Northwest Technical College
Bemidji, Minnesota

Associate in Science (ASN)
&
Practical Nursing (PN)
Programs

2018-2019
Program Handbook

Spring Semester 2018

MINNESOTA STATE

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HANDBOOK DISCLAIMER

This handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the Handbook is updated as necessary. Northwest Technical College reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document. Amendments may be able to be added as deemed necessary. The information enclosed is provided solely for the convenience of the students and readers.

This handbook supersedes all previous versions of the Handbook. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained within.

When a change is adopted into the handbook, students will be emailed the change. Faculty may also include the change in the syllabi and/or highlight the change in D2L BRIGHTSPACE. This is consistent with NTC Nursing's goal of improved communication and follow-through.

This document should not be considered a contract with the student. Graduation does not guarantee successful passing of NCLEX-RN or licensure by the Board of Nursing.

History of the Bemidji Nursing Programs

The Northwest Technical College (NTC) Bemidji Campus Practical Nursing Program began in 1966 under the direction and through the efforts of Mr. Jake Outwin and Mrs. Sarah Robinson in addition to other community leaders. The first class enrolled 16 students, and through the years clinical sites ranged from Bemidji to Minneapolis. The Bemidji Campus was initially called the Bemidji Area Vocational Technical Institute. That name changed to the Bemidji Technical Institute and then on August 1, 1989, the state legislature changed the name to Bemidji Technical College. Effective July 1, 1992, Bemidji Technical College merged with other Northwest Minnesota technical colleges, and on July 1, 1995, NTC became part of a new Minnesota State Education System, the Minnesota State Colleges and Universities (MnSCU).

Many changes in nursing curriculum, along with the utilization of community agencies, have been made through the years to accommodate the changing needs of students and the health care delivery system. In 1979, the practical nursing program began implementing the present education articulation process through ARNEC, and in 1998, the program began offering a new Associate of Applied Science in Practical Nursing (AASPN) in addition to the concurrently offered diploma in Practical Nursing. In the fall of 2000, this program became part of the single NTC Practical Nursing Program.

In 2007, Northwest Technical College added the Associate in Science in Nursing creating an opportunity for Licensed Practical Nurses to obtain an Associate Degree in Registered Nursing. In 2013, a 2-year Generic Associate Degree Nursing program was launched in addition to the existing AD completion program for Licensed Practical Nurses. 2014 saw the advent of a new Diploma in Practical Nursing curriculum. This streamlined the program so students can earn their diploma and apply for LPN licensure in one year's time.

The MN State Board of Nursing eliminated the Nursing Abilities requirement in 2011 and all programs need to be accredited by a national nursing body. The program is currently in candidacy by the Accreditation Commission for Education in Nursing (ACEN). It is exciting to be part of this positive change for the profession of nursing.

NLN Educational Competencies Model
NTC Nursing Program Theoretical Framework
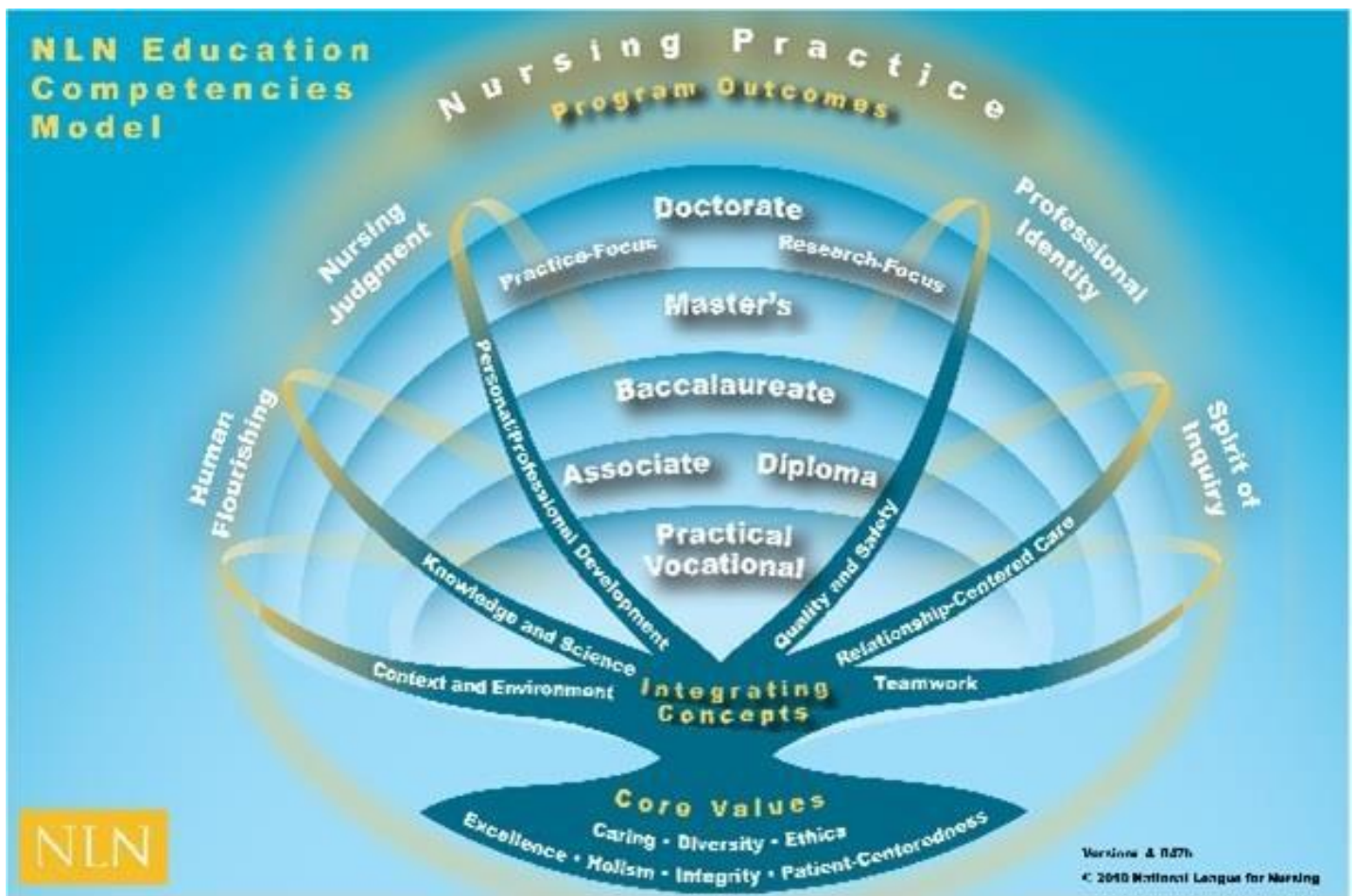
National League for Nursing. (2010). *Outcomes and competencies for graduates of* practical/vocational, associate degree, baccalaureate, master's practice doctorate, and research doctorate programs in nursing (p. 10).

INTRODUCTION

Welcome to Northwest Technical College (NTC) and the Nursing major. Nursing is a career rich in satisfaction, opportunities, and challenges. This handbook is intended to provide student information related to program policies and processes. Nursing faculty/advisors and course syllabi also serve as a source of program information. College policies can be located in the online College Handbook and College Catalog (www.ntcmn.edu), and Student Services personnel.

The Interim Nursing Program Director is Dr. Christy Cook. Michele Brielmaier, is the new Nursing Program Director and will be starting her role in early February, 2018. The official address of the program is: Northwest Technical College, Nursing Program, 905 Grant Avenue SE, Bemidji, MN 56601.

CONTROLLING BODY

NTC is the official controlling body of the Nursing Program. The controlling body of NTC is the Minnesota State Colleges and Universities Board.

PROGRAM APPROVAL AND ARTICULATION

The Practical Nursing and ASN programs are approved by both Minnesota State Colleges and Universities system and the Minnesota Board of Nursing. Program graduates earn either a Practical Nursing diploma or an Associate in Science in Nursing (ASN) degree and are eligible for licensure upon the successful completion of the NCLEX licensure examination. Practical Nursing graduates, after gaining LPN licensure, may apply to the NTC LPN Step-In program to complete the ASN degree. For ASN graduates, the program has an articulation agreement with Bemidji State University for continuing seamless education in a mobility approach to a Baccalaureate Degree.

MISSION STATEMENT (NTC NURSING PROGRAMS)

The mission of the Nursing Program is to educate diverse students to become quality entry-level healthcare team members who provide compassionate, culturally sensitive, holistic care in a variety of settings. During this process, students undergo a transformation where a spirit of inquiry, collaboration, resourcefulness, and professional identity are nurtured.

CORE VALUES (Philosophy)

The Nursing philosophy is designed to define the meaning of the program's core values: caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. We value the role the program plays in the progressive development of the student. We believe our graduates must be equipped to think critically, adapt to dynamic environments, and embrace new learning to shape nursing practice.

We believe *caring:*
- is a socially significant force fundamental in fostering concern and consideration for the comfort, wellbeing, and safety of the whole person
- promotes health, healing, and hope for vulnerable individuals in need
- explores all possibilities to understand the unique needs of individuals, families, and communities

We believe *diversity*:
- includes not only ways of being but also ways of knowing
- involves understanding ourselves and each other to recognize the uniqueness of individuals
- includes cultures, values, and beliefs that are unique and valued with respect and dignity

We believe *ethics*:
- demonstrates conduct reflective of personal and professional moral values
- requires a systematic process and accountability in decision-making

We believe *excellence*:
- strives for progressive transformation while embracing opportunities for enhancing knowledge practices and outcomes
- challenges understood and expected norms to seek improved processes in establishing best practices

We believe *holism*:
- is complex, involving interrelationships among physical, psycho-social and spiritual elements of the individuals, families, or communities within the health illness continuum
- inculcates values, beliefs, and practices that are unique and respected

We believe *integrity*:
- is honesty and strength of character, essential to building and maintaining all human relationships
- is having humility to understand how actions directly impact others
- is consistent adherence to moral and ethical principles

We believe *patient-centeredness*:
- is an orientation to care respectful of and responsive to individual patient preferences and needs, ensuring patient values guide all decisions
- involves creating a culture that accepts uniqueness of people through all levels of care

The philosophy of the Nursing Program incorporates the core values of the program's theoretical framework adapted from the National League for Nursing (NLN, 2010).

GRADUATION CRITERIA
Satisfactory achievement shall be a GPA of 2.0 in all required courses and completion of all program requirements necessary in order to progress to graduation. Upon completion of their respective program, students are eligible to apply to the state board of nursing to take the NCLEX-PN or NCLEX-RN licensure examination.

STUDENT POPULATION
Students in the Nursing programs include various cultures and ethnic origins. Beginning students must have a high school diploma or high school equivalency. Persons interested in nursing should have a genuine interest in people. It is necessary to possess the physical capability to care for persons requiring assistance with personal care and to possess the mental, physical, and emotional capability to provide holistic nursing care and monitoring. Students must have a knowledge-base of the human body and be able to apply it to client care, drawing from an educational background in the sciences, math, psychology, and nursing. Individuals interested in nursing are active learners with a personal commitment to lifelong learning. Those who pursue this career must enjoy working collaboratively with colleagues in a variety of disciplines and settings.

ROLE OF THE NURSE
In today's changing health care system, the nurse plays a valuable role in providing care to individuals requiring specialized nursing knowledge and skill. The nurse works to promote the health and general welfare of individuals while sick, injured, or in need of health information to prevent illness. The Licensed Practical Nurse works directly with patients in applying the nursing process to safeguard life and health in administering medication and treatment under the supervision of the Registered Nurse or licensed physician. The Registered Nurse, in addition to direct client care, collaborates, delegates, and often coordinates with all members of the health care team in a decision-making/leadership role. Licensed Practical Nurses and Registered Nurses may find employment in a variety of health care settings including outpatient services, clinic, hospital, long-term care, public health, home care, and rehabilitative care. Nursing evolves continuously to meet the ever-changing demands of the health care system.

NTC NURSING FACULTY COMMITTEES

The NTC nursing faculty functions as a committee of the whole for each of the standing committees. If students desire to attend a standing committee meeting, they may request to do so to the committee chair. Students will be invited/selected to attend advisory board meetings and student representative meetings occurring each semester.

Standing Committees

Curriculum Committee functions to:
- Determine the major components of the curriculum and recommend curriculum changes.
- Evaluate the implementation of the curriculum and conduct appropriate action.
- Determine pre-requisite course requirements.
- Determine course requirements for the major.
- Receive requests and make determinations regarding changes in the curriculum (i.e., content, course numbers, new courses, discontinuation).
- Determine and propose other curricular matters.
- Develop and process proposals to the Curriculum Committee and reports for catalog entries.
- Review and revise the curriculum sections of the Program Handbook on an annual basis.

