Pine Technical & Community College

NURSING

Associate Degree Nursing Mobility and Practical Nursing

STUDENT HANDBOOK

2026-2027

DISCLAIMER

All students enrolled at Pine Technical and Community College (PTCC) are expected to adhere to policies and procedures in the campus student handbook. Nursing students are also held accountable for the information and guidelines set forth in this Nursing Student Handbook. Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, clinical information/ documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, College administration, the Dean/Director of Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, the Commission for Nursing Education Accreditation (CNEA), or the Minnesota Legislature without prior notification. The provisions of the Nursing Program Handbook do not constitute a contract between the student, the College, or the nursing program. Students will be responsible for and held to changes (addendums) in the handbook. Nursing students will be notified of the addendum (via verbal communication, PTCC student email, or D2L/Brightspace).

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

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

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Welcome Nursing Student,

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

The PTCC Nursing Student Handbook has been prepared to help you learn about the structure and expectations of the nursing programs. It also provides the framework for the academic and clinical laboratory policies and requirements in the nursing program. If the Dean of Nursing or Nursing Faculty determines that changes or additions to the Nursing Student Handbook are necessary, students will be informed through their pine.edu email or D2L Brightspace.

Students are expected to read and follow the guidelines outlined in this document. Please use the handbook as a reference throughout your Nursing Program. Students may request an appointment with the Dean of Nursing Programs at any time to clarify information within the handbook.

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

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

Sincerely,

Pine Technical and Community College Nursing Administration, Staff, and Faculty

NURSING FACULTY AND STAFF

Faculty members and staff are available to support nursing students and to assist, refer, and advise as needed. Email communication is the most efficient way to contact nursing faculty and staff.

Offices are located in the Academic Affairs office suite.

Administration	Email
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Lab Assistant	
TBD	

Pine Technical & Community College

VISION, MISSION, AND VALUES

Vision

In 2030, 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 1,200 FYE will be enrolled in programs; more than 4,000 will benefit from training experiences; and the region will enjoy a dynamic, vibrant cultural resource. The heart of the college will be in up to date, technology driven facilities, complemented by satellite sites and online capabilities.

Mission

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

Values

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

Appreciative Campus

Pine Technical and Community College has embraced a transformative journey towards becoming an "Appreciative Campus," drawing inspiration from the principles of Appreciate Education pioneered by Florida Atlantic University's Office of Appreciative Education. By fostering a culture of positivity and growth, PTCC is committed to amplifying strengths and successes within its community. Through intentional dialogue, innovative teaching methodologies, and collaborative learning environments, PTCC aims to empower students, faculty, and staff to flourish academically and personally. Embracing the core tenants of Appreciative Education, PTCC strives to create a supportive and inclusive campus where each individual's potential is recognized, celebrated, and nurtured to foster a vibrant educational experience.

MISSION, PHILOSOPHY, AND VALUES OF PTCC ASSOCIATE DEGREE AND PRACTICAL NURSING

Nursing Program Mission

The mission of Pine Technical and Community College's (PTCC's) Nursing Department is to educate and inspire student nurses to value, demonstrate, and provide quality, safe, competent nursing care to diverse patient populations in our local rural communities and beyond. The Nursing Programs provide a high quality educational experience designed to prepare nursing student candidates to successfully pass the National Council Licensure Examination (NCLEX).

Philosophy of Nursing Education

The Pine Technical and Community College (PTCC) Nursing Department embraces the College's mission of lifelong learning, education accessibility, and mobility. We are committed to fostering a collaborative, respectful learning environment where students and faculty engage as partners in the educational journey.

Our faculty believes learning is an active, student centered process enriched through diverse teaching strategies, including classroom instruction, clinical practice, and simulation. We recognize and support varied learning styles, ensuring all students are equipped to succeed.

PTCC strongly supports educational mobility through clear pathways for advancement by offering programs from Nursing Assistant to Registered Nurse (RN). The progression is grounded in a curriculum that integrates general education, nursing theory, and hands on clinical experience. Students build on foundational knowledge and develop crucial thinking and clinical competence through structured real world learning opportunities.

Central to our philosophy is a commitment to holistic care—recognizing the individual as a whole person with physical, emotional, social, and spiritual needs. Our program prepares students to deliver compassionate, patient centered care that respects the dignity and diversity of every individual.

By promoting academic progression, holistic practice, and personal and professional growth, PTCC empowers students to advance their nursing careers while meeting the evolving needs of the healthcare system.

PTCC Nursing Department Core Values

1. Educational Mobility—We support seamless academic progression, empowering students to advance their careers as desired through accessible, high quality nursing education.
2. Lifelong Learning—We foster a culture of continuous growth, encouraging students and faculty to pursue knowledge, adapt to change, and remain current in nursing practice.
3. Holistic, Patient Centered Care—We prepare nurses to care for the whole person-body, mind, and spirit—while honoring individual dignity, cultural diversity, and personal values.
4. Collaboration and Respect—We cultivate a supportive learning environment grounded in mutual respect, trust, and open communication between students, faculty, and the broader healthcare community.
5. Excellence in Teaching and Practice—We are committed to evidence based instruction and clinical excellence, using innovative teaching methods to engage diverse learners and promote critical thinking.
6. Integrity and Professionalism—We uphold the highest ethical standards in education and practice, modeling accountability, compassion, and responsibility in all interactions.
7. Student Empowerment—We believe students are active participants in their learning journey and share responsibility for achieving personal, academic, and professional success.
8. Inclusiveness and Equity—We value and embrace the diverse backgrounds, identities, and experiences of all students. We are committed to creating an environment where every learner feels respected, supported, and empowered to succeed.

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) (www.nln.org/education/nursing-education-competencies/competencies-for-graduates-of-nursing-programs). This framework creates the foundations in which our curriculum is framed, written, and presented to students.

National League for Nursing (NLN)

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

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

The program outcomes are centered on four broad integrating concepts: human flourishing, nursing judgment, professional identity, and spirit of inquiry. These broad goals encompass each specific area of the program and curriculum. "All essential program specific core nursing practice competencies and course outcomes are subsumed within these four general goals," (NLN, 2010).

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

Program Outcomes Alignment Table

NLN Concepts	Practical Nursing Program Learner Outcomes	Associate Degree Nursing Mobility Program Learner Outcomes
Human Flourishing	Demonstrate effective communication while providing culturally competent care to individual patients across the lifespan.	Advocate for patients and families, in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
Informatics	Use information and technology in the health care setting.	Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.
Managing Care of the Individual Patient/Leadership	Work within an established plan of care for an individual patient to organize or assign aspects of care under the direction of an RN or other health care provider.	Demonstrate leadership by delegating and assigning nursing activities to implement the plan of care.
Nursing Judgment/ Evidence Based Practice	Utilize evidence based nursing judgment while prioritizing care, implementing interventions, and promoting the health of individual patients across the lifespan.	Examine evidence based nursing judgment, clinical expertise, and patient/family preferences for delivery of optimal health care.

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

Nursing Programs Curriculum
PTCC Nursing Programs' student learner outcomes and curriculum are based on the NLN Conceptual Framework, and Scope of Practice.

PTCC Campus College Learner Outcomes
Each student that graduates from Pine Technical and Community College must meet each of the student learner outcomes through preliminary and program course work.

The following are Pine Technical and Community College's (PTCC) Student Learner outcomes:

Technological Literacy
Students will effectively use, manage, and integrate technological tools responsibly for personal and professional purposes.

Communication
Students will communicate effectively using verbal, nonverbal, and written forms in diverse environments.

Critical and Creative Thinking
Students will gather and analyze information to discover and articulate innovative solutions to problems of varying complexity.

Personal and Professional Development
Students will demonstrate personal and professional growth and lifelong learning skills.

Global Citizenship
Students will engage with global issues through informed opinions, civil discourse and the respectful exchange of ideas.

PTCC NURSING PROGRAM OUTCOMES

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

1. Program Completion:
   - 70% of students will complete the PN program at 150% of the program length as outlined in the program plan, 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:
   - 90% of students will either be employed in their field or be pursuing continued education in nursing at 6 - 12 months post graduation.
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 plan, 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:
   - 90% of students will either be employed in their field or be pursuing continued education in nursing at 6 - 12 months post graduation.
4. Program Satisfaction (Advisory Board Members/Faculty/Students/Graduates/Employers):
   - 80% of respondents will agree or strongly agree with survey questions regarding program satisfaction.

Note: *The Nursing Program completion rates were updated May 2025 by Nursing Faculty and Administration and require Advisory Committee review in October 2025.*

AD-MOBILITY/PN PROGRAM ADMISSION INFORMATION

Each PTCC Nursing Program prepares students to take the nursing licensure exam (NCLEX-RN or NCLEX-PN) upon successful completion of classroom and clinical coursework. Curriculum is based on a one-year plan (two semesters) for full-time students, after completion of all preliminary courses. There is a four-semester part-time enrollment option for the Practical Nursing Program (Fall start only). There is a three-semester part-time enrollment option for the AD-Mobility Program.

