Hennepin Technical College℠

Practical Nursing Program
Student Handbook

MINNESOTA STATE

Hennepin Technical College,
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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.

As a nursing student, a highly demanding and respected profession has been chosen. Being a nurse and becoming a nurse require a unique commitment and special personal and professional qualities. Nursing students must therefore meet certain standards. Clinical experiences in a variety of health care settings require travel to community sites. Schedules vary and the time required for study, homework, and preparation for clinical experiences is demanding. Individuals choosing nursing as a career must have the necessary physical, emotional, and financial resources to meet the demands of the nursing program and of the nursing profession.

To prepare for a career in nursing, students are expected to:

- Demonstrate behaviors characteristic of personal and professional integrity
- Display a willingness to explore new and different concepts and an inquiring attitude
- Accept personal accountability for student's own learning and progression through the nursing program
- Establish realistic priorities and methods for meeting program requirements
- Comply with policies as noted in this handbook and the HTC website

Section I: General Information

Program Description

The Practical Nursing curriculum provides students with the skills needed to administer safe, basic nursing care, within the scope of the practical nurse as defined in Minnesota statutes. The practical nurse provides care to clients under the supervision of registered nurses or providers. Employers of practical nurses include hospitals, clinics, long-term care facilities, transitional care facilities, home care agencies, facilities caring for those with developmental disabilities, child care centers, and schools.

Following completion of the program, students are prepared for practical nursing licensure in the state of MN.

Program Mission and Philosophy

The Practical Nursing 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 program mission and philosophy are consistent with the mission, values, and goals of the college.

Nursing education is a learner-centered process incorporating multiple instructional methodologies, resources, and learning opportunities. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. The nursing faculty believe teaching and learning is a process in which students demonstrate personal and professional accountability by taking an active role in the learning process.

The faculty of the Nursing program recognize nursing is a dynamic profession founded in arts and sciences and is a practice discipline based on caring in a culturally diverse society. Graduates will be prepared to work in a variety of healthcare settings with diverse populations.

Program Outcomes

Student Learner Program Outcomes (Award Outcomes):

- Participate in quality improvement by using innovative thinking founded upon a spirit of lifelong learning (NLN: Spirit of Inquiry)
- Contributes to the goals of the healthcare team using legal and ethical nursing frameworks within the scope of practice of the LPN (NLN: Professional Identity)
- Utilizes the nursing process, critical thinking, and evidence-base practice to promote safe, quality care across the lifespan (NLN: Nursing Judgment)
- Demonstrate client specific care inclusive of socioeconomic, cultural, and developmental criteria through use of focused assessments, therapeutic communication, and holistic nursing theory (NLN: Human Flourishing)

Program Outcome Goals

- Student academic achievement is measured by program completion rates. The completion rate is based on the number of students enrolled in the first nursing program course following the drop/add date. The goal of the program is for at least 60% of students to graduate within 100% of the time allotted to complete the program determined by the student's attendance plan and terms courses are offered.
- Students' ability to pass the NCLEX on the first attempt is indication of educational preparation success the student received. The goal of the program is to be at or above 80% first-time test takers to pass the NCLEX exam.
- Graduates with a job in nursing 6 to 12 months post-graduation are an indicator of the appropriateness of the number of students prepared for a nursing career and the job demand in the area. Many graduates continue education post-graduation, altering job placement rates. The goal of the program is at least 80% of graduates will report working as a practical nurse within 12 months of graduation.
- Final program outcomes are measured within specific courses. The program goal is for at least 80% of students to earn a satisfactory grade on the Student Learner Program Outcomes reflection paper.

Accreditation and Approval

Accreditation

The Higher Learning Commission (HLC) accredits Hennepin Technical College. The HTC link provides more information to this accreditation.

The Accreditation Commission for Education in Nursing (ACEN) is the nursing accreditation organization for the Practical Nursing Program. HTC Practical Nursing provides more information to this accreditation in the Accreditation & Affiliations tab.