Student Admission, Progression, and Concerns (SAPC) Committee shall determine policies regarding admission, progression, graduation, student advisement, and concerns.
The Committee shall:
- Determine admission requirements for the major.
- Select and accept for admission to the major the students who meet the requirements for admission as determined by College and Nursing program policies.
- Review and determine action for petitions from students for exception to Nursing program policy.
- Respond to student grievances/appeals.
- Recommend students for honors and awards.
- Review and revise the student sections of the Program Handbook on an annual basis.
- Review and determine action regarding students' progression in the major.

Academic Resources Committee shall determine student resource needs, faculty and support staff resource needs, program administration needs as well as resource and space utilization, i.e., space, equipment, library, software, laboratory, and clinical facilities.
The Committee shall:
- Collaborate with information technology (IT) staff to facilitate support of faculty and students in use of IT resource materials to support the objectives of the curriculum.
- Periodically review library and educational materials and make recommendations for changes, priorities, and improvements.
- Review resources policies and procedures and make recommendations.
- Review space and make recommendations.
- Review practicum needs and resources and make recommendations.
- Review and revise the resources sections of the Program Handbook on an annual basis.
- Receives special request form from faculty.
- Manages budget and approval for special requests
- Order follow through of special requests
- Review faculty resource surveys and work to meet these needs
- Review student resource surveys and work to meet these needs
- Lab pack organization and ordering
-

Faculty Committee shall determine policies regarding Nursing program function, faculty and staff needs, and general program operations.
The Committee shall:

- Determine Program needs and functions and make recommendations for discussion and action.
- Develop course schedules.
- Review faculty resources and make recommendations for discussion and action.
- Determine faculty workloads.
- Develop committee meeting schedules for the year.
- Determine Goals.
- Review Professional Development plans and make recommendations.
- Plan Advisory Board meetings.
- Review faculty accomplishments.
- Report on meetings attended by Program Director or faculty.
- Discuss overall program budget and make recommendations.
- Oversee all budgets for the NTC Nursing programs.
- Make recommendations for finance acquisition and allocation.

NORTHWEST TECHNICAL COLLEGE-BEMIDJI
STUDENT LEARNER OUTCOMES

PRACTICAL NURSING (PN) Student Learner Outcomes: *Students graduating from Northwest Technical College (NTC)'s PN nursing program will exhibit the following qualities:*

1. **Informatics/Technology:** Utilize information technology in the health care setting.
2. **Managing Care:** Manage care through planning, organizing or assigning aspects of care to UAP's and LPN's under the direction of an RN or other licensed Health Care Provider.
3. **Nursing Judgment/Evidence Based Care**: Utilize evidence based nursing judgment when prioritizing care, implementing interventions, reporting changes, and promoting the health of individual patients across the lifespan.
4. **Patient/Relationship Centered Care:** Demonstrate effective communication skills while providing patient care founded on basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of individual patients across the lifespan.
5. **Professional Identity and Behavior:** Demonstrate professional behaviors and accountability to legal and ethical nursing practice standards for a competent PN.
6. **Quality Improvement:** Participate in quality improvement by providing input into the development of policies and procedures and effectively using resources to achieve patient outcomes.
7. **Safety:** Recognize and report changes and responses to interventions to an RN or the appropriate licensed health care provider while providing a safe environment for patients, self, and others.
8. **Teamwork and Collaboration:** The practical nursing graduate will participate as a member of the inter-professional team collaborating and communicating with other health care providers to promote safe, quality, patient centered care.
      References: Massachusetts (2010); Meeting Minnesota's Workforce Needs (2012); QSEN (2007); NLN (2010); NAPNES (2007); & NFLPN (2003).

ASSOCIATE IN SCIENCE IN NURSING (ASN) Student Learner Outcomes:
Students graduating from Northwest Technical College (NTC)'s ASN nursing program will exhibit the following qualities:

1. **Human flourishing**: Apply knowledge and skills learned in the program to uphold patients' right of self-determination and promote holistic well-being of client and family.
2. **Nursing judgment**: Make judgments in practice, supported by evidence, that integrate nursing science in the provision of safe, quality care.
3. **Professional identity**: Implement one's role as a nurse in a manner that reflects the ideals of the profession while developing an identity committed to evidence-based practice, in the provision of compassionate, culturally sensitive, holistic care to a diverse population.
4. **Spirit of inquiry**: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (NLN, 2010).

PRACTICAL NURSING COURSE DESCRIPTIONS

PNSG 1100 Foundations (2/3) This course provides an introduction to fundamental nursing concepts and theory which underlie basic assessment and nursing skills. Nursing process is introduced as a framework for competent clinical decision-making. The student will learn the fundamentals of safety as it applies to evidence-based, client-centered care. The student will demonstrate assessment and nursing skills in the laboratory setting. Behaviors that support a professional caring relationship with clients and colleagues is explored.
Prerequisite(s): Nursing Assistant, BIOL 2252, ENGL 1111. *Co-requisites*: PNSG 1110, PNSG 1120, PNSG 1125, BIOL 2254.

PNSG 1110 Care of Clients Across the Lifespan-I (4/0) This course provides an introduction to fundamental nursing concepts as they relate to acute and chronic medical conditions across the lifespan. Nursing concepts, nursing process and clinical decision making skills are applied to patient care exemplars to facilitate learning. Principles of evidence-based practice, pathophysiology, pharmacology, and nutrition are introduced into each topic area.
Prerequisite(s): Nursing Assistant, BIOL 2252, ENGL 1111. *Co-requisites*: PNSG 1100, PNSG 1120, PNSG 1125, BIOL 2254.

PNSG 1120 Pharmacology (2/0) Included in this course is information on pharmacokinetics, pharmacodynamics, common adverse/side effects, and contraindications to drug use. Emphasis is placed on drug classifications and nursing care related to the same administration of medications to patients across the lifespan.
Prerequisite(s): Nursing Assistant, BIOL 2252, ENGL 1111. *Co-requisites*: PNSG 1100, PNSG 1110, PNSG 1125, BIOL 2254.

PNSG 1125 Clinical I (0/2) This course focuses on the concepts of caring, client-centered care, safety, teamwork and collaboration, informatics and professionalism for the care of the older adult client with acute and chronic conditions. The student will apply fundamental nursing concepts and the nursing process while caring for the older adult client using basic nursing skills. Behaviors that support a professional caring relationship with clients and colleagues will be practiced.
Prerequisite(s): Nursing Assistant, BIOL 2252, ENGL 1111, Healthcare Provider CPR Certification. *Co-requisites*: PNSG 1100, PNSG 1110, PNSG 1120, BIOL 2254.

PNSG 1150 Care of Clients Across the Lifespan-II (4/0) This course expands the application of nursing concepts as they inter-relate to the safe, holistic nursing care management of acute and chronic medical conditions across the lifespan. Integrated nursing concept exemplars for complex clients with comorbidities will be covered. Principles of evidence-based practice, pathophysiology, pharmacology, and nutrition are integrated into each topic area.
Prerequisite(s): PNSG 1100, PNSG 1110, PNSG 1120, PNSG 1125, BIOL 2254. *Co-requisites*: PNSG 1160, PNSG 1180, PNSG 1185, PSYC 2201

PNSG 1160 Nursing Care of Women/Newborns/Children (2/0) This course provides an integrative approach to the care of the childbearing woman, newborns and children. Prominence is placed on normal and high-risk pregnancies, normal growth and development, and common pediatric disorders.
Prerequisite(s): PNSG 1100, PNSG 1110, PNSG 1120, PNSG 1125, BIOL 2254. *Co-requisites*: PNSG 1150, PNSG 1180, PNSG 1185, PSYC 2201.

PNSG 1180 Psychosocial Nursing (2/0) This course focuses on the care of patients with psychiatric and behavioral disorders. Emphasis is placed on common psychiatric and behavioral disorders as well as promoting and maintaining the mental health of individuals.
Prerequisite: PNSG 1100, PNSG 1110, PNSG 1120, PNSG 1125, BIOL 2254. *Co-requisites*: PNSG 1150,

PNSG 1160, PNSG 1185, PSYC 2201.

PNSG 1185 Clinical II/Transition to Practice (1/4) This course will expand on the concepts of caring, client-centered care, safety, teamwork and collaboration, informatics and professionalism for the care of clients across the lifespan. The student will apply fundamental nursing concepts, nursing process and nursing skills while promoting wellness, and caring for clients with acute and chronic conditions in a variety of health care settings. This course facilitates student transition to the role of the practical nurse. Personal and professional integrity, standards of nursing practice, state nurse practice acts, nursing codes of ethics are examined. Behaviors that support a professional caring relationship with clients and colleagues will be demonstrated. *Prerequisite(s)*: PNSG1100, PNSG 1110, PNSG 1120, PNSG 1125, BIOL 2254. *Co-requisites*: PNSG 1150, PNSG 1160, PNSG 1180, PSYC 2201.

ASSOCIATE IN SCIENCE NURSING COURSE DESCRIPTIONS

ADNG1000 Foundations of Nursing (2/0) The course introduces the fundamentals of nursing care and the interactive role of the Nurse. Physiological topics covered include: integumentary system, elimination, infection control, safety, and assessment across the life-span. Psychosocial topics covered include: therapeutic and professional interpersonal communication and cultural competence. Nursing Professional topics include: the nursing process, evidence-based practice (EBP), confidentiality, patient education, professionalism, scope of practice, and nursing informatics. *Prerequisite(s)*: Acceptance into program, Nursing Assistant, BIOL 2252, BIOL 2221, ENGL 1111. *Co-requisite(s)*: ADNG 1050, MATH 1110 or 1930, BIOL 2254.

ADNG1050 Foundational Nursing Skills (0/4) The course introduces the fundamentals of nursing care and the interactive role of the Nurse. Skills addressed include Vital signs, documentation, physical assessment, nursing process, wound management, care of the surgical patient, vision-hearing screening, enteral feedings, urinary catheterization, ostomy care, airway management, and oxygen delivery devices. Medication administration concepts and associated psychomotor skills will be presented. Essential components of physician orders and the nursing role related to safe medication administration will be addressed. *Prerequisite(s)*: Acceptance into program, Nursing Assistant, BIOL 2252, BIOL 2221, ENGL 1111. *Co-requisites*: ADNG 1000, MATH 1110 or 1930, BIOL 2254.

ADNG1100 Pharmacology (2/0) This course provides the foundational pharmacological concepts. Medications' physiologic effects on the body and pharmacologic principles will be emphasized. Pharmacology principles addressed include: major pharmacologic classifications; medication effects, side effects, adverse reactions, and age-specific modifications; essential components of physician orders; and the nursing role related to safe medication administration. *Prerequisite(s):* ADNG 1000, ADNG 1050, MATH 1110 or 1930, BIOL 2254. *Co-requisites***:** ADNG 1150, ADNG 1200, CHEM 1100, PSYC 2201.

ADNG1150 Nursing I (4/0) This course explores foundational concepts related to the pathophysiological processes affecting homeostatic balance and cell survival in the human system. Concepts of fluid & electrolytes, acid-base, oxygenation & gas exchange, hematology, nutrition, and elimination will be discussed. Students will use assessment data to evaluate expected and unexpected outcomes and form the basis for prioritizing expected medical and nursing management of care. The nursing process, clinical reasoning, and use of research-based nursing actions are integrated throughout the course as the foundation for assisting clients across the lifespan experiencing disruptions in the health-illness continuum. *Prerequisite(s)*: ADNG 1000, ADNG 1050, MATH 1110 or 1930, BIOL 2254 **OR** Acceptance into LPN Step-in program, LPN Licensure, BIOL 2221, 2252, 2254, MATH 1110 or1930, PSYC 2201, ENGL 1111, CHEM 1100. *Co-requisite(s)*: ADNG 1100, ADNG 1200, CHEM 1100, PSYC 2201 **OR** ADNG 1300.

ADNG1200 Clinical I (1/1) This course will introduce the student to the role of the professional nurse in the clinical setting with the gerian population. Emphasis will be placed on development as a member of the team, the establishment of a therapeutic nurse-client relationship, and application of concepts and skills on stable patients. Role development will occur in both simulated and long term care environments. The nursing process will be integrated throughout all aspects of the course. *Prerequisite(s)*: ADNG 1000, ADNG 1050, MATH 1110 or 1930, BIOL 2254. BLS Healthcare Provider CPR Certification. *Co-requisite(s)***:** ADNG 1100, ADNG 1150, CHEM 1100, PSYC 2201.

