PTCC is accredited through the Higher Learning Commission (HLC). The Associate Degree Mobility (AD) and Practical Nursing (PN) Programs at PTCC are national accredited through National League for Nursing (NLN) Commission for Nursing Education Association (CNEA).
Welcome to Pine Technical and Community College (PTCC) Nursing Programs! Thank you for choosing to pursue your nursing career with us. I want to introduce you to our program and its history.

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

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

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

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

Please take the time to read and familiarize yourself with the Nursing Program Student Handbook. It is your responsibility to know the content of the Pine Technical and Community College Nursing Program Student Handbook and Pine Technical and Community College Student Handbook, please be sure to save both handbooks so that you can refer to them in the future.

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

Sincerely,

Connie Frisch, Ed.D, MA, RN
Dean of Nursing and Health Sciences
Disclaimer:

Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, the college administration, the Dean of Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, the Commission for Nursing Education Accreditation (CNEA), or the Minnesota Legislature without prior notification. The provisions of the Nursing Program Handbook do not constitute a contract between the student, the college, or the nursing program. The information in this handbook is for use as an academic tool and is subject to change at any time. The Nursing Student Program Handbook may undergo changes following a student’s admission and progression in the nursing program. Students will be responsible for and held to changes (addendums) in the handbook. Nursing students will be notified of addendums to the handbook via email and the addendums to the handbook will be posted to the nursing program websites.
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FACULTY AND STAFF

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

<table>
<thead>
<tr>
<th>ADMINISTRATION</th>
<th>ROLE</th>
<th>OFFICE</th>
<th>EMAIL</th>
<th>Phone</th>
</tr>
</thead>
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<tr>
<th>FACULTY</th>
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</tbody>
</table>
PINE TECHNICAL & COMMUNITY COLLEGE VISION AND MISSION

Vision
In 2027, the people of East Central Minnesota will first turn to Pine Technical and Community College when they want career education, new skills or general education. More than 1200 FYE will be enrolled in programs; more than 4000 will benefit from training experiences; and the region will enjoy a dynamic, vibrant cultural resource. The heart of the college will be in up-to-date, technology-driven facilities, complemented by satellite sites and online capabilities.

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

Values
- Student-focused
- Innovative
- Inclusive
- Transparent
- Respectful
- Passionate
PINE TECHNICAL & COMMUNITY COLLEGE NURSING MISSION AND PHILOSOPHY

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

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

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

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

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

National League for Nursing

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

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

The program outcomes are centered on four broad integrating concepts: human flourishing, nursing judgment, professional identity, and spirit of inquiry. These broad goals encompass each specific area of the program and curriculum. “All essential program-specific core nursing practice competencies and course outcomes are subsumed within these four general goals,” (NLN, 2010, 9).
Alignment of National League of Nursing (NLN) program learner outcomes and to Pine Technical and Community College’s nursing programs:

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

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

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

NURSING PROGRAMS CURRICULUM

PTCC Nursing Programs curriculum are based on the NLN Conceptual Framework, QSEN, and NAPNES standards of practice and competencies. Faculty reviews the curriculum yearly to ensure current education and industry trends are considered and scope of practice is adhered to.
PINE TECHNICAL & COMMUNITY COLLEGE STUDENT LEARNER OUTCOMES

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

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

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

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

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

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

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

1. Program Completion:
   - 75% of students will complete the PN program at 150% of the program length as outlined in the program planning form, averaged over the past three school years.

2. Performance on NCLEX-PN Licensure Exam:
   - 80% (or above), of Pine Technical and Community College (PTCC) Practical Nursing (PN) graduates will achieve first-time passing on the NCLEX-PN examination, averaged over three (3) years.

3. Job Placement:
   - 80% of students will be employed in their field at 6 – 12 months post-graduation. 30% of students will continue on for further education.

4. Program Satisfaction (Advisory Board Members/Faculty/Students/Graduates/Employers):
   - 80% of respondents will agree or strongly agree with survey questions regarding program satisfaction.

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

1. Program Completion:
   - 75% of students will complete the AD program at 150% of the program length as outlined in the program planning form, averaged over the past three school years.

2. Performance on NCLEX-RN Licensure Exam:
   - 80% (or above) of Pine Technical and Community College (PTCC) Associate Degree (AD) Nursing Mobility graduates will achieve first-time passing on the NCLEX-RN examination, averaged over three (3) years.

3. Job Placement:
   - 80% of students at 6 – 12 months post-graduation will be employed in their field. 10% of students will continue for further education.

4. Program Satisfaction (Advisory Board Members/Faculty/Students/Graduates/Employers):
   - 80% of respondents will agree or strongly agree with survey questions regarding program satisfaction.
PRACTICAL NURSING PROGRAM PLAN

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

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

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

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

ASSOCIATE DEGREE NURSING MOBILITY PROGRAM PLAN

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

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

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

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

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

In addition to the Pine Technical and Community College (PTCC) admissions requirements, prospective nursing students also complete an application process for acceptance to the Practical Nursing (PN) Program. The application guidelines and requirements, as well as the application deadline, can be found on the PTCC website. Once all prerequisites and admission criteria requirements are met and students receive official acceptance to the program, the students are then eligible to begin the Practical Nursing courses.

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

Acceptance Process

PTCC has limited enrollment in its PN Program. Every effort is made to allow students to progress from pre-nursing courses to PN Program courses in a timely fashion; however, with limited enrollment available there are certain criteria each student must meet. The following information outlines the criteria included in the PN application process for acceptance to the program courses:

1. Prerequisite courses (those courses identified in PN Program planner and program advising form): Students will be eligible for program application consideration by completing all program pre-requisites with a grade of “C” or higher. Courses may be repeated.

2. Applications are accepted in the fall and spring of each year. Deadline for applications is reviewed at information sessions; it is mandatory to attend an information session in the semester prior to when the student intends to begin the program. If students still need to complete some pre-requisites, they may apply and plan on completing any remaining required coursework during the semester they are applying.

3. GPA requirement: the required GPA is 2.8 or higher on pre-requisite PN program courses (or transfer equivalents). All courses must be completed with a minimum of a ‘C’ grade or higher (a grade of C- does not meet requirements).

4. Students must be on the MN or WI Nursing Assistant Registry at time of application.

5. ATI TEAS Entrance Exam: The required cut score for the ATI TEAS for PN entrance is 53. Information is provided at mandatory information sessions. Students may take the TEAS test up to three times in a calendar year if needed. The test measures general knowledge in the areas of reading, math, science, and English and language usage.

6. Student will be ranked according to a pre-designed rubric, which includes points for prerequisite GPA, and ATI TEAS test.

Applicants who are qualified, but not accepted for admission into the Practical Nursing Program are placed on a waiting list based on the above criteria in order of ranking by points on the rubric. If spaces become available, applicants from the waiting list will be granted admission. The waiting lists do not
carry over from semester to semester. Once the program has started the waiting list will no longer be in effect, and students must reapply.

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

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

Transfer of Credits Policy

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

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

- Comparable to PTCC prerequisite course in content and credits
- Completed within the past 5 years (exception is General Education courses)
- Completed credits at time of application

After Application

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

After Acceptance or Placement or Waiting or Alternate List

Upon acceptance into the program, students will be informed of the time and date of a mandatory orientation session. Student need to attend the orientation session; or forfeits his or her place and the next individual on the waiting list will be granted admission to the nursing program. Attendance at the orientation session may be waived, with prior permission from the Dean of Nursing, for the following extenuating circumstances:

- Student – injury, illness or hospitalization – doctor’s statement required
- Family member* – hospitalization – doctor’s statement required
- A death in the family** – documentation required
- Court ordered appearance – documentation required
• Military service – call to active duty – documentation required
• Religious observation – documentation required
• Study abroad – documentation required

NOTE: documentation for above excused absences must reflect date of absence

*In the case of hospitalization, a family member is defined as the spouse or domestic partner, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student.
**In the case of death, a family member is defined as the spouse or domestic partner, the parents and grandparents of the spouse, the parent/stepparents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.

