



Pine Technical &
Community College
NURSING

Associate Degree Nursing Mobility
and
Practical Nursing
Student Handbook

2021-2022

Pine Technical and Community College (PTCC) is accredited through the Higher Learning Commission (HLC). The Associate Degree Mobility (AD) and Practical Nursing (PN) Programs at PTCC are national accredited through National League for Nursing (NLN) Commission for Nursing Education Association (CNEA).



This document is available in alternative formats to individuals with disabilities upon request. Please call 800.521.7463. Pine Technical and Community College is an affirmative action, equal opportunity employer and educator.

DISCLAIMER:

All students enrolled at Pine Technical and Community College (PTCC) are expected to adhere to policies and procedures in the campus student handbook. Nursing students are also held accountable for the information and guidelines set forth in this Nursing Student Handbook. 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 Health Sciences, the Director of Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, the Commission for Nursing Education Accreditation (CNEA), 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. Students will be responsible for and held to changes (addendums) in the handbook. Nursing students will be notified of addendum (via verbal communication, PTCC student email, or D2L/Brightspace).

TABLE OF CONTENTS

<i>DISCLAIMER</i>	2
TABLE OF CONTENTS	3
<i>WELCOME</i>	5
NURSING FACULTY AND STAFF	6
PTCC CAMPUS – VISION, MISSION, AND VALUES	7
PTCC NURSING - MISSION, PHILOSOPHY, AND VALUES	8
NURSING PROGRAMS CONCEPTUAL FRAMEWORK.....	9
Program Outcomes Alignment Table	9
QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) - AD MOBILITY PROGRAM	11
NURSING PROGRAMS CURRICULUM	11
PTCC CAMPUS STUDENT LEARNER OUTCOMES*	12
PTCC NURSING PROGRAM OUTCOMES	13
AD MOBILITY / PN PROGRAM ADMISSION INFORMATION	14
AD/PN Program Admission Table	14
Registering for AD and PN Courses	17
ADMISSION PAPERWORK.....	17
CPR	17
Full Name and Date of Birth	17
Criminal Background Studies	17
Data Practices and Informed Consent	18
Immunization Records/Nursing Performance Standards	18
Performance Standards for Nursing Programs	19
Reasonable Accommodations	19
Additional Admission Documents for Signature and Submission	20
PERSONAL AND PROFESSIONAL RISKS.....	20
Health Insurance	20
Worker’s Compensation	20
Liability Insurance	21
PROGRAM ADVISING AND PLANNING	21
ADDITIONAL COSTS	21
FOOD AND BEVERAGES	21
MORAL AND ETHICAL RESPONSIBILITIES	21
USE OF SOCIAL MEDIA	22
CHAIN OF COMMAND	22
EMAIL AND TECHNOLOGY	22
CAMPUS POLICIES/PROCEDURES.....	23
Due Process	23
Drug and Alcohol Policy	23

Complaints	23
Student Petitions	24
NURSING STUDENT SUCCESS	24
Academic Alert	24
Student Success Plan	24
Pine Nursing Student Incident Form/SBAR	24
NURSING PROGRAM EVALUATION CRITERIA.....	24
Assignment of a Letter Grade	24
ATTENDANCE POLICY	25
EVALUATION METHODS	26
Exams/Test and Quizzes	26
Projects and Assignments	27
Skills Lab & Clinical/Practicum Course Evaluation Criteria	27
THE CLINICAL/PRACTICUM EXPERIENCE	27
Clinical/Practicum Sites	28
Weather Related Cancellation	28
Student Acceptance to Clinical/Practicum Site	28
Clinical/Practicum Responsibilities and Uniform	28
Scent Free	29
Name Tags	29
Uniform Dress Code	29
GRADUATION REQUIREMENTS/ACADEMIC PROGRESSION STANDARDS.....	31
Academic Progression	31
Process for Out-of-Sequence Students (Repeating Failed/Withdrawn Courses)	32
APPENDIX.....	34

WELCOME to Pine Technical and Community College (PTCC) Nursing Programs! Thank you for choosing to pursue your nursing career with us. PTCC values diversity and inclusion; we are committed to a climate of mutual respect and full participation.

The PTCC Nursing Student 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 to maintain an effective and efficient nursing program.

Students are expected to read these procedures, processes, and policies, and sign a document confirming this. Please use the handbook as a reference throughout your Nursing Program. Students may request an appointment with their advisor, faculty, or Dean of Health Sciences at any time to clarify information within the handbook.

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

Again, we want to say, “***Welcome to Pine Technical and Community College!***”

Sincerely,

Pine Technical and Community College Nursing Staff and Faculty

NURSING FACULTY AND STAFF

Faculty members and staff are available to support nursing students and to assist, refer, and advise as needed. Communication via email is the most efficient when attempting to contact nursing faculty and staff.

Offices for the faculty and staff are in the Academic Affairs office suite.

ADMINISTRATION	EMAIL	PHONE
Therese Salber, MA <i>Dean of Health Sciences and Liberal Arts</i>	Therese.Salber@pine.edu	320-629-5166
Kristin Madigan, MS, RN <i>Director of Nursing Nursing Faculty</i>	Kristin.Madigan@pine.edu	320-629-4531
FACULTY		
Elayne Beehler, MS, RN <i>RN faculty advisor</i>	Elayne.Beehler@pine.edu	320-629-4534
Kim Rogers, MSN, RN <i>RN Faculty</i>	Kim.Rogers@pine.edu	320-629-4583
Lindsey Wirth, BSN, RN <i>PN faculty advisor</i>	Lindsey.Wirth@pine.edu	320-629-4582
Mary Sue Long, MSN, RN <i>Adjunct</i>	Marysue.Long@pine.edu	
Donna Mullenix, NP <i>Clinical faculty</i>	Donna.Mullenix@pine.edu	
Brittany Rappl, RN, LPN, CNA <i>Nursing Assistant Faculty Pre-nursing faculty advisor</i>	Brittany.Rappl@pine.edu	320-629-4564
LAB ASSISTANT/ FACULTY SUPPORT		
Yvonne Alford <i>Nursing CLA</i>	Yvonne.Alford@pine.edu	
ADMINISTRATIVE ASSISTANT		
Gina Zorotovich <i>Nursing Administrative Assistant</i>	Gina.Zorotovich@pine.edu	320-629-4538



VISION, MISSION, AND VALUES

Vision

In 2027, the people of East Central Minnesota will first turn to Pine Technical and 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 and Community College is an excellent choice.

