NURSING PROGRAM STUDENT HANDBOOK

Associate in Science Degree

Practical Nursing Diploma

Programs

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2018-2019

Northwest Technical College ~ 905 Grant Avenue SW ~ Bemidji ~ MN ~ 56601

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, Director of Nursing and Health Sciences, (DON), 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. (Added 8/2018)

When a change is adopted into the handbook during an academic year, students will be emailed the change. (Clarified 8/2018) 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/ (Added 7/ 2018)

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

Updates to the 2018-2019 Nursing Program Student Handbook were the combined efforts of the entire Nursing Department. Completion date: August 25, 2018

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: (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 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 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's time. The two Practical Nursing programs became one program with the Minnesota Board of Nursing on Jan. 1, 2014.

Between 2007 and 2014, the Northwest Technical College nursing program had an Associate of Science in Nursing degree. This option created an opportunity for Licensed Practical Nursing (LPN) graduates to obtain their associate's degree. In the fall of 2013, a new two-year Generic Associate Degree program was launched. The first cohort of LPN to Associate Degree (LPN to RN Track) began in the summer of 2014. 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.

Since June 2017, both the AD and PN Nursing Programs at NTC have been in candidacy by the Accreditation Commission for Education in Nursing (ACEN). In August of 2018, NTC received notice of their ACEN Site Visit: March 6-8, 2019.

CONTROLLING BODY

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

Director of Nursing and Health Science

Michele D. Brielmaier, MSN, RN

Nursing Faculty – Full-Time

Ashley Anderson, Julie Beevor, Karen Bierman, Ruth Eckstrom,

Brenda Henriksen, Sandy Johanning (sabbatical)

Nursing Faculty – Part-Time

Laurie Barnes, Nicole Larson, Emily Piller, Loretta Vobr

Nursing Assistant Faculty

Carrie Goodwin, Julie Miller

Nursing Program Technician

Sandy Thole

MISSION STATEMENT for NTC

Northwest Technical College integrates the value of work with the educational experience to develop resourceful lifelong learners with knowledge, skills, and attitudes to secure rewarding careers and satisfying lives in an increasingly technologically focused, globally interdependent, multicultural society. (Added 7/2018)

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

Minnesota State College and University system and the Minnesota Board of Nursing (MBON)

Both the Minnesota State College and University system 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's 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 nursing schools 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's 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. (Clarified 7/2018)

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

The NTC AD and PN programs are in ACEN candidacy Status (June 2017 – June 2019) for initial accreditation. The Nursing Department has requested to be scheduled for an ACEN Site Visit March 6-8, 2019. A public invitation to meet with the Site Visit Team will be forthcoming. If initial approval for accreditation is granted for both the PN and ASN programs, a formal announcement will be made in May 2019. 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 Educational Competencies Model

NTC Nursing Program Theoretical Framework
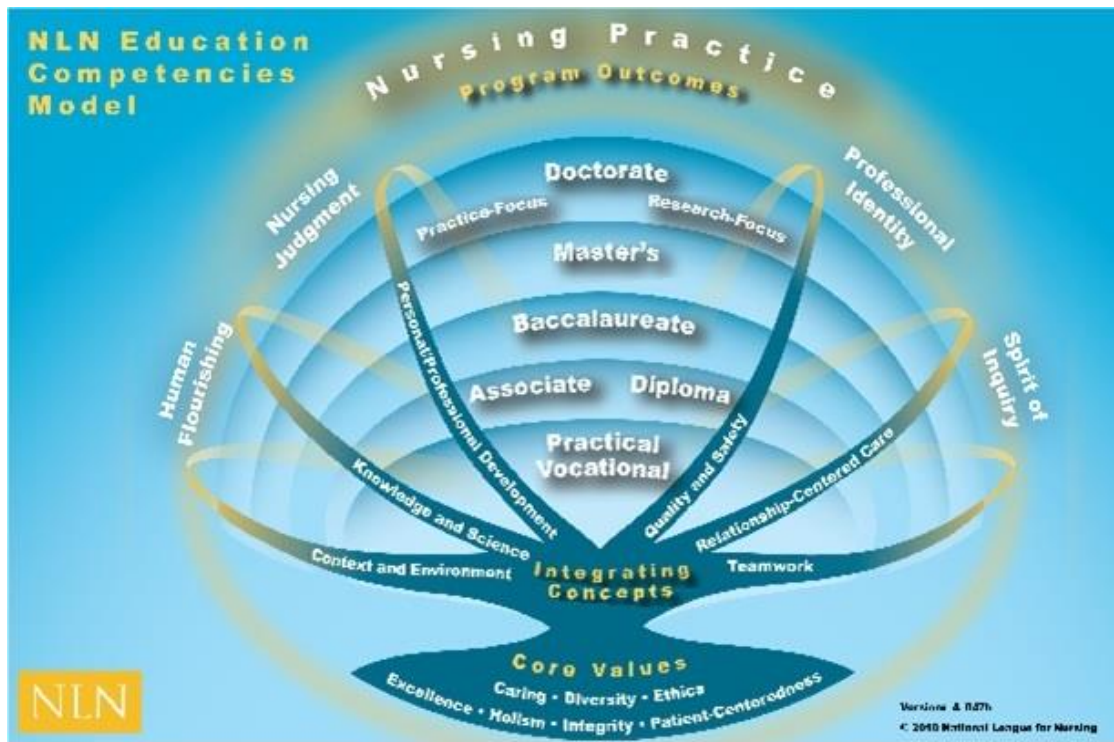
National League for Nursing. (2010).

Outcomes and competencies for graduates of practical/vocational, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing (p. 10).

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,

clinic, hospital, long-term care, public health, home care, and rehabilitative care. Nursing evolves continuously to meet the ever-changing demands of the healthcare system.

NTC NURSING FACULTY COMMITTEES

The NTC nursing faculty functions as a committee as a whole with the ACEN Standards driving the programs. The nursing faculty committees and role of division chair in operation before Fall 2018, have been restructured in alignment with the ACEN Standards. A faculty meeting is scheduled every week with set topics outlined in an agenda.