ADMISSION STANDARDS FOR ASSOCIATE DEGREE NURSING MOBILITY PROGRAM

In addition to the Pine Technical and Community College (PTCC) admissions requirements, prospective nursing students also complete an application process for acceptance to the Associate Degree (AD) Mobility Nursing Program. The application guidelines and requirements for acceptance to the AD Nursing Program, as well as the application deadline, can be found on the PTCC website. Once all prerequisites and admission criteria requirements are met and students receive official acceptance to the program, the students are then eligible to begin the AD Nursing Mobility Program.

Prospective students should be aware that declaring nursing as a major while indicating an interest in the program, does not guarantee admission to the AD Nursing Program. Successful completion of the college readiness, program prerequisites and general education courses does not guarantee acceptance to the AD Nursing Program. Acceptance into the Nursing Program is based on a point ranking system which is detailed on the application paperwork and reviewed during mandatory information sessions.

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

Students must be Licensed Practical Nurses (LPN), remain licensed throughout the program, and in current good standing with no restrictions on their license. Recent graduates of a Practical Nursing (PN) program must be licensed within the time frame designated on the application in order to be considered.

Advanced standing means academic credits and granted to a Licensed Practical Nurse in recognition of prior nursing education and nursing experience. (MN Board of Nursing Rules Statute 6301.2340: Subp. 3 (17). Therefore, students admitted to the AD Nursing Program are awarded advanced standing credits with the expectation that they possess a level of knowledge that has prepared them for success and they recognize areas where self-review and remediation are needed in order to handle the academic rigor and accelerated pace of the AD Nursing Program.
The student may apply to enter the AD Nursing Program upon completion of or while completing the last prerequisite course(s). Application to the AD Nursing Program is available each spring when attending a mandatory information session, the semester prior to intent to begin program.

Acceptance Process

PTCC has limited space in its AD Nursing Program. Every effort is made to allow students completing general education requirements to continue into the program in a timely fashion however, with limited space available there are certain criteria each student must meet. The following information outlines the criteria included in the AD Nursing Program application process for acceptance to the program courses:

1. Prerequisite course work completed (those courses identified in AD Nursing Program planner and program advising form): Student will be eligible for program application consideration by completing all program prerequisites with a grade of “C” or higher. Courses may be repeated. Students wishing to apply must plan on completing all coursework during the semester they are applying.
2. Applications to the program are accepted in the spring of each year. Deadline for application is reviewed at information session; it is mandatory to attend an information session in the spring for acceptance in the fall. If students still need to complete some prerequisites, they may apply and plan on completing any remaining coursework during spring semester.
3. GPA requirement: the required GPA is 3.0 or higher on General Education requirements or transfer equivalents. All courses must be completed with a minimum of a “C” grade or higher (a “C-” does not meet requirements).
4. Student must hold an LPN license in good standing and without restrictions.
5. ATI TEAS Entrance Exam: The required cut score for the ATI TEAS for AD Mobility Nursing entrance is 68. Information is provided at mandatory information sessions. Students may take the TEAS test up to three times in a year if needed. The test measures general knowledge in the areas of reading, math, science, and English and language usage.
6. Students will be ranked according to a pre-designed rubric which includes points for prerequisite GPA, PN GPA, ATI TEAS test and LPN work experience; (work experience as an LPN is not required for application however). Two bonus points are awarded to applicants who are graduates of PTCC’s PN program.

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

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

- Students who apply late
- Students whose application is missing required information/documentation
• Students whose GPA is below program requirements, so they can retake summer courses to raise GPA
• Students who have courses that must be taken during summer session to complete all prerequisites.

Transfer of Credits Policy

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

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

• Comparable to PTCC prerequisite course in content and credits
• Completed within the past 10 years (Biology 1255, 1260, and 1270)

After Application

Applicants will be notified of their admission status as identified on the application. Applicants who have ranked for admission into the Associate Degree Nursing Mobility Program indicate acceptance by returning a signed acceptance form by date indicated in the acceptance letter.

After Acceptance or Placement on Waiting or Alternate List

Upon acceptance into the program, students will be informed of the time and date of a mandatory orientation session. Students need to attend the orientation session; or forfeit his or her place and the next individual on the waiting list will be granted admission to the nursing program. Attendance at the orientation session may be waived with prior permission from the Dean of Nursing for the following extenuating circumstances only:

• Student– injury, illness or hospitalization – doctor’s statement required
• Family member*– hospitalization– doctor’s statement required
• A death in the family** – documentation required
• Court ordered appearance – documentation required
• Military service – call to active duty – documentation required
• Religious observation – documentation required
• Study abroad – documentation required

NOTE: documentation for above excused absences must reflect date of absence
*In the case of hospitalization, a family member is defined as the spouse, minor or dependent children/stepchildren/foster children (including wards and children for whom the student is legal guardian), or parent/stepparent living in the same household as the student.  
**In the case of death, a family member is defined as the spouse or domestic partner, the parents and grandparents of the spouse, the parent/stepparents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.

**AD AND PN REGISTRATION PROCEDURES**

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

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

Clinical/Practicum seats are limited (to 10) and there is no guarantee that a student may change to an alternative clinical/practicum site. For consideration to revise a clinical/practicum site, the student must submit a petition, including a written request to the Dean of Nursing and Health Sciences outlining the compelling specific reasons for the revision consideration request. Written requests must be received a minimum fourteen (14) calendar days prior to the start of the clinical/practicum course.

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

DATA PRACTICES AND INFORMED CONSENT

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

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

In order to participate in clinical/practicum experiences, students are required to submit the following items to the D2L online document repository compliance tracker for PTCC nursing departments. Detailed description of each follows the list.

1. Full Name and Date of Birth
2. Background Study (MN, WI)
   a. Including fingerprinting
   b. Authorization for Release of Student Background Study
3. Immunization Records
4. Tuberculin testing
5. Medical Authorization Form (physical, cognitive and psychosocial components)
6. Authorization of Release of Information
7. Social Media Policy
8. Current CPR for the Health Care Provider, CPR for the Professional Rescuer, or HeartCode BLS (back and front)
9. HIPAA certification
10. OSHA certification
11. Nursing Student Program Handbook Review acknowledgement
12. Code of conduct
13. Confidentiality statement
14. Consent for Photo/Video/Recording (optional)

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

Nursing students are required to have their Medical Authorization Form, Mantoux Verification, and Immunization Verification forms completed and signed by a licensed health care provider. In addition, a copy of the student’s current CPR for Healthcare Providers, CPR for the Professional Rescuer, or HeartCode BLS card must also be on file. It is the student’s responsibility to be sure they remain current in CPR throughout the program and provide documented proof of being current. Documents must be submitted through a D2L online repository by date established in acceptance letter and acceptance attachments. Students need to provide the required documentation by the due date, or they will be ineligible for participating in clinical/practicum experiences (for example, documentation for the flu (influenza) shot is due on or before 10-31-year, unless required earlier by clinical/practicum site. Clinical/practicum sites may require additional immunization documentation or titers. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through specific nursing courses determined upon conclusion of meeting with the Dean of Nursing. the nursing program (provided they meet all progression criteria).

