens, such as latex</td>
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MnSCU Performance Standards

For Nursing Programs (AD Mobility Courses identified)

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• Prioritize multiple nursing activities in a variety of situations | NURS 2922  
NURS 2923  
NURS 2927  
NURS 2931  
NURS 2934  
NURS 2936 |
| Critical Thinking | Critical thinking skills demanded of nurses require the ability to learn and reason, to integrate, analyze and synthesize data concurrently. Students must be | • Able to make effective decisions in the classroom and in the clinical sites. | NURS 2922  
NURS 2923  
NURS 2927  
NURS 2931  
NURS 2934  
NURS 2936 |
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.

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<th>AD Courses</th>
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<tr>
<td>Developing/contribute to nursing care plans that accurately reflect client concerns.</td>
<td>Able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.</td>
<td>• Position clients&lt;br&gt; • Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, and monitors&lt;br&gt; • Perform/use electronic documentation&lt;br&gt; • Lift, carry, push and pull&lt;br&gt; • Perform CPR</td>
<td>NURS 2922&lt;br&gt; NURS 2927&lt;br&gt; NURS 2934&lt;br&gt; NURS 2936</td>
</tr>
</tbody>
</table>

### MOTOR SKILLS

| 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<br> • Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, and monitors<br> • Perform/use electronic documentation<br> • Lift, carry, push and pull<br> • Perform CPR | NURS 2922<br> NURS 2927<br> NURS 2934<br> NURS 2936 |

| Mobility | Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client. | • Propel wheelchairs, stretchers, etc., alone or with assistance as available | NURS 2922<br> NURS 2927<br> NURS 2934<br> NURS 2936 |
| Activity Tolerance | Ability to tolerate lengthy periods of physical activity. | • Move quickly and/or continuously  
• Tolerate long periods of standing and/or sitting | NURS 2922  
NURS 2927  
NURS 2934  
NURS 2936 |
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### COMMUNICATIONS

| Communication | Communicate in English with others in oral and written form.  
Able to communicate with clients and members of the health care team in order to plan and deliver safe care. | • Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others  
• Read, understand, write, and speak English  
• Explain treatment procedures  
• Initiate and/or | NURS 2922  
NURS 2923  
NURS 2927  
NURS 2931  
NURS 2934  
NURS 2936 |
| 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 | NURS 2922  
NURS 2923  
NURS 2927  
NURS 2931  
NURS 2934  
NURS 2936 |
| Capability | Standard | Examples | AD Courses |

### SENSES

| Hearing | Auditory ability sufficient to hear normal conversation and/or assess health needs | • Ability to monitor alarms, emergency signals, auscultatory sounds, e.g. B/P, heart, lung, and bowel sounds, cries for help, and telephone interactions/dictation  
• Communicates with clients, families and colleagues | NURS 2922  
NURS 2923  
NURS 2927  
NURS 2931  
NURS 2934  
NURS 2936 |
| Vision | Visual ability sufficient for observation, assessment, and performance of safe nursing care. | • Observes client responses  
• Discriminates color changes  
• Accurately reads measurement on client related | NURS 2922  
NURS 2923  
NURS 2927  
NURS 2931  
NURS 2934  
NURS 2936 |
<table>
<thead>
<tr>
<th>Capabilities</th>
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</table>
| Tactile             |          | • Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture. | NURS 2922  
                     |          | • Performs palpation, e.g. pulse                                          | NURS 2927  
                     |          | • Performs functions of physical examination and/or those related to therapeutic intervention e.g. insertion of a catheter | NURS 2934  
                     |          |                                                                           | NURS 2936 |
| PSYCHOSOCIAL        |  
                     |          | • Demonstrate professional abilities of trustworthiness, empathy, integrity, confidentiality | NURS 2922  
                     |          | • Be able to change, and display flexibility                              | NURS 2923  
                     |          | • Learn to function in the face of uncertainties and stressful situations | NURS 2927  
                     |          |                                                                           | NURS 2931  
                     |          |                                                                           | NURS 2934  
                     |          |                                                                           | NURS 2936 |
| Psychosocial Behaviors |  
                     |          | • Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities. | NURS 2922  
                     |          |                                                                           | NURS 2923  
                     |          |                                                                           | NURS 2927  
                     |          |                                                                           | NURS 2931  
                     |          |                                                                           | NURS 2934  
                     |          |                                                                           | NURS 2936 |
| **ENVIRONMENTAL** | 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 | NURS 2922  
NURS 2927  
NURS 2934  
NURS 2936 |

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.

