



**ANOKA TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
38 Credit Diploma**

**2018-2019
PRACTICAL NURSING STUDENT
HANDBOOK**

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ANOKA TECHNICAL COLLEGE

PRACTICAL NURSING PROGRAM

OVERVIEW

Introduction

Welcome to the Anoka Technical College Practical Nursing program. This handbook contains information that is helpful to students as they progress through the nursing program.

Policies and procedures specific to the Practical Nursing program are outlined in this student handbook and supplement those in the college handbook. Students are expected to read these policies and sign a confirmation affirming this. Please use this handbook as a reference throughout the practical nursing program. Students may request an appointment with their advisor at any time to clarify information in the handbook.

The Practical Nursing program reserves the right to modify or update any statements contained in the handbook at any time.

College-wide policies and procedures as outlined in the Anoka Technical College Student Handbook are applicable to all students. All students are expected to adhere to the policies and procedures of the Practical Nursing Student Handbook, the Anoka Technical College Student Handbook, and the policies of clinical agencies where the student is placed. For further information, the following resources are available:

- Anoka Technical College [Policies and Procedures](#) are located on the College website.
- Further guidelines that describe customary activities in the College, particularly pertaining to students, are found in the ATC [Student Handbook](#).

Anoka Technical College Practical Nursing Program Address

Practical Nursing Program
Anoka Technical College
1355 West Hwy. 10 Anoka, MN 55303
Phone: 763-576-4700

Degree Offered

Diploma in Practical Nursing

Clinical Partnerships	
Camilia Rose Care Center	11800 Xeon Boulevard Coon Rapids, MN 55448
Guardian Angels Care Center	400 Evans Ave NW Elk River, MN 55330
Homestead of Anoka	3000 4th Ave Anoka, MN 55303
Anoka Metro Regional Treatment Center	3301 North 7 th Ave Anoka, MN 55303
Benedictine Health Center at Innsbruck	1101 Black Oak Drive New Brighton, MN 55112
Princeton Elim Care and Rehab Center	701 First Street Princeton, MN 55371
Multiple clinic and school district sites	

Clinical Partnerships subject to change at any time

Approval Status

The Anoka Technical College Practical Nursing program is currently approved by the Minnesota Board of Nursing. The statutory requirement for approval of nursing programs is found in [Minnesota Statutes Section 148.251](#). [Minnesota Rules Chapter 6301](#) specify the Board's administrative requirements for renewal of approval of a nursing program. A list of [approved practical nursing programs](#) in Minnesota is found on the [Minnesota Board of Nursing](#) website.

Minnesota Board of Nursing
2829 University Avenue SE # 200 Minneapolis, MN 55414-3253
E-mail: nursing.board@state.mn.us

Accreditation Status

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326 404-975-5000
www.acenursing.org

Mission of Anoka Technical College

Provide innovative career and technical education to help our students and communities live and learn well.

Mission of the Anoka Technical College Practical Nursing Program

Serve the healthcare needs of a diverse community by supplying competent, employable graduates.

Practical Nursing Program Purpose

Through a Minnesota Board of Nursing approved program of study, the Practical Nursing program prepares students for a diploma in Practical Nursing. Graduates are educationally eligible to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN) and, after passing and obtaining state licensure, may use the title Licensed Practical Nurse.

