



Hennepin Technical College™

**Practical Nursing Program
Student Handbook**

Fall 2022



MINNESOTA STATE

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Practical Nursing Program Student Handbook

Welcome to the Practical Nursing Program

The faculty and administration of Hennepin Technical College welcome you to the Practical Nursing Program. This nursing student handbook contains important information that will help facilitate your progress in the program.

The purpose of the Practical Nursing Program is to assist each student to develop effectively as a Student Practical Nurse and to be eligible to apply for practical nursing licensure. Hennepin Technical College is committed to a policy of nondiscrimination in employment and educational opportunities.

As a student in the nursing program, you are responsible for knowing and following all the policies in the Hennepin Technical College Student Handbook, school catalog, and this handbook. Please feel free to ask your nursing program advisor or your instructor for clarification if you have any questions about a policy.

After reviewing this handbook, you will be required to verify understanding with your signature. Content in this handbook is subject to change without advance notice.

The Hennepin Technical College practical nursing program is approved by the Minnesota Board of Nursing, and graduates are eligible to take the NCLEX-PN licensure exam.

This nursing education program is accredited by the Accreditation Commission for Education in Nursing (ACEN). For further information about our accreditation process and criteria, please visit www.acenursing.org.

COVID-19 and the Practical Nursing Program

Because of the COVID-19 pandemic, students must be aware of several factors that are subject to change with short notice. Students must understand they will need to be flexible during this very dynamic time. Student must understand that by being in this nursing program:

- Much of the program will be taught online and asynchronous due to the college's response to the COVID-19 pandemic. Students will need to be self-motivated and self-directed to be successful in this program. Students will not be on campus to do many of the activities with peers and instructors. Students will be responsible for their learning and success in the program.
- Students will need reliable technology for the program. Students will need internet access in order to participate in much of the program. The college does have resources for students to meet these needs. Students can access technology resources at <https://hennepintech.edu/Covid19/TechResourcesCOVID19.html>.
- The curriculum has recently been converted from a face-to-face content delivery to an online delivery. The curriculum plan, books and other educational materials, and content are subject to change to meet the need for alternate forms of content delivery.
- While the schedule will be posted at the beginning of each course, there is potential that the schedule and/or course delivery format may have to change due to the fluid nature of the pandemic. For example, in-person experiences may need to be rescheduled or done virtually.
- Students will be required to come to campus for skills lab, clinical simulation, testing, and other mandatory in-person activities. Students should be aware they are at risk for being exposed to COVID-19 while on campus.
- Students will be required to adhere to current college policies regarding masking, health screenings, and social distancing when on campus.
- There is a possibility students will be required to be tested for COVID-19 while a student nurse.

- Students will be required to be vaccinated for the COVID virus.
- Clinical sites may have additional COVID-19 guidelines in place. Students will be expected to follow the COVID-19 guidelines of our clinical partners, including but not limited to health screenings, surveillance testing, proof of vaccination, and use of personal protective equipment (PPE).
- The safety and success of the students is of the utmost importance as the program proceeds cautiously with the expectation of change. The program will follow current guidelines and mandates from Hennepin Technical College, Minnesota State Colleges and Universities (MinnState), Minnesota Department of Health (MDH), the Center for Disease Control (CDC), and the World Health Organization (WHO). Courses delivery and schedules will continue to be subject to change accordingly.

Section I: GENERAL INFORMATION

Program Mission and Philosophy

The mission and philosophy of the practical nursing program are consistent with the mission, values, and goals of Hennepin Technical College (HTC). The program mission is to provide excellence in nursing education, preparing students for success in the national licensure and practice as nurses serving the healthcare needs of a diverse community. The nursing faculty endorses the following beliefs:

- The teaching-learning process is a shared responsibility between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex.
- Nursing education is a learner-centered process which combines general education and nursing courses to prepare the individual for the practice of nursing. It incorporates a program of learning that includes a variety of instructional methodologies, and resources. Nursing education encompasses competency, accountability, and on-going professional development. Being a lifelong learner is a key component of professionalism and enhances society by advancing responsible global citizenry.

Program Award Outcomes

Upon successful completion of the diploma, the student will be able to:

1. Demonstrate effective communication techniques while providing patient care founded on basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of individual patients across the lifespan.
2. Manage care through planning, organizing, or assigning aspects of care to UAP's and LPN's under the direction of an RN or other licensed health care provider.
3. Participate as a member of the inter-professional team collaborating with other health care providers to promote safe, quality, patient-centered care.
4. Demonstrate nursing safety principles.
5. Utilize information technology effectively in the provision of care.
6. Demonstrate professional behaviors in accordance with legal and ethical nursing practice standards.
7. Utilize evidence-based nursing judgment when providing individualized patient care when prioritizing care across the lifespan.
8. Participate in quality improvement.

Program Structure

The program is two semesters in length. The Brooklyn Park cohort starts in the Fall term (August) and graduates in May. The Eden Prairie cohort starts in the Spring term (January) and graduates in December.

Students must progress through the courses sequentially. Students must achieve a passing grade in the previous course before enrolling in the next course in the program. Each course must be passed with a minimum grade of B. Students who receive a C or lower will not pass the course. Refer to Section III for grading scale and course component benchmarks.

