STUDENT POLICY HANDBOOK

Personal Copy

of

_____________________________________________________________________________________

You are responsible for the contents of this handbook.

Additional copies are available electronically on the nursing webpage at
www.northlandcollege.edu/programs/nursing

- Students with a disability that might affect their performance in this class or who wish to obtain a copy of this document in alternative formats (i.e., braille, large print, or audio tape), please contact Linnea Schluessler, ADA Director at (218) 683-8560.
- An Affirmative Action/Equal Opportunity Educator and Employer. NCTC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.
**Minnesota Board of Nursing Approval:**

Northland Community & Technical College’s (NCTC) AD Mobility Nursing Program is approved by the Minnesota Board of Nursing (MBON). By Minnesota Statute, the Minnesota Board of Nursing must approve nursing education programs conducted in Minnesota that prepare persons to be licensed as practical and professional nurses. On December 3, 2015, the MBON granted renewal of program approval to NCTC’s Associate Degree (AD) Nursing Program. This approval continues as long as the AD program maintains its national accreditation status with ACEN (see below). Requirements with the MNBON are updated on a yearly basis.

Initial approval was accorded by the MBON in 1976 with full approval granted in 1980. The program has had continuous MBON approval since that date.

Minnesota Board of Nursing
2829 University Ave SE Suite 200
Minneapolis, MN 55414
Telephone: 612-317-3000

**National Accreditation:**

We are pleased to announce that the AD Mobility Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Continuing accreditation was awarded in July of 2015.

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Telephone: 404-975-5000
# Table of Contents

I. Information .......................................................................................... 5  
   A. Mission and Philosophy .................................................................. 5  
   B. Nursing Framework ........................................................................ 6  
   C. AD Mobility Nursing Student Program Learner Outcomes .................. 7  

II. Admission Procedure ......................................................................... 8  
   A. Apply to Northland College: .......................................................... 8  
   B. Apply to the AD Mobility Nursing Program: ............................... 8  
   C. GPA Requirement: ........................................................................ 8  
   D. Current LPN Licensure: ................................................................. 8  
   E. IV Certification: ............................................................................ 8  
   F. Current CPR certification: ............................................................... 8  
   G. Background Study: ......................................................................... 9  
   H. Health Screening Database: ............................................................ 9  
   I. Entrance Exam: ............................................................................... 11  

III. Competitive Admission Procedure ....................................................12  
   A. Point System .................................................................................. 13  
   B. Program Courses ........................................................................... 14  
   C. Competitive Clinical Site Selection: ............................................. 15  

IV. General Program Requirements ..........................................................15  
   A. Core Nursing Curriculum ................................................................ 15  
   B. Technical Standards for Nursing Programs .................................... 15  
   C. Attendance .................................................................................... 16  
   D. Classroom Demeanor ..................................................................... 16  
   E. Exam Review .................................................................................. 16  
   F. Early or Late Exam Policy ............................................................... 16  
   G. Incompletes .................................................................................... 17  
   H. Assessment Technology Institute ..................................................17  
   I. Grading Requirements .................................................................... 19  
       Late Assignments ............................................................................ 19  
   J. Laptop Computers and student email ............................................19  
   K. Requirements for Students Who Fail ANY Nursing Course .......... 20  
   L. Readmission Policy ....................................................................... 20  

V. Integrity in Nursing ............................................................................ 20  
   A. Academic Honesty ....................................................................... 20  
   B. Social Networking ........................................................................21  

VI. Academic Termination from Nursing Program ...................................22  

VII. Clinical Requirements and Responsibilities ........................................23  
   A. Release of Information for Clinical Sites: .......................................23  
   B. Professional Boundaries in Clinical ..............................................23  
   C. Confidentiality in Clinicals ............................................................23  
   D. Professional Liability Insurance ...................................................23  
   E. Health Insurance ..........................................................................23  
   F. Health Screening ..........................................................................24  
   G. Dress Code ...................................................................................24  
   H. Allergy ..........................................................................................25  
   I. Blood Borne Pathogens ..................................................................26  
   J. Exposure Incident .........................................................................26  
   K. Transportation and Expenses Related to Clinical .........................26  
   L. Mandatory Clinical Attendace ......................................................26  
   M. Illnesses and/or injuries ................................................................28  

VIII. Professionalism ...............................................................................29  
   A. Expectations for Professional Conduct in AD Nursing Program ....29  
   B. Unsatisfactory Behaviors in AD Nursing Program .........................30  
   C. Anecdotal Notes ..........................................................................30  
   D. Consequences of Unprofessional Behavior ....................................33  

IX. Nursing Quality Improvement Committee ....................................... 34  

X. Student Complaints & Appeals .............................................................35  

XI. Data Disclaimer and Policy Changes ..................................................36  

APPENDIX A: Requirements for Failed Nursing Courses ..........................37  

APPENDIX B: Requirements for those readmitted to program .................39  

APPENDIX C: Code of Ethics for Nurses ..................................................40
Welcome to Northland Community and Technical College's Associate in Science Degree (AD) Mobility Nursing Program. Northland Community and Technical College offers an associate in science degree that qualifies the graduate to take the NCLEX-RN, the national licensing examination to become a registered nurse. The program admits only licensed practical nurses (LPNs) and is designed to be completed in two or three semesters.

This AD Student Policy Handbook is intended to provide information needed to experience success in the program. It contains the policies and procedures that relate to many aspects of your life as a nursing student at NCTC, in and out of the classroom. You are responsible for following the policies on these pages. Keep this handbook close at hand, as you will need to refer to it often during the entire program. As you look for answers to your questions, the nursing faculty can be a great resource. Other sources of information include the NCTC online student handbook, the online college catalog, course syllabi, and student services personnel.

The AD Mobility Nursing Program adheres to the policies in these documents and reserves the right to make changes through committee action. Please keep informed. Changes will be posted online on the nursing webpage and via email to students within the program.

The NCTC Nursing Coordinators are Kari Koenig, MS, RN (AD Mobility Nursing Program Director) and Dorinda Sorvig, MS, RN (PN Program Director). The AD Mobility Program is located on two campuses. The EGF program address is: 2022 Central Ave NE, East Grand Forks, MN 56721. The TRF program address is: 1101 Highway One E., Thief River Falls, MN 56701.

Kari Koenig can be contacted at 218-793-2524 or by email at: kari.koenig@northlandcollege.edu.
Dorinda Sorvig can be contacted at 218-683-8736 or by email at: dorinda.sorvig@northlandcollege.edu

The NCTC Dean of Health, Nursing and Public Services is Jodi Stassen, MS, RN. She can be contacted at 218-793-2539 or by email at: jodi.stassen@northlandcollege.edu.

A. Mission and Philosophy

The mission of the NCTC Nursing Program is to serve learners, society, and particularly the region through a collaborative approach in the educational preparation of nursing personnel.

The NCTC Nursing Program functions in conjunction with the mission and vision of NCTC. NCTC’s AD Mobility Nursing Program has multiple campuses and modes of delivery which are committed to inspire student success and cultivate a quality educational environment.

The educational philosophy of the AD Mobility Nursing Program incorporates the seven core values of the National League for Nursing Competencies Framework which includes caring, diversity, ethics, excellence, holism, integrity and patient centeredness (NLN, 2010). “These core values assist in fostering students’ development of human flourishing and nursing judgment. All nurses should display integrity, respect diversity in all forms, uphold given legal and ethical responsibilities and strive for excellence while promoting caring, holistic, patient centered care” (NLN, 2010).
The AD Mobility Nursing Program supports education as a life-long process incorporating a *spirit of inquiry*, supported by *evidence based research*. The faculties agree that students need to develop *nursing judgment* in their practice, develop a *professional identity* as a nurse and learn to support patients and families in development of their ongoing growth as human beings utilizing *teamwork and collaboration*. Life-long learning consists of acquiring knowledge, demonstrating proficient skills, developing ethical attitudes and values and initiating continuous *quality improvement*. This also includes maintaining *safety* standards and utilizing *informatics* to enhance patient *safety*.

Learning is fostered by individuals who are self-motivated, self-directed, and are active participants in the learning experience. This is best achieved in an educational environment that encourages creativity with a *spirit of inquiry*, and recognizes each learner’s uniqueness.

**B. Nursing Framework**

The NCTC AD Nursing Programs framework was developed by the National League for Nursing Council Competency Work Group in 2010.

The model consists of the following components:

1. **Core Values**: Seven core values, implicit in nursing’s historic paradigm, are foundational for all nursing practice. These values are caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. They are shown at the root of the model, to indicate that each type of nursing program and each type of competency must be grounded in each of these fundamental values.

2. **Integrating Concepts**: Emerging from the seven core values are six integrating concepts – namely, *context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork*. These concepts are shown as bands around the program types, illustrating their progressive and multidimensional development in students during their learning experiences. The critical feature of the bands is an enveloping feedback mechanism that acknowledges the ongoing advancement of nursing education, as new graduates return new learning, gleaned from multiple sources, to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing.

3. **Student Learner Outcomes**: The goals of nursing education for each type of nursing program can be summarized in four broad program outcomes. Nurses must use their skills and knowledge to enhance *human flourishing* for their patients, their communities, and themselves. They should show sound *nursing judgment*, and should continually develop their *professional identify*. Finally, nurses must approach all issues and problems in a *spirit of inquiry*. All essential program-specific core nursing practice competencies and course outcomes are subsumed within these four general aims.

4. **Nursing Practice**: “Unbounded by any closed structures, the four program outcomes converge into nursing practice depending on the program type” (National League of Nursing, 2010).

The NCTC AD program outcomes incorporate the four broad outcomes from the National League for Nursing Framework (Human Flourishing, Nursing Judgment, Spirit of Inquiry, Professional Identify) along with the six outcomes from the Quality and Safety Education for Nurses Project (QSEN) including patient centered care, teamwork and collaboration, evidence based practice, quality improvement, informatics, and safety (http://www.qsen.org).

**National League of Nursing, (2010)**. Outcomes and competencies for graduates of practical/vocational,
diploma, associate degree, baccalaureate, masters, practice doctorate, and research doctorate programs in nursing.

C. AD Mobility Nursing Student Program Learner Outcomes

1. NLN (Human Flourishing): Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

2. QSEN (Patient Centered Care): Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

3. NLN (Nursing Judgment): Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

4. QSEN (Safety): Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

5. QSEN (Informatics): Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

6. NLN (Professional Identify): Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

7. QSEN (Teamwork and Collaboration): Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

8. NLN (Spirit of Inquiry): Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

9. QSEN (Evidence Based Practice): Nursing Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

10. QSEN (Quality Improvement): Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
II. Admission Procedure

A. **Apply to Northland Community & Technical College:**
   If you have never been a student at NCTC, then you must apply before completing the application to the AD Mobility Nursing Program.

B. **Apply to the AD Mobility Nursing Program:**
   Once a student has been accepted to the college, he/she can then apply as a candidate for the AD Mobility Nursing Program. Applications must be received by February 28 to be considered for priority admission for the fall full-time program and by September 30 to be considered for priority spring part-time program. Students applying for admission to the AD Mobility Nursing Program are chosen competitively.

