

PRACTICAL NURSING PROGRAM STUDENT HANDBOOK

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Hennepin Technical College
Practical Nursing Program

Student Handbook

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Hennepin Technical College
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, which 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 of the policies in the Hennepin Technical College (HTC) 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.

NOTE: 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 a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN).

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www.acenursing.org

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. 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.

Code of Ethics/Professional Conduct

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

The HTC Code of Student Conduct and academic integrity policies applies to all students, and can be viewed online under Chapter 3: Educational Policies.

Examples of violation of the code of conduct include, but are not limited to, cheating, plagiarism, and lying. This includes assisting others to do so. Plagiarism is stealing the ideas or words of someone else and claiming they are your own words or ideas. The student submitting the 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 and faculty will submit a violation referral to the Provost. Any repeat occurrences of plagiarism and/or cheating will result in the student failing the class, which will also result in an exit from the nursing program. Students are expected to complete assignments and tests without help from any other student, unless directed otherwise by the instructor.

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

Hennepin Technical College recognizes the negative impact of alcohol/drug use on the learning process. 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 and/or at the clinical site will be subject to administrative and legal sanctions. (See HTC Student Code of Conduct for a complete description of these policies, <https://www.hennepintech.edu/policy/index.html>).

Other 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.

Students who are required by a physician to take any medication with a narcotic or alcohol base must report this to their instructor immediately. 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 until his/her health no longer requires such medications.

Student Code of Conduct for Nursing Courses

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
- Recognition of, and respect for, the rights of others
- Assisting the college staff with maintaining a safe college environment
- Respecting and maintaining college property
- Compliance with all published college and Board of Trustees rules, regulations, policies and procedures
- Compliance with all local, state, and federal laws

Professionalism is an important part of the nursing profession. Therefore, it must be demonstrated throughout the student's experience in the Nursing Program. Some examples of a **lack** of professionalism include vulgar language, disruptive behavior in the classroom or lab, being disrespectful towards peers, instructors, or clinical staff, plagiarism, and failure to clean up the lab following practice.

Cell Phones and other electronic devices: All electronic devices must be turned off or set to silent mode during class time. Vibration mode is acceptable if it is not audible. Each faculty may have different requirements regarding cell phones, computers, etc.

Program Structure

The program is two semesters in length. The first semester consists of Fundamentals of Nursing for the first half of the semester and Medical Surgical Nursing I for the second half. The second semester consists of Medical Surgical Nursing II for the first half and Transition to Practice for the second half of the semester. Note that each course must be passed with a minimum grade of B, including the clinical component, in order to progress in the program. Students must also pass the instructor developed exams and quizzes (cumulatively) for Fundamentals of Nursing at 75% and Medical Surgical Nursing I and II by 78%.

The student is responsible to make an appointment with the nursing faculty advisor to stay current with any changes to the program structure.

Forms for Student Concerns

Faculty fill out an on-line form available within the D2L courses. These forms are completed for students who may be failing a course or if there are other issues that are of concern. These on-line forms are submitted to the college's CARE team which consists of advisors, counselors, security and others.

Program Exit

To progress in the practical nursing program students are required to earn a minimum grade of "B", or a "Pass", in all required program coursework and clinicals. A grade of "W" (withdrawal), is considered to be

less than a “B” and therefore a failing grade. **Students will be able to automatically repeat only one failed or withdrawn course for the entire program.** If a student should fail more than one course they have the right to appeal but only in cases of extraordinary situations may an appeal be granted. Students repeating a course may be charged additional fees for Elsevier products.

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) after one initial repeat of one required NURS course within the nursing program (note: this does not apply to electives or non-nursing courses). Failing to resolve an incomplete by the following semester will also result in a program exit.
2. Missing a course or semester. 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 would be expected to complete the program on the opposite campus by joining that cohort.
3. Students may also be exited from the program for 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. The student will ordinarily need to join the cohort on the opposite campus to complete the program. Students who are exited from the nursing program may choose to meet with a college advisor or counselor to explore other career options. Note: There is no guarantee that there will be space to continue in the program, even if an appeal is granted. Due to classroom, lab, and clinical space restrictions extra students cannot be accommodated.

Students are responsible for following the appeal process; students who earn an exit, but do not file an appeal and do not drop their nursing courses will be administratively dropped from those courses. Students will be financially responsible for all such courses. It is the student’s responsibility to initiate an appeal, the program is not responsible for soliciting one from the student.