Revised to add PTCC PN and AD Mobility courses 6.9.2015.
Appendix C: Legal Definitions of Nursing

On May 3, 2013 Governor Mark Dayton signed into law a revision of the Nurse Practice Act. The Nurse Practice Act defines the scope of practice for every nurse in the state of Minnesota. The changes to the Nurse Practice Act become effective August 1st, 2013.

Access the link to the document representing the act as it was presented to the Governor at https://www.revisor.leg.state.mn.us/laws?id=31&year=2013&type=0.

The following tables provide crucial definitions and delineate current scope of practice for the practical and professional nurse.

Minnesota Board of Nursing
148.171 Minnesota Nurse Practice Act

Practice of Practical and Professional Nursing

<table>
<thead>
<tr>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subd. 3a. Assignment.</strong> &quot;Assignment&quot; means the designation of nursing tasks or activities to be performed by another nurse or unlicensed assistive person.</td>
</tr>
<tr>
<td><strong>Subd. 7a. Delegation.</strong> &quot;Delegation&quot; means the transfer of authority to another nurse or competent, unlicensed assistive person to perform a specific nursing task or activity in a specific situation.</td>
</tr>
<tr>
<td><strong>Subd. 7b. Intervention.</strong> &quot;Intervention&quot; means any act or action, based upon clinical judgment and knowledge that a nurse performs to enhance the health outcome of a patient.</td>
</tr>
<tr>
<td><strong>Subd. 8a. Monitoring.</strong> &quot;Monitoring&quot; means the periodic inspection by a registered nurse or licensed practical nurse of a delegated or assigned nursing task or activity and includes: (1) watching during the performance of the task or activity; (2) periodic checking and tracking of the progress of the task or activity being performed; (3) updating a supervisor on the progress or completion of the task or activity performed; and (4) contacting a supervisor as needed for direction and consultation.</td>
</tr>
<tr>
<td><strong>Subd. 12a. Patient.</strong> &quot;Patient&quot; means a recipient of nursing care, including an individual, family, group, or community.</td>
</tr>
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<table>
<thead>
<tr>
<th>LPN Scope of Practice</th>
<th>RN Scope of Practice</th>
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<tbody>
<tr>
<td><strong>Sec. 6. Subd. 14. Practice of practical nursing.</strong> The &quot;practice of practical nursing&quot; means the performance, with or without compensation of those services that incorporates caring for individual patients in all settings through nursing standards recognized by the board at the direction of a registered nurse, advanced practice registered nurse, or other licensed health care provider and includes, but is not limited to:</td>
<td></td>
</tr>
<tr>
<td><strong>Sec. 7. Subd. 15. Practice of professional nursing.</strong> The &quot;practice of professional nursing&quot; means the performance, with or without compensation of those services that incorporates caring for all patients in all settings through nursing standards recognized by the board and includes, but is not limited to:</td>
<td></td>
</tr>
</tbody>
</table>

75
(1) conducting a focused assessment of the health status of an individual patient through the collection and comparison of data to normal findings and the individual patient's current health status, and reporting changes and responses to interventions in an ongoing manner to a registered nurse or the appropriate licensed health care provider for delegated or assigned tasks or activities;

(2) participating with other health care providers in the development and modification of a plan of care;

(3) determining and implementing appropriate interventions within a nursing plan of care or when delegated or assigned by a registered nurse;

(4) implementing interventions that are delegated, ordered, or prescribed by a licensed health care provider;

(5) assigning nursing activities or tasks to other licensed practical nurses (LPNs);

(6) assigning and monitoring nursing tasks or activities to unlicensed assistive personnel;

(7) providing safe and effective nursing care delivery;

(8) promoting a safe and therapeutic environment;

(9) advocating for the best interests of individual patients;

(10) assisting in the evaluation of responses to interventions;

(11) collaborating and communicating with other health care providers;

(12) providing health care information to individual patients;

(13) providing input into the development of policies and procedures; and

(14) participating in the development of health care policies, procedures, and systems;

(1) providing a comprehensive assessment of the health status of a patient through the collection, analysis, and synthesis of data used to establish a health status baseline and plan of care, and address changes in a patient's condition;

(2) collaborating with the health care team to develop and coordinate an integrated plan of care;

(3) developing nursing interventions to be integrated with the plan of care;

(4) implementing nursing care through the execution of independent nursing interventions;

(5) implementing interventions that are delegated, ordered, or prescribed by a licensed health care provider;

