



NURSING PROGRAM STUDENT HANDBOOK



Associate in Science Degree
Practical Nursing Diploma
Programs

2020-2021 (Spring)

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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 faculty and administration of the Associate of Science Nursing Degree (AD) and Practical Nursing (PN) Diploma programs at Northwest Technical College (NTC) have prepared the Nursing Program Student Handbook for student and faculty use. It addresses the general information, policies, and standards necessary to maintain an effective and efficient nursing education program. Students are held responsible for being informed of all nursing policies.

HANDBOOK DISCLAIMER

Every effort is made to ensure the accuracy of the material contained in this Handbook. All policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the following parties: nursing faculty, college administration, Dean of Nursing and Human Services, Minnesota State Colleges and Universities (Minnesota State System and System Board of Trustees), Minnesota Board of Nursing, and/or Minnesota Legislature without prior notification.

This handbook is neither a contract nor an offer to make a contract. While every effort is made to ensure the accuracy of the information enclosed, the Handbook is updated as necessary. NTC reserves the right to make changes at any time concerning course offerings, degree requirements, services, policies, or any other subject addressed in this document. 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. Changes made between years are noted in the handbook with the month and year of change or addition.

When a change is adopted into the handbook during an academic year, 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.

The listing of general NTC policies may be found using the following link: [STUDENT POLICIES](https://www.ntcmn.edu/myntc/registration/student-life/handbook-policies/).
<https://www.ntcmn.edu/myntc/registration/student-life/handbook-policies/>

Graduation does not guarantee successful passing of NCLEX or licensure by the Board of Nursing.

Updates to the 2020-2021 Spring Nursing Program Student Handbook were the combined efforts of the entire Nursing Department. Completion date: January 11, 2021

EQUAL OPPORTUNITY AND ACCESSIBILITY

NTC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Inquiries regarding compliance, rights and other information may be addressed to the Equal Opportunity & Affirmative Action office: (218) 755-4121.

BSU/NTC is committed to making all educational programs, course materials, services and activities sponsored by the College accessible to individuals with disabilities. Students requesting accommodations due to a disability or other need for access should contact Accessibility Services as soon as possible. Accessibility Services is located in Decker Hall Room 202 at BSU and Room 203 at NTC. PH: 218.755.3883 (BSU), or 218.333.6656 (NTC) or email: accessibility@bemidjistate.edu. This information is also available through Minnesota Relay Services at 800.627.3529.

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 and has undergone some name changes as the campus evolved. Effective July 1, 1992, Bemidji Technical College merged with five other northern Minnesota vocational or technical colleges to become Northwest Technical College, or “the Six Pack” as it became known. Campuses included Thief River Falls, East Grand Forks, Detroit Lakes, Moorhead, Wadena, and Bemidji. In July of 1995, NTC formally withdrew from the six pack to become its own entity, retaining the name of Northwest Technical College (NTC). In that same year, NTC became part of a new Minnesota State Education System, the Minnesota State Colleges and Universities (MnSCU), now called Minnesota State.

Many changes in the nursing curriculum, along with the utilization of community agencies, have been made through the years to accommodate the changing needs of students and the healthcare delivery system. In 1979, the Practical Nursing Program began implementing the present education articulation process through Agassiz Regional Nursing Education Consortium (ARNEC), and in 1998, the program began offering an 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 (PN) Program. The advent of the present Practical Nursing Diploma curriculum came about in 2014. This streamlined the program so students can earn their diploma and apply for LPN licensure in one year. The two Practical Nursing programs became one program with the Minnesota Board of Nursing on Jan. 1, 2014.

In 2008, the Northwest Technical College nursing program introduced an Associate of Science in Nursing degree. This option created an opportunity for Licensed Practical Nursing (LPN) graduates to obtain their associate degree. In the fall of 2015, a new two-year Generic Associate Degree program was launched. The Associate Degree (AD) in the nursing program has both campus and distance options whereas the Practical Nursing (PN) program has only a face-to-face option.

Both the NTC Associate in Science Nursing Degree and Practical Nursing Diploma programs were approved for initial five-year accreditation from the Accreditation Commission for Education in Nursing (ACEN) in September 2019. Initial accreditation date: June 30, 2017. Spring of 2024 is the next site visit.

NTC is aligned with Bemidji State University under the controlling body of Minnesota State System. NTC is the official controlling body of the Nursing Program.

ORGANIZATIONAL CHART for NORTHWEST TECHNICAL COLLEGE

Nursing Division

President of Bemidji State University and NTC

Dr. Faith Hensrud, Ed.D.

Vice President of Academic Affairs for NTC

Mr. Darrin Strosahl, MS

Dean of Nursing and Human Services

Michele D. Brielmaier, MSN, RN

Nursing Faculty

Ashley Anderson, Karen Bierman, Stacy Cederstrom,

Chelsey Erickson, Lindsay Gray, Shari Hahn,

Brenda Henriksen, Nicole Larson, Jennifer Morehart,

Emily Piller, Shannon Swanson,

and Loretta Vobr

Nursing Assistant Faculty

Barb Breeze, Shelley Cloose, Andria Raynbird

Nursing Program Technician

Sandy Thole

MISSION, VISION, and CORE VALUES

Mission Statement for NTC (Approved June 2019)

Northwest Technical College engages, supports, and prepares students for rewarding careers through innovative programs and hands-on learning.

Vision Statement for NTC (Approved June 2019)

Northwest Technical College will be a regional leader in providing accessible and innovative education to meet the evolving needs of our diverse students, communities, and workforce.

Core Values for NTC (Approved June 2019)

Our students, faculty and staff strive for:

- Excellence – focus on quality and continuous improvement.
- Integrity – earn trust by doing what we say we will do; ensure high professional and ethical standards.
- Inclusion – provide an atmosphere of respect, sense of belonging, dignity, and acceptance of all.
- Student Success – provide access and educational opportunities for personal and professional growth.
- Innovation – deliver creative and future-oriented career and technical programs.
- Community Engagement – develop strong collaborative relationships with education, business, and industry to meet regional needs.

NTC Core Abilities

1. Effective communication and interaction skills
2. Critical thinking and active learning
3. Mathematical Skills
4. Career/Self-development
5. Technology
6. Global/Multicultural awareness

MISSION STATEMENT for 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.

PROGRAM APPROVAL, ARTICULATION, and ACCREDITATION

Both the Minnesota State College and University system (Minnesota State) and the Minnesota Board of Nursing (MBON) must provide approval of the NTC Practical Nursing (PN) Diploma and Associate of Science in Nursing Degree (AD) programs.

Program graduates earn either a PN diploma or an associate of science degree and are eligible for licensure upon the successful completion of the National Council of Licensure Examination (NCLEX). The state board sets and regulates standards and provides approval of the nursing school curriculum designed to train nursing students to be eligible to sit for the NCLEX. Program approval is granted every year when the annual compliance report meets state board requirements.

PN graduates may apply to the NTC LPN Step-In program to complete the associate of science degree after they have obtained their license as an LPN. For AD graduates, the program has an articulation agreement with Bemidji State University, as well as six other four-year Minnesota State universities, for continuing seamless education to their Baccalaureate Degree.

Institutional Accreditation

The Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (HLC) approves NTC for accreditation.

Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL 60602
Phone: (800) 621-7440

Nursing Accreditation

Both the NTC Associate in Science Nursing Degree and Practical Nursing Diploma programs were approved for initial five-year accreditation from the Accreditation Commission for Education in Nursing (ACEN) in September 2019. Initial accreditation date: June 30, 2017. Spring of 2024 is the next site visit.

More information can be found at www.acenursing.org.

Accreditation Commission for Education in Nursing
33423 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: (404) 975-5000

CORE VALUES (Philosophy)

The Nursing philosophy at NTC 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, well-being, 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**:

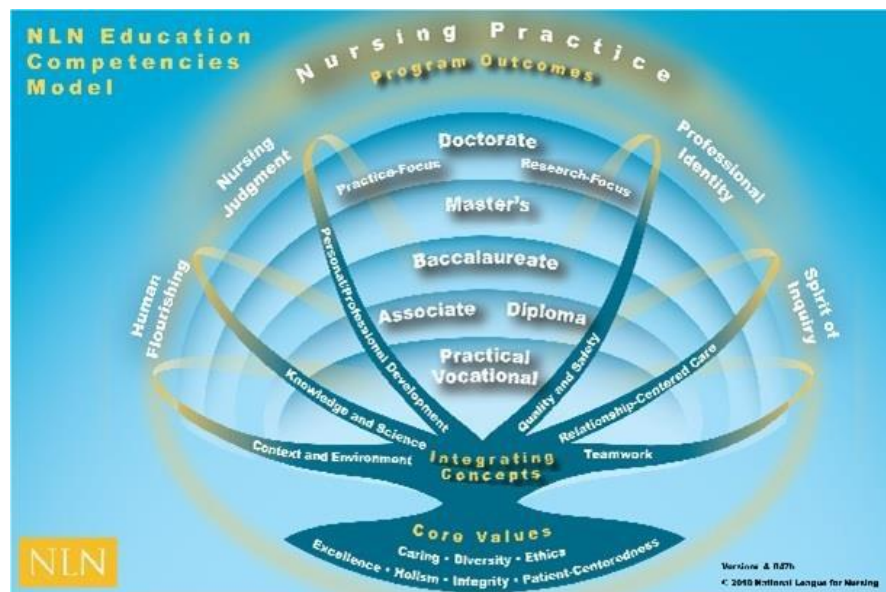
- is honesty and strength of character, essential to building and maintaining all human relationships
- is having the humility to understand how actions directly impact others
- is consistent adherence to moral and ethical principles

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).

NLN Education 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).