Approval Status of Nursing Program

The MN Board of Nursing (MNBON) has approved the HTC Practical Nursing Program for the purpose of meeting the educational requirements for licensure as a licensed practical nurse. The MNBON can be contacted at the following address:

Minnesota Board of Nursing
1210 Northland Drive
Suite 120
Mendota Heights, MN 55120
Phone: 612-317-3000
https://mn.gov/boards/nursing/

NOTE: The MNBON, which is responsible for licensing nursing personnel in MN, has varied restrictions that may affect persons with a history of a felony conviction. HTC Nursing Program assumes no responsibility for the denial of licensure by the State Board of Nursing. Prospective students are responsible for contacting the Board concerning any questions regarding their eligibility for licensure.

American Disabilities Act & Reasonable Accommodations

The Access Services Offices assist students, faculty, and staff to provide access to our programs, services, and activities. Access Services includes links to disability law, disability policies and procedures, information for students, resources and links.

Accommodations
Illness, injuries, or conditions in which physician or practitioner intervention was sought and limitations or restrictions are needed, a signed release statement is needed before attendance at clinicals.

Pregnancy is considered a normal event, for the student's safety, the nursing program requests a statement from the student's healthcare provider providing permission to continue clinical experiences or delineate any special needs or restrictions.

Student Governance/Student Representatives

Nursing faculty value student input and professional communication of program concerns and questions. Students are encouraged to participate in student leadership and governance opportunities.

Nursing student representatives are invited to nursing program meetings throughout the fall and spring terms. When a group of nursing students share similar concerns regarding the nursing program, they are encouraged to bring professional, constructive suggestions to the chosen student representatives, who will then communicate concerns/suggestions to faculty at program meetings. It is not the responsibility of the student representatives to solve student concerns or problems.

Concerns impacting individual students should be communicated to the faculty member most directly involved with the issue of concern. If satisfactory resolution is not attained, the student is encouraged to contact the Associate Dean of Nursing.

Criminal Background Checks

Clinical experiences are an integral part of the nursing program. State law requires any person who provides service that involves direct contact with clients or residents of health care facilities must have a background study conducted by the State. The program requires all nursing students to complete the MN DHS background check. If a clinical facility requires a specific background check, in addition to the DHS completed by the program, students are responsible to meet this requirement.

Following submission of the application, the student receives an email with guidance to complete fingerprinting. It is the responsibility of the student to complete this within 14 days of registering for the background check, if fingerprinting is not completed within the 14 days, the student will be assessed another $50 fee for re-registration.

If the student has been arrested, charged or convicted of any criminal offense, the student should investigate the impact the arrest, charge or conviction may have on the student's ability to participate in a clinical experience. Further review of disqualifying offenses is the responsibility of the student.

Failure to complete a required background check, will result in the inability to continue in the nursing program. Any individual who is disqualified from having direct client contact as a result of a background study issue and whose disqualification is not set aside by the Commissioner of Health will not be permitted to participate in a clinical placement in a health care facility and continue in the program.

The student is responsible for the confirmation of completion letter from the MN DHS. Background checks completed by employers are not accepted to meet this requirement of the program.

Student Employment

The decision to work while a student in this program is a personal choice for the student and their family. However, work must not interfere with required program course attendance and performance. The program recommends the student works as little as possible. Students who work during the program, should not represent themselves as student nurses by performing specific functions learned as a student.