ADNG 1300 Transition to Professional Nursing (2/2) This course is designed to assist the LPN student transition into the RN role. Topics include professionalism, scope of practice, therapeutic and professional interpersonal communication, assessment across the life-span, nursing process, patient education, and nursing informatics. Students will use assessment data to evaluate expected and unexpected outcomes and form the basis for prioritizing medical and nursing management of care related to the pathophysiological processes affecting homeostatic balance and cell survival in the human system. Specific areas of focus include: Homeostasis, Respiratory, Fluid and Electrolyte, and Acid-Base balance, Gastrointestinal, Hepatobiliary, and Hematologic alterations. *Pre-Requisite(s)*: Acceptance into LPN Step-in program, LPN licensure, BIOL 2221, 2252, 2254, MATH 1110 or 1930, PSYC 2201, ENGL 1111, CHEM 1100. *Co-requisite*: ADNG 1150.

ADNG2050 Advanced Skills (1/1) This course develops the role and competencies of the professional nurse as they relate to management of advanced intravenous (IV) therapy nursing skills used in the healthcare setting. Skills and/or procedures addressed include: Safe IV medication administration, including medication calculations; IV therapy management across the lifespan, including peripheral IV therapy and central venous access device therapies; administration and management of blood and blood products; administration and management of parenteral therapy; and titrated IV drips. Skills are presented within the context of the nursing process, evidence-based practice, and industry certified standards of practice. *Pre-requisite(s)*: All first-year ADNG and general elective courses **OR** ADNG1300, ADNG 1150. *Co-requisite(s)*: ADNG2100, ADNG2150, BIOL 2256.

ADNG2100 Clinical II (0/4) This course will prepare the student to function in the acute care clinical setting as a professional nurse with emphasis on utilization of the nursing process, therapeutic communication, client education, evidence-based practice, and critical thinking. The student will holistically assess, plan, implement, and evaluate care in an effort to promote, maintain, and/or restore health to a variety of patients. *Pre-requisite(s)*: All first-year ADNG and general elective courses **OR** ADNG 1300, ADNG 1150. *Co-requisite(s)*: ADNG 2050, ADNG 2150, BIOL 2256.

ADNG2150 Nursing II (4/0) This course explores the complex pathophysiological processes related to immunologic function, cardiovascular function, and the integration and regulation of the human system. Students will use assessment data to evaluate critical patient indicators as the basis for prioritizing care. Students will examine expected medical and nursing management of clients experiencing disruptions in health. The nursing process, clinical reasoning, and EBP nursing actions are integrated throughout the course to assist clients across the lifespan experiencing disruptions in the health-illness continuum. *Pre-requisite(s)*: All first-year ADNG and general elective courses *or* ADNG1300. *Co-requisite(s)*: ADNG2100, ADNG2050, BIOL2256.

ADNG2200 Clinical III (0/4) This course will prepare the student to function in the acute care clinical setting as a professional nurse with emphasis on utilization of the nursing process, therapeutic communication, client education, evidence-based practice, and critical thinking. The student will holistically assess, plan, implement, and evaluate care in an effort to promote, maintain, and/or restore health to a variety of patients. *Pre-requisite(s):* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite(s)*: ADNG 2250, ADNG 2350, ADNG 2400, PHIL 1201 or 2210. (Note: Clinical II and III must be taken in consecutive semesters).

ADNG2250 Leadership (2/0) This course prepares the student to function in a multi-disciplinary, multicultural, dynamic healthcare environment. Scope of practice and role differentiation of health care practitioners is explored. The principles of leadership-management, delegation-supervision, teaching- learning, evidence-based practice, conflict management, and change are presented in the context of assimilating the ethics and standards of the profession. *Pre-requisite(s):* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite(s)*: ADNG 2200, ADNG 2350, ADNG 2400, PHIL 1201 or 2210.

ADNG2350 Maternal Newborn (2/0) This course focuses on nursing care, health promotion, safety, and collaborative interventions for individuals and families experiencing care in the Nursery or Obstetrics. High risk nursing care of the mom and baby will be presented. Emphasis will be placed on accurate interpretation of client assessment data, recognitions or deviations from normal, and identification of priority nursing and collaborative interventions to achieve optimal patient outcomes. *Pre-requisite(s)*: ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite(s)*: ADNG 2200, ADNG 2250, ADNG 2400, PHIL 1201 or 2210.

ADNG2400 Psychosocial Nursing (2/0) This course focuses on nursing care, health promotion, safety, and collaborative interventions for individuals and families with mental and psychosocial health considerations. Emphasis will be placed on accurate interpretation of client assessment data, recognitions or deviations from normal, and identification of priority nursing and collaborative interventions to achieve optimal patient outcomes. *Pre-requisite(s)*: ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite(s)*: ADNG 2200, ADNG 2250, ADNG 2350, PHIL 1201 or 2210.

PROGRAM POLICIES
College-wide policies and procedures are outlined in the College Handbook and are applicable to all students. The Nursing program has additional policies to which nursing students are held accountable. Program specific policies are listed below.

1. Admission Criteria

Competitive Admission Process:
- Completed applications received from Admissions are ranked by cumulative score on the TEAS exam, which is the primary deciding factor for admission.
- Candidates who score as indicated below, *provided all other Admissions requirements have been met*, will be considered for admission.
  - AD Program – 64 or above
  - PN Program – 53 or above
- A GPA of 2.76 or better in combined, related general education courses (math, science, etc.) is recommended, but is not an independent criterion for admission.
- Students on current academic probation or suspension will not be considered for program acceptance.

Program capacity will be determined each admission cycle.

LETTER OF GOOD STANDING:
Any applicant who has attended another nursing program will be required to submit a letter of good standing from your current or previous nursing program. The letter should come from the student's previous nursing faculty advisor or nursing program director, stating their belief in the student's potential for success in another nursing program. Applicants who are not in good standing are not eligible for admission. Previous program nursing credits are not eligible as transfer credits.

A. Prerequisite/Admission Requirements

Practical Nursing and Associate in Science Generic Program Majors:
1. **General college requirements**:
   - Official high school transcript or GED

- Immunization form (required by college – unrelated to Nursing requirements)
- **ACCUPLACER** assessment in reading/writing/math
- Completion of any readiness courses indicated by assessment
- Official transcripts from all colleges previously attended
- **ACCUPLACER** Waivers may be granted in some cases (see NTC Policy 3100-1-01 College Readiness Assessment).
- **TEAS**- ATI test of academic skills. https://www.atitesting.com/Solutions/PreNursingSchool /TEAS.aspx
- <u>**Nurse Assistant course completion**</u> – (Policy adopted 11/01/13). Requirements for meeting the Nursing Assistant pre-requisite are as follows:

1. Students must show evidence of taking a Nursing Assistant course from an approved site within the past five years (Licensed Practical Nurse license waives the NA requirement).

<div align="center">***OR***</div>

2. Students must show evidence of a Current Nurses Aid Certificate or Registration current within the last five years (from an appropriate regulatory agency, such as the State Department of Health) ***AND*** proof of a Nursing Assistant course from an approved site.

Documentation may consist of one of the following:

- Nursing Assistant course, taken within the last 5 years, documented on a transcript
- Course completion certificate from appropriate agency verifying course completion within last 5 years
- Nursing Assistant registry certificate dated within the last 5 years, accompanied by evidence of prior course/training completion
- *If course completion or NA registration was more than 5 years prior*, applicant may –
  - Retake, and pass, a NA course (full or refresher)
  - *Submit an appeal documenting evidence of applicable experience or training within the last 5 years that sufficiently meets this requirement

*The NTC Nursing program director reserves the right to make an independent decision on student application to the NTC nursing programs when the student is requesting an exception to the admission criteria. This decision can be made without review by the Student Admissions Progressions and Concerns committee.

Students must submit verification of meeting NA pre-requisite requirement to the Nursing Department. This class is **not** available online. Students are referred to the MN Department of Health for available training sites throughout Minnesota. Students in other states should check with their state resources for training sites.

LPN Step-In Associate in Science Program Majors:
1. **General college requirements**:
   - Official high school transcript or GED
   - Immunization form (required by college – unrelated to Nursing requirements)
   - **If a college-level MATH course (College Algebra, Intro to Math Sciences, or equivalent) has not been successfully completed with a grade of "C" or better, previous coursework will be evaluated and applicants may be required to complete the Math ACCUPLACER assessment to determine college readiness. College Algebra or Intro to Math Sciences must be successfully completed before program start.**
2. **Official transcript**s of all post-secondary education
3. **TEAS –** ATI test of academic skills. https://www.atitesting.com/Solutions/PreNursingSchool/TEAS.aspx
4. **LPN Licensure**

Following initial program acceptance additional documentation is needed prior to program start.

Accepted Nursing candidates must procure an account for the purpose of submission and electronic tracking of required verification of clinical eligibility. Requirements must be met prior to program start regardless of scheduled clinical participation (see Appendix for more detailed information about the electronic tracking system).

Information and detailed instructions regarding completion of requirements and submission of documentation will be provided upon the students' acceptance of their seat. Nursing candidates are responsible for costs and fees associated with background studies and tracking of other eligibility requirements. Failure to comply with requirements by the due date(s) may result in dismissal from the Nursing program.

Eligibility requirements include:

- **MN State & National Background studies**. Evidence of "clearance" (approval to provide direct contact services) must be on file *__prior to starting any Nursing class (ADNG or PNSG)__*.
- **Immunization and tuberculosis screening documentation submitted by specified deadline.** Records must be kept current throughout program completion.
- **BLS CPR certification** – Students must take an AHA (American Heart Association) or ARC (American Red Cross) **BLS Provider or Health Care Provider** CPR course covering infant, child, and adult CPR/AED and obstructed airway. *NOTE: AHA Heartsaver course cards are __not__ accepted.* It is the student's responsibility to maintain current, appropriate certification status in CPR.

*Immunization and CPR requirements for all Nursing program students (LPN Step-In, 2-year Associate degree, and Practical Nursing) is July 15th, unless otherwise indicated.

B. Departmental Student Folder

Student folders are maintained in the Department of Nursing. Folders are initiated after students are accepted into the nursing program. Folders begun for persons who take beginning nursing courses but do not enroll in any further nursing courses for a period of two years will be destroyed. If an inactive student wishes to reactivate application for admission within that two-year period, s/he may be asked to submit updated application materials. Should that person desire to enter or reenter the nursing program after the two years, it will be necessary to repeat the admission procedures. While the student is actively enrolled in the nursing major, the following may be included in the student's folder:

- Background study notification letters
- Evidence of current LPN licensure – for LPN Step-In students
- Miscellaneous correspondence such as public service, academic status, awards, recommendations, and testing
- Nursing assistant course verification (if needed)
- Advising notes

Student folders are maintained in a supervised area and in a locked file cabinet, accessed only by faculty and staff of the Nursing Department. Student folders are to be used in the nursing departmental area only. If a student wishes to review his/her departmental folder, it will be in secured form and reviewed in the presence of the department secretary or faculty and returned for filing. Items in the student folder are placed by the departmental staff and faculty. Students may submit records of honors, awards, published articles, and other such items to their faculty advisor for inclusion in the student file.

A student may review his/her student folder and appeal to the Student Admission, Progression, and Concerns Committee for removal of items considered to be inaccurate, misleading, or otherwise in violation of privacy or other rights. If the appeal fails, the student has the right to add a written rebuttal to the record and/or proceed through the grievance procedures.

After graduation, the student folder will be kept for at least a year and then will be destroyed. A record of graduates' addresses will be maintained to facilitate contact with alumni, program evaluation, and other such activities. A permanent transcript is maintained in the Records Office. Requests for copies of the NTC transcript should be made to the Registrar's office.

C. Clinical Courses

Due to safety and liability concerns, students desiring to transfer from another program to the NTC campus or distance programs, will be required to complete the appropriate facility orientation and all Nursing (PNSG or ADNG) courses through NTC.

D. Criminal Background Checks

Student participation in clinical experience is an essential component of the nursing program. NTC contracts with local healthcare facilities to provide these experiences. Any person who has direct contact with patients and residents at healthcare facilities licensed by the Minnesota Department of Health (MNDOH) must have a clear criminal background study on file (*the MN State DHS background study process now includes fingerprinting and photo requirements)*. In addition, National background clearance is required by our contracted clinical facilities. National clearance is a one-time requirement unless there is a break in program progression. Satisfactory background study clearance must be on file in the Nursing Department. **Any student who has not been cleared to provide direct patient care <u>will not be permitted</u> to participate in clinical experiences, thereby rendering the individual ineligible to progress in the nursing program and qualify for a degree in nursing.** Students should direct questions and appeals as follows:

- State (DHS) background study – Minnesota Department of Human Services, Licensing Division, 444 Lafayette Blvd., St. Paul, MN 55155-3842. Phone: (651) 296-3971. Web address: www.dhs.state.mn.us .
- National background study – American DataBank Group, 110 16th Street 8th Fl. Denver, CO 80202. 303-573-1130 or 800-200-0853 or complio@americandatabank.com . http://www.complio.com/

Once a student completes the program, s/he must apply to the state Board of Nursing for licensure. Students should be aware that the Board of Nursing screens applicants' pre-licensure conduct. It may be possible that an applicant would be denied licensure. For more information, please visit the Minnesota Board of Nursing at http://www.nursingboard.state.mn.us/

E. Technology Requirements

A laptop computer with internet capability is required as an integral part of the student's education in the nursing program. Computer access for course work is required and DSL or high-speed internet connections are needed. Information concerning network compatibility is available through the NTC Computer Help Desk.