Note: *Program Plans can be viewed on the PTCC website. Course descriptions are available for review on the PTCC website.*

Students must apply to Pine Technical and Community College. Prospective students should be aware that declaring nursing/practical nursing as a major does not guarantee admission to a PTCC nursing program. Successful completion of program preliminary courses does not guarantee acceptance into the Associate

Degree (AD) Mobility or Practical Nursing (PN) Programs. Acceptance into the nursing programs is based on a point ranking system, which is detailed in the application paperwork and reviewed during program information sessions. Copies of the PTCC Nursing Program Applicant Rubrics can be reviewed on the PTCC website. Rubrics are reviewed each application round and updated as needed.

AD/PN Program Admission Table

Admission Progression and Information	**Information specific to the Practical Nursing Program (LPN)**	**Information specific to the Associate Degree Mobility Program (RN)**
APPLICATION PROCESS Application guidelines and requirements, as well as the application deadlines, can be found on the PTCC website. ***Note:*** *Application guidelines and requirements, and deadlines are updated as needed.*	https://pine.edu/academics/programs-courses/practical-nursing/	https://pine.edu/academics/programs-courses/nursing-mobility-as/
APPLICATION TIMEFRAME See PTCC website for application deadlines. ***Note:*** *Each program accepts late applications on a space available basis.*	PN program has two start dates each academic year: fall and spring.	AD program has one start date each academic year in the fall.
ACCEPTANCE PROCESS The following information outlines the criteria necessary for acceptance to the nursing programs.		
Preliminary Courses/Grade Point Average (GPA) All preliminary courses must be completed with a minimum of a 'C' grade or higher (a grade of C- does not meet requirements) Students may repeat preliminary courses to improve GPA.	**2.8 or greater cumulative GPA** on preliminary PN program courses or transfer equivalents as identified on program plan.	**3.0 or greater cumulative GPA** on preliminary AD program courses or transfer equivalents as identified on program plan.
Needed Credentials Nursing Assistant Registry or Practical Nursing License	MN or WI Nursing Assistant registry – in good standing. Students must be certified within the time frame designated on the application to be considered. Once admitted, it is not required to maintain certification (however, it is recommended that it is maintained).	LPN license – in good standing with no restrictions. ***Note:*** *Student must hold a valid nursing license for the entirety of the program.* Recent graduates of a Practical Nursing (PN) program must be licensed within the time frame designated on the application to be considered.

Entrance Exam Students may choose to take either the ATI TEAS or the NLN NEX Entrance Exam. After August 1, 2028, only the NLN NEX Entrance Exam will be accepted at Pine. ATI TEAS: This test measures general knowledge in the areas of reading, math, science, and English and language usage. NLN NEX: This test is designed to test the academic readiness of prospective nursing students. It tests general knowledge in the areas of verbal ability, mathematics, and science. Exams must be taken within 24 months of the application due date.	ATI TEAS: Students must obtain a score of 53 or greater. NLN NEX: Students must obtain a score of 140 or greater.	ATI TEAS: Students must obtain a score of 68 or greater. NLN NEX: Students must obtain a score of 149 or greater.
TRANSFER OF CREDITS 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 PTCC staff and/or faculty in order to determine whether the courses are equivalent to required prerequisite courses. ***Note:*** *Nursing courses (PRSG or NURS) from other institutions are non-transferable.*	Prerequisite technical courses are transferable for up to five years.	
AFTER APPLICATION Applicants will be notified of their admission status, via their pine.edu email address, as identified on the website. Applicants who have ranked for admission into either program must indicate acceptance by returning a signed acceptance form by the date designated on the acceptance letter.		

AFTER ACCEPTANCE INTO A NURSING PROGRAM Upon acceptance into the program, students will receive communication verifying the time and date, via their pine.edu email, of the mandatory program orientation days. For waivers for attendance, (i.e., extenuating circumstances only), contact the administrative assistant or Dean of the Nursing Programs.		
ADVANCED STANDING Students admitted to the AD Nursing Program are awarded advanced standing credits (see program plan) with the expectation that they possess a level of knowledge that has prepared them for success. Advanced standing means academic credits are granted to a Licensed Practical Nurse in recognition of prior nursing education and nursing experience. (MN Board of Nursing Rules Statute 6301.2340: Sub. 3 (17).	Does not apply.	Students are awarded 6 credits for their practical nursing education. ***Note:*** *Because students are LPN's, the rigor and pace of the program is accelerated.*
PTCC Nursing Program Applicant Rubric	See website for sample PN Applicant Rubric.	See website for sample AD Applicant Rubric.
WAITLIST Applicants who are qualified, but not accepted for admission, are placed on a waiting list. If program spaces become available, applicants from the list (based on next highest Applicant Rubric score) will be granted admission. Waiting lists do not carry over from semester to semester. Once the program has started, the waiting list will no longer be in effect and students must reapply. Students who were on the previous admission cycle waitlist will receive 5 bonus points on the program admissions scoring rubric.		

PN Program to AD-Mobility Program Fast-Track Option
Students that apply to begin the PN core coursework (PRSG courses) who also have all of the AD-Mobility preliminary general education courses completed with a GPA of 3.0 or better and a "C" or better in each course and a TEAS score of 68 or better or a NLN NEX score of 149 or better (within the last 2 years) will not need to apply to begin the AD program the fall after they graduate from the PN program. Students will be asked to verify their intent to take a seat in the AD program while taking their last semester of the PN Program.

Option to Progress to a Bachelor's in Nursing Program (Operation LEAD)
PTCC has an agreement with Bemidji State University (BSU) to allow for ease in transition into a Bachelor's Program. Students enrolled in either the PN Program or the AD-Mobility Program may elect to "hold a seat" in BSU's on-line Bachelor's Degree in Nursing. See the Dean of Nursing or Student Advisor, and BSU's website for further information. Bemidji State University

Part-time Option for Practical Nursing Students
PTCC offers a part-time option for Practical Nursing (PN) students. We accept up to 10 students every fall and spring semester into this part-time option. Students indicate on the PN Nursing Program application the desire to enlist into the part-time option.

Students take the same core PRSG courses as the full-time students (in a prescribed sequence), over 4 semesters (fall, spring, fall, spring) versus 2 semesters. Part-time students have the same program expectations/requirements as full-time students, as well as an additional Virtual ATI requirement. At the end of the 4th semester, part-time students are required to complete all Virtual ATI Modules and earn the "Green Light," to help ensure nursing content is retained prior to graduating and taking NCLEX-PN.

Part-time students will receive an "I" (Incomplete) grade in PRSG 2410, until they have earned the "Green Light." Virtual ATI will be available for 6 weeks following the end of the 4th semester. Students who do not earn the "Green Light" within the 6 weeks or are unable to earn a "Green Light" must discuss a remediation plan with the Dean of Nursing. The plan may require the student to repurchase VATI (approximately $150) or purchase additional ATI Comprehensive Predictor Assessments (approximately $75 per assessment). Students who are unable to fulfill the remediation plan may not graduate from the program.

Unresolved "I" (Incomplete) grades will change to "F" by the Registrar at the end of the 8th week of the next term (this includes summer term), unless prior arrangements have been made.

Part-time Option for AD-Mobility Nursing Students
PTCC offers a part-time option for AD-Mobility students. We accept up to 10 students every fall semester into this part-time option. Students indicate on the AD Nursing Program application the desire to enlist into the part-time option.

Students take the same core NURS courses as the full-time students (in a prescribed sequence), over 3 semesters (fall, spring, summer) versus 2 semesters. Part-time students have the same program expectations/requirements as full-time students, as well as an additional Virtual ATI requirement. By the end of the 3rd semester, part-time students are required to complete all Virtual ATI Modules and earn the "Green Light," to help ensure nursing content is retained prior to graduating and taking NCLEX-RN.

Students will have access to VATI for 6 weeks following the completion of NURS 2931. Students who have not earned the "Green Light" in this time frame will need to repurchase VATI (approximately $150).

Part-time students will receive an "I" (Incomplete) grade in NURS 2936, until they have earned the

"Green Light." Students who do not earn the "Green Light" by the last scheduled day of NURS 2936 or are unable to earn a "Green Light" must discuss a remediation plan with the Dean of Nursing. The plan may require the student to repurchase VATI (approximately $150) or purchase additional ATI Comprehensive Predictor Assessments (approximately $75 per assessment). Students who are unable to fulfil the remediation plan may not graduate from the program.

Unresolved "I" (Incomplete) grades will change to "F" by the Registrar at the end of the 8th week of the next term, unless prior arrangements have been made.

Registering for Associate Degree (AD) and Practical Nursing (PN) Courses
All core nursing courses (NURS and PRSG courses) have controlled on-line registration and only students admitted into the nursing programs will be allowed to register for these courses via eServices. Students are provided with specific information regarding registration.

Circumstances may warrant modification of a student's schedule (i.e., class size, lab size, or clinical rotation or location) by the Dean of Nursing, or designated faculty. Students are informed of course schedule changes in writing or via pine.edu email.