Section II: Program Requirements

Requirements for the Practical Nursing Program

1. Apply to Hennepin Technical College
2. Completion of the prerequisite coursework
    a. Qualifying scores in Reading, Writing, and Math
    b. College-Level Writing (ENGL1100 or ENGL1250)
    c. Healthcare Anatomy and Physiology (NURS1135) or Human Biology (BIOL1400)
    d. Medical Terminology (NURS1121 OR EMSV1146)
3. Currently on MDH Registry for Nursing Assistants or completed NAHA1010 course
4. Current CPR certification from the American Heart Association (AHA) or American Red Cross (ARC) of Basic Life Support (BLS). CPR certification must include "hands-on" skills test out.
5. Students are required to have documentation of the following immunizations:
    a. MMR, Varicella, Tdap, Hepatitis B
    b. Seasonal Influenza
    c. COVID vaccination (recommended)
    d. Proof of freedom from active Tuberculosis
6. Current health insurance
7. Current state issued ID
8. Meet required score for TEAS enrollment assessment
    a. The TEAS Assessment, completed in person, can be completed no more than 2 times prior to a semester enrollment; following 2 attempts, the next attempt must not be scheduled within 3 months
9. Clinical experiences are located within the local communities. Students are responsible for

transportation and other costs for the nursing clinical experiences.
10. Students are required to complete integrated examinations and a standardized achievement examination prior to completion of the program to assist in preparation for the post-graduation licensure examination. The cost of this preparation tool and examinations by ATI are included within the course fees.
11. Students must earn an 80% or higher, for an exam average and overall course grade, to pass and earn credit for the course and progress to the next course. Nursing students follow the same satisfactory progression standards as all students at the college, and are subject to suspension and probation.
12. Students must be able to complete required clinical facility documents for student learning experiences. Data collected will likely include student name, demographic information (address, phone, social security number, etc) and other needed information for clinical experiences. Data collected may also include gender at birth, citizenship, and country at birth information.
13. The curriculum in the nursing program may expose students to hazardous materials, radiation, and/or infectious diseases. Students will be provided with information via education to protect themselves and their patients from harm. Students are expected to utilize appropriate safety precautions in the classroom, lab, and clinical settings.

Grading Information for Nursing Courses

Program Structure

The program is two semesters in length, the Brooklyn Park campus enrolls into Fall semester, graduating in the Spring semester and the Eden Prairie campus enrolls into Spring semester, graduating in the Fall semester.

First Semester:
NURS1376 Introduction to Nursing (3 credits)
NURS1381 Introduction to Medical Surgical Nursing (3 credits)
NURS1425 Pharmacology I (2 credits)
NURS1430 Medical Calculations (2 credits)
NURS1435 Nursing Skills Lab I (2 credits)
NURS1440 Nursing Clinical I (1 credit)
NURS1445 Nursing Clinical II (3 credits)

Second Semester:
NURS2376 Medical Surgical II (3 credits)
NURS2325 Pharmacology II (2 credits)
NURS2335 Nursing Skills Lab II (2 credits)
NURS2350 Nursing Clinical III (3 credits)
NURS2381 Nursing Care Across the Lifespan (6 credits)

Grading Scale
A = 90-100%
B = 80-89.9%
C = 70-79.9%
D = 60-69.9%
F = 59.9% and Below

Grading- Lecture and Lab Courses

Grades in lecture and lab courses are achieved through a variety of assignments, classroom activities, and examinations. The established grading scale, as noted above, is used. The breakdown of lecture and lab components factored into the course grade is detailed in each course syllabus.

Students must earn an 80% or higher for an exam average and 80% or higher for the overall course grade to pass the course, in addition to, any benchmarks in the course.

Grading- Clinical Courses

The clinical grade is a combination of performance in the clinical experience or simulation laboratory, and written assignments associated with these experiences. Performance is evaluated in a formative and summative manner and students must earn a passing grade to earn credit for the clinical course. Unsafe clinical performance (during each semester) may result in an unsatisfactory grade and inability to progress in the program. Final evaluation of clinical performance occurs at the end of the course using the formative and summative tool results. Students must meet or exceed the minimum performance standards established in the evaluation tool to earn a passing grade and earn credit for the clinical course.

Incomplete Grades

An incomplete course grade is required to be changed to a letter grade before students are able to progress to the next course.