Values

- Student-focused
- Passionate
- Innovative
- Respectful
- Inclusive
- Transparent

PTCC ASSOCIATE DEGREE AND PRACTICAL NURSING

MISSION, PHILOSOPHY, AND VALUES

Nursing Program Mission

Pine Technical and 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 and 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 using 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.

Nursing Department Values

- Lifelong learning
- Trust
- Respect
- Collaboration within the learning process
- Learning is an active process

NURSING PROGRAMS CONCEPTUAL FRAMEWORK

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

National League for Nursing (NLN)

The Nursing Department at Pine Technical and Community College upholds the core values: caring, diversity, excellence, and integrity. 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).

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).

The following table identifies the alignment of National League of Nursing (NLN) concepts and outcomes to Pine Technical and Community College’s nursing programs:

Program Outcomes Alignment Table

NLN Concepts	Practical Nursing Program Learner Outcomes	Associate Degree Nursing Mobility Program Learner Outcomes
Human Flourishing	Demonstrate effective communication while providing culturally competent care to individual patients across the lifespan.	Advocate for patients and families, in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.
Informatics	Use information and technology in the health care setting.	Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.
Managing Care of the Individual Patient/Leadership	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.	Demonstrate leadership by delegating and assigning nursing activities to implement the plan of care.

NLN Concepts	Practical Nursing Program Learner Outcomes	Associate Degree Nursing Mobility Program Learner Outcomes
Nursing Judgment/Evidence Based Practice	Utilize evidence-based nursing judgment while prioritizing care, implementing interventions, and promoting the health of individual patients across the lifespan.	Examine evidence-based nursing judgment, clinical expertise, and patient/family preferences for delivery of optimal health care.
Professional Identity	Demonstrate professional behaviors and accountability to legal and ethical nursing practice standard for a competent practical nurse.	Function within the legal and ethical standards of the RN's scope of practice.
Quality Improvement	Participate in Quality Improvement by providing input into the development of policies and procedures and effectively using resources to achieve patient outcomes.	Use quality improvement methods to improve patient care.
Safety	Report changes and responses to interventions to a RN or the appropriate licensed health care provider while providing a safe environment.	Minimize risk of harm to patients through system effectiveness and safe nursing practice.
Teamwork and Collaboration	Participate as a member of the inter-professional team collaborating with other health care providers to promote safe, quality, patient centered care.	Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) - AD 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](#)

NURSING PROGRAMS CURRICULUM

PTCC Nursing Programs' student learner outcomes and curriculum are based on the NLN Conceptual Framework, QSEN, and National Association for Practical Nurse Education and Service, (NAPNES) standards of practice and competencies. Faculty reviews the curriculum yearly to ensure current education and industry trends are considered and scope of practice is adhered to.

PTCC CAMPUS COLLEGE LEARNER OUTCOMES*

Each student that graduates from Pine Technical and Community College must meet each of the student learner outcomes through pre-requisite and program course work. The following are Pine Technical and 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

**During the 2020-2021 academic year, Pine Technical and Community College's Student Learner Outcomes are being reviewed by college-wide academic committees. Once finalized, they will be shared campus wide.*

PTCC 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. Program Completion:
 - 75% of students will complete the PN program at 150% of the program length as outlined in the program planning form, averaged over the past three school years.
2. Performance on NCLEX-PN Licensure Exam:
 - 80% (or above), of Pine Technical and Community College (PTCC) Practical Nursing (PN) graduates will achieve first-time passing on the NCLEX-PN examination, averaged over three (3) years.
3. Job Placement:
 - 80% of students will be employed in their field at 6 – 12 months post-graduation. 30% of students will continue for further education.
4. Program Satisfaction (Advisory Board Members/Faculty/Students/Graduates/Employers):
 - 80% of respondents will agree or strongly agree with survey questions regarding program satisfaction.

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

1. Program Completion:
 - 75% of students will complete the AD program at 150% of the program length as outlined in the program planning form, averaged over the past three school years.
2. Performance on NCLEX-RN Licensure Exam:
 - 80% (or above) of Pine Technical and Community College (PTCC) Associate Degree (AD) Nursing Mobility graduates will achieve first-time passing on the NCLEX-RN examination, averaged over three (3) years.
3. Job Placement:
 - 80% of students at 6 – 12 months post-graduation will be employed in their field. 10% of students will continue for further education.
4. Program Satisfaction (Advisory Board Members/Faculty/Students/Graduates/Employers):
 - 80% of respondents will agree or strongly agree with survey questions regarding program satisfaction.

AD MOBILITY / PN PROGRAM ADMISSION INFORMATION

Each PTCC Nursing Program prepares students to take the nursing licensure exam (NCLEX-RN or NCLEX-PN) upon successful completion of classroom and clinical coursework. Both programs' curriculum is based on a one-year planner (two semesters) for full-time students after completion of all prerequisite courses. There is no part-time enrollment option, currently.

Note: Program Plans can be viewed in the Appendix. Course Descriptions are available for review on the PTCC website.