ATI Launch
As a nursing program requirement, all students will complete the on-line program, "Launch: Nursing Academic Readiness" within the first 2 weeks of the semester. This program takes approximately 20 hours to complete. Students who do not earn the "Certificate of Completion" for this program, may not be allowed to continue in their nursing program. Detailed information regarding Launch, as well as access, will be provided at the Nursing Program Orientation each semester.

ADMISSION PAPERWORK

Copies of submitted student documentation are stored in secured, individual student nursing files or a secure online repository (i.e. Clinician Nexus). Clinical and practicum agencies may request or review student documents for compliance. Failure to comply, provide, or complete any of the admission documents, may result in the inability to participate or complete clinical nursing courses. This may delay student progression or the ability to complete the program and graduate.

CPR
The only CPR certification accepted is: American Heart Association BLS for Health Care Providers CPR certifications must include hands-on skills test out.

Asynchronous (completely online) CPR classes are not allowed.
Note: *It is the student's responsibility to maintain current certification throughout their program.*

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

Criminal Background Studies
Minnesota (MN) State laws require that any person who has direct contact with patients and residents at health care facilities licensed by the State Department of Health must have a state criminal background check completed.

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

Criminal background studies, including fingerprinting, are completed at the time of admission and as needed. Students may also need to have a cleared Federal and/or Wisconsin background study depending upon clinical/practicum site requirements.

Students are responsible for the cost of background studies.

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

Please direct all federal criminal background check questions to the faculty and/or Dean of Nursing.

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 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 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. This may lead to failure of the course and the inability to progress in the PTCC Nursing Program.

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

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

Immunization Records/Nursing Performance Standards
Immunization requirements are based on standards established by the Minnesota Department of Health (MDH), the Minnesota Department of Human Services (DHS), the Centers for Disease Control and Prevention (CDC), and individual clinical/practicum sites.

Students and the College may not waive health policy or immunization requirements set by clinical affiliates. Students who do not abide by clinical affiliate health policy or immunization requirements may be unable to

attend clinicals, which may result in course failure. Students must submit documentation of compliance with health policy requirements before specified deadlines. The health policy and immunization requirements set by our clinical affiliates may change at any time during the nursing program.
If a student fails to provide the required immunization data and confirmation of ability to meet nursing performance standards, the clinical/practicum site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. Immunization documentation is reviewed each semester to assure compliance. It is the student's responsibility to assure their records are up to date and uploaded into the online document repository (i.e. Clinician Nexus).

Students are responsible for keeping copies for their personal records, PTCC will not provide student copies. Cost for immunizations and/or proof of immunizations is the responsibility of the student. County Public Health Departments may offer low-cost vaccinations if a student is concerned about the cost of vaccinations requirements.

Performance Standards for Nursing Programs
The Minnesota State Colleges and Universities system has established Performance Standards for Nursing Programs based on the Minnesota Nurse Practice Act. Students are expected to meet and maintain these standards throughout their enrollment to provide safe and effective patient care and to successfully progress through the nursing program. Students with disabilities may be able to meet the standards with reasonable accommodations in accordance with applicable laws and college policies.

Each performance standard identifies essential skills and abilities, along with examples of behaviors necessary for safe and effective nursing practice. These examples are intended for illustrative purposes only and do not represent a comprehensive list of all activities or expectations within a nursing program. Specific behavioral examples may vary depending on the nursing program and level of education being pursued.

Students with documented disabilities, or those who believe they may qualify for accommodations under applicable disability laws, are encouraged to contact PTCC's Student Success Coordinator. Reasonable accommodations are determined through an interactive process and are intended to provide equal access while ensuring students are able to meet the essential performance standards of the nursing program.

Copies of the Performance Standards for the Practical Nursing and Associate Degree Nursing programs, as well as the required student acknowledgment/signature form, are available upon request. Students admitted to either program will receive a copy of the applicable Performance Standards and will be required to acknowledge their understanding of these expectations.

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

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

If the clinical site is unable to accommodate students' needs, they cannot be placed at the clinical site. The PTCC nursing department will attempt to find an alternative site; however, one may not be available. Students

who do not disclose an injury or change in health, or neglect to follow up with a healthcare provider, may be unable to progress in clinical.

Additional Admission Documents for Signature and Submission
In addition to documents necessary for program entrance, students will be required to review, and sign forms related on the following subjects.

1. Authorization for Release of Information
2. Social Media Policy
3. Nursing Student Program Handbook Review Acknowledgment
4. Nursing Simulation & Skills Laboratory Rules and Guidelines Acknowledgment
5. Acknowledgment of Performance Standards for Nursing Programs
6. Retention of Records
7. Confidentiality Statement
8. Consent for Photo/Video/Recording
9. Civility Contract

PERSONAL AND PROFESSIONAL RISKS

Nursing students have learning experiences in health care facilities and provide nursing care for clients who are ill. Clinical/practicum experiences will include caring for clients with infectious diseases.

Students may be exposed to latex-containing products and other potential environmental allergens encountered in laboratory, simulation, and clinical settings. It is the student's responsibility to inform the nursing program of any known latex allergy or sensitivity and to work with their health care provider regarding appropriate precautions.

It is the responsibility of the student to meet and maintain program health requirements. Use of standard precautions, transmission-based precautions, and proper body mechanics are necessary to minimize the risks to one's personal health and prevent injury to oneself or client.

By enrolling in the nursing program, the student acknowledges these risks.

Health Insurance
Though this is not a requirement for clinical/practicum or program participation, it is highly recommended that students have basic health insurance. College fees do not cover this fee or premium. Student Success Advisors are able to assist students with searching for personal health insurance options. Any health care costs incurred during the time in which the student is in the Nursing Program will be the student's responsibility.

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

Liability Insurance
Nursing liability insurance is required; the cost of this insurance is covered by tuition. Liability insurance does not cover any personal injury or illness. Students may choose to obtain additional student nurse liability insurance. The cost associated with this additional insurance is the responsibility of the student.

Americans with Disabilities Act
It is the intent of Pine Technical and Community College to comply with all provisions of the Americans with Disabilities Act (ADA) of 1990, as well as all state and federal laws, which prohibit discrimination against students. Pine Technical and Community College will provide reasonable accommodations to individuals with documented disabilities enrolled in classes at the college. For further information regarding the College's services, please contact the Dean of Student Success or the Student Success Coordinator at Pine Technical and Community College, 900 Fourth Street, Pine City, MN, 55063 or call 1-800-521-7463 or 320-629-5100.

Inclusive Classroom
Inclusion embraces all dimensions of the human experience, from our differences to our similarities, and creates a climate where all feel valued and appreciated, and there is substantive interaction among all. The programs are designed to provide opportunities for students to share cultural knowledge, engage students in the discussion of real-world problems from diverse perspectives, and involve students through collaborative work. If you feel your differences may in some way isolate you from PTCC's community or if you have a need of any specific accommodations, please speak with the instructor early in the semester about your concerns and what we can do together to help you become an active and engaged member of our classes and community.

PROGRAM ADVISING AND PLANNING

Students are encouraged to maintain regular communication with nursing faculty advisors and participate in advising opportunities throughout the year to discuss academic progress, review course sequencing, and obtain program information. Nursing faculty will make efforts to communicate important program updates and advising information; however, students are ultimately responsible for seeking guidance, asking questions, and ensuring they understand program, course, and graduation requirements.

The designated program advisors are:

- **Healthcare Foundations Certificate Program:** Brittany Rappl / Brittany Thorhauer
- **Practical Nursing (PN) Program (all PRSG courses):** Kristen Altmann / Dione Thoma
- **Associate Degree Mobility Program (all NURS courses):** Elsa Ring / Dione Thoma

While faculty advisors are available to provide guidance and support, it is the student's responsibility to seek advice as needed and to ensure all course, program, progression, and graduation requirements are met.

Additional Costs
Students enrolled in the nursing programs should anticipate additional costs associated with participation and completion of courses. A sample of items and estimated costs for each program is available on the website. Students who encounter financial hardship or have financial concerns are encouraged to meet with Student Success staff to discuss potential resources.

Food and Beverages
Eating and chewing gum are prohibited in nursing laboratory areas. Beverages are permitted only in tightly closed containers and may be consumed only while seated at laboratory tables. Guidelines regarding the consumption of food and beverages during didactic classes will be outlined in individual course syllabi.

MORAL AND ETHICAL RESPONSIBILITIES

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

The American Nurses Association (2025) Code of Ethics for Nurses with Interpretive Statements outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated. This resource is available for reference in the PTCC library.
The Nursing Faculty at PTCC has an obligation to teach, uphold and enforce professional, moral, and ethical principles of the profession of nursing. These behaviors are adhered to in each nursing course. Students who engage in behavior(s) that violate moral and/or ethical standards described in the PTCC Student Handbook, the PTCC Nursing Handbook, Nursing Code of Ethics and/or the 2009 Minnesota Statute 148 (available upon request), have failed to meet program requirements; the consequences of which may range from a warning to program removal. Nurses/Student nurses have an ethical obligation to report when others are engaging in questionable or unprofessional behavior. This could include reporting to an instructor, Dean, charge nurse, or the Minnesota Board of Nursing. Students who have been removed from the program for professional, moral, or ethical reasons are not eligible to apply for readmission to the nursing program at PTCC.