Failure to Progress in the Program

Nursing faculty support and advocate for student success in the program, but are also ultimately accountable for graduating safe and competent graduates with a nursing education. The faculty has established criteria students must meet to progress and graduate from the program.

A student receiving a grade of a “C”, “D” or “F” is considered a failing grade for the course. If a student finds it necessary to withdraw from a course, for academic and/or personal reasons, the student must complete the necessary steps to withdraw or an “F” will be recorded for the course. A “W” for a course is also not considered a passing grade requiring the course to be repeated.

Students are able to repeat a withdrawn or failed course, only one time, and repeat only up to three courses, in the nursing program. Continuation in the nursing program is a privilege, not a right, and occurs on a space available basis only. Grounds for denial of an appeal for continuation in the program included, but are not limited to: unsafe practice, difficulty with transfer of nursing theory and knowledge to practice, qualities required for the practice of professional nursing such as responsibility and accountability for own actions, ability to evaluate own strengths and limitations, ability to accept constructive criticism, and integrity concerns.

Readmission to the Nursing Program

Students may submit an appeal to continue in the program. Appeals, with supporting documentation of an extenuating circumstance, are submitted in writing to the Associate Dean of Nursing for review. The appeal form can be found in the Nursing Program D2L course.

Graduation

To graduate and to be eligible to apply for licensure as a practical nurse, the student must successfully complete the Practical Nursing Program. All candidates must fulfill the following requirements:

1. Completion of all nursing program courses with a passing grade
2. Participate in the final weeks of the program, the program assessment, comprehensive predictor, and receive a passing score
3. Submit an application for graduation during the term prior to graduation

Section III: Academic & Program Policies

Attendance

Nursing students are expected to attend all lectures, lab, simulation, and clinical sessions. Attendance is essential to meeting the course and program objectives. The student is responsible for notifying the responsible nursing faculty of any absence one hour prior to the assigned course time. In the event of an illness or emergency, the student is responsible for notifying the responsible faculty as soon as it is safe to do so. Students failing to notify the instructor may receive a failing grade.

Extenuating circumstances may include court/immigration appointments or hospitalizations. Unexcused absences include, but are not limited to: lack of childcare, work schedule conflicts, or oversleeping.

Lecture

When a classroom lecture absence occurs, students are responsible for the content covered, activities completed, and any and all assignments.

Lab, Clinical, & Simulation

Students are expected to attend all scheduled hours for Lab, Clinical, and Simulation. An absence during a scheduled skill validation, may result in a reduction of points on the first validation attempt. If a missed scheduled day occurs, students are responsible to work with the faculty and/or the associate dean to discuss any make-up options. Missed hours are not guaranteed to be rescheduled and may result in a failure of the course.

Late Arrival and Leaving Early

Students arriving after the scheduled course start time are considered late. Arriving late, without prior communication with the instructor, may result in not being allowed to participate in the activity for the day.

Students leaving early, before instructor dismissal for the day, may receive a failing grade.

Exams and Late Assignment Policy

All assignments, quizzes, and exams are to be completed as scheduled, on/by the due date, to receive FULL credit. Any assignment submitted after the due date may incur a 10% deduction each day for up to 2 days. The 3rd day, no credit may be earned for the assignment and a 0 is entered in the gradebook.

All exams are administered on-campus, in-person, in a proctored environment. Students arriving after the scheduled start time, will not be permitted to enter the testing room. If a make-up exam is approved, a 10% deduction is incurred from the earned testing score and the exam must be completed within 7 days.

Policies related to late assignments and examinations are written to protect the student who is consistently on time with assignments and for exams. Exceptions to the policies regarding late written assignments and missed examinations may be granted at the discretion of faculty. However, to be fair to all students, policies will be adhered to unless compelling justification for an exception is presented.