First semester:

- Fundamentals of Nursing (NURS1375) for first half of the semester
- Medical Surgical Nursing I (NURS1380) for second half of the semester

Second semester:

- Medical Surgical Nursing II (NURS2375) for the first half of the semester
- Transition to Practice (NURS2380) for the second half of the semester

Repeating a Failed Course:

Students will be able to repeat one failed or withdrawn course for the entire program. However, there is no guarantee that there will be space to continue in the program. Due to cohort section size limits, lab space, and other factors, repeating students may not be accommodated to repeat a course. In this case, repeating students may need to restart the program at a later time. Students repeating a course may be charged additional fees for learning products.

Code of Conduct

Hennepin Technical College Nursing Department recognizes that all students have responsibilities as citizens and as members of the college community. The HTC Code of Student Conduct and academic integrity policies apply to all students. These policies are available online at <https://www.hennepintech.edu/policy/pdfs/3-6POL.pdf>.

Academic Integrity

The Academic Integrity Policy is available online at <https://www.hennepintech.edu/policy/pdfs/3HTC9POL.pdf>.

Examples of violations of Academic Integrity include, but are not limited to, cheating, plagiarism, and lying. This includes assisting others with dishonest behavior.

Cheating:

Cheating is any dishonest means of gaining an advantage in an assignment or exam. Cheating examples including using a cell phone, written notes, or other means to find answers to examinations. Cheating includes having someone else write a paper or complete an assignment. Cheating also includes copying from another student answers to examination questions or assignments. Students may only work on assignments together when specified by the instructor.

Cheating on examinations are considered a violation of the Nursing Practice Act 148.261 subdivision 1(2): *Employing fraud or deceit in procuring or attempting to procure a permit, license, or registration certificate to practice advanced practice, professional, or practical nursing or attempting to subvert the licensing examination process.*

Students found cheating on an examination may be exited from the program. An "Academic Integrity Complaint Form" will be completed by the reporting faculty member, and the student will be referred to the Student Conduct Officer for potential violation of the Hennepin Technical College Student Code of Conduct. Students can appeal this policy.

The procedure of this process can be found at the Hennepin Technical College Chapter 3: Educational Procedures 3HTC.9.1: <https://www.hennepintech.edu/policy/pdfs/3HTC9-1PRO.pdf>.

Plagiarism:

Plagiarism is stealing the ideas or words of someone else and using them for one's own gain. The student submitting an assignment must be the author of the assignment. If a student submits a paper that was plagiarized, a zero will be given for that assignment. From there, faculty will submit a violation referral to the Student Conduct Officer.

Any repeat occurrences of plagiarism will result in failure of the course. Failing a course may also result in an exit from the nursing program. Students are expected to complete assignments without help from any other student unless directed otherwise by the instructor.

Intellectual Property & Copyright

Materials utilized in courses and program are considered intellectual property of the instructor and/or nursing program as a collective. Students may not reproduce or share any materials (which includes, but is not exclusive to, lectures, assignments, quizzes, or tests) from their courses or program. Sharing of materials includes posting materials from courses and/or the program on information-sharing websites. If students wish to share materials from a course or the program should contact the creator(s) of the materials or the director of nursing.

Students who share materials from courses and/or the program without explicit permission of the instructor will be subjected to legal action and/or academic discipline that may include being exited from the program.

Professionalism

Professionalism is an important part of the nursing profession. Professional behavior for practical nurses is outlined in the Nurse Practice Act, Minnesota State Statute Sections 148.261 Grounds for Disciplinary Action, retrievable from: <https://www.revisor.mn.gov/statutes/?id=148.261>

Behavior that is in violation of the Nurse Practice Act will be subject to disciplinary action. For further information regarding the Nurse Practice Act, contact:

The Minnesota Board of Nursing
2829 University Avenue SE #500
Minneapolis, MN 55414-3253
Telephone: (612) 297-3000
www.nursingboard.state.mn.us

Therefore, it must be demonstrated throughout the student's experience in the Practical Nursing Program. Practical Nursing students are expected to demonstrate the following professional behaviors:

- Punctual attendance to all classes, labs, clinicals, and other course meetings.
- Demonstrate respect for others.
- Accept responsibility for own actions.
- Demonstrate professional verbal, written, and nonverbal communication.
- Display honesty and integrity in written work, group work, testing and clinical reporting.
- Understand and apply the ethical standards consistent with a professional work environment in the classroom, lab and clinical setting.
- Compliance with the course policies for required virtual meetings, such as virtual clinical, virtual lab, or virtual simulation.
- Compliance with all published college and Board of Trustees rules, regulations, policies and procedures.
- Compliance with all local, state, and federal laws.

Some examples of a lack of professionalism include, but are not limited to, vulgar language, disruptive behavior in the classroom or lab, being disrespectful towards peers, instructors, or clinical staff, academic dishonesty, and failure to clean following use of the lab space and equipment. ***Consequences for lack of professionalism may include loss of professional points assigned to the class grading criteria, suspension from the program, and/or expulsion from the program.***

Electronic Devices:

Use of a cell phone for private use (talking, texting, social media, etc.) during class, lab, or clinical could be considered unprofessional behavior. It is recommended that students turn off electronic devices and/or silence them to minimize distractions to other learners. Each faculty may have different requirements regarding use of electronic devices in the classroom, lab or clinical setting. Refer to the course syllabus for course-specific policies.

