



Practical Nursing Student Handbook 2014 – 2015

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Introduction

Message to Practical Nursing Students

Welcome to the Central Lakes College (CLC) Practical Nursing (PN) Program. The program is designed to prepare graduates to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) licensure. Graduates who successfully pass the NCLEX-PN are eligible to apply for admission to the Associate Degree Nursing (AD) mobility program at CLC, which prepares graduates to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN) licensure.

College-wide policies and procedures as outlined in the CLC student catalog are applicable to all students. Additional policies and procedures specific to the Practical Nursing (PN) Program are outlined in this handbook, and supplement those in the college-wide catalog. All current and future nursing students are expected to adhere to the policies and procedures of this handbook as well as all policies of clinical agencies where the student is placed. The PN Handbook is not intended to serve as a contract. The PN program reserves the right to update the policies and procedures in the student handbook as needed; therefore, the contents of the handbook are subject to change. Students should see the program director or course instructors for any questions about policies and procedures presented in the student handbook.

Disclaimer: Every effort has been made to ensure the accuracy of the material contained within this handbook as of the date listed on page one. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, the college administration, the Director of Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student, the college, or the Nursing Program. The information in this handbook is for use as an academic tool and is subject to change at any time. The nursing handbook may undergo changes following a student's admission & progression in the core nursing program. Students will be responsible for and held to changes in the nursing handbook. Core nursing students will be notified of handbook changes.

Accreditation/Approval

Central Lakes College is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. The Practical Nursing program is approved by the Minnesota Board of Nursing with most recent visit in October, 2013. Graduates of the Practical Nursing program obtain a diploma in Practical Nursing and are eligible to take the National Council Licensure Examination (NCLEX) as a practical nurse (PN). The Practical Nursing Program is in the process of seeking national nursing accreditation from the Accreditation Commission for Education in Nursing (ACEN).

General Program Information

The Practical Nursing (PN) Program was established in 1958 in order to provide an educational nursing program to meet the needs of entry level nursing for the central Minnesota region. The PN Program is academically rigorous and will require a great deal of time and personal commitment. Students choosing a career in nursing must have or develop the necessary psychosocial, physical, emotional and financial resources to meet the stress and demands of the nursing program and the profession of nursing. Student course requirements include classroom theory and lab experiences on campus and clinical experiences off-campus in a variety of health-care settings including hospitals, clinics, and nursing homes in the region. In order to promote success in the PN Program for all types of students, CLC offers the following four program options:

Program Options: 4 options are available; the fall start program completes more quickly (9 months), but the spring start allows for summer off from program course work (12 months).

- **1-year option Fall start (Brainerd or Staples campus - 9 months)**

Students begin in the fall and complete the program in May of the following year. After completing all required pre-requisites to the program (9 credits) the student will take 13-14 credits fall and spring semesters. Clinical experiences are arranged in a variety of health-care settings in the region. In order to be successful in this option, it is highly recommended that students do not work, or if a student must work, does not work more than 20 hours per week. Students carry a full credit load.

- **1-year option Spring start (Brainerd or Staples campus – 12 months)**

Students begin in the spring and complete the program in December of the same calendar year, but have summer off. After completing all required pre-requisites to the program (9 credits) the student will take 13-14 credits spring and fall semesters. Clinical experiences are arranged in a variety of health-care settings in the region. In order to be successful in this option, it is highly recommended that students do not work, or if a student must work, does not work more than 20 hours per week. Students carry a full credit load.

Program Student Learning Objectives

*The Central Lakes College Practical Nursing Program Objectives are based on the National League for Nursing (NLN) 2010 Framework

The graduate of the Central Lakes College Practical Nursing Program is able to:

***Nursing Practice**

- Collaborate with the registered nurse or other members of the health care team to organize and incorporate data collection and knowledge base to contribute to patient care and actions based on established nursing protocols and nursing process.

***Human Flourishing**

- Demonstrate nursing excellence in a caring and empathetic approach to the safe, therapeutic, and individualized care of each client and provide culturally competent care across the lifespan to individuals within a diverse society and within the context of their environment.

***Nursing Judgment**

- Effectively communicate with patients and members of the interdisciplinary health care team, incorporating interpersonal and therapeutic verbal and non-verbal communication skills.
- Collect and analyze holistic patient-centered information from multiple sources to establish foundation for relationship-centered nursing care through nursing judgments within the practical nursing role.

***Professional Identity:**

- Demonstrate professional identity and personal/professional development through accountability, adhering to standards of practical nursing practice within legal, ethical and regulatory framework with specified populations and identification of rationale for scope of practice decision making.

****Spirit of Inquiry***

- Implement competent patient-centered care with integrity at the direction of the registered nurse through performance of nursing interventions and with a spirit of inquiry at the Practical Nurse entry level.

Central Lakes College Vision, Mission and Values

Vision: CLC, Minnesota's leading Community and Technical College for lifelong learning

Mission: We Build Futures

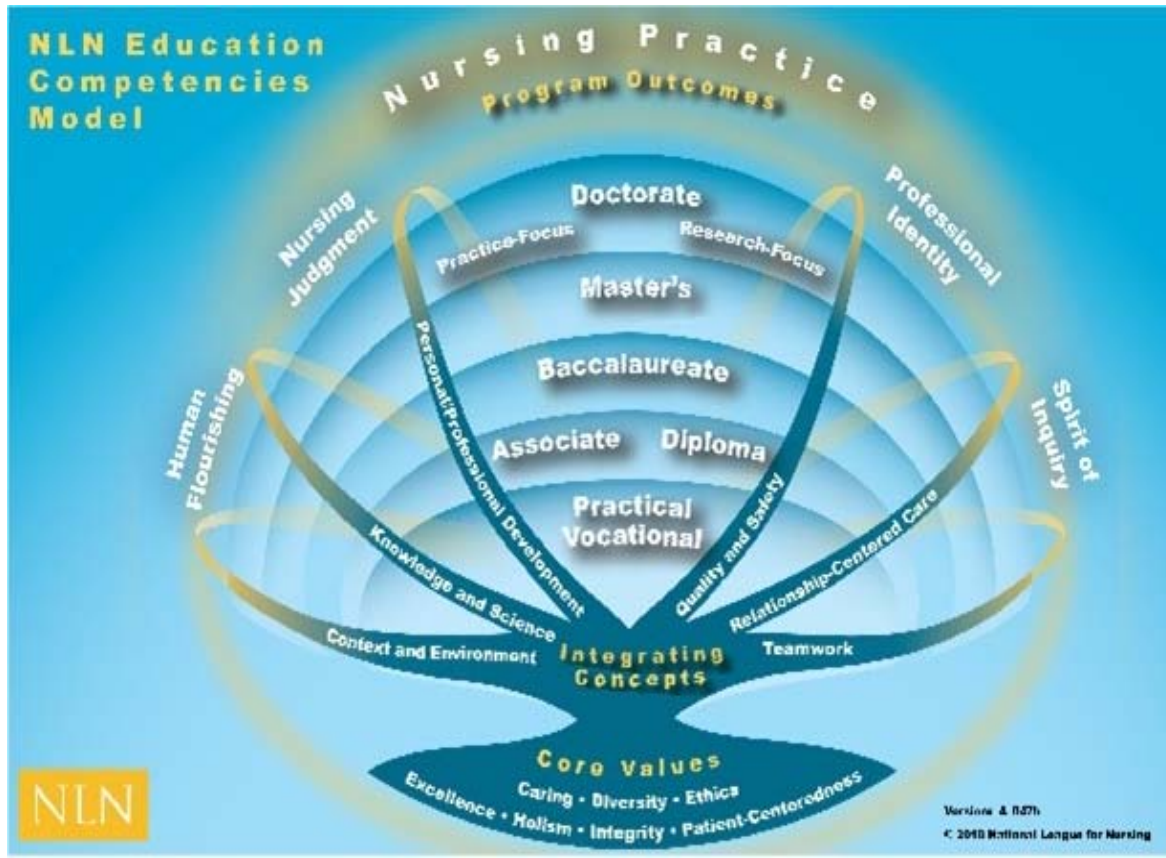
At Central Lakes College, we –

- Are committed to a supportive environment for the growth and development of students from diverse cultural, ethnic, economic, and educational backgrounds
- Offer liberal arts, technical education, and customized training programs of proven high-quality that are accessible and affordable and that lead to employment, skill enhancement, or transfer to other institutions of higher learning
- Anticipate and respond to the needs of business and industry in a globally competitive economy
- Encourage and support cultural enrichment, life-long learning, civic responsibility, and community development

Values: Excellence Learning Access Diversity Integrity Innovation Service

Theoretical Framework and Philosophy

The Theoretical Framework and Philosophy of the Practical Nursing Program at Central Lakes College is based on the 2010 NLN Framework, including:



The following Integrating Concepts:

- Context and Environment
- Knowledge and Science
- Personal/Professional Development
- Quality and Safety
- Relationship-Centered Care
- Teamwork

And the following core values:

- Caring
- Diversity
- Ethics
- Excellence
- Holism
- Integrity
- Patient-Centeredness

Central Lakes College Practical Nursing Program Mission

Mission: The Central Lakes College Practical Nursing Program provides a quality, affordable, and accessible pathway for students to become competent, caring, entry level nurses. Graduates are prepared to become Licensed Practical Nurses that are skilled in providing holistic care for a diverse population.

<p style="text-align: center;">Philosophy</p>	<p style="text-align: center;">Student Learner Outcomes</p>
<p>The Central Lakes College Practical Nursing Faculty believe in:</p> <p>Holism: That the individual is a union of mind, body and spirit; and every person is individual and unique, yet has basic physical and psychosocial needs in common with all other persons.</p> <p><i>NLN Thread: Relationship-Centered Care, and Context and Environment</i></p>	<p>*Human Flourishing Demonstrate nursing excellence in a caring and empathetic approach to the safe, therapeutic, and individualized care of each client and provide culturally competent care across the lifespan to individuals within a diverse society and within the context of their environment.</p> <p>*Nursing Judgment Collect and analyze holistic patient-centered information from multiple sources to establish a foundation for relationship-centered nursing care through nursing judgments within the scope of the practical nursing role.</p>
<p>Caring: As a principle nursing practice, that bridges scientific knowledge to humanistic patient care, which then fulfills nursing’s moral imperative to care.</p> <p><i>NLN Thread: Relationship-Centered Care, Quality and Safety, Knowledge and Science, and Context and Environment</i></p>	<p>*Human Flourishing Demonstrate nursing excellence in a caring and empathetic approach to the safe, therapeutic, and individualized care of each client and provide culturally competent care across the lifespan to individuals within a diverse society and within the context of their environment.</p> <p>*Nursing Practice Collaborate with the registered nurse or other members of the health care team to organize and incorporate data collection and knowledge base to contribute to patient care and actions based on established nursing protocols and nursing process.</p>
<p>Patient Centeredness: as a therapeutic relationship with patients and families, in order to facilitate a partnership between the healthcare team, patient, and families, to support their decision regarding care.</p> <p><i>NLN Thread: Relationship-Centered Care, Teamwork, Quality and Safety, Knowledge and Science, and Context and Environment</i></p>	<p>*Nursing Judgment Effectively communicate with patients and members of the interdisciplinary health care team, incorporating interpersonal and therapeutic verbal and non-verbal communication skills.</p> <p>Collect and analyze holistic patient-centered information from multiple sources to establish foundation for relationship-centered nursing care through nursing judgments within the practical nursing role.</p> <p>*Nursing Practice Collaborate with the registered nurse or other members of the health care team to organize and incorporate data collection and knowledge base to contribute to patient care and actions based on established nursing protocols and nursing process.</p>

	<p>*Spirit of Inquiry Implement competent patient-centered care with integrity at the direction of the registered nurse through performance of nursing interventions and with a spirit of inquiry at the Practical Nurse entry level.</p>
<p>Integrity: as the quality of high moral principles held by the nurse, and his or her responsibility to maintain these principles congruent with established legal standards.</p> <p><i>NLN Thread: Personal/Professional and Quality and Safety</i></p>	<p>*Professional Identity: Demonstrate professional identity and personal/professional development through accountability, adhering to standards of practical nursing practice within legal, ethical and regulatory framework with specified populations and identification of rationale for scope of practice decision making.</p>
<p>Ethics: by maintaining accountability for own nursing care and delegated nursing activities to assure adherences to ethical and legal standards.</p> <p><i>NLN Thread: Personal and Professional Development, and Quality and Safety</i></p>	<p>*Professional Identity: Demonstrate professional identity and personal/professional development through accountability, adhering to standards of practical nursing practice within legal, ethical and regulatory framework with specified populations and identification of rationale for scope of practice decision making.</p>
<p>Diversity: as recognizing individuals as unique beings, while respecting and embracing these differences in a safe positive and nurturing environment.</p> <p><i>NLN Thread: Context and Environment, Knowledge and Science, Quality and Safety, and Relationship-Centered Care.</i></p>	<p>*Human Flourishing Demonstrate nursing excellence in a caring and empathetic approach to the safe, therapeutic, and individualized care of each client and provide culturally competent care across the lifespan to individuals within a diverse society and within the context of their environment</p> <p>*Nursing Judgment Effectively communicate with patients and members of the interdisciplinary health care team, incorporating interpersonal and therapeutic verbal and non-verbal communication skills.</p> <p>Collect and analyze holistic patient-centered information from multiple sources to establish foundation for relationship-centered nursing care through nursing judgments within the practical nursing role.</p>

Nursing Faculty

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Admissions

In addition to the Central Lakes College admission requirements, applicants must complete the application procedures and the requirements after acceptance outlined below to be eligible to begin the Practical Nursing Program. Applications will be accepted any time after September 1st for the following academic year. Students who have fulfilled the application requirements will be admitted to the Practical Nursing Program on a first-come first-serve basis until all available spaces are filled. If a student file does not meet the minimum requirements outlined below, or is missing any of the required application materials, the file will be considered incomplete and the student will not be considered for admission to the Practical Nursing Program.

Application Requirements:

- Official letter of acceptance to Central Lakes College
- Completed application form for admission to Practical Nursing Program
- Completion of the ATI (Assessment Technology Institute) TEAS (Test of Essential Academic Skills) test with a cut score of 50% or greater.

If a student's score falls below the minimum requirements for application to the Practical Nursing Program (50%), the student may retake the TEAS test. The TEAS test may be taken a maximum of three times. A study guide book, tutor and study help is available upon request.

Prerequisites:

- **BIOL 1404** (Human Biology I)

or

BIOL 2467 & 2468 (Anatomy and Physiology I & II- NOTE: Anatomy and Physiology I require a prerequisite course—see course catalog for possible courses that will fulfill this requirement. Life Science Chemistry suggested if planning to progress to CLC AD Nursing Program.)