NTC PROGRAM FRAMEWORK

Philosophy	<ul style="list-style-type: none">• Foundation for the AD and PN Nursing Programs
Concepts and Definitions	<ul style="list-style-type: none">• Evidence-based• Meet National Standards• Flow from Philosophy Statement
Student Learning Outcomes	<ul style="list-style-type: none">• Evidenced-based• Meet National Standards• Each Student Learning Outcome corresponds to a concept
Competencies and Apprenticeships	<ul style="list-style-type: none">• Developed for each Student Learning Outcome• Three Apprenticeships integrated into the competencies: Knowledge, Skills/ Practice Know How Attitude/Ethical Comportment
Course Outcomes	<ul style="list-style-type: none">• Correspond to the competencies and apprenticeships
Activities and Measurements	<ul style="list-style-type: none">• Developed to measure each course outcome

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 value working collaboratively with colleagues in a variety of disciplines and settings.

ROLE OF THE NURSE

In today's changing healthcare 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 healthcare team in a decision-making/leadership role. Licensed Practical Nurses and Registered Nurses may find employment in a variety of healthcare settings, including outpatient services, clinics, hospitals, long-term care, public health, home care, and rehabilitative care. Nursing evolves continuously to meet the ever-changing demands of the healthcare system.

NTC STUDENT LEARNER OUTCOMES

PRACTICAL NURSING (PN) Student Learner Outcomes

Students graduating from NTC's PN Nursing Program will exhibit the following qualities:

CONCEPT	PN STUDENT LEARNING OUTCOME
Informatics/Technology	Utilize information technology in the healthcare setting.
Managing Care	Manage care through planning, organizing or assigning aspects of care to UPAs and LPNs under the direction of an RN or other licensed healthcare provider.
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.
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.
Professional Identity & Behavior	Demonstrate professional behaviors and accountability to legal and ethical nursing practice standards for a competent PN.
Quality Improvement	Participate in quality improvement by providing input into the development of policies and procedures and effectively using resources to achieve patient outcomes.
Safety	Recognize and report changes and responses to interventions to an RN or the appropriately licensed healthcare provider while providing a safe environment for patients, self, and others.
Teamwork & Collaboration	Participate as a member of the inter-professional team collaborating and communicating with other healthcare providers to promote safe, quality, patient-centered care.
References	Massachusetts (2010); Meeting Minnesota's Workforce Needs (2012); QSEN (2007); NLN (2010); <i>NAPNES (2007)</i> ; & <i>NFLPN (2003)</i> .

ASSOCIATE IN SCIENCE IN NURSING (AD) Student Learner Outcomes:

Students graduating from NTC's AD Nursing Program will exhibit the following qualities:

CONCEPTS	AD STUDENT LEARNING OUTCOMES
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.
Nursing Judgment	Make judgments in practice, supported by evidence, that integrate nursing science in the provision of safe, quality care.
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.
Spirit of Inquiry	Examine the evidence that underlies clinical nursing practice to challenge the status quo, underlying question assumptions, and offer new insights to improve the quality of care for patients, families, and communities
Reference	National League for Nursing (NLN). (2010).

NTC NURSING FACULTY COMMITTEES

NTC nursing faculty function as a committee with the ACEN Standards guiding the programs. Nursing faculty are assigned to three Nursing Committees that support the alignment of the ACEN Standards. A faculty meeting is scheduled on a consistent schedule with set topics based on ACEN Standards and committee report out.

1. **Curriculum Committee** shall determine the major components of the curriculum and recommend curriculum changes. Evaluate the implementation of the curriculum and conduct appropriate action.
 - b. Assure the assessment and evaluation of student learning outcomes, program outcomes and course objectives.
 - c. Develop and process proposals for the Academic Affairs and Standards Council (AASC), verify the accuracy of catalog entries and confirm the currency of the course outlines.
 - d. Review mission and vision of college and program alignment annually.
 - e. Review, coordinate, and contribute to the ACEN Standard 4 criterion.
2. **Student Affairs Committee** shall determine policies/processes regarding admission, progression, graduation, student advisement, including Student Nurses Association, and concerns; and facilitate student representation to faculty meetings
 - a. Determine admission requirements for the major.
 - b. Review and determine responses to student grievances/appeals for exceptions to School policy.
 - c. Review and determine action regarding students' progression in the major, including facilitating resequencing reviews and decisions.
 - d. Organize and facilitate Student Representatives.
 - e. Review and prioritize content for New Student Orientation.
 - f. Review and revise the student sections of the Nursing Program Student Handbook every semester.
 - g. Review, coordinate, and contribute to the ACEN Standard 1, specific to student learning outcomes and program outcomes, and Standard 3 criterion.
3. **Resource 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.
 - a. Collaborate with information technology (IT) staff to facilitate the support of faculty and students in the use of IT resource materials to support the objectives of the curriculum.
 - b. Coordinate the ordering of books and resources for students and faculty.
 - c. Annually review library and educational materials and make recommendations for changes, priorities, and improvements.
 - d. Review space and make recommendations.
 - e. Review and revise the resources sections of the Nursing Program Student Handbook on an annual basis.
 - f. Review, coordinate, and contribute to the ACEN Standard 2, 3, and 5. Criterion.

COMMITTEES	ACEN STANDARDS	PRESENT FACULTY ASSIGNMENTS (2020-2021)
Curriculum Committee	Curriculum (4)	Brenda (chair), Karen, Jennifer, and Loretta
Student Affair Committee	Mission & Administrative (1) Students (3)	Emily (chair), Ashley, Jennifer, and Nicole
Resources Committee	Faculty (2) Students (3) Resources (5)	Ashley (chair), Emily, Loretta, and Nicole

PROGRAM POLICIES

College-wide Policies and procedures are outlined in the NTC College Handbook and apply to all students. The Nursing Program has additional policies to which nursing students are held accountable. Program-specific policies are listed below.

1. Program Orientation

Within the Nursing Program application, the date and time of the Welcome to Nursing Orientation is provided. Nursing Program applicants who are accepted into the program are required to attend the day-long Welcome Orientation in July for the Generic program and December or January for the LPN Step-In students.

2. Program Documentation

Following initial program acceptance, additional documentation is required before the program start.

Accepted Nursing candidates must procure an account with COMPLIO, powered by American Databank for submission and electronic tracking of required verification of clinical eligibility. Requirements must be met before the program start regardless of scheduled clinical participation (see the Appendix for more detailed information about COMPLIO, the Clinical/Program Eligibility Tracking, the electronic tracking system used by NTC).

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 documentation requirements by the assigned 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 *before starting any Nursing class (ADNG or PNSG)*.
- **Immunization.** Immunization mandates are driven by clinical facility requirements. No exceptions are granted, aside from Hepatitis B which may be declined (if declined, student must submit a signed declination/waiver). (Added 1/2020) For more information about specific clinical site requirements, contact the Nursing Department. Documentation must be submitted by the specified deadline. Records must be kept current throughout program completion. (Details outlined 9/2019)
- **Immunization Requirements:**
 - MMR (measles, mumps, rubella) – TWO vaccinations or antibody blood testing verifying immunity to measles, mumps, and rubella—all three components must be tested and indicate immunity
 - Varicella (chickenpox) – TWO vaccinations or antibody blood testing verifying immunity to varicella (history of chickenpox is not accepted as verification of immunity)
 - Tdap (tetanus, diphtheria, pertussis) – must have documentation of one adult Tdap booster within the last ten (10) years. Tdap vaccine IS NOT THE SAME as other vaccines containing some, or even all, the vaccine components (DTap, TD, or DT are not accepted)
 - Hepatitis B – series of three vaccinations, or antibody blood testing verifying immunity, or signed declination/waiver (This is the only waived immunization.)
 - Influenza – vaccination is required each fall (due by November 1st) for students participating in clinical during flu season (mid-fall through spring semester).

- Exemptions for *influenza vaccination* allowed for medical or religious reasons only. Clinical policy for wearing of mask applies during the flu season. As with vaccination, exemption documentation is required annually.
- ✓ Medical contraindication must be verified and documented by your healthcare provider.
- ✓ If a religious exemption applies, complete and sign the NTC form available on Complio.
- ✓ Clinical site policy regarding wearing the mask while providing care must be followed by all nursing students. (Clarified 1/2020)
- TB (tuberculosis) Screening – Initial Two-step Mantoux*or Quantiferon TB blood testing* within six (6) months of submitting documentation. **Annually thereafter**, single/one-step Mantoux or Quantiferon TB blood testing*.
 - If Mantoux or Quantiferon test shows positive results, or if the student has a history of positive reaction to TB skin or blood test, a clear chest x-ray and physician's follow-up assessment/clearance will be required to verify there are no signs of active disease. **Annually thereafter**, a physician's follow-up assessment and letter of clearance will be required. Documentation must verify no signs/symptoms of active tuberculosis. Subsequent x-rays will not be required by the Nursing program; however, please follow the recommendations of your healthcare provider.
- **BLS CPR certification.** Students must take an American Heart Association (AHA) or American Red Cross (ARC) BLS Provider or Healthcare 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 throughout the Nursing Program. A scanned copy of the student's current CPR card must be electronically submitted to Complio or Verified Credentials, according to program policy, before participation in any clinical experience. (Updated 1/2021)

Immunizations/ CPR requirements for PN and AD students: Due July 15 unless otherwise indicated.

Immunizations/CPR requirements for LPN Step-In students: Due December 15 unless otherwise indicated.

Influenza vaccinations: Due November 1 each year.