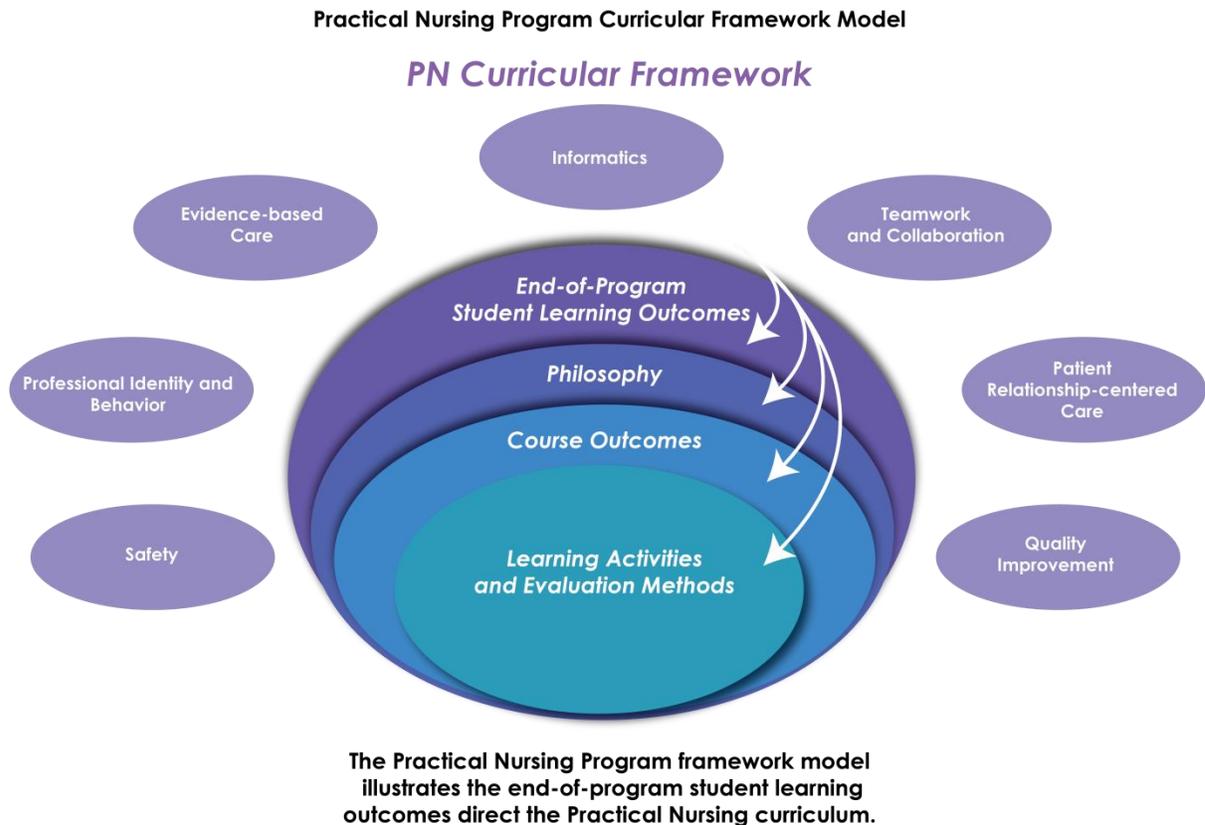
Practical Nursing Program Outcomes

The Practical Nursing program will:

- graduate \geq 60% of students admitted to the Practical Nursing program within 3 semesters of admission.
- graduate classes with an annual NCLEX-PN first time passing rate at or above 80%.
- graduate students who become employed as licensed practical nurses

Practical Nursing Program Curricular Framework Model

The Practical Nursing Program framework model illustrates that the end-of-program student learning outcomes direct the Practical Nursing curriculum.



The End-of-Program Student Learning Outcomes:

- are derived from the professional concepts
- form the basis for the philosophy statement
- are used to guide the delivery of instruction through the course outcomes
- are used to direct learning activities and to evaluate student progress

Practical Nursing Program Philosophy Statement

The Practical Nursing (PN) faculty supports the mission, vision, and the values of Anoka Technical College and Minnesota State (2018) in providing student-focused education that strengthens the community by supplying competent practical nursing graduates to the workforce. Graduates are eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN) to earn a license to practice nursing. The philosophy statement of the Anoka Technical College Practical Nursing program is appropriate to the scope of practice as defined by the Minnesota Board of Nursing in the Minnesota Nurse Practice Act (2014) and reflects the professional standards endorsed by the National Association of Licensed Practical Nurses (2015) and the National League for Nursing (2010) outcomes and competencies for nursing education programs.

In alignment with the Minnesota Nurse Practice Act (2014), the faculty of the Practical Nursing program believes that nursing encompasses caring for human needs across the lifespan in a variety of settings under the supervision of a registered nurse, advanced practice registered nurse, or other qualified healthcare providers. The faculty identifies seven concepts that are translated into behaviors essential to nursing practice: Evidence-based Care, Informatics, Patient Relationship-centered Care, Professional Identity and Behavior, Quality Improvement, Safety, and Teamwork and Collaboration. These concepts are integrated throughout the program of study.