Inappropriate Language:

Students who engage in obscene or abusive language, in any form of communication (verbal, written, electronic), are subject to disciplinary sanctions by the program and/or college. Students in the clinical setting may not use language that could be offensive to the patient population or staff.

Students who use obscene or abusive language with or in the presence of patients may be exited from the program in violation of the Nursing Practice Act 148.261 subdivision 1(6): *Engaging in unprofessional conduct, including, but not limited to, a departure from or failure to conform to board rules of professional or practical nursing practice that interpret the statutory definition of professional or practical nursing as well as provide criteria for violations*

of the statutes, or, if no rule exists, to the minimal standards of acceptable and prevailing professional or practical nursing practice, or any nursing practice that may create unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.

Alcohol/Drug Use:

HTC recognizes the negative impact of alcohol/drug use on the learning process. Students who are required by a physician to take any medication with a narcotic or alcohol base must report this to their instructor as soon as this medication is prescribed (or the first day of class). Should it be identified that this medication causes a change in thinking or behavior that could result in altered judgment or unsafe patient care, the student will be asked to refrain from attending the clinical course, lab activities, and/or clinicals until his/her health no longer requires these medications.

In the interest of patient safety, any student suspected of being under the influence of a substance or displaying behaviors possibly indicating chemical or alcohol use at the college or at the clinical site will be escorted from the setting. Transportation will be obtained at the student's expense if the student's condition indicates potential for unsafe driving. The student may immediately, at the time of the incident, and at his/her own expense, obtain a blood and/or urine analysis to prove freedom from alcohol or illegal substances. Freedom from chemicals or alcohol is defined as the complete absence of illegal substances detected in the urine and/or a 00.00 (zero) blood alcohol level.

Nursing students who are found to be impaired in the classroom, lab or clinic setting may be exited from the program according to the Nursing Practice Act 148.261 subdivision 1(9): *Actual or potential inability to practice nursing with reasonable skill and safety to patients by reason of illness, use of alcohol, drugs, chemicals, or any other material, or as a result of any mental or physical condition.*

Students who are impaired by alcohol or other chemicals will also be reported for discipline by Hennepin Technical College Student Conduct Officer. The Student Code of Conduct may be reviewed here: <https://www.hennepintech.edu/policy/pdfs/3-6POL.pdf>.

Forms for Student Concerns

Faculty may fill out an on-line form available within the D2L courses for students who may be failing a course or other barriers in their success. These on-line forms are submitted to the college's CARE team which consists of advisors, counselors, and others who can provide support, services, and resources for student success. The Nursing Program uses this service along with other programs to aid in student program success.

Students may also be referred to Student of Concern/CARES team if there is an issue with unprofessional behavior. Further investigation and action will be conducted by the CARES team and the Hennepin Technical College Security team. The Nursing Program will support the findings and actions of the investigation.

Program Exit

To progress in the practical nursing program, students are required to earn a minimum grade of "B" for a course. Students are also required to meet the benchmarks of the courses in order to progress to the next course.

A grade of "W" (withdrawal) is weighed as if the student did not pass the course and cannot progress to the next course.

If a student should fail more than one course, they have the right to appeal and continue in the program. Appeals will be granted only in cases of extraordinary situations. Please see following "Appeals Process."

Students earn an academic exit from the program in one of the following ways:

1. Earning a failing grade (grade C, D, NC, or F) or a Withdraw (W) twice in the program
2. Missing a course or semester, thus creating a time gap in the flow of the program. Students must complete both courses each semester with their cohort; breaks in attendance are not permitted due to the structure of the program. If a student fails a course, they are expected to complete the program on a different campus.

3. Failing to resolve an incomplete by the following semester. Failing to resolve an incomplete causes a time gap in the flow of the program.
4. Serious violations of the HTC and/or Nursing Program Code of Conduct as determined by the Director of Nursing and Academic Dean.

Appeal Process

Students may utilize the appeal process for the following reasons:

1. To appeal an academic exit from the Practical Nursing Program as outlined above
2. To appeal for an exception to a Nursing Program policy

An appeal for an academic exit will be considered only for extraordinary circumstances (for example, a serious illness resulting in multiple absences). Documentation of the circumstance will be required.

Exit appeals will be reviewed by the Director of Nursing, and/or the Academic Dean. If approved, the student will be readmitted one time.

Students who are exited from the nursing program may choose to meet with a college advisor or counselor to explore other career options.

Students are responsible for following the appeal process. The program is not responsible for soliciting an appeal from the student. Students who are exited from the program, but are still registered for a course, are responsible for dropping their course(s). If students do not drop their course(s), they will be held financially responsible for the course(s).

The appeal form can be found on the Nursing Program D2L website under the "Content" area. Completed appeal paperwork, along with supporting documentation, is to be submitted to the Director of Nursing via email. Appeals must be submitted within two weeks of the program exit.