NURSING FACULTY COMMITTEES	ACEN STANDARDS	FACULTY
Division Chair	Standard 1: Administration	Brenda Henriksen, 18-19
	Standard 2: Faculty	Brenda Henriksen, 18-19 Loretta Vobr, 18-19 Ruth Eckstrom, 18-19
Student Admission, Progression, and Concerns	Standard 3: Students	Laurie Barnes, 18-19
Curriculum Committee	Standard 4: Curriculum	Brenda Henriksen, 18-19
Academic Resources Committee	Standard 5: Resources	Julie Beevor, 18-19
Data	Standard 6: Outcomes	All faculty

NTC Program Framework

Philosophy	• Foundation for the AD and PN Nursing Programs
Concepts and Definitions	• Evidence-based • Meet National Standards • Flow from Philosophy Statement
Student Learning Outcomes	• Evidenced-based • Meet National Standards • Each Student Learning Outcome corresponds to a concept
Competencies and Apprenticeships	• Developed for each Student Learning Outcome • Three Apprenticeships integrated into the competencies: Knowledge, Skills/ Practice Know How Attitude/Ethical Comportment
Course Outcomes	• Correspond to the competencies and apprenticeships
Activities and Measurements	• Developed to measure each course outcome

NTC STUDENT LEARNER OUTCOMES

PRACTICAL NURSING (PN) Student Learner Outcomes:

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

CONCEPTS and PN STUDENT LEARNING OUTCOMES	
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 and 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 and 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); *NAPNES (2007); & NFLPN (2003).*

<u>**ASSOCIATE IN SCIENCE IN NURSING (AD) Student Learner Outcomes:**</u>

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).

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. <u>**Program Orientation**</u>

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. Attendance at the orientation for the LPN Step-In students is also required.(Added 7/2018)

2. <u>**Program Documentation**</u>

Following initial program acceptance, additional documentation is required before 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 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). (Clarified 7/2018)

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.** Documentation must be submitted by the specified deadline. Records must be kept current throughout program completion. Note: immunization mandates are driven by clinical facility requirements. (Mantoux tuberculosis screening and Influenza vaccinations are required.)
- **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. (Clarified 7/2018) A scanned copy of the student's current CPR card must be electronically submitted to Complio, according to program policy before participation in any clinical experience.

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. (Changed 7/2018)

Influenza vaccinations: Due November 1 each year.) (Added 7/2018)

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 now includes fingerprinting and photo requirements)*. Also, a national background clearance is required by the contracted clinical facilities used by NTC. National clearance is a one-time requirement unless there is a break in program progression. Satisfactory background study clearance must be on file in the Nursing Department. **Any student who has not been cleared to provide direct patient care 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.** Students should direct questions and appeals as follows:

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

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 departmental 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 DON, and will be returned for filing. Items in the student folder are placed by the Nursing Program staff, faculty, and DON. Students may submit records of honors, awards, published articles, and other such items to their faculty advisor for inclusion in their student file. (Updated 7/2018)

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

- Background study notification letters
- Evidence of current 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. (Clarified 7/2018)

6. **NTC Integrity Policy and Nursing Program Honor Code:**

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.

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 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 (New 7/2018)

"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 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 director of any actions on behalf of myself or my peers that violate this honor code. I make this commitment to you my peers and instructors as I dedicate myself to the service of nursing."

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. (Added 7/2018) Computer access for course work, DSL or high-speed internet connections is required. Access to Lock-Down Browser is necessary for all campus testing. (Updated 7/2018) Information concerning network compatibility is available through the NTC Computer Help Desk.

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

Virus Protection All students are required to install current and active virus protection while using the College's network. The College can provide virus protection at no cost if needed. See the computer help center. **Required software**: Microsoft® Office is available at no cost 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 their health insurance. The Nursing Program and related clinical facilities do not provide group health insurance coverage for students.

10. **Professionalism**

Students are required to abstain from behavior that disrupts the learning environment from concentration on the subject at hand. Examples of such behavior include, but are not limited to the following: arriving late, talking without instructor permission, use of electronic devices or laptops for activities unrelated to course activities, disrupting classmates, talking negatively about peers or an instructor, leaving before the dismissal of class, leaving the clinical setting, attending class under the influence of chemicals or alcohol, and using a cell phone in the learning environment. Students may be asked to leave the learning environment for the class period if the disruptive behavior occurs. (Updated 7/2018) Disruptive behavior may be considered grounds for dismissal from the class. Repeated violations may result in disciplinary action and potential dismissal from the program. (Added 7/2018)

Cell phones are not to be used in the learning environment unless extreme circumstances exist and instructor permission is granted. Recording (voice or video) of the instructor in class/lab/clinical is prohibited unless formally requested through the Accessibility Services department.

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 attendance at a scheduled campus or online orientation for each clinical facility is required for legal and regulatory purposes. Failure to attend or complete orientation requirements prevents continuation in the clinical course.
- Students must adhere to all rules, regulations, and policies of the clinical site, including those applicable to employees. It is the students' responsibility to meet these requirements, or they will be withdrawn from clinical courses.
- AD Nursing students will write SN following their name (example: R. Jones, SN) in clinical/lab charting. PN Nursing students will write PNS following their name (example: S. Smith, PNS) in clinical/lab charting.

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."

e. Dress Code

Students, when in uniform, represent the Nursing Program and the nursing profession. The student's professional appearance is addressed below. (Clarified 7/2018)

f. Clinical/Lab/Simulation Day Attire/Uniform:

Students will wear their program designated colored scrub uniforms and uniform shoes during all lab and simulation sessions, including test-out days. The student's scrub uniforms should not be worn outside of the clinical, lab, or simulation environment, except entering and exiting the academic setting. (Clarified 7/2018)

g. These requirements are related to professionalism, safety, and infection control.

I. **PN Program** – a mandatory **"Galaxy Blue"** scrub top and pants (or skirt) is required
II. **AD Program** – a mandatory **"Caribbean Blue"** scrub top and pants (or skirt) is required
III. Professionalism is expected at all times. Appropriate classroom, lab, and clinical behavior demonstrate the professionalism of nursing.
IV. 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.
V. Students must wear a clean, reasonably wrinkle-free uniform for each clinical experience. Uniform pants must not drag on the floor. Infection prevention is key to patient safety (Added 7/2018)

VI. 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

VII. Stockings or socks are required. If a shirt is worn under the scrub top, it must be plain white with no embellishments.

VIII. Uniform shoes are to be kept clean during all on- and off- clinical sessions.

IX. 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. (Clarified 7/2018)

X. Scrubs and clinical shoes are to be worn in the clinical and lab areas only (and if lecture class is held on the same day) (Changed 7/2018)

XI. Name/photo identification badges (appropriate to the assigned clinical site) 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 may be responsible for the initial purchase of the badges and/or for the subsequent replacement of lost badges.

XII. All tattoos must be concealed. Permission must be granted from faculty for any exception. The clinical site determines the final decision on the visibility of body art. (Clarified 7/2018)

XIII. Jewelry must be conservative and appropriate.

   a. Jewelry guidelines are listed below: (Changed 7/2018)
   b. Facial and oral jewelry must be removed (clear spacer may be used)
   c. Other body piercings that cannot be concealed must be removed
   d. Plugs/gauges must be concealed, covered with tape, or a solid plug/gauge should be worn.
   e. No hoop earrings or necklaces are allowed.
   f. Maximum of two earrings per ear.
   g. Rings are discouraged; a wedding band is permitted

XIV. Fingernails must be short, clean, well maintained, and free of polish. (Added 7/2018) Artificial nails or gel nails are not permitted. (Clarified 7/2018)

XV. 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.

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

XVII. 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. 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.

XVIII. Departure from the clinical unit or clinical site is not allowed under any circumstance. (Added 7/2018)

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.