Students must apply to Pine Technical and Community College. Prospective students should be aware that declaring nursing/practical nursing as a major does not guarantee admission to a PTCC nursing program. Successful completion of program pre-requisites courses does not guarantee the acceptance into the Associate Degree (AD) Mobility or Practical Nursing (PN) Programs; each program is highly competitive and has a set number of students accepted. Acceptance into the nursing programs is based on a point ranking system, which is detailed in the application paperwork and reviewed during program information sessions. Copies of the PTCC Nursing Program Applicant Rubrics can be reviewed in the Appendix. Rubrics are reviewed each application round and updated as needed.

AD/PN Program Admission Table

ADMISSION PROGRESSION AND INFORMATION	Information specific to the Practical Nursing Program (LPN)	Information specific to the Associate Degree Mobility Program (RN)
<p><u>APPLICATION PROCESS</u> Application guidelines and requirements, as well as the application deadline, can be found on the PTCC website.</p> <p><i>NOTE: Students may apply to either program while enrolled in their final prerequisite courses.</i></p>	<p>https://www.pine.edu/programs/health-science-and-nursing/practical-nursing.</p>	<p>https://www.pine.edu/programs/health-science-and-nursing/.</p>
<p><u>APPLICATION TIMEFRAME</u> See PTCC website for application deadlines.</p> <p><i>NOTE: Each program accepts late applications on a space available basis.</i></p>	<p>PN program has two start dates each academic year: fall and spring.</p>	<p>AD program has one start date each academic year: fall.</p>
<p><u>ACCEPTANCE PROCESS</u> The following information outlines the criteria necessary for acceptance to the nursing programs.</p> <p><u>Prerequisite Courses/Grade Point Average (GPA)</u> All prerequisite courses must be completed with a minimum of a 'C' grade or higher (a grade of C- does not meet requirements) Students may repeat prerequisite courses to improve GPA.</p>	<p>2.8 or greater cumulative GPA on pre-requisite PN program courses or transfer equivalents as identified on program plan.</p>	<p>3.0 or greater cumulative GPA on pre-requisite AD program courses or transfer equivalents as identified on program plan.</p>

ADMISSION PROGRESSION AND INFORMATION	Information specific to the Practical Nursing Program (LPN)	Information specific to the Associate Degree Mobility Program (RN)
<p><u>Needed Credentials</u> <i>Students may be in the process of obtaining license/registry at time of application.</i></p> <hr/> <p><u>ATI - TEAS Entrance Exam</u> <i>The test measures general knowledge in the areas of reading, math, science, and English and language usage.</i></p>	<p>MN or WI Nursing Assistant registry – in good standing</p> <p>Students must be certified within the time frame designated on the application to be considered.</p> <p>Once admitted, it is not necessary to maintain certification.</p>	<p>LPN license – in good standing with no restrictions</p> <p><i>Note: Student must hold a valid nursing license for the entirety of the program</i></p> <p>Recent graduates of a Practical Nursing (PN) program must be licensed within the time frame designated on the application to be considered.</p>
<p><u>TRANSFER OF CREDITS</u> Student planning to transfer credits from another college follow the Pine Technical and 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 the courses are equivalent to required prerequisite courses.</p> <p>Nursing courses (PRSG or NURS) from other institutions are non-transferable.</p> <p><i>NOTE: All general education courses are transferable.</i></p>	<p>Prerequisite technical courses are transferable for up to five years.</p>	

AFTER APPLICATION
Applicants will be notified of their admission status as identified on the website. Applicants who have ranked for admission into either program must indicate acceptance by returning a signed acceptance form by the date designated on the acceptance letter.

ADMISSION PROGRESSION AND INFORMATION	Information specific to the Practical Nursing Program (LPN)	Information specific to the Associate Degree Mobility Program (RN)
---------------------------------------	---	--

AFTER ACCEPTANCE INTO A NURSING PROGRAM

Upon acceptance into the program, students will be informed of the time and date of a **mandatory** orientation session.

For waivers for attendance, (i.e., extenuating circumstances only), contact the administrative assistant or DON.

Advanced Standing

Students admitted to the AD Nursing Program are awarded advanced standing credits (see program plan) with the expectation that they possess a level of knowledge that has prepared them for success.

Advanced standing means academic credits are granted to a Licensed Practical Nurse in recognition of prior nursing education and nursing experience. (MN Board of Nursing Rules Statute 6301.2340: Sub. 3 (17)).

Does not apply.

Students are awarded 6 credits for their practical nursing education.

Note: Because students are LPN's, the rigor and pace of the program is accelerated.

PTCC Nursing Program Applicant Rubric

See Appendix for sample PN Applicant Rubric.

See Appendix for sample AD Applicant Rubric.

WAITLIST

Applicants who are qualified, but not accepted for admission, are placed on a waiting list. If program spaces become available, applicants from the list (based on next highest Applicant Rubric score) will be granted admission. 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.

Registering for AD and PN Courses

All nursing classes have controlled on-line registration and only students admitted to the nursing programs will be allowed to register for nursing courses. Once admitted, students will be provided with specific information relating to the registration of nursing courses.

Circumstances may warrant modification of a student's schedule, i.e., class size, lab size, or clinical rotation or location. The Dean of Health Sciences, Director of Nursing, or designated faculty, may modify student course schedules, as necessary. Students are informed of course schedule changes in writing or via email.

ADMISSION PAPERWORK

Copies of all submitted student documentation is stored in secured, individual student nursing files. Clinical and practicum agencies may request or review student documents for compliance. Failure to comply, provide, or complete any of the admission documents, may result in the inability to participate or complete clinical nursing courses. This may delay student progression or the ability to complete the program and graduate.

CPR

CPR certifications must include hands-on skills test out. Asynchronous (completely online) CPR classes are not allowed. Students must the following CPR certifications:

American Heart Association CPR for HealthCare Providers

It is students' responsibility to maintain current certification throughout their program.

Full Name and Date of Birth

Clinical/practicum facilities are provided the name of students who have been admitted into PTCC nursing programs and may be provided students' date of birth and social security number for setting up electronic medical record (EMR) access for student use while at clinical/practicum.