Testing Environment

- Use of school computers, no personal computers allowed for testing
- A simple calculator is allowed
- A blank sheet of scratch paper is provided and must be left with the proctor before leaving the testing room
- A pencil may be used during the exam
- Personal belongings are not allowed into the testing room, with the exception of student ID and car key
- Cell phones, smart devices (watches, glasses, etc), earbuds, headphones, and other personal communication devices are not permitted
- Hats, scarves, clothing with hoods, and cold weather outer wear are not permitted in the testing environment, with the exception of religious head coverings

Once the exam has started, students are not allowed to leave the testing room, with the exception of exams that take more than 3 hours in length. Students are then allowed one personal break, without access to personal belongings or electronic devices. Upon completion of the exam, students are to leave the testing space quietly and without disrupting others still testing. Students are expected to maintain the integrity of all exams. This includes not discussing exam questions and answers with others, sharing, or posting any exam information.

Students found to be in violation of exam integrity and exam policy may receive a failing grade and/or be exited from the program.

Academic Misconduct

Academic integrity is one of the college's most essential institutional values, defined as acting in a way that is honest, respectful, and responsible in coursework. Academic integrity is a fundamental value to success as a student and is an indicator of future workplace behavior. Prohibited Conduct includes, but is not limited to:

Cheating

- Copying from other students and/or using any assistance (including Artificial Intelligence) to complete assignments
- Dual submission or resubmission of a paper without permission from the instructor
- Intentionally giving or receiving unauthorized aid or notes on exams, papers, or class assignments intended to be completed individually. This includes use of a cell phone, written notes, and other means to obtain answers for an exam

Plagiarism

- Knowing or negligent use by paraphrase, direct quotation, or summary of the published or unpublished work of another person without full and clear acknowledgment
- Obtaining someone else's work and presenting those ideas or words as a student's original academic work

Collusion

- Collaborating with another person without instructor authorization when preparing an assignment

Falsifying Academic Records

- Includes, but is not limited to, altering grades or other academic records, assisting in the altering of records, submitting false information

A student in violation of academic integrity may be given a zero for the assignment, receive a failing grade for the course, and/or be exited from the program.

Student Concerns, Complaints, or Grievances

Whenever appropriate, students are encouraged to use informal means to have decisions and/or actions reconsidered before filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. For further details refer to the HTC Education Policy.

Grade Appeal Process

Students have the right to appeal for a grade review in instances where the belief is a final course grade was assigned unfairly or in a manner inconsistent with the stated course grading policy. Students should attempt to resolve grading concerns informally by first talking directly with the faculty member. For further details refer to the HTC Academic Grade Appeals policy.

Section IV: Professional Performance

The American Nurses' Association Code of Ethics for Nurses

Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2	The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
Provision 3	The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
Provision 4	Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
Provision 5	The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
Provision 6	The nurse, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7	Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
Provision 8	The nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
Provision 9	Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
Provision 10	Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

American Nurses Association. (2025, July). *Code of Ethics.* https://codeofethics.ana.org/provisions

Professionalism

Professionalism is an important part of the nursing profession and outlined in the Nurse Practice Act.

Students are expected to demonstrate professional behavior, including, but not limited to:

- Being responsible for own actions
- Demonstrating respect for others
- Turning off or silencing cell phones during lectures
- Demonstrate profession verbal, written, and nonverbal communication
- Not falsify any patient/client record, or any other document prepared or utilized during, or in conjunction with, nursing practice
- Establish and maintain professional boundaries with each patient/client
- Maintain patient confidentiality, adhering to regulations identified by HIPPA; students will not take from clinical site anything containing patient identifying information

Code of Conduct

Hennepin Technical College Nursing Department recognizes that all students have responsibilities as members of the college community. The HTC Student Code of Conduct and academic integrity policies apply to all students.

Communication with Instructors

A student's HTC email is their official means of communication with the college faculty and staff. Students are required to e-mail from their student my.hennepintech.edu address when communicating with instructors. Students should check their HTC e-mail and D2L course announcements regularly (daily is recommended).