Full Name and Date of Birth

Clinical/practicum facilities may request the name and date of birth of students who have been admitted into PTCC nursing programs for setting up electronic medical record (EMR) access for student use while
at clinical/practicum. Clinical/practicum agencies may review this information and assess whether students will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, PTCC does not guarantee an alternative clinical/practicum placement. If no alternative clinical/practicum placement is available, the student is not able to complete clinical/practicum requirements of the program and is therefore not eligible to progress in the program. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria).

Criminal Background Studies

Minnesota (MN) and Wisconsin (WI) State laws require that any person who has direct contact with patients and residents at health care facilities licensed by the State Department of Health must have a state criminal background check completed. Results of the study are to be on file in the Nursing Department. Students must have a cleared, without conditions, background study on file in the PTCC nursing department before semester classes begin in order to participate in clinical/practicum courses experiences. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria). Criminal background studies are completed at the time of admission and yearly, if applicable.

If the student refuses to cooperate with any of the criminal background checks, the clinical/practicum facility will refuse to allow clinical/practicum experience participation. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria). Criminal background studies are completed at the time of admission and yearly, if applicable.

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

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

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

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

PTCC reserves the right to run criminal background checks at any time during the nursing program should information be brought forward indicating that the student’s background study would no longer be cleared. The Dean of Nursing and Health Sciences or the clinical/practicum instructor will contact the student to complete another background study. If there is an incident that could potentially deem any student inappropriate for clinical/practicum, it is the legal and ethical responsibility of the student to
report potential issues to the clinical/practicum instructor or Dean of Nursing and Health Sciences immediately.

If, at any time during the nursing program, a student is determined to be in violation of the law, and a recheck of the criminal background study finds the student to be ineligible to provide direct patient contact, the student will be unable to participate in clinical/practicum. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria).

**Immunization Records/Student Health Records**

Completed immunization forms and physical exam must be on file in the D2L online document repository prior to beginning any clinical/practicum experience. Forms will be available to students accepted into the programs via instructions and links to D2L online document repository. The immunizations required are standards set by the Minnesota Department of Health (MDH) and Human Services and Centers for Disease Control (CDC) and Prevention and are detailed in the Appendix A. Individual clinical/practicum sites may require additional immunizations for those students and faculty providing care within their facilities.

If a student fails to provide the required immunization data and physical exam, the clinical/practicum site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. Pine Technical and Community College (PTCC) Nursing Programs do not guarantee an alternative facility placement, the student cannot fulfill the clinical/practicum requirements of the program, and, therefore, is unable to progress in the designated PTCC Nursing Program. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria). Criminal background studies are completed at the time of admission and yearly, if applicable. Immunization documentation is submitted yearly. Upon graduation or exit from a nursing program, all immunization and other medical information on the student is destroyed/shredded after five years. Students are responsible for keeping a copy for their personal records; PTCC will not provide student copies. Cost for immunizations and/or proof of immunizations is the responsibility of the student. County Public Health Departments may offer a low-cost vaccination if a student is concerned about the cost of vaccinations requirements.

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

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

In order to provide safe and competent care for ill and vulnerable patients and meet the psychomotor and cognitive objectives of required nursing program course, students participating in clinical/practicum/lab and theory experiences must meet the physical, cognitive, and psychosocial requirements as guided by the Nursing Education Program Technical Standards for pre-nursing students and of individual clinical/practicum facilities (see Appendix B).
Students are required to have a medical form completed by a licensed medical/healthcare provider. A completed physical exam form must be on file in D2L online document repository prior to beginning of any clinical/practicum experience. Students must maintain good health throughout the program in order to meet expected course and program outcomes and the technical skills as outlined in the MnSCU Performance Standards (see Appendix B). If health changes impact the ability to perform expected behaviors and/or academic outcomes, students are required to 1) notify their faculty and 2) see their healthcare provider and obtain documentation concerning their ability to perform nursing skills involved in direct patient care (see performance standards in Appendix B). If there are restriction related to their return, students are referred to the Student Success Coordinator to request accommodations. If the clinical site is not in agreement with the accommodations, then a student cannot be placed at the clinical site.

Students who do not comply (i.e. do not disclose injury or change in health or refuse to follow up with a healthcare provider for example) will be unable to progress in clinical. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria). Criminal background studies are completed at the time of admission and yearly, if applicable.

Healthcare provider documentation needed:

- A note from the healthcare provider on script paper or letterhead including that the student:
  - May return to classroom and clinical/practicum or
  - May return with restrictions (detailed restrictions listed) and
  - Must include an end date for the restrictions, or
  - If no restrictions documentation must state “no restrictions.”

A written release of information to PTCC is included as a part of the health form, which is a document required to be uploaded in the D2L online document repository compliance tracker. Some facilities may impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical/practicum site programs be made available to them. The college or nursing program may ask students to provide health information which will be used to determine whether a student meets a clinical/practicum site’s health requirements for care providers.

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

**Liability Insurance**

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

Students are required to sign an authorization for the release of information to clinical agencies in the D2L online document repository compliance tracker. Copies of the above information is kept in the students nursing file and available for agencies to review, if requested.

Health Insurance

Though this is not a requirement for clinical/practicum or program participation, it is recommended that students have basic health insurance. College fees do not cover this fee or premium. Independent student health insurance is available. See Student Affairs for more information. Any health care costs incurred during the time period in which the student is in the Nursing Program will be the student's responsibility. Health insurance information is available in the Student Affairs Office.

Worker’s Compensation

For purposes of Workers’ Compensation insurance, the position of the clinical/practicum facilities and PTCC is that, as a nursing student, one is not an employee of either the clinical/practicum facilities to which the student is assigned or the College. Thus, the student is not eligible for workers’ compensation.

DRUG AND ALCOHOL POLICY

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

EMAIL AND TECHNOLOGY

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

Information updates: Students are encouraged to check their email frequently for official communications, potential course updates, assignments, etc., from college staff and/or nursing faculty. Students are responsible for information sent to them via their PTCC email account. If there is a schedule change within the college scheduling system (for a room change for example), students enrolled in the course will automatically receive an email about the room change notification. Information updates may be found on the D2L Nursing News page; students are encouraged to sign up for automatic notifications.
occurring here or to check frequently for news about upcoming events, survey information and other nursing announcements. Students are also encouraged to review D2L content areas and unit or modules within D2L for reviewing what is coming up in each course, what the instructor expectations are, and how to prepare for each course class time.

Please remember that Email is part of professional, appropriate, and official communication between faculty, administration, and fellow peers. Unprofessional or inappropriate use of email is in violation of the PTCC Student Handbook.

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

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

NAME TAGS

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

PERSONAL HEALTH RISKS

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

PROGRAM ADVISING AND PLANNING

Students are encouraged to seek advice from nursing faculty and attend advising sessions throughout the year to review course schedules and obtain updated or necessary program information. If the student is not taking classes in the nursing department during a semester, it is the responsibility of the student to maintain contact with an advisor to receive critical information prior to the following semester. Students unable to meet during the group advising sessions may contact a nursing advisor for an individual or makeup session. The designated advisors are:
• Pre-nursing: Sally Stinson
• PN program: Elayne Beehler, Kristin Madigan, and Dione Thoma
• AD program (for all NURS courses): Jen Kroschel

If a student elects to add, drop or withdraw from a course(s) during the semester, the student is encouraged to meet with the Dean of Nursing and Health Sciences. Changes may alter sequence and progression through the program. Conferring with the Dean allows for a review of all options.

REASONABLE ACCOMMODATIONS

There are conditions for which reasonable accommodations may be appropriate under the Americans with Disabilities Act. The Nursing Program will make all reasonable accommodations required by law for qualified individuals. All students are, however, required to perform at a safe level in all areas required for completion of the nursing program. Individuals who have any disability, either permanent or temporary, which may affect their ability to perform in nursing, must contact the PTCC Student Success Coordinator at the start of the program. More information may be found at http://www.pine.edu/student-services/disability-services/.