12. **Supplies**

When students report for their lab experience, they must have the following items: appropriate books and supplies/supply packs for subjects assigned. When students report for their clinical experience, they must have the following items: uniform (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. (Added 7/2018)

13. **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.

14. **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 maintaining their corporate identity, integrity, and reputation in a manner consistent with the Nursing Program's mission, core values, policies, and applicable laws. The NTC Nursing Program will investigate alleged violations of the policy and impose corrective action on the student/staff who fail to comply with state or federal laws or with organizational policies, standards, guidelines or procedures related to the use of social media.

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 easily to share information and to communicate with others. Such as but not limited to: Facebook, Twitter, Instagram, Snapchat, Skype, 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.

   iii. **When Using Social Media**

      I. 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

      II. 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.
      III. The student/staff may be asked to remove any reference to NTC enrollment or affiliation

IV. 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.

d. **Compliance**

I. Students/Staff shall receive notice of this policy at the beginning of each semester and may receive periodic education on its application and use
II. 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
III. Students/Staff found violating this policy may be subjected to corrective disciplinary action including but not limited to, removal from NTC Nursing Program (Added 7/2018), expulsion from NTC, criminal prosecution, or additional liability associated with other legal actions
IV. Alleged violations require immediate reporting to the direct supervisor, NTC nursing department chair,and or the affiliates human resources, and risk management
V. All violations will be investigated collaboratively with appropriate staff and legal officials to determine appropriate corrective and disciplinary action, up to and including expulsion.

15. **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.*

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.

16. **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.
- 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**

Should a significant exposure to blood or body fluids occur, the following policy will be implemented; Significant exposure includes:
- Any puncture of the skin by a needle or other sharp object that has had contact with a patient's blood or body fluids.
- Mucous membrane exposure (splash to eye or mouth) of blood or other body fluids.

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

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.

- Immediately following a significant exposure, the student shall inform the instructor.
- 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:

    o The student will 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.
    o If patient source testing is recommended by the healthcare provider, NTC's human resources department will be consulted.
    o All expenses incurred because of the management of and follow-up of blood and body exposure will be at the exposed student's expense. (Clarified 7/2018)

17. <u>Absence and Illness</u>

In case of unavoidable absence from class, the student must call and email his/her instructor no less than one hour before the start of clinical. (Added 7/2018) 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. (Clarified 7/2018)

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:

a. Local – dial 218-333-6663
b. Long distance – dial 1-800-942-8324, ext. 6663
c. 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 webpage.

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.**
- A failing grade in 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. (Clarified 8/2018)
- 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. (Clarified 8/2018)
- 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 to determine the following:
  - Withdrawal from the course at failure risk or all co-requisite courses by the posted NTC withdrawal date. (Clarified 8/2018)
  - Start the Resequencing Request form for a return to the program. (Added 8/2018)
- 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 be met. (Clarified 8/2018)
- Failure of any ADNG or PNSG course in semester one requires the student to reapply to the program with a restart the following year. ***Students must complete the separate nursing application.*** General education courses that apply to the program may be taken in the interim. (Clarified 8/2018)
- Repeating one semester of co-requisite nursing courses is permitted. (Added 8/2018)
  - The failure of any nursing course a second time will result in the dismissal from the nursing program.
  - The student must re-apply for program admission.
- One program re-application, one program deferral, and one resequencing per program is permitted. (Added 8/2018)
- Achievement of recommended performance level on all HESI Specialty or Exit Exams for program progression and completion will be outlined in each course.

RESEQUENCING REQUEST (Added 8/2018)

- To return to the nursing program following a withdraw or failure of a required course, a co-requisite course or courses, a student must request to be resequenced.
  - The student must meet with their faculty advisor to review their resequencing plan.
  - The Resequencing Request Form must be received by the Nursing Department by the last day of the semester, in the semester in which the course failure occurred.
- Resequencing requests will be reviewed by the DON and faculty. Resequencing approval will be based on academic success and space availability.
  - The student must re-apply to program admission if the program return time is greater than one year.
  - The Resequence Request Form is found on the NTC Nursing webpage.

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 94-100%
B 86-93%
C 80-85%

Nursing students must achieve 80% or better in all nursing courses and the grade of "C" or better in all program required courses.

The nursing course grade assigned is based on assessment categories: written exams, HESI exams (where applicable), and assignments. The D2L grade book for each course reflects the independent grading categories. All assessment is 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% before any additional course points will be added to a student's overall score. (Adopted 8/2017)

HESI Exams are scheduled each semester, throughout the program. Two versions of each HESI exam are given. Version two is the recorded grade. (See the Health Education Systems, Incorporated (HESI) section for more details.)

Assignments include but are not limited to quizzes, Elsevier Adaptive Quizzing (EAQs), case studies, and patient reviews. Assignments are not included in the final grade unless the average of all nursing exams meets 80%. Note: The mandatory 80% on assignments is no longer required. Failure to maintain an 80% assignment average may reduce the student's overall course grade. (Changed 7/2018)

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

Outline of assessment weights used for final nursing course grade: (Added 7/2018)

- Courses including no HESI Exam(s)
    - Exams are weighted at 70% of the total grade
    - Assignments are weighted at 30% of the total grade

- Courses including HESI Exam(s)
    - Course exams are weighted at 65% of the total grade
    - Assignments are weighted at 25% of the total grade
    - HESI Exams are weighted at 10% of the total grade

- Clinical courses
    - Clinical performance is weighted at 70% performance of the total grade
    - Clinical assignments are weighted at 30% assignments of the total grade

Test Policy (Adopted 05/2017) 1 and 1/2 minutes will be allowed for each test question. (Example: students will have 45 minutes to complete a 30 question exam)

- Due to test integrity, the instructors will review exam statistics and recap the most missed questions for the class.
- Exams will not be opened or discussed in the classroom.
- 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. (Added 7/2018)
- No exams or test questions will be dropped. (Added 7/2018)
- Faculty recommends the use of Professor Nightingale's Test Taking Tips and HESI test-taking tutorials. (Added 7/2018)
- NTC library, Remote Proctor Now, or the proctoring sites found on the Minnesota State website http://www.minnstate.edu/online/proctoring.html will be the only allowed proctoring locations.
- Online exams for distance students will be open for 48 hours, opening and closing at 8 am.
- Remote Proctor Now
- When using Remote Proctor Now students must sit upright at a desk or table (or at a minimum, sitting upright on a bed with the arms bent at a 90-degree angle on the computer keyboard, and the keyboard on their lap).
- The exam environment should be "clean" or covered with a sheet to cover any papers or items in the exam environment. Students must show their environment before and after the exam. The scan must be performed slowly to allow an entire view of the exam area (floor, ceiling, desktop, chair, surrounding areas). Writing utensil and a full sheet of blank paper used must be shown (front and back) before and after the exam.
- Once you click into Remote Proctor Now, there is absolutely no leaving the room until you have closed out of Remote Proctor Now. Plan accordingly and wisely.
- The volume must be on during the Remote Proctor Now exam.
- Students must show a photo ID with a first and last name for every exam.
- No one other than the student, and no pets or small children, may be in the room during the exam.