C. **GPA Requirement:**
   To be eligible for the AD Mobility Nursing Program a student must have a total cumulative GPA of 2.5 or higher (this includes courses taken at NCTC if the student has taken 12 credits. If they have taken less than 12 NCTC credits, courses taken at all previous colleges will be included as well). A student must be in good academic standing which means the student has successfully completed a minimum of 67% of cumulative attempted credits. Credits for which a grade of “W” is received are considered attempted credits but not successfully completed for the purpose of monitoring satisfactory academic progress. A “W” does not impact GPA, but does negatively impact the cumulative completion percentage. Students on academic probation or academic suspension will not be eligible for the AD Mobility Nursing Program.

D. **Current Licensed Practical Nurse (LPN) Licensure:**
   All students must maintain a current LPN license. New PN graduates that graduate the month prior to the start of the AD Mobility Nursing Program have six weeks from the start of the semester to obtain their licensure. All students must maintain a current LPN license from either the United States or Canada throughout the program. Should an LPN’s license become encumbered, suspended, or revoked while enrolled in NCTC’s nursing program, that student will be barred from clinical nursing courses and unable to progress in the nursing program.

E. **IV Competency:**
   IV Competency is required prior to being admitted to the nursing program
   An Intravenous Therapy Course documented on a transcript. PNSG 1232, Advanced IV Therapy Course (1 credit) or PNSG 1278 Invasive Nursing Therapies OR
   A certification of completion of an approved state board of nursing IV course OR
   Documentation from an employer that the student is competent in IV technical skills.

F. **Current CPR certification:**
   Proof of current CPR certification including infant, child, adult, one person, and two person CPR is required prior to all clinical courses. Accepted certifications include CPR for the Healthcare Provider or Basic Life Support by the American Heart Association OR CPR for the Professional Rescuer by the Red Cross. Students who do not have a current CPR certification will not be allowed to participate in clinical and will need to make up the clinical day(s) missed according to AD Mobility Nursing Program’s Clinical make up policy
G. **Background Study:**

It is mandatory to complete the Minnesota Department of Human Services Licensing Division Background Study and the approved National Background study after acceptance to the program. Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Failure to participate in a clinical placement required by the academic program would result in ineligibility to qualify for a degree in this program. Evidence of approval to provide health care must be on file to be eligible to begin the AD Mobility nursing program. The cost for the Minnesota Background Study is $20 which is charged to the student through fees. The student is responsible for the cost of the required fingerprinting ($9.10). The instructions for the MDH background study are handed out to students at pre-orientation meetings once accepted into the program. The instructions can only be provided for each student after college nursing personnel verify student identification by visualizing the student’s photo ID. The national background study will cost approximately $50 which is paid directly by the student at the time of completing the study.

Minnesota and National Background studies for the AD Mobility Nursing Program will be completed upon admission to the program. The National background study will be completed annually prior to its expiration date.

H. **Health Screening Information via a NCTC approved tracking system:**

To protect the health of students, patients, employees and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a Health and Human Services Program (HHSP) to provide dates of current immunizations against certain vaccine preventable diseases, and date and results of current tuberculosis (TB) screening **before the student is eligible to participate** in clinical training, unless an exception applies. HHSP students must comply with both Minnesota law and clinical facility requirements related to immunization and testing. Students are NOT allowed to participate in clinical education experiences without documentation of COMPLETED program immunization requirements. All NCTC health policies must be met in order to progress within the AD program. (NOTE: Health policies are subject to change at any time.). Student immunizations will be tracked through an approved data base. Students are required to create an account (at the cost of $35.00) and keep all immunizations current through the data base.

Clinical health requirements include:

Health and immunity requirements include but are not limited to:

- Diphtheria/tetanus required within the last 10 years. Healthcare students are encouraged to obtain a Tdap booster ASAP if they have not had one previously (regardless of when their last Td booster took place).

- Either a negative two step Mantoux test OR a negative Interferon Gamma Releases Assay (IGRA) blood test (upon entering the program) or
  - Chest x-ray if student has experienced a positive TB along with a letter from a healthcare provider indicating they are medically cleared to provide direct patient care.
  - After entering the program students must complete a yearly TB test (either IGRA or the TST).

- Two doses of MMR or
- Evidence of immunity against rubella, rubeola and mumps
- Two doses of varicella (chicken pox) vaccine or
  - Evidence of immunity against varicella (titer).
- Three doses of Hepatitis B vaccine or
  - Evidence of immunization against Hepatitis B virus
  - Evidence of immunity against Hepatitis B.
- Annual vaccination for seasonal influenza.

Current CPR Certification:
As a nursing student, you will come in contact with patients that range from infants to the elderly. Because of this, you must certify in a CPR/Basic Life Support course that includes a paper pencil test and hands-on skills verification of competency of the following:
- 1 and 2-Rescuer CPR (adult, child, infant)
- AED use (adult, child)
- Bag-mask use (adult, child, infant)
- Rescue breathing and choking (adult, child, infant)
CPR certifications accepted include: CPR for Health Care Providers or Basic Life Support for Health Care Providers (American Heart Association) or CPR for the Professional Rescuer (Red Cross.)
Submit your documentation verifying current CPR verification by:
- bringing a copy of the documentation to the Jodi Palmiscno, the Health Screening Verification Specialist, office suite 405B.
- scanning the documentation and send it via email to HSFverify@northlandcollege.edu OR
- sending a copy of the documentation by US mail to Jodi Palmiscno, Health Screening Verification Specialist Northland Community & Technical College 2022 Central Ave NE East Grand Forks, MN 56721

Please see Allied Health & Human Services web page for more detailed information: http://www.northlandcollege.edu/healthprograms/immunization.php

All pregnant students should consult their obstetrician before receiving HBIG, hepatitis B vaccine or any viral vaccine.

Students not current in any of the health requirements will not be allowed to participate in clinical and will need to appeal to the nursing appeals committee for an attempt make up missed clinical day(s).

If any of the requirements expire during the semester and the student does not update the approved data base before the next clinical day, they are required to bring documentation of the updated item to their clinical faculty and much update the data base prior to the next clinical day. If the approved data base is not updated and the student does not bring the documentation to their clinical faculty prior to the start of the clinical day, the student will be dismissed from clinical and be required to make up the clinical day per AD Student Handbook (through the appeals method).
In addition, the instructor will complete an anecdotal note for violation of the associated course outcome. See the information on anecdotal notes.

I. NACE I Foundations of Nursing Entrance Exam:
Students must take the NACE I Foundations of Nursing Entrance Exam prior to the application deadline for the cohort they are applying to.
NACE I Foundations of Nursing has individual questions involving clients with common health problems. The nursing process – assessing, analyzing, planning, implementing and evaluating – is applied in items throughout the test. The questions include a sample of situations involving clients in health care settings with one or more of several conditions. See specific information available in the program.

- The student will register for NURS 0003 NACE Entrance Exam. If the registration window is closed, the student may contact the Nursing Department - Administrative Assistant on the EGF or the TRF campus to register for NURS 0003. NURS 0003 AD NACE Entrance Exam is 0 credits and $0 charge to register for the class, but a $65.00 fee is assessed prior to taking the exam. This fee can be paid via e-services, or through the NCTC bookstore or business office during posted hours. Students may only take the NURS 0003 AD NACE Entrance Exam once per semester.

- The NURS 0002 NACE Entrance Exam Course will be available in D2L Bright space (Desire 2 Learn Information Management System) 24 hours after registration for the course is completed. Students will have access to the course for 12 months from the end of the term of registration (Example: Fall 2016 course will be open until December 31, 2017. Example: Spring 2017 course will be open until May 31, 2018).

  - The COURSE CONTENT in D2L will include the following materials: An exam description and exam technical manual. There are instructions in the course on how to register with NLN to take the exam. The NACE Entrance Exam will be administered in a proctored environment. Exam schedules can be found at the nursing website at www.northlandcollege.edu/nursing.

The student is allowed take the NACE entrance exam one time each semester. Exam results are valid for AD Mobility Nursing Program admission for three years.

Requirements for taking NACE Nursing Foundations Entrance Exam:
- No personal items are allowed at the student’s station/table during testing.
- A photo ID must be presented to the proctor at the test site.
- Time limit to complete the exam is two hours.
- The student will submit the exam electronically.
- The student will receive admission points based on their exam results. See admission rubric.

The significance of Math throughout the AD Mobility Nursing Program:
Success in your Math requirements through the Practical Nursing program you attended, assures the nursing department that you have a minimal level of nursing math knowledge to enter the program. Math will be reinforced throughout the program in

- NURS 2110 Health Assessment & Professional Skills: The student will be required to determine drug dosages in a simulated test out situation (you will have two attempts to pass). There are also math questions incorporated into exams for this course.
- NURS 2125 Clinical I: The student will be required to pass a 10 point proctored math exam with 100% accuracy to pass Clinical I (you will have three attempts to pass).
- NURS 2135 Clinical II: The student will be required to pass a 10 point proctored math exam with 100% accuracy to pass Clinical II (you will have three attempts to pass).
- NURS 2123 Nursing Interventions I: There are math questions incorporated into exams and math problems to calculate during simulation scenarios.
NURS 2131 Nursing Interventions II: There are math questions incorporated into exams and math problems to calculate during simulation scenarios.

III. Competitive Admission Procedure

Students applying for admission to the AD Mobility Nursing Program are chosen competitively. Before a student completes the application to the AD Mobility Nursing Program, the student must apply to be accepted as a student to Northland Community and Technical College.

Once a student has been accepted to the college, he/she can then apply as a candidate for the AD Mobility Nursing Program itself. Students are chosen competitively based on their score on the NACE, Nursing Foundations Entrance Exam, current GPA, grades previously achieved in the required pre/co-requisite sciences and the number of completed co-requisites taken prior to the selection process.

Table 1 shows how the competitive point system is determined. Emphasis is given to grades in science courses. The cut off point for the selection process is determined by the number of applicants and their points achieved. It may be higher or lower depending upon the applicant pool. If a tie occurs, priority selection will be given to the candidates according to the date of completion of the application to the AD Mobility Nursing Program.

To be eligible for the AD Mobility Nursing Program a student must have a total cumulative GPA of 2.5 or higher (this includes courses taken at NCTC if the student has taken 12 credits. If they have taken less than 12 NCTC credits, courses taken at all previous colleges will be included as well). A student must be in good academic standing which means the student has successfully completed a minimum of 67% of cumulative attempted credits. Credits for which a grade of “W” is received are considered attempted credits but not successfully completed for the purpose of monitoring satisfactory academic progress. A “W” does not impact GPA, but does negatively impact the cumulative completion percentage. Students on academic probation or academic suspension will not be eligible for the AD-Mobility Nursing Program.

Actual selection to the AD Mobility Nursing Program is determined by a Selection Committee that may consists of any combination of the following: Nursing Coordinator/AD Nursing Director, Nursing Advisors, Dean of Health, Nursing and Public Services, nursing faculty members, personnel from student service. The selection committee reviews each applicant and verifies the scores before selection is made.