Students may file an appeal at any time to be granted an exception to a nursing department policy. The appeal form is on the Nursing Program D2L website under "Content" area. The completed appeal shall be turned in to the Director of Nursing via email.

Student-Faculty Advising

The Practical Nursing department faculty members provide academic advising for those students who are enrolled in the nursing program. Students may utilize the Director of Nursing or other faculty members for academic advising.

Student Responsibilities

To prepare for advising sessions in the following ways:

1. Bring appropriate transcripts, DAR, Academic Planning Guide, or other resources.
2. Identify personal values, abilities, interests, and goals.
3. Contact and make an appointment when required or when in need of assistance.
4. Become knowledgeable about HTC policies, procedures and requirements.
5. Follow through on actions identified during each advising session.
6. Provide feedback on the effectiveness of the advising program.
7. Request re-assignment to a different advisor if necessary.
8. Accept final responsibility for all decisions.

Hennepin Technical College Faculty Role and Responsibilities

1. Assist with defining and developing realistic educational and career plans.
2. Assist with planning a timeline for program completion.
3. Discuss relationships between instructional program and occupation/career.
4. Interpret and provide rationale for instructional policies, procedures, and requirements.
5. Referral to other sources when educational, attitudinal, attendance, financial, employment, or other personal problems requires intervention by other professionals.
6. Designate and post hours for advising outside of the nursing office.

7. College Security team. The Nursing Program will support the findings and actions of the investigation.

Responsibility for Healthcare Costs

Any healthcare costs incurred during the period of time students are enrolled in the nursing program will be the sole responsibility of the student.

Criminal Background Checks

Minnesota law requires that any person who provides services that involve direct contact with children, patients, and residents at a health or childcare facility licensed by the State of Minnesota have a background study conducted by the State. Individuals with specified felony convictions are prohibited from having direct contact with children, patients, and residents of licensed facilities.

Anyone refusing to cooperate in the criminal background study cannot participate in coursework that requires direct contact with children, patients, or residents. Students who are disqualified from having direct patient/resident/child contact will not be able to participate in coursework which requires a practical experience. Therefore, completion of coursework for the program major will not be possible without documentation of a cleared background study.

Questions should be directed to the Minnesota Department of Human Services. It is the student's responsibility to keep the confirmation letter from the Minnesota Department of Human Services as proof; background checks from employers cannot be accepted.

The Minnesota Board of Nursing requires fingerprinting as part of the national background study process.

Section II: CLINICAL

Clinical Assignments

Students may be moved from one clinical section to another at any time up to site orientation due to site availability, instructor availability, or to balance out clinical sections. The clinical site may also be changed at any time up until site orientation. Clinical times may also be changed. Students must meet the benchmark of 80% of the total points for clinical for each nursing course in order to progress in the program.

Mandatory Clinical Requirements

In general, students must have a current healthcare provider CPR card, proof of freedom from pulmonary tuberculosis, a current influenza vaccine, and a clear background study.

Students must also meet the immunization requirements of the clinical sites they attend. Students who do not provide documentation of the mandatory clinical requirements will not be able to participate in clinical. As a result, the student will not pass the clinical or course.

Hennepin Technical College recognizes some students may have objections to immunizations; however, the college has a contractual agreement with clinical sites that requires students to meet the mandatory clinical requirements, including immunizations. Students are not able to appeal this requirement.

Students are responsible for keeping their documentation current in their Student Passport, a documentation software that is utilized by the college's clinical partners. Students must also keep their documentation current in their student file.

Solicitation Ban

During clinical experiences, the student will not promote any business or activity that will provide them with current or future personal or financial gain. This is adherence of the Minnesota Nursing Practice Act 148.261 subdivision 1(13): *Obtaining money, property, or services from a patient, other than reasonable fees for services provided to the patient, through the use of undue influence, harassment, duress, deception, or fraud.*

This includes the distribution of business cards, religious tracts, or brochures. Examples include promoting cosmetic products or places of worship. The student's grade will reflect a deduction in the professional relations section of the clinical evaluation record. Students who continue the activity may be exited from the program.

Students Employed at Clinical Site

Every effort will be made to place students in clinical settings that are not the student's place of employment. This is to offer the student a variety of experience and to avoid potential role conflict.

Patient Confidentiality

The use and disclosure of patient health information is regulated by HIPAA (Health Insurance Portability and Accountability Act). The security and privacy of health data will be specifically addressed in clinical orientation, as well as throughout the program. Students may not keep anything that contains patient information, including but not limited to photos, assignments, patient charts, etc. Violations of HIPAA may result in being exited from the nursing program, as well as civil and criminal liabilities.

Absence Policy

Regular attendance and dependability are evaluated as part of the nursing education program. Students are being prepared for employment in hospitals, long-term care centers, clinics, and other health care agencies in which absenteeism and/or tardiness is not acceptable.

Students **must** attend all clinical days (on campus and on-site). Attendance at clinical is necessary to meet course objectives. Therefore, all students must have prearranged transportation and childcare back-up in place (children are not allowed at the clinical sites). The required evaluation cannot be made when absences prevent a student from meeting the objectives. Excused absences may be granted for extraordinary circumstances (for

example, documented illness, court date). Excused clinical absences will be made up at the instructor's discretion.