The primary roles of the practical nurse include being the direct provider of nursing care and being a member of the discipline of nursing. As providers of care, PNs contribute to the promotion and maintenance of wellness and the prevention of disease, using focused assessment in the identification of current and emerging patient problems and incorporating the nursing process and caring as essential tools. PNs provide care by implementing interventions within a nursing plan of care or when assigned by qualified healthcare providers. PNs care for diverse individual patients by providing **safe**, respectful, culturally sensitive, **patient relationship-centered care** and by participating as a member of the healthcare team.

As a member of the discipline of nursing, practical nurses recognize that **teamwork and interprofessional collaboration** among healthcare professionals is critical to delivering **safe** patient care. Ongoing **quality improvement** activities are performed in **collaboration** with other members of the healthcare team to assist in monitoring the effectiveness of care and contribute to the continual **improvement** of healthcare processes. Implementing **evidence-based care** with skills in **informatics**, patient care technology, and information management is critical to the delivery of **safe, patient relationship-centered care**.

Professional values guide interactions with individuals and the healthcare team. PNs demonstrate **professional behaviors** by exhibiting accountability for their actions and ensuring a commitment to fulfill the legal responsibilities inherent in competent, respectful nursing practice. PNs demonstrate **professional identity** by upholding their obligation for **safe** care to the public, recognizing the need for lifelong learning and adherence to an established code of ethics.

The practical nursing educational curriculum at Anoka Technical College incorporates principles of adult learning. Learning experiences in the classroom, laboratory setting, and clinical practice settings are designed to reinforce the acquisition of knowledge and skills through interactive, collaborative methods (Knowles, Holton, & Swanson, 2015).

The nursing program believes that graduates from this program must be equipped to practice

in a complex and changing healthcare environment. To assure that students are prepared for their role as an LPN, the program measures five end-of-program student learning outcomes in which the student must successfully demonstrate proficiency as a graduate of the Practical Nursing program.

Last reviewed by faculty 2/18

End-of-Program Student Learning Outcomes

Consistent with the standards that define nursing practice, the outcomes of the Anoka Technical College program of learning is a graduate who is able to:

1. Adhere to professional standards of practice within safe, legal, ethical and regulatory frameworks of the practical nurse (*Professional concepts: Safety, Professional Identity and Behavior*)
2. Communicate effectively to deliver coordinated, interprofessional care through teamwork and collaboration (*Professional concepts: Teamwork and Collaboration*)
3. Utilize holistic information to provide evidence-based patient care that contributes to continuously improving care processes (*Professional concepts: Evidence-based Care, Quality Improvement*)
4. Demonstrate a caring and empathic approach while providing for individual patients' needs across the lifespan and health/illness continuum within a diverse community (*Professional concept: Patient Relationship-centered Care*)
5. Participate in supporting patient care through the utilization of information technology within the practical nurse scope of practice (*Professional concept: Informatics*)

Last reviewed by faculty 5/18

Professional Concepts

Seven professional concepts are the foundation for the end-of-program student learning outcomes.

- **Evidence Based Care:** the integration of best current evidence with clinical judgment and patient values to deliver optimum care (NCSBN, 2016; NLN, 2012).

Essential to this concept:

- (1) Conducting a focused assessment of the health status of an individual patient through the collection and comparison of data to normal findings and the individual patient's current health status, and reporting changes and responses to interventions in an ongoing manner to a registered nurse or the appropriate licensed health care provider for delegated or assigned tasks or activities (MBON, 2014);
- (2) Determining and implementing appropriate interventions within a nursing plan of care or when delegated or assigned by a registered nurse (MBON, 2014)

(3) Implementing interventions that are delegated, ordered, or prescribed by a licensed health care provider (MBON, 2014); and

(4) Assisting in the evaluation of responses to interventions (MBON, 2014).