Application deadline is September 30th for spring start, and February 28th for the fall start. Students will be notified of acceptance or non-acceptance into the program by October 31st for the spring start, and March 31st for the fall start.
**A. Point System:** To be re-evaluated after each cycle of admissions and updated as needed.  
**NCTC AD Mobility Admission Criteria**

<table>
<thead>
<tr>
<th>NACE Exam Results</th>
<th>Points Possible</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% or above</td>
<td>5 points</td>
<td></td>
</tr>
<tr>
<td>75%-79%</td>
<td>4 points</td>
<td></td>
</tr>
<tr>
<td>70%-74%</td>
<td>3 points</td>
<td></td>
</tr>
<tr>
<td>65%-69%</td>
<td>2 points</td>
<td></td>
</tr>
<tr>
<td>60% - 64%</td>
<td>1 point</td>
<td></td>
</tr>
<tr>
<td>59% or below</td>
<td>0 points</td>
<td></td>
</tr>
</tbody>
</table>

**Grade Point Average**

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.6- 4.0</td>
<td>3 points</td>
</tr>
<tr>
<td>3.0- 3.5</td>
<td>2 points</td>
</tr>
<tr>
<td>2.5- 2.9</td>
<td>1 point</td>
</tr>
</tbody>
</table>

**Required Science Courses**

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Your Points</th>
</tr>
</thead>
</table>
| Pre-requisite BIOL 2252 Anatomy & Physiology I | A = 3 points  
 B = 2 points  
 C = 1 point  
 Z = 0.5 points* |
| Pre-requisite BIOL 2254 Anatomy & Physiology II | A = 3 points  
 B = 2 points  
 C = 1 point  
 Z = 0.5 points* |
| Pre-requisite BIOL 2221 Microbiology | A = 3 points  
 B = 2 points  
 C = 1 point  
 Z = 0.5 points* |
| Co-Requisite CHEM 2205 Survey of General/Organic/Bio Chemistry (Three extra points for taking the preferred NCTC CHEM 2205) | A = 3 points  
 B = 2 points +  
 C = 1 point  
 Z = 0.5 points*  
 CHEM 2205 = 3 points  
 CHEM 2205 Z = 0.5 points* |
| Co-Requisite BIOL 2256 Advanced Physiology. (One extra point for taking BIOL 2256) | A = 3 points  
 B = 2 points  
 C = 1 point  
 Z = 0.5 points |
| BIOL 2256 = 1 point  
 BIOL 2256 Z = 0.5 points* |

**Pre/Co Requisite Completion**

<table>
<thead>
<tr>
<th>Required Points</th>
<th>Your Points</th>
</tr>
</thead>
</table>
| Prerequisite ENGL 1111 Composition I | Yes = 1 point  
 No = 0 points  
 Z = 0.5 points* |
| Co-Requisite SPCH 1101 Intro to Public Speaking | Yes = 1 point  
 No = 0 points  
 Z = 0.5 points* |
| Prerequisite PSYC 2201 Developmental Psychology | Yes = 1 point  
 No = 0 points  
 Z = 0.5 points* |
| Co-Requisite Social Science (SOCl 1101 Intro to Sociology OR PSYC 2215 Abnormal Psychology OR ANTH 2202 Cultural Anthropology) | Yes = 1 point  
 No = 0 points  
 Z = 0.5 points* |
| Co-Requisite Humanities PHIL 1102 Ethics OR PHIL 2210 Morals and Medicine | Yes = 1 point  
 No = 0 points  
 Z = 0.5 points |
| Minnesota Transfer Curriculum Credits must = 30 credits | Yes = 1 point  
 No = 0 points  
 Z = 0.5 points |
| Mathametic Requirement Met | Yes  
 No (not eligible for admission) |
| IV Requirement Met | Yes  
 No (Not eligible for admission) |

*Z = In progress*

**Total Points Possible = 33**
### B. Program Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2221</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2252</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2254</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1111</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2201</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**IV Certification**

A. An Intravenous Therapy Course documented on a transcript.
   - PNSG 1232 Advance IV Therapy Course (1 credit), PNSG 1278 Invasive Nursing Therapies OR
B. A certification of completion of an approved state board of nursing IV course OR
C. Documentation from an employer that the student is competent in IV technical skills.

---

**Co Requisite Course Work.**

To increase your probability of selection to the AD Mobility Nursing Program; plan ahead.

Concentrate on performing well in your science classes and take your co-requisite sciences and other co-requisite courses prior to getting into the PN program if possible. A student with a C average in their sciences and all co-requisites completed will only have 11 points towards admission and will not be considered for admission. A student with an A average in their sciences and all co-requisites completed will have 23 points. Minimum points typically required for admission (or alternate status) is 13.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2256</td>
<td>Advanced Physiology</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 2205</td>
<td>Survey General/Organic/Bio Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 1101</td>
<td>Intro to Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1102</td>
<td>Ethics OR Morals and Medicine</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MN Transfer Curriculum Area G5</td>
<td>CHOOSE one History/Social Elective from the following list: ANTH 2202 Cultural Anthropology (3 credits) OR PSYC 2215 Abnormal Psychology (3 credits) OR SOCI 1101 Intro to Sociology (3 credits)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education Credits** | **30**

**Nursing Credits**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN</td>
<td>Practical Nursing Credits: All nursing students receive 13 credits of advanced standing for their Practical Nursing Program</td>
<td>13</td>
</tr>
<tr>
<td>NURS 2110</td>
<td>Health Assessment &amp; Professional Skills</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2121</td>
<td>Psychosocial Integrity</td>
<td>2</td>
</tr>
<tr>
<td>NURS 2123</td>
<td>Nursing Interventions I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2125</td>
<td>Clinical I</td>
<td>4</td>
</tr>
<tr>
<td>NURS 2131</td>
<td>Nursing Interventions II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 2133</td>
<td>Professional Role</td>
<td>2</td>
</tr>
<tr>
<td>NURS 2135</td>
<td>Clinical II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Nursing Credits** | **34**

**Total Credits for Associate Science Nursing** | **64**
C. Competitive Clinical Site Selection:

Selection of students for the AD Mobility Nursing Program is made on a point system. The AD Mobility Nursing Program sends out acceptance emails to all the applicants at the same time. Students with the highest points receive a seat in the program. When students are accepted into the AD program, they are provided a link for completing an acceptance survey. At this time, the student is able to select which site he/she prefers for clinical, ranking several choices. Clinical sites are granted in the order of the dates students complete the acceptance survey.

Once accepted, there are specific documents that need to be returned to the nursing department. Clinical eligibility is based on completion of these documents.

Clinical sites change in the 2nd semester of the program if numbers in the program have fluctuated. The AD Program preference is to keep the same students at the same clinical sites and with the same faculty for both Clinical I and Clinical II, however adjustments may need to be made.

IV. General Program Requirements

A. Core Nursing Curriculum

To be eligible for an Associate in Science Degree in Nursing, all students must fulfill the general requirements of Northland Community and Technical College, as well as those specific to the nursing program. Nursing courses must be completed in the sequence stated. Although not recommended, only those courses not contained in the "CORE NURSING CURRICULUM" may be taken after completion of the nursing curriculum.

- CORE NURSING CURRICULUM include:
  - Chemistry 2205 - Survey of Chemistry or an accepted college level chemistry with lab
  - Biology 2256 - Advanced Physiology
  - All nursing classes

- A minimum of 64 semester credits must be earned prior to graduation.

- Students must obtain a minimum of a "C" in all required program courses to successfully complete the nursing program.

- The sequence requirements and prerequisites specified for each course must be met before that course is taken unless permission has been obtained from the director of the nursing program.

B. Technical Standards for Nursing Programs

- These technical standards are required abilities for effective performance in Minnesota State nursing education programs. The standards are compatible with the scope of practice as defined by the Minnesota State Board of Nursing. The examples show how a standard may be applied in entry-level nursing education programs. The examples listed are for illustrative purposes only, and not intended to be a complete list of all tasks in an entry-level nursing program. See Appendix G to review the Technical Standards for Entry-Level Nursing Programs.

- Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. Contact the Academic success center as soon as possible for more information if you think you may need an accommodation for a disability. The contact person for the EGF and TRF campuses is Linnea Schluessler, telephone number 218-683-8560 or e-mail linnea.schluessler@northlandcollege.edu
C. Attendance

Regular classroom attendance is expected. Quizzes and writing assignments which may occur during the class period may or may not be made up at the discretion of the instructor. Tape recording of the classroom lectures may be done only with the instructor’s permission. Recordings are to be destroyed at the completion of the nursing program and are not to be shared with others outside of the nursing program.

D. Classroom Demeanor

Students are required to abstain from behavior which disrupts the concentration of class on the subject at hand. Examples of such behavior include (but are not limited to): arriving late, talking without permission of the instructor, being disrespectful to instructor and other students, and leaving before the dismissal of the class. Disruptive behavior may be considered grounds for dismissal from the class. Cell phones are not allowed to be used in the classroom (unless guided by the instructor for an activity). Smart watches, or any other device that can receive a text message are prohibited during exams. A Students may be asked to leave the classroom for the class period if disruptive behavior occurs). Failure to adhere to these rules may be grounds for an anecdotal note and dismissal from the program (see page 31 under anecdotal notes). Additionally, please refer to Northland Community and Technical College Policy 2110 – Student Code of Conduct for further information.

E. Exam Review: Due to the need to review statistical analysis on each exam, students will not be able to see their grades immediately upon completing the exam. During the first 10 minutes of class the week following the exam, students will be able to enter D2L and review their exam. The questions answered incorrectly by the student will appear. Students may make an appointment with faculty about exam questions and/or their exam grade within 5 business days after their exam questions have been made available for viewing. Students must include the question and supporting documentation for the answer the student believes should be correct. Exam questions and grades will only be considered if the student has contacted the faculty during the 5 business day time period.

F. Early or Late Exam Policy

Refer to individual course syllabi for additional faculty exam policies. For example, some faculty require prior notification in order to earn the privilege of an early late exam deduction rather than a zero.

**First Early or Late Exam Criteria:** If a student must miss a scheduled exam date within the course, s/he will have five business days to make it up. A 5% deduction (from the maximum exam points) will be applied to the exam score. If a student chooses not to make up the exam within the five business days, a zero will be applied to the grade book. The student will move to the Second Early or Late Exam Criteria regardless of whether the exam was made up or not.

**Second Early or Late Exam Criteria:** If a student must miss a second scheduled exam date within the course, s/he will have five business days to make it up. A 10% late deduction (from the maximum exam points) will be applied to the exam score. If a student chooses not to make up the exam within five business days, a zero will be applied to the grade book. The student will move to the Third Early or Late Exam Criteria regardless of whether the exam was made up or not.