A handheld data device for downloading U-Central is required for all clinical courses. *U-Central* access is purchased through the Bookstore.

Virus Protection All students are required to install current and active virus protection while using the College's network. The College can provide virus protection at no cost, if needed. See the computer help center.

Required software: **Microsoft® Office** is available at no cost via a download. Directions are posted at http://www.ntcmn.edu/offices/its/software/

F. Liability Insurance

The nursing program is required to have liability insurance for practice in the clinical areas. The student will be billed a nominal fee for group liability coverage as reflected on the fees statement. Liability insurance is to cover situations pertaining to injury of others.

G. Health Insurance

Students participating in clinical experience are highly encouraged to carry their own health insurance. The nursing program and related clinical facilities do not provide group health insurance coverage for students.

H. Classroom Demeanor

Students are required to abstain from behavior that disrupts the class from concentration on the subject at hand. Examples of such behavior include (but are not limited to): arriving late, talking without instructor permission,

use of electronic devices or laptops for activities unrelated to course activities, and leaving before the dismissal of class. Students may be asked to leave the classroom for the class period if disruptive behavior occurs. Disruptive behavior may be considered grounds for dismissal from the class. Repeated violations may result in disciplinary action. Cell phones and pagers are not to be used in the classroom unless extreme circumstances exist and instructor permission is granted.

Recording (voice or video) of the instructor in class/lab/clinical is prohibited unless formally requested through the Disability Services department.

2. Clinical/Lab Policy

A. Latex Allergy
Students who have a latex allergy are advised to consult their healthcare provider about ways to maintain their personal safety while practicing nursing. While the college may be able to minimize exposure for students in the classroom, we are not able to control the clinical environment. Practice in the clinical setting is an absolute requirement for graduation.

B. Blood Borne Pathogens
Possible exposure to blood borne pathogens will be addressed according to college and facility policies. Students will be liable for any expenses incurred for any follow-up medical care required.

C. Safe Care
Students must be able to physically, emotionally, and behaviorally provide safe care in lab and clinical situations. The following statement describes the student's needed abilities to meet the safe care standards in the academic and health care environments. "The student provides for a safe, effective care environment including appropriate infection control application; performs nursing tasks safely and accurately to meet the patient's physical and psychological needs; recognizes limitations and seeks out needed assistance; demonstrates high-level concern for safety measures; and protects client and health care personnel from environmental hazards."

D. Dress Code
Students, when in uniform, represent the nursing program and the nursing profession. The student's professional appearance is addressed below.
Lab Attire:
Students will wear their program designated colored scrub uniforms and white shoes during all lab sessions, including test-out days. This will signify that all behavior is being evaluated and professionalism is expected.

Lab and Clinical Attire/Uniform:
These requirements are related to professionalism, safety, and infection control.
- **PN Program** – a mandatory **"Galaxy Blue"** scrub top and pants (or skirt) is required
- **ASN Program** – a mandatory **"Caribbean Blue"** scrub top and pants (or skirt) is required
- At all times professionalism is expected and behavior should be appropriate to the profession of nursing.
- Skirts must be of sufficient length to cover knees but short enough that the hem does not touch the floor when bending or climbing stairs
- Students must wear a clean, reasonably wrinkle-free uniform for each clinical experience. Uniform pants must not drag on the floor.
- Cultural head dress must be solid in color and no longer than shoulder length. Headdress should be pinned back and drape of garment must not compromise student or patient safety
- Stockings or socks must be white; if a shirt is worn under the scrub top, it must also be white
- Shoes must be white. All white leather athletic shoes are acceptable
- Scrubs and clinical shoes are to be worn in the clinical area only

- Name/photo identification badges (appropriate to the assigned clinical site) are required for facility access and security and must be worn and visible each clinical shift. Students may be responsible for the initial purchase of the badges and/or for the subsequent replacement of lost badges.
- All efforts must be made to conceal tattoos that contain language or content which could be offensive. Body Art (tattoos) that may be offensive to patients, family members, guests of patients, and/or othercustomers or employees, is not allowed to be visible. Offensive body art may be covered with clothing or tape. Examples of inappropriate tattoos include anything of an obscene or sexual nature and/or anything that may be construed to be discriminatory against any sex, race, ethnic background or religion.
- Jewelry (piercing/jewelry) must be conservative and appropriate. Jewelry that may be offensive to patients, family member, guests of patients, and/or other customers or employees is not allowed. Examples of inappropriate jewelry include anything of an obscene or sexual nature and/or anything that may be construed to be discriminatory against any sex, race, ethnic background or religion. Examples of inappropriate piercing/jewelry include facial jewelry, large ear jewelry (plugs/gauges) or excessive pieces of ear jewelry per ear.
  - Facial and oral jewelry must be removed (clear spacer may be used)
  - Other body piercings that cannot be concealed must be removed
  - Plugs/gauges must be concealed, covered with tape, or a solid plug/gauge should be worn.
- Clear or light-colored nail polish is permitted but must be free from chips/cracks
- Artificial nails are not permitted
- Rings are discouraged, but a wedding band is permitted
- Food, beverages, and chewing gum is not permitted in the patient care areas and must be consumed in appropriate break areas or according to facility policy

If a student does not follow the dress code, and if correction of appearance is not immediately modifiable, the student may be sent home to conform to the required dress code. These missed hours will be counted toward the total hours of absence.

Supplies:
When students report for their lab experience, they must have the following items: appropriate books and supplies/supply packs for subjects assigned. When students report for their clinical experience, they must have the following items: uniform, name badge, stethoscope, bandage scissors, black pen, penlight, handheld device, and watch.

Personal Grooming:
Hair must be of a natural color, clean, neatly trimmed, and off the face and collar. Long hair must be pulled back or up. Facial hair must be clean and neatly groomed. Make-up should be conservative and professionally appropriate.

Compliance with the facilities' "scent free" environment policy requires that perfumes, colognes, or scented lotions, deodorant, and hairspray may not be worn while at any clinical site. Students presenting to a clinical setting bearing any strong odors including, but not limited to, body odor, gasoline, alcohol, or tobacco smoke will be dismissed from the clinical setting. Therefore, students will need to acknowledge that there may not be smoking allowed during clinical shifts.

E. Current CPR

Students must take an AHA (American Heart Association) or ARC (American Red Cross) *Healthcare Provider/BLS Provider* CPR certification course covering infant, child, and adult CPR/AED and obstructed airway. ***NOTE: AHA HEARTSAVER cards are <u>NOT ACCEPTED</u>.*** A scanned copy of the card must be electronically submitted according to program policy before participation in any Clinical experience. It is the student's responsibility to maintain current certification status in CPR.

F. Clinical Facility Requirements

Clinical affiliates require proof of immunizations, appropriate CPR certification, and background clearance.

Orientation to clinical facilities will occur prior to all clinical assignments. Students must review and sign appropriate confidentiality, disclosure, HIPAA, information release (for access to electronic medical records onsite), and policy agreements in order to practice in contracted clinical facilities. Safe nursing care of patients and the maintenance of public safety is a primary concern upheld by the program, clinical agencies, and Board of Nursing. Mandatory attendance at a scheduled campus or online orientation for each clinical facility is required for legal and regulatory purposes. Failure to attend or complete orientation requirements prevents continuation in the clinical course.

It should also be noted that students must adhere to all rules, regulations, and policies of the clinical site, including those applicable to employees. It is the students' responsibility to meet these requirements or they will be withdrawn from clinical courses.

AD Nursing students will write SN following their name (example: R. Jones, SN) in clinical/lab charting. PN Nursing students will write PNS following their name (example: S. Smith, PNS) in clinical/lab charting.

G. Confidentiality
Every student must sign the HIPAA (Health Insurance Portability and Accountability Act if 1996) form, which outlines the use and appropriate handling of confidential medical information, before entering their first clinical course. Patient confidentiality cannot be emphasized enough. The patient has the legal right to confidentiality of all aspects of his/her care, and the nurse has a legal responsibility to safeguard the patient's confidentiality.

SOCIAL MEDIA
POLICY

I. Policy
It is the policy of the NTC Nursing program to manage social media as an extension of marketing and communications on behalf of Northwest Technical College (NTC). NTC Nursing respects the right of students/staff to participate in social media; however, the business needs of NTC must be served while also maintaining their corporate identity, integrity, and reputation in a manner consistent with the Nursing program's mission, core values, policies, and applicable laws. The NTC Nursing program will investigate alleged violations of the policy and impose corrective action on the student/staff who fail to comply with state or federal laws or with organizational policies, standards, guidelines or procedures related to the use of social media.

II. Scope
This policy applies to NTC Nursing students and staff when using social media while at work, home, campus, or anywhere when the student/staff's affiliation with NTC, clinical, or capstone site is identified, known, or presumed.

III. Purpose
The purpose of this social media policy is to assist students/staff in understanding how social media applies to their NTC affiliation and their responsibilities when communicating through these methods.

IV. Definitions
1. **Social Media:** is primarily internet and/or mobile based methods of networking using web/mobile based tools to communicate widely, quickly, and easily for the purpose of sharing information and communicating with others. Such as but not limited to:
   a. Facebook
   b. Twitter
   c. Myspace
   d. Texting
   e. Skype
2. **Protected Health Information (PHI):** is any identifiable health information, including demographic information that contains:

a. Past, present, or future physical/mental health or condition of an individual
b. Past, present, or future payment for an individual's healthcare
c. Identifies the individual, OR there is reasonable basis to believe the information can be used to identify the individual

3. When Using Social Media

a. Students/Staff using social media shall not:
  - Disclose NTC's patients', or affiliates' confidential information, or PHI
  - Disclose location, facility type, or any demographic identifier of clinical or capstone
b. When using social media, the student/staff will not express or represent that his/her views are the views of NTC unless he/she has been authorized to do so.
c. The student/staff may be asked to remove any reference to NTC enrollment or affiliation
d. Students/Staff photographing any individuals (patients, family, staff as example but not limited to) or physical structures must obtain written authorization from NTC or affiliates.

4. Compliance

a. Students/Staff shall receive notice of this policy at the beginning of each semester and may receive periodic education on its application and use
b. In accordance with federal and state laws, regulations, and NTC related policies, NTC Nursing reserves the right to monitor Student/Staff social media activities and maintain detailed reports of social media usage
c. Students/Staff found violating this policy may be subjected to corrective disciplinary action including but not limited to, expulsion from NTC, criminal prosecution, or additional liability associated with other legal actions
d. Alleged violations require immediate reporting to the direct supervisor, NTC nursing department chair, and or the affiliates human resources, and risk management
e. All violations will be investigated collaboratively with appropriate staff and legal officials to determine appropriate corrective and disciplinary action, up to and including expulsion.

H. Actual or Potential Inability to Practice Nursing

Because of the level of responsibility associated with the nursing practice, the nurse/student must be in full control of his/her mental and physical capacities at all times when the client's safety and/or the safety of self and others is at stake (see the "Technical Standards for Entry-Level Nursing Programs" in Appendix). *The student's physical and emotional health, conduct, values, and attitudes must not threaten the safety or welfare of self, clients, students, and others within the department and affiliated agencies.*

The use of mood altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, prescription, over-the-counter drugs, or any other material that results in behavior or appearance that adversely affects academic performance or client safety, may be grounds for discipline according to NTC's Student Code of Conduct and program probation policies.

I. Standard Blood and Body Fluid Precautions

A. Precautions

1. When handling blood and/or body fluids, students are to follow the established policies within the agencies where clinical shifts are scheduled.
2. All students involved in clinical experience which are not covered by specific agency policy and who are handling blood and/or body fluids, must follow standard precautions to protect themselves, clients, and classmates.
3. Students must report any cuts, scrapes, wounds, skin rashes, dermatitis to the clinical instructor prior to performing any tasks that may involve exposure to blood or body fluids.
4. Students must restrict direct contact if there is a lesion with drainage.
5. Students must wear appropriate protective equipment when performing any task(s) that may involve exposure to blood or body fluids.
6. All blood or body fluids should be considered infectious.