3. 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 (***MN State DHS background study process includes fingerprinting and photo requirements***) and have a national background clearance. These are both required by the contracted clinical facilities used by NTC. MN DHS is a one-time requirement if the student is continuously enrolled in the NTC PN or AD Nursing major unless a disqualifying incident occurs. National clearance is a one-time requirement unless there is a break-in program progression. Clinical sites require national clearance within 12 months of clinical participation. (Clarified 5/2019) Satisfactory background study clearance must be on file in the Nursing Department. **Any student who has not been cleared to provide direct patient care will not be permitted to participate in clinical experiences, thereby rendering the individual ineligible to progress in the Nursing Program and qualify for a degree in nursing.** If the clearance wait is greater than the length of a semester, the student may be required to be deferred from the program. (Added 5/2019) 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 – Verified Credentials, 20890 Kenbridge Court, Lakeville, MN 55044. 952-985-7202 or 800-473-4934 or <http://www.verifiedcredentials.com>; **OR**, American DataBank

Background study information is stored only on the respective secure online sites of MN DHS and American Databank. Only the Nursing Department and the individual students are able to access background study information (Clarified 1/2020)

4. Departmental Student Folder

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

While the student is actively enrolled in the nursing major, the following may be included in the student's folder:

- Evidence of current nursing assistant registry
- Evidence of current LPN licensure – for LPN Step-In students
- Miscellaneous correspondence such as public service, academic status, awards, recommendations, and testing
- Correspondence from and with the student
- Advising notes

Folders begun for persons who take beginning nursing courses but do not enroll in any further nursing courses within one year will be moved to an inactive status folder, and after two years will be destroyed. 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.

5. Clinical Courses

Due to safety and liability concerns, all nursing students will be required to complete the appropriate clinical facility orientation.

The Nursing Department must submit rosters and schedules to the clinical sites before the start of clinical. Due to challenges brought on with students changing sites, movement during finals week or later need to be requested through the office of the Nursing Department. (Added 1/2020)

6. NTC Academic Integrity Policy and Nursing Program Honor Code (Clarified 5/2019)

Violations of this policy are covered under the Student Code of Conduct. By 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.

NTC 3300-1-01 Academic Integrity <C:\Users\sw6985pa.n\OneDrive - MNSCU\Handbook\Student Handbook\Policies\3300-1-01-Academic-Integrity.pdf>

NTC 3310-1-01 Learner Code of Conduct <C:\Users\sw6985pa.n\OneDrive - MNSCU\Handbook\Student Handbook\Policies\3310-1-01-Learner-Code-of-Conduct.pdf>

The profession of Nursing requires the highest standards of integrity and professionalism. The NTC Nursing program supports the Minnesota Nurse Practice Act (<http://mn.gov/health-licensing-boards/nursing/laws-and-rules/nurse-practice-act/>) and the Academic Integrity Policy of NTC. All nursing students, at the beginning of their nursing program, read, sign, and publicly share the NTC Nursing Program Honor Code.

NTC NURSING PROGRAM Honor Code

“Before you, my peers, and instructors, I pledge to a commitment of professional behavior while I am a nursing student at Northwest Technical College. I respect the commitment that we are making to the profession of nursing and will behave in a manner that is becoming of the professional nurse. I am committed to professional communication that shows respect for my peers, my instructors, and my patients. I will not take part in bullying or incivility (of my peers or any other individuals within the college or clinical setting), in public or private, on social media, via email or texts, or by any other means, either overtly or covertly. I will protect the privacy of my patients during my studies, and I will not be associated with actions that infringe on patient privacy. I will abstain from any form of plagiarism, cheating, deceit or lying in my studies, and I will not allow my work to be associated with those that do. I will give credit to those who do original work and will not submit someone else’s statements or works as my own. I will have integrity in my studies and am committed to informing the nursing program dean of any actions on behalf of myself or my peers that violate this honor code. I acknowledge I have been introduced to and made aware of the NTC Nursing Program Student Handbook and will adhere to the Handbook policies. I make this commitment to you my peers and instructors as I dedicate myself to the service of nursing.” (Updated 2/2020)

7. Technology Requirements

- A computer with internet capability is required for every nursing student. A computer with internet access is an integral part of the student’s education in the NTC Nursing Program. The Chrome Book or tablet is not an acceptable computer option. Computer access for course work, DSL or high-speed internet connections is required.
- Access to Lock-Down Browser is necessary for all campus testing. Information concerning network compatibility is available through the NTC Computer Help Desk.
- All nursing students are encouraged to add the Grammarly.com application to their computer and phone. This program is a free application designed to aid students with writing. More features are available for a charge.
- U-Central is a custom-designed resource application required of all nursing students. U-Central access is made available through course fees and is used in the lab and clinical setting. Every student must have a handheld data device for downloading the NTC custom-designed U-Central program. (Updated 7/2019)
- **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 to the NTC student via a download. Directions are posted at <http://www.ntcmn.edu/offices/its/software/>

8. 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 in the fees statement. Liability insurance is to cover situations pertaining to the injury of others.

9. Health Insurance

Students participating in clinical experience are highly encouraged to carry personal health insurance. The Nursing Program and related clinical facilities do not provide group health insurance coverage for students.

10. Professionalism

Professionalism is expected at all times. Appropriate classroom, lab, and clinical behavior demonstrate the professionalism of nursing. Students are required to abstain from behavior that disrupts the learning environment. Examples of such behavior include, but are not limited to the following: arriving late; interrupting an instructor; using electronic devices or laptops for activities unrelated to course activities; disrupting classmates; talking negatively or disrespectful to, or about peers, instructors, clinical sites, or programs; leaving before the dismissal of class or leaving the clinical setting; attending class under the influence of chemicals or alcohol, or narcotics; and using a cell phone for unauthorized purposes in the learning environment. Students may be asked to leave the learning environment for the class period, including all-day clinical, if disruptive behavior occurs. (Updated 7/2019) Disruptive behavior may be considered grounds for dismissal from the class. Repeated violations may result in disciplinary action and potential dismissal from the program.

Cell phones are not to be used for personal use in the learning environment unless under an extreme circumstance and if instructor permission is granted. (Updated 7/2019) Recording (voice or video) of the instructor in class/lab/clinical is prohibited unless formally requested of the faculty teaching the course or through the Accessibility Services department. Cell phones in the educational environment, considered to be on campus or in the clinical setting, must be approved and outlined by each instructor. Every instructor determines the level of cell phone use for communication between students and faculty. (Updated 7/2019).

Courses with lab or clinical responsibilities will include grading on professional demonstrations. See individual course syllabi for details. (Added 1/2019)

Professionalism is demonstrated in performance. A Performance Improvement Plan (PIP) is a tool used by faculty and administration to assist in successful learning. See details within the Program Definitions section. Attendance is one of many performance measures assessed in nursing school. The Performance Improvement Plan form is available on the NTC Nursing home page. (Changed 7/2019)

11. Clinical/Lab Policy

a. Clinical Facility Requirements

- Clinical affiliates require proof of immunizations, appropriate CPR certification, and background clearance.
- Orientation to clinical facilities will occur before all clinical assignments. Students must review and sign appropriate confidentiality, disclosure, HIPAA, information release (for access to electronic medical records onsite), and policy agreements 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 the Board of Nursing.
- Mandatory review of COVID-19 education and policy is required before participating in any clinical experience. A signed agreement of completion will be collected and shared with the clinical site upon request.
- Health Self-Assessment Tool (<https://minnstate.edu/CV19-NTC>) is required by all for on or off campus academic activities. All students and faculty must complete every day. (Added 8/2020)
- 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. This includes the required participation in drug testing if required by a clinical facility. Drug testing is an additional expense of the student if required by a clinical facility. Information will be provided by the Nursing office if drug testing is required. (Added 7/2019)

- Cell phone use policy may vary by department in the clinical setting. (Added 12/2020)
- 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.

b. Latex Allergy

Students who have a latex allergy are advised to consult their healthcare provider about ways to maintain their 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.

c. Blood Borne Pathogens

Possible exposure to bloodborne 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.

d. Safe Care

Students must be able to provide physically, emotionally, and behaviorally 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 healthcare 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 healthcare personnel from environmental hazards."

The COVID-19 pandemic has prompted multiple layered planning to address the general safety concerns of our nursing students and faculty in the laboratory environment. Facilities, faculty, and students must adhere to local, state, and federal policies and procedures while on campus and in lab spaces. Updates from governmental agencies and needed adaptation noted by students and faculty will be critical for the safety of all. Safety is our priority. (Added 8/2020)

- Completion of the Health Self-Assessment Tool is required by all. All students and faculty must complete every day before coming to campus or starting clinical. (Clarified 12/2020)
- Medical grade masks are required, without exception on campus and in the clinical setting. Eye protection (either face shield or wrap around goggles) are required in the lab and clinical setting. (Added 12/2020)
- Social distancing is required by all.
 - All workspace and desk spaces are at least six feet apart except as outlined by faculty.
 - Students will be assigned seats in the classroom and workspaces in the labs for the semester.
 - Students will be assigned lab partners for the semesters where applicable.
 - Students will use personal tools and lab supplies.
 - Students will use gloves at all appropriate times in the lab.
 - Students are to wash their hands regularly.
 - Students and faculty will follow seat signage and floor reminders for distancing.
 - Room capacity will be posted for all rooms.
- Eating in the classroom, including labs and simulation, is not permitted. Drinks are allowed with the face mask removed momentarily to drink liquids. (Added 12/2020)
- Cleaning the lab and classrooms is everyone's responsibility. Cleaning kits are available in all classrooms.
 - High touch areas are to be cleaned between classes by students.
 - Items shared are to be cleaned between each student use.
 - If barriers are used in the classroom or lab spaces, cleaning between classes is needed.