ADDITIONAL COSTS

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

1. costs of supplies for coursework, presentations, small projects or other group projects;
2. costs associated with travel to and from clinical/practicum and school (gas and associated car maintenance and repairs);
3. uniforms, shoes, and equipment (i.e. stethoscope/BP cuff/watch/pen);
4. other miscellaneous minimal costs associated with coursework;
5. application costs for taking national board exams and testing center; and
6. ATI Complete package purchase (each semester while in the program);

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

FOOD AND BEVERAGES

Syllabi for each course will include specific food and beverage consumption guidelines.
SECTION IV: PROGRAM EXPECTATIONS
ACADEMIC PROGRESSION/GRADUATION REQUIREMENTS

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

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

Statement of Integrity

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

(Stated below) August 1, 2013, Minnesota Board of Nursing changes in the Scope of Practice became effective. Legal definitions of Nursing related to these changes can be found at Appendix C.

MORAL AND ETHICAL RESPONSIBILITIES

Integral to the profession of nursing is a concern for the welfare of the sick, injured and vulnerable and for social justice. Therefore, the students enrolled in nursing courses at PTCC accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professions’ Nursing Code of Ethics.

The American Nurses Association (2015) Code for Nurses with Interpretive Statements outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated profession. These resources (books) will be available for reference in the Learning Resource and Technology Center (LRTC).

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

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

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

Students may be placed on alert with a student success plan (see Appendix E 1 and 2 for AD Nursing Student and PN Student Success Plans) or dismissed from the nursing program related to his/her behavior and actual/potential harm to others. Students have the right to appeal any disciplinary action, see PTCC Student Handbook for more information.

**SOCIAL MEDIA POLICY**

Student nurses have a responsibility to understand the benefits and consequences of participating in social media, including both personal and professional social media use. A common myth with social media is that the communication or post is private and accessible only to the intended recipient. Social Media is a public forum and any information posted in this media is considered public. Students should also be cautious of engaging in compromising behavior that may be photographed and tagged in another individual’s social media without permission of the student. It does not matter if the behavior is in their personal or professional life, as nursing always requires the highest level of ethics.

Any questionable behavior with social media that is reported to the Dean of Nursing will be investigated. If the preponderance of evidence is found that the student is in violation with this policy, disciplinary action will be taken. Disciplinary action may range from probation with a student success plan, to dismissal from the program, and/or reporting to a place of employment, clinical/practicum agency and/or the Minnesota Board of Nursing. Nurses have an ethical obligation to report when others are engaging in questionable or unprofessional behavior. This could include reporting to an instructor, Dean, charge nurse, employer or Board of Nursing. See Social Media Policy student signature form, found in Appendix F.

**DUE PROCESS**

Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:
• Notification of the charge
• Presentation of the evidence supporting the charge
• An opportunity to respond
• Notification of the consequences
• Information about the appeal process

Due Process Form (Appendix G)
CHAIN OF COMMAND

If a student has a concern, he/she should follow the chain of command in dealing with questions. Always remain professional and

- Check to see what information the syllabus may have about your question or concern,
- Check to see if there is a policy or language in the Nursing Student Handbook which might answer your question,
- Check the PTCC Student Handbook,
- Review PTCC student policies found online,
- Make an appointment and meet with your instructor, and
- Make an appointment and meet with the Dean of Nursing.

PTCC CAMPUS POLICIES:

If students have a complaint, they may complete a Complaint Form, see process below (policy 303 Rev2). Please find the complaint form at: https://inoweform.campus.mnsu.edu/imagenowforms/webform/b028fa45-c88e-4f1b-a739-d10f106b7eb9/

STUDENT PETITIONS

Forms are found on the website http://www.pine.edu/academics/transfer-information/student-petition.pdf or may be obtained from a nursing faculty member or someone in the student affairs office.

EVALUATION CRITERIA

Course Evaluation Criteria

The grading scale that is used for all HCCC, HEOP, PRSG and NURS courses is found in the table below. Percentages are not rounded up. Currently, PRSG clinical/practicum courses are Pass/No Pass.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94.0% to 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>87.0% to 93.99%</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>80.0% to 86.99%</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>73.0% to 79.99%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>72.99% and below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

A grade of “C” (80%) is required for successful completion of each core course and nursing major course; any grade less than 80% is not acceptable. Grades are not rounded up.
All assignments must be written and presented professionally. According to professional writing standards using American Psychological Association (APA) format. Please consult the Publication Manual of the American Psychological Association, 6th edition, second printing available in the library (LRTC). Course syllabi may detail greater guidelines for assignments and evaluations. In general, the following is expected; nursing assignments will:

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

**Written Evaluation (Exams, Tests, Assignments or Quizzes) Criteria**

Students are expected to take examinations, tests, and quizzes when scheduled. Please always have a backup plan for daycare, transportation, work and possible unforeseen circumstances. Exams, tests, and quizzes are not given early. If the student does not have an excused absence, deduction of twenty percent of the achieved score will be assessed on all late evaluations. Students who arrive late for an exam are expected to finish within the time allotted for the test. If students are unable to take their exam at the scheduled time, they must notify the instructor of the absence as soon as they are able. Follow individual course syllabi for instructions regarding absences during tests/quizzes.

Excused absences are defined as:

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

Documentation of excused absences must be provided within 72 hours of absence. Exam, tests, or quizzes must be made up within three school days. If the makeup cannot be completed in three (3) days (when campus testing center is open), the grade will be recorded as a zero (0). It is the student’s responsibility to arrange the makeup of an exam, test, or quiz.

In extreme circumstances, a student may be unable to complete the required exam, test, or quiz within the three school days. The student then may complete a student petition from Student Affairs requesting an exception due to the extreme circumstances. Each petition will be considered and discussed with a quorum of nursing faculty and responded to in accordance with the PTCC Nursing Student Handbook.

**Exams/Quizzes for Practical Nursing Program**

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

**AD and PN Test Analysis**: Test results will be released in a timely manner once test analysis and quality improvement updates have been completed. Tests may also include pilot question (pilot questions are not awarded points and do not adjust a student’s grade).

**Exams/Quizzes for Associate Degree Nursing Program**
Students must achieve a cumulative percentage score of 80% or higher on in-class proctored exams, tests, and quizzes to pass the course (this does not include ATI proctored exams). Once all the in-person proctored tests/quizzes have been completed and the cumulative percentage of 80% or higher has been attained, all other assigned course points will be added to determine the student’s final grade. An overall coursework percentage score of 80% or higher must be achieved to pass the course. Students who do not achieve 80% or higher on in-class proctored exams, tests, and quizzes, will receive a final grade based solely on in-class proctored exams, tests, and quizzes.

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

**Academic Alert**
To assure course success, students may be contacted by the instructor and/or a retention team member if their progress within the course becomes concerning. This includes, but is not limited to, poor attendance patterns, incomplete or inconsistent work, or unsuccessful test scores. Students may be asked to complete a Student Success Plan, as the instructor deems necessary. Students who receive Academic Alerts are highly encouraged to meet with their instructor to discuss course standing.

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

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

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

Students may have available open lab times/scheduled lab times to practice skills. Please see schedule posted outside nursing labs.
All skills learned and evaluated in coursework are expected to be maintained throughout the entire program and after the course has been successfully completed. Periodic assessment of these skills may occur throughout the program. Continued skill competency is necessary to ensure safety of clients/patients as the student progresses through the program.