B. Management of Blood/Body Fluid Exposures

Should a significant exposure to blood or body fluids occur, the following policy will be implemented;

Significant exposure includes:

- Any puncture of the skin by a needle or other sharp object that has had contact with a patient's blood or body fluids.

- Mucous membrane exposure (splash to eye or mouth) of blood or other body fluids.

- Cutaneous exposure involving large amounts of blood or prolonged contact with blood or body fluids, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis. Bite wounds are included in this category.

High risk body fluids are defined by the CDC as blood, semen, vaginal secretions, cerebrospinal fluid, pleural fluid, peritoneal fluid, pericardial fluid, synovial fluid, and amniotic fluid.

a. Immediately following a significant exposure, the student shall inform the instructor.
b. If the exposure occurs in a health care facility with established guidelines for blood and body fluid exposure, those guidelines will be followed.
c. If the exposure occurs in a clinical lab setting or in a setting where guidelines have not been established, the student shall:
   - If a needle puncture or laceration (scratch), cleanse the wound thoroughly with soap and water. The wound may be further cleansed with 10% povidone-iodine (Betadine solution).
   - If a mucous membrane or conjunctival exposure occurs, irrigate the affected area immediately with copious amounts of water or normal saline.
d. The student will be referred to the student's own physician or health care provider. It is recommended that the student seek referral within a few hours as chemoprophylaxis may be needed.
e. If patient source testing is recommended by the health care provider, NTC's human resources department will be consulted.
f. Any and all expenses incurred because of the management of and follow-up of blood and body exposure will be at the exposed student's expense.

J. Absence and Illness

In case of unavoidable absence from **class**, the student must call and email his/her instructor. If the instructor is unavailable, please leave a message. In the case of unavoidable absence from **clinical**, please follow the procedure designated by your instructor. Refer to your Clinical schedule for additional instructor contact information.

Direct office phone and email contact for faculty is listed in the Northwest Technical College website Directory (www.ntcmn.edu). The main Nursing office may be reached in the following ways:

- Local – dial 218-333-6663
- Long distance – dial 1-800-942-8324, ext. 6663
- Fax – dial 218-333-6694 (cover page must include name of person document should go to)

3. COURSE/SEMESTER PROGRESSION - The recommended sequence of required courses for Practical Nursing and Associate degree campus and distance programs is found in the Appendix.

ASSOCIATE DEGREE & PRACTICAL NURSING PROGRAM PROGRESSION:

- Successful completion of both Nursing Programs (PN and AD) requires successful completion of outcome assignments (as identified by * on the course syllabi) associated with each course. Students will be allowed 2 total attempts to successfully complete outcome assignments (passed with 80%). If not successful with the first attempt, student MUST meet with a faculty tutor prior to submission of second/final attempt. The second attempt MUST be passed with 80% to successfully pass the course.
- Satisfactory completion of all required courses, including the required general education courses, is required for program completion and graduation.
- Students who are registered for courses and have not met the pre- or co-requisites for that course, will be administratively withdrawn from the course. Students will not be allowed to progress if it is determined that pre/co-

requisites have not been met.

PRACTICAL NURSING – ADDITIONAL POLICY FOR PROGRAM PROGRESSION:
Practical Nursing students failing any PNSG course will be asked to withdraw from PNSG courses for that program year and restart the program the following year. ***Students must notify the program director of their intent to return to the PN program no later than May 1st preceding fall semester start-up.*** General education courses that apply to the program may be taken in the interim.

ASSOCIATE DEGREE – ADDITIONAL POLICY FOR PROGRAM PROGRESSION:
Associate degree nursing students failing any ADNG course should remain in all other ADNG courses in which they are demonstrating satisfactory progress. Students will need to step out of the program at the end of the term until they repeat the failed course including any co-requisite course(s). *The student must notify the nursing program director, within one week of the end of that semester of their intent to return to the program.* General education courses that apply to the program should be taken in the interim.

TWO STRIKE RULE for AD   (amended 12-13-17):
All nursing courses must be passed with a minimum of 80% or "C". Students who are unsuccessful achieving 80% in a nursing course will be permitted to repeat that course (withdrawals are counted as course failures). Only ONE course in the program can be repeated due to failure. A SECOND course failure will result in dismissal from the nursing program.

- Any repeated ADNG theory course that results in a lapse of one year between clinical courses will require students to retake the clinical course within that semester (pertains to all clinical courses). Students will be counseled to complete the current clinical course. If the student chooses to withdraw from the clinical course, this will be counted as a second fail and they will be dismissed from the program.
- Students who are failing or withdrawing from a course or courses, MUST remain in all other courses in which they are demonstrating satisfactory progress.
- ADNG 1200 Clinical I: a minimum grade of 80% in the theory portion MUST be earned in order to continue/progress to the clinical performance portion of this course.
- ADNG 2050 Advanced Skills: the student MUST have a passing score of 80% or greater in both the theory AND in the lab sections of this class in order to pass the course.
- A failing grade in, or withdrawal from, a general education course will not affect progression unless it is a course pre/co- requisite.
- Students repeating courses may return to resume their program of study without competing for admission *within one year of program exit*. If a time lapse of greater than one year occurs, the returning learner must re-apply for admission and would be required to re-take any nursing courses previously taken.
- Students who are unsuccessful on their first attempt to complete the program may re-apply to the program and must repeat all nursing courses. Returning students must meet with individual advisor or program director to develop an individualized personal improvement plan for success.
- Students who are unsuccessful on their second admission to the program must sit out one year and submit a written appeal if they wish to re-apply. Returning students must meet with individual advisor or program director to develop an individualized personal improvement plan for success.

Students are encouraged to check their grades frequently during the semester in the D2L BRIGHTSPACE gradebook and to be in touch with course instructors regarding grading concerns. Any student in recognized danger of not passing a course should receive individual contact from the instructor at the course mid-point. Students are encouraged to use any available student services that they are not already utilizing to promote course success (attending content review sessions with teacher, tutoring, study groups, learning services, Smarthinking, etc.)

PROGRESSION ALTERATION REQUESTS:
All students seeking an alteration in the progression of courses and/or requirements in the nursing program must submit a petition, in writing, to the Student Admission, Progression and Concerns Committee allowing sufficient time for a response.

The *procedure* will be as follows:

1. Students will submit a written request to the Student Admission, Progression and Concerns Committee. The request will include:
    A. Description of the request
    B. Justification for the request
    C. Any documentation necessary to support the justification (catalog description, course content, etc.)
2. The petition must be submitted within the first 6 weeks of the semester, allowing the committee a minimum of six weeks to respond prior to the necessary implementation date.
3. Questions regarding petitions should be addressed to the Student Admission, Progression and Concerns Committee Chair person.

PROGRAM EVALUATION:
Students are required to participate in individual course and program evaluations at various intervals. Evaluation surveys and procedures are provided by the department.

ACADEMIC EVALUATION OF NURSING COURSES

Academic Grading
      The academic grading system is as follows:
                A 94-100%
                B 86-93%
                C 80-85%
                D 74-79%
                F $\leq 73\%$
                I Refer to College Handbook regarding incomplete grades

NO ROUNDING OF SCORES will occur on any material used for student evaluation including exams, assignments, and final grades.

Course Grading Policy (adopted 8/14/17):
All proctored assessments/exams must be passed with an average of 80% before any additional course points will be added to a student's overall score. Failure to maintain an 80% assignment average will negatively impact overall course grade.

Test Policy (adopted 05-15-17):
- 1 ½ minutes will be allowed for each test question. (example: students will have 45 minutes to complete a 30 question exam)

- NO rounding of scores will occur on any material used for learner evaluation including exams, assignments, and final grades. The final course grade is based on written examinations, quizzes, and learning activities assigned by the instructor.

- Due to test integrity, the instructors will review exam statistics and recap the most missed questions for the class.

- Exams will not be opened or discussed in the classroom.

- NTC library, Remote Proctor Now, or mnscu.edu/online/proctoring.html will be the only allowed proctoring locations.

- Online/Distance exams will be open for 48 hours. Opening at 8am.

- When using Remote Proctor Now students must sit upright at a desk or table (or at a minimum, sitting upright on a bed with the arms bent at a 90 degree angle on the computer keyboard, and the keyboard on their lap).

- The exam environment should be "clean" or covered with a sheet to cover any papers or items in the exam environment. Students must show their environment before and after the exam. The scan must be performed slowly to allow entire view of the exam area (floor, ceiling, desk top, chair, surrounding areas). Writing utensil and full sheet of blank paper used must be shown before and after the exam.

- Once you click into remote proctor now – absolutely no leaving the room until you have closed out of Remote Proctor Now. Plan accordingly and use the bathroom prior to getting into Remote Proctor Now.

- Volume must be on during the Remote Proctor Now exam.

- Students must show a photo ID with first and last name.

- No pets or small children can be held during the exam.

Math Competency (adopted 04/06/2015):
Like many of the other skills learned in nursing, math is an outcome that represents a basic standard of nursing. There is an expectation that ALL nurses graduating from NTC nursing programs are competent performing a variety of dosage calculations with an expectation of 100% accuracy.

Academic Probation (See College Handbook online at www.ntcmn.edu)

Program Probation:
A student may be placed on probation at any time during academic progress. The need for probation will be determined as situations warrant. Details will be specified in the probation statement. The probationary statement will be placed in the student's file. (See Appendix to view the entire Program Disciplinary Policy.)

Late Assignment Policy
a. If a student must miss an assignment, s/he must provide the instructor with same day notification (via e-mail) no later than the day and time the assignment is due. Students are required to retain written documentation of the notification through e-mail along with the instructor's response to the notification. This documentation is the only item that will function as notification evidence should there be a discrepancy between the instructor's and student's information. Late assignments should be emailed to the instructor when the assignment dropbox is closed.
b. Late assignments, with proper instructor notification, may be made up by a mutually agreed upon date negotiated with the course instructor. The student will receive a 10% penalty for late assignments for which numeric grades are assigned. Pass/fail assignments must be submitted upon mutually agreed upon due dates between faculty/student. The instructor reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor.
c. If the instructor is not notified prior to the assignment due date/time according to the process listed above, the student will receive a 25% deduction (from the maximum assignment points) in his/her assignment score the first time this occurs. The request for turning in an assignment after the due date must be made within 5 business days of the original due date. The instructor reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor. ANY ADDITIONAL NON-COMPLIANCE WITH THE PRIOR NOTIFICATION POLICY WILL RESULT IN A SCORE OF ZERO ON ANY RESPECTIVE LATE ASSIGNMENTS.
d. Students will have no more than two submissions, total, to earn a passing grade on a pass/fail assignment.

e. If the student misses the negotiated due date, the instructor has the right to reject the assignment and grade the assignment with a zero.
f. If the instructor is not notified on or before the assignment due date, the instructor has the right to reject the assignment and grade the assignment with a zero.
g. If the late assignment falls near the end of the semester, the student may request a course "incomplete" per college policy. Incompletes are granted at the discretion of the faculty. However, the course would need to be completed prior to the subsequent semester to comply with course pre/co-requisites.

Late Exam Policy

a. If a student must miss an exam, s/he must provide the instructor with same day notification (in person, via telephone, voice mail, e-mail, or D2L BRIGHTSPACE) no later than the day and time of the exam. Students are required to retain written documentation of the notification through e-mail or D2L BRIGHTSPACE along with the instructor's response to the notification. This documentation is the only item that will function as notification evidence should there be a discrepancy between the instructor's and student's information.
b. Late exams, with proper instructor notification, must be made up within 5 business days from the original test due date as mutually agreed upon through negotiations with the instructor. The student will receive a 10% deduction from the total possible points in their test score. For example, if a student earned 25/30 on the exam, minus 10% (3 points) would result in a score of 22/30. The instructor reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor.
c. If the instructor is not notified prior to the exam due date/time according to the process listed above, the student will receive a 25% deduction (from the maximum points) in his/her exam score the first time this occurs. The exam must be made up within 5 business days from the original test due date or mutually agreed upon through negotiations with the instructor. The instructor reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor. ANY ADDITIONAL NON- COMPLIANCE WITH THE PRIOR NOTIFICATION POLICY WILL RESULT IN A SCORE OF ZERO ON ANY RESPECTIVE LATE EXAMS.
d. If the student misses the negotiated due date (referred to in 1b above), the instructor has the right to reject the exam and assign a grade of zero.
e. If the instructor is not notified on or before the exam due date (referred to in 2a above), the instructor has the right to reject the exam and assign a grade of zero. Should this zero result in the inability of the student to pass the course, s/he will be encouraged to withdraw. The student alone is accountable for any negative impact on GPA, nursing program progression and financial aid status.

Attendance Policy
CLASSROOM/LECTURE

Campus students: Although attendance is not required, it is in the student's best interest to attend class. It is the responsibility of the student, **not** the faculty, to ensure information shared during any missed lecture is obtained. Students should contact peers to identify missed content.
Distance students: Faculty monitor D2L for online attendance and work progression.