(6) delegating nursing tasks or assigning nursing activities to implement the plan of care;

(7) providing safe and effective nursing care;

(8) promoting a safe and therapeutic environment;

(9) advocating for the best interests of individual patients;

(10) evaluating responses to interventions and the effectiveness of the plan of care;

(11) collaborating and coordinating with other health care professionals in the management and implementation of care within and across care settings and communities;

(12) providing health promotion, disease prevention, care coordination, and case finding;

(13) designing and implementing teaching plans based on patient need, and evaluating their effectiveness;

(14) participating in the development of health care policies, procedures, and systems;
(14) accountability for the quality of care delivered, recognizing the limits of knowledge and experience; addressing situations beyond the nurse's competency; and performing to the level of education, knowledge, and skill ordinarily expected of an individual who has completed an approved practical nursing education program described in section 148.211, subdivision 1.

(15) managing, supervising, and evaluating the practice of nursing;

(16) teaching the theory and practice of nursing; and

(17) accountability for the quality of care delivered, recognizing the limits of knowledge and experience; addressing situations beyond the nurse's competency; and performing to the level of education, knowledge, and skill ordinarily expected of an individual who has completed an approved professional nursing education program as described in section 148.211, subdivision 1.
Appendix D: Nursing Code of Ethics

The Code of Ethics for Nurses with Interpretive Statements, 2001, is for all nurses, regardless of practice setting or nursing role. Nurses may be challenged to fulfill moral and ethical obligations of their profession while providing care for their patients in a less-than-optimal health care system. The code sets the ethical standard for the profession of nursing and provides an enduring framework for all nurses to use in ethical decision-making. The full version of the Code of Ethics can be viewed at http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html.

The Code of Ethics for Nurses provides the following:

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

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

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

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

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

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

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

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

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

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

**Provision 9**
The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping.
Appendix E1 and E2: PN Student Success Plan

Pine Technical & Community College
NURSING

STUDENT SUCCESS PLAN (PN Program)

Student’s Name: __________________________
Date Placed on required student success plan: _______________

This form notifies you that you are placed on mandatory student success plan requirements related to one or more of the following:

_____ Academic Dishonesty*

_____ Behaviors that violate the Student Code of conduct (see examples outlined in the College Catalog)

_____ Behaviors unbecoming of the Nursing Profession*

_____ Breach of confidentiality* (HIPAA)

_____ Disrespectful behavior* to staff/faculty/patient(s)/student(s)

_____ Inappropriate/Unprofessional behavior*

_____ Behaviors demonstrating lack of integrity*

_____ Incomplete or erroneous documentation

_____ Falling below 80% passing rate in the following PRSG course(s)

______________________________________________________________________________

*including any type of social media breach

Comments: _______________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

79
Please describe in your words: “I have been placed on a mandatory student success plan because”:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please describe a plan for changes in behavior (including “smart” goals, next page) to advance and be successful in the Practical Nursing Program:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Failure to meet the terms of this contract or having a violation in another category may result in a failure to progress in the Practical Nursing Program.

I have read and understand the above information and agree to the terms of this document:

Student signature: ___________________________ Date: ___________________________

Instructor signature: ___________________________ Date: ___________________________

Reviewed by Dean of Nursing & Health Sciences Date: ___________________________

Revised 12/18/2015
SMART Goals Worksheet

This worksheet can help you to write SMART goals for completing your student success plan (SSP)

<table>
<thead>
<tr>
<th>SMART means:</th>
<th>Explanation statement</th>
<th>Write your goal statements on the lines in this column</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S is for Specific</strong></td>
<td>What am I going to do? Why is this important to do at this time? What do I want to ultimately accomplish? How am I going to do it?</td>
<td></td>
</tr>
<tr>
<td><strong>M is for Measurable</strong></td>
<td>How will I know that I have reached my goal?</td>
<td></td>
</tr>
<tr>
<td><strong>A is for Attainable</strong></td>
<td>Can I see myself achieving this goal? Can I break it down into manageable pieces?</td>
<td></td>
</tr>
<tr>
<td><strong>R is for Realistic</strong></td>
<td>Is the goal too difficult to reach? Or too easy?</td>
<td></td>
</tr>
<tr>
<td><strong>T is for Timely</strong></td>
<td>What is my target date for reaching my goals (or the pieces of my goals)?</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT SUCCESS PLAN (AD Mobility Program)

Student’s Name: ________________________
Date Placed on required student success plan: _______________