- **Informatics:** the use of information technology as a communication and information gathering tool that minimizes errors, supports clinical decision making, and reinforces the safety of patient care (American Nurses Association, 2014).
Essential to this concept is the application of technology and information management tools that enhance safe processes of care and the understanding of the relationships between information management and nursing decision-making (American Nurses Association, 2014).
- **Patient Relationship-centered Care:** the provision of care for individual patients that promotes a respectful and therapeutic environment based on the individual patient's preferences and values reflected by their physiological, psychological, sociological, spiritual, ethnic, and cultural needs (MBON, 2014; NLN, 2014; NLN, 2012).
Essential to this concept is caring, compassion, and cultural awareness that enhances patient empowerment and positive patient outcomes, establishes a therapeutic relationship, advocates for the best interests of patients across the health/illness continuum, contributes to the nursing plan of care, and utilizes nursing process to promote and maintain the health of individual patients (MBON, 2014; NALPN, 2015; NCSBN, 2016).
- **Professional Identity and Behavior:** the responsible behavior of the practical nurse that demonstrates accountability for care that is consistent with legal, ethical, and regulatory principles, obligations, and values. (Anoka Technical College, n.d.; MBON, 2014; NALPN, 2015.).
Essential to this concept is the recognition and commitment by the practical nurse to established and current standards of care and the use of legal and ethical principles in nursing practice. This encompasses accountability for the quality of care delivered within a scope of practice, recognizing the boundaries of knowledge and experience, and addressing situations beyond the nurse's competency (MBON, 2014; NALPN, 2015).
- **Quality Improvement:** the use of data and process improvement strategies to improve the quality and safety of health care systems and patient care outcomes by identifying and reporting errors and hazards (NLN, 2014;NCSBN, 2016).
Essential to this concept is the provision of input in policy and procedure development in healthcare systems and assisting the health care team in the assessment of patient responses to nursing interventions (MBON, 2014; NALPN, 2015; NCSBN, 2016).
- **Safety:** the identification and demonstration of strategies to reduce the risk of harm while delivering safe, skillful care and promoting a safe, therapeutic environment (MBON, 2015; NLN, 2014)
Essential to this concept is the recognition of patients experiencing potential/actual complications and reporting changes and responses to interventions in an ongoing

manner to a registered nurse or the appropriate licensed health care provider in alignment with national patient safety resources (MBON, 2015; The Joint Commission, 2018).

- **Teamwork and Collaboration:** the effective engagement within an interprofessional team that maintains open communication, fosters mutual respect for values, perspectives, and expertise, and promotes conflict recognition among those who contribute to or support the delivery of health services to meet patient care needs (International Education Collaborative, 2016; NLN, 2014; NCSBN, 2016).

Essential to this concept is collaboration and communication with other health care providers by assisting in the shared decision-making in the development and modification of the plan of care (MBON, 2015; NLN, 2014; NCSBN, 2016).

Adapted with permission from the ATI Curricular Mapping program for PN Curriculum (2011) and the Minnesota State PN Curriculum project, HealthForce MN (2014)
Reviewed by faculty 5/18

References

The following professional standards, guidelines, or competencies are used to develop, revise, and evaluate the nursing program framework and curriculum.

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National League for Nursing. (2012). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing*. New York: Author.

Overview of Student Responsibilities

Liability Insurance

Liability insurance is required by the college. A fee is attached to NURS 1420.

Name Tags

Anoka Technical College picture ID tags are required by the college. There is a fee assessed. These are obtained in the Academic Resource Center (library).

Admission and Graduation Information:

Students are enrolled as a practical nursing diploma (38 credits) seeking student. The program is designed to be completed on a full-time basis in two semesters. Currently there are no part time completion options.

The curriculum is planned so that each full-time group of students remains together from admission to graduation. The practical nursing curriculum is taught fall and spring semesters. Graduation dates are set by the college. An all-college graduation is held at the end of each spring and fall semester.

Student Technology Requirements

It is the responsibility of every student, faculty, staff and guest to follow the college's [Computer Network System Use and Security Policy](#).

E-mail: The college official, primary communication method is through the Anoka Technical College student e-mail accounts. Students are responsible to check their e-mail account frequently.