- COVID-19 health restrictions are an evolving policy. NTC's Return to Campus Plan will be updated every semester and posted on the NTC website. NTC & BSU health policies may be updated throughout the academic year and must be adhered to by all students. (Added 1/2021)

e. Dress Code for Clinical/Lab/Simulation

Students, when in required scrubs, represent the NTC Nursing Program and the nursing profession. The student's professional appearance is addressed below.

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

Students will wear their program designated colored scrubs and required shoes during all lab and simulation sessions, including test-out days. The student's scrubs should not be worn outside of the clinical, lab, or simulation environment, except entering and exiting the academic setting.

- **PN Program** – a mandatory “**Galaxy Blue**” scrub top and pants or skirt is required. Use the Cherokee ® brand to identify true Galaxy Blue color. (Clarified 1/2020)
- **AD Program** – a mandatory “**Caribbean Blue**” scrub top and pants or skirt is required. Use the Cherokee ® brand to identify true Caribbean Blue color (Clarified 1/2020).

The requirements listed below are related to professionalism, safety, and infection control.

- Slips must be worn with skirts.
- 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 clean, reasonably wrinkle-free scrubs for each clinical experience. Scrubs are expected to be laundered every day. (Added 5/2019) Scrub pants/skirts must not drag on the floor. Infection prevention is key to patient safety
- Cultural headdress must be solid in color and no longer than shoulder length. Headdress should be pinned back, and drape of the garment must not compromise student or patient safety.
- Neutral colored stockings or socks are required. If a shirt is worn under the scrub top, it must be white, black, brown, or grey, with no embellishments.
- Uniform shoes are to be kept clean during all on- and off- clinical sessions.
- Uniform shoes may be white, black, brown, or grey leather or canvas. They can be athletic shoes with minimal accent colors. All shoes must have a non-porous, non-mesh top. Clogs are permitted only with a closed heel. Crocs, sandals, open-toed, slippers, boots, or backless shoes are not allowed.
- Scrubs and uniform shoes are to be worn in the clinical and lab areas only (and if lecture class is held on the same day).
- An NTC patch is required to be sewn or glued on all nursing scrub tops. The patches are available in the NTC Bookstore and must be positioned on the upper portion of the right sleeve. (Updated 1/2020)
- Jeans are not considered business casual and are not allowed in the clinical or lab setting. (Clarified 1/2020)
- Body Art (tattoos): Those that may be offensive to patients, family members, guests of patients, and/or other customers or employees are not allowed to be visible. 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. (Sanford, 2018). Note: Clinical site policy will supersede program policy. (Updated 5/2019)
- Clinical faculty hand out badges (appropriate to the assigned clinical site). Badges are required for facility access and security. Badges must be worn on the upper torso and visible for all lab experiences and each clinical shift. Students are responsible for returning their assigned badges to

their clinical faculty. (Clarified 5/2019)

- Students may be responsible for the initial purchase of the badges and/or for the subsequent replacement of lost badges.
- The course grades will be entered as an incomplete if a clinical site badge is lost or not submitted at the end of the clinical. (Added 5/2019)
- Jewelry must be conservative and appropriate. Jewelry guidelines are listed below:
 - 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.
 - Earrings may be worn if small post earrings and no more than three (3) posts per ear. No hoop, dangle earrings. (Updated 7/2019)
 - No necklaces or bracelets are allowed. (Clarified 7/2019)
 - Rings are discouraged; a wedding set or band is permitted. (Clarified 1/2020)
- Fingernails must be short, clean, well maintained, and free of polish. Artificial nails or gel nails are not permitted.
- Food, beverages, and chewing gum are not permitted in the patient care areas and must be consumed in appropriate break areas or according to facility policy.
- Hair must be of a natural color, clean, neatly trimmed, and off the face and collar. Hair longer than collar length must be pulled back or put up with a comb barrette or hairband. Men must be clean-shaven unless a trimmed beard or mustache is worn. (Updated 7/2019)
- 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 not be worn while at any clinical site. No perfumes or colognes. Daily bath or shower and appropriate use of deodorant are expected. (Added 7/2019)
- 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. Students must acknowledge that there will be no smoking allowed during clinical shifts.
- Departure from the clinical unit or clinical site is not allowed under any circumstance.

12. Professional Behavior for the VIRTUAL classroom

Virtual classroom is any meeting of students and faculty in an online real-time face-to-face environment. Examples of a virtual class platforms include but are not limited to Zoom and Skype.

Before the virtual class meeting:

1. Find a quiet location, shut the door, and enter the class on mute.
2. Plan to log in a few minutes early.
 - a. Test your speaker and microphone. Make sure you are using your computer's AUDIO and VIDEO.
 - b. If the class has a waiting room, wait until admitted by faculty.

During the virtual class meeting:

1. VIDEO must remain on throughout the virtual class meeting.
2. Professional behavior during the virtual class meeting:
 - a. Sit upright in a chair. Lying down is not considered professional behavior.
 - b. Driving while in a virtual meeting is unsafe.
 - c. Refrain from eating during the virtual class meeting.
 - d. Make sure your upper body is dressed. Visible clothing must be non-offensive.
 - e. Make sure your first and last name show on your Zoom photo.
3. Professional background during the virtual meeting:
 - a. Be aware of your physical background.
 - b. If you use a virtual background, it must be non-offensive.
4. Asking questions and commenting should be done using the virtual meeting tools.
 - a. Chat tool:
 1. In Zoom, questions or comments should be entered into the Zoom chat.
 2. Private/side conversations in the Chat Box are discouraged.

3. Note: Chat Box discussions are available to faculty in their entirety, including private conversations.

b. Raise hand tool:

1. In Zoom, you should click on “Participants” in the toolbar at the bottom of the page and use the “Raise Hand” tool to indicate you wish to ask a question verbally.
 2. You may also ask a question by physically raising your hand.
 3. Once called on by faculty, you may ask the question.
 4. Start your comment or question by stating your name.
 5. Speak clearly and in a normal voice.
 6. When not speaking, make sure your audio is muted.
5. Faculty reserve the right and may give alternate directions on how class Zoom meetings shall be conducted.

Disruptive and/or unprofessional behavior:

1. Faculty reserves the right to remove any student from the virtual class for violation of any of the Zoom behavioral expectations.
2. If removal from virtual class is needed, the student will be required to meet with the faculty and program Dean before being allowed to participate in any future virtual class meetings.
3. Failure to participate in a required virtual class will follow the absence guidelines set forth in the Northwest Technical College Nursing Program Student Handbook.

13. Supplies

When students report for their lab experience, they must have the following items: **appropriate books, supplies (bandage scissors, watch, pen light, etc.), and supply packs for subjects assigned.** When students report for their clinical experience, they must have the following items: **scrubs (clean and wrinkle-free), name badge, stethoscope, bandage scissors, black pen, penlight, handheld device, and watch.** A personal computer may be required for use in post-clinical assignments. (Updated 12/15/2020)

14. Confidentiality

Every student must sign the HIPAA (Health Insurance Portability and Accountability Act of 1996) form, which outlines the use and appropriate handling of confidential medical information, before entering his or her first clinical course. Patient confidentiality is our priority. The patient has the legal right to confidentiality in all aspects of his/her care, and the nurse has a legal responsibility to safeguard the patient’s confidentiality.

15. Social Media

It is the policy of the NTC Nursing Program to manage social media as an extension of marketing and communications on behalf of NTC. The Nursing Program at NTC respects the right of students/staff to participate in social media; however, the business needs of NTC must be served while also maintain in 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.

a. 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.

b. 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.

c. Definitions

- I. **Social Media:** is primarily internet and/or mobile-based methods of networking using web/mobile-based tools to communicate widely, quickly, and easy to share information and to communicate with others. Such as but not limited to Facebook, Twitter, Instagram, Snapchat, TikTok, and texting.
- II. **Protected Health Information (PHI):** is any identifiable health information, including demographic information that contains:
 - Past, present, or future physical/mental health or condition of an individual
 - Past, present, or future payment for an individual's healthcare
 - Identifies the individual, OR there is a reasonable basis to believe the information can be used to identify the individual.

d. When Using Social Media

- 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
- 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.
- The student/staff may be asked to remove any reference to NTC enrollment or affiliation
- Students/Staff photographing any individuals (patients, family, staff as an example but not limited to) or physical structures must obtain written authorization from NTC or affiliates.

e. Compliance

- Students/Staff shall receive notice of this policy at the beginning of each semester and may receive periodic education on its application and use
- By 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
- Students/Staff found violating this policy may be subjected to corrective disciplinary action including but not limited to, removal from NTC Nursing Program, expulsion from NTC, criminal prosecution, or additional liability associated with other legal actions
- Alleged violations require immediate reporting to the direct supervisor, NTC nursing department chair, and or the affiliates human resources, and risk management
- All violations will be investigated collaboratively with appropriate staff and legal officials to determine appropriate corrective and disciplinary action, up to and including expulsion.

16. 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 the 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.* Nursing Faculty have ultimate discretion on students' ability to be safe in the clinical or lab environment. (Added 12/2020)

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 policies.

17. Standard Blood and Body Fluid Precautions

a. Precautions

- When handling blood and/or body fluids, students are to follow the established policies within the agencies where clinical shifts are scheduled.
- 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.
- Immediately following a significant exposure, the student shall inform the instructor.
- Students must report any cuts, scrapes, wounds, skin rashes, dermatitis to the clinical instructor before performing any tasks that may involve exposure to blood or body fluids.
- Students must restrict direct contact if there is a lesion with drainage.
- Students must wear appropriate protective equipment when performing any task(s) that may involve exposure to blood or body fluids.
- All blood or body fluids should be considered infectious.

b. Management of Blood/Body Fluid Exposures Policy (Formalized 1/2021)

Should a significant exposure to blood or body fluids occur, follow the policy as outlined below:

- If the exposure occurs in a healthcare facility with established guidelines for blood and body fluid exposure, those guidelines will be followed.
- If the exposure occurs in a clinical lab setting or in a setting where guidelines have not been established, the student shall:
 - Be referred to the student's physician or healthcare provider. It is recommended that the student seek referral within a few hours as chemoprophylaxis may be needed.
 - If patient source testing is recommended by the healthcare provider, NTC's Human Resources Department will be consulted.
 - All expenses incurred because of the management of and follow-up of blood and body exposure will be at the exposed student's expense.