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

- Academic dishonesty* (including unauthorized use of AI)
- 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)*
- Inappropriate/Unprofessional behaviors*
- Tardiness and/or lack of preparation for clinical/practicum
- Late submission of assignments
- Compromised patient safety
- Incomplete or erroneous documentation
- Sharing an instructor's intellectual property*

**Includes any type of Social Media platform.*

If a student is found in violation of any professional, moral, or ethical behavior, they may receive a student conduct violation, be placed on college probation, or be dismissed from the nursing program related to their behavior and actual/potential harm to others. Students have the right to appeal any disciplinary action; see PTCC Student Handbook for more information regarding this process.

Nursing Code of Ethics and Expectations for Nursing Students
See Appendix A

Use of Artificial Intelligence (AI) Software Products
The use of Artificial Intelligence (AI) software products (i.e. Chat GPT), without consent from course faculty, to produce assignments is considered academic dishonesty. Students who utilize AI when completing an assignment, without prior faculty consent, will receive a zero on the assignment. In addition, the student may fail the course and be removed from the nursing program. Faculty reserve the right to utilize software like TurnitIn for plagiarism verification.

Use of Online Learning Platforms for Course-specific Study Resources
Course materials are the intellectual property of the faculty. Sharing or posting of this material on any online learning platform, like Course Hero, is unprofessional and prohibited. Students who are found to have shared course materials will receive a student conduct warning (as described below) and may be removed from the course or program.

Use of Social Media
Student nurses have a responsibility to understand the benefits and consequences of participating in social

media, including both personal and professional social media use. Any information posted on social media has potential to be public information.

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

Student Conduct Warnings

Part of the role of the nursing program is to teach and reinforce professional expectations. Faculty, the Director of the Nursing Programs, and/or the Dean of Health Sciences will address students' behaviors which do not align with professional nursing workplace expectations. The following student conduct warning process will be utilized.

1st Warning: Students who demonstrate conduct or behaviors of concern will receive a verbal warning (this may be face-to-face with a follow up email, or done via email). A copy of the email will be placed in the student's file in the nursing office. A copy of the email confirming the student's receipt of the warning email will also be placed in the student file. Dean of Student Success will also be notified and will follow the PTCC Student Code of Conduct policy.

2nd Warning: Student will be assigned to complete a Student Conduct Improvement Plan. PTCC personnel will complete the initial portion of the Student Conduct Improvement document and meet with the student. The Student Conduct Improvement Plan document, as well as the student's response/plan for success, will be placed in the student's file in the nursing office. Dean of Student Success will also be notified and will follow the PTCC Student Code of Conduct policy.

3rd Warning: Student will meet with the Dean of Nursing and/or other Administrative Leaders at PTCC. Student may be removed from the Nursing Program based on the outcome of the meeting with the Dean and/or Administrative Leader. Dean of Student Success will be notified of outcome and consult for next steps.

Note: *If the conduct or behavior is egregious, the process may be advanced.*

Questions and Concerns

Students are encouraged to seek clarification and communicate any concerns in a timely and professional manner. To ensure questions are addressed efficiently, students should follow the chain of command outlined below:

1. Consult the course syllabus.
2. Review the Nursing Student Handbook.
3. Review the PTCC Student Handbook.
4. Meet with the course instructor.
5. If additional assistance is needed, meet with the Dean of Nursing.
6. Professional, respectful, and constructive communication is expected throughout this process.

EMAIL AND TECHNOLOGY

To prevent viruses and other malicious malware from attacking computers, PTCC email will be used as the form of official communication for faculty and student services. Students' PTCC email is typically firstname.lastname@pine.edu. Faculty may delete emails originating from other accounts without review. The nursing program faculty receives and read emails sent to their PTCC accounts on a regular basis. Email is part of professional, appropriate, and official communication between faculty, administration, and fellow peers.

Unprofessional or inappropriate use of email is in violation of the PTCC Student Handbook.

Students are responsible for all information sent to their PTCC email account; this email account should be consistently monitored. Students are also accountable for all information posted via D2L Brightspace for each course they are enrolled in. Students also have a cohort D2L Brightspace page that they should periodically monitor for program information.

PTCC nursing students are required to purchase and utilize their own laptop computer (must be in good working condition) throughout the nursing programs. Laptop computer specifications are available on the PTCC website, under programs. Students are expected to have logins memorized or easily accessible, and accounts current. Nursing courses use D2L Brightspace, ATI, and other web-based learning applications for course delivery and evaluation.

It is highly recommended that students have access to high-speed internet and a printer to meet the academic demands and rigor of the nursing programs. Computers, printers, and scanners are available for student use at the library.

Students requiring assistance with technology should contact a staff member in the library, the PTCC helpdesk (Helpdesk@pine.edu), or resource publishers (i.e. textbook publishers, ATI, etc.).

CAMPUS POLICIES AND PROCEDURES

- *See the PTCC Student Handbook for information regarding Student Rights and Responsibilities, Code of Conduct, and Complaints and Reporting.*

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 or marijuana, misuse of prescription medications or over the counter (OTC) medications, or illegal drugs which may impair or affect the students thinking, behavior, and/or skill performance. To ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical/practicum setting, PTCC upholds a controlled substance-free campus, as identified in the PTCC Student Handbook and extends this policy to clinical/practicum sites off campus. Due to the nature of the nursing profession, should concerns arise in this area, faculty and/or administration reserve the right to address situations on an individual basis.

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

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

NURSING STUDENT SUCCESS

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

Nursing Faculty understand that many students work while attending college; however, to be successful in the program, school must be a priority. Faculty are unable to provide special consideration for work/daycare/ family conflicts. Faculty suggest that if students must work, they work no more than 10 - 15 hours per week.

Each student, with the help of a support system, should individually evaluate academic success planning in relation to work, family, and school responsibilities.

Academic Alert
PTCC is committed to student success. If a student stops attending, has poor attendance, falls behind in their assignments, or does poorly on tests/exams/quizzes, faculty may communicate this with them through the Academic Alert System. The alert goes directly to the student's e-mail, as well as to the Mental Health and Academic Wellness Coordinator and the Student Success Coordinator. ***The intention is not punitive***; the goal is to identify, as soon as possible, what types of support a student may need to get back on track for the course and be successful. Students are highly encouraged to meet with the instructor to discuss course progress.

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

Pine Nursing Student Incident Form/SBAR
This form may be used in the lab, clinical, and classroom setting to report student occurrences that deviate from expected student behavior or student requests which deviate from the course syllabus or Nursing Student Handbook. Students may be directed to complete the form or may submit on their own, related to extenuating circumstances. (e.g. taking exams late, missing clinical or lab, etc.).

The SBAR should be type-written and submitted electronically per instructor directives. Any student-initiated SBAR must be completed within 3 days of the incident/occurrence to be reviewed by faculty for consideration.

Note: *Faculty will not review an SBAR submitted at the end of the semester for something that occurred earlier in the course.*

Completed SBAR forms will be reviewed by a team of nursing faculty and the Dean of Nursing (and occasionally the Dean of Student Success). Students will be notified of the team's decision via email or in person within 2 weeks of the submission. The decision is based on a quorum.

NURSING PROGRAM EVALUATION CRITERIA

Assignment of a Letter Grade
All exams/tests, quizzes, and assignments are developed to align with campus, program, and/or course objectives. A cumulative grade of "B" (80%) is required for successful completion in each nursing course. The grading scale that is used for all PRSG and NURS courses is found in the table below. Percentages, or grades, are not rounded up. Students must have a "B" or better in all nursing courses to progress in the nursing programs.

Letter Grade	Percentage	GPA
A	90.0% to 100%	4.0
B	80.0% to 89.99%	3.0
C	70.0% to 79.99%	2.0
D	60.0% to 69.99%	1.0
F	59.99% and below	0.0

In addition to the above grading criteria,

- Each AD nursing student must attain 80% or greater (cumulatively) on proctored tests/quizzes before additional course points (i.e., assignments, papers, projects) are added to determine the final course grade. ATI proctored tests are not included in the 80% policy.
- Each PN nursing student must attain 78% or greater (cumulatively) on proctored tests/quizzes before additional course points (i.e., assignments, papers, projects) are added to determine the final course grade. ATI proctored tests are not included in the 78% policy.

Each nursing course syllabus identifies the grading method used to evaluate progression through the course.

Faculty believe students benefit from feedback related to performance and/or behavior.

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

All assignments must be written and presented professionally, per instructor guidelines. This may include utilizing American Psychological Association (APA) format. For guidance, please utilize the most current Publication Manual of the American Psychological Association, available in the library. Course syllabi or individual assignments detail faculty guidelines for assignments and evaluations.