- **ENGL 1410** (Composition I)
- **NSGA 1110** (Nursing Assistant)

or

Original Certificate of Completion of an approved 75 hour Nursing Assistant course in the state of Minnesota. The certificate must be from after the year 1989, when the approved state curriculum was implemented by the Department of Health. If the Certificate of Completion is over five years old, evidence must be provided from an employer verifying work as a Nursing Assistant within the past five years. The Nursing Assistant Registry is not acceptable evidence of length of class or course completion in Minnesota. The 40-hour test-out option is not acceptable as the PN prerequisite. The test-out option is not acceptable as the PN prerequisite for students who have taken a Nursing Assistant course outside the state of Minnesota.

- Evidence of current CPR (also known as BLS or Basic Life Support) certification. The American Heart Association's "Basic Life Support - Health Care Provider" or the American Red Cross' "CPR for the Professional Rescuer" meet CPR certification requirements. The student is responsible for providing a copy of their current CPR certification to the nursing department prior to the start of the nursing program and for keeping their certification current throughout the practical nursing program. **If CPR certification is not current, the student will not be allowed to attend clinical until he/she provides evidence of current CPR certification.**
- **PNUR 1130** Life Span
- **PNUR 1140** Medication Administration for Healthcare Professionals

- **TEAS TEST** (Test of Essential Academic Skills), this test is a multiple choice exam that measures entry level skills and abilities of nursing program applicants. The test may be attempted up to three times. Students must score at 50% or higher for admission. If students are unsuccessful in passing the TEAS test with a score of 50% or higher on three attempts, they must wait one full calendar year. During that time it is suggested that the student remediate in one of the following ways: purchase a TEAS study book in the bookstore, takes courses in whichever area of the test they didn't do well in (English, science, math or reading), work with a tutor at one of the campuses or prepare in some other way for retaking the test. After one full calendar year, the student can re-test again for three attempts and if not successful with 50% or higher, the year off rotation with remediation begins again. There is a \$50 fee with Pearson Vue for each test, see <http://www.clmn.edu/programs/PN%20teas%20test.pdf>.

Courses taken at educational institutions other than Central Lakes College will be evaluated by Admissions and/or the Nursing Department in order to determine whether or not the courses are equivalent to required prerequisite courses and may be transferred. CLC nursing courses in which Minnesota State Board of Nursing Abilities are integrated are not accepted for transfer from other institutions.

Applicants who are qualified but are not accepted for admission to the Practical Nursing Program, are placed on a waiting list in the order completed applications were received. If spaces become available, applicants from the waiting list will be granted admission.

After Application:

Applicants will be notified of their admission status within 2 weeks after all of their application materials have been received. Applicants who have met all criteria for admission to the nursing program must indicate acceptance by returning the signed acceptance form.

After Acceptance:

Orientation Session: Upon acceptance into the program, students will be informed of the time and date of a **mandatory** orientation session. **A student who fails to attend the orientation session forfeits his or her place and the next individual on the waiting list will be granted admission to the Nursing Program.**

Attendance at the orientation session may be waived **with prior permission** from the Director of Nursing for the following extenuating circumstances only:

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

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

*In the case of injury or illness, a family member is defined as the spouse, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent living in the same household as the student

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

Clinical Requirements

An essential component of the practical Nursing Program is student participation in clinical experiences where they care for patients and residents at health care facilities. Central Lakes College contracts with the local health care facilities to provide these experiences. In order to participate in clinical experiences, health care facilities require the following from students admitted to the CLC practical Nursing Program:

Criminal Background Study An essential component of the Nursing Program is student participation in clinical experiences where they care for patients and residents at health care facilities. Central Lakes College contracts with local health care facilities to provide these experiences. Any person who has direct contact with patients and residents at health care facilities licensed by the Minnesota Department of Health must have a criminal background check completed. Results of the study are to be on file in the department of nursing before students begin their clinical experiences. **Any student who does not pass the criminal background check (blue or yellow form accepted only) will not be permitted to participate in clinical experiences, thereby rendering the individual ineligible to progress in the Nursing Program and qualify for a diploma in practical nursing.** Criminal background studies are performed yearly. The first study is paid for from differential tuition; if a second study must be run due to progression or out of sequence needs (the study is good for one calendar year), the student is responsible for paying for subsequent studies. The cost of the study is \$20.00. Students should direct questions and appeals regarding the status of their background study to the Minnesota Department of Human Services, Licensing Division, 444 Lafayette Blvd., St. Paul, MN 55155-3842. Phone: (651) 296-3971. Web address: www.dhs.state.mn.us.

Immunization Records: A completed Pre-Clinical Participation Health Record Form and copies of immunization documentation must be on file prior to beginning any clinical experiences. This form will be provided to the student during Practical Nursing Skills Lab. **If a student does not have the required immunizations, a clinical site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. The Practical Nursing Program does not guarantee an alternative facility placement.** If no alternative clinical placement is available, the student cannot fulfill the clinical requirements and therefore is unable to progress in the CLC Practical Nursing Program. Students are instructed to keep original immunization documents and supply CLC with copies. If a student requests a file copy from the student file, they will need to complete an Immunization Copy Voucher Form and pay the required fee at the business office. Some clinical sites may require additional immunizations such as a yearly flu vaccination or the Hepatitis B series.

Name and Date of Birth: Clinical facilities may request the students' full legal name and date of birth of students who have been admitted to the practical nursing program. Clinical agencies may review this information and assess whether the student may be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, CLC does not guarantee an alternative clinical placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements and therefore is unable to progress in the CLC Practical Nursing Program.

Liability Insurance: Nursing liability insurance is required. The cost of this insurance is covered by a course fee. Additional health insurance is recommended for nursing students. This cost is not covered by Central Lakes College nor student fees. Information is available through the National Student Nurse's Association. Their web address is: <http://www.nsna.org/foundation/index.asp>

Physical and Mental Requirements: Students participating in clinical experiences must meet the physical, cognitive, and psychological requirements of the clinical facility in order to independently provide safe and competent care for ill and vulnerable patients and meet the psychomotor and cognitive objectives of the clinical course. If a student has physical or mental limitations that prevent them from independently performing the

psychomotor and/or cognitive skills required, the student will be unable to progress in the program until the limitations have been resolved (see Appendix D for nursing program requirements and the Disabilities Accommodations policy in CLC catalog).

Authorization for the Release of Student Information: Students are required to sign an authorization for the release of student information to clinical agencies and must sign a form indicating that he/she has received, read, and understands the contents of the student handbook.

Drug/Alcohol Policy

The Central Lakes College Department of Nursing is committed to maintaining an environment that is free from the influence of alcohol and illegal drugs in order to ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical setting by adopting a drug testing policy that is applicable to all students who have been accepted to the Practical Nursing Program. All applicants who have accepted admission to the Nursing Program are subject to drug testing at the student’s expense when a reasonable suspicion exists that a student is under the influence of illegal drugs or alcohol. See Appendix for Drug and Alcohol Testing Policy.

Tobacco/Electric Cigarette Use (CLC Policy 5.8)

Central Lakes College has adopted a tobacco-free and electronic cigarette-free (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, tobacco-like products, and other tobacco or non-prescribed nicotine products) policy that prohibits the use of all tobacco and electronic cigarette-free products within college buildings and state-owned and leased vehicles.

In compliance with the Minnesota Statute for public buildings and state owned vehicles, “All smoking is prohibited in the facilities and in college vehicles.” All classrooms, offices, labs, hallways, entrances, restrooms, libraries, theaters, and college vehicles are tobacco-free and electronic cigarette-free areas. Smoking and the use of tobacco and electronic cigarette-free products is permitted only in designated areas on campus grounds. Outside locations where tobacco use is permitted are indicated on maps posted throughout the college facilities. Reference: Minnesota State Statute-16B.24 General authority, Subd.9

Course Requirements

The student is responsible for the successful completion of all course requirements listed below. Practical Nursing courses must be successfully completed **in sequence** to be eligible to graduate and write the National Council Licensing Examination for Practical Nurses (NCLEX-PN). Students cannot be enrolled in any courses at the time of taking the NCLEX-PN.

Prerequisites:			
		CPR	
	NSGA 1110	Nursing Assistant	
	or		
	75 hour Minnesota Department of Health Nursing Assistant course		
	BIOL 1404	Human Biology	(3 credits)
	or		
	BIOL 2467	Anatomy & Physiology I	(4 credits)
and	BIOL 2468	Anatomy & Physiology II	(4 credits)
	ENGL 1410	Composition I	(4 credits)
	PNUR 1130	Life Span (*)	(1 credit)
	PNUR 1140	Medication Calculations for Healthcare Professionals	(1 credit)
	TOTAL:		9 credits

Practical Nursing Course Requirements:

PNUR 1160	Practical Nursing Skills Lab	(3 credits)
PNUR 1149	Clinical Lab I	(3 credits)
PNUR 1166	Gerontological Nursing	(2 credit)
PNUR 1168	Psychosocial Nursing	(3 credits)
PNUR 1265	Medical Surgical Nursing I	(5 credits)
PNUR 1150	Clinical Lab II	(3 credits)
PNUR 1175	Maternal Child Health	(2 credits)
PNUR 1270	Medical Surgical Nursing II	(6 credits)

TOTAL: 27 credits

GRADUATION REQUIREMENT: 36 credits

*PSYC 2431 Human Development (3 credits) may be substituted for PNUR1130

Practical Nursing Course Descriptions:

COURSE: PNUR 1130

TITLE: Life Span

CREDITS: 1 (online)

PREREQUISITE: none

DESCRIPTION: This course covers theories of human development and the progressive stages of physical, emotional, intellectual and social development during the life span.

COURSE: PNUR 1138*

TITLE: Medical Terminology (*This course is an elective and is not required for the PN program)

CREDITS: 1 (online)

PREREQUISITE: none (This course is an elective and is not required for the PN program)

DESCRIPTION: This course teaches students to recognize and build medical terms after learning the meaning of word parts. The course is based on a systems approach. Students will also learn how to interpret and use common medical abbreviations.

COURSE: PNUR 1140

TITLE: Medication Calculations for Healthcare Professional

CREDITS: 1

PREREQUISITE: none

DESCRIPTION: This course is to introduce students to medical dosage calculations and the terminology associated with medication orders. Theory, skill, and terminology related to calculating medication dosages will be the focus of this course. The students will learn how to perform conversions between measurement systems. Students will review basic mathematical concepts related to medication administration.

COURSE: PNUR 1149

TITLE: Clinical Lab I

CREDITS: 3

PREREQUISITE: admission to the PN program

DESCRIPTION: In this beginning clinical laboratory course, the student will take care of selected adult clients at an entry level. This clinical experience will take place in an acute care setting. The student will implement cares and skills that have been learned in prior laboratory and Practical Nursing theory courses. In addition, the student will demonstrate effective communication skills, maintain patient safety, and document cares accurately.

COURSE: PNUR 1150

TITLE: Clinical Lab II

CREDITS: 3

PREREQUISITE: PNUR 1149, PNUR 1160, PNUR 1161, PNUR 1168 and PNUR 1265

DESCRIPTION: In this clinical course the student will be expanding upon the knowledge, skills and attitudes necessary to assist individuals experiencing common health care problems that were started in PNUR 1149. The student will demonstrate skill in problem solving through the use of the nursing process as they provide care for a variety of clients throughout the life span and in different stages of the health/illness continuum appropriate to the role of the practical nurse. Observational experiences are provided in selected areas to enrich the clinical experience. Student will work full shifts that may include day and/or evening hours.

COURSE: PNUR 1160

TITLE: Practical Nursing Skills Lab

CREDITS: 3

PREREQUISITE: Admission to the PN program

DESCRIPTION: This course covers more complex nursing procedures. Concepts and rationales for clean/sterile techniques are explored along with instruction in procedures such as dressing changes, catheterization, suctioning, IV therapy, oxygen therapy, etc. Administration of oral and parenteral medications will also be taught. Documentation of these as well as other types of patient data will be covered, all within the context of the nursing process.

COURSE: PNUR 1166

TITLE: Gerontological Nursing

CREDITS: 2 (online)

PREREQUISITE: PNUR 1149, PNUR 1160, PNUR 1168 and PNUR 1265

DESCRIPTION: This course covers aging and the aging process. Students will identify physical, psychosocial and health needs of the elderly population. The course emphasizes the role of the nurse in health promotion of older adults, focusing on maximizing potential and minimizing the effects of aging. Some topics covered include; medication interaction with the elderly, elder abuse, community resources and common illnesses of the elderly.

COURSE: PNUR 1168

TITLE: Psychosocial Nursing

CREDITS: 3

PREREQUISITE: admission to the PN program

DESCRIPTION: This course presents general principles of communication in the health care setting. The course will build on the student's basic skills and assist in developing skills in the care of emotional/mental illness, substance abuse, and social problems emphasizing nursing interventions in all health care settings.

COURSE: PNUR 1175

TITLE: Maternal Child Health

CREDITS: 2

PREREQUISITE: PNUR 1160, PNUR 1149, PNUR 1168 and PNUR 1265

DESCRIPTION: This course describes signs of pregnancy, prenatal care, labor and delivery, and postpartum care. Complications of pregnancy, labor and delivery and postpartum, as well as fundamental nursing care of the neonate will be presented. The pediatric portion of the course describes the child's experience of hospitalization and health care adaptations for child and family. Care of the child with pediatric disease conditions will be presented.

COURSE: PNUR 1265

TITLE: Medical-Surgical Nursing I

CREDITS: 5 (hybrid)

PREREQUISITE: admission to the PN program

DESCRIPTION: In this course a framework for nursing practice is explored. This framework, titled the nursing process, provides a systematic problem-solving method for nurses enabling them to identify and meet patient needs. Complex nursing procedures are discussed within this framework, as well as selected diseases of the various body systems. The role of nutrition in prevention of disease and its application in treatment of disease is included.

COURSE: PNUR 1270

TITLE: Medical-Surgical Nursing II

CREDITS: 6 (hybrid)

PREREQUISITE: PNUR 1160, PNUR 1149, PNUR 1168 and PNUR 1265

DESCRIPTION: This course continued on where Medical-Surgical Nursing I finished. In this course selected diseases of the remaining various body systems are discussed within the framework of the nursing process. The role of nutrition in prevention of disease and its application in treatment of disease is included.

COURSE: PNUR 1303 (Not a currently being offered)

TITLE: PN Refresher

CREDITS: 3

PREREQUISITE: Must be currently licensed or must apply to MN Board of Nursing for relicensure prior to beginning class

DESCRIPTION: This course is designed to refresh Licensed Practical Nurses who have been inactive or need to re-register their licenses with the Minnesota Board of Nursing. Topics covered in this class are the role of the LPN, the State of Minnesota Nurse Practice Act, legal and ethical issues, modalities in nursing care delivery systems, nursing process, and update in clinical practice with review of body systems and related skills. This course includes two credits of independent study and one credit of clinical practice, which is equivalent to a total of 62 contact hours. Clinical experience will be provided in the acute care setting.