Student presence at all labs and clinicals is expected, just as it would be for any job. In the event of illness or other emergency, it is the student's responsibility to notify faculty prior to the beginning of lab or clinical.

LAB

Campus students

- If absence occurs on a test-out day, student will receive an automatic deduction of 1.0 points from their earned grade on the specific skill performance. A second absence on a skill test-out day will result in an automatic 2.0 reduction in grade earned on the specific skill performance.
- Those who miss lab are responsible for contacting a peer to identify missed content. It is *not* the responsibility of the faculty to ensure that the student has all information shared during the missed lab period.
- Students who miss or are not successful in passing their skills test out on their first attempt in lab, second

and third attempts will be scheduled into future lab dates as the schedule allows. <u>No same day re-tests will be done</u>. Additional student practice of skills during open lab time will be required if the student is not successful on the first skills test out attempt. One hour of mandatory practice of the skill during open lab time will be required prior to the next lab visit for testing of a second attempt. Two hours of mandatory practice of the skill during open lab time will be required prior to the next lab visit for testing of a third attempt. The student will be required to provide the instructor with validation from the student lab worker that this required time was completed prior to their test-out of the skill.

- Make up for the first lab absence is solely at the discretion of the nursing faculty involved in the course. The first missed lab hours will NOT be made up, but rather, may involve a written assignment or a project to help the student achieve the lab objectives set for the course. It is the student's responsibility to speak with the appropriate faculty to obtain any make up assignments within two school days of return to campus/school.
- Make up for a second lab absence will be and at the expense of the student. The student will be required to make up all lab absences in excess of one lab day per course. Please note lab make up for a second lab absence is reliant on an available and willing current NTC faculty, an available and appropriate lab, and make up must be completed within the confines of the semester and/or course for which the lab was missed.
- The cost to the student for lab make up reflects the cost to the College to add faculty for make-up clinical hours. Payment for the make-up must be made by the student prior to the date of in-house clinical make up. It is the student's responsibility to initiate with the program director in-house clinical make up within two school days of return to campus/school.
- Should a student miss a third lab day, the student fails the course. There is no make-up opportunity. Please refer to the NTC Nursing Program Progression Policy and the NTC Readmission Policy for Nursing Students located in the Nursing Program Student Handbook for information regarding returning to the Nursing Program post course failure.

- Please note exceptions will be rare and must involve extremePPlease note exceptions will be rare and must involve extreme extenuating circumstances. It will be reviewed by faculty and decided by faculty whether it meets the criteria for an excused absence.

Distance students:

As distance students come for condensed periods of time, their lab days are longer. Thus, the following policy applies to them:
- If absence occurs on a test-out day, student will receive an automatic deduction of 1.0 points from their earned grade on the specific skill performance. A second absence on a skill test-out day will result in an automatic 2.0 reduction in grade earned on the specific skill performance.
- Those who miss lab are responsible for contacting a peer to identify missed content. It is ***not*** the responsibility of the faculty to ensure that the student has all information shared during the missed lab period.
- Students who miss or are not successful in passing their skills test out on their first attempt in lab, second and third attempts will be scheduled into future lab dates as the schedule allows. <u>No same day re-tests will be done</u>. Additional student practice of skills during open lab time will be required if the student is not successful on the first skills test out attempt. One hour of mandatory practice of the skill during open lab time will be required prior to the next lab visit for testing of a second attempt. Two hours of mandatory practice of the skill during open lab time will be required prior to the next lab visit for testing of a third attempt. The student will be required to provide the instructor with validation from the student lab worker this required time was completed prior to there-testing of the skill.
- Make up for the first half day (4 hours or less) lab absence is solely at the discretion of the nursing faculty involved in the course. The first missed lab hours will NOT be made up, but rather, may involve a written assignment or a project to help the student achieve the lab objectives set for the course. It is the student's responsibility to speak with the appropriate faculty to obtain any make up assignments within two school days of return to campus/school.

- Make up for a second half day (4 hours or less) lab absence will be and at the expense of the student. The student will be required to make up all lab absences in excess of one lab day per course. Please note lab make up for a second lab absence is reliant on an available and willing current NTC faculty, an available and appropriate lab, and make up must be completed within the confines of the semester and/or course for which the lab was missed.

- The cost to the student for lab make up reflects the cost to the College to add faculty for make-up clinical hours. Payment for the make-up must be made by the student prior to the date of in-house clinical make up. It is the student's responsibility to initiate with the program director in-house clinical make up within two school days of return to campus/school.
- Should a student miss a third half day of lab day, the student fails the course. There is no make-up opportunity. Please refer to the NTC Nursing Program Progression Policy and the NTC Readmission Policy for Nursing Students located in the Nursing Program Student Handbook for information regarding returning to the Nursing Program post course failure.
- Please note exceptions will be rare and must involve extreme extenuating circumstances. It will be reviewed by faculty and decided by faculty whether it meets the criteria for an excused absence.

Clinical Absence Policy

Attendance at all assigned clinical experiences, including but not limited to, clinical orientation, in house clinical, simulation, post conferences, and skills labs, are mandatory.

In the event the student finds it necessary to be absent from an assigned clinical experience due to an illness or an emergency, the student must report the clinical absence to the clinical area of assignment and to the faculty involved (ie: in-house clinical site or on-campus) prior to the scheduled clinical experience.

It is always the student's responsibility to initiate the communication of, and make up arrangements for any clinical absence (clinical orientation, in-house clinical, simulation, post conference, skills lab) with the appropriate faculty.

The policy for absence from clinical/lab (this includes simulation) is as follows:
- The policy applies to an individual clinical rotation per course per semester (it is NOT a lump sum policy).
- Make up for the first in-house clinical absence is solely at the discretion of the nursing faculty involved in the course. It will NOT be made up in-house, but rather, may involve a written assignment or a project to help the student achieve the clinical objectives set for the course. It is the student's responsibility to speak with the appropriate faculty to obtain any make up assignments within two school days of return to campus/school.
- Make up for a second clinical absence will be in-house and at the expense of the student. The student will be required to make up all in-house clinical absences in excess of one clinical day per course. Please note that in-house clinical make up for a second in-house clinical absence is reliant on an available and willing current NTC clinical faculty, an available and appropriate clinical site, and make up must be completed within the confines of the semester and/or course for which the in-house clinical was missed.
- The cost to the student for in-house clinical make up reflects the cost to the College to add faculty for make-up clinical hours. Payment for the make-up must be made by the student prior to the date of in-house clinical make up. It is the student's responsibility to initiate with the program director in-house clinical make up within two school days of return to campus/school.
- Should a student miss a third in-house clinical day, the student fails the course. There is no make-up opportunity. Please refer to the NTC Nursing Program Progression Policy and the NTC Readmission Policy for Nursing Students located in the Nursing Program Student Handbook for information regarding returning to the Nursing Program post course failure.
- Please note exceptions will be rare and must involve extreme extenuating circumstances. It will be reviewed by faculty and decided by faculty whether it meets the criteria for an excused absence.

Licensure Costs
Licensure examination application presently costs approximately $375.00. This process will be more fully explained as graduation nears. Additional optional costs may occur at graduation time, such as class pictures, NCLEX review books, review courses, etc. Those optional costs will be more fully explained for each graduating class as they are available.

Health Education Systems, Incorporated (HESI: Elsevier)
All Practical Nursing and Associate Degree Nursing students use HESI testing and review resources in addition to

textbooks (e-books) for PNSG and ADNG courses. Costs for these resources are billed to students as course fees.

NTC HESI Remediation Policy

This document describes the Remediation Policy for nursing students. Remediation is defined as "The process of identifying the need to take action to remedy a situation that, if left unresolved, will result in unfavorable outcomes, whereas implementing intervention strategies will successfully address the situation" (Cullieton, 2009).

Following HESI Specialty and Exit Exams, students are required to remediate and the remediation requirements are dependent on each individual student's HESI score for each exam. HESI Exam Scores can be indicative of the student's level of risk for success in the program and on NCLEX. **Students with lower HESI scores require more intense remediation.**

Students receive their HESI Exam reports and correlating online remediation within 48 hours of the exam being closed. From their HESI Exam student report, students will complete their personal plan for remediation. All remediation must be completed 24 hours PRIOR to the scheduled version two (second) exam.
If remediation activities are not completed within the policy timeframe, students will not be eligible for admission into the second version of the HESI Specialty Exam or Exit Exam. The 25% Late Exam Policy and points deduction will be applied to HESI scores when remediation is not completed by the due date/time.

The student's HESI exam version two (second exam) score will be placed in the corresponding course gradebook.

Student must complete the work on their own and sharing of information or working with other students is considered academic dishonesty and can lead to student dismissal or probation.

NTC Policy for HESI Exam Remediation
Complete remediation components must be completed 24 hours PRIOR to the version two (second) examination.

NTC HESI Specialty Exam Remediation Policy	
HESI Score 900 and above	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **three** hours of study in the Study Packet is required. Develop **eight**10 question *custom Adaptive Quizzes in content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% correct is achieved. A one page screen shot of completed quizzes must be submitted to the assignment dropbox. Time spent in adaptive quizzing does **NOT** count toward the online remediation time spent in the study packet.
HESI Score 800-899	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **four** hours of study in the Study Packet s required. Develop **eight** 10 question *custom Adaptive Quizzes in content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% correct is achieved. A one page screen shot of completed quizzes must be submitted to the assignment dropbox. Time spent in adaptive quizzing does NOT count toward the online remediation time spent in the study packet.
HESI Score 700-799	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **six** hours of study in the Study Packet is required. Develop **eight** 10 question *custom Adaptive quizzes in content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% correct is achieved. A one page screen shot of completed quizzes must be submitted to the assignment dropbox. Time spent in adaptive quizzing does NOT count toward the online remediation time

HESI Score 699 or below	Complete the Test-Taking Tutorials in the HESI Case Studies course.
	Set up an appointment with the Nursing tutor to review your Study Packet materials and test-taking skills prior to the second exam.
	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **eight** hours of study in the Study Packet is required.
	Develop **eight** 10 question *custom Adaptive quizzes in Adaptive Quizzing in content area of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% correct is achieved. A one page screen shot of completed quizzes must be submitted to the assignment dropbox. Time spent in adaptive quizzing does NOT count toward the online remediation time spent in the study packet.

*Student must be logged into their HESI Student Access account and studying in the individualized Study Packet for the number of hours specified. It is most effective to break up the required remediation hours into multiple sessions. There is no timer available in the student view which tracks time spent, therefore the student must independently track their time spent in their Study Packet.Time spent in adaptive quizzing does NOT count toward the online remediation time spent in the study packet.
Note: Faculty have access to the student time spent and can view which specific remediation content has been accessed. For remediation time to be tracked, it must be done online. Therefore, it is not advised to print out your Study Packet.

*When using Adaptive Quizzing as remediation after HESI exams, use Custom Exams and not Mastery Exams. Additionally, it is advised that only one content area be selected for each weakness area (as opposed to combining multiple topic areas into a quiz with more questions).

HESI Exit/Specialty Exam Score Translation

HESI Scoring Interval	Performance Level	Percentage of points earned on HESI Exit/ Specialty Exams	Points
> or = 900	Recommended Performance	100%	50
875-899		95%	47.5
850-874		90%	45
825-849	Acceptable Performance	85%	42.5
800-824		80%	40
775-799	Below Acceptable Performance	75%	37.5
750-774		70%	35
< or = 749		65%	32.5

HESI Exam Remediation Plan
Submit this remediation plan to the corresponding D2L assignment drop box by the
Course calendar due date.

Student Name	
Date	
Course	
HESI Exam Name	
HESI Exam Score	
Hours of HESI online post exam remediation to be completed in the Study Packet	
Number of Adaptive Quizzes required (must achieve 80%)-	
Topics selected for Adaptive Quizzes:	
If applicable, time/date of meeting with nursing tutor	

Appendix A

CLINICAL/PROGRAM ELIGIBILITY TRACKING

Students of Northwest Technical College Nursing are required to procure an account with AMERICAN DATABANK/**COMPLIO** for the purpose of electronic tracking of program and clinical eligibility.

Background studies must be completed upon acceptance of a seat in the program. This applies to all NTC Nursing programs and both the MN State as well as National background studies.

All other requirements must be submitted prior to program start irrespective of scheduled clinical participation dates. Requirements include, but may not be limited to, immunizations and/or titer results, tuberculosis screening, and BLS CPR certification. Accepted nursing candidates (all programs) receive information and instructions upon acceptance of a seat in their respective program.

Students are responsible for all fees and costs associated with eligibility requirements.