ATTENDANCE POLICY

Regular attendance in the classroom, lab, and clinical/practicum settings is essential to ensure that the students have acquired the necessary knowledge and skills to be successful in practice. Students are responsible for all course content outlined in the course syllabus or schedule regardless of student or faculty absence. It is highly recommended students have a backup plan for daycare, transportation, work, and possible unforeseen circumstances. Daycare, transportation, and work issues are not considered an excused reason for tardiness or absence.

Students are held to the same professional standards as those expected within the work environment. For example, students are expected to arrive on time to all classes (theory, lab sessions, and clinical). If a student anticipates that they will miss a classroom, lab, or clinical experience, they are expected to notify the instructor in advance to discuss potential options. Additional course requirements and consequences related to attendance are outlined in course syllabi.

There are some situations in which an absence is unavoidable. Excused absences **DO NOT** apply to courses in which there is an associated time requirement (lab/clinical/practicum courses have time requirements).

Excused absences are defined as the following:

- Student injury, illness, or hospitalization – Health Care Provider (HCP) statement required
- Family member injury, illness, or hospitalization* – HCP statement required
- A death in the family** – documentation required
- Court-ordered appearances – documentation required
- Military service, call to active duty – documentation required
- Religious observation – documentation required

Note: *Documentation of excused absences must be provided to faculty within 72 hours of absence. Documentation must include dates/time of event(s).*

**In the case of injury, illness, or hospitalization, a family member is defined as the spouse or domestic partner,*

minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent.

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

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

Note: *For clinical/practicum/lab absences refer to the section… THE CLINICAL/PRACTICUM/LAB EXPERIENCE*

EVALUATION METHODS

Exams/Tests and Quizzes

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

- Proctored exams, tests, or quizzes must be made up within three instructional days. If the makeup cannot be completed in **three (3) days** (within campus Testing Center posted hours), the grade will be recorded as a zero (0).
- It is the student's responsibility to arrange the makeup of an exam/test, or quiz through the PTCC Testing Center (proctor@pine.edu). Students must notify instructor of the plans arranged with the Testing Center. Students utilizing the Testing Center must arrive at their scheduled time; students who arrive late may have a reduction in time allotted for the exam/test/quiz or may not be able to take their exam/test/quiz that day.
- In extreme circumstances (i.e. hospitalization, death in the family) a student may be unable to complete the required exam/test, or quiz within the three instructional days. In these cases, the student should contact the instructor for guidance.

Exam results will be released within one week, following test analysis and question review. Tests may also include pilot questions (pilot questions are not awarded points and do not affect a student's grade).

Projects and Assignments

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

Skills Lab and Clinical/Practicum Course Evaluation Criteria

Laboratory skills are primarily practiced on campus. Faculty will identify the skills requiring successful competency demonstration in the course syllabus and/or course schedule. Skill evaluation criteria and competency checklists will be made available to students prior to evaluation.

Open lab opportunities will be provided to support skill practice and remediation. Faculty and/or the laboratory assistant will communicate available open lab times.

Students are expected to demonstrate competency in required nursing skills. Students are provided with two attempts to successfully demonstrate competency.

Students who are absent for a scheduled skill competency evaluation, without an approved excused absence (as identified under the Attendance Policy), will have that attempt counted as one of the two allotted attempts.

If a student is unsuccessful on the first attempt, remediation in the open lab setting is required before a second attempt may be completed. The second attempt will be video/audio recorded.

Students who do not successfully demonstrate competency after two attempts must submit an SBAR for review by nursing faculty and the Dean. If approved, the student will be granted a third and final competency evaluation, which will be conducted by an alternate faculty member. Students are expected to complete additional practice and remediation prior to this evaluation, as determined by the faculty.

If the SBAR request is not approved, or if competency is not demonstrated on the third attempt, the competency requirement for the course will not be met, and the student will be unable to successfully complete the course.

Students are expected to maintain competency in all previously learned skills while enrolled in the nursing program. Faculty may conduct periodic competency assessments throughout the program to ensure continued safe and effective patient care.

Skill competency evaluations may include, but are not limited to:

- Medication calculations (Medication Math)
- Nursing skills (e.g., sterile gloving and sterile procedures, oral medication administration, injections, head-to-toe assessment, safe patient transfers, etc.)
- Electronic Health Record (EHR) documentation and usage

THE CLINICAL/PRACTICUM/LAB EXPERIENCE

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

Students are expected to comply with all PTCC clinical/practicum and laboratory guidelines (See Appendix B), as well as all policies of the agencies where clinical/practicum laboratory experiences are held.

For all skills laboratory and clinical/practicum courses, students can only be absent **one day** of the scheduled lab and clinical/practicum hours to successfully pass the course and achieve course outcomes. If a student does miss more than one day, the student should complete an SBAR form. Students who miss more than one day are at risk for failing the course. SBAR outcomes will be determined on an individual basis. Students who receive a failing grade will be unable to progress in the Nursing Program. Faculty absences from courses will not count against the students.

Additional Clinical/Practicum Attendance Guidelines:

- Students who arrive **less than 7 minutes late** will receive a deduction of points on the daily participation rubric score.
- Students who arrive **7–20 minutes late** or leave **7–20 minutes early** will have a deduction of points on the daily participation rubric score and receive a warning for each occurrence. On the **third occurrence**, the student will be assigned **one clinical/practicum absence**.
- Students who arrive **more than 20 minutes late** or leave **more than 20 minutes early** will be assigned **one clinical/practicum absence** and will not receive any participation points for that day.

Course expectations include bringing the required tools (i.e. pens, kits, papers, resources, stethoscopes, etc.) and wearing the approved uniform. If uniform requirements are not met, a student is considered out of compliance and may be sent home and counted as absent.

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

In extenuating circumstances, make-up sessions with faculty may be possible.

Clinical/Practicum Sites

Clinical/practicum experiences are conducted in a variety of healthcare and community settings both within and outside the Pine City area. Students may be required to travel up to a 150-mile radius from campus to attend assigned clinical/practicum experiences. PTCC maintains affiliation agreements with all approved clinical/practicum sites.

These experiences provide students with opportunities to care for and interact with clients across the lifespan in diverse settings.

Clinical/practicum experiences may be scheduled during daytime or evening hours based on site availability; therefore, flexibility is essential. Clinical schedules are provided at the beginning of each semester once tentative placements have been confirmed with clinical/practicum sites.

Transportation and Student Responsibility

Students are responsible for arranging and maintaining reliable transportation to and from all assigned clinical/practicum sites. Expenses related to transportation, including fuel, vehicle maintenance and repairs, insurance, and other associated costs, are the responsibility of the student. Transportation related issues are not considered an excused reason for tardiness or absence.

Students experiencing financial hardship are highly encouraged to contact their Student Success Advisor to learn about available resources and support services.

Clinical/Practicum Placement

Clinical/practicum placements are determined by the Nursing Program based on available clinical sites, enrollment, and instructor-to-student ratios. Clinical/practicum groups are typically limited to approximately 10 students per instructor at a site.

Once clinical/practicum assignments have been finalized, changes to placements cannot be guaranteed.

Students with concerns regarding their clinical/practicum assignment should discuss the matter with their clinical instructor no later than the end of the first week of classes (the first Friday of the semester). Requests for changes to clinical/practicum placements due to documented extenuating circumstances will be reviewed on an individual basis. Approval of such requests is not guaranteed and is subject to site availability and program requirements.

Weather Related Cancellation

For nursing theory/clinical/practicum/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. However, written assignments may still need to be completed, per faculty request, to meet course outcomes. **Students should not call faculty to inquire if the college is closed or classes are canceled. Faculty learn about weather related cancellation in the same manner that students do.** Students are encouraged to sign up for Star Alert, PTCC's emergency notification system.

Student Acceptance to Clinical/Practicum Site

Clinical/practicum agencies reserve the right to determine whether a student is eligible to participate in a clinical/practicum experience at their facility. If a student is denied placement by a clinical/practicum agency, PTCC cannot guarantee an alternative clinical/practicum placement.

If an alternative placement is not available, the student will be unable to complete the required clinical/practicum component of the nursing program. In such cases, the students' progression in the nursing program will be reviewed by the Dean of Nursing, and options for continued enrollment in nursing courses will be determined on an individual basis.

Scent-free Environments

To promote a safe, healthy, and comfortable environment for clients, patients, students, faculty, and staff, all nursing labs, clinical/practicum experiences, and clinical/practicum sites are designated as scent-free environments. Many individuals are sensitive or allergic to fragrances and other odors, which may cause discomfort or adverse health effects.

Students are expected to refrain from using scented products while participating in nursing program activities. Prohibited scents and odors include, but are not limited to:

- Clothing, hair, or personal items that carry the odor of tobacco smoke, vaping products, marijuana, or wood smoke
- Perfumes, colognes, body sprays, and aftershaves
- Scented lotions, powders, and other personal care products
- Strongly scented hair products
- Breath odors and body odors that may be disruptive in a patient care setting

Routine personal hygiene, including the use of deodorant or antiperspirant, is expected. Unscented products are preferred. If there is uncertainty regarding the acceptability of a product, students should consult nursing faculty for guidance.