COURSE: PNUR 2360

TITLE: Independent Study

CREDITS: 1-3

PREREQUISITE:

DESCRIPTION: This student-generated course is an opportunity to study particular areas of interest not covered in the general curriculum.

Academic Progression/Graduation Requirements

- A student must earn a minimum grade of “C” in each practical nursing course and maintain a 2.0 GPA in order to progress in the Nursing Program sequence. Each student is expected to track his/her academic progress throughout each semester. Academic advising is available. The nursing faculty will work with students and/or provide referral. See CLC student catalog for grade appeal procedures. Grade appeal paperwork may be obtained from Trudy Austin at the Brainerd campus or Jody Longbella at the Staples campus.
- Students must satisfactorily complete all required CLC Practical Nursing Program Competencies in order to graduate. Students must satisfactorily complete each competency within three (3) attempts. Students who fail to pass a competency within 3 attempts will receive a failing grade for that course. Students who fail to complete all PN Program Competencies in the semester that they are tested will not progress in the Practical Nursing Program.
- In preparation for taking the NCLEX-PN, a comprehensive assessment examination will be administered during the last semester of clinical in order to identify areas of weakness that must be remediated prior to taking the licensure examination. The cost of this assessment examination is covered by PNUR tuition differential.
- In addition, in preparation for taking the NCLEX-PN after graduation, a comprehensive live NCLEX review is required as part of PNUR 1152 and will be scheduled during the semester of PNUR 1152, following successful completion of all course work. The cost of this review is covered by PNUR tuition differential.
- Students may repeat up to two (2) Practical Nursing courses once. If the student fails to achieve a minimum of a “C” grade or higher in the same Practical Nursing course a second time or fails to achieve a minimum of a “C” grade or higher in three (3) or more Practical Nursing courses, the student has failed to meet progression requirements and will be removed from the Practical Nursing Program due to academic failure. The student will be **ineligible for readmission**. If a student elects to withdraw from a Practical Nursing course and the student’s grade prior to the withdrawal is below a “C”, a “W” (withdraw) is considered equivalent to course failure. Students are apprised of progress at clinical evaluation conferences and by posted cumulative theory points after examinations. Grades are posted on line on Desire2Learn (D2L). See procedures for repeating failed courses and readmission outlined below.
- If students are “out of sequence”, they must follow the Practical Nursing Progression’s Committee Policy beginning with meeting with their instructor(s). See Appendix F for policy.
- Students must ask for and receive permission to tape the instructor in classroom, lab, or office areas; unless permission to tape has been asked for and received, taping is not allowed. Students may not take pictures in the classroom, lab or clinical.

Procedures for Repeating Failed/Withdrawn Courses

If a student has been unsuccessful in a Practical Nursing course(s) or has withdrawn from a course(s) because of academic, personal, or medical issues, the student must meet with the Director of Nursing to discuss options for progression. The PN progressions policy can be found at Appendix F.

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

Students who have failed or withdrawn from two (2) Practical Nursing courses for academic (i.e. student’s grade was below a “C” prior to withdrawal) reasons will be placed on probation. Students may repeat Practical Nursing courses on a space-available basis. Students who have failed or withdrawn from a course(s) must repeat the entire course and **re-do** all assignments in that course, rather than re-submit previous work. Alternate assignments may be given by instructors to students repeating a PNUR course. If there are more Practical Nursing students who must repeat the same course during the same semester than space available, students will be rank-ordered according to prerequisite and practical nursing course GPA.

If a student fails or withdraws from a third course, the student has failed to meet progression requirements and is therefore ineligible to continue and will be removed from the Practical Nursing Program and at that time becomes **ineligible for readmission** to the Practical Nursing Program at CLC in the future. The tuition and fee appeal process is unrelated to eligibility for readmission to the PN program. Courses that are dropped through the tuition and fees appeal process are considered attempted credits for the purposes of determining progression.

Procedures for Readmission

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

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

If the student desires readmission to the Practical Nursing Program, the student must submit written documentation to the Director of Nursing which provides evidence to support readmission. The documentation should include a plan of action that identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success in the Practical Nursing Program. This written plan of

action must be received with the application form. If a student is readmitted to the Nursing Program they must meet in person with the Director of Nursing to discuss a plan and develop a contract for success.

Students seeking readmission must complete a new application. Applications for readmission will be placed with the pool of new applicants, and the student will be admitted in the order the application was received. If all Practical Nursing Program cohorts are full for the academic year and there is no space available, the student(s) applying for readmission will be placed on the waiting list in the order received. If a space does not become available in any of the CLC Practical Nursing Programs, the student will be accepted in a cohort the following year.

The student will be notified in writing of readmissions status.

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

Student Removal from the Practical Nursing Program

Integral to the profession of nursing is a concern for the welfare of the sick, injured, and vulnerable and for social justice; therefore, students enrolled in the Practical Nursing Program at CLC accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the profession's Code of Ethics. The *American Nurses Association (2001) Code for Nurses with Interpretive Statements* outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated by the profession. The Practical Nursing Program at Central Lakes College has an obligation to professional, moral, and ethical principles of the profession of nursing. Therefore, students who fail to meet the moral, ethical, or professional behavioral standards of the Practical Nursing Program are not eligible to progress in the Nursing Program. Students who do not meet academic or clinical standards and/or who violate the student Code of Conduct as described in the Central Lakes College catalog and the PN Nursing Student Handbook are also ineligible to progress in the Practical Nursing Program. Behaviors that violate academic, moral, and ethical standards include, but are not limited to, behaviors described in the College Catalog Student Code of Conduct as well as:

- unsafe behaviors in a clinical setting;
- academic dishonesty (see examples outlined in college catalog);
- behaviors that violate the Student Code of Conduct (see examples outlines in the college catalog);
- transgression of professional boundaries;
- breaching of confidentiality/HIPAA (including any type of social media breach);
- behavior unbecoming of the Nursing Profession (professional behaviors delineated in the *ANA's Code for Nurses with Interpretive Statements*, which can be viewed at: <http://www.nursingworld.org/codeofethics>).
- breach of CLC nursing program social media policy

***Note: The above violations include behaviors conducted either in person or via “smart” technology and/or social media.**

Students who fail to adhere to the CLC Student Code of Conduct and the moral and ethical standards outlined in the handbook are ineligible to progress in the nursing program. See CLC student catalog for procedures related to Grade Appeals and Student Grievance policies and procedures.

Academic Integrity Policy

Academic integrity is one of the most important values in higher education and the nursing profession. This principle requires that each student's work represent his or her own personal efforts and that they student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty. Central Lakes College nursing students are expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations.

Types of Academic Dishonesty

- **Plagiarism:** Using the words and/or ideas of another author without proper acknowledgement so they appear to be your work. This includes quoting, paraphrasing, or copying of part or all of another's work without acknowledging the source.
- **Cheating:** Using. Or attempting to use, unauthorized materials in any academic exercise or having someone else do your required work: e.g. cheat sheets or copying from another's paper, test, and/or homework
- **Fabrication:** Inventing or falsifying information: for instance, creating data for a required lab experiment that was not done or was done incorrectly.
- **Enabling Academic Dishonest:** Assisting others in committing an act of academic dishonesty.
- **Deception or Misrepresentation:** lying about or misrepresenting your academic work or academic records.
- **Multiple Submission:** Submitting work without an instructor's permission as if it is new work, even though it has already been used in another class.

Policy Implementation Notification: In each class students will be notified about that class' process regarding academic dishonesty. That notification is most often stated in the class syllabus and may contain definitions of academic dishonesty, required documentation style, a reference to the college's Academic Integrity Policy and the Student Code of Conduct, and a statement of consequences in the class for any infraction.

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

1. Notification of the charge,
2. Presentation of the evidence supporting the charge,
3. An opportunity to respond,
4. Notification of the consequences,
5. Information about the appeal process.

Consequences: There is a range of options available to instructors and the director for dealing with cases of academic dishonesty. Consequences for a student in a particular class may include, but are not limited to, failing the course, having a course grade lowered, having an assignment grade lowered or stricken, completing an additional assignment or redoing it, receiving a warning, and/or having the charge dropped. Consequences for a student in a particular program may include removal from a program in addition but not limited to the above consequences.

Documentation: A written summary (letter) identifying the specific allegation of academic dishonesty, the consequences, and the documentation to support the charge will be provided to the student. Copies will be kept by the instructor or director and sent to the appropriate Academic Dean.

Academic Policies Due Process for Nursing Programs (see form in appendix area)

Central Lakes College Nursing Department Social Media Policy

Student nurses have a responsibility to understand the benefits and consequences of participating in social media. This includes both personal and professional social media use. A common myth with social media is that the communication or post is private and accessible only to the intended recipient. Social Media is a public forum and any information posted in this media is considered public. Students should also be cautious of engaging in compromising behavior that may be photographed and tagged in another individual's social media without permission of the student. Nursing requires the highest level of ethics at all times and nursing students are expected to comply with the rules of the Nursing Department and the ANA Code of Ethics in their social media use.

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

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

Nursing Students are expected to comply with the rules of the Nursing Department and the ANA Code of Ethics in their social media use. Examples of unprofessional behavior may include, but are not limited to the following:

- Any identifiable patient information or image or HIPPA violation
- Blurring of professional patient – nurse boundaries
- Sharing of any information or photos gained through the nurse-patient relationship
- Lateral violence or cyber bullying which may be behaviors of intimidation or bullying directed towards another individual
- Any disparaging remarks towards a patient
- Use of social media in a way that violates the rules of the clinical agency
- Any harassing, profane, obscene, or sexually explicit social media use that violates CLC's non-discrimination policies.

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

References/Resources

American Nurses Association (ANA). (2011a). Navigating the world of social media. Retrieved from <http://bit.ly.tkVRri>

American Nurses Association (ANA). (2011b). 6 tips for nurses using social media. Retrieved from <http://bit.ly.HlvVo>

American Nurses Association (ANA). (2011c). Principles for social networking and the nurse. Retrieved from <http://ana.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards/ANAPrinciples.aspx>

National Council of State Boards of Nursing (NCSBN). (2011). White paper: A nurse's guide to the use of social media. Retrieved from https://www.ncsbn.org/Social_media_guidelines.pdf

National Student Nurses' Association, Inc. (n.d.) Social media usage and maintaining privacy, confidentiality and professionalism. Retrieved from https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf

AMERICAN NURSES ASSOCIATION

- FACT SHEET -

Navigating the World of Social Media

The number of individuals using social networking sites such as Facebook, Twitter, LinkedIn, and YouTube is growing at an astounding rate. Facebook reports that over 10% of the world's population has a Facebook presence while Twitter manages more than 140 million Tweets daily. Nurses are making connections using social media. Recently, the College of Nurses of Ontario reported that 60% of Ontario's nurses engage in social networking (Anderson & Puckrin, 2011).

Social networks are defined as "web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the system" (Boyd and Ellison, 2007).

These online networks offer opportunities for rapid knowledge exchange and dissemination among many people, although this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to either enhance or undermine not only the individual nurse's career, but also the nursing profession.

Benefits

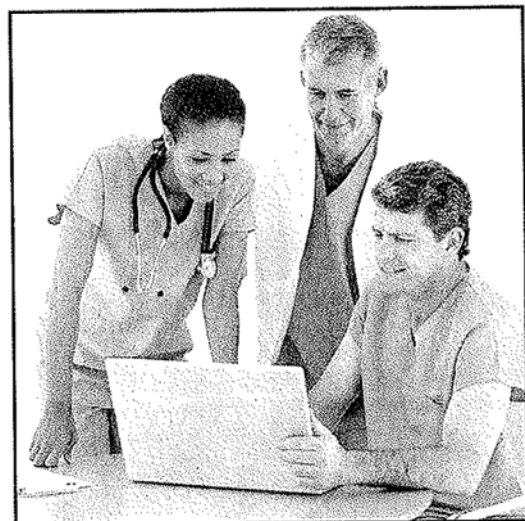
- Networking and nurturing relationships
- Exchange of knowledge and forum for collegial interchange
- Dissemination and discussion of nursing and health related education, research, best practices
- Educating the public on nursing and health related matters

Risks

- Information can take on a life of its own where inaccuracies become "fact"
- Patient privacy can be breached
- The public's trust of nurses can be compromised
- Individual nursing careers can be undermined

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.



References

- Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41.
- Boyd, S., & Ellison, N.B. (2007). Social network sites: Definition, history, and scholarship. *Journal of Computer Mediated Communication*, 13(1), 210-230.

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Grading

The academic grading system is the following:

A	= 96% - 100%	C+	= 83% - 86%
A-	= 94% - 95%	C	= 80% - 82%
B+	= 91% - 93%	D	= 73% - 79%
B	= 89% - 90%	F	= 72% and below
B-	= 87% - 88%		

The letter grade is computed from cumulative points at the end of each semester.

Attendance

Lab Attendance Policy

Attendance is crucial for lab. Each student may miss no more than 9 hours in this course (PNUR 1160).

Tardiness will be figured as follows:

- 0-15 minutes late = 15 minutes
- 16-29 minutes late = 30 minutes
- > 30 minutes late = 1 hour

If a student misses more than 9 hours, the student will be required to retake this course.

Clinical Absence Policy

Students are held to the same standards as those expected in the professional work environment. Students are required to attend clinical on a predictable and consistent basis in order to meet curriculum standards and course objectives. They are expected to arrive on time. Students must notify the instructor by phone or in person in advance when it is anticipated that a clinical experience will be missed. For unanticipated absences, students must notify the scheduled clinical site/unit, as well as the nursing instructor regarding absence. Clinical attendance may be excused for the following extenuating circumstances:

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

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

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

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

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

Students must attend a minimum of 92% of the clinical course, whether excused or unexcused, in order to progress in the program. Clinical days that have been missed due to an unexcused absence are not eligible

for make-up arrangements. Clinical days that have been missed due to an excused absence may be made up in order to achieve the 92% attendance requirement and will be negotiated between student and faculty. Make-up experiences for excused absences cannot be guaranteed if 2) there are not enough clinical days remaining in the semester to make up the number of days missed; 2) clinical nursing faculty are unavailable; 3) alternate clinical sections are full. **If a student does not attend at least 92% of the clinical course, the student may receive a failing grade in the course and will be unable to progress in the practical nursing program.** If a student chooses to miss clinical for any reason not listed above, the absence will be considered unexcused.

If the student is recurrently tardy or other infractions arise, the student may be placed on clinical probation. Failure to meet the terms of the probation may result in failure of the clinical course up to program dismissal.