Students who will be absent or tardy must contact the clinical instructor **one hour prior** to the assigned time of the clinical activity as directed in the syllabus for their course. Failure to notify the instructor of the absent/tardy will result in failure of the clinical. A failure of a clinical will result in a failure of the course, and the student will not be able to progress in the program. The procedure for calling in absent will be reviewed by each clinical instructor during clinical orientation.

Communicable Disease Absence Policy

A student with evidence of a communicable disease will be excluded from participation in classroom or clinical sessions by their nursing instructor. A provider's note indicating freedom from contagion may be required upon the student's return.

Uniform and Equipment Requirements

The required uniform consists of:

- A solid, dark purple (eggplant) uniform top
- Matching colored pants or skirt, at least knee length or longer.
- Any undergarments/stockings/socks worn under the required uniform should be neutral in color and design.
- White or black rubber/non-slip soled shoes or tennis shoes. For safety and infection control reasons no canvas tennis shoes, sandals, open toed shoes, or clogs are allowed.
- HTC nursing student name badge.
- Personal protective equipment (PPE) as required by individual clinical sites. PPE required for clinical sites will be provided by either the college or the clinical site.

Optional:

- A matching-colored scrub jacket may also be worn. White lab coats are not allowed.
- White or black, professional looking shirts may be worn under the scrub top. No long underwear or undershirts may be worn with the uniform.
- A head scarf or covering may be worn; it must match the uniform.

The uniform is to be worn at all lab and clinical experiences. Any student not in complete uniform may be asked to leave the lab/clinical area. This will be considered an absence. Any modification of this uniform policy will be addressed in individual courses.

Students must also have the following equipment for lab/clinical:

- An HTC nursing student name badge (must be worn at all times)
- A watch with a second hand
- A stethoscope (also available in uniform shops or the bookstore)
- Black pens with smear-proof, non-erasable ink (carry more than one at all times)
- A blood pressure cuff, adult regular size
- A pen light
- A bandage scissor

Dress Code/Hygiene

The dress code and hygiene requirements for the lab and clinical setting are as follows:

- All hair must be tied back and secured.
- Uniform must be neat, clean, and wrinkle-free at all times. It must be washed between wearings.
- Only wedding bands or smooth band rings are permitted. Stones can trap infectious organisms, be lost while performing nursing activities, and can scratch patients.
- One pair of small post earrings worn in the ears is allowed. No other visible jewelry is allowed – this includes facial and tongue piercings.

- Tattoos should be covered whenever possible.
- Fingernails must be kept short not over the tops of the finger pads. Longer nails trap infectious organisms, can break, or scratch patients while providing care.
- Acrylic or artificial fingernails are not allowed as they trap infectious organisms. Students may wear clear or natural colored fingernail polish; however, no polish at all is preferred.
- **Artificial eyelashes must not interfere with eye protection or infection control practices.**
- Students must be clean and free of offensive odor (i.e. cigarette smoke, body odor, perfumes, etc.) Students must shower/bathe prior to clinical each day. Deodorant/antiperspirant must be applied to underarms (axilla) prior to clinical each day. Students cannot wear perfume or highly scented fragrances, including scented grooming or hair products, due to scent sensitivities.
- Men must be clean-shaven or facial hair must be clean and well-groomed.
- Students' mouths must be clean and breath free of offensive odors. Breath mints are allowed only on breaks and not in patient's rooms. Do not eat garlic or other strong spices before or during clinical: these can result in offensive body odors.
- Eating candy or chewing gum is unprofessional and is not allowed while on the patient care units.
- Please note that some clinical sites may have additional dress code requirements that are not specifically stated above. Students are expected to comply with the dress code for any facility to which they have been assigned.

Students who violate these guidelines may be dismissed from clinical the day of occurrence. This will be counted as a clinical absence. Students who have more than one absence may not be able to meet course requirements, and therefore, may fail the course.

Student Behavior and Safety

In order to comply with Practical Nursing program clinical site agreements, the Minnesota Nurse Practice Act, and the standards of the profession, a student will be sent home from the clinical site and terminated from the course at the instructor's discretion if the instructor believes the student's performance or behavior jeopardizes the safety of patients and/or staff and/or other students.

Any concerns for safety would be a violation of the Minnesota Nursing Practice Act 148.261 subdivision 1(5): *Failure to or inability to perform professional or practical nursing as defined in section 148.171, subdivision 14 or 15, with reasonable skill and safety and subdivision (6) Engaging in unprofessional conduct, including, but not limited to, a departure from or failure to conform to board rules of professional or practical nursing practice that interpret the statutory definition of professional or practical nursing as well as provide criteria for violations of the statutes, or, if no rule exists, to the minimal standards of acceptable and prevailing professional or practical nursing practice, or any nursing practice that may create unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.*

The facility/clinical site nursing staff may also send a student home from the clinical site if there is concern for patient safety and/or professional behavior violations. The student may be exited from the program.

Students may fail the course for acts of dishonesty, failing to notify the instructor of an absence (i.e. no call, no show), or displaying behavior indicative of being under the influence of drugs or alcohol.