**Third Early or Late Exam Criteria:** If a student must miss a third scheduled exam date within the course, s/he will have five business days to make it up. A 25% late deduction (from the maximum exam points) will be applied to the exam score. If a student chooses not to make up the exam within the five business days, a zero will be applied to the grade book. The student will move to the Fourth Early or Late Exam Criteria regardless of whether the exam was made up or not.
Fourth Early Late Exam Criteria: If a student misses a fourth exam, the score will automatically become a zero. All further late exams will also result in a zero.

EXAMPLE:
Sammy Student is taking Psychosocial Nursing this semester and the following occurs:
Sammy misses Unit 1 exam, makes up within 5 days. Sammy receives a 5% deduction.
Sammy misses Unit 4 exam, makes up within 5 days. Sammy receives a 10% deduction.
Sammy misses Unit 5 exam, makes up within 5 days. Sammy receives a 25% deduction.
Sammy misses Unit 7 exam. She will receive a zero.
Sammy does not make up an exam within 5 days. She will receive a zero

General Notes about taking Late Exams
All tests that are not made up within the five business day time frame from the original exam due date/time, will result in a zero for the test REGARDLESS of rationale (including emergencies).

If the early/late deduction results in the inability of the student to pass the course, the student may appeal to have the deduction waived. The appeal must be sent to the Nursing Appeals Committee by midnight of the Friday before finals week. Students are expected to carefully monitor his/her D2L grade book. The student may need to consider withdrawing from the course and to weigh the possible consequences to GPA, nursing program progression and financial aid status.

Failure to take an exam at the scheduled make-up time will result in a zero for the exam.

G. Incompletes
Students may request of an instructor that he/she be assigned a grade of incomplete (I). A grade of “I” may be assigned at the discretion of the instructor in exceptional circumstances and is a temporary grade. It is to be given only to students who cannot complete the course work on schedule because of illness or other circumstances beyond the students’ control. An incomplete grade will automatically become an “F” grade at the end of the next semester.

H. Assessment Technology Institute
The NCTC mobility nursing department is partnered with Assessment Technologies Institute (ATI), which is an NCLEX preparation and nursing education company. They have many resources that students will utilize in all of their nursing courses. The purchase price will cover the entire ATI package. Students will receive the ATI books and the online user codes at the beginning of the semester. Faculty will also be assisting with this. The nursing department has worked with ATI to bundle resources with a live review course that will be offered on campus in May to assist you in preparing for your NCLEX exam. The cost of this bundled product ($688) is associated with Psychosocial Integrity (NURS 2121) course and will be run through the campus bookstore. It will appear on your student account as a “sale of nontaxable supplies and service” on the seventh day of the semester. Financial Aid, third party payment, and/or personal payment can be applied to this. You CANNOT use someone else’s previous ATI purchase.
ATI offers an assessment driven review program designed to enhance student NCLEX-RN success. Students are required to purchase a subscription to ATI at the beginning of the RN Nursing Program. The fee for ATI will be run through the book store and this will show on students’ accounts as a bookstore charge with the Health Assessment and Professional skills course. Northland Community & Technical College integrates ATI as a comprehensive assessment and review program for all nursing students throughout the RN Nursing Program.
The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content. ATI activities and assessments will be assigned to specific courses as indicated on individual course syllabi.

**ATI Practice Exam:** Admission Ticket for taking the proctored exam. Student will take the ATI Practice exam A and achieve a 90%. It can be taken as many times as needed. Students must submit a transcript to the D2L Bright space assignment area stating that a 90% was achieved the practice exam. There is also a practice exam B available if students desire to take it for extra preparation. Approval to take the proctored exam will only be granted if the practice test results are submitted by the due date.

- Two points will be awarded to the student only if the practice tests results are submitted by the required due date. If the results are not submitted by the required due date, a 0 will be awarded for the practice test and the student will not be allowed to take the proctored test until the practice test is completed (with 0 points awarded). If this happens, the student will take the proctored test at a later date and receive a one point deduction from the level achieved (see below).

**ATI Proctored Exams:**
The student will take the proctored exam in class as assigned. Proctored tests are graded by proficiency levels. A proficiency level of 2 or 3 is the desired level for passing NCLEX exam on the specified content. The proctored ATI test must be completed in order to pass the course.

**ATI Proficiency Level Definitions:**
- **Proficiency Level Three:** very likely to exceed NCLEX standards in this content area
- **Proficiency Level Two:** fairly certain to meet NCLEX standards in this content area
- **Proficiency Level One:** likely to just meet NCLEX standards in this content area
- **Proficiency Below Level One:** not currently meeting NCLEX standards in this content area

**ATI Remediation:**
Student studies missed topics using ATI Focused Review by specified course due date for remediation points. Student submits a record from ATI to the appropriate drop box, showing the amount of time spent in the ATI focused review. Points will not be awarded if remediation is not completed and submitted by the due date.
ATI Practice and proctored exams must be completed in order for the student to pass the course.

<table>
<thead>
<tr>
<th>ATI practice test</th>
<th>ATI Proctored Exam</th>
<th>Remediation</th>
<th>Remediation Points</th>
<th>Total points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 points</td>
<td>Level 3 = 8 points</td>
<td>Not required</td>
<td></td>
<td>2 + 8 = 10</td>
</tr>
<tr>
<td>Score of 90% is required to receive the points.</td>
<td>Level 2 = 6 points</td>
<td>1 hour</td>
<td>2 points</td>
<td>2 + 6 + 2 = 10</td>
</tr>
<tr>
<td></td>
<td>Level 1 = 3 points</td>
<td>2 hours</td>
<td>2 points</td>
<td>2 + 3 + 2 =7</td>
</tr>
<tr>
<td></td>
<td>Below Level 1 = 2 points</td>
<td>3 hours</td>
<td>2 points</td>
<td>2 + 2 + 2 = 6</td>
</tr>
</tbody>
</table>

NOTE: If the proctored exam is not taken at the scheduled time and location, the student will receive one point less than the level achieved (example, if they receive level 2, they will receive 5 points instead of 6). The student must make arrangements with the course instructor within 5 business days to make up the proctored exam.

I. Grading Requirements

All required courses for AD Mobility Nursing Program must be completed with a grade of “C” or better. Chemistry 2205 - Survey of Chemistry or other college level chemistry MUST BE successfully completed PRIOR to enrolling in your last semester of nursing courses.

You MUST pass your tests in each of your nursing courses by 80% cumulatively in order to pass your classes (the only exception is NURS 2133: Professional Role, and NURS 2125, 2135: Clinical I and II where grades are added across). If an 80% cumulative test score is not achieved, your quizzes and assignments will not be added in, and the grade for the course is the grade received on the cumulative test scores. No Rounding of scores.

A = 94 – 100%
B = 86 - 93%
C = 80 – 85%
D = 74- 79%
F = below 74%

• ALL graded assignments are due PRIOR to the due date/time they are due. Late assignments will not be accepted and will receive a 0 for a grade.

J. Laptop Computers & Student Email

Laptop computers with networking capabilities are required as an integral part of the student’s learning in the AD Mobility Program. Information concerning network capacity is available through Information Technology Services (ITS) on each campus. All college policies concerning laptop applications will apply. Current laptop requirements are posted on the AD program web page. ALL associate degree nursing students are required to have a working laptop computer that meets all college and program specifications. A functioning computer is required to take tests in the classroom. Save and backup electronic copies of all your course-related documents, including assignments submitted. Contact ITS if you have ANY problems with formatting documents, saving documents, getting on the NCTC network at school, accessing/utilizing email. Email is the official means of communication for the college. Check your NCTC email account DAILY. Read the email you receive from NCTC instructors, staff AND the RN Advisor.
K. Requirements for Students Who Fail ANY Nursing Course

Students may be required to repeat nursing courses, or portions of nursing courses, upon failing a Core Nursing Curriculum Course (NURS courses, CHEM 2205, BIOL 2256) in the AD Mobility Nursing Program.

Students, who need to retake courses, may have to take the course at a different site. Students are NOT guaranteed a seat in the site of their choosing.

See Appendix A for further information regarding requirements for failed nursing courses.

L. Readmission Policy

If a student has been terminated from the AD Mobility Nursing Program, the student may apply for readmission to the program as a new student. The student must complete all the steps originally required to get into the program, including the selection process. The student is not guaranteed a spot in the program.

The student will be required to take all nursing courses over again unless an appeal has been granted to the student. Once the student has been accepted into the program, the student may appeal in writing to the nursing coordinator/director and nursing faculty to be exempt from retaking nursing courses he/she has previously passed. The student must submit in writing the courses he/she would like to be exempt from retaking and why the student believes he/she will be successful in the AD Mobility Nursing Program if the courses are not retaken. This needs to be sent in writing to the nursing coordinator/director prior to the start of the semester for which the student is registering.

Nursing faculty will meet and make a decision as to the student's ability to be successful in the program without taking specific courses over. The decision will be communicated to the student applicant in writing along with the readmission criteria. Factors to be considered in the appeal process include:

- The student's written request.
- The student's former performances: Grades, clinical evaluations, and the reason for withdrawal or termination.

A student may be admitted to the program two times. After the second admission to the program the student will not be eligible for admission a third time.

V. Integrity in Nursing

Nursing is a helping profession which requires that its practitioners adhere to high standards of ethical conduct. The nurse/nursing student embracing this code of ethics accepts the trust and responsibility invested in him/her by the client and that person’s family. It follows that responsibility for honesty in learning is an integral part of a nursing education program.

A. Academic Honesty

Students are expected to maintain academic honesty in the classroom and clinical settings. Academic dishonesty refers to misconduct related to academic assignments or examinations, plagiarizing or other misconduct directly related to the academic learning experience. Plagiarism is the unacknowledged use of another person’s work (either word for word or in the substance of an idea) or in one’s own work
offered for credit. Plagiarism, cheating, and possession and/or distribution of examinations will be handled as a scholastic matter (i.e. failing the assignment and/or the course). A breach of integrity or honesty includes, but is not limited to:

- Looking at, or copying from another student’s test paper and/or collaboration during a test with any other person by giving or receiving information without authority;
- Using materials during a test not authorized by the instructor.
- Communicating by any means with another student during a test.
- Having crib notes or using unauthorized text or papers during a testing situation.
- Changing an answer on a test after it is graded.
- Any false statement or piece of information deliberately presented as being true.
- Presenting another’s work as one’s own.
- Removing tests or answer sheets or the final exam from the classroom.
- Having materials (cell phones, purses, etc.) out on the desktop, or on your person, during a testing situation other than items approved by the instructor.
- Providing answers to exam questions during an exam or while leaving the exam.
- Completing an electronic test outside of the designated classroom and time period.
- Taking electronic or photographic reproductions of a test/quiz.
- Stealing, buying, sharing, or otherwise obtaining all or part of an un-administered test or information about said test.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval by the instructor.

B. Social Networking

Social media sites such as: Facebook, You Tube, Snap Chat, My Space, Twitter, Instagram, allnurses.com, blogs, etc. provide the ability for students to communicate with and receive support from their peers. However, students need to be aware that publishing information on these sites may be public for anyone to see and could be traced back to them as individuals. HIPAA guidelines must be followed at all times. Information concerning clients/clinical rotations must not be posted in any online forum or webpage. Students are legally responsible for anything that may be posted in social media forums.