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. Students may need to have a completed federal background study.

Students must have a cleared, without conditions, background study on file in the PTCC nursing department before semester classes begin in order to participate in clinical/practicum courses experiences.

Criminal background studies, including fingerprinting, are completed at the time of admission and yearly, if applicable.

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

Minnesota Department of Human Services
Licensing Division
444 Lafayette Boulevard
St. Paul, MN 55155-3842
Phone (651) 431- 6620
Web address: www.dhs.state.mn.us

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

Please direct all federal criminal background check questions to the Dean of Health Sciences.

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

Data Practices and Informed Consent

Health information collected is private data. Our nursing programs assure that each student meets the minimum health requirements set forth by clinical/practicum sites. Clinical facilities may impose additional requirements regarding the health of persons in their facilities and/or require that health information about students be made available to them.

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.

Immunization Records/Nursing Performance Standards

Immunization requirements are based on standards set by the Minnesota Department of Health (MDH) and Human Services and Centers for Disease Control (CDC) and Prevention. A sample form is provided in the Appendix; this form is reviewed each semester. Individual clinical/practicum sites may require additional immunizations for those students and faculty providing care within their facilities.

Students and the college may not waive health policy or immunization requirements set by clinical affiliates. Students who do not abide by clinical affiliate health policy or immunization requirements may be unable to attend clinicals, which **may result in course failure**. Students must submit documentation of compliance with health policy requirements before specified deadlines. The health policy and immunization requirements set by our clinical affiliates may change at any time during the nursing program.

If a student fails to provide the required immunization data and confirmation of ability to meet nursing Performance Standards, the clinical/practicum site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. Immunization documentation is reviewed each semester to assure compliance. It is the student's responsibility to assure their records are up to date.

Upon graduation or exit from a nursing program, all immunization and other medical information regarding the student is destroyed/shredded per state/federal guidelines. Students are responsible for keeping copies for their personal records, PTCC will not provide student copies. Cost for immunizations and/or proof of immunizations is the responsibility of the student. County Public Health Departments may offer low-cost vaccinations if a student is concerned about the cost of vaccinations requirements.

Please see Appendix for the Immunization/Screening forms which identifies required vaccinations for PTCC's Practical and Associate Degree Nursing Programs.

Performance Standards for Nursing Programs

The system of Minnesota State Colleges provides examples of performance standards, based on the Minnesota Nurse Practice Act, that nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs. Each standard includes required skills and a list of example behaviors necessary to provide safe and effective care. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program. Some specific behavioral examples included under each standard vary depending upon the level of education being pursued. Students with documented disabilities, or who believe they may have a protected disability, can request accommodations, which may aid with meeting the standards for nursing programs. For assistance, contact PTCC's Student Success Coordinator located in the campus library.

Copies of the Performance Standards for the Practical Nursing and Associate Degree Nursing Program, in addition to the student signature form, are in the Appendix.

Reasonable Accommodations

Our institution is committed to the inclusion of individuals with disabilities in its programs, services, and activities through its compliance with state and federal laws. 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 participate in nursing courses, should contact the PTCC Student Success Coordinator at the start of the program. More information may be found at <https://www.pine.edu/student-success/disability-services/>.

Students should maintain good general health throughout the program to meet expected course and program outcomes. If a student's health status changes, thus impacting the ability to perform expected behaviors and/or academic outcomes, students are required to notify their faculty for further guidance. Students may be required to see their healthcare provider and obtain documentation concerning their ability to fulfill the Performance Standards. Such documentation may include notation from the healthcare provider, on script paper or letterhead, stating that the student:

- May return to classroom and clinical/practicum...
- May return with restrictions (detailed restrictions listed) ...
- Must include an end date for the restrictions...
- If no restrictions documentation must state "no restrictions" ...

If the clinical site is unable to accommodate students' needs, they cannot be placed at the clinical site. Students who do not disclose an injury or change in health, or neglect to follow up with a healthcare provider will be unable to progress in clinical.

Additional Admission Documents for Signature and Submission

In addition to documents necessary for program entrance, students will be required to review, and sign forms related on the following subjects. Clinical/Practicum sites may require additional forms for attendance at their site(s).

1. Authorization for Release of Information
2. Social Media Policy
3. Nursing Student Program Handbook Review Acknowledgement
4. Retention of Records
5. Confidentiality Statement
6. Consent for Photo/Video/Recording (optional)

PERSONAL AND PROFESSIONAL RISKS

Nursing students have learning experiences in health care facilities and provide nursing care for clients who are ill. Clinical/practicum experiences will include caring for clients with infectious diseases. It is the responsibility of the student to meet and maintain program health requirements. Use of standard precautions and proper body mechanics are necessary to minimize the risks to one's personal health and prevent injury to oneself or client. By enrolling in the nursing program, the student acknowledges these risks.

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. Any health care costs incurred during the time in which the student is in the Nursing Program will be the student's responsibility.

Worker's Compensation

For purposes of Workers' Compensation insurance, the position of the clinical/practicum facilities and PTCC 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, should an incident occur.

Liability Insurance

Nursing liability insurance is required; the cost of this insurance is covered by 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 cost associated with this additional insurance is the responsibility of the student.

PROGRAM ADVISING AND PLANNING

Students are encouraged to seek advice from nursing faculty and attend advising sessions throughout the year to review course schedules and obtain 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. The designated program advisors are:

- Pre-nursing: Brittany Rappl and Elayne Beehler
- PN program: Kristin Madigan and Elayne Beehler
- Pre-AD Mobility program: Kristin Madigan and Lindsey Wirth
- AD Mobility program (for all NURS courses): Lindsey Wirth

It is the responsibility of the student to seek advice from faculty to ensure course and graduation requirements are met.