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.

c. High-risk body fluids

Defined by the CDC as blood, semen, vaginal secretions, cerebrospinal fluid, pleural fluid, peritoneal fluid, pericardial fluid, synovial fluid, and amniotic fluid.

18. Absence and Illness

In case of unavoidable absence from class or clinical, the student must call and email his/her instructor no less than one hour before the start of class or clinical. If the instructor is unavailable, leave either an email message or a voice message. In the case of unavoidable absence from clinical, 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 are listed in the NTC web 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 recipient's name)

COURSE/SEMESTER PROGRESSION

The recommended sequence of required courses for the PN program and both the AD campus and distance programs are found on the NTC Nursing home page.

ASSOCIATE DEGREE (AD) & PRACTICAL NURSING (PN) PROGRAM PROGRESSION:

- Completion of all required courses, including the required general education courses, is required for program completion and graduation based on the following criterion:
 - **All nursing courses must be passed at a minimum of 80% or higher**
 - **All program-required courses must be passed with a grade of “C” or higher.**
 - Successful completion of both Nursing Programs (AD and PN) requires successful completion of outcome assignments (as identified by * on the course syllabi) associated with each course. Students will be allowed two (2) total attempts to complete and pass any outcome assignments. If not successful with the first attempt, the student **MUST** meet with a faculty tutor before submission of the second/final attempt. The second attempt **MUST** be passed with 80% to successfully pass the course. The grade of the first attempt is entered in the grade book.
 - Achievement of passing a dosage calculation math exam is required each semester. Students will be allowed three (3) attempts to achieve 100% accuracy. Students who are not successful on their third attempt will be required to create a Personalized Improvement Plan (PIP) with the course instructor.
 - A failing grade or withdrawal from a general education course will not affect progression unless it is a course pre/co-requisite.
 - To progress to the next semester, **ALL** nursing courses listed with co-requisites must be passed in the semester assigned to progress to the next semester.
 - To progress to the next semester, **ALL** general education courses sequenced in a specific semester must be passed in the assigned semester to progress to the next semester. General education courses may be taken early.
 - If a student does not pass a sequential general education course during any semester, a meeting between the student and nursing faculty, or nursing faculty advisor or Dean is required to determine a final program progression decision. (Added 1/2020)
 - Co-requisite courses are the theory, clinical, and/or lab courses offered every semester.
 - Before the published withdrawal date, students will be advised of their academic status. If a student is at risk for course failure, the student must meet with the assigned course faculty and complete a Performance Improvement Plan, found on the Nursing Program home page.
- Student options:**
- a. Student will assess their abilities to pass the course and reach out to course faculty via email and faculty advisor (as needed) for guidance. -or- (added 12/2020)
 - b. If withdrawal is the option taken or step needed from the course at risk of failure or all co-requisite nursing courses, the student must withdraw from the course by the posted NTC withdrawal date. (Clarified 1/2021)
 - c. An at-risk student may attempt to complete the course instead of choosing to withdraw. If the student is not successful in meeting the course requirements, the course grade earned will be an F. (Added 1/2021)
 - d. Student may request resequencing to the program (Resequencing Request forms are available

on Nursing program home page)

- 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-requisites or co-requisites have not been met.
- Failure of any ADNG or PNSG course in semester one requires the student to reapply to the program with a restart the following year. First semester students are not eligible for resequencing. ***Students must submit a new nursing program application.***
 - General education courses that apply to the program may be taken in the interim.
- Repeating one semester of co-requisite nursing courses is permitted.
- The failure of any nursing course a second time will result in the dismissal from the nursing program.
- One program re-application, one program deferral, and one resequencing per program are permitted. Forms are available on the NTC Nursing Program home page. (Added 7/2019)

RESEQUENCING REQUEST

A student must request to be resequenced if they desire to return to the ADNG or PNSG nursing program, following a withdrawal or failure of a required course or co-requisite course in Semesters 2, 3, or 4. A student must also request to be resequenced if they desire to return to the nursing program following a personal leave of absence. (Added 1/2020) The student must submit a new nursing program application if the program return time is greater than one year.

- The student must meet with their faculty advisor to review their resequencing plan.
- The Resequencing Request forms must be received by the Nursing Department within two weeks of the end of the semester. (Updated 1/2020)
- Resequencing requests will be reviewed by nursing program leadership and faculty. Resequencing approval will be based on professionalism demonstrated in the academic setting, academic history, and space availability.
- The Resequencing Request forms are found on the NTC Nursing Program home page

PROGRAM EVALUATION

Participation and evaluation are essential in the nursing profession. Nursing students are expected to participate in the individual course and program evaluations at various intervals. The department provides evaluation surveys and procedures.

ACADEMIC EVALUATION OF NURSING COURSES

Course Grading Policy

The academic grading system is as follows:

- A 100-94%
- B 93.99-86%
- C 85.99-80%
- D 79.99-74%
- F Less than 74%

Nursing students must achieve 80% or better in all nursing courses and the grade of “C” or better in all program required courses. “A,” “B,” and “C” are passing grades in nursing.

Failure to meet satisfactory standards after three attempts on a specific skill in a nursing lab course will require a student to create a Personalized Improvement Plan (PIP) with the course instructor.

The nursing course grades assigned are based on assessment categories: written exams, ATI exams (where applicable), and assignments. Faculty reserve the right to use additional learning products, details will be outlined in individual course syllabi. The D2L grade book for each course reflects the independent grading categories. All assessments are calculated using a weighted formula.

Faculty create, proctor, and analyze the written exams. All proctored course exams must be passed with an average of 80% to pass the course. Assignments and additional course assessments will not be included in the final calculated grade unless course exams are passed with an average of 80%. Failure to maintain an 80% assignment average may reduce the student's overall course grade.

No rounding will occur on any material used for student evaluation, including exams, assignments, and final grade.

ATI exams are scheduled each semester throughout the program. (Updated 8/2020) (See the Assessment Technology Incorporated (ATI) section for more details.)

Outline of assessment weights used for final nursing course grade. (Updated to ATI language 8/2020)

- Courses without ATI Exam(s) (Updated 8/2020)
 - Course exams are weighted at 70% of the total grade
 - Assignments are weighted at 30% of the total grade
- Courses including ATI Exam(s) (Updated 8/2020)
 - Course exams are weighted at 65% of the total grade
 - Assignments are weighted at 25% of the total grade
 - ATI exams and remediation are weighted at 10% of the total grade
- Courses with lab and lecture without ATI Exams (Updated 8/2020)
 - Course exams are weighted at 65% of the total grade
 - Lab performance is weighted at 25% of the total grade
 - Assignments are weighted at 10% of the total grade
- Courses with lab and lecture with ATI Exams(s) (Updated 8/2020)
 - Course exams are weighted at 65% of the total grade
 - Lab performance is weighted at 25% of the total grade
 - ATI exams and remediation are weighted at 10% of the total grade
- Courses with lab and lecture (and assignments) with ATI Exams (Updated 8/2020)
 - Course exams are weighted at 55% of the total grade
 - Lab Performance is weighted at 25% of the total grade
 - Assignments are weighted at 10% of the total grade
 - ATI exams & remediation are weighted at 10% of the total grade (Updated 8/2020)
- Clinical/lab courses without ATI Exam(s) (Updated 8/2020)
 - Clinical/lab performance is weighted at 70% of the total grade
 - Clinical/lab assignments are weighted at 30% of the total grade
- Clinical/lab courses with ATI exams(s) (Updated 8/2020)
 - Clinical/lab performance is weighted at 65% of the total grade
 - Clinical/lab assignments are weighted at 25% of the total grade
 - ATI exams and remediation are weighted at 10% of the total grade (Updated 1/2020)

Course Exam Testing Policy One and one half (1.5) minutes will be allowed for each test question. (Example: students will have 45 minutes to complete a 30-question exam) (Adopted 05/2017)

- The provision of an exam breakdown or study guide will be considered by faculty to help students focus their studies. (Added 7/2019)
- Faculty perform statistical exam analysis, identify missed concepts, and may provide students with guidance for review for future exams. (Updated 1/2020)
- Due to test integrity, exams will not be opened in the classroom.
- Students with concerns are encouraged to discuss their exam 1:1 with faculty. Students are asked to email or make an appointment to visit with their instructors. (Added 7/2019 and clarified 1/2020)
- If a student scores less than 80% on an exam, it is the expectation that students seek a faculty tutor for content review during the instructors posted office hours or posted study time/tutoring time.
- If a student scores less than 80% on an exam, it is the expectation that students seek a faculty tutor for content review during the instructors posted office hours or posted study time/tutoring time.
- No exams or test questions will be dropped.
- Faculty recommend the use of ATI test-taking tutorials. (Added 12/2020)
- NTC Student Success Center and online proctoring services will be the only allowed proctoring locations. Limited proctoring sites found on the Minnesota State website <http://www.minnstate.edu/online/proctoring.html> by **faculty approval only**. (Added 8/2020)
- Online exams for distance students will be open for 48 hours, opening and usually closing at 0800. Faculty will inform students of specific details within the course syllabus and/or direct communication.
- Proctorio is the only approved proctoring service allowed by ATI Exams with the NTC Nursing Department. (Updated 8/2020)
- When using any Nursing program approved online proctor service, the following guidelines are required: (Clarified 1/2020)
 - 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 an entire view of the exam area (floor, ceiling, desktop, chair, surrounding areas). Writing utensils and a full sheet of blank paper used must be shown (front and back) before and after the exam.
 - Once the student clicks into proctor service, there is absolutely no leaving the room until the student has closed out of the online proctoring service.
 - The volume on the computer must be on during the proctored exam.
 - Students must show a state-issued photo ID with a first and last name for every exam. The student must display the ID long enough that the proctoring service can completely capture the information on the ID.