Intellectual Property & Copyright

Materials utilized in the nursing program and courses 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 limited 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, including, though not limited to, Quizlet,

CourseHero, and StuDoc.

If students wish to share materials from a course or the program should contact the creator(s) of the materials or the Associate Dean of Nursing. Students who share materials from courses and/or the program without explicit permission of the instructor may receive academic discipline that may include being exited from the program.

Alcohol & Drug Use

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.

Students who are impaired by alcohol or other chemicals are in violation of the Student Code of Conduct and will follow the disciplinary process.

Electronic Devices

Cell phones are not allowed in the lab (skills or simulation) or during clinicals. Devices must be stored away and not accessible in uniform pockets, including earbuds and headphones. Violation and use of a cell phone in these settings may result in a failure of the lab or clinical.

A student in violation of professional performance may be given a zero for the assignment, removed from the classroom, receive a failing grade for the course, and/or be exited from the program.

Section V: Professional Appearance & Uniform

Dress Code & Hygiene

Nursing students are expected to dress appropriately and demonstrate good hygiene. Nursing students represent the program to internal constituents of the College, clinical partners, and prospective employers.

Uniform Requirements for Lab and Clinicals

Students are required to wear a student uniform to lab, simulation, and clinicals. Students who are not in uniform may be sent home for the day and risk failure of the lab/clinical.

The required uniform includes:

- A solid, dark purple (eggplant/grape) uniform top & bottom
- Skirts must be at least knee length of longer and may be black in color
- Any undergarments/stockings/socks worn under the required uniform should be neutral in color and design
- Neutral colored non-slip soled shoes or tennis shoes. For safety and infection control reasons no canvas tennis shoes, sandals, open toed shoes, crocs, or open back clogs are allowed
- HTC nursing student name badge, worn at collar level
- A watch with a second hand (not a smart watch)
- A stethoscope

Optional:

- A matching-colored scrub jacket, white lab coats are not allowed.
- White or black, professional looking shirts may be worn under the scrub top.
- A head scarf or covering may be worn; with no adornments, solid, dark purple or black in color, and must be safely secured (no billowing, flowy fabrics)

Dress Code:

- Hair- clean, neat, pulled back and secured; Hair must be worn so it does not fall into the work area. Facial hair should be neatly trimmed.
- Uniform must be neat, clean, and wrinkle-free. It must be washed between wearing.
- Only wedding bands or smooth band rings are permitted.
- Only stud piercings allowed, no hoops or dangling permitted.
- Body art (tattoos or other forms of body art) should be covered whenever possible.
- Fingernails must be kept short not over the tops of the finger pads. Acrylic or artificial fingernails are not allowed. Students may wear clear or natural colored fingernail polish; however, no polish is preferred.
- Artificial eyelashes must not interfere with eye protection or infection control practices.
- Students must be clean and free of offensive odor (cigarette smoke, body odor, perfumes, etc.). Students should not wear perfume or highly scented fragrances, including scented grooming or hair products.
- Students' breath free of offensive odors. Limit or avoid eating strong spices prior or during clinical.
- Chewing gum, smoking, vaping, and any nicotine products are not allowed during clinical activities.

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 an absence may not be able to meet course requirements and may fail the course.

Clinical and Preceptorship Requirements

Students are required to submit/complete all required clinical and preceptorship facility documents, including onboarding requirements. Students may not attend clinicals without the necessary documents as requested by the clinical facility, including facility required onboarding prior to the experience. Inability to attend clinicals or preceptorship experiences may result in a failure of the course.

Students sent home from a clinical for reasons including, but not limited to: acting in an unsafe manner, in violation of professional behavior, suspected of being impaired due to lack of sleep, prescribed medication, alcohol or drug use, may fail the course.

Students are to immediately notify the instructor of any incidents that occur during clinical, whether the student was directly involved or only a witness of the incident. If a student injury occurs, the student will be directed to consult a medical provider.

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.

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

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

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