Tobacco and Smoking Restrictions

All Clinical/practicum sites are tobacco-free and smoke-free environments for students, including all buildings, grounds, and parking areas. The use of cigarettes, cigars, electronic cigarettes (e-cigarettes), vaping devices, smokeless tobacco products, and other tobacco or nicotine containing products are prohibited during clinical/practicum experiences.

Students are not permitted to smoke, vape, or use tobacco products while wearing the nursing uniform,

including before or during a clinical/practicum shift.

Non-Compliance
If a student reports to a lab or clinical/practicum experience with a noticeable fragrance or odor that conflicts with the scent-free policy, the student may be required to leave and return only after the issue has been corrected. This may result in an unsatisfactory clinical/lab performance evaluation and/or an unexcused absence.

Educational Use of Aromatherapy
Complementary aromatherapy may be incorporated into classroom or laboratory activities as a teaching and learning resource. Students who have sensitivities or concerns regarding aromatherapy should notify the instructor as soon as possible.

Identification Badges
Students are required to wear their PTCC identification (ID) badge as part of the nursing uniform during all clinical/practicum experiences. PTCC photo ID badges may be obtained through the library.

In addition, students may be issued an identification badge by the clinical/practicum facility. Students are responsible for the proper use and safekeeping of any facility issued badge. All facility issued badges must be returned to the clinical instructor or designated facility representative at the conclusion of the clinical/practicum rotation.

DRESS CODE

The following uniform and appearance standards must be followed in all laboratory, simulation, clinical, and practicum settings.

Identification
- Students must wear their PTCC photo identification badge with the appropriate title at all times.

Uniform
- Only the designated brand, style, and color of approved scrub tops and pants may be worn.
- Uniforms must be clean, in good condition, and free of excessive wrinkles.
- Uniforms must fit appropriately and allow for safe, unrestricted movement.
- A solid white, black, or gray undershirt may be worn beneath the scrub top.
  - Undershirts may not be made of lace, thermal, or waffle knit material.
  - Undershirts may not contain writing, graphics, hoods, or thumb holes.
- Pants must fit properly and may not touch or drag on the floor.
- Students choosing to wear a skirt must wear a solid black skirt that is mid-calf length or longer and does not touch or drag on the floor.
- When wearing a skirt, students must also wear black tights, hose, leggings, or knee-high socks. Skirts must hang neatly.

Outerwear
- Only approved lab coats or uniform jackets may be worn in clinical and laboratory settings.

Footwear
- Shoes must be clean, solid white, black, or gray, and fully enclose the foot and heel.
- Crocs are not permitted.
- Shoes should be supportive, comfortable, and slip-resistant.

- Appropriate socks must be worn. Compression socks are permitted and encouraged.

Personal Appearance

- Makeup and cosmetics should be applied conservatively and professionally.
- Artificial eyelashes must be securely attached and maintained so they do not interfere with vision, patient care, or required personal protective equipment (PPE)
- Fingernails must be clean, neat, and kept short.
- Only clear nail polish is permitted (some clinical sites may prohibit all nail polish).
- Artificial nails, nail tips, wraps, dip powder, acrylic nails, and gel enhancements are prohibited.
- Hair must be clean and well groomed.
- Long hair must be secured away from the face and off the neck.
- Hair must be styled in a manner that prevents contact with patients, equipment, or sterile fields.
- Headbands may be worn if they:
  - Are no wider than one inch;
  - Are black, white, gray, or match the student's natural hair color; and
  - Are free of excessive adornments.
- Hair color must be naturally occurring (e.g., black, brown, blonde, gray, or red). Unnatural colors such as pink, blue, purple, or green are not permitted.
- Surgical caps, headscarves, and hijabs, when worn, must be black or gray.
- Mustaches, beards, and sideburns must be clean and neatly groomed.

Tattoos and Body Art

- Visible tattoos must be professional and non-offensive to patients, staff, faculty, and peers. Students should consult faculty regarding the appropriateness of visible tattoos.
- Clinical and practicum partners may have additional restrictions regarding tattoos, piercings, henna, or other forms of body art. Students must comply with site-specific requirements, including covering tattoos or removing piercings when required.

Jewelry and Piercings

- A wedding band and/or engagement ring may be worn; students should consider patient safety when wearing rings.
- Small post earrings only (no larger than a dime) are permitted.
- Dangling jewelry, including earrings, necklaces, and bracelets, is prohibited.
- Medical alert jewelry is permitted; students should notify their instructor.
- Facial piercings are not permitted except for:
  - One small nose stud (hoops and rings are not permitted); and
  - A tongue stud/piercing, provided it does not interfere with communication or patient care.

Students who do not adhere to the dress code may be prohibited from participating in laboratory, clinical, or practicum activities until compliance is achieved. Clinical agencies may enforce additional requirements beyond those outlined in this policy.

Other Required Clinical/Practicum/Lab Items

- Wristwatch capable of counting seconds and able to be disinfected (per clinical site requirements)
- Stethoscope that can be disinfected
- Penlight
- Paper and black-ink pen
- Individual clinical/practicum facilities may have additional requirements. The instructor will notify students of any site-specific requirements.

Examples of Appropriate Clinical/Practicum/Lab Behavior (not an exhaustive list):

- Use a quiet tone of voice throughout the experience.
  - Use designated areas for charting, discussions, and food and beverage consumption.
  - Demonstrate respectful and considerate behavior toward patients, families, peers, faculty, and facility staff.
  - Store coats, bags, purses, and textbooks in designated areas.
  - Bring required textbooks and reference materials to clinical/practicum/lab experiences as directed by faculty.
  - Arrive at the clinical/practicum site/lab prepared, including obtaining adequate sleep and nutrition prior to attendance.
  - Comply with HIPAA, OSHA, and all applicable clinical/practicum facility and lab policies/procedures/ guidelines.
  - Use electronic devices only as permitted by the course syllabus, clinical/practicum orientation, facility policies, and faculty direction.
  - Use cell phones appropriately; personal communication should occur only during breaks and away from patient care areas.

Unsatisfactory behavior or appearance in Clinical/Practicum/Lab:

Unsatisfactory behavior includes, but is not limited to, behavior that the instructor determines to be:

- Unsafe
- Ineffective
- Inconsistent with course, program, or clinical/practicum expectations
- Disrespectful
- Unprofessional
- Unethical
- Dishonest
- Crossing personal and/or professional boundaries
- Noncompliant with program, course, or clinical/practicum facility policies and requirements

Any behavior or appearance that may negatively affect professionalism, patient safety, the learning environment, or a student's ability to meet course objectives (including, but not limited to, fatigue, illness, impairment, or personal circumstances) may result in one or more of the following, as determined by the instructor and/or clinical/practicum site:

- Dismissal from the clinical/practicum/lab experience for the day (counted as an absence);
- Refusal of placement by the clinical/practicum site; and/or
- Dismissal from the course.

Note: *Due to limited availability of clinical/practicum placements, the Nursing Program may be unable to provide an alternative placement. As a result, refusal of placement by a clinical/practicum site may place the student at risk for course failure or dismissal.*

Nurses, including student nurses, are responsible for promoting and protecting patient safety at all times. Students are legally accountable for their actions and omissions. Any incident involving unsafe or unsatisfactory behavior will require a meeting between the student and instructor. Additional individuals, the Dean of Nursing, may be consulted and/or participate as appropriate. Outcomes will be determined on an individual basis.

Students must not attend clinical/practicum/lab experiences while impaired by alcohol, cannabis, illegal substances, misuse of prescription medications, or any condition/circumstance that limits their ability to learn or provide safe patient care.

GRADUATION REQUIREMENTS/ACADEMIC PROGRESSION STANDARDS

To ensure students maintain satisfactory progress in the nursing program and to fulfill the College's responsibility to the public, nursing faculty have established academic progression and graduation requirements. PTCC, in collaboration with nursing faculty, is responsible for graduating safe, competent entry-level nursing practitioners, documenting student achievement of program outcomes, and using educational resources responsibly.

Nursing education requires a partnership between faculty and students. Faculty facilitate learning and provide educational experiences necessary for students to develop the knowledge, skills, and professional behaviors required for successful course completion, graduation, and preparation for NCLEX success. Students are responsible for actively participating in their learning, seeking clarification when needed, and monitoring their progress toward graduation. Students considering dropping or withdrawing from a course should consult with nursing faculty and/or the Dean of Nursing before doing so.