Social Network Policy

The NCTC Nursing Program values integrity and professionalism with high regard. The American Nurses Association (ANA) developed the Code of Ethics for Nurses “as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession”
Provision 3 of the ANA Code of Ethics (2001) states, “The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient” (p. 1). This provision encompasses privacy, confidentiality, protection of participants in research, standards and review mechanisms, acting on questionable practice, and addressing impaired practice. In addition to NCTC’s academic honesty and confidentiality statements, social network is a separate entity. Social network(s)/social media include but are not limited to:

- Social Networking Sites (Facebook, Myspace, Foursquare, Twitter, Instagram, snapchat, Linkedin)
- Micro-blogging sites (Twitter)
- Blogs (including company and personal blogs as well as comments)
- Video and Photo Sharing Websites (Flickr, YouTube)
- Forums and Discussion Boards (Google Groups, Yahoo! Groups)
- Online Encyclopedias (Wikipedia, Sidewiki) (AMP3 PR Social Media Guidelines 2014)

To promote integrity and professionalism related to social networks/media, nursing students will NOT:

- Identify themselves as ‘checked in’ or ‘at’ a clinical facility or lab.
- Engage in social media during clinical, lab, lecture and/or tests.
- Share or post ANY information about their experience at the clinical facility or lab, i.e., “I had a good day at clinical” or “I took care of a patient who had…”.
- Share any photos of themselves, their patient(s), classmates, or the clinical facility or lab.

All reports of student academic honesty/integrity misconduct will be investigated and reported to the Dean of Health, Nursing, and Public Services and college policy regarding academic integrity may be applied. A Zero (0) grade for the academic activity (exam, assignment, etc) and/or NURS course may be given. This breach in academic integrity could lead to dismissal from the nursing program.

VI. Academic Termination from Nursing Program

Academic termination from the nursing program will occur if the student

- Is unsuccessful at more than one course or
- Is unsuccessful at the same course twice within the nursing curriculum.

If the student fails to complete a repeated course with a grade of C or better on the second attempt, or fails to complete a second nursing course with a grade of C or better in the AD program, the student will be ineligible to progress in the nursing program.

A withdrawal constitutes an attempt for a course and will count as one failure to complete the course. Final grades of D, F, and W for a course are considered unsuccessful attempts. Extenuating circumstances will be considered on a case by case basis.
VII. Clinical Requirements and Responsibilities

A. Release of Information for Clinical Sites:
Students will be required to sign a Release of Information which allows the college to notify the clinical site of the students who will be attending clinical at their facility. If the clinical facility refuses to accept a student, the nursing program will attempt to place the student in an alternative facility placement. If no alternative facility placement is available, the student will be unable to fulfill the requirements to successfully complete the nursing program and may be terminated from the nursing program.

B. Professional Boundaries in Clinical
Health care professionals and nursing students are expected to maintain appropriate professional boundaries. Boundaries are defined as limits that protect the space between the professional’s power and the client’s vulnerability. Maintaining appropriate boundaries enables control of this power differential and allows for a safe connection between the professional and client, based on the client’s needs.

A boundary violation occurs when a professional exploits the professional-client relationship to meet personal needs rather than client needs. This violation breaches the fundamental nature of care that obligates the professional to place client’s needs first. Clients can expect the nurse/nursing student to act in their best interests and refrain from inappropriate involvement. In the client’s personal relationships, the nurse/nursing student should promote the client’s independence.

C. Confidentiality in Clinical
Patient confidentiality cannot be emphasized enough. The patient has the legal right to confidentiality of his/her care and the nurse has a legal responsibility to safeguard the patient’s confidentiality. Students may not give information about a patient or occurrence to anyone not on the clinical facility staff. The students may not sign, as a witness, any legal documents such as surgical permits, wills, advance directives, power of attorney, code status, etc. Conversation relating to patients is permitted only in the clinical and clinical conference areas and the classroom. Patients or any clinical occurrences are not to be discussed in public places such as the cafeteria, student lounge, or at home. Students may not photocopy, or transmit electronically any private health information or any part of the patient medical record. Failure to maintain patient confidentiality may result in immediate program probation, suspension, or expulsion. Students are responsible to follow all HIPAA guidelines and facility policies.

Students violating any identifying information and this policy will be investigated and reported to the Dean of Health, Nursing, and Public Services. In addition, a zero (0) or unsatisfactory (U) grade for the academic activity (exam, assignment, etc.) and/or the NURS course may be given. This breach in social networks/media policy could lead to dismissal from the nursing program.

D. Professional Liability Insurance
All students are required to carry professional liability insurance. The liability insurance is part of the students’ tuition. The purpose of practice liability insurance for the student nurse is to cover situations pertaining to injury of others. It does NOT cover injuries to students themselves.

E. Health Insurance
All students are strongly advised to have adequate health insurance coverage. (See Student Services Office for information on student health insurance policies).
F. Health Screening
See information under Admission Process (Page 9).

G. Dress Code

Uniform: Northland Community and Technical College's nursing uniform is dependent upon the clinical site that you do clinical at.

When a student is at a clinical site and engages in clinical activities that involve direct patient care, the student will wear the following:
A. Ceil blue uniform which is clean, pressed and in good repair. The uniform fit should allow for movement required by the job. Attire needs to be professional in appearance.
B. Foot wear is to be safe for the jobs being performed. Clean, quiet-soled, closed toe shoes in compliance with facility policy is required. The rubber-type “Croc-style” footwear is prohibited by area clinical facility policies.
C. It is permitted to wear a short-sleeved or long-sleeved shirt under the uniform top in either solid color of black, grey, or white.
D. Current NCTC photo ID badge worn attached on the chest area of the uniform is required for clinical participation. If photo ID badge is not attached to the student’s uniform, s/he will be dismissed from clinical and be required to appeal for an appropriate make-up.
E. Pant and skirt hems must be a length which does not touch the floor. For purposes of safety and infection control, pant hems and skirt hems must clear the floor by a minimum of 2 inches when wearing clinical footwear. Hems that “drag” are a trip hazard and carry infectious organisms from area to area, including your home. Student will receive 1 warning of hems that drag on the floor. Thereafter, an anecdotal note will be put into place and a student may be excused from clinical site and be required to follow the appeal process for a make-up clinical.
F. For the purpose of safety and infection control, head scarves, if worn, must be tucked into the uniform top. Head scarves need to be light colored.
G. Students may wear a color coordinated skirt instead of pants if they desire.
H. If you want to have a lab coat to go over the uniform it must be color coordinated with your uniform color.
I. You will also need a bandage scissors, penlight, wrist watch with a second hand, and a stethoscope for clinical.

Dress Code for Clinical Site Activities other than Direct Patient Care, including On-Site Orientation Sessions and Independent Clinical Preparation:

When a student is at a clinical site engaged in clinical activities that do not involve direct patient care, such as orientation or independent clinical preparation, the student will wear one of the following:
A. The facility colored uniform (Ceil Blue), quiet-soled, closed toe shoes, and current NCTC photo ID badge. Attire needs to be professional in appearance.
B. Dress pants with dress shirt with sleeves, quiet-soled, closed toe shoes, and current NCTC photo ID badge. Attire needs to be professional in appearance.

Unacceptable Attire
Students represent the nursing profession, the nursing program and the college. To further clarify the above dress code; please note the following list of unacceptable attire that applies to all clinical activities:
A. Regular street clothes, including denim, leggings, athletic wear, cargo pants, shorts, short skirts or garments made from sheer fabrics.
B. Attire that reveals the abdomen, lower back, upper thighs, shoulders or cleavage.
C. Attire that reveals undergarments or lack thereof.
D. Soiled, faded, torn or wrinkled clothing, including uniforms.
E. Clothing with logos.
F. Garments with hems that drag on the floor.

**Jewelry & Body Art**
A. Consider both your own safety and that of your patient when making the decision to wear jewelry. The amount and style of jewelry worn shall not interfere with patient care or compromise safety.
B. Research has proven that hand jewelry is consistently found to be grossly contaminated. Wearing of hand jewelry is discouraged in the clinical setting and prohibited in some direct care areas including intensive care, obstetrics and the operating room.
   The only pierced jewelry that is acceptable are those worn in the ears and is limited to 3 post earrings per ear (nothing that dangles below the earlobe).
C. Tongue studs, open gauges, ear rods/bars are considered unacceptable and may not be worn in the clinical setting. If the student has these, they must be removed for clinical and open holes heed to be filled.
D. Tattoos need to be covered with either a band aid, long sleeve shirt, or arm sleeves. Students will be asked to leave the clinical site if they do not agree to comply.

**Personal Hygiene**
A. Students are expected to evidence a neat and clean appearance, including socially acceptable hygiene and odor-free grooming. Students that smoke need to be free from the odor of smoke during their clinical rotations. If they smell of smoke, they may be asked to leave the clinical site and follow the appeal process for a clinical make-up.
B. Wearing perfumes, after-shaves and scented toiletries is not permitted.
C. Fingernail length is addressed to prevent injury and infection to both patients and practitioner.
   Fingernails may not be longer than ¼ inch from the tip of the finger. Artificial nails, tips, wraps, enhancements, adornments or appliqués are not permitted.
D. Un-chipped, clear polish is the only acceptable form of nail polish
E. Hair must be a natural color.
F. The style of hair worn shall not interfere with patient care or compromise safety. Hair length beyond the length of the lower neck needs to be pulled back appropriately. Beards and moustaches must be neatly trimmed.
G. Tobacco use is not allowed on the property of any clinical facility.

**ENFORCEMENT:** If dress code infractions occur, the student may be asked to leave the clinical area, with an anecdotal note recorded and follow the appeal process for clinical make-up.

**H. Allergy**
Students who have a latex allergy are advised to consult with their healthcare provider about the appropriateness of their enrollment in the nursing program. While the college may be able to minimize exposure for students in the classroom, we are not able to control the clinical environment. Practice in the clinical setting is an absolute requirement for graduation.
I. Blood Borne Pathogens

Possible student exposure to blood borne pathogens will be addressed according to college policy during orientation to lab and clinical courses. If a student experiences exposure to blood and body fluids at either the college or at a clinical site, they must notify the course faculty IMMEDIATELY. Please also review Blood Borne Pathogens Student Statement of Understanding & Release.

J. Exposure Incident

An Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials during the course of a student’s studies or participation in a clinical course. Each student in a clinically based program who experiences an Exposure Incident shall immediately report such incident to the program instructor or clinical affiliate supervisor. The student shall complete a form, which will be provided by the College, regarding the incident.

K. Transportation and Expenses Related to Clinical

The student is expected to provide for his/her own transportation to various learning sites in the community. Students are responsible for all expenses related to clinical placements. This includes room, board, travel, other personal expenses, and expenses incurred because of required health institution’s policies.

L. Mandatory Clinical Attendance:

IMPORTANT: Students may be asked to leave the clinical site if any of the below occur. If this happens, the students’ day will be counted as absent. This could result in an unsuccessful grade on the evaluation tool, and a possible failing grade for the course.