ADDITIONAL COSTS

Students enrolled in the nursing programs should anticipate additional costs associated with participation and completion of courses. A sample of items and estimated costs for each program can be viewed in the Appendix or on the PTCC website. Students who encounter financial hardship or have financial concerns are encouraged to meet with Student Affairs staff to discuss potential resources.

FOOD AND BEVERAGES

Individual course syllabi will address guidelines for consumption of food and beverage during classes.

MORAL AND ETHICAL RESPONSIBILITIES

Integral to the profession of nursing is a concern for the welfare of the sick, injured, vulnerable, and for social justice. Therefore, the students enrolled in nursing courses at 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 (see Appendix).

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. This resource is available for reference in the PTCC library.

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(s) that violate moral and/or ethical standards described in the PTCC Student Handbook, the PTCC Nursing Handbook, Nursing Code of Ethics and/or the 2009 Minnesota Statute 148 (See Appendix), have failed to meet behavioral progression requirements; the consequences of which may range from a warning to program removal. Nurses/Student 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, or Board of Nursing. Students who have been removed from the program for professional, moral, or ethical 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

**includes any type of Social Media breach.*

If a student is found in violation of any professional, moral, or ethical behavior, they may be placed on Academic Alert, college probation, 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 regarding this process.

USE OF SOCIAL MEDIA

Student nurses have a responsibility to understand the benefits and consequences of participating in social media, including both personal and professional social media use. Any information posted on social media has potential to be public information.

Questionable behavior with social media that is reported to the Dean of Health Science, Director of Nursing, or any faculty or staff at PTCC will be investigated. If the preponderance of evidence is found that the student is in violation of moral and ethical standards, disciplinary action may range from probation with a student success plan, to dismissal from the program, and/or reporting to a clinical/practicum agency and/or the Board of Nursing.

CHAIN OF COMMAND

If a student has questions or concerns, he/she should follow the chain of command. Always remain professional in your communication. Students should follow the steps below.

1. Check to see what information the syllabus may have.
2. Check to see if there is a policy or language in the Nursing Student Handbook.
3. Check the PTCC Student Handbook.
4. Make an appointment to meet with your instructor.
5. Make an appointment to meet with the Dean of Health Sciences.

EMAIL AND TECHNOLOGY



To prevent viruses and other malicious malware from attacking computers, PTCC email will be used as the form of official communication. Faculty may delete emails originating from other accounts without review. The nursing program faculty receives and read emails sent to their PTCC accounts on a regular basis. Email is part of professional, appropriate, and official communication between faculty, administration, and fellow peers. Unprofessional or inappropriate use of email is in violation of the PTCC Student Handbook.

Students are responsible for all information sent via PTCC email account; this email account should be consistently monitored. Students are also accountable for all information posted via D2L Brightspace for each course they are enrolled in.

PTCC nursing students are required to purchase and utilize their own laptop computer throughout the nursing programs. Students are expected to have logins memorized or easily accessible, and accounts current. Most nursing courses are hybrid and use D2L Brightspace, ATI, and other web-based learning applications for course delivery and evaluation.

It is highly recommended that students have access to high-speed internet and a printer to meet the academic demands and rigor of the nursing programs. Refer to the Appendix section for a detailed list of minimum computer specifications. Computers, printers, and scanners are available for student use at the library. Students requiring assistance with technology should contact a staff member of the library, the PTCC helpdesk, or resource publishers (i.e., ATI, Examsoft, NurseThink, Docucare, etc.).

CAMPUS POLICIES/PROCEDURES

Due Process

Taken from the PTTC College Handbook:

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

- Notification of the charge
- Presentation of the evidence supporting the charge
- An opportunity to respond
- Notification of the consequences
- Information about the appeal process

Drug and Alcohol Policy

The Pine Technical and 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) medications, or illegal drugs which may impair or affect the students thinking, behavior, and/or skill performance. 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.

Complaints

If students have a complaint, they may complete a Student Complaint Form found under Student Forms on the PTCC website.

Student Petitions

If a student wishes to petition a program or campus requirement, they may complete a Student Petition Form found under Student Forms on the PTCC website.

NURSING STUDENT SUCCESS

Student success is the ultimate goal of the Nursing Department and is important to all nursing faculty and staff at PTCC.

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

Academic Alert

PTCC is committed to student success. If students stop attending, have poor attendance, fall behind in their assignments, or do poorly on tests, faculty can communicate this with them through the Academic Alert System. The alert goes directly to the student's e-mail as well as to the College Counselor and/or Student Success Coordinator. The goal is to identify, as soon as possible, what types of support a student may need to get back on track for the course and be successful. Students are highly encouraged to meet with the instructor to discuss course progress.

Student Success Plan

Students may be asked to complete a Student Success Plan by a faculty or the Dean of Health Sciences if their progress in a course or the nursing program is concerning. The intent of this plan is to assist the student with identifying strategies he/she may use to yield success.

Pine Nursing Student Incident Form/SBAR

This form is to be used in the lab, clinical, and classroom setting to report student occurrence(s) that deviates from expected student behavior. Examples may include test question challenge, missed assignments, late submission of coursework, reopening of quizzes, etc. Students may be directed to complete this form or may submit this form on their own related to extenuating circumstances. Refer to the directions on this document for submission.

NURSING PROGRAM EVALUATION CRITERIA

Assignment of a Letter Grade

All exams/tests, quizzes, and assignments are developed to align with campus, program, and/or course objectives. A cumulative grade of “C” (80%) is required for successful completion in each nursing course. The grading scale that is used for all PRSG and NURS courses is found in the table below. Percentages, or grades, are not rounded up. Currently, PRSG clinical/practicum courses are Pass/Fail. You must have a “C” or better in all nursing courses to progress in the nursing programs.