Math Competency (Updated 7/2018)

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. A failure of any math exam, after three attempts, will result in course failure. If needed, attempt 2 and 3 of the Math Competency Exam must be taken on the NTC campus. The additional attempts must be taken within five business days.

PN PROGRAM (Updated 7/2018)
     Semester 1: Math Competency Exam: PNSG 1100 Foundations
     Semester 2: Math Competency Exam: PNSG 1185 Clinical II
GENERIC AD PROGRAM (Updated 7/2018)
     Semester 1: Math Competency Exam: ADNG 1000 Foundations
     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 7/2018)
     Semester 1: Math Competency Exam: ADNG 1300 Transitions
     Semester 2: Math Competency Exam: ADNG 2100 Clinical II
     Semester 3: Math Competency Exam: ADNG 2050 Advanced Skills

Late Assignment Policy

1. If a student must miss an assignment, s/he must provide the instructor with same day notification (via email) <u>no later</u> 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 Dropbox is closed.
2. Late assignments, with proper instructor notification, may be made up by a mutually agreed upon date negotiated with the course instructor. The student will receive a 10% penalty for late assignments for which numeric grades are assigned. Pass/fail assignments must be submitted upon mutually agreed upon due dates between faculty/student. The instructor reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor.
3. If the instructor is not notified before the assignment due date/time according to the process listed above, the student will receive a 25% deduction from the maximum assignment points in his/her assignment score the first time this occurs. The request for turning in an assignment after the due date must be made within <u>five (5) business days</u> of the original due date. The instructor reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor. ANY ADDITIONAL NON-COMPLIANCE WITH THE PRIOR NOTIFICATION POLICY WILL RESULT IN A SCORE OF ZERO ON ANY RESPECTIVE LATE ASSIGNMENTS.
4. Students will have no more than two late submissions, total, to earn a passing grade on a pass/fail assignment. (Clarified 7/2018)
5. If the student misses the negotiated due date, the instructor has the right to reject the assignment and grade the assignment with a zero.
6. If the instructor is not notified on or before the assignment due date, the instructor has the right to reject the assignment and grade the assignment with a zero.
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

1. If a student must miss an exam, s/he must provide the instructor with same day notification (in person, via telephone, voice mail, email, or D2L BRIGHTSPACE) <u>no later</u> than the day and time of the exam. Students are required to retain written documentation of the notification through email or D2L BRIGHTSPACE along with the instructor's response to the notification. This documentation is the only item that will function as notification evidence should there be a discrepancy between the instructor's and student's information.
2. Late exams, with proper instructor notification, must be made up within <u>five (5) business days</u> 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. The instructor reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor.
3. If the instructor is not notified before the exam due date/time according to the process listed above, the student will receive a 25% deduction from the maximum points in his/her exam score the first time this occurs. The exam must be made up within <u>five (5) business days</u> from the original test due date or mutually agreed upon through negotiations with the instructor. The instructor reserves the right to make exceptions to this policy in extreme circumstances left to the discretion of the course instructor. ANY ADDITIONAL NON COMPLIANCE WITH THE PRIOR NOTIFICATION POLICY WILL RESULT IN A SCORE OF ZERO ON ANY RESPECTIVE LATE EXAMS.
4. If the student misses the negotiated due date (as outlined above), the instructor has the right to reject the exam and assign a grade of zero.
5. If the instructor is not notified on or before the exam due date (as outlined above), the instructor has the right to reject the exam and assign a grade of zero. Should this zero result in the inability of the student to

pass the course, s/he will be encouraged to withdraw. The student alone is accountable for any negative impact on GPA, Nursing Program progression, and financial aid status.

Lab Skills Test-Out Grading

- Students who miss or are not successful in passing their skills test-out on their first attempt in the lab are given two more attempts. (Clarified 7/2018) These additional attempts will be scheduled into future lab dates, only if the lab and faculty schedule allows. (Clarified 7/2018) No same day retests are allowed.

    o If the student is not in attendance or is not successful on skills test-out attempts, the student is required to provide the instructor with validation from the student lab worker that the mandatory practice time was completed before the second, and if necessary, the third test-out of the skill. (Clarified 7/2018)
    o One hour of mandatory practice of the skill during open lab time will be required before the next lab visit for testing of a second attempt.
    o Two hours of mandatory practice of the skill during open lab time will be required before the next lab visit for testing of a third attempt.

Attendance Policy

LAB and CLINICAL

Student presence at all labs and clinicals 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. (Clarified 8/2018)

CLASSROOM/LECTURE

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

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

LAB and TEST-OUT ABSENCE

a. **Campus students**

- If an absence occurs on a test-out day, the student will receive an automatic deduction of 1.0 point from their earned grade on the specific skill performance. A second absence on a skill test-out day will result in an automatic 2.0 point reduction in grade earned on the specific skill performance.
- Course failure is earned should a student miss a third lab day. (Clarified 7/2018) There is no make-up opportunity.
- Students who miss or are not successful in passing their skills test-out on their first attempt in the lab are given two more attempts. (Clarified 7/2018) These additional attempts will be scheduled into future lab dates, only if the lab and faculty schedule allows. (Clarified 7/2018) No same day retests are allowed.

    o Additional student practice of skills during open lab time is required.
    o If the student is not in attendance or is not successful on skills test-out attempts, the student is required to provide the instructor with validation from the student lab worker that the mandatory

practice time was completed before the second, and if necessary, the third test-out of the skill. (Clarified 7/2018)