- Violation of Dress Code and any other unprofessional appearance
- Un-excused tardiness to Clinical
- Unprofessional/Inappropriate behavior during clinical
- Professional boundary violations during clinical
- Breach in confidentiality during clinical

Clinical Absences and Makeup

Absences When Scheduled for Clinical

Mandatory attendance at an officially scheduled orientation for each clinical facility is required for personal safety, legal and regulatory purposes. Students not attending orientation will be administratively dropped from the clinical course. Failure to attend orientation prevents continuation in the clinical course. Guidelines for students tardy on clinical days will be followed for students tardy for orientation. See the below section titled student illness and/or injury for further clarification on absences.

1. In the case of unavoidable absence, students are expected to notify the clinical instructor at least one hour prior to the absence. The student may also be required to notify the clinical site. Please refer to the guidelines set forth by your instructor (this includes the method the instructor prefers to be notified of absences). If required to notify the clinical site, the student needs to record the name of the individual taking the message.

2. It is professional conduct for the student to responsibly follow communication guidelines for communicating their own absence from clinical. If student notification to the clinical site (if
required) and/or clinical instructor does not occur in advance or if the notification is made by a classmate or person other than the student, one or more of the following consequences will result:

- Unsatisfactory performance evaluation for objective 4.2 under NLN Professional Identity
- A written anecdotal note.
- Failure of the clinical course.
- A clinical performance contract.
- A letter of concern from the program director.

3. Attendance at all scheduled clinical days is mandatory. If there is an extenuating circumstance, an appeal can be filed with the RN appeals committee for consideration. If the appeal is granted, the student will be responsible for paying a make-up fee (up to $150.00) and any assignments deemed appropriate to make up the clinical day. Missing clinical for scheduled doctor appointments, vacations or any other non-emergencies is not acceptable and may prevent you from passing the course. If a student misses any *clinical hours, including pre or post clinical time, it will be counted as an entire day’s absence.

4. *All activities scheduled as clinical participation are counted as “clinical hours” including, but not limited to: orientation sessions, patient care and observation assignments, workshops, pre and/or post– clinical conference time, campus clinical days, community service opportunities and faculty/student conferences.

5. In order to participate in the simulation clinical day, there are mandatory videos and quizzes that need to be completed prior to the simulation day as indicated by your instructor. If these are not done, the student will not be allowed to participate in the simulation day and will be required to file a make-up appeal with the nursing appeals committee.

**Students late for clinical:**
If a student anticipates arriving late for clinical, the student must call the instructor. The instructor will then ask if the student is able to arrive within 15 minutes of the start time. The clinical instructor will inform the student that if the student can arrive within 15 minutes of the start time, the student may still attend clinical.
If the student cannot or does not arrive within 15 minutes of the start time, the student may not attend clinical. This is considered a clinical absence in which the appeals process needs to be followed.
If a student is late for clinical, an anecdotal note will be written (even if the student called the instructor). If the student is late more than two times within the clinical course, the following may occur:
- Meeting with nursing coordinator
- Development of a performance contract
- Unsatisfactory mark in appropriate area of clinical portfolio for the day
- Failure of the clinical course

**Terms for Cancelled Clinical Due to Weather or Instructor Illness**
- When the campus associated with the clinical site is closed, clinical will be canceled and the students will not be required to make up that day.
- If the Nursing Department cancels clinical without a campus closure (due to weather related or other issues), faculty will conduct an alternative assignment with the students during the time frame in which clinical is scheduled. This would be equivalent to a clinical day. Failure to
participate in the alternative clinical day during scheduled hours will result in a clinical absence and the student will be required to file an appeal requesting a clinical make-up.

- If the clinical instructor cancels clinical due to illness, an alternative clinical day will be assigned and will take place during the hours that clinical was originally scheduled. Failure to participate in the alternative clinical day during the scheduled hours will result in a clinical absence and the student will be required to file an appeal requesting a clinical make-up.

M. Illnesses and/or injuries:
Students must maintain good health throughout the program in order to meet the AD Program Standards, technical standards, and all course outcomes. Students evidencing changes in health status may be required to consult a health professional for appropriate evaluation and/or treatment.

Students who are experiencing symptoms of illness are asked to use discretion when attending both classes on-campus and clinical. Students should not come to clinical sites when experiencing symptoms of possible communicable illness including, but not limited to: cough, fever, abnormal drainage from any body part or wound, stomach symptoms such as nausea, vomiting and diarrhea.

Students who become ill while at the clinical site will be advised to go home. This will also count toward a clinical absence. Students missing a full clinical day, or any portion of a clinical day (e.g. arriving late, missing pre or post clinical) are subject to clinical absence policies, and will need to follow the appeals process.

Clinical absences occurring due to illness will need to follow the appeals process with the nursing appeals committee. Students should NOT come to clinical to show the faculty that they are ill. The faculty trusts that when you call them to report illness, that you are too ill to be at clinical. Presenting to the clinical site with symptoms of obvious illness may result in an unsatisfactory performance score under appropriate outcome.

Any student with potential limitations due to illness, injury, or medication use (over-the-counter and/or prescription) which may impair their cognitive, psychosocial and/or physical ability to provide safe nursing care in the clinical setting must obtain the following:

- The student will provide the clinical instructor with a currently dated physician’s statement granting permission to the student to attend clinical and provide ‘hands-on’ patient care. If this permission is not obtained the student will be considered absent from the clinical experience. Clinical absence will be addressed according to AD Mobility handbook.

In the event of an emergency at the clinical facility, care will be available to the students at the facility. Students will receive treatment as a private patient. Students receiving medical care will be responsible for payment of all charges attributable to their individual emergency medical care. Any student who is injured or becomes ill while at the facility shall immediately report the injury or illness to the clinical instructor. FYI – this may include care provided as result of an exposure to blood and other body fluids (i.e. needle sticks.) See Appendix D.

Any hospital or medical costs arising from the injury or illness are the sole responsibility of the student who receives the treatment and not the responsibility of the clinical facility or NCTC. Students contracting an infectious disease during the period they are assigned to or participating in the clinical
experience must report the fact to their clinical faculty, the Nursing Coordinator and to the facility. Before returning to the clinical facility, the student must submit proof of recovery to the Nursing Coordinator and the clinical facility, if requested.

Students participating in clinical experiences are encouraged to carry their own health insurance. The AD Mobility Nursing Program, and related clinical facilities do not provide general health insurance coverage for students.

**Leave Policy**

All students should refer to the Technical Standards to clarify criteria related to functional ability. It is the student’s responsibility to inform the Nursing Coordinator and clinical nursing faculty of any change in physical or mental status, which may alter her/his ability to meet the program’s technical standards. Changes in functional ability, requests for medical restrictions, and/or special considerations must be discussed with the Nursing Coordinator PRIOR to attendance in the patient care clinical experience.

If at any time the student’s ability to meet Technical Standards is questioned, the student may be required to submit a statement from his/her private physician prior to return to the patient care clinical setting. The physician’s letter must clearly indicate that the student is able to satisfactorily perform as a nurse in the patient care clinical setting without undue detriment to her/himself. Without such medical assurances, the student may be required to temporarily discontinue his/her program until said medical assurances have been received and accepted.

Students who are absent during the semester due to a medical condition, must present in writing an official statement of health clearance from the health care provider permitting return to patient care clinical course participation, including orientation activities. Any student who misses clinical orientation will not be allowed to progress to patient care clinical during that semester and will be advised to withdraw from the clinical course and reapply for clinical eligibility for the next available semester.

**VIII. Professionalism**

**A. Expectations for Professional Conduct in AD nursing program.**

The program upholds a set of expectations for student professional conduct. Please note that this is not an all-inclusive list and it may be modified at any time.

While participating in NCTC AD Mobility nursing courses, students are expected to:

1. Conduct themselves professionally in a manner reflective of the American Nurses’ Association Code of Ethics, the Nurse Practice Act, guidelines and objectives of the Nursing Department, and policies and procedures of the clinical facilities (including parking and tobacco use policy).
2. Come prepared for the clinical/class by completing pre-clinical/classroom work up when required.
3. Arrive promptly for the clinical/class.
4. Complete all assignments within the designated time frame.
5. Limit “coffee breaks” away from patient areas to 15 minutes when at clinical.
7. Promptly report errors or omissions in patient care to the assigned nurse and your instructor (e.g. medication error).
8. Use appropriate titles and names.
9. Communicate effectively with peers, nursing staff, and instructor.
10. Utilize the helping relationship in communicating with clients and families.
11. Communicate effectively in writing (for example, charts appropriately and legibly).
12. Participate in pre/post clinical group discussion and classroom discussion.
13. Assume legal responsibilities for providing safe nursing care (for example, maintaining asepsis, administering medications safely, using side rails as appropriate, reporting medication errors. Etc.).

B. Unsatisfactory Behaviors in the AD Mobility nursing program:
The following are examples of, but not exclusive of, unsatisfactory behavior:
1. The use of alcohol and any other drugs that alter behavior is prohibited.
2. Socializing in the nursing stations and corridors.
3. The use of electronics such as personal cell phones, personal computer use (including entering D2L), music devises such as “IPODS” and personal pagers in the clinical/classroom setting.
4. Sharing personal stories about your own medical/surgical history or that of family members/friends.
5. Failure to prepare for specified clinical assignment and failure to be responsible for all assigned care.
6. Any breach of integrity, honesty, or confidentiality.
7. Failure to provide a safe, effective care environment including appropriate infection control measures and medication administration policy.
8. Failure to obtain supervision from instructor when necessary.
9. Discourteous, unprofessional interaction with patients, public, faculty, employees or fellow students including but not limited to displaying aggressive body movements, using intimidating or abusive language, or arguing with instructors (this applies to the clinical as well as classroom setting)

DEPENDING ON THE SEVERITY OF THE BEHAVIOR, DISCIPLINARY ACTION MAY BE TAKEN. DISCIPLINARY ACTION MAY INCLUDE DISMISSAL FROM NCTC’S NURSING PROGRAM OR THE ASSIGNMENT OF A FAILING COURSE GRADE.

C. Anecdotal Notes
1. The purpose of the anecdotal note is to objectively and clearly identify student behaviors that may hinder maximum professional growth and competency and/or endanger the patient.

2. Faculty members believe students can benefit from immediate feedback related to the achievement of academic standards within the clinical/classroom setting. The anecdotal note is one method to provide this feedback. It is anticipated that this process will be used as a mechanism for change and improvement in student performance. The anecdotal note will be applied to any area of the nursing program (clinical, classroom, lab, social media issues, etc.).

3. The student may be subject to review or academic termination from the nursing program if any of the following occurs:
   - When a student receives more than one anecdotal note within the same academic semester.
   - When a student receives more than one anecdotal note documenting the same type of behavior over two semesters.
   - When a student receives a single anecdotal note that is of grave seriousness.

30
4. A clinical instructor may choose to file an anecdotal note when affiliating health care agency personnel has expressed grave concern to the instructor regarding a student’s clinical performance or the affiliating agency has refused to allow a student to perform within their agency.