The appeal form can be found on the nursing D2L website under the “content” area. Completed appeal paperwork, along with supporting documentation, needs to be submitted to the Director of Nursing in the G-pod office on the 2nd floor at either campus by the end of the semester in which the exit event occurred. Students may file an appeal at any time to be granted an exception to a nursing department policy. The appeal form is on the D2L nursing website under “content” area. The completed appeal shall be turned in to the Director of Nursing in the G-pod office on 2nd floor at either campus.

Student-Faculty Advising

In order to help ensure your time here at Hennepin Technical College is academically rewarding and personally fulfilling, the Practical Nursing department faculty members on your campus of attendance are your advisor while you are in the nursing program.

Student Responsibilities

We ask that you plan 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 with your advisor when required or when in need of assistance. Please notify the advisor if you find it impossible to keep your appointment.
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.

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 child care 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. Note: The Minnesota Board of Nursing requires fingerprinting as part of the national background study process.

Section II CLINICAL

Clinical Assignment

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 pass all clinicals for each NURS course in order to pass the course regardless of points obtained.

Mandatory Clinical Requirements

Please see the nursing D2L website and the course website for details about clinical requirements. In general, students must have a healthcare provider CPR card that does not expire before the end of the clinical course, 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 the required items will not be able to participate in clinical, and therefore will not be able to complete the course.

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 includes the distribution of business cards, religious tracts, or brochures. Examples include promoting cosmetic products, places of worship, and nursing pools. The student's grade will reflect a deduction in the professional relations section of the clinical evaluation record as this behavior is unprofessional and not focused upon the course goals. Students who continue the activity may face termination from the clinical course. The clinical instructor and the nursing team will make the final disciplinary decisions.

Student 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 suspension 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 child care 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.

Please notify your clinical instructor if you will be absent or tardy. This is critical because patient assignments will be affected. Failure to notify the instructor that you will be absent (no call, no show) will result in failure of the clinical. 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 physician's note indicating freedom from contagion may be required upon the student's return.

Clinical Guidelines

Uniform

The uniform is to be worn at all lab and clinical experiences. This uniform consists of:

- A solid, dark purple uniform top
- Matching colored pants or skirt, at least knee length or longer. A slip and white or neutral opaque hose should be worn with the skirt.
- White, black or neutral opaque stockings must be worn with skirts.
- 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.

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.

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 transfer belt with a metal buckle or cinch (available in uniform shops or in the bookstore)
- 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

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.

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 — they should be barely seen over the tops of the finger pads. Longer nails trap infectious organisms, can break, or scratch patients while you are 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.
- Body: must be clean and free of offensive odor (i.e. cigarette smoke, body odor, perfumes, etc.) Bath or shower must be taken and deodorant/antiperspirant applied to underarms (axilla) prior to clinical each day. No perfume or highly scented fragrances, including scented grooming or hair products. Patients and staff may be sensitive or allergic.
- Face: must be clean-shaven, or facial hair must be clean and well-groomed.
- Mouth: 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.

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 clinical.

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. The facility nursing staff may also send a student home from the clinical site for the same reason in the instructor's absence. A conference with the student, instructor, and director of nursing will take place to determine whether the student will be allowed to continue in the nursing 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 physician; any expenses that occur as a result are the student's responsibility. Students are not employees of the college or clinical site, and therefore not eligible for worker's compensation for any injury.

Section III CLASSROOM MANAGEMENT

Grading/Assessment

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. You may be asked to provide written documentation if you must miss a test for any of these reasons. 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 be taken for a letter grade. 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 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.

Benchmark for Exams and Quizzes (except for HESI exams)

Students must earn a cumulative score of 75% in Fundamentals of Nursing, 78% in Medical Surgical I and II on all instructor developed exams and quizzes to progress in the program. If the Student achieves 80% or above in total course points but the cumulative score on exams and quizzes is not greater than 78%, the final course grade will be decreased to 79.9% (C). If the total course points are lower than 79.9%, the student will receive the corresponding grade for that percentage.

Benchmark for Clinical Grade

The Student must obtain a minimum of 80% on total clinical points in order to progress in the nursing program. If the Student achieves 80% or above in total course points but the cumulative clinical score is less than 80%, the final course grade will be decreased to 79.9% (C). If the total course points are lower than 79.9%, the student will receive the corresponding grade for that percentage.