No one other than the student may be in the room during the exam. This includes no pets or small children in the room during the exam.

Math Competency

Like many of the other skills learned in nursing, math is an outcome that represents a basic standard of nursing. All NTC Nursing program graduates are expected to competently perform a variety of dosage calculations at 100% accuracy. Each semester requires a math exam. Students will not be allowed to pass medication in the clinical setting until the math competency exam is passed at 100%. If a student fails the first attempt, the faculty will review the exam with the student and set up a remediation plan, which may include required tutoring hours at the NTC Student Success Center. Failure of the second attempt will require remediation with the math tutor.

If needed, attempts two and three of the Math Competency Exam must be retaken on the next scheduled clinical day.

Students who are not successful on their third attempt on the math exam in any given semester will be required to create a Personalized Improvement Plan (PIP) with the course instructor. The course instructor (and student's advisor if the instructor deems it necessary) will require specific remediation in areas where a lack of competence is considered a safety issue that impacts patient care. Any student required to create a PIP must complete any instructor-assigned remediation to continue to be enrolled in good standing in the course. Students who do not participate in their PIP requirements will receive an incomplete in the course and may be placed on academic probation. (Introduced 03/18/2021)

PN PROGRAM

Semester 1: Math Competency Exam: PNSG 1100 Foundations

Semester 2: Math Competency Exam: PNSG 1185 Clinical II

GENERIC AD PROGRAM (Updated 7/2019)

Semester 1: Math Competency Exam: ADNG 1050 Foundations-Nursing Skills

Semester 2: Math Competency Exam: ADNG 1100 Pharmacology

Semester 3: Math Competency Exam: ADNG 2100 Clinical II

Semester 4: Math Competency Exam: ADNG 2050 Advanced Skills

Step-In AD PROGRAM (Updated 7/2019)

Semester 1: Math Competency Exam: ADNG 1300 Transitions (Lab)

Semester 2: Math Competency Exam: ADNG 2100 Clinical II

Semester 3: Math Competency Exam: ADNG 2050 Advanced Skills

Late Assignment Policy (Updated 1/2020)

The Nursing Department reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor.

1. If a student must miss an assignment the student must provide the instructor with same day notification, via email only, no later than the day and time the assignment is due. Students are required to retain written documentation of the notification through email 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 Folder is closed.
2. Late assignments, with proper instructor notification prior to the due date, will be made up by a mutually agreed upon date negotiated with the course instructor (Note: ATI assignments are exempt) (Updated 8/2020). The student will receive a 10% penalty for late assignments, received by the agreed upon due date, for which numeric grades are assigned. Pass/fail assignments must be submitted upon mutually agreed upon due dates between faculty/student.
3. If the instructor is not notified by email before the assignment due date/time or if the assignment is not turned in by the agreed upon due date, the student will receive a 20% deduction from the maximum assignment points when the assignment is submitted.
4. The request for turning in an assignment after the due date must be made within **five (5) business days** of the original due date.
5. Students will have no more than two late submissions, total, to earn a passing grade on a pass/fail assignment.
6. If the student misses a second negotiated due date, the student will receive an additional 5% deduction for each day beyond the agreed upon due date.
7. 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 before the subsequent semester to comply with course pre/co-requisites.

Late Exam Policy (Updated 1/2020)

The Nursing Department reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor.

1. If a student must miss an exam, the student must provide the instructor with same day notification via email only **no later** than the day and time of the exam. Students are required to retain written documentation of the notification through email 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.
2. Late exams, with proper instructor notification prior to the due date, must be made up within **five (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 of 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.
3. If the instructor is not notified before the exam due date/time according to the process listed above, the student will receive a 20% deduction from the maximum points in his/her exam score. The exam must be made up within **five (5) business days** from the original test due date or mutually agreed upon through negotiations with the instructor.
4. If the student misses the negotiated due date, in addition to the 20% deduction, the student will receive a 5% deduction for each day beyond the agreed upon due date.

Lab Skills Test-Out Grading

- Students who are not successful in passing their skills test-out on their first attempt in the lab are given two more attempts. These additional attempts will be scheduled into future lab dates per the availability of faculty. (Updated 1/2021)
- Students who are not successful on their third attempt at SKILLS TEST OUT, in any given semester will be required to create a Personalized Improvement Plan (PIP) with the course instructor. The course instructor (and student's advisor if the instructor deems it necessary) will require specific remediation in areas where a lack of competence is considered a safety issue that impacts patient care. Any student required to create a PIP must complete any instructor-assigned remediation to continue to be enrolled in good standing in the course. Students who do not participate in their PIP requirements will receive an incomplete in the course and may be placed on academic probation. (Introduced 03/18/2021)

Attendance Policy

LAB and CLINICAL

Student presence at all labs and clinical is expected, just as it would be for any job. In the event of illness or an emergency, it is the student's responsibility to notify the faculty before the beginning of lab or clinical. Notification must be no less than one hour before the start of lab or clinical.

If an absence occurs on a skills test-out day, the student will receive an automatic deduction of ten percent (10%) of the grade earned on the specific skill performance. A second absence on a skill test-out day will result in an automatic deduction of twenty percent (20%) of the grade earned on the specific skill performance. (Clarified 1/2019)

PERFORMANCE IMPROVEMENT PLAN (Formerly the Student Learning Contract)

Attendance is key to being successful, especially in the learning environment of lab and clinical settings. If a student is absent on test-out day one, the student will meet with faculty to determine a Performance Improvement Plan (PIP).

The learning plan will address the cause for concern and outline the expectations for the remainder of the

course. The student will develop a learning plan to improve performance, including how to avoid attendance issues. Both the faculty and student will agree on the learning plan language.

If a student is absent on test-out day two, the student will meet with faculty to discuss the failure to follow the Performance Improvement Plan. The faculty and student will agree to new terms of the learning plan and include in writing the new terms. If a student is absent on test-out day three, the student will meet with faculty to discuss the failure of the course. The Performance Improvement Plan form is available on the NTC Nursing home page. (Changed 7/2019)

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 to ensure information shared during any missed lecture is obtained. Students should contact faculty to identify missed content.

Distance students: Faculty monitor D2L for online attendance and work progression.

LAB and TEST-OUT ABSENCES for both Campus and Distance Students (Updated 7/2019)

** This Policy must remain fluid with consideration given to individual circumstance related to COVID-19. * Attendance of lab and test-outs are program requirement. Student health status will determine schedule and consequence. (Added 1/2021)*

- Make-up for the first lab absence or first four hours of missed lab is a written case study assignment that will be chosen 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 is eight (8) hours of lab. Note: Lab make-up for a second lab absence is reliant on an available, current NTC faculty, and an available and appropriate lab. Make-up must be completed within the confines of the semester and/or course for which the lab was missed. (Updated 7/2019)
- Course failure is typically earned should a student miss a third lab day. Due to COVID-19, discussion between lab instructor and student is required to determine next steps. If there are no make-up opportunities for a third lab day miss, reference to the NTC Nursing Program Progression Policy and the NTC Readmission Policy for Nursing Students located in the Nursing Program Student Handbook will serve as the primary resource. The Dean will be included in communication between the student and faculty involved. (Added 1/2021)
- Note: Exceptions may be considered. Exceptions will be rare and involve extenuating circumstances. The criterion of the excused absence will be reviewed by faculty and decided by faculty and Dean if an exception has been met. (Updated 1/2021)

Clinical Absence Policy

Attendance at all assigned clinical experiences, including but not limited to, clinical orientation, clinical, simulation, and post-conferences 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 faculty involved (i.e., clinical site) no less than one hour before 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, clinical, simulation, and post-conference) with the appropriate faculty. It is faculty's responsibility to outline expected communication requirements at the beginning of the clinical rotation. (Added 7/2019)

The Clinical Absence Policy applies to every individual clinical rotation per course per semester.

- Every hour missed of clinical is made-up with a time-equivalent assignment.