5. The anecdotal note is placed in the student’s file until graduation.

6. If the Anecdotal Note concerned unprofessional behavior, the student will describe and analyze their personal/professional development as listed in the student policy book under Consequences for unprofessional behavior.
Anecdotal Note

Date of Incident: ____________________
Student involved: ____________________

Description of Incident by Faculty: ____________________

Faculty Signature: ____________________

Description of Incident by the Student Due by: ____________________
If not turned in by due date, student will receive a 2nd anecdotal note.

Student Signature: ____________________

AD Faculty Conclusion/Outcome: ____________________

Students’ Plan for Improvement: ____________________

Implementation

Date for Re-evaluation: ____________________
Outcome: ____________________

The anecdotal note may be shared with your advisor/instructor for the sole purpose of developing a plan for your academic success.
D. Consequences of Unprofessional Behavior:

1. Behavior will be addressed
   a. Instructor will privately ask the student to stop the behavior

2. If the behavior continues, the instructor will ask the student to meet with her/him. At this meeting the instructor
   a. states the unacceptable behavior
   b. states the expected behavior
   c. presents the student with an anecdotal note which includes the following information:

Students Responsibility on anecdotal note: Under the description of the incident, the student will describe what happened and analyze their personal/professional development. To analyze their personal/professional development the student will answer the following statements and questions:

   a. Identify which of the examples of disruptive behavior was exhibited from list above.
   b. Describe which of the provisions of the ANA Code of Ethics was breached.
      o If the breach was regarding respect, the student will discuss “Did my actions show consideration of myself and others?”
      o If the breach was regarding courtesy, the student will discuss “Do my actions contribute to a positive learning climate where people feel welcomed and accepted? Do my actions allow others to do their work without interruption?”
      o If the breach was regarding honesty and trustworthiness, the student will discuss “Do my words and actions meet the expectation to take care of myself and be a dependable member of the group?”
      o If the breach was regarding courage, the student will discuss “Am I resisting peer pressure or directions that I know are wrong? Am I doing the right thing?”

3. If the behavior continues, another anecdotal note is written and instructor asks the student to meet with her/him and the director of the AD-Mobility Nursing Program to determine the appropriate action to take to resolve the behavior.

Resources:
American Nurses Association Standards of Professional Performance
http://www.nursingworld.org/practice/
IX. Nursing Quality Improvement Committee

The goal of the nursing student quality improvement committee is to:
- Facilitate nursing student input to the ongoing development of the NCTC nursing program.
- Encourage and provide a representative method to communicate with the nursing administration and faculty.

Student responsibilities include:
- Identifying one student representative and one alternate from each clinical group. The representative will be chosen by group consensus and should possess the following characteristics:
  a. Listening skills.
  b. Ability to identify and clarify issues.
  c. Communication skills.
- Identify topics for discussion. Topics are based on perceived program needs, concerns, and strengths.
- Meet each semester or as needed with program director and/or clinical site coordinator.

Nursing department responsibilities include:
- Facilitating communication.
- Providing feedback as appropriate.
- Assisting in problem-solving.

It is recognized that not all concerns are within the NCTC nursing department ability or scope to change. Continued input from the student population is seriously valued and respected, and guides the nursing department for future changes.
### X. Student Complaints & Appeals

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint procedure. The first step is to seek Informal Resolution. NCTC and the Nursing Program encourages informal resolution of student complaints to occur within the nursing department. The first step in the process is for students to discuss the complaint with the faculty member. If the matter remains unresolved, the student may submit a written complaint/appeal to the Nursing Coordinator, which in turn will be reviewed by the Nursing Faculty Committee. If the outcome of Committee review does not resolve the complaint/appeal to the students satisfaction, the student is directed to file a 2nd level appeal with the Dean of Nursing or follow the Formal Appeal and Resolution Process as outlined by the following college policies and procedures: 3240 & 3240P Student Complaints and Grievances Policy and Procedure and 3430 Grade Appeal Policy. The Nursing Faculty Appeals Committee meets once per month and more often if needed.

### Here is the Nursing Student Informal Complaint Process At-A-Glance

<table>
<thead>
<tr>
<th>Are you confused, frustrated, concerned, or upset about something? How should you go about resolving your issue?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who would be the best person to start with to help me?</td>
</tr>
</tbody>
</table>

- **INFORMAL COMPLAINT related to program policy**
  - If my ‘problem’ is about one of my RN courses: (see below section regarding informal complaint)
  - I should first contact…
    - The Course Instructor
  - If my ‘problem’ is personal in nature, and possibly affecting your academic success at Northland College
  - I should first contact…
    - The Counselor located in Student Services

### If I need further assistance, I should next

- Student may submit a written informal complaint/appeal to the Nursing Faculty Committee for review (Send the written appeal to the nursing coordinator, try to include the ‘who, what, where, when, and why’ of the issue). If the situation remains unresolved after the committee decision, then….
  - If I need further assistance, I should next

- Student may submit a 2nd level informal complaint/appeal (in writing) to the Dean of Health, Nursing, and Public Services
XI. Data Disclaimer and Policy Changes

Data contained in this AD Mobility nursing student policy handbook accurately reflects information at the time of publication. However, the AD Mobility Nursing Department reserves the right to make changes at any time deemed necessary.

If policies within this student policy handbook need to be changed during the duration of the nursing students program, the changes will be posted on the webpage, and information sent to all students via NCTC student email.

College-wide policies and procedures as outlined in the Northland Community and Technical College Student Handbook are applicable to all students. Additional policies and procedures specific to the AD Mobility Nursing program are outlined in this student handbook, and may supersede those in the college-wide handbook. All current and future students are expected to adhere to the policies and procedures of this student handbook as well as all policies of clinical agencies where the student is placed.

Policies reviewed and updated by faculty and administration 7/2017.
APPENDIX A: Requirements for Failed Nursing Courses

If a student fails a nursing course, that course needs to be repeated. Depending on the course, progression into other nursing courses may be delayed if the failed course is a pre/co requisite for other courses. If a student fails two or more courses in the AD mobility program, they will be terminated from the program and would be required to reapply for a second admission.

Program Progression Policies related to Clinical Courses:

To ensure student delivery of safe, competent patient care, time limits have been established to address interruptions that may occur during student program progression.

In the below mentioned policies you will note reference to audits of skills. Please note that these audits are a one-time opportunity for a student. Second attempts at skills audits are not allowed. In the event a student does not successfully complete the audit, the below mentioned policies will be applied. In addition an individualized performance and progression plan will be written with the AD Mobility Program Director.

NURS 2125 Clinical I

- If a student is unsuccessful in Clinical I but passes all of their other first semester courses, they will not be able to progress to second semester courses and will need to wait until the next time Clinical I is offered to progress in the program. They will then need to follow the audit policies in place for NURS 2110 (HAPS). If for any reason a student has more than a 1 semester time lapse between Clinical I and Clinical II, they will be required to re-enroll and successfully complete Clinical I, prior to enrollment in Clinical II.

  EXAMPLE:

  - If a student successfully passes NURS 2125 Clinical I in the fall semester, but is unable to progress to Clinical II in the Spring Semester (failure of HAP). This would result in a 2 semester lapse in clinicals prior to the next offering of Clinical II the following spring. Because of this lapse a student would be required to retake Clinical I, prior to enrollment in Clinical II.

- If for any reason a student has more than a 1 semester time lapse between NURS 2110 Health Assessment & Professional Skills and any clinical course (NURS 2125 & NURS 2135) the student will be required to successfully complete a HAPS skills audit prior to progressing to clinical. If the student is unsuccessful in their skills audit, they will be required to re-enroll and successfully complete NURS 2110 prior to enrollment in any clinical course.

| 1 semester time lapse between NURS 2110 and any Clinical Course. Must complete a HAPS Skills Audit. | Successful completion of audit → progress to clinical course (next time course is available). |
|                                                                                                      | Unsuccessful completion of audit → re-enroll and successfully complete NURS 2110 PRIOR to progressing to any clinical course |

37
NURS 2135 Clinical II

- If for any reason a student is unsuccessful in NURS 2135 Clinical II, they will be required to successfully complete a simulation clinical audit. If the student successfully completes the simulation audit they will be allowed to progress to Clinical II the next time the course is offered. If the student is unsuccessful in the simulation audit, they will be required to re-enroll and successfully complete Clinical I (clinical site will be determined upon availability) prior to enrollment in Clinical II.

EXAMPLE:

<table>
<thead>
<tr>
<th>Successful attempt in Clinical I – Required to complete clinical simulation audit</th>
<th>Successful completion of audit $\rightarrow$ progress to Clinical II (next time course is available.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsuccessful completion of audit $\rightarrow$ re-enroll and successfully complete Clinical I PRIOR to progressing to Clinical II</td>
<td></td>
</tr>
</tbody>
</table>

- If for any reason a student has more than a 1 semester time lapse between NURS 2110 Health Assessment & Professional Skills and any clinical course (NURS 2125 & NURS 2135) the student will be required to successfully complete a HAPS skills audit prior to progressing to clinical. If the student is unsuccessful in their skills audit, they will be required to re-enroll and successfully complete NURS 2110 prior to enrollment in any clinical course.

<table>
<thead>
<tr>
<th>1 semester time lapse between NURS 2110 and any Clinical Course. Must complete a HAPS Skills Audit.</th>
<th>Successful completion of audit $\rightarrow$ progress to clinical course (next time course is available.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsuccessful completion of audit $\rightarrow$ re-enroll and successfully complete NURS 2110 PRIOR to progressing to any clinical course</td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Requirements of those readmitted to the program

Students are required to retake all nursing courses if readmitted to the Program. If a student desires to be exempt from retaking classes they are required to appeal each individual course. The appeals will be reviewed by the nursing appeals committee. If the appeal is denied, students will be required to follow the program progression policies as listed in appendix A.
APPENDIX C: Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
   Provision 1.5: Relationships with colleagues and others: The principle for persons extends to all individuals with whom the nurse interacts. The nurse maintains compassionate and caring relationships with colleagues and others with a commitment to the fair treatment of individuals, to integrity-preserving compromise, and to resolving conflict.

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

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

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

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

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

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

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

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Taken from: http://nursingworld.org/ethics/code/protected_nwcoe813.htm
APPENDIX D: Documents

It is important for you to be familiar with the following documents. They will assist you in your college career.