- o One hour of mandatory practice of the skill during open lab time will be required before the next lab visit for testing of a second attempt.
- o Two hours of mandatory practice of the skill during open lab time will be required before the next lab visit for testing of a third attempt.
- o Make-up for the first lab absence is a written assignment or a project to help the student achieve the lab objectives set for the course. It is the student's responsibility to speak with the appropriate faculty to obtain any make-up assignments within two school days of return to campus/school.
- o A make-up date for a second lab absence is at the discretion of the nursing faculty involved in the course (Added 7/2018) and will be at the expense of the student. The student will be required to make-up all lab absences more than one lab day per course. Lab make-up for a second lab absence is reliant on an available and willing current NTC faculty, and an available, appropriate lab. Make-up must be completed within the confines of the semester and/or course for which the lab was missed. (Clarified 7/2018)
- o The cost to the student for lab make-up reflects the cost to the College for the required faculty (approximately $50/hour). (Clarified 7/2018) Payment for the make-up must be made by the student before the date of the clinical make-up. Payment is made to the NTC Business Office. It is the student's responsibility to initiate with the faculty and/or DON in-house clinical make-up within two school days of return to campus/school. (Clarified 7/2018)

- Note exceptions will be rare and must involve extenuating circumstances. The criteria of the excused absence policy will be reviewed and decided by faculty if the need for an exception arises. (Clarified 7/2018)

b. **Distance Students**

Distance Students have a separate lab and clinical policies due to the scheduling requirements of longer days and more days in a week. The following policies apply to the Distance Student:

- If an absence occurs on a test-out day, the student will receive an automatic deduction of one (1.0) point from their earned grade on the specific skill performance. A second absence on a skill test-out day will result in an automatic two (2.0) points reduction in grade earned on the specific skill performance. (Clarified 7/2018)
- Those who miss lab are responsible for contacting a peer to identify missed content. It is *not* the responsibility of the faculty to ensure that the student has all information shared during the missed lab period.

  - o Students who miss or are not successful in passing their skills test-out on their first attempt in the lab are granted a second attempt to pass their skills test-out. If not successful with a second attempt, a third attempt is permitted. The additional skills test-out will be scheduled in a future lab date, only as the schedule allows. (Clarified 7/2018)
  - o No same day re-tests are allowed.
  - o Additional student practice of skills during open lab time is required.
  - o If the student is not successful on skills test-out attempts, the student is required to provide the instructor with validation from the student lab worker that the mandatory practice time was completed before the second and third test-out of the skill. (Clarified 7/2018).
  - o One hour of mandatory practice of the skill during open lab time will be required before the next lab visit for testing of a second attempt.
  - o Two hours of mandatory practice of the skill during open lab time will be required before the next lab visit for testing of a third attempt.
  - o Make-up date for the first half-day (4 hours or less) lab absence is solely at the discretion of the nursing faculty involved in the course. The first missed lab hours will NOT be made up. A required written assignment or a project to help the student achieve the lab objectives set for the course will be assigned. It is the student's responsibility to speak with the appropriate faculty to

obtain the make-up assignments within two school days of return to campus/school. (Changed 7/2018)

- o Make-up for a second half-day (4 hours or less) lab absence will be at the expense of the student. The student will be required to make-up all lab absences more than one lab day per course. Note lab make-up for a second lab absence is reliant on an available and willing current NTC faculty, an available and appropriate lab, and make-up must be completed within the confines of the semester and/or course for which the lab was missed.
- o The cost to the student for lab make-up reflects the cost to the College for the required faculty (approximately $50/hour) for the make-up of lab hours. Payment for the make-up must be made by the student before the date of lab make-up. It is the student's responsibility to initiate with the DON in-house clinical make-up within two school days of return to campus/school.

- o Course failure is earned should a student miss a third half day of lab day. There is no make-up opportunity.
- o Note exceptions will be rare and must involve extreme extenuating circumstances. It will be reviewed by faculty and decided by faculty whether it meets the criteria for an excused absence.

Clinical Absence Policy

Attendance at all assigned clinical experiences, including but not limited to, clinical orientation, 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 (Added 7/2018) 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.

The policy for absence from the clinical (including simulation) is as follows:

- The policy applies to an individual clinical rotation per course per semester.
- Every hour missed of clinical is made-up with a time-equivalent assignment. (Added 8/2018)
- Make-up for the first clinical absence will involve a written assignment or a project to help the student achieve the clinical objectives set for the course. It is the student's responsibility to speak with the appropriate faculty to obtain any make-up assignments within two school days of return to campus/school. If a student chooses not to contact faculty for the make-up assignment, the student will receive a zero for the day.
- Make-up for a second clinical absence will be at the clinical site and be at the expense of the student. The student will be required to make-up all in-house clinical absences more than one clinical day per course. Note that in-house clinical make-up for a second in-house clinical absence is reliant on an available and willing current NTC clinical faculty, an available and appropriate clinical site, and make-up must be completed within the confines of the semester and/or course for which the in-house clinical was missed.
- The cost to the student for in-house clinical make-up reflects the cost to the College to add faculty for clinical make-up hours (approximately $50/hour). Payment for the make-up must be made by the student before the date of in-house clinical make-up. It is the student's responsibility to initiate with the DON in-house clinical make-up within two school days of return to campus/school.
- Should a student miss a third in-house clinical day, the student fails the course. There is no make-up opportunity. Refer to the NTC Nursing Program Progression Policy and the NTC Readmission

Policy for Nursing Students located in the Nursing Program Student Handbook for information regarding returning to the Nursing Program post course failure.

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

Health Education Systems, Incorporated (HESI) also reference as Elsevier and Evolve

In addition to Elsevier textbooks, all AD nursing students use HESI exam and resources in their ADNG courses. All PN students use HESI exams and resources in their PNSG courses. Costs for these resources are billed to students as course fees. (Changed 7/2018)

Included in the overall charge for HESI is the HESI Live Review in both the AD and PN programs. The HESI Live Review is scheduled during finals week of spring semester, after graduation. The review for the AD program is three days, and the review for the PN program is two days. **The HESI Live Review is held on campus, is required for program completion, and attendance is mandatory.** (Clarified 7/2018)

All HESI Specialty and Exit Exams are mandatory and coupled with course achievement and program progression. (Clarity 7/2018) Every student must recognize HESI exams are a priority in the program and a success factor for the student.