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

- Medication Math Examination
- Nursing Skill Competency
- Electronic Health/Medical Record Usage

Students are expected to remediate and pass any/all evaluated skills in which they fail to demonstrate competency. Some competencies have a limited number of attempts for passing, see course syllabi for individual testing limits.

Students who complete remediation and are still unable to demonstrate competency will not pass the course (lab or clinical). Students should refer to individual lab course syllabi for additional evaluation criteria.

Students must attend a minimum of 90% of skills laboratory hours, to successfully meet course outcomes. Faculty absences from courses/clinical will not influence the 90% attendance policy for students.

**Clinical/Practicum Laboratory Evaluation Criteria**

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

**Documentation of Classroom, Lab and Clinical/Practicum Performance**

Each nursing course syllabus identifies the grading method used to evaluate progression through the course. Grading methods may vary with each course and will be outlined in course syllabi. Faculty believes students benefit from feedback related to performance and/or behavior. Faculty will objectively and clearly identify and document student performance and behavior which supports program success and that which may hinder maximum professional growth and competency. Documentation will be reviewed by instructor and student; a copy will be placed in the student file.

**AD/PN Academic Progression/Graduation Requirements**

- A student must earn a minimum grade of “C” (80%) in each nursing course and maintain a 2.0 GPA in order to progress in the program sequence. Each student is expected to track his/her academic progress throughout each semester. Academic advising is available. The nursing faculty will work with students and/or provide referral. See PTCC policy 236 for grade appeal procedures. [http://www.pine.edu/about/public-information-and-policies/campus-policies/academic-affairs/236.pdf](http://www.pine.edu/about/public-information-and-policies/campus-policies/academic-affairs/236.pdf). Grade appeal paperwork may be obtained the Academic Affairs Department.
• Students may repeat up to two (2) Nursing courses once. If the student fails to achieve a minimum of a “C” grade or higher in the same PRSG/NURS course a second time or fails to achieve a minimum of a “C” grade or higher in three (3) or more PRSG/NURS courses in PN or AD Nursing Program, the student has not met progression requirements and will be removed from the PN or AD Nursing Program due to academic failure. The student will be ineligible for readmission. If a student elects to withdraw from a PN or AD Nursing course and the student’s grade prior to the withdrawal is below a “C”, a “W” (withdraw) is considered equivalent to course failure. Students are apprised of progress at clinical evaluation conferences and by posted cumulative theory points after examinations. Grades are posted on-line on D2L Brightspace. See procedures for repeating failed courses and readmission outlined below.

• If a student is ineligible for readmission due to academic failure, the student may petition for readmission to the nursing program after two full calendar years. The petition needs to include a plan for how the student will be able to be successful on this attempt. If re-admitted, student must start the program again and repeat all PRSG/NURS courses.

• If students are “out of sequence”, they must follow the policy as outlined below.

Procedures for Repeating Failed/Withdrawn Courses

If a student has been unsuccessful in a Nursing course(s) or has withdrawn from a course(s) because of academic, personal, or medical issues, the student must meet with the Dean of Nursing to discuss options for progression.

Courses in the nursing curriculum are sequential, i.e. successful completion of first-semester nursing courses is required before a student can progress to second-semester courses, and so on. Additionally, even though a nursing course that a student has failed may be offered the following semester and appears to have spaces available, the spaces in each course each semester are “reserved” for students in a specific cohort. Therefore, students who have failed or withdrawn from a nursing course(s) may not register for nursing course(s) the following semester(s) and through the remainder of their nursing program without permission from the Dean. Options for progression in a Nursing Program (Practical Nursing or Associate Degree Nursing) as a result of course failure or withdrawal will be provided to the student by the Dean and/or nursing advisor after all final grades have been calculated at the end of each semester.

Students who have failed (received a grade less than “C”) or withdrawn from two (2) Nursing courses for academic (i.e. student’s grade was below a “C” at time of course withdrawal) reasons will be unable to register for nursing courses and progress in the program. Students may repeat Nursing courses on a space-available basis. Students who have failed or withdrawn from a course(s) must repeat the entire course and re-do all assignments in that course, rather than re-submit previous work. Alternate assignments may be given by instructors to students repeating a nursing course. If there are more nursing students who must repeat the same course during the same semester than space is available, students will be rank ordered according to nursing course GPA. When a plan for progression has been finalized with the dean, additional sequence requirements are reviewed including:

• Determination of need for background check to be repeated (if progression was not interrupted for more than 120 days then there is not a need for a repeat of the study);
• Determination of need for updated physical examination (if health care needs/concerns caused or were related to falling out of progression a full physical examination is required. If progression unrelated to any healthcare changes/needs, then a written statement from healthcare provider for student to continue is all that is needed);
• Determination of needs regarding health immunization forms; review of all requirements and which need updates (such as flu shot, Mantoux etc.), boosters (such as tetanus), etc.
• Review of when next ATI complete package payment will be due (on entrance to final nursing program semester, once all first semester courses have been successfully completed)

If a student fails or withdraws from a third course, the student has failed to meet progression requirements and is therefore ineligible to continue and will be removed from the Nursing Program, and at that time becomes **ineligible for readmission** to that Nursing Program at PTCC in the future. However, if the student is ineligible for readmission, the student may petition for readmission to the nursing program after two full calendar years. As part of the petition, the student must submit written documentation to the Dean of Nursing which include a plan for how the student will be successful on the attempt. If re-admitted, the student must start the program again.

**Procedures for Readmission**

Students who have withdrawn/stopped out of the Nursing Program may opt to apply for readmission one (1) time within two (2) years of their last semester attended and begin the program again with a new cohort of students. Continuing evaluation of the Nursing Program curriculum results in yearly revision, and classes and/or clinical courses are updated in order to include current content or material or be re-sequenced. Therefore, courses that have been taken greater than two years from the re-entering semester are not considered valid for program completion and must be re-taken.

If the student fails to meet progression requirements after readmission, the student will be removed from the program and will not be eligible for subsequent readmission to the Nursing Program at PTCC.

If the student is eligible and desires readmission to the Nursing Program, the student must submit written documentation to the Dean of Nursing which provides evidence to support readmission. The documentation should include a plan of action that identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success in the Nursing Program. This written plan of action must be received February 15th for the following fall, or September 25th for the following spring. If a student is readmitted to the Nursing Program they must meet, in person, with the Dean of Nursing to discuss a plan and develop a contract for success. An updated criminal background study will also be required (at the student’s expense) if student is readmitted to the program.

Students seeking readmission must complete a new application. Applications for readmission will be placed with the pool of new applicants, and the student will be admitted in the order the application was received. If the Nursing Program cohort is full for the academic year and there is no space available, the student(s) applying for readmission will be placed on a waiting list in the order received. If a space does not become available in Nursing Program, the student will be accepted in a cohort the following year. If is student is readmitted to the program, it is their responsibility to pay for an updated criminal background
study (current cost is $20 + $9.10 for fingerprinting but subject to change) to be completed at least two (2) weeks prior to re-admission to the program whether the student will be repeating a clinical/practicum course or not. When a student is re-admitted to the PN or AD nursing program, completion of ATI capstone, virtual ATI, ATI Comprehensive Predictor Exam(s) and the ATI Live Review will be required as part of the course(s) being taken in the second (final) nursing semester of re-admission. All ATI complete components must be successfully completed to meet graduation requirements for NURS or PRSG courses in the final semester.

The student will be notified in writing of readmissions status by the Dean.