Computer requirements: Students need to have access to a personal computer/laptop with a high speed internet connection. Anoka Technical College provides access to computers in the Academic Resource Center on the campus. Basic computer and word processing skills are required. Common software requirements include (but are not limited to) word processing programs (Microsoft Word), Power Point/Power Point Viewer, and Acrobat Reader. All written

assignments (i.e. papers) that are electronically submitted must be in a compatible format.

Desire2Learn (D2L)/Brightspace: This is the online learning management system used by Minnesota State and Anoka Technical College. D2L/Brightspace is the primary method for delivering class news/content/assignments. Students are required to check this site frequently. D2L works the most effectively if accessed via Google Chrome. Students may access online tutorials for education on the various functions of D2L.

Acceptable use: While using Anoka Technical college computers and the college network, students in the practical nursing program agree to adhere to the [Acceptable Use](#) policies (Minnesota State policy 5.22) for technology that govern Anoka Technical College and the Minnesota State system.

Personal Responsibility: Technology use in the classroom is intended to enhance the learning environment for all students. The course instructor has the discretion to determine when, if, and what type of technology can be used during class. Faculty members may consent to student use of electronic devices for academic purposes related to the class. Any use of technology that degrades the learning environment or promotes dishonesty may be prohibited by the individual instructor. Faculty members have the right to instruct students to turn off devices and to stow those devices in secure places in any class, lab, or clinical setting.

Technology Support: Student support for technology problems is through the OIT help desk located in room 176. Email: it.helpdesk@anokatech.edu

Course Fees

Three categories of fees are applied to students in accordance with the Minnesota State Tuition and Fees Policy 5.11.

- a. Mandatory fees in statute or policy required to be charged by all colleges and universities.
- b. Optional fee established by the board and adopted at campus discretion.
- c. Personal Property, service charges or course activities having value outside of the classroom.

Fees for nursing courses are applied to courses NURS 1405, NURS 1420, NURS 1515, and NURS 1500. The delineation and specifics of the fees are found in [Anoka Tech policy 1A.14: Course Fees](#).

Course	Rationale for the fee
NURS 1405	Supplies for lab and individual practice use
NURS 1420	Liability insurance, background study*
NURS 1515	Supplies for lab and individual practice use
NURS 1500	NCLEX success predictor exam

**Not included in course fees, students are responsible for fingerprinting fee of \$9.10 associated with the background study process.*

ANOKA TECHNICAL COLLEGE

PRACTICAL NURSING PROGRAM

STUDENT POLICIES

Policies Related To Safety, Security, Student Health, Reasonable Accommodations, Data Privacy, and Technical Standards

Drug-Free Campus Policy

Anoka Technical College adheres to the federal Drug-Free Schools and Campuses Act (DFSCA) and Minnesota State Colleges and Universities Board Policy 5.18 which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college premises or in conjunction with any college-sponsored activity or event, whether on- or off-campus. In accordance with federal regulations, this policy is published in the Anoka Technical College Student Handbook and the policies are found in [Minnesota State Board Policy 5.18](#) and [Anoka Technical College policy 1A.8](#).

The Anoka Technical College Practical Nursing program upholds these drug-free policies.

Campus Safety and Security

Anoka Technical College has a campus [Safety and Security policy](#) in accordance with Minnesota State policy. Anoka Technical College students and staff are provided with information regarding policies, procedures, techniques, and other information related to frequency of incidents and how to handle, report, identify, and prevent incidents of violence, harassment, and intimidation. Students have access to a report of campus crime, information designed to assist them in preventing victimization, information dealing with incidents should they become a victim, and available assistance from the college personnel. This information is available to each student on the College Website and the Safety and Security website. A campus safety and security committee is dedicated to the continuous improvement of safety and security standards on campus.

Reasonable Accommodations Policy

Per Minnesota State [policy 1B.4](#) regarding reasonable accommodations, there are conditions for which accommodations are appropriate under the Americans with Disabilities Act (ADA). The [Office on Disabilities](#) provides services for students, faculty and staff with a permanent or temporary disability by providing individuals with the tools to accomplish their educational and career goals. A variety of accommodations are available within the Anoka Technical College system.

As stated by the Office on Disabilities, it is the student's responsibility to request accommodations early to ensure that accommodations can be arranged as appropriate. The Practical Nursing program upholds the Minnesota State and Anoka Technical College policy regarding reasonable accommodations.