Incidents at Clinical Sites

An incident is something that is an unusual occurrence. Examples include, but are not limited to, patient falls, visitor injuries, hazardous exposures, medication errors, and needle stick injuries. The student will immediately notify the instructor of any incidents that occur during clinical, whether the student was directly involved or only a witness of the incident. The instructor will follow up with the facility staff to determine the proper course of action. The facility's incident policy will guide the process. The student may be asked to provide a written statement as part of the facility's procedures. Should this occur, the instructor will provide assistance.

If a student injury occurs, the student will be directed to consult his/her medical provider. Any healthcare expenses incurred are the student's responsibility. Students are not employees of the college or clinical site. Therefore, students are not eligible for worker's compensation for any injury sustained on campus or at a clinical site.

Section III: CLASSROOM MANAGEMENT

Grading/Assessment/Benchmarks

Course information, including examination and return-demonstration dates, is included on the class schedule or syllabus.

Students are expected to be present and to complete the tests on the day they are scheduled. Exceptions to this are illness, emergency, or court appearance. Students may be asked to provide written documentation. Tests and assignments must be made up within the timelines specified in the course syllabus; otherwise, a grade of zero will be received.

Nursing program courses must receive a letter grade: pass/fail grades are not accepted. The letter grade will be based on a percentage of total points. There will be no "rounding" of grades (e.g. 79.9% will not be rounded up to 80%).

Percentages for nursing course grades:

A = 90 – 100%

B = 80 – 89.9% (80% is required for passing)

C = 70 – 79.9%

D = 60 – 69.9%

F = 59.9% & below

Students must earn a minimum of "B" grade (80% or greater) in all required NURS courses. Students must pass the first course before proceeding to the second, the second before proceeding to the third, and the third before proceeding to the fourth. This includes instances of "incomplete" for a course grade. That is, if an incomplete is received in a course, the student cannot progress to the next course until the incomplete is changed to a letter grade.

In addition to earning an overall "B" grade for each course, students must achieve minimum benchmarks for course components such as exams, simulation, clinical, and lab skills testouts.

Benchmark for Exams:

Evidence shows that students who reach testing benchmarks are more likely to pass the NCLEX test (the nursing board exam). To best prepare students for the NCLEX, the Nursing Program policy requires students to meet a cumulative testing benchmark for each course.

For Fundamentals of Nursing (NURS1375), the testing benchmark is set at 75%; for all other courses, the benchmark is set at 78%. Students who do not meet these testing benchmarks will not progress to the next course and will receive a "C" for their coursework. Students who may have received a higher grade from assignments and other graded activities will still receive a "C" grade if they do not meet the course testing benchmark.

Benchmark for Simulation/Clinical Grade:

Students must obtain a minimum grade of 80% of the cumulative points for simulation/clinical in order to progress to the next course. Students who do not meet this 80% benchmark will not progress to the next course and will receive a "C" for their coursework. Students who may have received a higher grade from testing, assignments and other graded activities will still receive a "C" grade if they do not meet the course simulation/clinical benchmark.

Benchmark for Lab Skills Testouts:

Students must obtain a minimum grade of 80% of the cumulative points for skills testouts in order to progress to the next course. Students who do not meet this 80% benchmark will not progress to the next course and will receive a "C" for their coursework. Students who may have received a higher grade from testing, assignments and other graded activities will still receive a "C" grade if they do not meet the course skills testout benchmark.

Benchmark for Medication Math:

Each NURS course will have a medication math quiz. Students must obtain a minimum grade of 80% the medication math quiz. Students who are unable to meet the benchmark must remediate and retest. Students may retest only once. Students must meet the benchmark of 80% on the medication math quiz in order to be able to pass medications at clinical. Inability to pass medications in the clinical setting will result in a failing grade for the clinical component of the course. Failure to meet the benchmark for the clinical component of the course will result in a "C" grade for the course.

Benchmark for HESI Exit Exam:

All students will be required to take the HESI Exit Exam in NURS 2380. This exam will be offered twice during the course and all students are required to take both exams. Students must achieve a score of at least 700 on at least one of these attempts in order to successfully complete NURS 2380. Students who are unable to meet this benchmark will receive an incomplete for the course and will be required to remediate before they can attempt the exam for a third time. Students will be required to pay the \$50 fee for this additional exam. Students who are unsuccessful with meeting this benchmark on their third attempt will receive a "C" grade for NURS 2380 and will need to repeat this course the next time it is offered.

Class Lectures/Discussions/Activities/Projects

Students are expected to demonstrate professional behavior during all class lectures, discussions, activities, and projects. Refer to the course syllabus for individual course policies and course-specific expectations.

Lab Policies

The lab simulates the clinical environment. Students will wear uniforms and nametags to lab class. Uniforms must be washed between clinical use and lab use. Shoes that are worn in clinical should NOT be worn in lab for infection control reasons. Students may not bring food or beverages into the lab. Students are responsible for cleaning up after lab courses.

Open lab time schedules are posted on the nursing D2L website during the semester or in the specific course D2L site. Students must follow the open lab rules posted outside of the labs. Students who do not follow the rules or the direction of the lab assistant will lose their open lab privileges. Open labs may NOT be substituted for scheduled lab time.