Practical Nursing Academic Probation Policy

It is the policy of the Practical Nursing faculty that a student may be placed on academic probation if certain violations occur while in a PNUR theory, online or lab course. These violations include but are not limited to:

- Academic dishonesty* (see examples outlined in College Catalog);
- Behaviors that violate the Student Code of Conduct* (see examples outlined in College Catalog);
- Behavior unbecoming of the Nursing Profession*;
- Breach of confidentiality* (HIPAA);
- Disrespectful behavior to staff/faculty/patient(s)/or student(s)*;
- Inappropriate or unprofessional behavior*;
- Behaviors demonstrating lack of integrity*;
- Incomplete or erroneous documentation*;

*including any type of social media breach

Practical Nursing Clinical Probation Policy

It is the policy of the nursing faculty that a student may be placed on probation if certain violations occur while in the clinical setting. These violations include but are not limited to:

- Pattern of absences or tardiness;
- Breach of confidentiality (HIPAA);
- Disrespectful behavior to staff/faculty/patient(s)/or student(s);
- Inappropriate or unprofessional behavior;
- Pattern of lack of preparation for Clinical;
- Late submission of written Clinical assignments;
- Patient safety compromised;
- Demonstration of lack of integrity;
- Incomplete or erroneous documentation.

If a student has a violation, they will have to complete a Student Success Plan outlining their objectives and plans to correct the behavior. If they do not meet the terms of the contract, it will result in a failing grade for that Clinical rotation. If another violation occurs in a different category, it will also result in a failing grade. Failing a course will result in a failure to progress in the Practical Nursing Program.

Any further violations occurring in subsequent Clinical rotations will be brought before the Progressions committee and will result in failure of the Clinical course or dismissal from the Practical Nursing Program.

Students will be given a copy of the Clinical Probation Policy and Student Success Plan form prior to each Clinical rotation.

Students have the right to appeal disciplinary action regarding student conduct violations. See CLC college catalog for student conduct policies and procedures, grade appeals policies, and student grievance policy and procedures. Grade appeal paperwork may be obtained from Trudy Austin at the Brainerd campus and Jody Longbella at the Staples campus.

Communication/Computer Requirements

Computer Requirements

All students must have access to a computer, printer, and the Internet with greater than dial-up speed required in order to meet academic demands of the nursing program. For online exams and quizzes, it is strongly recommended that a student uses a computer with high-speed internet and a wired connection. It is the student's responsibility to assure internet connection meets D2L requirements. Students are accountable for any technical difficulties that may occur during testing if D2L requirements are not met. At a minimum, computers must be equipped with Windows XP or higher, Adobe Acrobat Reader, and Microsoft Office (Word, PowerPoint, Office). New D2L updates allow students to see Word docs and Adobe docs. Students will now have access to Office 365 also. Computers and printers are available for student use at the library and computer commons at both campuses. Students requiring assistance with computer-related issues should contact the Help Desk at extension 8200.

Communication

CLC e-mail is the official means of communication with students. All students are expected to check their CLC-mail and Desire 2 Learn (D2L) frequently for official communication, including course updates, assignments, etc. from nursing faculty.

Clinical Participation

Student supplies and course materials

The nursing student is responsible for personal purchase of the following:

- A stethoscope with a diaphragm and bell
- Bandage scissors
- Uniform, including white shoes and white lab coat
- Penlight
- Watch with a second hand
- Black pen

Student Costs

Students are charged additional programmatic tuition in PNUR courses to cover supplies and services that are required by the nursing program. Items covered may include, but are not limited to:

Liability Insurance

Lab supplies, practice materials and gloves, lab maintenance and upkeep

Student Assessment/exit testing package

NCLEX-PN review course

Background study

*Items and costs included in the course tuition are subject to change

Licensure examination application currently costs approximately \$300.00. These costs **are not** covered by differential tuition or course fees. Details related to application to take the licensing exam (NCLEX-PN) will be explained by faculty as graduation nears.

Uniforms and Dress Code

- Practical Nursing Student uniforms include all-white uniform top and black uniform pants with white or black socks. Skirts and dresses are allowed as long as they are white and white stockings are worn and the dress is below knee level. Shoes may be white or black nursing shoes or white or black tennis shoes with minimal color. White nursing clogs with a heel strap (which must be worn) are allowed. Crocs are NOT allowed. Pants must be hemmed to a length that rests on the shoes without extending past the back bottom of the shoe. Pants must be of heavy enough material and with a waist-rise high enough that no undergarments are observable. Uniforms MUST be pressed and clean.
- Student identification must be worn.
- Jewelry: no more than one ring may be worn, no necklaces or bracelets may be worn (exception, a medic-alert necklace or bracelet is allowed).
- Only one small post earring may be worn in each ear. No hoop or dangle earrings may be worn.
- No visible body piercing (eyebrow, tongue, nose) or tattoos are allowed. If the student has a visible tattoo or piercing, it must be covered with clothing or some other means (bandaid, etc.), to comply with current policies of our health care facilities partners.
- Hair must be short or pulled back with vision not impaired.
- The nursing student must be well-groomed and free from offensive odors. Male students must shave or have neatly-groomed beards and sideburns
- Odors may cause adverse physical responses from patients; therefore, smoking is not allowed while in uniform so that no odor of smoke is present on the uniform, and no fragrances may be worn, including cologne, perfume, body lotion, hair spray, or after-shave lotion. No odor of alcohol will be tolerated (see drug and alcohol policy).
- Nails must be short and clean. Acrylic or false nails are not permitted for infection control and safety purposes. Clear un-chipped nail polish is allowed.
- Students may NOT chew gum or hard candy.

The Practical Nursing student is expected to adhere to any additional dress code policies required by clinical agencies. Failure to comply with the uniform or dress code policy may result in dismissal from the clinical area by your clinical instructor.

For infection control purposes, practical nursing students may not wear their uniform to any classroom setting.

Lab Dress Code

The nursing learning lab is considered a simulated clinical experience; therefore, students are required to adhere to the above dress-code policies with the exception of wearing a uniform. Instead of the student uniform, regular street clothes may be worn with white lab coat and student identification. Failure to comply with the lab dress code policy will result in loss of participation points. Student lab supplies may not be removed from the lab. No food or drinks are allowed beyond the classroom area of the labs. Lounging/lying on the beds and/or other equipment in the lab is not allowed, and the lab area must be cleaned and left in the same condition in which it was found.

Transportation

Attendance at clinical orientation sessions is mandatory. If a student misses a clinical orientation session, he/she will not be allowed to attend clinical.

Online and Clinical Orientation

Online or land-based clinical orientation must be completed prior to the beginning of clinical practicum. Attendance at clinical orientation sessions is mandatory. If a student misses a clinical orientation session, he/she will not be allowed to attend clinical.

Confidentiality/HIPAA

All students are required to sign a HIPAA (Health Insurance Portability and Accountability Act of 1996) form during clinical orientation. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA guidelines. Patients have a legal right to confidentiality related to all aspects of their care, and professional nurses have a legal obligation to safeguard the patient's confidentiality. Students may not provide information about their patient(s) to any individual not directly involved with the patient's care, including other staff and classmates. Conversation related to patients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to patients or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents with identifying patient information contained on them may not be removed from the clinical setting and must be discarded in a confidential manner.

Failure to adhere to HIPAA regulations may result in probation or program removal.

Bloodborne Pathogens Exposure

Students participating in lab and clinical experiences are responsible for adhering to universal blood and body substance precautions to prevent exposure to blood and body substances infected with bloodborne diseases. An exposure can be caused by the splattering of blood, body fluids, or other potentially infectious substances into the eyes, mouth, mucous membranes, or non-intact skin. An exposure can also be caused by a punctures from a contaminated needle or other sharp object. In the event of an exposure in the nursing lab, report the incident immediately to supervising faculty. In the event of an exposure at a clinical agency, the exposure should be immediately reported to the clinical faculty, and the exposure policy of the clinical agency must be followed. Cost associated with exposure or injury that occurs while at clinical will be covered as outlined in the clinical contract.

Student Support

Advising

It is the responsibility of the student to seek assistance, academic counseling, and/or advising in order to meet Nursing Program standards. Nursing students should seek council as needed from nursing faculty. Faculty contact information is posted in course syllabi.

Student complaints/grievances

Students with concerns are encouraged to first discuss issues with faculty following the usual chain of command guidelines. If a student is unable to resolve issues to his/her satisfaction, the student is directed to the Student Grievance Policy and Procedures published in the Central Lakes College student catalog.

Disabilities Accommodation

Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Students should contact Andria Belisle, Disability Coordinator, abelisle@clcmn.edu or 218-855-8175, office E138 to meet and discuss reasonable and appropriate accommodations for the students' plan. The accommodations authorized in a student's plan should be discussed with the student's instructor. All discussions will remain confidential.

Star Alert Emergency Notification System

Star Alert is an emergency notification system which a student can voluntarily register for. This alert system is designed to send an emergency alert via text messaging to the student registered cellular phone. For more information or to register go to: <http://www.clcmn.edu/general/staralert.htm/>

The following television and radio stations will carry official announcements of class cancellations and/or closing of CLC campus. Clinicals will be cancelled when CLC classes are cancelled.

Watch the following television stations:

Alexandria: KCCO 7/12 & KSAX 43

Twin Cities: KSTP 5 & WCCO 4

Listen to the following radio stations:

AITKIN	KKIN-AM (930), KKIN-FM (94.3)
BRAINERD	KBPR- FM (90.7), KLIZ-FM (107.5), KFGI-FM (103.5), KVBR-AM (1340), KBLBFM (B93.3), and WJJY-F M (106.7)
BREEZY POINT	KLKS-FM (104.3)
LITTLE FALLS	KFML-FM (94.1), KLTF-AM (960), and WYRQ-FM (92.1)
MINNEAPOLIS	WCCO-AM (830)
PEQUOT LAKES	KTIG-FM (102.7)
ST. CLOUD	KCLD-FM (104.7), KNSI-AM (1450), KCML-FM (99.9), and WILD-FM (98.9)
STAPLES	KWAD-AM (920), KNSP-AM (1430), and K106-FM

WADENA	KWAD-AM (920), KNSP-AM (1430), KSKK-FM (94.7), and K106-FM
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Classes Cancellation/ Campus Closing

If classes are cancelled, students do not have to come to school; they are excused. If campuses are closed, classes are also cancelled. If classes are running late, students are to come to school at the time indicated that the campus will open and courses will be in session. If it is a clinical date and classes are running late (2 hours or more) then clinical will be cancelled.

Learning Commons

Library – Tutoring & Student Support – Research Center – Instructional Support

The Learning Commons (located in the library area) provides a variety of student support services including the following:

- Transition Services
- Assessment and Accommodations: Referral Services
- Environmental Modifications
- Computer Assisted Instruction
- Case Management
- Alternative Learning Adaptation
- Study Group Facilitation Tutoring Services
- English as a Second Language Services
- Note taking Services
- Reader Services - Text Book Taping Service

Learning Resource Center

Visit www.clcmn.edu/library/ for information related to the library services available for students.

Opportunities for Student Participation

National Student Nurse's Association

All students who have been admitted to the nursing program may enroll in the NSNA organization. Visit www.nсна.org for more information.

PN Student Nursing Club

CLC offers Practical Nursing students the opportunity to be involved in the nursing club at either the Brainerd or Staples campus. A faculty member serves as a facilitator for the clubs which are student led.

PN Student Meeting Participation

PN students may:

- **Participate in monthly “All Nursing Faculty” meetings;**
- **Be asked to become a member of the Nursing Advisory Board**
- **Participate in twice semester meetings with the nursing director at “Conversations with Connie”**
- **Participate in nursing club meetings**

Service Learning

Service learning links academic study to community service through structured reflection; it engages students in responsible and challenging community service; it provides structured opportunities for students to reflect critically on their experiences; and it emphasizes learning in areas such as communication, critical thinking and community involvement. The Practical Nursing program believes service learning is valuable for two fundamental and interrelated reasons: (1) service as a form of practical experience enhances learning in all areas of a college's curriculum; and (2) the experience of community reinforces moral and civic values inherent in serving others. **5 Service learning hours are a mandatory curriculum requirement for the Practical Nursing program.** A student will have until the end of their program to complete and submit required documentation related to the service learning projects they participated in.

Student may participate in monthly “All Nursing Faculty” meetings, may be asked to become a member of the Nursing Advisory Board, may participate in twice semester meetings with the nursing director at “Conversations with Connie”, and may become involved with Student Senate.

Authorization for Release of Student Information

Criminal Background Check

An integral part of the Nursing Programs is the care of patients/clients in clinical settings. To provide this experience, the College contracts with local clinical facilities. All facilities licensed by the Minnesota Department of Health require criminal background checks for anyone working at their facilities, including students.

I understand that a facility may check my criminal background and could use the results to refuse to accept me at its facility. I understand that if I refuse to cooperate with the criminal background check or I have been denied clearance, the clinical facility will refuse to accept me, and that the Nursing Program does not guarantee an alternative facility placement. I understand that if no alternative facility placement is available, I will be dismissed from the Nursing Program.

I authorize Central Lakes College to release information contained in its files (including but not limited to reports, records and letters or copies thereof) regarding a background study performed by the Department of

Human Services, or a request to the Commissioner of Health for reconsideration of a disqualification, to determine my eligibility to participate in clinical placements to fulfill the requirements of the nursing program at Central Lakes. This information may be released to all Central Lakes College clinical facilities. I understand that the facility will review this information to assess whether I may be permitted to participate in a clinical placement. I understand that I am not legally obligated to provide this information. If I do provide this information, the data will be considered private under state and federal law, and released only in accordance with those laws, or with my consent. I provide this information voluntarily and understand that I may revoke this consent at any time. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents. This authorization expires one year from the date of my signature.

Data Practices Advisory and Informed Consent/Clinical Placement

The information on the attached HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS FORM is collected because the clinical sites where Central Lakes College places student nurses require that the health information about student nurses be made available to them. The information will be used to determine whether a student meets the clinical site's health requirements for care providers.

I understand that a clinical site may refuse my participation based on data provided on my Health Examination and Immunity Requirements form. I understand that if I have not been immunized, a clinical agency may refuse my participation in clinical experiences at their site. I understand that the CLC Practical Nursing Program does **not** guarantee that there will be an alternate clinical site available, and that if no alternative facility placement is available, I will be dismissed from the program.

I understand that the information collected is private data, and will be disclosed, as needed, to the Director of Nursing at Central Lakes College and to any clinical site where I am placed as a student, should the clinical site request the data. I understand that I am not legally required to provide this information to the Central Lakes College; however, my refusal to provide the information requested in the HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS FORM could mean that a clinical site may refuse to accept me at its facility. I understand that the Nursing Program does not guarantee an alternative facility placement, and that if no alternative facility placement is available, I will be dismissed from the Nursing Program.

I authorize Central Lakes College to release the information on the HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS FORM to any facility to which I am assigned while I am enrolled in the nursing program should the facility request the information. This authorization is valid for one year from the date of my signature.