Responsibility for Health Care Costs

Any health care costs incurred during the period of time that a student is in the Nursing Program are the student's responsibility.

Workers' Compensation

It is the position of the clinical facilities and the College that nursing students are not an employee of either the clinical facilities to which they are assigned or of the College for purposes of Workers' Compensation insurance.

Criminal Background Checks

An integral part of the Nursing Program is the experience gained in clinical settings. To provide this experience, Anoka Technical College contracts with local health care facilities licensed by the Minnesota Department of Health or Department of Human Services. Minnesota law ([Minnesota Statutes, Chapter 245C](#):Department of Human Services [Background Study Act](#) [2016]) requires that any person who provides services that involve direct contact with patients and/or residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is unable to pass the background study is disqualified from participating at a clinical site. If, as a result of the background study, the student is disqualified from direct contact, the facility will not allow the student to participate in its clinical experience program. Additionally, if students refuse to cooperate in the criminal background study, the clinical facility will refuse to allow students to have direct patient contact. If an approved background study cannot be obtained, the student is ineligible to continue in the clinical course and the Nursing Program. [Policy 3.1](#) references the college policy on background studies.

Data Practices Advisory

Student Data Practices

Minnesota State, Anoka Technical College, and the Practical Nursing program comply with the Family Educational Rights and Privacy Act ([FERPA](#)) and the Minnesota Government Data Practices Act (MGDPA) in Minnesota Statute ([Chapter 13](#)) addressing the handling of educational data. Anoka Technical College adheres to these federal and state laws and to the Minnesota State board policies regarding data management, computer and technology use, and data privacy. The complete Student Data Practices policy and procedure [2.12](#) is located on the college [website](#).

Informed Consent

Clinical facilities impose specific requirements regarding the health of persons working or functioning as students in their facilities and may require that health information about students in clinical site programs be made available to them. The Nursing Program requires students to provide this health information which is used to determine whether the student meets a clinical site's health requirements. Health information collected is private data and kept in locked files in a secure office location. The information provided is disclosed, if requested, to the clinical site where the student is placed. A clinical site may refuse to allow a student to participate based on data provided. Students sign written permission consenting to release this information in these described circumstances. Students are not legally obligated to provide this information to the College. However, refusal to provide the information requested means that a clinical site can refuse to accept a student at its facility. The Nursing Program does not guarantee an alternative facility placement. If no alternative facility placement is available, the student is ineligible to continue in the Nursing Program.

Retention of Records

Current nursing student files with any data collected while a student is in the nursing program are stored in locked files in a secure nursing office location. Records maintained on students include clinical evaluation tools, immunization records,

acknowledgment of receipt of Practical Nursing Handbook, acknowledgement of clinical requirements, and, if necessary, student assistance plans. The student file has four signed waivers: Authorization for release of student information for clinical facilities, Affirmation of health insurance, Confidentiality of information with audio, visual and digital recording in simulation, and a Student works consent form. Graduate information is retained and stored securely for two semesters after graduation (one year). After this time, the records are destroyed via a confidential disposal process. Permanent academic records (transcripts) are maintained by the Records and Registration Office at the Anoka Technical College campus.

Reviewed by Registrar 11/17

Intellectual Property

[Minnesota State Board Policy 3.26](#) Intellectual Property affirms that students own their own work. Therefore, signed, written permission is obtained from students through a Student Works Consent Form to archive examples of student work for accreditation purposes. This use of student work is unrelated to evaluation of student performance. The work is stored in a locked, secure location and may be retained for up to 3 years.

Simulation Confidentiality and Consent to Recording

During participation in nursing courses that use simulation lab experiences as a learning activity, students are observers of the performance of other individuals in managing medical events. Students also are participants in these learning activities. Due to the unique aspects of this form of simulation training, students are expected to **maintain and hold confidential all information** regarding the performance of individuals and the details of specific scenarios.