HESI Testing

Students in the NTC Nursing Programs utilize a variety of resources from HESI. These resources include:
1. HESI Case Studies – The case studies challenge students to use their knowledge and apply key concepts to realistic patient scenarios. The case studies contain over 75+ case studies and students will answer 20 to 30 critical thinking level questions per case study. By answering questions and viewing rationales, students learn to manage complex patient conditions and make sound clinical decisions. There is also research that proves students that complete the case studies score significantly higher on their exit exam.
2. Elsevier Adaptive Quizzing for NCLEX-Exams - Contains over 10,000 questions and HESI claims that "it is the fun and engaging way to prepare for course exams, HESI exams, and ultimately the NCLEX exam." Elsevier Adaptive Quizzing (EAQ) allows each student to advance at his/her own pace — based on individual student performance — through multiple mastery levels for each chapter, concept, or topic. A comprehensive dashboard lets student view progress and stay motivated.
   Mastery of EAQ requirements at NTC (Updated 7/2018):
   o PN: Semester 1 - set at Level 2 and Semester 2 – set at Level 3
   o AD: Semesters 1 and 2 – set at Level 2 and Semesters 3 and 4 – set Level 3
   o Step In: Semester 1 – set at Level 2 and Semesters 2 and 3 – set at Level 3
3. HESI Specialty Exams – Designed to measure students' abilities to apply concepts related to specific clinical nursing content areas. Each exam includes 50 scored test items and five pilot items. These specialty exams will be given to students throughout the PN and AD programs. Student scores will be 10% of the course grade. These external exams are utilized as a strategy to identify students at risk of failing the NCLEX exam and to guide their remediation efforts. Specialty exams at NTC include Fundamentals, Pharmacology, Med-Surg, Mental Health, Pediatrics, Maternal Child, Maternal Child, Management, and Gerontology, and Mobility for the StepIn program.
4. HESI Exit Exam – Prepares students to confidently pass the NCLEX exam. Designed to measure students' readiness for the licensure exam with question formats and an exam blueprint matching the latest NCLEX Test Plan, the exam will help to identify strengths and weaknesses of students and the possible need for remediation before taking the NCLEX. Personalized remediation, targeted to each students' unique knowledge deficits as identified on their scoring reports, is provided for test items that were answered incorrectly, so a student knows exactly what areas need improvement. Personalized remediation is included at no additional cost. Remediation tracking reports allow nursing faculty to monitor each student's remediation activities and programs so assistance to the student can be provided if needed.

The intent of the HESI Exit Exam is to predict success on the NCLEX exam. The scoring table below shows how the HESI scores correlate to predicted success on the NCLEX.

>950	OUTSTANDING probability of passing
900-949	EXCELLENT probability of passing
850-899	AVERAGE probability of passing
800-849	BELOW AVERAGE probability of passing
750-799	Additional preparation needed
700-749	Serious preparation needed
650-699	Grave danger of failing
<649	Poor performance expected

5. HESI Remediation – Following HESI Specialty and EXIT exams, students receive a score and an online remediation plan for each question missed. Remediation for each question has multiple content items and may include practice questions. Students are required to remediate, and the remediation requirements are based on each student's HESI score for each exam. Failure to complete remediation will result in a failing grade for the HESI Exam. HESI Exam Scores can be indicative of the student's level of risk for success in the program and on NCLEX. Students should aim to achieve a score of 900 or higher on each exam. Students are required to remediate and must follow the NTC Remediation Policy, based on the exam scores.

HESI Remediation Policy

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

Every student will be required to take both version one and version two, for all HESI Specialty and Exit Exams. Remediation between the two exams is required. The score of version two will be entered into the grade book based on the HESI grading rubric. (Changed 7/2018)

Following the HESI Specialty and Exit Exams, students are required to remediate online at the HESI site with the remediation requirements being dependent on each student's HESI score for each exam. (Clarified 8/2018) If the student does not complete the required remediation the grade of "zero" will result for the HESI exam. (Added 8/2018) Exam Scores can be indicative of the student's level of success and the student's level of risk for failure in the program and on NCLEX. (Changed 7/2018) Remediation is each student's opportunity for self-reflection. (Added 7/2018)

Students receive their HESI Exam results immediately upon the completion of the exam. HESI Exam reports and correlating online remediation is received within 48 hours of the exam being closed by the faculty proctoring the exam. From the HESI Exam student report provided, students must complete their plan for remediation and share with their instructor. All remediation must be completed 24 hours before the scheduled version two of the exam. This time frame allows faculty time to review remediation reports. (Added 7/2018) If remediation activities are not completed within the policy timeframe, students will not be eligible for admission into version two of the HESI Specialty Exam or Exit Exam at the scheduled time. (Clarified 7/2018) The Late Exam Policy will be applied to HESI tests and remediation. (Clarity 7/2018)

Creation of the remediation plan is an individual undertaking. Students must complete the remediation plan on their own. Sharing of information or working with other students is considered academic dishonesty and may lead to student dismissal. (Changed 7/2018)

The HESI Benchmark Table outlines the predictability of passing the NCLEX Exams. Semesters 1, 2, and 3 in the AD program and semester 1 in the PN program will have a minimum HESI benchmark score of

850. The final semester in both programs will have a benchmark score of 900.

- If the student is not successful in meeting the benchmark after version two, the student will receive an incomplete for the course.
- The student must create and submit a version 2 remediation plan within five business days of version 2. The remediation plan must be reviewed with a faculty member or the DON.
- The course incomplete will be removed after the faculty or DON has verified the HESI Remediation requirements have been met. Progression to the next semester is in the hands of the student.
- If the student is not successful in meeting the benchmark with version 2 of the HESI Exit Exam the student will receive an incomplete for the course. In addition to the version 2 remediation plan outlined above, the student must make arrangements with the DON to take version 3 of the HESI Exit Exam. The additional version is at the expense of the student, and the exam must be taken within two weeks of submitting the remediation plan. If additional versions are needed, further discussion with the DON is required at the student's responsibility. (Added 8/2018)

NTC HESI Special and Exit Exam Remediation Policy	
HESI Score 900 and above	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **one** hour of study in the Study Packet is required. Develop **eight** 10 question *custom Adaptive Quizzes in content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% correct is achieved. A one-page screenshot of completed quizzes must be submitted to the assignment Dropbox. Time spent in adaptive quizzing does **NOT** count toward the online remediation time spent in the study packet.
HESI Score 800-899	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **two** hours of study in the Study Packet is required. Develop **eight** 10 question *custom Adaptive Quizzes in content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% correct is achieved. A one-page screenshot of completed quizzes must be submitted to the assignment Dropbox. Time spent in adaptive quizzing does NOT count toward the online remediation time spent in the study packet.
HESI Score 700-799	Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **four** hours of study in the Study Packet is required. Develop **eight** 10 question *custom Adaptive Quizzes in content areas of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% correct is achieved. A one-page screenshot of completed quizzes must be submitted to the assignment Dropbox. Time spent in adaptive quizzing does NOT count toward the online remediation time spent in the study packet.
HESI Score 699 or below	Complete the Test-Taking Tutorials in the HESI Case Studies course. Following Version One, set up an appointment within five business days with the nursing faculty of assigned course to review your Study Packet materials and test-taking skills. Complete online remediation provided in HESI Student Access specific to the Exam. A minimum of **six** hours of study in the Study Packet is required. Develop **eight** 10 question *custom Adaptive quizzes in Adaptive Quizzing in the content area of weakness based on your HESI Exam Student Report. Continue to take quizzes in that content area until 80% correct is achieved. A one-page screenshot of completed quizzes must be submitted to the assignment Dropbox. Time spent in adaptive quizzing does NOT count toward the online remediation time spent in the study packet.