Letter Grade	Percentage	GPA
A	94.0% to 100%	4.0
B	87.0% to 93.99%	3.0
C	80.0% to 86.99%	2.0
D	73.0% to 79.99%	1.0
F	72.99% and below	0.0

In addition to the above grading criteria,

- each AD nursing student must attain 80% or greater (cumulatively) on proctored tests/quizzes before additional course points (i.e., assignments, papers, projects) are added to determine the final course grade. For ATI or Examsoft proctored tests, refer to course syllabus.
- each PN nursing student must attain 78% or greater (cumulatively) on proctored tests/quizzes before additional course points (i.e., assignments, papers, projects) are added to determine the final course grade. For ATI or Examsoft proctored tests, refer to course syllabus.

Each nursing course syllabus identifies the grading method used to evaluate progression through the course. Faculty believe students benefit from feedback related to performance and/or behavior.

Faculty objectively and clearly identify and document student performance and behavior which supports program success and that which may hinder maximum professional growth and competency.

All assignments must be written and presented professionally, per instructor guidelines. This may include utilizing American Psychological Association (APA) format. Please consult the most current Publication Manual of the American Psychological Association, available in the library. Course syllabi may detail greater guidelines for assignments and evaluations. In general, the following is expected; nursing assignments will:

- be free of spelling errors, grammatical and punctuation errors,
- be double spaced, typed, and stapled,
- have no frayed edges, and
- (if sent electronically) follow the PTCC Technology Agreement.

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 responsible for all course content outlined in course syllabus or schedule regardless of student or faculty absence. It is highly recommended students have a backup plan for daycare, transportation, work, and possible unforeseen circumstances.

Students are held to the same professional standards as those expected within the work environment. For example, 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 should notify the instructor in advance to discuss potential options. Recurring absences and tardiness will be reviewed by faculty; this may

result in course objectives not being met and the student will fail the course. Additional course requirements and consequences related to attendance are outlined in course syllabi.

Nursing Faculty have determined there are some situations in which an absence is unavoidable, thus constituting an excused absence. Excused absences are defined as the following:

- student injury, illness, or hospitalization – Health Care Provider (HCP) statement required*
- family member hospitalization* - HCP 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 of excused absences must be provided to faculty within 72 hours 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.

**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/stepparents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.

Any other unforeseen extenuating circumstances not listed above will be reviewed via petition process by faculty and the Dean of Health Sciences on a case by case basis. The Nursing Program may not offer an alternative opportunity or facility placement due to limited availability.

EVALUATION METHODS

Exams/Test and Quizzes

Students are expected to take exams/tests, and quizzes when scheduled; they are not given early. If the student is not present for an exam/test or quiz and does not have an excused absence, deduction of twenty percent (20%) of the achieved score will be assessed on all late evaluations. Students who arrive late for proctored evaluations are expected to finish at the same time as the rest of the class, no additional time will be allotted. If students are unable to take their exam at the scheduled time, they must notify the instructor of the absence as soon as possible.

- Proctored exam, tests, or quizzes must be made up within three instructional days. If the makeup cannot be completed in **three (3)** days (when campus testing center is open), 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 through the PTCC Testing Center. Students should notify instructor of the plans arranged with the testing center.
- In extreme circumstances, a student may be unable to complete the required exam/test, or quiz within the three instructional days. In these cases, the student should contact the instructor for guidance.

Exam results will be released in a timely manner once test analysis and quality improvement updates have been completed. Tests may also include pilot questions (pilot questions are not awarded points and do not adjust a student's grade).

Projects and Assignments

Information regarding evaluation criteria for projects and assignments will be detailed on course syllabi, schedules, or individual assignments/projects. Due dates are identified, and students are expected to adhere to the dates. If the student does not have an excused absence for the submission of projects and assignments, a deduction of twenty percent (20%) of the achieved score will be assessed on all late submissions. Students have up to 7 days to submit assignments for partial credit; after 7 days the score will be recorded as a zero. Exceptions to this may be granted at the discretion of faculty per petition process.

Skills Lab & Clinical/Practicum Course Evaluation Criteria

Laboratory skills are primarily practiced on campus. Faculty will identify the skills that require successful demonstration in course syllabi or schedule. Skill evaluation tools will be made available for students prior to evaluation for competency.

Students are expected to remediate skills in which they fail to demonstrate competency. Competencies may have a limited number of attempts to pass; see course syllabi for individual skill test out guidelines. Students who complete remediation and are still unable to demonstrate competency will not pass the course (lab or clinical). Students should refer to individual lab course syllabi for additional evaluation criteria.

Open lab times may be available to students for additional time to practice skills. Please see schedule posted outside nursing labs.

Students are expected to maintain competence in all skills learned throughout the nursing courses, while enrolled in the program. Periodic assessment of skills may occur throughout the program. Continued skill competency is necessary to ensure the safety of clients/patients.

Skill competency testing may include, but is not limited to:

- Medication Math
- Nursing Skills (i.e., sterile gloving, injections, head-to-toe assessment, safe patient transfer, etc.)
- Electronic Health/Medical Record Usage

THE CLINICAL/PRACTICUM EXPERIENCE

Clinical/Practicum courses are graded in accordance to specific course objectives. Currently, PRSG clinical courses and NURS practicum courses utilize the nursing grading scale (listed previously). Clinical evaluation tools will be reviewed by instructor and student; final copies will be placed in the student file for accreditation purposes.

Students are expected to comply with all PTCC clinical/practicum laboratory guidelines (further details are provided in the clinical/practicum and lab course syllabi) as well as all policies of the agencies where clinical/practicum laboratory experiences are held. PTCC nursing labs should be treated as a clinical site.