A student who sustains a needle stick or other injury during lab must notify the lab assistant or instructor immediately.

Students will be provided with one skills trainer at the beginning of the program. The skills trainer is expected to last for the duration of the program with proper use and care. Damaged skills trainers may prevent students from being able to successfully complete required skills testouts, therefore students are responsible for ensuring the proper use and care of their skills trainer. A replacement skills trainer may be purchased for \$100.

Latex Precaution

The lab and clinical environments may contain latex. Please notify your instructor if you have a latex allergy.

E-Mail Protocol

Students are required to use their college affiliated e-mail address. E-mails must include the course name or topic in the subject line and must be written in a professional manner. Students should only accept instructor e-mails from a Hennepin Technical College e-mail address.

Nursing faculty will not respond to e-mails originating from a non-HTC source. No response will be given to e-mails that do not include the student's full name or which are typed in text messaging format. E-mails must not contain profanity or abusive language; students who engage in this type of behavior face disciplinary measures.

D2L log-in

Students are responsible for keeping their D2L log-in information private and will be held accountable for actions of others logged-in under their ID.

2022-08-20

Nursing Program D2L Site

The Nursing Program D2L website contains important program information and resources. Students are expected to check it at least once per week for announcements. Students are responsible for knowing the information posted on the D2L site.

Social Media

Student should not post any patient information or clinical stories on any social media website (e.g. Facebook, Snapchat, YouTube). This is a violation of patient confidentiality. A student who violates this policy faces penalties up to and including exit from the nursing program. All clinical discussions must be kept within the confines of clinical conferences and instructor facilitated classrooms.

Students must not post any recorded lecture or demonstration by any instructor on any media site without the instructor's express written permission to do so. This includes Quizlet, CourseHero, and other websites.

Section IV: APPENDIX

Minnesota State Practical Nursing Program Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that practical nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs.

The examples listed are for illustrative purposes only and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. For assistance, contact Michelle Obergfoll, Associate Director of Academic Support Programs: Phone: 763-488-2477. Email: michelle.obergfoll@hennepintech.edu

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> • Ability to understanding context of situations, make logical decisions and request assistance as needed. • Organize workload to manage time effectively and prioritize the delivery of client care. • Ability to recognize and report changes in client's condition to registered nurse or instructor. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none"> • Maintain and protect client confidentiality and privacy. • Establish professional relationships. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to assign tasks to other LPN's and unlicensed personnel. • Promote a team-building environment. • Provide safe effective care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.

Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team. • Accurately document nursing actions and client responses. • Display the capacity to participate in successful conflict resolution and advocate for client rights and needs. • Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. • Use therapeutic communication techniques to provide support to peers, clients and families. • Process relevant information; accurately and timely communicate to the healthcare team. • Ability to perform client education and adjust information to client understanding.
Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Move about client's room and/or workspaces to complete client assessment. • Ability to administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform basic nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Conduct focused assessment; compare data with normal findings, report changes to registered nurse or other licensed healthcare provider. • Observe client's condition, utilizing all senses, and data from equipment, report changes. • Ability to respond to client distress calls. • Implement interventions delegated or ordered by healthcare provider. • Participate with other members of the healthcare team to develop and modify care plans.
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	<ul style="list-style-type: none"> • Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgement in pressured situations. • Recognize limits of knowledge and abilities and seek assistance.

Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	<ul style="list-style-type: none"> • Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics.
Environmental Stressors	Other considerations	<ul style="list-style-type: none"> • Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards. • Ability to work with potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	<ul style="list-style-type: none"> • Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

References

H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.

Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.

Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020.



Data Practices Advisory and Informed Consent

Some facilities have certain requirements regarding the health of persons working in their facilities. The College may ask you to provide health information that will be used to determine whether you meet a clinical site's health requirements for care providers. The information provided will be disclosed, as needed, to the College's Director of Nursing. Should any clinical site request the data, we will need your authorization to provide this information. You are not legally required to provide this information to the college; however, refusal to provide the information as requested could mean that a clinical site may refuse to accept you at its facility. The nursing program does not guarantee an alternative facility; if no placement is available, you may need to wait additional time to complete your clinical courses or possibly pursue your education in a different nursing program.

Should the facility request the information, I hereby authorize Hennepin Technical College to release my health information to any facility to which I am assigned. This authorization is valid for the entire time I am enrolled in the nursing program.

Printed Student Name

Student Signature Date



Student Code of Conduct for Nursing Program

Purpose: Hennepin Technical College Nursing Department recognizes that all students have responsibilities as citizens and as members of the college community. These responsibilities include:

- Regular attendance to classes and labs
- Punctuality to classes and labs
- Positive relationships with other students and staff
- Appropriate behavior and attitude (professionalism)
- Acceptable progress in nursing classes

All students have the responsibility to:

- Comply with all local, state, and federal laws
- Comply with all published College and Board of Trustees rules, regulations, policies and procedures
- Recognize and respect the rights of others
- Assist the college staff with maintaining a safe college environment
- Respect and maintain college property

By signing below I agree to abide by the Student Code of Conduct for the Nursing Department at Hennepin Technical College.