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

**Attendance Policy**

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

Excused absences are defined as the following:

- student injury, illness, or hospitalization – doctor’s statement required*
- family member hospitalization* - doctor’s statement required*
- A death in the family** - documentation required*
- Court-ordered appearances – documentation required*
- Military service, call to active duty – documentation required*
- Religious observation – documentation required*

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

*In the case of injury, illness, or hospitalization, a family member is defined as the spouse or domestic partner, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student.
**In the case of death, a family member is defined as the spouse or domestic partner, the parents and grandparents of the spouse, the parent/stepparents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.**

Any other unforeseen extenuating circumstances not listed above will be reviewed via petition process by faculty and the Dean of Nursing on a case by case basis.

**Classroom and Lab Attendance:** On-time presence, preparedness and meeting deadlines are key factors in career success. The student knowing in advance that he/she will not be in class when a test is being administered or when an assignment is due is encouraged to discuss options with the course instructor. If the student must be absent, he/she is responsible for notifying the nursing instructor and leaving a message prior to class/lab time. Completion of ATI capstone, virtual ATI, ATI Comprehensive Predictor Exam(s) and the ATI Live Review will be required as part of the course(s) being taken in the second (final) nursing semester of the nursing program. All ATI complete components must be successfully completed to meet graduation requirements for NURS or PRSG courses in the final semester. If full participation has not occurred the student will not meet the course requirements and a grade of incomplete will be awarded. The student will be required at this point to meet with faculty and the dean of nursing to construct a plan for completing the virtual ATI product with a "green light". The incomplete grade will be removed at this point and the students earned letter grade will be awarded.

**Lab Attendance:** Re-scheduling of lab reviews is the responsibility of the student in case of absence. Determining factors of make-up work include lab and/or instructor availability. See course syllabus for specific details. It is the student’s responsibility to bring the required course work, tools (pens, kits, papers, etc.) to the lab setting. Students are expected to adhere to the same dress code for lab as for clinical (see dress code, page 48). If dress code requirement is not met during lab, a warning will be given, however if this occurs a second time, the student will be considered out of uniform and counted as absent (not in attendance). Students must attend 90% of hours to successfully pass course outcomes.

**Clinical/Practicum Absence Policy**

Students are held to the same standards as those expected in the professional work environment. Students are required to attend clinical/practicum on a predictable and consistent basis in order to meet curriculum standards and course objectives. Students are expected to arrive on time. Students should notify the instructor by phone, email or in person in advance when it is anticipated that a clinical/practicum experience will be missed. For unanticipated absences, students should notify the scheduled clinical/practicum site/unit, as well as the nursing instructor regarding absence. If a student has been sick with a fever or vomiting within the last 24 hours, the student should not attend clinical and should contact the clinical instructor to let them know they are unable to attend and why. If a student has been ill and started on antibiotics, they should be fever free, emesis-free and have been on antibiotics for a full 24 hours prior to returning to clinical. Clinical/Practicum attendance may be excused for the following extenuating circumstances:

- student injury, illness, or hospitalization – doctor’s statement required*
- family member hospitalization* - doctor’s statement required*
• A death in the family** - documentation required*
• Court-ordered appearances – documentation required*
• Military service, call to active duty – documentation required*
• Religious observation – documentation required*

NOTE: documentation for above excused absences must reflect date of absence
*In the case of injury, illness, or hospitalization, a family member is defined as the spouse or domestic partner, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student.

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

Any other unforeseen extenuating circumstances not listed above will be reviewed via petition process by faculty and the Dean of Nursing on a case by case basis. Students must attend 90% of hours to successfully pass clinical/practicum course outcomes; absences may not be made up.

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

Completion of ATI capstone, virtual ATI, ATI Comprehensive Predictor Exam (s) and the ATI Live Review will be required as part of the course(s) being taken in the second (final) nursing semester of the nursing program. All ATI Complete components must be successfully completed to meet graduation requirements for NURS or PRSG courses in the final semester. Student attendance and participation in the ATI Live Review is required for the completion of the program. Students are to attend all offered sessions and/or days. If full participation has not occurred, the student will not meet the course requirements and a grade of incomplete will be awarded. At this point, the student will be required to meet with faculty and the dean of nursing to construct a plan for completing the virtual ATI product with a “green light.” The incomplete grade will be removed at this point and the students’ earned letter grade will be awarded.

Lab Attendance: Re-scheduling of lab reviews is the responsibility of the student in case of absence. Determining factors of make-up work include lab and/or instructor availability. See course syllabus for specific details. It is the student’s responsibility to bring the required course work, tools (pens, kits, papers, etc.) to the lab setting. Students are expected to adhere to the same dress code for lab as for clinical (see dress code, page 47). If dress code requirement is not met during lab, a warning will be given, however if this occurs a second time, the student will be considered out of uniform and counted as absent (not in attendance). Students must attend 90% of hours to successfully pass course outcomes.
Clinical/Practicum Absence Policy

Students are held to the same standards as those expected in the professional work environment. Students are required to attend clinical/practicum on a predictable and consistent basis in order to meet curriculum standards and course objectives. Students are expected to arrive on time. Students should notify the instructor by phone, email or in person in advance when it is anticipated that a clinical/practicum experience will be missed. For unanticipated absences, students should notify the scheduled clinical/practicum site/unit, as well as the nursing instructor regarding absence. If a student has been sick with a fever or vomiting within the last 24 hours, the student should not attend clinical and should contact the clinical instructor to let them know they are unable to attend and why. If a student has been ill and started on antibiotics, they should be fever free, emesis-free and have been on antibiotics for a full 24 hours prior to returning to clinical. Clinical/Practicum attendance may be excused for the following extenuating circumstances:

- student injury, illness, or hospitalization – doctor’s statement required*
- family member hospitalization* - doctor’s statement required*
- A death in the family** - documentation required*
- Court-ordered appearances – documentation required*
- Military service, call to active duty – documentation required*
- Religious observation – documentation required*

NOTE: documentation for above excused absences must reflect date of absence
*In the case of injury, illness, or hospitalization, a family member is defined as the spouse or domestic partner, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student.

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

Any other unforeseen extenuating circumstances not listed above will be reviewed via petition process by faculty and the Dean of Nursing on a case by case basis.

To successfully pass the course, students are required to attend a minimum of 90% of the clinical/practicum course, whether excused or unexcused, in order to progress in the program. Clinical/Practicum days that have been missed due to an unexcused absence are not eligible for make-up arrangements. If a student does not attend at least 90% of the clinical/practicum course, the student may receive a failing grade in the course and will be unable to progress in the practical nursing program. If a student chooses to miss clinical for any reason not listed above, the absence will be considered unexcused.

If the student is recurrently tardy or other infractions arise, the student may be placed on a clinical/practicum student success plan. Failure to meet the terms of the student success plan may result in failure of the clinical/practicum course up to program dismissal.
Weather Related Cancellation

For nursing theory/clinical/lab, if the college campus is closed by the president related to weather, classes will not be held, and the hours missed will not need to be made up. Student should not call faculty to inquire if the college is closed or classes are cancelled. Faculty learn about weather related cancellation in the same manner that students do. Student can check the following:

- TV stations KARE 11 (channel 11), KSTP (channel 5) or WCCO (channel 4); or
- listen to the radio at KBEK(95.5 FM) or WCMP (100.9 FM or 1350 AM); or
- Students are encouraged to sign up for Star Alert which will send automated emails/text messaging for weather related cancellations.

To register for Star Alert, go to [http://pine.edu/StarAlert](http://pine.edu/StarAlert) and follow instructions (see below).

**Directions: Log into the StarAlert System**

Logging in is quick and easy. You can add your own personal cell phone numbers and email addresses to ensure you get the message. The process also can be reversed if the service is no longer desired.

The first time you access the system, select Sign Me Up and log in using your first name and last name and your StarID@pine.edu email address. Your identification code will be your StarID.