HESI Exit/Specialty Exam Score Translation

HESI Specialty/Exit Exam Score Translation Table			
HESI Scoring Interval	**Probability Level of Passing NCLEX**	**Percentage of points earned on HESI Exit or Specialty Exam**	**Points**
> or = 900	**EXCELLENT** Recommended Performance	100%	50
875-899	**AVERAGE** Acceptable Performance	95%	47.5
850-874		90%	45
825-849	**BELOW AVERAGE** Below Acceptable Performance	85%	42.5
800-824		80%	40
775-799	**Additional preparation needed**	75%	37.5
750-774		70%	35
< or = 749	**Serious preparation needed**	65%	32.5

Licensure Information

Graduates of the Nursing program will be eligible to make 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 application fee is $105.00
   - Criminal Background Check fee is $32.00

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. NTC will submit a completed Confirmation of Program Completion after the Nursing Department has checked that all program criterion has been met and the Registrar's office has verified all institutional criterion has been met.
6. Register and pay http://www.pearsonvue.com/nclex/capva/ for the NCLEX examination with Pearson VUE
7. Minnesota: Apply online, by telephone, or by mail.
8. Out-state: Contact that state for their application packet.
9. Watch for the test service to send your authorization to test (ATT) by email.
10. 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".
11. 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 website: 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 SCC 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.

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

Competencies: Learning goals within a course

Exited: Required to leave the program.

LPN: Licensed Practical Nurse

NCLEX: National Council Licensure Examination

Objectives: Identifies how to meet specific competencies

PN: Practical Nursing or Practical Nurse

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

RN: Registered Nurse

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

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. The request is due the last day of the semester in which the course(s) was failed.

Student Learning Contract: 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 possible risk of eligibility 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.

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
- Technical Standards
- Appeals Process/ Grievance Process
- Course Student Success Tool
- Course Sequence

STUDENT SUCCESS FACTORS including Studying Hints

Course Credit to Homework Ratio (Added 7/2018)

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 a 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. (Added 7/2018)

Starfish Resources for Students at NTC (Added 7/2018)

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 the 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)

COMPLIO: CLINICAL/PROGRAM ELIGIBILITY TRACKING

Students of the NTC Nursing Program are required to procure an account with AMERICAN DATABANK/COMPLIO for electronic tracking of program and clinical eligibility.

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

All other requirements must be submitted before program start irrespective of scheduled clinical participation dates. Requirements include, but may not be limited to, immunizations and/or titer results, tuberculosis screening, and BLS CPR certification.

Accepted nursing candidates (all programs) receive information and instructions upon acceptance of a seat in their respective program.

Students are responsible for all fees and costs associated with eligibility requirements. Costs for tracking of immunizations, TB screening, and CPR:

- 12 Month Subscription - $20.00
- 18 Month Subscription - $30.00
- 24 Month Subscription - $40.00

Background study fees:

- National background study through Complio/American Databank - $45.00 **Base Fee**

    o May be additional fees contingent on states/counties needing to be searched (dependent on student's residential history)
    o MN State (DHS) background study

- $20.00 fee paid online to DHS
- $9.10 fingerprint/photo fee paid online to 3M Cogent or at an authorized fingerprinting agency (may only use DHS authorized agency – listing, by region, is available)

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.

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

Capability	Standard	Examples
INTELLECTUAL		
Cognitive Perception	The ability to perceive events realistically to think (clearly and rationally), and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client	Identify changes in client health status Prioritize multiple nursing activities in a variety of situations
Critical Thinking Careful thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider "known facts" when new information becomes available and develop new "rules" when old ones fail or become unavailable.	Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.	Able to make effective decisions in the classroom and in the clinical sites. Develop/contribute to nursing care plans that accurately reflect client concerns. Able to make decisions reflective of classroom learning in the clinical sites.
MOTOR SKILLS		

Motor Skills	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client	Position clients Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, monitors Perform/use electronic documentation Lift, carry, push and pull Perform CPR
Mobility	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client	Propel wheelchairs, stretchers, etc., alone or with assistance as available Transport supplies to client room Work around bedside with other personnel Lift a child Move and lift clients in and out of bed, wheelchair or cart Assist with transfer and walking of patients who may require substantial support
Activity Tolerance	Ability to tolerate lengthy periods of physical activity	Move quickly and/or continuously Tolerate long periods of standing and/or sitting

COMMUNICATIONS

Communication	Communicate in English with others in oral and written form Able to communicate with clients and members of the healthcare team to plan and deliver safe care	Utilize oral and written communication skills sufficiently for teaching/learning and interaction with others Read, understand, write, and speak English Explain treatment procedures Initiate and/or reinforce health teaching Document client responses Clarify communications received
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with clients, families, and colleagues Respond in a professional/ therapeutic manner to a variety of client expressions and behaviors

SENSES

Hearing	Auditory ability sufficient to hear normal conversation and/or assess health needs	Ability to monitor alarms, emergency signals, auscultatory sounds e.g. B/P, heart, lung, and bowel sounds, and cries for help, telephone interactions/dictation Communicates with clients, families and colleagues
Vision	Visual ability sufficient for observation, assessment, and performance of safe nursing care	Observes client responses Discriminates color changes Accurately reads measurement on client-related equipment

Read medication label Read syringe accurately

Evaluate for a safe environment |
| **Tactile** | Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture | Performs palpation e.g. pulse Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter |
| **PSYCHOSOCIAL** | | |
| **Psychosocial Behaviors** | Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities | Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality

Be able to change, and display flexibility

Learn to function in the face of uncertainties and stressful situations |
| **ENVIRONMENTAL** | | |

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

A task force of representatives from nursing education in Minnesota developed these Technical Standards. Educational institutions represented were: Bemidji State University, The College of St. Scholastica, Lake Superior College, Itasca Community College, Rainy River Community College, Mesabi Range Community and Technical College, Hibbing Community College, and Riverland Community and Technical College. Adaptations were made from the Core Performance Standards of the University of Arizona, Minnesota West Practical Nursing Program, and Iowa Community Colleges.

Presented to 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.