For all skills laboratory and clinical/practicum courses, students must attend 90% of scheduled lab and clinical/practicum hours to successfully pass course outcomes. If a student does not attend at least 90% of skills lab or clinical/practicum courses, the student may receive a failing grade in the course(s) and will be unable to progress in the Nursing Program. Faculty absences from courses will not influence the 90%

attendance policy for students. If a student is absent from class, the clinical site, lab, and/or instructor availability determine the ability to schedule a make-up session. Course expectations include bringing the required tools (pens, kits, papers, resources, stethoscope, etc.) and wearing the approved uniform. If uniform requirements are not met, a student is considered out of compliance and may be sent home and/or counted as absent.

Students must notify the instructor by phone/text, email or in person in advance when it is anticipated that a clinical/practicum experience will be missed. For unanticipated absences, students should notify the scheduled clinical/practicum site/unit (as directed). If a student has been sick with a fever or vomiting within the last 24 hours, the student should not attend clinical and must contact the clinical instructor. If a student has been ill and started on antibiotics, they should be fever free, emesis-free, and have been on antibiotics for a full 24 hours prior to attending clinical/practicum.

Clinical/Practicum Sites

Students care for patients and residents at a variety of health care facilities within an approximately 150-mile radius from the campus. Pine Technical and Community College (PTCC) contracts with local and regional health care facilities to provide clinical experiences. These experiences are scheduled at many different locations and may occur at varied start times, shifts and dates due to site availability. Students are responsible for arranging their own transportation to and from the clinical/practicum site. A reliable means of transportation is vital. Gas, car repairs, car insurance, etc. are the responsibility of the student. Students having financial concerns are encouraged to contact Student Affairs to inquire about resources.

Clinical/Practicum seats are limited (to 10) per instructor. There is no guarantee that a student may change to an alternative clinical/practicum site once clinical groups are established. Students with concerns regarding clinical placement, should speak to their clinical instructor by the end of the first week of scheduled classes (first Friday of the semester). Any requests for alterations in clinical placement, due only to extenuating circumstances, will be determined on an individual basis.

Weather Related Cancellation

For nursing theory/clinical/lab, if the college campus is closed by the president related to weather, classes will not be held, and the hours missed will not need to be made up. Student should not call faculty to inquire if the college is closed or classes are cancelled. Faculty learn about weather related cancellation in the same manner that students do. Students are encouraged to sign up for Star Alert, PTCC's emergency notification system; see the Technology Services tab on PTCC's website.

Student Acceptance to Clinical/Practicum Site

Clinical/practicum agencies have the final determination as to whether a student will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate in clinicals/practicum, PTCC does not guarantee an alternative placement. If no alternative clinical/practicum placement is available, the student is not able to complete clinical/practicum requirements. The student may continue to progress through specific nursing courses as determined upon conclusion of meeting with the Dean of Health Sciences.

Clinical/Practicum Responsibilities and Uniform

Clinical/Practicum experiences occur in a variety of settings in and outside the Pine City area and are



scheduled in a variety of health care and community sites. These sites offer students experiences with patients across the life span. Clinical/Practicum experiences may be scheduled during day or evening hours according to clinical/practicum site availability; flexibility is necessary. Clinical schedules are distributed to students as soon as they are confirmed.

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. It is the expectation that when the student is off campus in these settings, the complete uniform is worn, including an embroidered uniform top and/or jacket. 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, henna, etc.

Scent Free

To provide a safe, healthy environment for all, clinical/practicum and labs are scent free. Students are asked to refrain from using scented products while at a lab or clinical/practicum site. Scents include clothing or hair that smells of smoke (tobacco or wood smoke), heavy perfumes/colognes, scented body lotions, scented powders, body odor, breath odor (tobacco or halitosis), or scented hair products. Students should not smoke while in their program uniform.

Many of our clinical/practicum facilities are “Scent Free.” Clinical/Practicum facilities are non-smoking, this includes parking areas. Clients/patients, peers, staff, etc., may be sensitive to odors, especially that of tobacco and perfume scents. Smoking is not allowed at any time during clinical rotations (i.e. while wearing your uniform), including but not limited to cigarettes, smokeless cigarette devices, chewing tobacco, etc.

If the student’s clothing is heavily scented with fragrances/odors, the student then may be asked to leave clinical/practicum or lab to change. This may result in an unsatisfactory grade for the experience and/or result in an unexcused absence.

Complementary aromatherapy may be utilized in lab/classroom setting as a teaching resource.

Name Tags

PTCC identification (ID) tags are required as a part of the nursing uniform to be worn during all clinical/practicum experiences. Please see staff in the library for a photo name badge. Additionally, students may be assigned a clinical/practicum facility badge which they are responsible for while it is in their possession.

Uniform Dress Code

The following outlines uniform expectations to be adhered to while in lab and clinical/practicum settings.

- Only designated style, color and make for uniform scrub tops are to be worn.
 - Uniforms should be clean and free from excessive wrinkles.
- May wear a solid-color white or black shirt underneath the scrub top.
 - Shirt cannot be made of lace or thermal material, and cannot have writing on it, thumb holes, or a hood.
- Uniform pants must be solid black, straight legged, and waist must be mid-rise or high-rise.

- Pants should not show underwear lines and cannot be yoga or leggings style. Pants are not to touch or drag on the ground/floor.
- If a skirt is worn, it must be solid black, midcalf or longer, should not drag on the ground/floor.
- Under skirt, black tights, hose, long black socks, or leggings are to be worn; skirt must hang neatly.
- Approved lab coats or uniform jackets may be worn.
- Clean, solid white, black or gray shoes that enclose the top of the foot and heel should be worn.
 - Crocs are not appropriate.
 - Shoes should be comfortable, supportive, and be slip-resistant.
- Black or white socks must be worn.
- Make-up/cosmetics should be applied with discretion.
- Fingernails are to be neat and short.
 - Only clear nail polish is acceptable.
 - No artificial nails.
- Hair is to be clean. Long hair should be pulled back, away from face and off the neck.
 - Hair should not come into contact with clients or equipment.
 - Headbands may be worn: no wider than 1 inch, may be black, white, gray, or match student's hair color and free from excessive adornments.
 - Hair color must be of a "natural" hair color (i.e. no pink, blue, purple, etc.)
- If a surgical cap, head scarf, or hijab is worn, it must be black in color.
- Mustaches, beards, and sideburns must be kept neatly trimmed.
- Jewelry
 - Only wedding or engagement ring may be worn (please keep in mind patient safety).
 - Only small post earrings in the lower lobe (no larger than a dime) are allowed.
 - No dangling jewelry is to be worn (earrings, necklaces, bracelets, etc.)
 - Medical alerts jewelry is acceptable (please alert instructor)
- No visible body piercings (nose, cheek, eyebrows, etc.) are allowed.
 - Tongue studs/piercings must be removed.