I authorize Central Lakes College to release my name and date of birth to the clinical agencies of the Central Lakes College nursing program. I understand that the clinical agencies will review this information and assess whether I may be permitted to participate in a clinical placement at their facility, and if I am not permitted to participate, CLC does not guarantee an alternative clinical placement. If no alternative clinical placement is available, I understand that I am unable to meet the clinical requirements of the program and am therefore ineligible to progress in the program.

OTHER IMPORTANT NOTICES:

Responsibility for health care costs

Health care costs incurred during the period of time students are enrolled in the Nursing Program are the student's responsibility.

Disability Services

Central Lakes College values diversity in our college community and is committed to ensuring equal access and opportunity to qualified students with learning disabilities, speech impairments, information processing disorders, vision and hearing impairments and physical or mental health disabilities. This website has been developed to provide information about Disability Services to prospective students, current students and parents, as well as, faculty and staff and any other individuals who wish to inquire about our services.

Returning and new students:

Each semester you must request accommodations for your new classes. Please make your appointment with Disability Coordinator before the semester starts to get your new Letter of Accommodation and test request forms for your new classes.

Reasonable Accommodations: There are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. The Nursing Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, students should contact the Office for Students with Disabilities which is located in the Career and Counseling Center. For further information, please contact:

Disability Coordinator

Office – E138

Phone: 218-855-8175 Fax: 218-855-8267

Email: abelisle@c.cmn.edu

Worker's Compensation

It is the position of the clinical facilities and Central Lakes College that nursing students are not employees of either the clinical agency or the College for purposes of Worker's Compensation insurance.

Non-discrimination/Equal Opportunity

Central Lakes College 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.

Simulation in Health Care Education Participation Expectations and Confidentiality Statement

Learning objectives for simulation in health care education include but are not limited to the following:) apply basic to complex nursing skills, b) improve critical thinking skills, c) recreation of high risk/low frequency skills, d) assist in development of leadership skills and teamwork, and e) provide instant feedback and situation debriefing.

Each simulation experience is meant to offer you an opportunity to experience a mock up of possible clinical experiences you may encounter in various health care settings and environments. It is our expectation that you participate fully in these experiences and treat the environment and the patients in the simulation as though they are your patients.

The experience of simulation may evoke some unexpected actions, patient responses and outcomes. Simulation learning activities are an opportunity to evaluate hospital systems, teamwork activities, as well as individual preparedness during various patient care situations and emergencies. At the end of many simulations, we will take time to debrief in small and/or large groups. This will be your opportunity to discuss how you feel the educational experience has gone and what possible improvements could be made as a system, team, or as an individual. Please be sensitive to your team members and do not share individual performance issues with other peers. We expect professional behavior and attire when in the nursing simulation lab (ie, Lab coat, stethoscope). Likewise we expect confidentiality to be maintained so that we can facilitate a safe, structured learning environment for all nursing students.

Students will be asked to complete evaluation forms related to their simulation experiences. We appreciate your thoughtful responses regarding your perceptions related to the simulation experience and how we can make improvements for the future.

Simulation scenarios may be videotaped for debriefing purposes in order to enhance student learning.

Central Lakes College

Practical Nursing Program Re-entry Skill Proficiency Checklist

Instructions: Students should contact the nursing lab assistant for assistance with the practice of the skills below. Students may be required to demonstrate competence via videotape or in person. Students must demonstrate competence in the performance of all of the skills listed below and have signed/completed the appropriate documentation prior to their first clinical day.

- Assessment of Lung Sounds
- Assessment of Bowel Sounds
- Enema Administration
- Range of Motion
- Neurological Assessment
- Glucose Monitoring
- Gavage Feedings
- Sterile Gloving
- Urinary Catheterization
- Medication Administration (injections [IM, subQ])
- Oral Medication Administration
- Administration of O₂
- Administration of IV therapy
- Wound care (dressing change)
- Head-to-toe physical assessment and medication administration simulation exercise

Updated required documentation on file:

- Current Mantoux
- Current CPR certification
- Current background study – cleared for direct patient care
- Current health/immunization record
- Computer training update
- Completed on-line clinical orientation

Student has a copy of the following

- Current version of Practical Nursing Program Handbook

Student has signed the following forms:

- Drug Testing Policy form
- Authorization for the Release of Information form
- Simulation form
- “I have read and understand the contents of the Practical Nursing Student Handbook” form

Student Name: _____

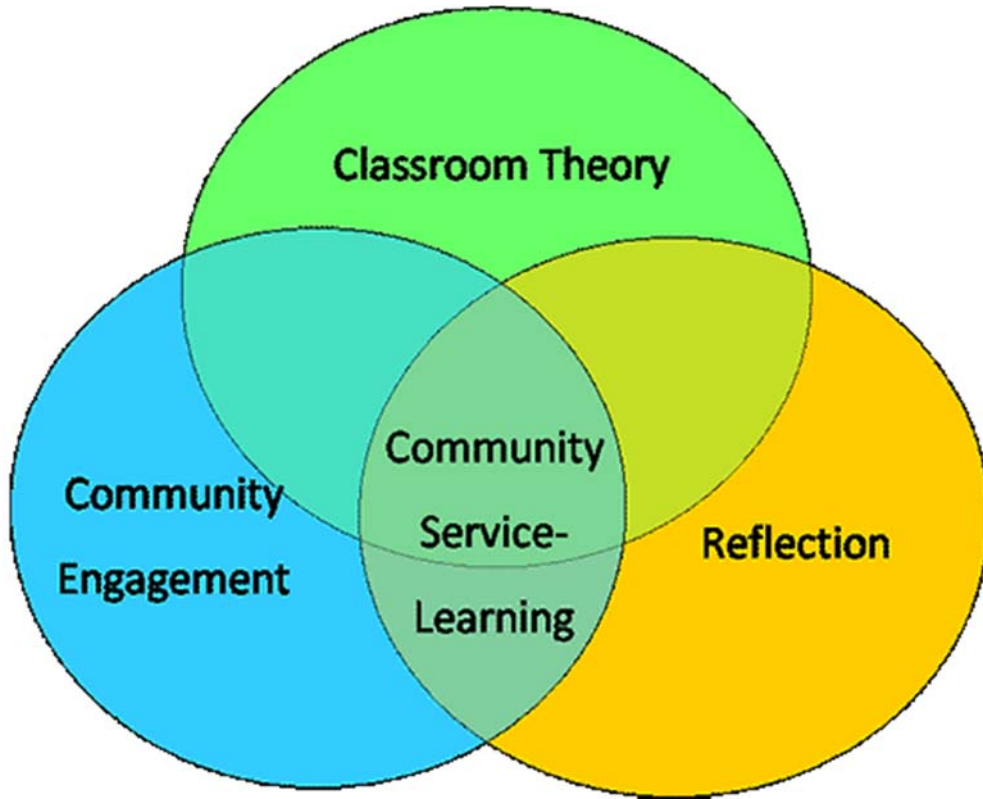
Date: _____

Form completed by: _____

Date: _____

Service Learning for Practical (PN) Nursing Students

CENTRAL LAKES COLLEGE PRACTICAL NURSING PROGRAM



SERVICE LEARNING PACKET 2013-2014



Service Learning for Practical (PN) Nursing Students

Beliefs about Service Learning:

1. Service learning is a valued component of the graduation requirements for the PN Nursing Program at Central Lakes College.
2. Service Learning links academic study to community service through structured reflection; it engages students in responsible and challenging community service; it provides structured opportunities for students to reflect critically on their experiences; and it emphasizes learning in areas such as communication, critical thinking and community involvement.
3. Service Learning is valuable for two fundamental and interrelated reasons: (1) service as a form of practical experience enhances learning in all areas of the college's curriculum; and (2) the experience of community reinforces moral and civic values inherent in serving other.

Student Requirements:

Each PN student is required to complete 5 hours of mandatory Service Learning by the end of their Practical Nursing Program (Two weeks prior to completion of program requirements for successful awarding of the Practical Nursing Diploma). This is a graduation requirement and each student must submit required documentation related to the service learning events/activities they participated in and have received 80% or higher on their service learning report/ Initial discussion and dissemination to the students will be in orientation sessions and followed-up in all PN courses the first two weeks of each semester.

Assignment Objectives:

1. The student will demonstrate the core values of caring, diversity, ethics, and patient-centeredness when participating in service learning activities.
2. The student will be able to apply academic learning to educate, demonstrate or disseminate health related information and/or activities to selected community events/activities.

Student Learning Outcomes:

Nursing Practice (Outcome #1)

- Collaborate with the registered nurse or other members of the health care team to organize and incorporate data collection and knowledge base to contribute to patient care and actions based on established protocols and nursing process.

Human Flourishing (Outcome #2)

- Demonstrate nursing excellence in a caring and empathetic approach to the safe, therapeutic, and individualized care of each client

Professional Identity (Outcome#4)

- Demonstrate professional identity and personal/professional development through accountability, adhering to standards of practical nursing practice within legal, ethical, and regulatory framework with specified populations and identification of rationale for scope of practice decision making.

Process:

1. All Service Learning Forms are in the PN Student Handbook under Student Service Learning in the appendix.
2. PN Nursing students will complete a minimum of **5 hours** of service learning prior to graduation. Students will select/ choose a service learning opportunity of interest to them (see Service Learning Opportunities).
3. After making arrangements with the service learning contact person(s), complete the pre-approval form and have this signed by your designated nursing instructor. Complete service learning hours. Incomplete forms **will not be accepted**.
4. Have a service learning verification form signed and printed by the contact person at the service learning organization. A phone number of the contact person **must be included**. Fill out the bottom portion of the form in its entirety for college-wide reporting of services provided and number of people served.
5. Complete the required Service Learning Report following the rubric in the Service Learning Handbook. The report is to be typed, 2-3 pages minimum, including a title page, and addresses the areas/topics found on the Service Learning Report Rubric.
6. Submit completed service learning forms and report within one week of the service learning event/opportunity.
7. Designated instructors will grade the submitted Service Learning Report and those with 80% or more will have their service hours recorded in their electronic profiles and in their paper files



PRACTICAL NURSING SERVICE LEARNING APPROVAL

Student Name: _____

Name of Organization/Agency _____

Contact Person: _____ Phone number: _____

Location: _____

How many hours do you plan to volunteer at this organization? _____

Date/s of planned volunteer service: _____

What would your responsibilities be? _____

Are any special skills required to perform this service? If so, what and are you prepared?

What do you hope to learn through this experience? _____

What would you be doing for the community by providing this service? _____

As a Practical Nursing faculty, I have reviewed the above information and give my approval for the PN student named above to use this experience towards the graduation requirements of 5 hours of service learning.

PN faculty signature _____ Date _____



**PRACTICAL NURSING PROGRAM
VERIFICATION OF SERVICE LEARNING PARTICIPATION**

This form must be filled out and signed for each day of service learning that the student participates in. Completed forms must be retained by the student and turned in at the end of each semester to have hours formally documented.

I, _____, verify that the Practical Nursing
(Print name of event /organization representative)

Student _____, participated in _____ hours of service
(Print name of student) (number)

learning activities on _____ at _____.
(month, day, year) (name of event/organization)

Representative Name and credentials: _____

Representative Organization: _____

Representative Email and phone number: _____

Representative Comments:

Representative Signature: _____

Service Learning Report Rubric

Date: _____

Event: _____

Student: _____

<p>Insights and Ideas</p> <p>1. Briefly describe your Service Learning \Opportunity.</p> <p>2. What was your role in this experience/</p> <p>3..What did you learn from this experience?</p> <p>4.. What academic learning were you able to apply to this experience?</p> <p>5. How does this experience pertain to the PN role in the community-based health care?</p> <p>6. Would you recommend this experience to other students? Why or why not?</p>	<p style="text-align: center;">3 points</p> <p>1.Excels in responding to the requirements of the Service Learning opportunity.</p> <p>2. Demonstrates reflection and insight.</p> <p>3. Ideas are clearly communicated.</p> <p>4. Paper holds one’s interest.</p>	<p style="text-align: center;">2 points</p> <p>1. A solid response to the requirements, addressing all required areas.</p> <p>2. May have minor issues with clarity and less demonstration of reflection and holding the readers’ interest.</p>	<p style="text-align: center;">1 point</p> <p>1. Report demonstrates basic understanding of the requirements (describes site, role, and basic answers to questions).</p> <p>2. Lacks reflection and insight.</p>	<p style="text-align: center;">Comments</p>
<p>Organization</p> <p>Purpose of the report is stated and the content flows.</p>		<p style="text-align: center;">2 points</p> <p>1. Logical arrangement, ideas relate to central theme.</p> <p>2. Transitional statements are utilized.</p>	<p style="text-align: center;">1 point</p> <p>1. Ideas stated in random order.</p> <p>2. Clear relationship to central purpose not evident.</p> <p>3. Readable.</p> <p>4. Paragraph structure evident.</p>	<p style="text-align: center;">Comments</p>

Supportive statements, use of examples	3 points 1. Supporting examples clearly stated 2. Relationship to author's insights evident,	2 points 1. Examples given. 2. Relevance not always clear.	1 point 1. Examples used appear random. 2. Relevance unclear 3. May use generalizations.	Comments
Grammar and mechanics	3 points 1. Grammar and punctuation are correct. 2. APA correct (if used and appropriate).	2 points 1. Three or less grammar, spelling, and punctuation errors. 2. Two or less errors in APA format (if used in report and appropriate).	1 point 1. May contain spelling, grammar, or punctuation errors greater than three but they do not interfere with readers' ability to read report. 2. More than two errors in APA format if used and appropriate to do so.	Comments
Total Points Students will need at least 80% or \geq 9.6 points to have report accepted and hours recorded.				