Costs for tracking of immunizations, TB screening, and CPR:
- 12 Month subscription - $20.00
- 18 Month subscription - $30.00
- 24 Month subscription - $40.00

Background study fees:
- National background study through Complio/American Databank - $45.00 **Base Fee**
  - *May be additional fees contingent on states/counties needing to be searched (dependent on student's residential history)*
- MN State (DHS) background study
  - $20.00 fee paid online to DHS
  - $9.10 fingerprint/photo fee paid online to 3M Cogent or at authorized fingerprinting agency (may only use DHS authorized agency – listing, by region, is available)
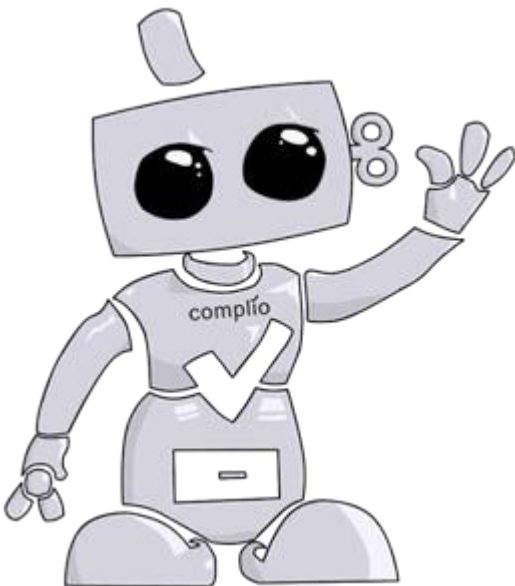
Complio *powered by* American DataBank

Northwest Technical College
PRACTICAL NURSING PROGRAM SEMESTER SEQUENCE

Program pre-requisites:

- ➢ Nursing Assistant Course/Training
- ➢ BIOL 2252 Anatomy and Physiology I (3 cr.)
- ➢ ENGL 1111 College Writing I (3 cr.)

Semester One (Fall):

Course	Title	Credits	Pre-requisite & Co-requisite
BIOL 2254	Anatomy and Physiology II	3	*Pre-requisite*: BIOL 2252
PNSG 1100	Foundations	5 (2 lec, 3 lab)	*Pre-requisites*: Program acceptance, Nursing Assistant, BIOL 2252, ENGL 1111 *Co-requisites:* BIOL 2254, PNSG 1110, PNSG 1120, PNSG 1125
PNSG 1110	Care of Clients Across the Lifespan-1	4	*Pre-requisites*: Program acceptance, Nursing Assistant, BIOL 2252, ENGL 1111 *Co-requisites:* BIOL 2254, PNSG 1100, PNSG 1120, PNSG 1125
PNSG 1120	Pharmacology	2	*Pre-requisites*: Program acceptance, Nursing Assistant, BIOL 2252, ENGL 1111 *Co-requisites:* BIOL 2254, PNSG 1100, PNSG 1110, PNSG 1125
PNSG 1125	Clinical I	2	*Pre-requisites*: Program acceptance, Nursing Assistant, BIOL 2252, ENGL 1111, BLS/Healthcare Provider CPR certification *Co-requisites:* BIOL 2254, PNSG 1100, PNSG 1110, PNSG 1120
CREDITS		**16**	

Semester Two (Spring):

Course	Title	Credits	Pre-requisite & Co-requisite
PSYC 2201	Developmental Psychology	3	
PNSG 1150	Care of Clients Across the Lifespan-II	4	*Pre-requisites*: PNSG 1100, PNSG 1110, PNSG 1120, PNSG 1125 *Co-requisites:* PSYC 2201, PNSG 1160, PNSG 1180, PNSG 1185
PNSG 1160	Nursing Care of Women, Newborns, and Children	2	*Pre-requisites*: PNSG 1100, PNSG 1110, PNSG 1120, PNSG 1125 *Co-requisites*: PSYC 2201, PNSG 1150, PNSG 1180, PNSG 1185
PNSG 1180	Psychosocial Nursing	2	*Pre-requisites*: PNSG 1100, PNSG 1110, PNSG 1120, PNSG 1125 *Co-requisites*: PSYC 2201, PNSG 1150, PNSG 1160, PNSG 1185
PNSG 1185	Clinical II/ Transition to Practice	5 (1 lec, 4 Clinical lab)	*Pre-requisites*: PNSG 1100, PNSG 1110, PNSG 1120, PNSG 1125 *Co-requisites*: PSYC 2201, PNSG 1150, PNSG 1160, PNSG 1180
CREDITS		**16**	
TOTAL PROGRAM CREDITS 38			

Associate Degree
2-Year Generic Nursing Program

AD Program Prerequisites:
- Nursing Assistant Course/Training
- BIOL 2252 Anatomy and Physiology I (3 cr.)
- BIOL 2221 Microbiology (3 cr.)
- ENGL 1111 College Writing I (3 cr.)

FALL: <u>SEMESTER ONE</u>

Course	Title	Credits	Prerequisite and Co-Requisite
BIOL 2254	Anatomy & Physiology II	3	BIOL 2252
MATH 1110 or MATH 1930	College Algebra *or* Intro to Math Sciences	3	*Pre-requisite*: MATH 0092 ("C" or better) or appropriate assessment score, or 2 years High School Algebra ("C" or better)
ADNG 1000	Foundations of Nursing	2	*Pre-requisite:* Admission to program & as listed above *Co-requisite:* ADNG 1050, BIOL 2254, MATH 1110 or 1930
ADNG 1050	Foundations – Nursing Skills	4 (lab)	*Pre-requisite:* Admission to program & as listed above *Co-requisite:* ADNG 1000, BIOL 2254 MATH 1110 or 1930
TOTAL		**12**	

SPRING: <u>SEMESTER TWO</u>

Course	Title	Credits	Prerequisite and Co-Requisite
PSYC 2201	Developmental Psychology	3	
CHEM 1100	Intro to Chemistry	4	*Pre-requisite*: MATH 0080 or appropriate assessment score
ADNG 1100	Pharmacology	2	*Pre-requisite*: ADNG 1000, ADNG 1050, BIOL 2254, MATH 1110 or 1930. *Co- requisite:* ADNG 1150, ADNG 1200, CHEM 1100, PSYC 2201
ADNG 1150	Nursing I	4	*Pre-requisite:* ADNG 1000, ADNG 1050, BIOL 2254, MATH 1110 or 1930. *Co-requisite:* ADNG 1100, ADNG 1200, CHEM 1100, PSYC 2201
ADNG 1200	Clinical I	2 (1 lec/ 1 lab)	*Pre-requisite:* ADNG 1000, ADNG 1050, BIOL 2254, MATH 1110 or 1930. *Co-requisite:* ADNG 1100, ADNG 1150, CHEM 1100, PSYC 2201
TOTAL		**15**	

FALL: SEMESTER THREE

Course	Title	Credits	Prerequisite and Co-Requisite
BIOL 2256	Advanced Physiology	2	*Pre-requisite:* BIOL 2254
	*General Education Elective	3	*See note below
ADNG 2050	Advanced Skills	2 (1 Lect, 1 Lab)	*Pre-requisite:* All first-year ADNG courses *Co-requisite:* ADNG 2100, ADNG 2150, BIOL 2256
ADNG 2100	Clinical II	4 (Clinical Lab)	*Pre-requisite:* All first-year ADNG courses *Co-requisite:* ADNG 2050, ADNG 2150, BIOL 2256
ADNG 2150	Nursing II	4	*Pre-requisite:* All first-year ADNG courses *Co-requisite:* ADNG 2050, ADNG 2100, BIOL 2256
TOTAL		**15**	

SPRING: SEMESTER FOUR

Course	Title	Credits	Prerequisite and Co-Requisite
PHIL 1201 or PHIL 2210	Ethics *or* Bioethical Issues in Society	3	
ADNG 2200	Clinical III	4 (Clinical Lab)	*Pre-requisite:* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite:* ADNG 2250, ADNG 2350, ADNG 2400, PHIL 1201 or 2210
ADNG 2250	Leadership	2	*Pre-requisite:* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite*: ADNG 2200, ADNG 2350, ADNG 2400, PHIL 1201 or 2210
ADNG 2350	Maternal Newborn	2	*Pre-requisite:* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite:* ADNG 2200, ADNG 2250, ADNG 2400, PHIL 1201 or 2210
ADNG 2400	Psychosocial Nursing	2	*Pre-requisite:* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite:* ADNG 2200, ADNG 2250, ADNG 2350, PHIL 1201 or 2210
TOTAL		**13**	

*General Education Elective – MUST MEET one of these MnTC Goal Areas – 2, 6, 7, 8, or 10
Examples: Intro to Sociology, College Writing II, Interpersonal Communications, Cultural Anthropology, Foreign language, American Sign Language (**consult with advisor for appropriate course selection**)

Associate Degree
LPN Step-In Nursing Semester Sequence

Prerequisites:
- ➢ BIOL 2252 Anatomy and Physiology I (3 cr.)
- ➢ BIOL 2254 Anatomy and Physiology II (3 cr.)
- ➢ BIOL 2221 Microbiology (3 cr.)
- ➢ ENGL 1111 College Writing I (3 cr.)
- ➢ MATH 1110 or 1930 College Algebra or Intro to Math Sciences (3 cr.)
- ➢ CHEM 1100 Intro to Chemistry (4 cr.)
- ➢ PSYC 2201 Developmental Psychology (3 cr.)
- ➢ LPN Licensure

SPRING: SEMESTER ONE

Course	Title	Credits	Prerequisite and Co-Requisite
ADNG 1150	Nursing I	4	*Pre-requisites:* LPN licensure, admission to LPN Step-In Program, general ed. electives listed above. *Co-requisite*: ADNG 1300
ADNG 1300	Transition to Professional Nursing	4 (2 lec/ 2 lab)	*Pre-requisites:* LPN licensure, admission to LPN Step-In Program, general ed. electives listed above. *Co-requisite*: ADNG 1150
TOTAL		**8**	

FALL: SEMESTER TWO

Course	Title	Credits	Prerequisite and Co-Requisite
BIOL 2256	Advanced Physiology	2	*Pre-requisite:* BIOL 2254
	**General Education Elective	3	**See note below
ADNG 2050	Advanced Skills	2 (1 Lect, 1 Lab)	*Pre-requisite:* ADNG 1300, ADNG 1150 *Co-requisite:* ADNG 2100, ADNG 2150, BIOL 2256
ADNG 2100	Clinical II	4 (Clinical Lab)	*Pre-requisite:* ADNG 1300 and ADNG 1150 *Co-requisite:* ADNG 2050, ADNG 2150, BIOL 2256
ADNG 2150	Nursing II	4	*Pre-requisite:* ADNG 1300 and ADNG 1150 *Co-requisite:* ADNG 2050, ADNG 2100, BIOL 2256
TOTAL		**15**	

Course	Title	Credits	Prerequisite and Co-Requisite
PHIL 1201 or PHIL 2210	Ethics *or* Bioethical Issues in Society	3	
ADNG 2200	Clinical III	4 (Clinical Lab)	*Pre-requisite:* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite:* ADNG 2250, ADNG 2350, ADNG 2400, PHIL 1201 or 2210
ADNG 2250	Leadership	2	*Pre-requisite:* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite*: ADNG 2200, ADNG 2350, ADNG 2400, PHIL 1201 or 2210
ADNG 2350	Maternal Newborn	2	*Pre-requisite:* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite:* ADNG 2200, ADNG 2250, ADNG 2400, PHIL 1201 or 2210
ADNG 2400	Psychosocial Nursing	2	*Pre-requisite:* ADNG 2050, ADNG 2100, ADNG 2150, BIOL 2256. *Co-requisite:* ADNG 2200, ADNG 2250, ADNG 2350, PHIL 1201 or 2210
*ADNG 2300	*LPN Adv. Standing	*6 cr. (granted)	*Established credits granted for Practical Nursing education and current LPN Licensure (not a class). Will be noted on Degree Audit Report.*
TOTAL		13	

**General Education Elective – MUST MEET one of these MnTC Goal Areas – 2, 6, 7, 8, or 10
Examples: Intro to Sociology, College Writing II, Interpersonal Communications, Cultural Anthropology, Foreign language, American Sign Language **(consult with advisor for appropriate course selection)**

Associate Degree LPN Step-In Program Curriculum Requirements

Advanced standing credits are granted to graduates of an approved PN program in accordance with Minnesota Board of Nursing (MN BON) requirements and the MN Statewide Nursing Articulation Agreement.