Solution and Appeals Processes

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

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

PROGRAM SEQUENCE

PRACTICAL NURSING (PN) Program Course Sequence			
Pre-Nursing Courses Students must have completed courses at time of application with a grade of "C" or better.			
BIOL 2252	Anatomy & Physiology I	3	*Prerequisite:*BIOL1004 or appropriate score on the science
ENGL 1111	College Writing I	3	Prerequisite(s): ENGL0100 or appropriate assessment score
	NA course or NAR		
Total Required Prerequisite Credits		**6**	

Nursing Courses			
Nursing Courses Students must be accepted into the Nursing Program to Register for Nursing Courses.			
SEMESTER 1 – FALL			
PNSG 1100	Foundations	5	*Pre-requisite:* Acceptance into Nursing Program; *Co-requisite:* PNSG 1110, PNSG 1120, PNSG 1125
PNSG 1110	Care of Clients Across the Lifespan I	4	Pre-requisite: Acceptance into Nursing Program; *Co-requisite:* PNSG 1100, PNSG 1120, PNSG 1125
PNSG 1120	Pharmacology	2	Pre-requisite: Acceptance into Nursing Program; *Co-requisite:* PNSG 1100, PNSG 1110, PNSG 1125
PNSG 1125	Clinical I	2	Pre-requisite: Acceptance into Nursing Program; *Co-requisite:* PNSG 1100, PNSG 1110, PNSG 1120
BIOL 2254	*Anatomy & Physiology II*	3	*Prerequisite:* BIOL 2252 or Anatomy & Physiology I *Co-requisite:* PNSG 1100, PNSG 1110, PNSG 1120, PNSG 1125
	Total Semester Credits	**16**	
SEMESTER 2 – SPRING			
PNSG 1150	Care of Clients Across the Lifespan II	4	*Pre-requisite*: Successful completion of all Semester 1 requirements; *Co- requisite:* PNSG 1160, PNSG 1180, PNSG 1185
PNSG 1160	Nursing Care of Women and Children	2	*Pre-requisite*: Successful completion of all Semester 1 requirements; *Co- requisite:* PNSG 1150, PNSG 1180, PNSG 1185
PNSG 1180	Psychosocial Nursing	2	*Pre-requisite*: Successful completion of all Semester 1 requirements; *Co- requisite:* PNSG 1150, PNSG 1160, PNSG 1185
PNSG 1185	Transition to Practice/ PN Clinical II	5	*Pre-requisite*: Successful completion of all Semester 1 requirements; *Co- requisite:* PNSG 1150, PNSG 1160, PNSG 1180
PSYC 2201	*Development Psychology*	*3*	None
	Total Semester Credits	**16**	
All General Education and Nursing Courses must be successfully completed with a "C" grade or better. Upon successful completion of the PN Program Curriculum, students will earn a Practical Nursing Diploma and are eligible to take the NCLEX examination to apply for licensure as a Practical Nurse.			

ASSOCIATE OF SCIENCE (AD) Program Course Sequence

Pre-Nursing Courses			
Students must have completed courses at time of application with a grade of "C" or better.			
BIOL 2221	Microbiology	3	*Prerequisite:* HS Biology
BIOL 2252	Anatomy & Physiology I	3	*Prerequisite:*BIOL1004 or appropriate score on the science
ENGL 1111	College Writing I	3	Prerequisite(s): ENGL0100 or appropriate assessment score
	NA course or NAR		
Total Required Prerequisite Credits		**9**	

Nursing Courses			
Students must be accepted into the Nursing Program to Register for Nursing Courses.			
SEMESTER 1 – FALL			
ADNG 1000	Foundations of Nursing	2	*Pre-requisite:* Acceptance into Nursing Program; *Co-requisite:* ADNG 1050
ADNG 1050	Foundations – Nursing Skills	4	Pre-requisite: Acceptance into Nursing Program; *Co-requisite:* ADNG 1000
BIOL 2254	*Anatomy & Physiology II*	3	*Prerequisite:* BIOL2252 or Anatomy & Physiology I
MATH 1110	*College Algebra or*	3	*Prerequisite:* 2yrs HS Algebra at "C" or better, or appropriate assessment score, or MATH0092 at "C" or better.
MATH 1930	*Intro to Math Sciences*		*Prerequisite:* 2yrs HS Algebra at "C" or better, or appropriate assessment score, or MATH0092 at "C" or better.
Total Semester Credits		**12**	
SEMESTER 2 – SPRING			
ADNG 1100	Pharmacology	2	*Pre-requisite*: Successful completion of all Semester 1 requirements; *Co- requisite:* ADNG 1150, ADNG 1200
ADNG 1150	Nursing I	4	*Pre-requisite:* Successful completion of all Semester 1 requirements; *Co-requisite:* ADNG 1100, ADNG 1200
ADNG 1200	Clinical I	2	*Pre-requisite:* Successful completion of all Semester 1 requirements; *Co-requisite:* ADNG 1100, ADNG 1150
PSYC 2201	*Development Psychology*	*3*	None
CHEM 1100	*Intro to Chemistry*	*4*	*Pre-requisite*: MATH 0080 or appropriate assessment score
Total Semester Credits		**15**	
SEMESTER 3 – FALL			
ANDG 2100	Clinical II	4	*Pre-requisite:* Successful completion of all Semester 2 requirements; *Co-requisite:* ADNG 2150, ADNG 2400
ADNG 2150	Nursing II	4	*Pre-requisite:* Successful completion of all Semester 2 requirements; *Co-requisite:* ADNG 2100, ADNG 2400
ADNG 2400	Psychosocial Nursing	2	*Pre-requisite:* Successful completion of all Semester 2 requirements; *Co-requisite:* ADNG 2100, ADNG 2150
BIOL 2256	*Advanced Physiology*	*2*	*Prerequisite:*BIOL2254 Anatomy & Physiology II
*	*General Education course*	*3*	
Total Semester Credits		**15**	
SEMESTER 4 – SPRING			
ADNG 2050	Advanced Skills	2	*Pre-requisite:* Successful completion of all Semester 3 requirements; *Co-requisite:* ADNG 2200, ADNG 2250, ADNG 2350

ADNG 2200	Clinical III	2	*Pre-requisite:* Successful completion of all Semester 3 requirements; *Co-requisite:* ADNG 2050, ADNG 2250, ADNG 2350
ADNG 2250	Leadership	2	*Pre-requisite:* Successful completion of all Semester 3 requirements; *Co-requisite:* ADNG 2050, ADNG 2200, ADNG 2400
ADNG 2350	Maternal-Newborn Nursing	2	*Pre-requisite:* Successful completion of all Semester 3 requirements; *Co-requisite:* ADNG 2050, ADNG 2200, ADNG 2250
PHIL 1201	*Ethics or*	*3*	None
PHIL 2210	*Bioethical Issues in Society*		None
Total Semester Credits		**13**	

All General Education and Nursing Courses must be successfully completed with a "C" grade or better. Upon successful completion of the AD Program Curriculum, students will earn an Associate in Science Degree and are eligible to take the NCLEX examination to apply for licensure as a Registered Nurse.