You can find detailed instructions here: [Pine Technical and Community College StarAlert System Documentation](http://pine.edu/StarAlert)

Participants must be able to receive text or e-mail messages on their cell phones. Information submitted through the registration process will only be used for the StarAlert system.

We also recommend all students sign up to receive text messages through eServices. You can learn how to sign up for text message communications here: [How to enroll in text message notification](http://pine.edu/StarAlert).

**CLINICAL/PRACTICUM EXPERIENCE, RESPONSIBILITIES AND UNIFORM**

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

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

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

Clinical/Practicum partners may prohibit body art such as tattoos, piercings, henna, etc. Piercings must be removed, except for one small earring in each ear (lower lobe). All tattoos must be completely covered. Clinical/Practicum partners and facilities are non-smoking in buildings and parking areas, (cigarettes, smokeless cigarette devices, and chewing tobacco) this includes the aroma/odor of smoke as well. Clients, patients, cohorts, staff, etc., may be sensitive to odors, especially that of tobacco. Smoking is not allowed at any time during clinical rotations (i.e. while wearing your uniform), including but not limited to cigarettes, smokeless cigarette devices, and chewing tobacco. Clients, patients, cohorts, staff, etc., may be sensitive to odors, especially that of tobacco. Smoking is not allowed at any time during clinical rotations (i.e. while wearing your uniform), including but not limited to cigarettes, smokeless cigarette devices, and chewing tobacco.

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

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

**Clinical/Practicum Dress Code AD/PN**

- Designated style, color and make for uniform tops and bottoms. May wear a white shirt (or black shirt if PN) underneath the scrub top. The shirt may be short sleeve, ¾ length or full-length sleeve;
- Uniform pants are not to touch/drag on the ground/floor; if skirt must be long and black and not drag on the ground/floor;
- Lab coats or uniform jackets may be worn;
- Clean, solid white, black or gray shoes that enclose the top of the foot and heel (standard nursing or solid white vinyl/leather tennis shoes or faculty approval); Danskos are approved, Crocs are not;
• Socks must be worn;
• Make-up with discretion;
• Neat, short fingernails; clear nail polish is acceptable;
• Clean hair pulled off neck: if long then pinned, braided, or in a bun. Ponytails should not come into contact with clients or equipment. May wear headband that is no larger than 1 inch wide. Headbands may be black, white or gray or match student’s natural hair color. No excessive adornments may be worn; if head scarf, should be black in color;
• Hair color must be of a “natural” hair color (i.e. no pink, blue, purple, etc.);
• Mustaches, beards and sideburns must be kept neatly trimmed;
• Jewelry minimal and not have the potential to interfere with patient care;
• Body piercing – limited to one set of post earrings only- in the lower lobes - and no larger than a dime/no hoops, other visible body piercings removed including tongue studs; and
• Tattoos (including henna) must be covered completely.

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

Examples of appropriate behavior (not an exhaustive list):
• Use of quiet tone of voice throughout health care facility;
• Use designated areas for charting and discussions;
• Display respectful, considerate behavior;
• Place coats, purses in designated area;
• Bring textbooks/references to clinical/practicum area;
• Prepare with adequate sleep and nutrition prior to arriving to clinical/practicum site;
• No smoking is allowed on site or while wearing uniform; and
• Abide by HIPAA and OSHA regulations.

Any behavior or appearance which may impact professionalism, patient safety, or the educational experience (such as lack of sleep, social stress, illness, etc.) as determined by the instructor or the clinical/practicum site may result in the clinical/practicum site refusing to accept the student as its facility. The Nursing Program does not guarantee an alternative facility placement. If no alternative clinical/practicum placement is available, the student cannot fulfill the clinical/practicum requirements of the program. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria).
Scent Free

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

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

CLINICAL/PRACTICUM LABORATORY PERFORMANCE

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

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

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

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

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

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

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

Student Signature: __________________________________ Date: __________________

Date of Birth __________________

Previous Name(s)
________________________________________________________
________________________________________________________
________________________________________________________
Authorization for the Release of Health Examinations, Current Immunization Information to Clinical Facility sites.

An integral part of the Nursing Program is the care of patients/clients in clinical/practicum settings. To provide this experience, the College contracts with local clinical facilities. All facilities require certain data documentation concerning health examinations and current immunizations for student attending clinical at their facility.

By signing below, I am giving permission that my health examination and current immunization information gathered by Pine Technical and Community College nursing program will be shared with clinical facility sites, as requested or required.

Student Signature: ________________________________ Date: ________________

Date of Birth ___________________
Nursing Student Program Handbook Review

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

Name: ____________________________________________

(Please print)

Signature: _______________________________________

Date: ___________________________
CONSENT FOR PHOTO/VIDEO/AUDIO RECORDING

Educational Purposes

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

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

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

Name: (printed) ___________________________ Date: __________________

Signature: ________________________________

Promotional Purposes

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

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

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

Name: (printed) ___________________________ Date: __________________

Signature: ________________________________
SECTION VI: APPENDICES
APPENDIX A: IMMUNIZATION INFORMATION

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

Measles (Red Measles, Rubeola)

- Dates of two doses of measles or MMR vaccine after one year of age or
- Report of immune titer proving immunity

Mumps

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

Rubella (German Measles)

- Date of one rubella or MMR vaccine or
- Report of immune titer proving immunity

Tetanus/Diphtheria

- Date of booster vaccination, regardless of date of birth. This must have been received within the last 10 years.

Chicken Pox (Varicella)

- Date of two vaccinations or
- Report of immune titer proving immunity
- History of disease is no longer accepted

Recommendation for Hepatitis B vaccinations

In December of 1991, the Federal Rule on OSHA for blood borne pathogens passed. This put into law employer and employee responsibilities for the education and management of all potential individuals who may have occupational exposure to blood borne pathogens. Although your role as a student in nursing does not fall under this legislation, PTCC faculty believe it is in the best interest of our students to complete the Hepatitis B vaccine series. More information regarding Hepatitis B can be found at this CDC link: https://www.cdc.gov/hepatitis/hbv/hbvfaq.htm#overview.

Students may be exposed to the blood or body fluids of persons with acute or chronic Hepatitis B virus (HBV) infection while performing your clinical assignment. The primary vaccination series consists of three doses of vaccine. Hepatitis B vaccination does not replace the need for following Standard Precautions.
Students are required to acknowledge and document that they have been advised of the recommendation for Hepatitis B vaccination. Please complete EITHER the Hepatitis B Vaccination Verification form OR the Hepatitis B Immunization Waiver form, which can be obtained from the Nursing Department. Completed forms are to be returned to the Nursing Department.

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

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

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

- **Documentation Requirements Mantoux tuberculin skin (PPD) test**
  - Date and result of two step test, (2nd Mantoux must be given 7 – 14 days after the first step is given) if it is the student’s first Mantoux screening.
  - The 2-step Mantoux must be no more than 90 days prior to the first day of the semester and may need to be repeated during the school year depending on requirements of clinical/practicum sites.
  - If the test is positive, the individual must have one of the following:
    - a negative chest x-ray within five years prior to beginning clinical experience. This test may be required more frequently by clinical site requirements.
If greater than one year, must complete form reviewing active symptoms.
• or a negative blood test as is listed above

• Documentation Requirements TB blood tests
  o Document(s) from licensed healthcare provider with blood tests and results
  o Blood tests are valid for one year, then must be repeated annually while in program.

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

APPENDIX B: NURSING EDUCATION PROGRAM TECHNICAL STANDARDS

Pine Technical & Community College
NURSING

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 Board of Nursing. The examples show how a standard may be applied in entry-level nursing education programs. The examples listed are for illustrative purposes only and not intended to be a complete list of all tasks in an entry-level nursing program.