This form notifies you that you are placed on mandatory student success plan requirements related to one or more of the following:

_____ Academic Dishonesty*

_____ Behaviors that violate the Student Code of conduct (see examples outlined in the College Catalog)

_____ Behaviors unbecoming of the Nursing Profession*

_____ Breach of confidentiality* (HIPAA)

_____ Disrespectful behavior* to staff/faculty/patient(s)/student(s)

_____ Inappropriate/Unprofessional behavior*

_____ Behaviors demonstrating lack of integrity*

_____ Incomplete or erroneous documentation

_____ Falling below 80% passing rate in the following NURS course(s)

______________________________________________________________________________

*including any type of social media breach

Comments: _______________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________
Failure to connect with your faculty member within five academic days from when they contact student regarding need for student success plan will result in the success plan being documented as “incomplete/no student action” and placed in student file.

Please describe in your words: “I have been placed on a mandatory student success plan because”:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Please describe a plan for changes in behavior (including “smart” goals, next page) to advance and be successful in the Associate Degree Mobility Nursing Program:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Failure to meet the terms of this contract or having a violation in another category may result in a failure to progress in the Associate Degree Mobility Nursing Program.

I have read and understand the above information and agree to the terms of this document:

Student signature: ____________________________ Date: _______________________

Instructor signature: _________________________ Date: _______________________

Reviewed by Dean of Nursing & Health Sciences Date: _______________________

Revised 12/18/2015
SMART Goals Worksheet

This worksheet can help you to write SMART goals for completing your student success plan (SSP)

<table>
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<td>M is for Measurable</td>
<td>How will I know that I have reached my goal?</td>
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</tr>
<tr>
<td>T is for Timely</td>
<td>What is my target date for reaching my goals (or the pieces of my goals)?</td>
</tr>
</tbody>
</table>

Write your goal statements on the lines in this column.
Student nurses have a responsibility to understand the benefits and consequences of participating in social media, including 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. It does not matter if the behavior is in their personal or professional life, as nursing requires the highest level of ethics at all times.

Examples of Social Media may include, but are not limited to the following:

* Blogging – examples: Blogger, LiveJournal, Xanga
* Microblogging – examples: Dailybooth, Foursquare, Google Buzz, Posterour, Tumblr, Twitter
* Postcasting – example: Blubrry
* Social networking – examples: Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
* Social new sharing – examples: Digg, Reddit
* Social bookmarking/social tagging – examples: Delicious, Diigo, Google Reader, StumbleUpon
* Video hosting – examples: Vimeo, YouTube

Examples of questionable or unprofessional behavior may include, but are not limited to the following:

* Identifiable patient information or image or HIPAA violation
* Blurrying of professional patient/client/resident – nurse boundaries
* Sharing of information or photos gained through the patient/client/resident - nurse relationship
* Lateral violence or cyber bullying, which may be behaviors of intimidation or bullying directed towards another individual
* Disparaging remarks towards a patient/client/resident, student, PTCC employee, or clinical agency employee
* Harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comment or image

* Derogatory content posted in regards to PTCC Nursing Department or a partnering clinical agency

Any questionable 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. Disciplinary action may range from probation with a student success plan, to dismissal from the program, and/or 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 questionable or unprofessional behavior. This could include reporting to an instructor, Dean, charge nurse, employer or Board of Nursing.

References/Resources


Appendix F

Social Media Policy

I have read and agree to the terms of Pine Technical & Community College Nursing Department Social Media Policy. I understand that if I engage in behavior that is not professional and becoming of a nurse it could result in disciplinary action. I also understand that if I witness another student engaging in this type of behavior and do not report to the Dean of Nursing I could also be in violation of this policy, and could result in disciplinary action.

Student Name: ____________________________________________
(Print)

(Signature)