Service Learning Opportunities:

***This is not an inclusive list but can provide the student with ideas on what Service Learning areas have been utilized in prior years.**

Agency	Location	Contact Name	Contact Info	Description of Activity
Aitkin Lions Club (Riverboat Lions Club)	Aitkin	Joy Janzen, president of club	218-927-6119 janze003@umn.edu	Blood glucose checks of community members. Teaching re: DM management and blood glucose monitoring "Community Connect"
Alliance Church/ Christian Missionary		Dave Presser	320.532.3241	CPR and first aid education
American Red Cross	Emily	Nancy Moritz	218-763-3097	Helped with Blood Drive
American Red Cross	Little Falls	Mary Frey	320-632-1919	Taught CPR
Brainerd Jaycees Run for the Lakes	Brainerd	Mary Zimmerman-chairperson	mary2386@hotmail.com , 320-293-3503	Water stations
Browerville Public Schools	Browerville	Donna Bestland, RN		Hearing, vision and scoliosis checks
Camp Ripley	Fort Ripley	Andrea Foote	320-616-3175	Help at the camp Health Fair
Centra Care Heart & Vascular Center	St. Cloud	Sarah Johnson, RD Nutrition Counselor, Clinical Dietician	johnsons@centracare.com 320-251-2700, x57449	Assess community members blood sugar, provided education and referral to dietician for further counseling
CLC Bridges	Brainerd	Connie Frisch, Gayle Ollila, Laura Oeltjenbruns	cfrisch@clcmn.edu gollila@clcmn.edu loeltjenbruns@clcmn.edu	Outreach to prospective students
CLC Nursing Programs	Brainerd and Staples	Darci Goeden	dgoeden@clcmn.edu 218.855.8108	LPN RN Collaborative Simulation- patient actors and nurses
Country Manor	Sartell	Andrea Marschel	320-253-1920	Resident activities and one-to-one sessions
Crisis Line and Prevention	Brainerd	Mary Marana	218-828-4515 mary.crisisline@brainerd.net	Answer phone calls of people in crisis: listen, educate, and refer. Training req.
Crow Wing Co Public Health	Brainerd	Gwen Anderson	218-824-1077	Immunization Clinic
Cuyuna Regional Medical Center	Crosby	Carol Thompson	(218) 546-2322	Teach and test on patient safety screens and precautions

Cuyuna Regional Care Center	Crosby	Julie Holmquist, RN DON	218-546-7000	Pet therapy, Activities with residents
Jen Dingman	St. Cloud	Jen Dingman, mother	218-839-8856	Respite care for child with Cerebral Palsy
Emily Food Shelf	Emily	Nancy Moritz	218-763-3097	Nutrition education & food service
Essentia Health SJMC	Brainerd	Kari Russell, RN	218-828-7655 Kari.Russell@essentiahealth.org	Fit testing Employee Flu shot clinic
Essentia Health SJMC	Brainerd	Melissa Knopik, RN (OB) Julie Orr, RN (education dept)	julie.orr@essentiahealth.org	Mock code- OB Sim Lab
Evergreen Student Ministries	Baxter, MN	Jarvis Glanzer	218-338-4166	Mentoring, counseling and modeling behavior to 6-12 grade students
Family Foster Care	Sartell	Susan	320-240-9206 or 320-260-3204	Child assessments and med administration
Fit City Duluth	Duluth	Autumn Marquette	(320) 237-1303	Workplace wellness assessments
Granite Care Home Inc.	Sauk Rapids	Charlotte Dhein Cheryl Hemmerding	320-251-4736	Assisting clients with shopping, meal preparation, and adhering to program plan.
Grand Rapids Free Clinic	Grand Rapids & rotating locations	Tim George	tjgoerge@msds-1.com 218-326-0020	Assist with cares of free clinic duties, assist healthcare providers (MD and PA), etc
Harding Place				Predominantly serves male military veterans...visiting, therapeutic communication, mental illness
Harmony House	Pierz	Lori Bednar	321.468.2811	Performing monthly vitals for residents and coordinating daily activities
H.E.L.P.S (Homework, Education, Leadership, Participation, Service) program	Pequot Lakes, Forestview Middle School (Baxter)	Ann Danielson Americorps Promise Fellow UMN Extension Office 4-H - Brainerd	Phone (Office) # 218-824-1071 Email --> danie657@umn.edu	Every Monday that school is in session from 3:30 - 5:15. Help set up and clean up. During the program, help with any activities planned and help students with any homework they need help with. Volunteer screening & application required

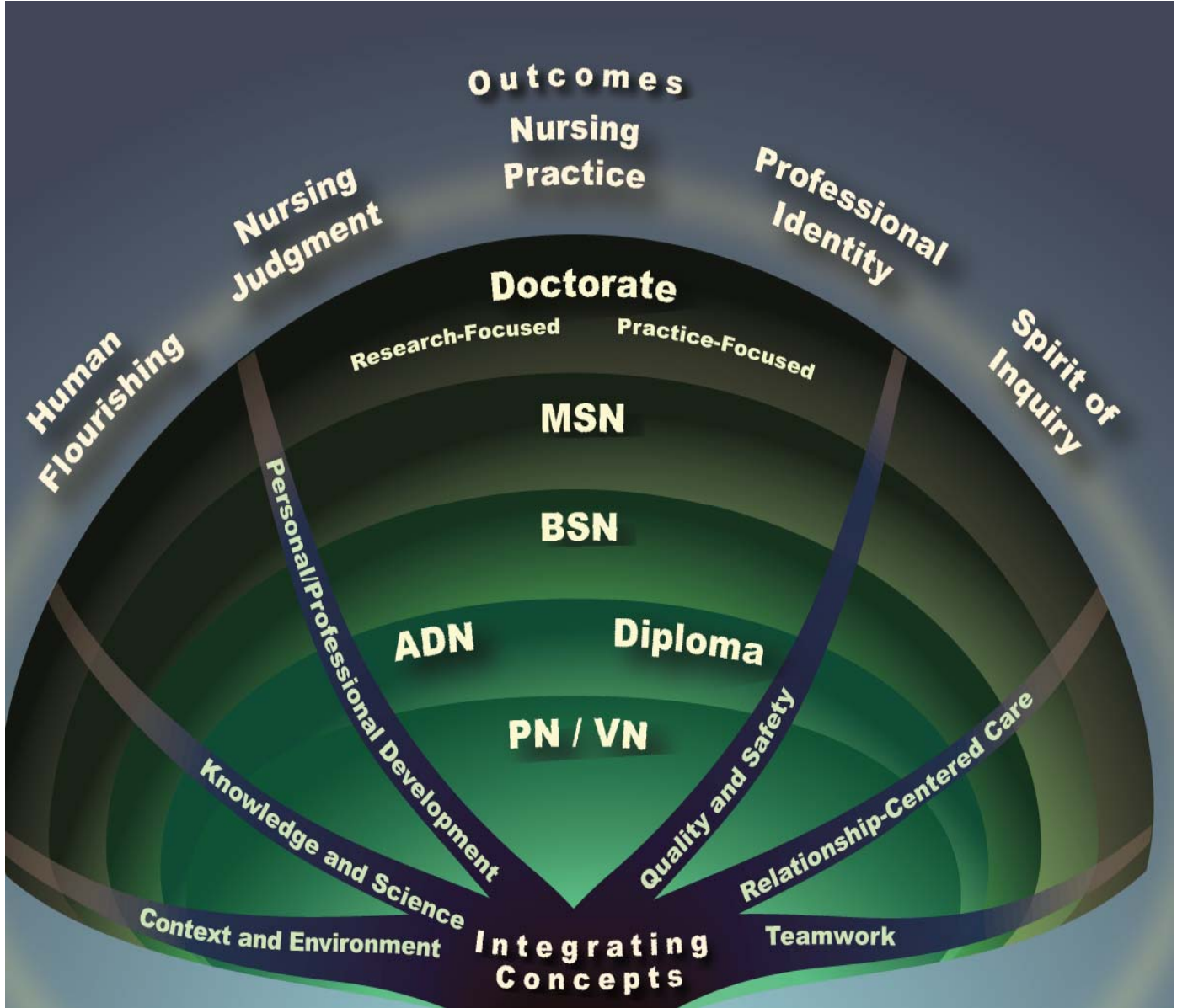
Heartland Hospice	Brainerd	Kim Roth	218-829-1252	Friendly visitor to hospice patients
Holdingford Elementary School	Holdingford	Kristen Primus, RN	320-333-3603	Hearing & Vision Screening
Holy Trinity School	Pierz			Hearing & Vision Screening
"Hope Floats the Night"	St. Cloud	Amanda Dickinson, RN	877-907-6463 ext 64684 amanda.dickinson@optumhealth.com	Cancer Fundraising Event: set-up, clean-up, registration, or other event details
Hutchinson ACLS Class	Hutchinson, MN	Jason Rassmason	320-295-1103	Set up, take down and assist with class
ISD 181	Brainerd schools	Mary Lastovich, RN K-4 th Amy Jambor, RN 5-12 th	mary.lastovich@isd181.org 821-2285 aimee.jambor@isd181.org 821-2282	Hearing and Vision Screening
ISD 181	Brainerd Schools	Amy Jambor, RN	aimee.jambor@isd181.org 821-2282	Staff Health Promotion Fair
ISD 181	Brainerd schools	Mary Lastovich, RN K-4 th Amy Jambor, RN 5-12 th	mary.lastovich@isd181.org 821-2285 aimee.jambor@isd181.org 821-2282	Education: Hand hygiene (K-4)
ISD 181	Brainerd schools	Mary Lastovich, RN K-4 th	mary.lastovich@isd181.org 821-2285	4 th grade hygiene
ISD 181	Brainerd schools	Mary Lastovich, RN K-4 th	mary.lastovich@isd181.org 821-2285	Head Lice Checks
ISD 181	Brainerd schools	Mary Lastovich, RN K-4 th Amy Jambor, RN 5-12 th	mary.lastovich@isd181.org 821-2285 aimee.jambor@isd181.org 821-2282	Scoliosis Screening
ISD 181	Brainerd schools	Amy Jambor, RN 5-12 th	aimee.jambor@isd181.org 821-2282	Reproductive Health
Lakewood Health System	Staples			Vision and BMI screenings at Womens Wellness Event
Lutheran Social Services	Brainerd	Shelly Lowe	218.824.3768 shelly.lowe@lssmn.org	Staff BP Checks
March of Dimes	St. Cloud			Chef's Auction and competition

Menhaga Public School	Menhaga	Janet Matson	(218) 837-5101	Hearing and Vision Screening
Mille Lacs Health System	Onamia			Employee flu shot clinic
Mounted Eagles	Brainerd	Shirley Adolphson	(320) 692-4819	Side-walker for DD persons riding horses
MN Responds	Brainerd	Kari Springer, RN, BSN, PHN		Disaster training, education of flu vaccines
Minnesota Correctional Facility/Faribault Prison	Faribault	Maria Hrushka Volunteer Coordinator	507-334-0700	Role of RN within Correctional Facility. Inmate education: Detrimental physical effects of alcohol/drug use
Nay-Ah-Shing	Onamia			Hearing & Vision Screening
National Kidney Foundation Keep Screening	Mnpls	Kristi Bellows	651-636-7300	Kidney Early Evaluation Program
New Beginnings	St. Cloud	Jamie	320-255-1252	Infant care classes
Nevis Public School	Nevis	Diane Saak/Renee Becker	652-3500	School Nursing Hearing and Visions
Nutz, Jessica		Jessica Nutz	320-282-0095	CPR 1 st aid class for day care
Oak Ridge Elementary	Sartell	Ginny Anderson, LPN	andersonginny@sartell.k12.mn.us 320-656-3701, x 5104	School Nursing education, sick child care/ meds, all school nurse duties, teaching handwashing
Ogilvie Schools	Ogilvie	Karmel Stafford	320-272-5050	Hearing & Vision Screening
Onamia School District	Mille Lacs	Mary Hearst Fred Ness	hearst@umn.edu fkness@frontiernet.net	BP checks- research study Native American children & obesity Hearing and Vision Screening Ht/Wt
Pequot Lakes School	Pequot Lakes	Joyce Olson, RN, LSN, PHN	218-568-9207	Scoliosis, headlice checks, and hearing and vision screenings
Pierz School District	Pierz	Rachel Young, RN, PHN, LSN	ryoung@pierz.k12.mn.us	Hearing and vision screening
Pioneer Elementary School	Pierz	Jessica Rocheleau	320-468-6491 ext 2250	Nutrition education to school age children
Pleasantview Elementary	Sauk Rapids-Rice	Sue Cook, RN, PHN, LSN	320-258-1754 sue.cook@isd47.org	Hearing and vision Screening
Princeton High	Princeton	Dawn Rolf, RN,		Hearing and vision screening
Rippleside Elementary	Aitkin	Heidi Olsen, RN, LSN	218-927-2115	Hearing and Vision Screening/ Ht Wt

Rippleside Elementary	Aitkin	Heidi Olsen, RN, LSN	218-927-2115	Scoliosis Screening
Sebeka Public School	Sebeka, MN	Janet Matson	(218) 837-5101	Hearing and Vision Screening
St. Benedicts Sr. Community	St. Cloud	JoEllen Johnson	320-252-0010 ext.30580	Interact with residents
St. Cloud Hospital	St. Cloud	Sara Makarrall, charge RN medical floor	makarralls@centracare.com 320-493-9683	Design of dignity closet to provide patients with clothing items to patients in need
St. John's Area School	Foley, MN	Mary Sabin, principal	320-968-7972	Teaching first aid, nutrition, spreading germs, personal hygiene
St. Jude's Children's Walk	Kiawana's Park Brainerd	Amy Carlson	218-839-4475	Assisting with raising funds for children's services
Staples-Motley School District	Staples Motley	Laura Schoonover, RN		Hearing/ vision screenings
Staples-Motley School District	Staples Motley	Laura Schoonover, RN		Head lice checks, Handwashing
Swanville Boy Scouts	Swanville	Levi Mullenkamp		Demonstrating and teaching basic first aid to boy scouts
Thrifty White Pharmacy	Milaca	Jayne Westling, PharmD	320-630-1217 320-982-3300	BP clinic
Tri-County Humane Society	St. Cloud	Marit Ortega	320-252-0896	Took pets to visit nursing home residents
Take Heart Minnesota-Brainerd Region	Brainerd and Pillager schools	Colette Larson, RN	Colette.Larson@essentiahealth.org	Education CPR/AED use to high school students
United Way	Crow Wing Co.	Sarah Peters	218-829-2619	Fitness United Event
Woodland Good Samaritan Society Nursing Home	Brainerd	Kris Matich, Activities director	218-829-1429 or 218-855-6606	Activities, Therapeutic communication, feeding residents
Woodland Good Samaritan Houses	Brainerd	Roxanne Rietveld, RN	218-855-6636	Assist RN with services for residents, communicate with families, accompany residents to their medical apts.
Youth Hockey Association	Sauk Rapids	Stefanie Scott	320-492-0707	EMT duties, first aid

Appendices

Appendix A: National League for Nursing (NLN) 2010 Framework



Appendix B: Program Course Requirements



Practical Nursing -Diploma (D300) Program Course Requirements 2013-2014

Student Name _____ Student ID# _____
Start Date _____ Program Completion Date: _____

Course #	Course Title	Credits	Lecture Hrs	Lab Hrs
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PREREQUISITES

__	Health Care Provider or Professional Rescuer CPR			
__	75 hour Minnesota Department of Health Nursing Assistant course			
OR	NSGA 1110 Nursing Assistant			
__	Passing score on the ATI TEAS test.			
__	BIOL 1404 Human Biology	3	2	2
or	BIOL 2467* Anatomy & Physiology I	4	3	3
and	BIOL 2468* Anatomy & Physiology II	4	3	3
__	ENGL 1410* Composition I	4	0	0
__	PNUR 1130 Life Span**	1	1	0
__	PNUR 1132 Infection Control	1	1	0
__	PNUR 1138 Medical Terminology**	1	1	0
__	PNUR 1140 Medication Calculations for Healthcare Professionals	1	1	0
	Total	11		

Required Courses

__	PNUR 1160* Practical Nursing Skills Lab	3	0	6
__	PNUR 1151* Clinical Lab I	2	0	6
__	PNUR 1152* Clinical Lab II	5	0	15
__	PNUR 1166* Gerontological Nursing	2	2	0
__	PNUR 1168* Psychosocial Nursing	3	3	0
__	PNUR 1175* Maternal Child Health	2	2	0
__	PNUR 1265* Medical Surgical Nursing I	5	5	0
__	PNUR 1270* Medical Surgical Nursing II	6	6	0
	Total	28		

GRADUATION REQUIREMENT

39

*Denotes Prerequisites

**Students may substitute HINS 1360 Medical Terminology, 3 credits for PNUR 1138 Medical Terminology

**Students may substitute PSYC 2431 Human Development, 3 credits for PNUR 1130 Life Span

NOTE: The student must earn a "C" or above in nursing courses and required liberal arts and science courses. A student earning a grade below a C cannot progress or graduate.