Printed Student Name

Student Signature Date



Practical Nursing Program

Student Handbook

Verification Form

The HTC Practical Nursing Program Handbook has been reviewed at orientation, and I will read the handbook in its entirety on my own during my first semester in the program. I have had the opportunity to ask questions about the nursing program policies and procedures presented at orientation. I agree to follow the policies, procedures, and code of conduct of HTC and the practical nursing program while enrolled in the program.

Printed Student Name

Student Signature Date



Hennepin Technical CollegeSM
HAZARDOUS BODY FLUID EXPOSURE

Student Name _____ Date _____

I understand that it is my right to refuse to see a health care provider. It has been explained to me that because I have been exposed to possible hazardous body fluids it would be in my best interest to see a health care provider. I will in no way hold Hennepin Technical College, any instructor, hospital, clinical site, liaison, patient, or student responsible for any complications that I may develop from the exposure to body fluid.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Course Name and Number _____



STUDENT ACKNOWLEDGEMENT OF PATIENT CONFIDENTIALITY

I, _____,

PRINT FULL NAME

agree to keep confidential all medical records, patient care information, reports to regulatory agencies, and conversations between or among any health care professionals regarding patient matters.

If it is determined that a breach of confidentiality has occurred as a result of my actions, I realize that I can be held liable for damages that result from such a breach, and that I may be terminated immediately from the nursing program.

Student Signature _____ Date _____

Faculty Signature _____ Date _____



Minnesota
STATE COLLEGES
& UNIVERSITIES

Permission to Use Student Work

Pursuant to MnSCU Board Policy 3.26 Intellectual Property, students own their student work. Signed, written permission is required to use a student's work for reasons unrelated to evaluation of a student's performance. This form should be used to clarify and record the student's permission being granted.

Student Name: _____

MnSCU Institution: Hennepin Technical College

Title of Work: Nursing program coursework assignments

Course Title / CRN # Any NURS course or HLTH course in the nursing program.

Period of Consent: _____

OR Perpetual Consent

1. Grant of Permission. The individual(s), departments, institutions and organizations listed below are hereby authorized to use my work as described in section 2. (Please list the individuals, departments, etc. in this space.)

Dean, director, and faculty of the Practical Nursing Program

2. Scope of Permission to Use Student Work. [Check applicable sections]

- a. Make/distribute copies (e.g. course packets, classroom materials, etc.)
 - hard copies --- Describe purpose:
 - digital copies --- Describe purpose:
- b. Display copies
 - display on open web/internet
 - display online with restricted access (i.e. D2L)**
 - classroom display**
 - other display Explain: _____
- c. Perform work (e.g. literary, musical, dramatic works)
- d. Prepare and distribute derivative works of student work (e.g. inclusion of student work in journal article, conference paper or presentation)
- e. **Other** [Describe. e.g. for faculty, course or program evaluation, curriculum planning, program accreditation, etc.] **Program evaluation, curriculum planning, program accreditation, MN Board of Nursing review**

3. Attribution to Student

- Identify student by name as creator of the work-only if necessary
- Use student work anonymously- whenever possible**

4. Other Considerations [if applicable, identify additional considerations regarding use of the student work on the back of this form] **NONE**

5. Certification of Authorship. I am the owner of the copyright to the student work identified above, and the work is not subject to any grant or restriction that would prevent its use consistent with this permission. Except as explicitly indicated on the student work, all aspects of the work are original to me and have not been copied or adapted from other sources.

Student

Recipient

X _____

X _____

Signature

Signature

Date

Date

— **Professional OATH** —

I acknowledge I am entering a profession in which I have responsibility for the care of others. I acknowledge that nursing is a life-long learning profession that starts today. I pledge my commitment to the highest academic standards of my education at Hennepin Technical College Practical Nursing Program.

As a nursing student, I promise to pursue my studies with my patients in mind. I pledge to work together with my peers and to support one another in the pursuit of excellence in our nursing education and to report unethical behavior. I pledge to respect my instructors for their knowledge and experience they are sharing and will maintain considerate professional boundaries in my communication and actions with my instructors.

I promise to take care of myself so that I am mentally and physically able to learn and practice nursing care safely. I accept responsibility for my learning and will attend class prepared and ready to learn. I will maintain a high standard of academic integrity at all times. I will become confident with new knowledge but will maintain the humility to seek and accept assistance with my academics when necessary.

I promise to place patient needs and safety above all other matters when in the clinical setting. I will constantly aim to achieve and maintain the public trust inherent in nursing care. I believe in dignity and respect for all patients regardless of age, gender, culture, ethnicity, race, educational background, notoriety, or socioeconomic status. I will safeguard the confidential information I encounter during patient care. I will respect the right of patients to determine their own care. I will advocate for the client's best interest. I will maintain the professional boundaries inherent in the nurse-patient relationships I establish. I will be accountable for my own actions.

Therefore, as a representative of the Hennepin Technical College Practical Nursing Program, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers, faculty, and staff.

Finally, I will challenge my mind and heart to constantly learn more about how to give nursing care that is caring, compassionate, and competent

By signing below I agree to abide by the Professional Oath of the Hennepin Technical College Practical Nursing Program.

Printed Student Name

Student Signature Date