Academic Progression in Practical Nursing and AD-Mobility Programs

- Students must earn a minimum grade of B (80%) in each nursing course and maintain a minimum cumulative institutional GPA of 2.0 to progress in the program sequence. Students are expected to monitor their academic progress throughout each semester and are encouraged to meet with nursing faculty regarding academic concerns.
- Students may repeat up to two (2) nursing courses one time each. A student who:
  - Fails to earn a minimum grade of B (80%) in the same PRSG/NURS course on a second attempt; or
  - Fails to earn a minimum grade of B (80%) in three (3) or more PRSG/NURS courses on the first attempt, has not met progression requirements and will be removed from the PN or AD Nursing Program.
- If a student withdraws from a PRSG/NURS course while earning a grade below B (80%), the withdrawal (W) will be considered equivalent to a course failure for progression purposes.
- Students removed from the PN or AD Nursing Program for failure to meet progression requirements may apply for readmission by submitting a Student Success Plan. The Student Success Plan must be approved by the Dean of Nursing. Nursing faculty may be consulted during the review and approval process.
- Submission of a Student Success Plan does not guarantee readmission. Readmission is contingent upon approval of the Student Success Plan, space availability, and satisfaction of admission requirements in effect at the time of application.
- Readmission applications will be considered alongside new applicants and processed according to the current nursing program admission procedures.

All applicants, including readmission applicants, are evaluated using the Nursing Program Application Rubric. If readmitted, students must restart the program from the beginning and repeat all PRSG/NURS courses. Previous course assignments, examinations, clinical evaluations, and other assessments will not be carried forward or accepted for credit.

Leave of Absence from the Nursing Program

Due to the sequential nature of the nursing curriculum, students may request a leave of absence from the program for up to one academic semester (Fall or Spring) and return at the point in the curriculum where they left off, provided all program requirements are met and space is available in the appropriate cohort and/or course sequence.

Students planning to take a leave of absence should meet with the Dean of Nursing and their Student Success Advisor to discuss academic progression, financial aid implications, and requirements for return.

Students who are absent from the nursing program for more than one academic semester (Fall or Spring) will not be permitted to resume coursework at their previous point in the curriculum.

Reentry following a leave of absence is not guaranteed and is contingent upon program capacity, clinical/ practicum placement availability, and satisfaction of all program requirements in effect at the time of return.

Process for Out-of-Sequence Students
(Repeating Failed/Withdrawn Courses, Stepping Out of Program Course Sequence)
Students who have been unsuccessful in a nursing course, withdrawn from a nursing course, or stepped out of the program sequence due to academic, personal, medical, or other circumstances are strongly encouraged to meet with nursing faculty and the Dean of Nursing to discuss available options for progression and program completion.

Students may step out of the nursing program for up to one semester (Fall or Spring) without being required to repeat all previously completed nursing courses.

Students who become out of sequence are encouraged to meet with their Student Success Advisor as soon as possible to discuss potential financial aid implications. Repeated coursework may affect eligibility for certain financial aid programs.

Nursing courses are offered in a sequential curriculum. Successful completion of all nursing courses within a semester is required before progressing to courses in the subsequent semester. This requirement also applies to students enrolled in part-time program options.

Students who fail, withdraw from, or otherwise become out of sequence in a nursing course may not enroll in subsequent nursing courses without prior approval. Before returning to the program, students must:

- Meet with the Student Success Coordinator to develop a Student Success Plan;
- Obtain approval from the Dean of Nursing; and
- Meet any additional requirements based on individual circumstances and space availability.

Students who fail or withdraw from a nursing course must repeat the entire course. All course requirements, including ATI assignments and assessments, must be completed again. Previously submitted work may not be resubmitted for credit. Faculty may assign alternative learning activities or assignments to students repeating a nursing course.

Additional Requirements for Returning Students
Once a progression plan has been approved by the Dean of Nursing, additional requirements will be reviewed on an individual basis. These may include:

- Completion of a new background study, if required by program or clinical site requirements. Students whose progression was interrupted for fewer than 120 days may not need a repeat study.
- Submission of an updated Nursing Performance Standards Statement of Health before the next clinical course.
- Submission of updated immunization and screening documentation, as applicable (e.g., influenza vaccination, tuberculosis screening, tetanus booster).
- Submission of updated admission or program documentation, as required.

ATI Requirements for Out-of-Sequence Students
Students who are out of sequence in either the Practical Nursing (PN) Program or the AD-Mobility Nursing Program must successfully complete the following ATI requirements during their final semester. Depending on the student's progression plan, this may require repeating ATI assessments, activities, or assignments:

- ATI Test-Taking Strategies (as scheduling permits)
- ATI Comprehensive Predictor Assessment(s)
- ATI Three-Day Live Review
- Virtual ATI (VATI)

Note: *Tuition covers the cost of Virtual ATI (VATI) one time only. Students who are required to repeat VATI are responsible for all associated costs.*

Virtual ATI (VATI) Completion Requirement

Successful completion of Virtual ATI (VATI) requires completion of all assigned modules and attainment of a "Green Light."

Students are expected to obtain a "Green Light" within six (6) weeks of graduation. Students who do not obtain a Green Light within this timeframe, or who are unable to achieve a "Green Light", must discuss a remediation plan with the Dean of Nursing.

The remediation plan may require the student to:

- Repurchase Virtual ATI (approximately $150); and/or
- Purchase additional ATI Comprehensive Predictor Assessments (approximately $75 per assessment).

Students who do not successfully complete the remediation plan may be ineligible for graduation.

Incomplete Grades Related to ATI Requirements

- AD-Mobility and PN students who are out of sequence, in their last semester, will receive an "I" (Incomplete) grade in the course(s) they are taking until a "Green Light" is obtained in VATI or the remediation plan is successfully completed.
- AD-Mobility students who repeated a first semester course, will receive an "I" (Incomplete) grade in NURS 2931, until a "Green Light" is obtained in VATI or the remediation plan is successfully completed.
- PN students who repeated a first semester course (or second or third semester if taking courses on a part time basis), will receive an "I" (Incomplete) grade in PRSG 2410, until a "Green Light" is obtained in VATI or the remediation plan is successfully completed.
- After a student attains the "Green Light" or successfully completes the remediation plan, the course(s) grade will be changed from an "I" (Incomplete) to the earned letter grade.
- Unresolved "I" (Incomplete) grades will change to "F" by the Registrar at the end of the 8th week of the next term (including summer term), unless prior arrangements are made.

Students who step out of the program, fail a course, or withdraw from a course are not guaranteed placement in a future semester. Reentry is contingent upon program capacity, clinical placement availability, and approval by the Dean of Nursing.

MINNESOTA STATE PRACTICAL NURSING PROGRAM PERFORMANCE STANDARDS

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

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact PTCC's Student Success Coordinator located in the campus LRTC/library.

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	• Ability to understanding context of situations, make logical decisions and request assistance as needed. • Organize workload to manage time effectively and prioritize the delivery of client care. • Ability to recognize and report changes in client's condition to registered nurse or instructor. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	• Maintain and protect client confidentiality and privacy. • Establish professional relationships. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to assign tasks to other LPN's and unlicensed personnel. • Promote a team-building environment. • Provide safe effective care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	• Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team. • Accurately document nursing actions and client responses. • Display the capacity to participate in successful conflict resolution and advocate for client rights and needs. • Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. • Use therapeutic communication techniques to provide support to peers, clients and families. • Process relevant information; accurately and timely communicate to the healthcare team. • Ability to perform client education and adjust information to client understanding.

Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	• Move about client's room and/or workspaces to complete client assessment. • Ability to administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform basic nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	• Conduct focused assessment; compare data with normal findings, report changes to registered nurse or other licensed healthcare provider. • Observe client's condition, utilizing all senses, and data from equipment, report changes. • Ability to respond to client distress calls. • Implement interventions delegated or ordered by healthcare provider. • Participate with other members of the healthcare team to develop and modify care plans.
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	• Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgment in pressured situations. • Recognize limits of knowledge and abilities and seek assistance.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	• Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics.
Environmental Stressors	Other considerations	• Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards. • Ability to work with potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	• Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

References
H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.
Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.
Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020.

MINNESOTA STATE ASSOCIATE DEGREE NURSING PROGRAMS PERFORMANCE STANDARDS

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

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact PTCC's Student Success Coordinator located in the campus LRTC/library.

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	• Ability to assess, plan, implement, and evaluate care. • Organize workload to manage time effectively and prioritize the delivery of client care. • Use resources effectively to understand the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions. • Possess problem-solving skills, including the ability to reason, measure, calculate and use data to make decisions in time-pressured environment. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating and mentally sorting new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	• Maintain and protect client confidentiality and privacy. • Establish professional and ethical relationships with others. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to delegate. • Promote a team-building environment. • Provide effective and therapeutic care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	• Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team. • Accurately interpret and document nursing actions and client responses. • Display the capacity to engage in successful conflict resolution and advocate for client rights and needs. • Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. • Use therapeutic communication techniques to provide support to peers, clients and families. • Process relevant information; accurately and timely communicate to the healthcare team. • Ability to design teaching plans for client education and assess effectiveness.

Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	• Move about client's room and/or workspaces to complete client assessment. • Administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	• Ability to provide comprehensive assessment of client's health status through collection and synthesis of data to establish baseline status for client. • Ability to integrate assessment information to form a plan of care. • Recognize emergent needs; perform appropriate targeted assessment, interventions and evaluation. • Assume accountability for delivered care; recognize limits of knowledge, skills and licensure scope. • Understand and process healthcare provider orders according to assessment data, evaluate effectiveness of interventions and communicate with members of the healthcare team. • Demonstrate distinction between provider-dependent and independent nursing interventions.
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	• Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgment in pressured situations.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	• Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics. • Practice participation in development of healthcare policies, procedures. • Demonstrate understanding of nursing theory and practice.
Environmental Stressors	Other considerations	• Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards, potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.

Other	Sensory	• Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

References
H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.
Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.
Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020.

NURSING CODE OF ETHICS AND EXPECTATIONS FOR NURSING STUDENTS

Purpose. This document summarizes the American Nurses Association (ANA) Code of Ethics and correlates its provisions with expectations for students enrolled in nursing programs. The principles of the Nursing Code of Ethics begin during nursing education and provide a foundation for professional behavior, academic integrity, patient safety, and accountability.

Overview of Moral and Ethical Responsibility

The ANA Code of Ethics establishes nursing as a moral practice grounded in respect, compassion, accountability, advocacy, integrity, and social justice. Nurses—and nursing students preparing to enter the profession—are expected to make ethical decisions, protect the rights and dignity of patients, maintain competence, communicate honestly, and contribute to safe and equitable care environments.

Overview of the 10 Provisions of the ANA Code of Ethics (2025)

1. Compassion and Respect: Practice with compassion and respect for the dignity and worth of every person.
2. Commitment: The nurse's primary commitment is to the patient, family, group, community, or population.
3. Advocacy: Protect the rights, health, safety, and well-being of patients.
4. Accountability: Accept responsibility and accountability for nursing judgments and actions.
5. Duties to Self: Preserve personal integrity, competence, health, and well-being.
6. Ethical Environment: Promote a safe, ethical, and healthy environment.
7. Advancement of the Profession: Contribute to nursing education, scholarship, and professional development.
8. Collaboration: Work with others to promote health and reduce disparities.
9. Social Justice: Advance human rights, health equity, and social justice.
10. Global Health: Support efforts that improve global health and environmental sustainability.

Applying the Code of Ethics to Nursing Students

Code Prevision	Student Standard	Examples of Consequences
Provisions 1–3: Patient-Centered Care and Advocacy	Maintain patient confidentiality, demonstrate respect, practice within training and supervision, and advocate for patient safety.	HIPAA violations, unprofessional conduct, or performing skills without authorization may result in disciplinary action or clinical failure.
Provisions 4 & 6: Accountability and Ethical Practice	Report errors honestly, follow policies, arrive prepared, and contribute to a safe learning environment.	Falsification of records, dishonesty, or unsafe behavior may lead to academic or program sanctions.
Provisions 5 & 7: Personal and Professional Growth	Demonstrate academic integrity, seek feedback, maintain competence, and engage in lifelong learning.	Cheating, plagiarism, or failure to meet competency requirements may result in course or program consequences.
Provisions 8–10: Collaboration, Equity, and Social Responsibility	Treat others respectfully, value diversity, communicate professionally, and support equitable care.	Discriminatory, disruptive, or unprofessional behavior may result in corrective action.

Key Expectations for Nursing Students

- Act with honesty, integrity, and accountability in all academic and clinical settings.
- Protect patient privacy and confidentiality at all times.
- Accept responsibility for actions and promptly report errors or concerns.
- Demonstrate respect for patients, peers, faculty, staff, and healthcare team members.
- Maintain professional competence and seek assistance when needed.
- Adhere to program policies, clinical requirements, and professional standards.
- Promote equity, inclusion, and culturally responsive care.

The Code of Ethics serves as a guide for professional conduct throughout nursing education.

PINE TECHNICAL & COMMUNITY COLLEGE NURSING SIMULATION & SKILLS LABORATORY RULES AND GUIDELINES

Purpose. The Nursing Simulation and Skills Laboratories provide structured, faculty guided learning environments designed to support student development of safe, competent, and ethical nursing practice. Lab and simulation experiences are integrated into the curriculum to meet program outcomes and licensure level competencies, consistent with Minnesota Board of Nursing requirements and CNEA accreditation standards. [law.cornell.edu], [irp.cdn-website.com]

Regulatory & Accreditation Framework

Laboratory instruction and simulation activities align with:

Minnesota Statutes §§148.171–148.285 and MN Rules Chapter 6301, including required clinical learning activities and simulation experiences. [law.cornell.edu]

- NLN CNEA Standards of Accreditation, emphasizing student learning, faculty oversight, safety, and continuous quality improvement. [irp.cdn-website.com]

NCSBN National Simulation Guidelines and INACSL Standards of Best Practice: Simulation, including prebriefing, facilitation, and debriefing expectations. [ncsbn.org], [inacsl.org]

1. Professional Conduct & Ethical Behavior

- Students must demonstrate professional demeanor consistent with nursing standards.
- Respectful communication with faculty, staff, peers, and simulated “patients” is required.
- Unsafe, unethical, or disruptive behavior may result in immediate removal from lab.
- All simulation activities are confidential; discussion of scenarios, videos, or peer performance outside of lab is prohibited, in alignment with professional and ethical standards. [irp.cdn-website.com]

2. Attendance & Preparedness

- Attendance at scheduled labs and simulations is required.
  - See the Nursing Student Handbook for further details regarding attendance
- Late arrival may result in denied entry due to safety and disruption concerns.
- Students must complete all assigned pre lab preparation (readings, videos, skills checklists) as assigned.
  - Completion of pre-lab assignments may be required as a “ticket to class.” Students who arrive without having completed the required pre-lab preparation may, at the faculty member’s discretion, be denied participation in laboratory activities for that day. Since adequate preparation is essential for safe, effective, and productive lab participation, students who are not permitted to participate in lab due to incomplete pre-lab preparation will receive an unexcused absence for that lab session.
- Missed lab or simulation experiences must be remediated per program guidelines to ensure competency attainment, consistent with MBON program approval criteria. [law.cornell.edu]

3. Dress Code & Appearance

- Proper program approved uniforms are required unless otherwise specified.
  - See the Nursing Student Handbook for further details regarding the dress code
- Closed-toe, non-slip, program-approved footwear is mandatory.
- Name badges must be worn and visible at all times.
- Hair must be secured; nails must be short and clean; artificial nails are prohibited.
- Jewelry is limited to reduce safety and infection risks. These requirements reflect expectations for clinical readiness and professional practice. [health.state.mn.us]

4. Safety & Infection Control

- Standard and transmission based precautions must be followed at all times.
- Hand hygiene is required before and after all skill performance.
- PPE must be used appropriately based on the clinical skill or scenario.
- Sharps must be handled and disposed of according to OSHA and lab safety protocols.
- Eating and chewing gum are not permitted in lab areas. Beverages are allowed only if they are in tightly closed containers and may be consumed only while seated at lab tables.
- Safety practices align with MBON expectations for protection of the public and student competence. [health.state.mn.us], [law.cornell.edu]

5. Equipment, Manikins, & Supplies

- Lab equipment and supplies are for educational use only.
  - Lab equipment and supplies must not be removed without permission.
  - Lab equipment and supplies should not be used on individuals without permission.
- Manikins and simulation equipment must be treated as live patients: no sitting, leaning, rough handling, or inappropriate behavior.
- Students are responsible for cleaning and storing equipment after use.
- Equipment malfunctions or damage must be reported immediately. Programs must maintain adequate physical and technical resources to support learning outcomes. [law.cornell.edu], [irp.cdn-website.com]

6. Skill Performance & Competency Evaluation

- Skills must be performed according to current evidence based guidelines and program approved checklists.
- Faculty may stop a skill performance if unsafe practice is observed.
- Successful completion of all critical elements is required for competency validation.
  - See the Nursing Student Handbook for further details regarding skill competencies
- Failure to demonstrate competence will require remediation prior to progression, consistent with MBON rules and CNEA outcome standards. [law.cornell.edu], [irp.cdn-website.com]

7. Practicum and Clinical Simulation Specific Expectations

- Simulation is considered a clinical learning activity and is treated as real patient care.
- Pre briefing, active participation, and faculty led debriefing are mandatory components.
- Simulation hours are used appropriately within curricular limits established by the MN Board of Nursing. [ncsbn.org], [inacsl.org]

8. Exposure Management

- Any exposure, injury, or safety incident must be reported immediately and managed according to program protocol. Maintaining a safe learning environment is consistent with MBON public protection standards and CNEA expectations. [health.state.mn.us], [irp.cdn-website.com]

9. Non Compliance & Disciplinary Action

Failure to comply with lab or simulation guidelines may result in:

- Removal from lab or simulation
- Required remediation
- Loss of lab privileges
- Course failure
- Disciplinary action per the nursing program handbook
  These actions support program integrity and patient safety outcomes.
  [law.cornell.edu], [irp.cdn-website.com]