- Make-up of clinical absences is based on faculty and clinical site availability.
- Make-up for the first clinical absence will be at the clinical site or in the NTC Simulation Lab to assure the student achieves the clinical objectives set for the course. (Clarified 7/2019)
 - It is the student's responsibility to speak with the appropriate faculty to inform them of the clinical miss. (Clarified 7/2019)
 - It is the student's responsibility to speak with the appropriate faculty to schedule a clinical make-up day within two school days of return to campus/school.
 - If the clinical absence is not approved, i.e., student does not contact faculty for the clinical make-up day, the student will receive a zero for the clinical day. (Added 7/2019)
 - If a student receives a zero for a clinical day the clinical time must still be made up to pass the course. This is to meet the MBON requirements that all student nurses must meet a minimum required number of clinical hours. (Added 1/2021)
- Make-up for a second clinical and/or simulation absence will be at the clinical site or in the NTC Simulation Lab. Note: Clinical make-up for a second clinical absence is reliant on an available, current NTC nursing faculty. Make-up must be completed within the confines of the semester and/or course for which the clinical was missed. (Updated 7/2019)
- Course failure is typically earned should a student miss a third clinical day. Due to COVID-19, discussion between clinical instructor and student is required to determine next steps. If there are no make-up opportunities for a third clinical day miss, reference to the NTC Nursing Program Progression Policy and the NTC Readmission Policy for Nursing Students located in the Nursing Program Student Handbook will serve as the primary resource. The Dean will be included in communication between the student and faculty involved. (Added 1/2021)
- Note: Exceptions may be considered. Exceptions will be rare and involve extenuating circumstances. The criterion of the excused absence will be reviewed by faculty and decided by faculty and Dean if an exception has been met. (Updated 1/2021)

Assessment Technology Incorporated (ATI) (Updated 8/2020)

Every student must recognize ATI exams are a priority in the program and a success factor for the student. In addition to Elsevier textbooks, all AD nursing students use ATI exam and resources in their ADNG courses. All PN students use ATI exams and resources in their PNSG courses. Costs for these resources are billed to students as course fees. (Updated 8/2020)

Included in the student's overall charge for ATI is the ATI Virtual ATI and ATI Live Review in both the AD and PN programs. The three-day ATI Live Review is scheduled during finals week of spring semester, after graduation. The ATI Live Review is held on campus, is required for program completion, and attendance is mandatory. (Updated 8/2020) **All students are required to participate in all ATI assessments and NCLEX graduation products.** (added 12/2020)

LICENSURE INFORMATION

Graduates of the Nursing program will be eligible to make an application for the licensing examination.

Registration links:

Licensure by Exam Application

<https://www.hlb.state.mn.us/mbn/Portal/DesktopModules/ServiceForm.aspx?svid=6&mid=78>

National Council Licensure Exam (register with Pearson Vue to take NCLEX) <https://portal.ncsbn.org/>

Registration steps:

1. Submit an application for licensure/registration to the board of nursing/regulatory body where you wish to be licensed/registered (fees are non-refundable).
 - Minnesota licensure by examination application fee is \$105.00
 - Criminal Background Check fee is \$33.25 (updated 7/2019)
2. Apply online or mail a paper application (<https://mn.gov/boards/nursing/licensure/apply-for-a-license/apply-by-exam.jsp>).
3. Provide evidence you have not engaged in conduct warranting disciplinary action.
4. Watch your email for the Criminal Background Check fingerprint packet.
5. The Nursing office will confer program completion on the Minnesota Board of Nursing website after the NTC Registrar has verified all institutional criterion has been met and the student has completed the ATI Live Review. **Verification by the Registrar's office takes approximately 3-4 weeks from the date of graduation.** (Clarified 7/2019)
6. Register and pay <http://www.pearsonvue.com/nclex/capva/> for the NCLEX examination with Pearson VUE.
 - a. Minnesota: Apply online, by telephone, or by mail.
 - b. Out-state: Contact that state for their application packet.
7. Watch for the test service to send your authorization to test (ATT) by email.
8. Schedule the examination at one of the testing centers after the authorization to test (ATT) has been received from the testing service. The ATT is valid for 90 days. Attention: Check your spam and junk folders as it is possible that candidate correspondence from Pearson VUE could automatically go to one of these folders. All correspondence from Pearson VUE will end with "@pearson.com".
9. Visit ncsbn.org for a complete overview of the NCLEX® examination process.

Program codes: US10402700 (RN-ADN) and US10209900 (PN)

Minnesota Board of Nursing

2829 University Avenue SE #200, Minneapolis, MN 55414-3253

Telephone: 612-617-3000

E-Mail: nursing.board@state.mn.us

Website: www.nursingboard.state.mn.us

Pearson Vue web site: www.pearsonvue.com

National Council of State Boards of Nursing, Inc. (NCSBN)

111 E. Wacker Drive, Suite 2900, Chicago, IL 60601-4277

Telephone: 312-525-3600

NCLEX Examination Information:

E-Mail: info@ncsbn.org and nclexinfo@ncsbn.org

Website: www.ncsbn.org

PROGRAM DEFINITIONS

Definition of Terms

The following terms are used in the Nursing Handbook:

ACEN: Accreditation Commission for Education in Nursing. ACEN is the accrediting body chosen by the NTC Nursing Advisory Board and nursing faculty. ACEN supports the interests of nursing education, nursing practice, and the public by the functions of accreditation.

A.D. or A.S.: Associate of Science Degree

Accreditation: A voluntary, peer-review, self-regulatory process by which a non-governmental association recognizes educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the improvement of the institution or program related to resources invested, processes followed, and results achieved.

Advanced Standing: academic credit granted to a licensed practical nurse in recognition of prior nursing education and experience

Appeal: A process to follow by a student wanting to apply to the Nursing program following the violation of the course repeat policy. The process is outlined in the Course Repeat Violation Policy.

Assessment Technology Incorporated (ATI): An educational supplement that provides online education services and support for faculty and student, including assessments and study tools.

Associate of Science in Nursing Program: 64-credit program to earn a degree

Complio: Electronic tracking tool for required verification of clinical eligibility

Exited: Required to leave the program.

LPN: Licensed Practical Nurse

NAPNES: National Association for Practical Nurse Education and Services

NCLEX: National Council Licensure Examination

NFLPN: National Federation of Licensed Practical Nurses

NLN: National League for Nursing is an organization for nurse faculty and leaders in nursing education. The NLN offers professional development, networking opportunities, testing services, nursing research grants, and public policy initiatives to 40,000 individual and 1,200 institutional members.

Objectives: Identifies how to meet specific competencies

PN: Practical Nursing or Practical Nurse

Performance Improvement Plan (formerly called **Student Learning Contract** 7/2019): An individual contract between student and instructor-created because of concern noted by faculty about student behavior(s) in the clinical setting, lab, classroom, or simulation. Expectations of the student are outlined by the faculty, and the student develops an action plan to improve performance. Failure to meet expectations and actions will result in a failing grade and a possible risk of ineligibility to progress in the

program.

Practical Nursing program: 36-40 credit program to earn a diploma

Proctorio: The ATI proctored exam service required by ATI for ATI exams. Students pay for Proctorio services one time, sometime during the program.

QSEN Competencies: Quality and Safety Education for Nurses Competencies is a project to meet the challenge of preparing future nurses to have the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

RN: Registered Nurse

Remediate: The process of correcting weak areas of content knowledge after taking standardized exams.

Remote Proctor Now: Remote proctoring required on all online NTC nursing exams. At a cost to the student. Involves ID verification.

Resequencing Request: Process and request for placing a student back into a semester rotation based on a prioritized basis with academic status and space availability used as considerations. The student must request resequencing using the identified form.

Student Learning Contract (renamed Performance Improvement Plan 7/2019): An individual contract between the student and instructor-created because of concern noted by faculty about student behavior(s) in the clinical setting, lab, classroom, or simulation. Expectations of the student are outlined by the faculty, and the student develops an action plan to improve performance. Failure to meet expectations and actions will result in a failing grade and a possible risk of ineligibility to progress in the program.

Student Learning Outcomes: a) Behaviors identified in the syllabus as evidence that the student has achieved the general objective and b) NLN Educational Competencies

Student Solution Form: This form may be used when a student has a concern or complaint about his/her education or experience at NTC.

U-Central: An integrated web and mobile solution that helps students answer etiology, diagnosis, treatment, and prognosis question.

Unsuccessful Attempt at a Course: Grades of C-, D, F, or W are considered unsuccessful attempts at a course. Successful course grades for the nursing program are A, B, or C.

Wait-List: Qualified applicants who are not accepted into the Nursing program, due to available space are placed on a waitlist. The qualified applicant may be accepted should an opening occur.

Withdrawal:

- a. Withdrawal from the Nursing program is departing from a particular course or courses by the student due to personal reasons or failure of assessment. Every course has a designated withdrawal date outlined in course registration under “course details”. The electronic withdraw must be completed before the deadline.
- b. Withdrawal for the college is departing from all college classes on or before the drop/withdrawal period

APPENDIX



- Student Success Factors
- Course Credit to Homework Ratio
- Advising
- Starfish
- Complio and Verified Credentials
- Technical Standards
- Appeals Process/ Grievance Process
- Course Student Success Tool
- Performance Improvement Plan (PIP)

STUDENT SUCCESS FACTORS including Studying Hints

Course Credit to Homework Ratio

The NTC standard for hours to credit:

- Each student, whether campus or distance, is expected to actively participate in one (1) hour per credit per week over 16-week semester consuming course materials for theory course and dedicate an additional two (2) hours per credit per week of preparation outside of the assigned time to master the above course objectives and student learning outcome assignments.
- Each student, whether campus or distance, is expected to participate in two (2) hours per credit per week over a 16-week semester consuming and practicing course materials for lab courses and dedicate an additional one (1) hour per credit per week of preparation outside of the assigned time to master the above course objectives and student learning outcome assignments.

Advising

Students are to meet with their assigned nursing faculty advisor each semester. Assigned nursing faculty advisors will contact students, using face to face, phone, or email, based on the message and need.

Starfish Resources for Students at NTC

What is Starfish? Starfish is a communication tool used by faculty to support student academic success. Starfish enables faculty to provide praise or raise concerns regarding their students' academic performance. Referred to as "Kudos" and "Flags", these notifications are sent to the student's NTC email account and can be viewed on the student's Starfish page. A support network has access to notifications and provides outreach to students.

The types of Kudos and Flags are:

Kudos	Academic Difficulty Flags	Attendance Related Flags
Keep up the good work	Low quiz/test scores	Attendance Concern
Outstanding academic performance	Missing/late assignments	Never attended
Showing improvement	Academic performance concern	
	In danger of failing	

Throughout the term, a student may receive Kudo or Flag email notifications from NTC One Stop Services regarding academic performance. Flag email notifications suggest steps to take to improve the situation.