Class Lectures/Discussions/Activities/Projects

- Audio or video recording devices operated by the students are not permitted without the express written consent of the instructor.
- Food and uncovered beverages are not allowed in the classroom or lab.
- Covered beverages are allowed in lecture rooms but may not be allowed if laptops are present, but not in labs.
- Audible electronic devices (cellphones, iPods etc.) are disruptive in the classroom, therefore, these devices should be muted or off in order to facilitate an optimal learning environment for all students and faculty. Students may be asked to leave the classroom and lose all points for that day if an electronic device sounds during a class or a test.
- Texting, checking e-mail, or using social media is not allowed during class, lab, or clinical.

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.

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.

Latex Precaution

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

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.

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. The login ID and password for the site is: **nursing2** (lower case, no space)

Social Media

Do not post ANY patient information or clinical stories on any social media website (e.g. Facebook, YouTube). This is a violation of patient confidentiality even if the patient's name is not included (patients can sometimes be identified by the circumstances described). 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.

Section IV APPENDIX

Technical Standards For Entry-Level Nursing Programs

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

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

Capability	Standard	Examples
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 patient	Identify changes in patient health status Prioritize multiple nursing activities in a variety of situations
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.	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 patient.	Able to make effective decisions in the classroom and in the clinical sites Develop/contribute to nursing care plans that accurately reflect patient concerns Able to make decisions reflective of classroom learning in the clinical sites

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 patient	Position patients 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
Mobility	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient	Propel wheelchairs, stretchers, etc., alone or with assistance as available Transport supplies to patient room Work around bedside with other personnel Lift a child Move and lift patients in and out of bed, wheelchair or cart Assist with transfer and walking of patients who may require substantial support
Activity Tolerance	Ability to tolerate lengthy periods of physical activity	Move quickly and/or continuously Tolerate long periods of standing and/or sitting
COMMUNICATIONS		
Communication	Communicate in English with others in oral and written form Able to communicate with patients and members of the health care team in order to plan and deliver safe care	Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others Read, understand, write, and speak English Explain treatment procedures Initiate and/or reinforce health teaching Document patient responses Clarify communications received
Interpersonal Relationships	Interact with patients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with patients, families, and colleagues Respond in a professional/therapeutic manner to a variety of patient expressions and behaviors
SENSES		
Hearing	Auditory ability sufficient to hear normal conversation and/or assess health needs	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 patients, families and colleagues
Vision	Visual ability sufficient for observation, assessment, and performance of safe nursing care	Observes patient responses Discriminates color changes Accurately reads measurement on patient-related equipment Read medication label Read syringe accurately Evaluate for a safe environment
Tactile	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	Performs palpation, e.g. pulse Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter
PSYCHOSOCIAL		

Psychosocial Behaviors	Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities	Demonstrate professional abilities of trust-worthiness, empathy, integrity, and confidentiality Be able to change and display flexibility Learn to function in the face of uncertainties and stressful situations
ENVIRONMENTAL		
Environmental Adaptability	Ability to tolerate environmental stressors	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.

A task force of representatives from nursing education in Minnesota developed these Technical Standards. Educational institutions represented were: Bemidji State University, The College of St. Scholastica, Lake Superior College, Itasca Community College, Rainy River Community College, Mesabi Range Community and Technical College, Hibbing Community College, and Riverland Community and Technical College. Adaptations were made from the Core Performance Standards of the University of Arizona, Minnesota West Practical Nursing Program, and Iowa Community Colleges.

Presented to Minnesota Practical Nursing Education Directors' Association on 5/3/02, 1/24/03, and 4/4/03.

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

Presented and revised by Minnesota Practical Nursing Education and Associate Degree Education Directors' Association on 1/29/10.

Disability Services

Hennepin Technical College offers reasonable accommodations to qualified students. If you have a documented disability that may require accommodations, contact the HTC Disability Services Director: Sara Laviolette at Brooklyn Park (763-488-2477) or Jean Kreutter at Eden Prairie (952-995-1544).

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.

Date

Student Signature

Printed Name



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.

NAME: Print _____

NAME: Signature _____



Practical Nursing Students Verification Form

Student Handbook

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 Name: _____

Signature: _____ Date: _____



HAZARDOUS BODY FLUID EXPOSURE
Hennepin Technical College

Student Name _____ Date _____

I understand that it is my right to refuse to see a physician. 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 physician. 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
Hennepin Technical College

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 _____

Instructor/DON Signature: _____



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(s)

X _____
Signature

Signature _____

Date

Date _____