Northland Community and Technical College Student Handbook
Available on Northland Webpage

Northland Community and Technical College Catalog
Available online

American Nurses Association Scope & Standards of Practice
http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards

American Nurses’ Association Code of Ethics for Nurses
http://www.nursingworld.org/codeofethics

American Hospital Association’s Patient Care Partnership
http://www.aha.org/content/00-10/pcp_english_030730.pdf

Minnesota Board of Nursing Practice Act
www.nursingboard.state.mn.us

North Dakota Nursing Practice Act
APPENDIX E: Course Descriptions

NURS 2110 Health Assessment & Professional Skills 3 credits  2 credits lecture/1 credit lab
This course uses classroom instruction, small group discussion & lab experiences to develop student's ability to utilize the nursing process as a framework for completing holistic nursing assessments, identifying health needs across the life span, & developing individualized interventions. Theory emphasizes the principles and rationales of professional nursing skills necessary to problem solve relative to diverse situations. Prerequisites: Admission to AD Mobility Nursing Program

NURS 2121 Psychosocial Integrity 2 credits lecture
This course describes and examines psychosocial issues, human responses to illness and theories related to the development of mental health and illnesses. Utilizing the therapeutic communication process, students will learn to assist patients as they adapt to alterations in health. Psycho-pharmacological and other therapeutic interventions are considered in the nursing care of patients/clients experiencing mental health concerns. Prerequisites: Admission to AD Mobility Nursing Program

NURS 2123 Nursing Interventions I  3 credits  2 credits lecture/1 credit lab
This course builds on concepts, knowledge and skills introduced in practical nursing programs and the supporting sciences. A major focus is on the independent, delegated and collaborative nursing interventions administered to restore the individual back to homeostasis. Specific health topics include pain, genetics, fluid and electrolytes, respiratory, gastrointestinal, immune disorders, and surgery. Prerequisite: Admission to AD Mobility Nursing program. Pre or Co-requisite: college level Chemistry course, NURS2110.

NURS 2125 Clinical I 4 credits  4 credits lab (8 hours)
This course will prepare the student to function in the clinical setting as a professional nurse with emphasis on utilization of the nursing process and therapeutic relationships. Prerequisites: Admission to AD Mobility Nursing Program Co/prerequisites: NURS2110, NURS2121, NURS2123, & College level chemistry course.

NURS 2131 Nursing Interventions II 3 credits  2 credits lecture/1 credit lab
This course is designed to build on concepts, knowledge and skills introduced in Nursing Interventions I and the supporting sciences. A major focus is on the independent, delegated and collaborative nursing interventions administered to restore the individual to homeostasis. Specific health topics include cardiovascular, hematological, neuroendocrine, renal, reproductive health, and obstetrical disorders. Prerequisites: NURS2110 and CHEM2205.

NURS 2133 Professional Role 2 credits lecture
This course addresses the integration and application of professional values and beliefs necessary for effective role transition. Prerequisites: Co/prerequisite: NURS2135

NURS 2135 Clinical II 4 credits  4 credits lab (8 hours)
This course will prepare the student to function as in the clinical setting as a professional nurse with emphasis advanced nursing skills, leadership and team building capabilities. Prerequisites: NURS2110, NURS2125
Appendix F
Nursing Department Contact Information
NCTC Web Page: www.northlandcollege.edu

NCTC Nursing Program Page: http://programs.northlandcollege.edu/nursing

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Program</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Carda MS, RN</td>
<td></td>
<td><a href="mailto:nancy.carda@northlandcollege.edu">nancy.carda@northlandcollege.edu</a></td>
<td>218-793-2528</td>
</tr>
<tr>
<td>Mei Sather MS, RN, CRON, FNP-C</td>
<td></td>
<td><a href="mailto:mei.sather@northlandcollege.edu">mei.sather@northlandcollege.edu</a></td>
<td>218-683-8739</td>
</tr>
<tr>
<td>Candi Seyfried MS, RN</td>
<td></td>
<td><a href="mailto:candi.seyfried@northlandcollege.edu">candi.seyfried@northlandcollege.edu</a></td>
<td>218-793-2563</td>
</tr>
<tr>
<td>Kari Koenig MS, RN, Nursing Coordinator</td>
<td>AD Mobility Nursing Program</td>
<td><a href="mailto:kari.koenig@northlandcollege.edu">kari.koenig@northlandcollege.edu</a></td>
<td>218-793-2524</td>
</tr>
<tr>
<td>Jodi Stassen, MS, RN</td>
<td>Dean of Health Nursing and Public Services</td>
<td><a href="mailto:jodi.stassen@northlandcollege.edu">jodi.stassen@northlandcollege.edu</a></td>
<td>218-793-2539 (EGF)</td>
</tr>
<tr>
<td>Jodi Palmiscno</td>
<td>Health &amp; Human Services Verification Specialist</td>
<td><a href="mailto:jodi.palmiscno@northlandcollege.edu">jodi.palmiscno@northlandcollege.edu</a></td>
<td>218-793-2536</td>
</tr>
<tr>
<td>Frieda Larson, RN, BSN</td>
<td></td>
<td><a href="mailto:frieda.larson@northlandcollege.edu">frieda.larson@northlandcollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>Karen Znajda, MS. RN</td>
<td></td>
<td><a href="mailto:karen.znajda@northlandcollege.edu">karen.znajda@northlandcollege.edu</a></td>
<td>218-793-2542</td>
</tr>
<tr>
<td>Dorinda Sorvig, MS, RN, Nursing Coordinator</td>
<td>Director: Practical Nursing Program</td>
<td><a href="mailto:dorinda.sorvig@northlandcollege.edu">dorinda.sorvig@northlandcollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>Tara Harstad, RN Advisor</td>
<td>Administrative Support for TRF campus</td>
<td><a href="mailto:tara.harstad@northlandcollege.edu">tara.harstad@northlandcollege.edu</a></td>
<td>218-683-8735</td>
</tr>
<tr>
<td>Susie Harrie, PN Advisor</td>
<td></td>
<td><a href="mailto:susan.harrie@northlandcollege.edu">susan.harrie@northlandcollege.edu</a></td>
<td>218-793-2527</td>
</tr>
</tbody>
</table>

NCTC – EGF Campus
2022 Central Ave. NE
East Grand Forks, MN 56721
218-773-3443
1-800-959-6282

NCTC – TRF Campus
1101 Highway 1 E
Thief River Falls, MN 56701
1-218-683-8980
1-800-959-6282
# Appendix G Nursing Education Program Technical Standards

<table>
<thead>
<tr>
<th>Capability</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTELLECTUAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cognitive Perception</td>
<td>The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client.</td>
<td>Identify changes in client health status. Prioritize multiple nursing activities in a variety of situations.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Careful thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider “known facts” when new information becomes available and develop new “rules” when old ones fail or unavailable.</td>
<td>Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.</td>
<td>Able to make effective decisions in the classroom and in the clinical sites. Develop/contribute to nursing care plans that accurately reflect client concerns. Able to make decisions reflective of classroom learning in the clinical sites.</td>
</tr>
<tr>
<td><strong>MOTOR SKILLS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.</td>
<td>Position clients. Reach, manipulate, and operate equipment, instruments and supplies, e.g., syringes, sterile equipment, monitors. Perform/use electronic documentation. Lift, carry, push and pull. Perform CPR.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.</td>
<td>Propel wheelchairs, stretchers, etc., alone or with assistance as available. Transport supplies to client room. Work around bedside with other personnel. Lift a child. Move and lift clients in and out of bed, wheelchair or cart. Assist with transfer and walking of patients who may require substantial support.</td>
</tr>
<tr>
<td>Activity Tolerance</td>
<td>Ability to tolerate lengthy periods of physical activity.</td>
<td>Move quickly and/or continuously. Tolerate long periods of standing and/or sitting.</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Communicate in English with others in oral and written form. Able to communicate with clients and members of the health care team in order to plan and deliver safe care.</td>
<td>Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others. Read, understand, write and speak English. Explain treatment procedures. Initiate and/or reinforce health teaching. Document client responses. Clarify communications received.</td>
</tr>
<tr>
<td><strong>Interpersonal Relationships</strong></td>
<td>Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish rapport with clients, families and colleagues. Respond in a professional/therapeutic manner to a variety of client expressions and behaviors.</td>
</tr>
<tr>
<td><strong>Capability</strong></td>
<td>Standard Examples</td>
<td></td>
</tr>
<tr>
<td><strong>SENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hearing</strong></td>
<td>Auditory ability sufficient to hear normal conversation and/or assess health needs.</td>
<td>Ability to monitor alarms, emergency signals, auscultatory sounds, e.g., B/P, heart, lung, and bowel sounds, and cries for help, telephone interactions/dictation. Communicates with clients, families and colleagues.</td>
</tr>
<tr>
<td><strong>Tactile</strong></td>
<td>Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture.</td>
<td>Performs palpation, e.g., pulse. Performs functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.</td>
</tr>
<tr>
<td><strong>Capabilities</strong></td>
<td>Standard Examples</td>
<td></td>
</tr>
<tr>
<td><strong>PSYCHOSOCIAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Psychosocial Behaviors</strong></td>
<td>Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities.</td>
<td>Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality. Be able to change, and display flexibility. Learn to function in the face of uncertainties and stressful situations.</td>
</tr>
<tr>
<td><strong>Capabilities</strong></td>
<td>Standard Examples</td>
<td></td>
</tr>
<tr>
<td><strong>ENVIRONMENTAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Environmental Adaptability</strong></td>
<td>Ability to tolerate environmental stressors.</td>
<td>Work with chemicals and detergents. Tolerate exposure to odors. Work in close proximity to others. Work in areas of potential physical violence.</td>
</tr>
</tbody>
</table>
A task force of representatives from nursing education in Minnesota developed these Technical Standards. Educational institutions represented were: Bemidji State University, The College of St. Scholastica, Lake Superior College, Itasca Community College, Rainy River Community College, Mesabi Range Community and Technical College, Hibbing Community College, and Riverland Community and Technical College. Adaptations were made from the Core Performance Standards of the University of Arizona, Minnesota West Practical Nursing Program, and Iowa Community Colleges.

Presented to Minnesota Practical Nursing Education Directors’ Association on 5/3/02, 1/24/03, and 4/4/03. Revised 10/11/02, 1/21/03, 3/28/03.
Presented and revised by Minnesota Practical Nursing Education and Associate Degree Education Directors’ Association on 1/29/10.
Appendix H Compliance Agreement

Northland Community and Technical College
AD Mobility Nursing Department Policy Book: Compliance Agreement

Student Name: __________________________ Date: __________________

I have received the AD Mobility Nursing Program Policy Handbook. I understand I am responsible for compliance with the statements and policies identified in the handbook.

- Student Signature: ______________________________

I understand the Clinical Dress code/attire requirements in the Nursing Program Policy Handbook and understand that I may be dismissed from the clinical setting and subject to appealing for a make-up clinical if I do not comply.

- Student Signature: ______________________________

I understand attendance to all scheduled clinical days is mandatory and will follow the appeals process in the Nursing Programs Policy Handbook if extenuating circumstances require me to miss a clinical day.

- Student Signature: ______________________________

Statement on the Importance of Academic Integrity:

Nursing is a helping profession which requires that its practitioners adhere to high standards of ethical conduct. The nurse/nursing student embracing this code of ethics accepts the trust and responsibility for honesty in learning is an integral part of a nursing education program.

I have reviewed the NCTC AD Mobility Nursing Program statement on the Importance of Academic Integrity and agree to adhere to the policies set forth by the program to maintain Academic Integrity throughout the 2017-2018 Academic Year:

- Student Signature: ______________________________