Other necessary items:

- PTCC photo ID badge with appropriate title
- Watch with ability to count seconds and be disinfected
- Bandage scissors – per site and clinical instructor
- Stethoscope with the ability to be disinfected
- Pen light
- Black ink pen and paper
- Individual facilities may have additional requirements, in which the instructor will notify the student

Examples of appropriate behavior (not an exhaustive list):

- Use of quiet tone of voice throughout health care facility.
- Use designated areas for charting, discussions, food/beverage consumption.
- Display respectful, considerate behavior.
- Place coats, bags, purses in designated area.

- Bring textbooks/references to clinical/practicum as directed.
- Prepare with adequate sleep and nutrition prior to arriving to clinical/practicum site.
- No smoking is allowed on site or while wearing uniform.
- Abide by HIPAA and OSHA regulations, policies, and procedures of clinical/practicum facilities.
- No cell phones while on the clinical floor.
 - Use of electronic devices at the clinical site will be addressed in course syllabus, orientation, and/or clinical/practicum coursework.

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 clinical facility policies, course requirements, and/or clinical/practicum competencies. 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 or the clinical/practicum site, may result in the student being dismissed for the day, and/or the clinical/practicum site refusing to accept the student as its facility. The Nursing Program may not offer an alternative opportunity or facility placement due to limited availability.

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 a meeting between the student and nursing instructor. Additional parties (administration) may be consulted. If student infractions arise, a meeting with the course instructor and/or Dean of Health Sciences may be warranted. Outcomes will be determined on an individual basis.

GRADUATION REQUIREMENTS/ACADEMIC PROGRESSION STANDARDS

To ensure nursing students maintain satisfactory progress in the program and to meet college responsibilities, the nursing faculty has established academic progression/graduation requirements. PTCC, in collaboration with nursing faculty, are responsible for graduating safe entry-level nursing practitioners, providing evidence when students are failing, and using resources wisely.

Nursing education requires a partnership between faculty and students. Faculty facilitate learning for students to gain nursing knowledge necessary for successful completion of coursework, graduation, and ultimately passing NCLEX. Students are responsible for seeking clarification and monitoring their progress towards graduation. Should it be necessary for a student to drop or withdraw from a course(s) during the semester, the student should contact faculty or the Dean of Health Sciences.

Academic Progression

- A student must earn a minimum grade of "C" (80%) in each nursing course and maintain a 2.0 GPA to progress in the program sequence. Each student is expected to track his/her academic progress throughout each semester. Students are encouraged to meet with nursing faculty regarding any academic concerns.
- 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, the student has not met progression requirements and will be removed from the PN or AD Nursing Program due to academic failure.
- If a student elects to withdraw from a PRSG/NURS course and the student's grade at the time of

withdrawal is below a “C”, a “W” (withdraw) is considered equivalent to course failure.

- If a student is removed from the PN or AD Nursing Program due to academic failure, the student may reapply to be admitted to the nursing program after one full academic year. Applications for readmission will be placed with the pool of new applicants and will follow the application process. All students are accepted based on the Applicant Rubric. If re-admitted, student must start the program from the beginning and repeat all PRSG/NURS courses.
- Student attendance and participation in the end of program review is required for the completion of the program. Students are to attend all offered sessions and/or days. If full participation has not occurred, the student will not meet the course requirements and a grade of incomplete will be awarded. At this point, the student will be required to meet with faculty and the Dean of Health Sciences to construct a plan for completing the requirements. The incomplete grade will be removed once the plan is fulfilled and the students’ earned letter grade will be awarded.

Process for Out-of-Sequence Students (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, it is highly recommended the student meet with nursing faculty and the Dean of Health Sciences to discuss options for progression.

Courses in the nursing curriculum are sequential, i.e. successful completion of all first-semester nursing courses is required before a student can progress to any second-semester courses. Students who have failed or withdrawn from a nursing course(s) may not register for any nursing course(s) the following semester(s) without completing a success plan and obtaining permission from the Dean of Health Sciences.

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. When a plan for progression has been finalized with the Dean, additional sequence requirements are reviewed including:

- Determine the need for background check to be repeated (if progression was not interrupted for more than 120 days then there is not a need for a repeat of the study).
- Need to submit updated Nursing Performance Standards statement of health prior to the next clinical course.
- Determine the need for updated immunization and screening forms; review of all requirements and which need updates (such as flu shot, Mantoux etc.), boosters (such as tetanus), etc.
- Review all admission paperwork and update as necessary.
- All new students will use NurseThink. All NurseThink requirements will be given in real time.
- Only for 2nd semester PN students. Review of ATI program expectations
 - Second semester students are required to complete ATI components related to course(s) he/she is repeating. Additionally, ATI Test Taking Strategies, ATI capstone, Virtual ATI, ATI Comprehensive Predictor Exam(s), and the ATI Live Review are linked to course(s) being repeated. All above ATI components must be successfully completed to meet graduation requirements for NURS or PRSG courses in the final semester (students must attain a “Green Light” on Virtual ATI)

APPENDIX

Copies of noted forms within the Nursing Student Handbook will be distributed. Fall 2021.