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

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cognitive Perception</td>
<td>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.</td>
<td>Identify changes in client health status. Prioritize multiple nursing activities in a variety of situations.</td>
</tr>
</tbody>
</table>
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 “know facts” when new information becomes available and develop new “rules” when old ones fail or are unavailable.

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Skills</td>
<td>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.</td>
<td>Position clients. Reach, manipulate, and operate equipment, instruments and supplies, e.g. syringes, sterile equipment, and monitors. Perform/use electronic documentation. Lift, carry, push and pull. Perform CPR.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.</td>
<td>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.</td>
</tr>
<tr>
<td>Activity Tolerance</td>
<td>Ability to tolerate lengthy period of physical activity.</td>
<td>Move quickly and/or continuously. Tolerate long periods of standing and/or</td>
</tr>
<tr>
<td>Capability</td>
<td>Standard</td>
<td>Examples</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Communications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>Communicate in English with others in oral and written form. Able to communicate with clients and members of the healthcare team in order to plan and deliver safe care.</td>
<td>Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others. Read. Understand, write, and speak English. Explain treatment procedures. Initiate and/or reinforce health teaching. Document client responses. Clarify communications received.</td>
</tr>
<tr>
<td><strong>Interpersonal Relationships</strong></td>
<td>Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish rapport with clients, families, and colleagues. Respond in a professional/therapeutic manner to a variety of client expressions and behaviors.</td>
</tr>
<tr>
<td><strong>Senses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to hear normal conversation and/or assess health needs.</td>
<td>Ability to monitor alarms, emergency signals, auscultatory sounds, e.g. B/P, heart, lung, and bowel sounds, cries for help, and telephone interactions/dictation. Communication with clients, families and colleagues.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and</td>
<td>Performs palpation, e.g. pulse. Performs functions of physical examination and/or those</td>
</tr>
<tr>
<td>Capability</td>
<td>Standard</td>
<td>Examples</td>
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<tr>
<td><strong>Psychosocial</strong></td>
<td></td>
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</tr>
<tr>
<td>Psychosocial Behaviors</td>
<td>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.</td>
<td>Demonstrate professional abilities of trustworthiness, empathy, integrity, and confidentiality. Be able to change and display flexibility. Learn to function in the face of uncertainties and stressful situations.</td>
</tr>
<tr>
<td><strong>Environmental</strong></td>
<td></td>
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</tr>
<tr>
<td>Environmental Adaptability</td>
<td>Ability to tolerate environmental stressors.</td>
<td>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.</td>
</tr>
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</table>

A task force of representatives from nursing education in Minnesota developed the 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.

APPENDIX C: LEGAL DEFINITIONS OF NURSING

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

Access the link to the document representing the act as it was presented to the Governor at https://www.revisor.mn.gov/rules/6301.0100/.

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

Minnesota Board of Nursing
148.171 Minnesota Nurse Practice Act

Practice of Practical and Professional Nursing

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

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

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

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

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

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

(7) providing safe and effective nursing care delivery;

(8) promoting a safe and therapeutic environment;

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

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

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

(12) providing health care information to individual patients;

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

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

and address changes in a patient's condition;

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

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

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

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

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

(7) providing safe and effective nursing care;

(8) promoting a safe and therapeutic environment;

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

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

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

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

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

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

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

(16) teaching the theory and practice of nursing; and
accountability for the quality of care delivered, recognizing the limits of knowledge and experience; addressing situations beyond the nurse's competency; and performing to the level of education, knowledge, and skill ordinarily expected of an individual who has completed an approved professional nursing education program as described in section 148.211, subdivision 1.
APPENDIX D: NURSING CODE OF ETHICS

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

The Code of Ethics for Nurses provides the following:

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

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

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

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

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

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

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

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

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

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

**Provision 9** The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping.
APPENDIX E1 AND E2: PN STUDENT SUCCESS PLAN

Student SUCCESS PLAN (PN Program)

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

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

_____ Academic Dishonesty*

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

_____ Behaviors unbecoming of the Nursing Profession*

_____ Breach of confidentiality* (HIPAA)

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

_____ Inappropriate/Unprofessional behavior*

_____ Behaviors demonstrating lack of integrity*

_____ Incomplete or erroneous documentation

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

____________________________________________________________________________
____________________________________________________________________________

*including any type of social media breach

Comments: _______________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Please connect with your faculty member within five academic days from when they contact student regarding need for student success plan to avoid plan being documented as “incomplete/no student action” and placed in student file.

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Completion of plans as you have outlined in this contract while not guaranteeing completion will assist in supporting the student in program progression in the Associate Degree Mobility Nursing Program.

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

Student signature: ____________________________ Date: ______________________

Instructor signature: __________________________ Date: ______________________

Reviewed by Dean of Nursing and Health Sciences Date: ______________________

Revised 6/13/2019
**SMART Goals Worksheet**

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

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

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

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

_____ Academic Dishonesty*

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

_____ Behaviors unbecoming of the Nursing Profession*

_____ Breach of confidentiality* (HIPAA)

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

_____ Inappropriate/Unprofessional behavior*

_____ Behaviors demonstrating lack of integrity*

_____ Incomplete or erroneous documentation

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

________________________________________________________________________________________

*including any type of social media breach

Comments: ________________________________________________________________________________
Please connect with your faculty member within five academic days from when they contact student regarding need for student success plan to avoid plan being documented as “incomplete/no student action” and placed in student file.

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

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Completion of plans as you have outlined in this contract while not guaranteeing completion will assist in supporting the student in program progression in the Associate Degree Mobility Nursing Program.

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

Student signature: ________________________________ Date: _______________________

Instructor signature: ______________________________ Date: _______________________

Reviewed by Dean of Nursing and Health Sciences Date: _______________________

Revised 6/13/2019
SMART Goals Worksheet

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APPENDIX F: PINE TECHNICAL & COMMUNITY COLLEGE

NURSING DEPARTMENT SOCIAL MEDIA POLICY

Student nurses have a responsibility to understand the benefits and consequences of participating in social media, including both personal and professional social media use. A common myth with social media is that the communication or post is private and accessible only to the intended recipient. Social Media is a public forum and any information posted in this media is considered public. Students should also be cautious of engaging in compromising behavior that may be photographed and tagged in another individual’s social media without permission of the student. It does not matter if the behavior is in their personal or professional life, as nursing always requires the highest level of ethics.

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

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

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

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

* Derogatory content posted regarding PTCC Nursing Department or a partnering clinical agency

Any questionable behavior with social media that is reported to the Dean of Nursing will be investigated. If the preponderance of evidence is found that the student is in violation with this policy, disciplinary action will be taken. Disciplinary action may range from probation with a student success plan, to dismissal from the program, and/or reporting to a place of employment, clinical agency and/or the Minnesota Board of Nursing. Nurses have an ethical obligation to report when others are engaging in questionable or unprofessional behavior. This could include reporting to an instructor, Dean, charge nurse, employer or Board of Nursing.

References/Resources


Appendix F continued

Pine Technical & Community College
NURSING

Social Media Policy

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

Student Name: ____________________________________________
(Print)

(Signature)

Date: ____________
Nursing and Health Sciences Due Process Form
Associate Degree, Practical Nursing, Nursing Assistant and Medical Assistant Programs

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

1. Notification of the charge: __________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

2. Presentation of the evidence supporting the charge: _________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

3. An opportunity to respond: ______________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

4. Notification of the consequences: __________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

5. Information about the appeal process: _____________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________

Signatures of all attending Date: __________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________
   ___________________________________________

Revised 2.3.2015; Reviewed 4.26.2018
APPENDIX H: GLOSSARY

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

Revised 6.21.2019