Date: ____________

Student Name: ____________________________________________
# Appendix G: Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>AD</td>
<td>Associate Degree (Mobility) Nursing Program</td>
</tr>
<tr>
<td>APA</td>
<td>American Psychological Association Style, the writing style or format in which all nursing assignments are to be submitted to ensure clear and consistent communication</td>
</tr>
<tr>
<td>BON</td>
<td>Board of Nursing</td>
</tr>
<tr>
<td>Caring</td>
<td>a core value: “promoting health, healing, and hope in response to the human condition” (NLN, 2010, p. 11)</td>
</tr>
<tr>
<td>CINAHL</td>
<td>nursing and health database available through the library (LRTC)</td>
</tr>
<tr>
<td>Client</td>
<td>the person(s) that care is being directly or indirectly given</td>
</tr>
<tr>
<td>CNEA</td>
<td>Commission for Nursing Education Accreditation</td>
</tr>
<tr>
<td>Community</td>
<td>the large group of people in which care is being given</td>
</tr>
<tr>
<td>Core Values</td>
<td>these values have been established by the National League for Nursing and are upheld as a foundation to the Nursing programs at Pine Technical &amp; Community College</td>
</tr>
<tr>
<td>Diversity</td>
<td>a core value: “means recognizing difference among ‘persons, ideas, values and ethnicities,’ while affirming the uniqueness of each,” (NLN, 2010, p. 12).</td>
</tr>
<tr>
<td>DON</td>
<td>Dean of Nursing and Health Sciences/Nurse Administrator</td>
</tr>
<tr>
<td>EBP</td>
<td>Evidence Based Practice</td>
</tr>
<tr>
<td>Ethics</td>
<td>a core value: “involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice,” (NLN, 2010, p. 13)</td>
</tr>
<tr>
<td>Excellence</td>
<td>a core value: means “creating and implementing transformative strategies with daring ingenuity,” (NLN, 2010, p. 12)</td>
</tr>
<tr>
<td>HEOP</td>
<td>pre-nursing courses at Pine Technical &amp; Community College</td>
</tr>
<tr>
<td>HHA</td>
<td>Home Health Aide</td>
</tr>
<tr>
<td>Holism</td>
<td>a core value: “is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual’s environment, social norms, cultural values, physical characteristic, experiences, religious beliefs and practices, and moral and ethical constructs, within the context of a wellness-illness continuum,” (NLN, 2010, p. 14)</td>
</tr>
<tr>
<td>Holistic Nursing</td>
<td>relating to or concerned with the complete person(s) or community as it relates to nursing rather than with the analysis of, treatment of, or dissection into parts</td>
</tr>
<tr>
<td>Integrity</td>
<td>a core value: means “respecting the dignity and moral wholeness of every person without conditions or limitations,” (NLN, 2010, p. 13)</td>
</tr>
<tr>
<td>IOM</td>
<td>Institute of Medicine</td>
</tr>
<tr>
<td>LPN</td>
<td>Licensed Practical Nurse</td>
</tr>
<tr>
<td>LRTC</td>
<td>Learning Resource and Technology Center</td>
</tr>
</tbody>
</table>
LTCA........................................... Long Term Care Assistant – certificate available based on the nursing assistant curriculum
MnSCU........................................... Minnesota State Colleges and Universities
MnTC............................................. Minnesota Transfer Curriculum – General Education Courses
NAPNES........................................ National Association for Practical Nurse Education and Service, INC.
NAR............................................. Nursing Assistant Registered
MBON........................................... Minnesota Board of Nursing
NCSBN........................................... National Council State Boards of Nursing
NCLEX-PN..................................... National Council Licensure Exam for the Practical Nurse
NCLEX-RN..................................... National Council Licensure Exam for the Registered Nurse
NLNAC........................................... National League for Nursing Accreditation Commission (now ACEN)
NLN ............................................. National League for Nursing
NURS............................................. Courses in the AD Mobility program
Nursing and Allied Health Division: includes the Nursing Assistant program, Long Term Care Certificate, Practical Nursing, Associate Degree Nursing Mobility, Medical Assistant and supporting credentials
Nursing Program ......................... specifically includes those programs conferring nursing degrees
Nursing Process ......................... this five step process provides the foundation for how nurses (students and licensed) think and respond in situations
QI ................................................ Quality Improvement
QSEN .......................................... Quality and Safety Education for Nurses
Patient ........................................... any person, group or community that is being served
Patient-Centeredness..................... a core value: is an orientation to care that incorporates and reflects the uniqueness of an individual patients background, personal preferences, culture, values, traditions, and family,” (NLN, 2010, p. 14)
PN ................................................. practical nurse (a graduate of a program who is not yet licensed)
Professional Nurse ...................... a nurse that has competed the coursework and has earned an Associate Degree or higher in Nursing
PRSG ............................................. nursing courses (technical courses) at Pine Technical & Community College
RN ............................................... Registered nurse
Scope of Practice............................ the legal guidelines in which a nurse may practice
SN ............................................... Student Nurse (Professional nurse program)
SPN ............................................... Student Practical Nurse

Revised 5.19.2016