MN Statute	Explanation	Credits Granted
Section 148.251	Credits Granted Toward ASN for PN Program Completion	**6**

The following MN Transfer Curriculum (MnTC) credits must be completed **prior to enrolling in ADNG courses**. All grades earned in transferred credits must be a "C" or higher:			
BIOL 2252	Human Anatomy and Physiology I	Goal area 3	3
BIOL 2254	Human Anatomy and Physiology II	Goal area 3	3
ENGL 1111	College Writing I	Goal area 1	3
PSYC 2201	Developmental Psychology	Goal area 5	3
BIOL 2221	Microbiology	Goal area 3	3
CHEM 1100	Chemistry	Goal area 3	4
MATH 1110 *or* MATH 1930	College Algebra *or* Intro to Math Sciences	Goal area 4	3
The following MnTC credits may be completed **prior to or during ADNG course enrollment**. All grades earned must be a "C" or higher:			
BIOL 2256	Advanced Physiology	Goal area 3	2
PHIL 1201 *or* PHIL 2210	Ethics *or* Bioethical Issues	Goal areas 6 & 9	3
*GENERAL ELECTIVE	*Consult with advisor for course selection	Accepted goal areas – 2, 6, 7, 8, or 10	3
		Gen Ed Credit Total	**30**

The following courses **must be earned from NTC**:

Course Number	Course Title	Theory/Lab	Course Credits
ADNG 1150	Nursing I	4/0	4
ADNG 1300	Transition to Professional Nursing	2/2	4
ADNG 2050	Advanced Skills	1/1	2
ADNG 2100	Clinical II	0/4	4
ADNG 2150	Nursing II	4/0	4
ADNG 2200	Clinical III	0/4	4
ADNG 2250	Leadership	2/0	2
ADNG 2350	Maternal Newborn	2/0	2
ADNG 2400	Psychosocial Nursing	2/0	2
TOTAL PROGRAM CREDITS = **64** (6+30+28)		**ADNG Course Credit Total**	**28**

Northwest Technical College
Nursing Program
Permission to Attend Clinical Course
Permission to Return to Clinical Course
(Permission to Return to Clinical policy to begin 01/01/18 and
Permission to Attend Clinical Course policy to begin 06/01/18)

To the Student:

Good physical and emotional health is necessary to participate in clinical course assignments. You are required to discuss your physical and emotional health status with your physician. In some situations, facility policy may supersede physician decision. If you have experienced an event which may place limitations on your clinical performance or be a potential safety hazard to clients, a physician's permission is required to participate in clinical. Examples include but are not limited to:

- Surgical procedure
- Injury
- Infection
- Emotional instability
- Pregnancy/Delivery

To the Primary Care Provider:

Northwest Technical College has contracts with local hospitals, long term care facilities, behavioral health, and group homes to provide students with learning experiences involving patient/client care. **Client safety is imperative.** Please use the following information to determine if this student can be in a clinical area:

- Each clinical day is six to ten hours in length
- Lifting and transferring of clients is usually required
- The student cannot have any emotional/physical limitation
- Walking and standing are involved with most activities
- Students are expected to complete job-related tasks comparable to the work of a staff nurse. Students are supervised by clinical instructors from the college.
- Please see the Technical Standards listed in the AD/PN Program Handbook.

Please indicate your recommendation regarding this student's ability to attend/return to clinical assignments:

Student's Name: _____

Reason for absence from clinical assignment: _____

_____ May attend/return to clinical assignments on _____

_____ Has NO restrictions

_____ Has the following restrictions:

_____

_____

_____ Should not attend/return to clinical assignment.

_____   _____
Signature of Primary Care Provider   **Date**

In case of a serious illness, injury, surgery or child birth, a doctor's written release with no limitations is needed in order to return to clinicals and possibly to continue in the program. Use the "Permission to Return to Clinicals" form or healthcare provider written letter.

Technical Standards
For
Entry-Level Nursing Programs

The student's physical and emotional health, conduct, values, and attitudes must not threaten the safety or welfare of self, clients, students, and others within the department and affiliated agencies.

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 State 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.

Capability	Standard	Examples
INTELLECTUAL		
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
Critical Thinking 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 become unavailable.	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 solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.	Able to make 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.

Capability	Standard	Examples
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 Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, monitors Perform/use electronic documentation Lift, carry, push and pull Perform CPR
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 Transport supplies to client room Work around bedside with other personnel Lift a child Move and lift clients in and out of bed, wheelchair or cart Assist with transfer and walking of patients who may require substantial support
Activity Tolerance	Ability to tolerate lengthy periods of physical activity	Move quickly and/or continuously Tolerate long periods of standing and/or sitting

Capability	Standard	Examples
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 reinforce health teaching Document client responses Clarify communications received
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

Capability	Standard	Examples
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, and cries for help, telephone interactions/dictation Communicates with clients, families and colleagues
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 equipment Read medication label Read syringe accurately Evaluate for a safe environment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	Performs palpation e.g. pulse Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter

Capabilities	Standard	Examples
PSYCHOSOCIAL		
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	Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality Be able to change, and display flexibility Learn to function in the face of uncertainties and stressful situations

Capabilities	Standard	Examples
ENVIRONMENTAL		
Environmental Adaptability	Ability to tolerate environmental stressors	Work with chemicals and detergents Tolerate exposure to odors Work in close proximity to others Work in areas of potential physical violence Work with infectious agents and blood-borne pathogens Work in environments that may have allergens, such as latex.

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 Nursing Education Directors' Association on 5/3/02 1/24/03, and 4/4/03.

Revised 10/11/02, 1/21/03, 3/28/03. Presented and revised by Minnesota Practical Nursing Education and Associate Degree Education Directors' Association on 1/29/10.

Disability Services – Reasonable Accommodations

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

Northwest Technical College
NTC Room 203
905 Grant Avenue SE
Bemidji, MN 56601
218-333-6656

Bemidji State University
Decker Hall 202
1500 Birchmont Dr. NE, #43
Bemidji, MN
218-755-3883
http://www.bemidjistate.edu/students/services/disability/

Concerns and Appeals Processes:

The Student Admissions, Progression, & Concerns Committee (SAPCC) handles nursing program student concerns and appeals. The SAPCC is designed to serve NTC's nursing students, faculty, and program when difficult admission, progression, or disciplinary issues arise that require complex decision-making. All decision-making will balance the program's core values (caring, diversity, ethics, excellence, holism, integrity, and patient centeredness), mission, and policies with the college's mission and policies.

Student appeals related to nursing program processes should be addressed through the SAPCC. Faculty may also identify student circumstances needing SAPCC consideration. Students should communicate with faculty to resolve course-related disputes before filing an appeal. Students who are not satisfied with the decision-making of program faculty or the SAPCC may follow the appeals process located in this handbook. Students who think they have been unfairly assigned a grade have the right to seek remedy through the College's designated Appeals and Grievances Process (Policy: Grade Appeals; DIN 3320-1-02). Appeals related to graduation, financial aid reinstatement, and college policies must also be submitted through the campus committee.

Northwest Technical College
Bemidji, Minnesota

NTC Bemidji Nursing Grievance Process

Discuss the grievance with the appropriate course faculty.

A student will be allowed to appeal based only on; (a) the evidence presented did not support the decision, (b) there is new information that wasn't considered in the case, or (c) the sanctions were not justified by the nature of the offense(s). This is in alignment with MN State Colleges and Universities policy.

A Student Grievance Appeal form is required and should be emailed to a Student Admission, Progression and Concerns Committee (SAPC) member. This form can be found in the program handbook or may be obtained in the main Nursing office. The request will include; (a) description of the request in 500 words or less, (b) justification for the request, and (c) any documentation necessary to support the justification (catalog description, course content, resource manual/handbook, etc.).

The Student Grievance Appeal Form must be submitted within the first 6 weeks after receiving the incidence, allowing 6 weeks for a response from the committee. *Appeals filed during summer session will be reviewed as determined necessary by SAPC chairs*.

A review of the appeals will occur at the next scheduled meeting after the appeal has been formally filed. Students will be emailed the date and time of the meeting. Students will have 48 hours to either state they will accept or decline attendance at the meeting. In the event a student chooses to attend the meeting, they will have five minutes during the meeting to present their appeal. The student will receive a formal letter describing the decision of the committee. The faculty and student advisor involved in the appeal, the Nursing Program Director, and the Dean of NTC will receive a copy of the committee's decision.

After the SAPC committee has made their appeal decision and the student still has concerns regarding their appeal, it is then the student's responsibility to present their appeal/concern to the Nursing Department Chair/Director.

After the Nursing Department Chair/Director has made an appeal decision, and if the student still has concerns regarding their appeal, it is the student's responsibility to present their appeal/concern to the Dean of NTC.

After the Dean of NTC has made an appeal decision, and if the student still has concerns, it is the student's responsibility to present their appeal/concern to the BSU Provost's Office.

Northwest Technical College
Bemidji, Minnesota

Student Grievance/Appeal Form

A student will be allowed to appeal based only on: 1) the evidence presented did not support the decision; 2) there is new information that wasn't considered in the case; or 3) the sanctions were not justified by the nature of the offense(s). This is in alignment with Minnesota State Colleges and Universities policy.

NAME: _____ **STUDENT ID #** _____

Date: _____

_____
Street Address   **City**   **State**   **Zip**

Phone: _____**Program/Major (AD/PN)** _____

Please respond to the following. Attach additional sheets if necessary. Describe your concern.

_____

_____

_____

_____

What steps have you taken to resolve the concern?

_____

_____

_____

_____

What action are you seeking to resolve this concern?

_____

_____

_____

****

Integrity Policy per Northwest Technical College Handbook:

Northwest Technical College promotes the highest standards of academic integrity and the highest regard for truth and honesty. Violations of academic integrity include the following:

- The attempt by students to present as their own any work not actually performed by them
- Collusion, fabrication, and cheating on examinations, papers, and other course-related work
- Stealing, duplicating, or selling examinations
- Substituting for others in class discussions or examinations
- Producing other students' papers or projects
- Knowingly furnishing false or misleading academic information to college officials on official college records
- Altering information on official college records

Violations of this policy are covered under the Student Code of Conduct. In accordance with this Code, students who, after due process, are found to have violated the Academic Integrity Policy, shall be subject to college sanctions that may include discretionary sanctions, including failure on assignments and/or examinations, suspension, or expulsion.

MN Nurse Practice Act
http://mn.gov/health-licensing-boards/nursing/laws-and-rules/nurse-practice-act/

Course Student Success Tool

Student Name: _____

Date: _____

Course: _____

Faculty Description:

Student's Description:

Student Improvement Plan and Time frame:

Signatures:
Student Signature &Date: _____

Instructor Signature & Date: _____

Faculty & Student Evaluation of Plan Completion:

Signatures:
Student Signature &Date: _____

Instructor Signature & Date: _____

Peer/Tutor:_____

Nursing Program Disciplinary Policy

Program Probation

A student may be placed on probation at any time during academic progress. The need for probation will be determined as situations warrant. Details will be specified in the probation statement. The probationary statement will be placed in the student's file.

NTC Probationary Status & Terms Application Process (updated 5-9-14)

1. Instructor promptly notifies the student of evidence of misconduct or critical incident:
   - *Misconduct* includes those violations listed in NTC Student Handbook
   - *Critical incident* includes, but is not limited to, unsafe practice, breach of confidentiality, lack of professionalism, lack of integrity, failure to follow parameters set forth by the clinical instructor.
2. Instructor will determine whether or not the student will be permitted to remain in the classroom/clinical area.
3. Instructor will implement the *Notice of Probationary Status & Terms* form with consultation with Program Director.
4. Instructor will implement the consequences as outlined below.
5. Instructor will review the completed *Notice of Probationary Status & Terms* with the student and place a copy in the student file.
6. Program Director will communicate to appropriate administrative personnel according to college policy as appropriate.

Consequences:

First situation of documented misconduct or critical incident:
Failure of exam or assignment if applicable
Implementation of probationary status for the duration of program enrollment
Failure of all components of clinical evaluation for that date
Implementation of probationary status for the duration of program enrollment

Second situation of documented misconduct or critical incident:
Failure of the course
Continued probation for duration of the program
Formal filing of written complaint alleging student violation of student code of conduct will be submitted to the campus student services as per college policy 3310

Third situation of documented misconduct or critical incident:
Student is asked to withdraw from the program for one semester
Continued probation for duration of the program enrollment

cc: advisor file student

TERMS OF PROBATIONARY STATUS

08.20.08

Date of Probationary Notice: _____

Student Name: _____

Assessment:
    Date of incident: _____

    Course: _____

    Instructor: _____

Faculty Description of Situation:

Student's Description of Situation:

Plan:

Implementation:

Evaluation:

Signatures:

    I_____(student) hereby acknowledge understanding of situation and consent to the probationary terms.

    Student Signature &Date: _____

    Instructor Signature & Date: _____

    Advisor Signature & Date: _____

    Program Director Signature & Date: _____