In addition to the program requirements listed above, students must meet the following conditions in order to graduate:

1. College Cumulative GPA Requirement: The cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0
3. Residency Requirement: students must complete one third (1/3) of their credits at Central Lakes College.

CLC 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. This information is available in alternative format upon a 48-hour advance request by contacting Disability Services (Andria Belisle), disabilityservices@clcm.edu, office E138 at 218-855-8175. Deaf and Hard of Hearing users or TTY communication contact the "Minnesota Relay Service at 7-1-1 or 1-800-627-3529." (1/13)

Evaluator _____ Date _____

Appendix C: Drug Testing Policy

Central Lakes College Practical and Registered Nursing Programs

Purpose:

The American Nurses Association *Code for Nurses with Interpretive Statements* (2001) outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated by the profession. According to the Code of Ethics, members of the nursing profession are obligated to take appropriate action regarding any instances of impaired practice by individuals that place the rights or best interests of the patient in jeopardy (Provision 3.5). Nurses must be vigilant to protect the patient, the public, and the profession from potential harm when nursing practice in any setting appears to be impaired (Provision 3.6). The Central Lakes College (CLC) Nursing Department is therefore committed to providing and maintaining an environment that is free from the influence of illegal drugs and alcohol in order to help maintain the health, safety, and well-being of students and faculty on campus, and patients, employees, and visitors in the clinical setting. The CLC Nursing Department has therefore adopted this policy that applies to all students.

Policy:

- The illegal use, possession, transfer, manufacture, distribution, dispensation, sale, and being under the influence of drugs and inhalants while attending classroom or clinical activities on or off campus are prohibited.
- Diverting drugs from CLC will be considered theft and grounds for immediate dismissal.
- Tampering with the collection of a specimen will be grounds for discipline up to and including dismissal from the nursing program.
- The use and possession of properly prescribed drugs or medications is permitted provided they do not interfere with the student's performance in the classroom, lab, and/or clinical setting. The student is obligated to notify his/her instructor if there is a question about the ability to perform while taking prescribed medications.
- Returning to the classroom, lab, or clinical setting after consuming alcoholic beverages is a violation of this policy and grounds for discipline.

Procedures

Testing:

In order to carry out our commitment to an alcohol and drug free environment, all students admitted to the nursing program at CLC are subject to testing in accordance with Minnesota State law. The policy serves as the notice required under statute and will be provided to all students who are requested to undergo testing.

Reasonable suspicion: Students may be required to be tested if CLC nursing faculty reasonably suspects that the student:

1. is under the influence of drugs or alcohol and/or;
2. has violated CLC nursing department rules prohibiting drug and alcohol use.

In order for “reasonable suspicion” to exist, there must be a basis for forming a belief that testing is justified based on specific facts and rational conclusions drawn from those facts. If an instructor becomes aware of student behavior that leads the instructor to believe the student may be in violation of the Drug and Alcohol-Testing policy, the following guidelines shall be used:

1. There are no hard and fast rules about situations requiring testing. Rather, educated judgment should be used in every situation. The key to when to administer a drug and alcohol test is when observable behavior can be documented.
2. Time is of the essence. A drug and alcohol test should be administered within a fairly short period of time after the suspicious behavior is observed. As a general guideline, the test should be accomplished within two (2) hours of observing the behavior.
3. The conduct in question should be observed by two (2) individuals (instructors/supervisory personnel) whenever possible. However, the decision to request a test may also be based on a single instructor’s determination.
4. The decision whether to request a drug or alcohol test should be based on observable behavior at the time. While past events, such as errors in judgment, declining school performance, and accidents may be considered, these factors alone should not form the basis for the decision to request a drug or alcohol test.
5. In determining whether a drug and alcohol test should be requested, consideration may be given to factors such as whether the student’s conduct may affect the health, safety, or well-being of any other person; whether the student has direct contact with other students, patients, employees, or faculty; and security concerns.
6. A student who has sustained or caused another student to sustain a personal injury, has caused an accident during on or off-campus school-related activities, or has operated or helped operate machines, equipment, or a vehicle involved in an on or off-campus school-related accident should not be asked to submit to drug and alcohol testing unless reasonable suspicion is observed that the student is under the influence of illegal drugs or alcohol, or has violated the policy concerning illegal drug and alcohol use.
7. A Determination Checklist should be completed by the individual(s) who have observed the behavior and have determined that the drug and alcohol test should be requested. The form should be completed as soon as possible after the incident occurs.

8. The fact that a test was requested or administered is not to be communicated, either orally or in writing, to anyone except those within the organization who have a need to know this information to perform their job functions or as required by law.

Additional Considerations:

Prescriptions Medications: Physician prescribed drugs or controlled substances can adversely affect performance and patient safety in the clinical setting. Therefore, students taking such medications should talk to the prescribing physician to determine if taking such medications poses a threat to the student's health or safety on the job, or that of others. If it is believed such a threat exists, the student is obligated to inform his or her instructor.

Right to Refuse: A student has the right to refuse to be tested. However, a refusal will be treated as a failure to comply with this policy and may result in disciplinary action up to and including dismissal from the nursing program.

Confidentiality: Test results reports and other associated information acquired during the testing process is confidential information and will only be disclosed as permitted or required by law, or with the written consent of the student being tested.

The Laboratory: The laboratory selected to perform the testing will be certified by the National Institute on Drug Abuse, the College of American Pathologists, or the Minnesota Department of Health and Human Services.

Costs: Costs incurred related to the initial and confirmatory drug and alcohol testing under the reasonable suspicion drug testing policy are the responsibility of the student.

Negative Test Results: Students who test negative on an initial or confirmatory drug and/or alcohol test will be provided with written notice of the test results within three (3) days after the CLC nursing program has been notified of the result. Students whose initial or confirmatory drug test results are negative who have missed clinical time due to reasonable suspicion drug testing will be provided with the opportunity to make up the clinical days that have been missed.

Positive Test Results: A confirmatory test will automatically be performed on all samples that result in a positive test on an initial test. Positive test results will be reported to the Director of Nursing. Individuals who test positive on the confirmatory test will be notified in writing of the test result and has the right to explain the result within three (3) days after the CLC nursing program has been notified of the results.

Consequences of Positive Test Results:

Drug Tests – Any student who tests positive for marijuana, cocaine, opiates, amphetamines, and/or phencyclidine (PCP) on a confirmatory drug test has violated the alcohol and drug policy and is therefore ineligible to progress in the nursing program, and will be referred to a substance abuse professional. A student who has violated the Drug Testing Policy will be eligible to apply for readmission to the nursing program after one calendar year from the semester in which the

violation occurred. The student must provide documentation of completion of substance abuse treatment in order to be considered for readmission to the nursing program.

Alcohol Tests: Any student who tests positive for alcohol in any amount on a confirmatory test has violated the drug and alcohol policy and is therefore ineligible to progress in the nursing program, and will be referred to a substance abuse professional. A student who has violated the Drug Testing Policy will be eligible to apply for readmission to the nursing program after one calendar year from the semester in which the violation occurred. The student must provide documentation of completion of substance abuse treatment in order to be considered for readmission to the nursing program.

Training: The college shall ensure instructors designated to determine whether reasonable suspicion exists to require a student to undergo testing receive a least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substance use. The training shall cover physical, behavioral, speech, and performance indicators of probably alcohol and/or controlled substance misuse.

Reasonable Suspicion Determination Checklist and Collection Procedures

The following process should generally be followed when determining the need for a reasonable suspicion drug and alcohol test. The instructor shall obtain the facts and use this form to document the circumstances for the requested drug testing, including information from the student that may provide an alternative explanation for the observed behavior if reasonable to do so under the circumstances. Documentation should include the sources of information (direct observation, co-student report, third party report, police, etc.), date and time of observations, and other witnesses. The request of testing must be based on more than mere speculation, rumors, or intuition, and must be based on objective, observable symptoms of manifestations associated with being under the influence of an illegal drug or alcohol.

DETERMINATION CHECKLIST:

The purpose of this form is to assist the instructor in documenting the facts and circumstances behind a decision to request a student to undertake a reasonable suspicion drug test.

Circle the pertinent items based on your observation of the student. Ask a second instructor or other professional, if available, to observe the behavior of the suspected impaired student and complete a duplicate form.

1. Walking/Standing:

Normal Stumbling Staggering Falling Swaying

Unsteady Holding On Unable to Walk

2. Speech:

Normal Shouting Silent Slobbering Threatening Whispering Slow

Slurred Rambling/Incoherent

3. Demeanor:

Normal Sleepy Crying Silent Talkative Excited

Fighting

4. Actions:

Normal Resistant Fighting Threatening Erratic Drowsy

Hostile Profanity Hyperactive

5. Eyes:

Normal Bloodshot Watery Glassy Droopy Closed

Blank Stare

6. Face:

Normal Flushed Pale Sweaty

7. Appearance/Clothing:

Normal Unruly Messy Dirty Partially Dressed

Bodily Excrement Stains Stains on Clothing

8. Breath:

Normal Alcohol Odor Faint Alcohol Odor No Alcohol Odor

Marijuana Odor

9. Movements:

Normal Fumbling Jerky Slow Nervous Hyperactive

10. Eating/Chewing:

Gum Candy Mints Other(Identify, if possible):

11. Judgment (if observed or indicated if not observed):

Normal Violated Safety Procedures Caused Harm to Self or Another Person

Errors in Decisions Caused Equipment Damage Errors in Actions

Not Observed

11. Other Observations:

- Discuss the situation with the student in a private location. Important: Explain to the student the behavior(s) observed and allow the student an opportunity to explain. Be sure to document the response.

- Inform the student there is a reason to believe they may have violated the Drug and Alcohol policy. Ask questions to determine the facts and make the determination that there is or is not reasonable suspicion to warrant a test. Use this form to document this information.

Are you feeling ill? **Yes** **No** **No response**
If yes, what are your symptoms?

Are you under a doctor's care? **Yes** **No** **No response**
If yes, who is your Doctor?
If yes, call the doctor immediately.

Did you drink alcohol or and alcoholic beverages today?

Yes No No response

If yes, what did you drink?
Comments: (*When? Where? With whom? How much?*)

If yes, refer to the Student Acknowledgement section.

• **Do you need to be referred for medical care?**

Yes No No response

- Inform the student that any refusal to cooperate is grounds for discipline, up to and including dismissal from the nursing program.
- If the student admits to violation of the policy, have them complete the corresponding section on this form.
- If the student does not admit to using drugs, alcohol or other violations of this policy, and there is a reasonable suspicion the student has violated the policy, testing may be necessary. Testing will typically be conducted by an approved lab or the emergency room of the clinical agency where the suspicious behavior has been observed per procedures specified in the drug testing contract between CLC and the clinical agency.
- Following the testing, the student is to be suspended from the clinical setting until the results of the confirmatory testing are known.
- If there is reason to believe the student is impaired, the student is to arrange for alternate transportation home or a taxi voucher will be offered. If it is felt that medical attention is necessary, the student will be referred to ER.
- Completed documentation will be kept on file.

INSTRUCTOR ACKNOWLEDGEMENT:

Based on the above, it is determined that **reasonable suspicion exists** to have this student tested for drugs and alcohol.

Signature: _____ Date: _____ Time: _____

Signature: _____ Date: _____ Time: _____

Based on the above, it is determined that reasonable suspicion **does not exist** and the student is allowed to return to the classroom/clinical setting.

Signature: _____ Date: _____ Time: _____

Signature: _____ Date: _____ Time: _____

Student Acknowledgement of Drug and Alcohol Testing Policy:

I have been provided with a copy of the Student Drug and Alcohol-Testing Policy and have had an opportunity to review the policy. I admit that I have violated the Policy and do not wish to undergo testing. I understand in admitting my violation of the Drug and Alcohol-Testing Policy, I am admitting to a positive, unexplained test. Therefore, I will be offered the opportunity to participate, at my own expense or pursuant to coverage under a student benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined after consultation with a chemical dependency professional.

Signature: _____ Date: _____ Time: _____

Print Name: _____

Drug and Alcohol-Reasonable Suspicion Testing Consent Form

The Central Lakes College (CLC) Nursing Program has adopted a Drug and Alcohol-Testing Policy that provides for the testing of students when reasonable suspicion of drug or alcohol use exists. An assessment of your behavior suggests that reasonable suspicion exists; therefore, you are being requested to consent to a urinalysis. You have the right to refuse to be tested; however, a refusal will be treated as a failure to comply with the Drug and Alcohol Testing Policy and my result in disciplinary action up to dismissal from the nursing program.

By signing your name below, you are consenting to a drug and alcohol test. Precautions will be taken to maintain the confidentiality of test results.

Signature: _____

Print name: _____

Date: _____

***CLC Department of Nursing Drug Policy adapted with permission from St. Gabriel's Hospital, Little Falls, MN**

Appendix D: Academic Policies Due Process Form



Academic Policies Due Process Form Associate Degree and Practical Nursing Programs

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

1. Notification of the charge: _____

2. Presentation of the evidence supporting the charge: _____

3. An opportunity to respond: _____

4. Notification of the consequences: _____

5. Information about the appeal process: _____

Signatures of all attending Date: _____



Appendix E: MnSCU Performance Standards for Nursing Programs (PN Courses identified)

An essential component of the Practical Nursing Program is student participation in clinical experiences where students care for actual patients and residents at health care facilities. Central Lakes College contracts with local health care facilities to provide these experiences. Therefore, in order to safely care for patients in clinical settings and achieve course and program outcomes, students must possess specific intellectual and physical capabilities. Required capabilities and standards are outlined below*, and are compatible with the scope of practice as defined by the Minnesota Board of Nursing. The examples listed are not intended to be a complete list of all tasks in the Practical Nursing Program.

Reasonable accommodations to meet the following standards may be available for otherwise program-qualified individuals with disabilities. Central Lakes College is committed to a policy of nondiscrimination in employment and education opportunity and works to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through the appropriate documentation of need. Please contact Andria Belisle, Disability Coordinator, for more information if you think you may need an accommodation for disability at 218-855-8175, or abelisle@clcmn.edu, Office E138.