Students are asked to pay attention to these email messages and take the recommended actions early. The suggestions are sent to help the student succeed!

Also, Starfish provides students a way to request help. Students can also schedule appointments online with faculty and staff members who have made online scheduling available in Starfish.

Important for Students to Know

- Only the student, the faculty member who raised the flag, the student's advisor, and NTC staff members who provide support to students can view flags.
- Starfish does not police students, and it is not punitive. The main goals of using Starfish are to help students be successful during their time at Northwest Technical College and to help students stay connected with their instructors, their advisor, and other sources of support.
- Flags and kudos are not recorded on a student's DARS or transcript.
- Starfish is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA).

Starfish Guides for Students:

<https://www.ntcmn.edu/myntc/academic-resources/starfish-resources-for-students/> (this is the link to the NTC starfish information)

CLINICAL/PROGRAM ELIGIBILITY TRACKING (Updated 1/2021)

Students are responsible for all fees and costs associated with eligibility requirements. Costs for background checks and tracking of immunizations, TB screening, and BLS/CPR are as follows.

VERIFIED CREDENTIALS: Applies to students admitted to the NTC Nursing program *spring 2021 or after*.

Students admitted to the NTC Nursing Program for spring 2021 and after are required to procure an account with VERIFIED CREDENTIALS for a Criminal Background & Document Review package for completion of required background screening and eligibility documentation required by contractual agreements with our clinical facilities.

Criminal Background & Document Review Package - \$76.80

COMPLIO/AMERICAN DATBANK: Applies only to students admitted to the NTC Nursing program *fall 2020 or before*.

Students admitted to the NTC Nursing Program fall 2020 or before procured accounts with AMERICAN DATABANK/COMPLIO for criminal background check and subscription for electronic tracking of program and clinical eligibility documentation. Those students will continue with COMPLIO for the remainder of their program.

12 Month Subscription - \$20.00; 18 Month Subscription - \$30.00; 24 Month Subscription - \$40.00
Criminal background study - \$45.00

MN DHS BACKGROUND CHECK:

\$20.00 fee paid online to DHS

\$9.10 fingerprint/photo fee paid online to Germalto Cogent (updated 7/2019) or at an authorized fingerprinting agency (may only use DHS authorized agency – listing, by region, is available)

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 before the program starts 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 programs.

Drug Testing (if required by clinical site):

Drug testing is done through either MedExpress or Verified Credentials. Students may choose according to their preference. Cost and locations vary. Drug testing is an additional expense of the student if required by a clinical facility.

- Fees are paid directly to MedExpress or Verified Credentials
- MedExpress cost: \$59.00
- Verified Credentials cost: \$33.00
- Students who must be tested will be notified by the nursing department and provided with the necessary paperwork.

Clinical/Lab Policy:

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. This includes the required participation in drug testing if required by a clinical facility. Information will be provided by the Nursing office if drug testing is required. (Added 7/2019)

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 Minnesota State 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.

Minnesota State Associate Degree Nursing Programs Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that associate degree nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact BSU/NTC ACCESSIBILITY SERVICES at accessibility@bemidjistate.edu or call 218-553-3902.

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none">• Ability to assess, plan, implement, and evaluate care.• Organize workload to manage time effectively and prioritize the delivery of client care.• Use resources effectively to understand the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions.• Possess problem-solving skills, including the ability to reason, measure, calculate and use data to make decisions in time-pressured environment.• Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes.• Ongoing demonstration of skills mastery while integrating and mentally sorting new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none">• Maintain and protect client confidentiality and privacy.• Establish professional and ethical relationships with others.• Accept feedback and integrate new understanding into behavior.• Display personal accountability, integrity, understanding that student behavior affects others.• Practice the ability to delegate.• Promote a team-building environment.• Provide effective and therapeutic care in a variety of cultural settings.• Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none">• Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team.• Accurately interpret and document nursing actions and client responses.• Display the capacity to engage in successful conflict resolution and advocate for client rights and needs.

		<ul style="list-style-type: none"> Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. Use therapeutic communication techniques to provide support to peers, clients and families. Process relevant information; accurately and timely communicate to the healthcare team. Ability to design teaching plans for client education and assess effectiveness. Provide disease prevention and health promotion, care coordination and case findings.
Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> Move about client's room and/or workspaces to complete client assessment. Administer rescue procedures - cardiopulmonary resuscitation. Demonstrate the ability to work for long periods. Safely use and calibrate equipment in a variety of settings. Perform procedures necessary to safely admit, transfer, or discharge a client. Prepare and administer medications and treatments. Perform nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> Ability to provide comprehensive assessment of client's health status through collection and synthesis of data to establish baseline status for client. Ability to integrate assessment information to form a plan of care. Recognize emergent needs; perform appropriate targeted assessment, interventions and evaluation. Assume accountability for delivered care; recognize limits of knowledge, skills and licensure scope. Understand and process healthcare provider orders according to assessment data, evaluate effectiveness of interventions and communicate with members of the healthcare team. Demonstrate distinction between provider-dependent and independent nursing interventions.
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	<ul style="list-style-type: none"> Demonstrate emotional stability while encountering a wide variety of emotions in self and others. Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. Personal flexibility to adapt to rapidly changing environments. Ability to apply sound judgement in pressured situations.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility, and tolerance	<ul style="list-style-type: none"> Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. Recognize and preserve individual human dignity. Advocate for the client's best interest. Demonstrate professional accountability and ability to work in hierarchical environment. Demonstrate intent to follow the ANA Code of Ethics. Practice participation in development of healthcare policies, procedures. Demonstrate understanding of nursing theory and practice.
Environmental Stressors	Other considerations	<ul style="list-style-type: none"> Ability to work with infectious agents and blood-borne pathogens. Ability to work in area with potential chemical and radiation hazards, potential allergens such as latex. Ability to work in areas of potential violence. Ability to work in close proximity to others.
Other	Sensory	<ul style="list-style-type: none"> Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

Minnesota State *Practical Nursing* Programs Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that practical nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs. The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact BSU/NTC ACCESSIBILITY SERVICES at accessibility@bemidjistate.edu or call 218-553-3902.

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> • Ability to understanding context of situations, make logical decisions and request assistance as needed. • Organize workload to manage time effectively and prioritize the delivery of client care. • Ability to recognize and report changes in client's condition to registered nurse or instructor. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none"> • Maintain and protect client confidentiality and privacy. • Establish professional relationships. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to assign tasks to other LPN's and unlicensed personnel. • Promote a team-building environment. • Provide safe effective care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team. • Accurately document nursing actions and client responses. • Display the capacity to participate in successful conflict resolution and advocate for client rights and needs. • Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. • Use therapeutic communication techniques to provide support to peers, clients and families. • Process relevant information; accurately and timely communicate to the healthcare team. • Ability to perform client education and adjust information to client understanding.
Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Move about client's room and/or workspaces to complete client assessment. • Ability to administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings.

		<ul style="list-style-type: none"> • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform basic nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Conduct focused assessment; compare data with normal findings, report changes to registered nurse or other licensed healthcare provider. • Observe client's condition, utilizing all senses, and data from equipment, report changes. • Ability to respond to client distress calls. • Implement interventions delegated or ordered by healthcare provider. • Participate with other members of the healthcare team to develop and modify care plans.
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	<ul style="list-style-type: none"> • Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgement in pressured situations. • Recognize limits of knowledge and abilities and seek assistance.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility, and tolerance	<ul style="list-style-type: none"> • Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics.
Environmental Stressors	Other considerations	<ul style="list-style-type: none"> • Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards. • Ability to work with potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	<ul style="list-style-type: none"> • Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

A task force of representatives from nursing education in Minnesota originally 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 the 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 and 6/23/2020.

SOLUTION AND APPEALS PROCESSES

The NTC Nursing Department handles nursing student concerns through the ACEN Student Standard (3).

The Student Grievance/Appeal Form is used when the student wishes to address failure in any required general education or nursing course. The Form must be completed by the student, signed off by the advisor, and submitted by the student to the Nursing Department in the attention of the Dean. The Dean will bring the Appeal Form to the designated ACEN Standard 3 faculty meeting or request an Appeal Committee subgroup. The discussion will be held between the Dean and faculty with a decision provided to the student within thirty days. The Appeal Form may also be used for further review of a nursing program decision prior to submitting a formal grievance or course grade appeal. (Search the NTC Nursing home page for Handbook & Forms).

It is the intent of the NTC Nursing Programs and individual faculty members to make fair and reasonable decisions concerning individual students' academic performance and progress. Students who are not satisfied with the decision-making of the Nursing program have the right to seek a 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 NTC campus committee.



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?

Office Use Only

Concern Received By: _____ **Date:** _____

What steps were taken to resolve this concern? (Attach notes from other staff if applicable.)

How was the concern resolved? Include dates of actions taken.

RETURN THIS FORM TO THE NURSING DEPARTMENT PROGRAM TECHNICIAN FOR PROCESSING

Date of follow-up contact with student: _____

PERFORMANCE IMPROVEMENT PLAN (PIP)

Student Name _____			Date _____	
Area(s) of Concern/ Behavior(s) and SLO Identified	Measurable Goal(s)	Expected Outcome(s)	Action Plan/ Interventions	Review Date/ Outcome(s)

Additional Notes as Needed:

Signatures required at completion of outcome(s). PIP will be printed, signed, and placed in student folder by faculty.

Student Nurse Signature _____ Date _____
 Faculty Signature _____ Date outcome(s) achieved _____

Student Learning Contract or probation language has a long history at NTC. Form Initiated February 2019. SLC Purpose, Plan, and Procedure initiated 2/2019. Name change made from Student Learning Contract to PERFORMANCE IMPROVEMENT PLAN (PIP), 8/2019. Wording reference: College of Southern Idaho, 2017.