Capability	Standard	Examples	PN Courses
INTELLECTUAL			
Cognitive Perception	The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client.	<ul style="list-style-type: none"> Identify changes in client health status Prioritize multiple nursing activities in a variety of situations 	<p>PNUR 1151 (CO): Report client change of status to appropriate nurse and/ or instructor (SLO: Professional Identity, Nursing Practice)</p> <p>PNUR 1152 (CO): Correctly use the nursing process to plan care for patients: by correct use of the daily worksheets, gather data, prioritize, recognize and report any changes or abnormalities, determine patient needs and identify</p>

			nursing interventions, and evaluate effectiveness of nursing interventions. (SLO: Spirit of Inquiry) (CO): Prioritize care for multiple patients. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)
<p>Critical Thinking Careful thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider “known facts” when new information becomes available and develop new “rules” when old ones fail or unavailable.</p>	<p>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.</p>	<ul style="list-style-type: none"> • 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. 	<p>PNUR 1151 (CO): Report client change of status to appropriate nurse and/ or instructor (SLO: Professional Identity, Nursing Practice)</p> <p>PNUR 1152 (CO): Practice the ability to utilize the nursing process in the collection of data, identification of patient problems, development of nursing interventions and the evaluation of the effectiveness of the nursing interventions implemented in the care of their patients, while integrating the nursing process in terms of clinical judgment, and critical thinking. (SLO: Spirit of Inquiry) (CO): Prepare and administer of medications to clients according to Practical Nursing student scope of practice and current facility policy. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)</p> <p>PNUR 1160 (CO): Recognize the effect nursing skills and interventions have on the promotion of health and adaptation in patients (SLO: Human Flourishing)</p> <p>PNUR 1265 (CO): Demonstrate critical thinking skills through utilizing the nursing process. (SLO: Nursing Practice, Professional Identity)</p>

Capability	Standard	Examples	PN Courses
MOTOR SKILLS			
Motor Skills	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.	<ul style="list-style-type: none"> • Position clients • Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, and monitors • Perform/use electronic documentation • Lift, carry, push and pull • Perform CPR 	<p>PNUR 1151 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Document patient /resident data accurately in medical record using correct charting procedures, abbreviations, medical terminology and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)</p> <p>PNUR 1152 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate accurate knowledge and psychomotor skills to administer medications utilizing the 7 rights of medication administration. (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing) (CO): Document in the patient’s medical record and student’s daily worksheets, using correct charting procedures, abbreviations, medical terminology, and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)</p> <p>PNUR 1160</p>

			<p>(CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)</p> <p>(CO): Use informatics resources for the role LPN's in the delivery of simulated patient care (ex: EMR, drug resources, and patient simulators) (SLO: Nursing Practice)</p>
Mobility	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.	<ul style="list-style-type: none"> • 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 	<p>PNUR 1151 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1152 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)</p> <p>PNUR 1160 (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)</p>

Activity Tolerance	Ability to tolerate lengthy periods of physical activity.	<ul style="list-style-type: none"> • Move quickly and/or continuously • Tolerate long periods of standing and/or sitting 	<p>PNUR 1151 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1152 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)</p> <p>PNUR 1160 (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)</p>
Capability	Standard	Examples	PN Courses
COMMUNICATIONS			
Communication	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.	<ul style="list-style-type: none"> • Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others • Read, understand, write, and speak English 	<p>PNUR 1151 (CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors(SLO: Nursing Judgment) (CO): Document patient /resident data accurately in medical record using correct charting procedures, abbreviations, medical terminology and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing) (CO): Explain simple procedures to patients and family members as they perform the tasks (SLO: Nursing Practice, Spirit of Inquiry)</p>

		<ul style="list-style-type: none"> • Explain treatment procedures • Initiate and/or reinforce health teaching • Document client responses • Clarify communication received 	<p>PNUR 1152 (CO): Demonstrate therapeutic communication techniques when communicating with client, family, healthcare providers and nursing instructors. (SLO: Nursing Judgment) (CO): Explain simple and complex procedures to patients and family members before and during implementation. (SLO: Nursing Practice, Spirit of Inquiry) (CO): Document in the patient’s medical record and student’s daily worksheets, using correct charting procedures, abbreviations, medical terminology, and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)</p> <p>PNUR 1160 (CO): Practice therapeutic communication in the performance of fundamental nursing skill (SLO: Nursing Judgment)</p> <p>PNUR 1168 (CO): Use therapeutic communication (SLO: Nursing Judgment)</p> <p>PNUR 1175 (CO): Explain the pediatric child’s hospital experience in each stage of development (SLO: Human Flourishing) (CO): Identify developmental characteristics and teaching and learning strategies that are appropriate to the pediatric patient (SLO: Human Flourishing, Nursing Practice, Spirit of Inquiry)</p>
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			<p>PNUR 1265 (CO): Demonstrate communication patterns that serve to enhance interpersonal relationships with patients, peers, instructors and members of the health care team. (SLO: Nursing Judgment, Professional Identity)</p>
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport with clients, families, and colleagues • Respond in a professional/therapeutic manner to a variety of client expressions and behaviors 	<p>PNUR 1151 (CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors(SLO: Nursing Judgment)</p> <p>PNUR 1152 (CO): Demonstrate therapeutic communication techniques when communicating with client, family, healthcare providers and nursing instructors. (SLO: Nursing Judgment)</p> <p>PNUR 1168 (CO): Use therapeutic communication (SLO: Nursing Judgment) (CO): Explain how culture influences a patient’s health and illness (SLO: Human Flourishing)</p> <p>PNUR 1166 (CO): Identify the nurse’s role in caring for a patient with behavioral changes (SLO: Nursing Practice, Nursing Judgment) (CO): Identify the stages of death and dying and the nurse’s role in each stage, including interventions (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1265</p>

			(CO): Demonstrate communication patterns that serve to enhance interpersonal relationships with patients, peers, instructors and members of the health care team. (SLO: Nursing Judgment, Professional Identity)
Capability	Standard	Examples	PN Courses
SENSES			
Hearing	Auditory ability sufficient to hear normal conversation and/or assess health needs	<ul style="list-style-type: none"> Ability to monitor alarms, emergency signals, auscultatory sounds, e.g. B/P, heart, lung, and bowel sounds, cries for help, and telephone interactions/ dictation Communicates with clients, families and colleagues 	<p>PNUR 1151 (CO): Demonstrate therapeutic communication techniques when communicating with all members of the healthcare team as well as family and nursing instructors(SLO: Nursing Judgment) (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1152 (CO): Demonstrate therapeutic communication techniques when communicating with client, family, healthcare providers and nursing instructors. (SLO: Nursing Judgment (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate ability to consistently provide a safe and effective care environment to patients across the lifespan. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)</p> <p>PNUR 1160 (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)</p>

<p>Vision</p>	<p>Visual ability sufficient for observation, assessment, and performance of safe nursing care.</p>	<ul style="list-style-type: none"> • Observes client responses • Discriminates color changes • Accurately reads measurement on client related equipment • Read medication labels • Read syringe accurately • Evaluate for a safe environment 	<p>PNUR 1151 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1152 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1160 (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice) (CO): Demonstrate fundamental nursing data collection and monitoring skills (SLO: Nursing Practice) (CO): Demonstrate medication safety measures and national patient safety goals(SLO: Nursing Judgment) (CO): Interpret medication orders written and verbal (SLO: Nursing Judgment) (CO): Identify medication terms and abbreviations (SLO: Nursing Practice)</p> <p>PNUR 1168 (CO): Describe key components of psychosocial observation (SLO: Nursing Practice)</p> <p>PNUR 1166 (CO): Identify factors that affect drug interactions with the elderly and nursing interventions used in medication administration (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1265 (CO): Recognize common skin conditions, treatments</p>
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			and nursing management. (SLO: Nursing Practice, Nursing Judgment)
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture.	<ul style="list-style-type: none"> • Performs palpation, e.g. pulse • Performs functions of physical examination and/or those related to therapeutic intervention e.g. insertion of a catheter 	<p>PNUR 1151 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1152 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment) (CO): Demonstrate accurate knowledge and psychomotor skills to administer medications utilizing the 7 rights of medication administration. (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1160 (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice) (CO): Demonstrate fundamental nursing data collection and monitoring skills (SLO: Nursing Practice) (CO): Demonstrate medication safety measures and national patient safety goals(SLO: Nursing Judgment)</p>
Capabilities	Standard	Examples	PN Courses
PSYCHOSOCIAL			
Psychosocial Behaviors	Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe	<ul style="list-style-type: none"> • Demonstrate professional abilities of trust-worthiness, 	<p>PNUR 1151 (CO): Demonstrate professional behaviors in the clinical setting by maintaining patient/resident confidentiality, maintaining dress code as written in PN handbook, demonstrating a positive attitude, seeking out new learning experiences, accepting constructive criticism,</p>

	<p>completion of all responsibilities.</p>	<p>empathy, integrity, confidentiality</p> <ul style="list-style-type: none"> • Be able to change, and display flexibility • Learn to function in the face of uncertainties and stressful situations 	<p>reporting to clinical on time and prepared, and complying with allotted time for breaks (SLO: Nursing Practice, Professional Identity) (CO): Document patient /resident data accurately in medical record using correct charting procedures, abbreviations, medical terminology and utilizing technology information resources. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing) (CO): Report client change of status to appropriate nurse and/ or instructor (SLO: Professional Identity, Nursing Practice)</p> <p>PNUR 1152 (CO): Demonstrate professional behaviors in the clinical setting by maintaining patient/resident confidentiality, maintaining dress code as written in PN handbook, demonstrating a positive attitude, seeking out new learning experiences, accepting constructive criticism, reporting to clinical on time and prepared, and complying with allotted time for breaks (SLO: Nursing Practice, Professional Identity) (CO): Maintain positive attitude as demonstrated by accepting constructive criticism and seeking out learning experiences. (SLO: Professional Identity) (CO): Demonstrate caring and safety principles in nursing practice while maintaining patient confidentiality, cultural diversity, holism, and patient advocacy. (SLO: Nursing Practice, Nursing Judgment) (CO): Prioritize care for multiple patients. (SLO: Nursing Practice, Nursing Judgment, Human Flourishing)</p> <p>PNUR 1160</p>
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			<p>(CO): Begin recognize and demonstrate nursing values including caring, altruism, human dignity, and integrity in the performance of fundamental nursing skills (SLO: Human Flourishing)</p> <p>PNUR 1168 (CO): Practice professional boundary issues and implications for nursing practice (SLO: Nursing Judgment, Professional Identity)</p> <p>PNUR 1265 (CO): Recognize the professional, ethical and legal framework in the scope of practice of a practical nurse. (SLO: Nursing Judgment, Professional Identity) (CO): Demonstrate ability to consistently provide a safe and effective care environment to adult patients (SLO: Nursing Judgment, Professional Identity)</p> <p>PNUR 1270 (CO): Explain the changing healthcare system and its application to the nursing profession. (SLO: Nursing Practice, Professional Identity) (CO): Discuss financial issues regarding health care and the LPN role (SLO: Nursing Practice, Professional Identity)</p>
Capabilities	Standard	Examples	PN Courses
ENVIRONMENTAL			

Environmental Adaptability	Ability to tolerate environmental stressors.	<ul style="list-style-type: none"> • Work with chemicals and detergents • Tolerate exposure to odors • Work in close proximity to others • Work in areas of potential physical violence • Work with infectious agents and blood-borne pathogens • Work in environments that may have allergens, such as latex 	<p>PNUR 1151 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1152 (CO): Perform nursing skills safely and correctly (SLO: Nursing Practice, Nursing Judgment)</p> <p>PNUR 1160 (CO): Practice fundamental nursing psychomotor skills (SLO: Nursing Practice)</p> <p>PNUR 1168 (CO): Describe the impact of patient behavior problems in the healthcare setting (SLO: Human Flourishing) (CO): Recognize defense mechanisms and adaptive and maladaptive coping (SLO: Human Flourishing) (CO): Describe key components of psychosocial observation (SLO: Nursing Practice)</p> <p>PNUR 1175 (CO): Explain the nurses role in reporting child abuse (SLO: Nursing Practice, Nursing Judgment)</p>
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*The above Standards have been adopted from the MnSCU Performance Standards for Nursing Programs, which were developed by 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 DA on 5/3/02; 1/24/03, and 4/4/03.

Revised 10/11/02, 1/21/03 and 3/28/03.

Presented and revised by Minnesota Practical Nursing Education and Associate Degree Education Directors' Association on 1/29/2010.

Adopted for use by the CLC Nursing Programs on May 21, 2013.

Appendix F: PN Program's Progression Committee Policy



Practical Nursing Program's Progression Committee

Purpose:

The Practical Nursing Program's Progression Committee is a designated group of Practical Nursing Faculty committed to student success. The committee will gather and evaluate student's progress in the Practical Nursing Program if the student falls out of progression in the program by receiving below 80% in one of the PNUR courses, and wishes to continue in the program. The evaluation of the student's progress in the program will include investigating factors that contributed to the low grade, if the student is eligible to progress in the program, and discussing what measures can be implemented to improve student success continuing on in the program.

Committee Members:

The Practical Nursing Program's Progression Committee group members consist of a minimum of 3 Practical Nursing Faculty. A faculty member from the Staples and Brainerd Campus needs to be present. A fourth faculty member may be brought in as a guest to provide insight in a particular student's success.

Process of the Progression, the Student:

1. Receives below 80% in a course
2. Meets with their instructor in the specific class they did not successfully complete by the end of Finals week and receives a learning contract. (Attached)
3. Completes learning contract before meeting with the Director of Nursing. This should reflect on the circumstance of receiving below 80%, and what actions the student will take to be successful in the future.

4. Meets with the Dean of Nursing, Connie Frisch MA, RN, prior to next semester to make plan to progress and register for class/es. Set up the appointment with the Director of Nursing by calling Trudy Austin at 218-855-8059
5. Set a meeting with the Practical Nursing Program's Progression Committee during first 2 weeks of following semester to discuss their specific plan to be successful. (Plan for first Friday of semester).

Learning Contract for Progression in the Practical Nursing Program

Bring this completed form to your meeting with the Director of Nursing and the Progressions Committee

1. What course (s) is a concern for you in the Practical Nursing Program?

2. What do you feel contributed to receiving a below 80% in PNUR course (List a separate response for each course)

3. Identify 4 goals for success you want to meet: (if eligibility for progression is met)

1. _____
2. _____
3. _____
4. _____

4. Identify 1 action for each goal (4) that will help you be successful.

1. _____
2. _____
3. _____
4. _____

Student Signature: _____ **Date:** _____

Committee Member Signature: _____ **Date:** _____

Permission from faculty to be allowed into the course.

Title of Course	Granted	NOT Granted

Handbook last updated: 5-23-2014