Additionally, as part of these learning experiences, students understand that video recordings occur in the Nursing Simulation Lab. By participating in class, students grant permission to Anoka Technical College Practical Nursing Department to record, film, and/or electronically capture their likeness, image, voice, appearance and/or performance. Recordings created in the Nursing Simulation lab are for learning purposes and educational benefit only and may be shared in a class debriefing experience. Access to video recordings is managed by nursing faculty. Recordings are automatically deleted after one month. No commercial use of the audiovisual recordings can be made without written permission of all involved students.

Students sign a consent form that acknowledges class participation in simulation and agreement to recording as well as formally agreeing to hold observations made during these experiences confidential.

Communication of Policy Updates

The Practical Nursing program reserves the right to modify or update any statements contained in the handbook at any time. In the event that changes are made to the Practical Nursing department policies and procedures, the following procedure is followed:

1. Once approved by faculty and/or college and/or advisory body, the new policy is updated in the program handbook which is found on the department website.

2. Updates are posted in a written form on the communication board located in the nursing classroom 217.
3. Verbal notification of the change is announced in Semester 1 and 2 classes: NURS 1400 and NURS 1500.
4. The link to the program handbook with the updated policy is located on D2L Brightspace in all NURS courses.

Technical Standards for Entry-Level Nursing Programs

These technical standards are required abilities for effective performance in Minnesota State nursing education programs. The standards are compatible with the scope of practice as defined by the Minnesota 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.

Technical Standards for Entry-Level Nursing Programs

Capability	Standard	Examples
INTELLECTUAL		
Cognitive Perception	<p>The ability to perceive events realistically, to think, clearly and rationally, and to function appropriately in routine and stressful situations</p> <p>Students must be able to independently and accurately assess or contribute to the assessment of a client</p>	<p>Identify changes in client health status</p> <p>Prioritize multiple nursing activities in a variety of situations</p>
<p>Critical Thinking</p> <p>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 become unavailable</p>	<p>Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently</p> <p>Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client</p>	<p>Able to make effective decisions in the classroom and in the clinical sites</p> <p>Develop/contribute to nursing care plans that accurately reflect client concerns</p> <p>Able to make decisions reflective of classroom learning in the clinical sites</p>
MOTOR SKILLS		
Motor Skills	<p>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or</p>	<p>Position clients</p> <p>Reach, manipulate, and operate equipment, instruments and supplies,</p>

	transferring a client	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 client	Propel wheelchairs, stretchers, etc., alone or with assistance as available Transport supplies to client room Work around bedside with other personnel Lift a child Move and lift clients in and out of bed, wheelchair or cart Assist with transfer and walking of patients who may require substantial support
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 clients 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 client responses Clarify communications received
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with clients, families, and colleagues Respond in a professional/therapeutic manner to a variety of client expressions and behaviors
SENSES		
Hearing	Auditory ability sufficient to hear normal conversation and/or assess	Ability to monitor alarms, emergency signals, auscultatory sounds e.g. B/P,

	health needs	heart, lung, and bowel sounds, and cries for help and telephone interactions/dictation Communicates with clients, families and colleagues
Vision	Visual ability sufficient for observation, assessment, and performance of safe nursing care	Observe client responses Discriminate color changes Accurately read measurement on client-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	Perform palpation e.g. pulse Perform 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, 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 and Associate Degree Education Directors' Association on 5/3/02, 1/24/03, and 4/4/03.
Revised 10/11/02, 1/21/03, 3/28/03, 1/29/10.
Reviewed and approved by the Anoka Tech Practical Nursing program 10/07.
Reviewed with Anoka Technical College Advisory Board Fall 2015

Policies Related to Program Progression

Anoka Technical College Transfer of Credit Policy

Anoka Technical College accepts [Minnesota Transfer Curriculum](#) courses and goal areas as determined and documented by the sending Minnesota State institution. Anoka Technical College also accepts Minnesota Transfer Curriculum as determined and documented by the University of Minnesota. However, there is no guarantee that courses from private and non-Minnesota State colleges will satisfy MnTC goals, even if the courses may be transferable as electives. Such courses are evaluated on an individual basis by the Records and Registration department.

Students wishing to transfer credits from another institution other than Minnesota State must provide an official copy of the transcript from the other institution to the Office of Records and Registration, along with a course outline and a description of the course. The designated transfer specialist evaluates the college-level courses completed to determine if they meet transfer criteria.

If students wish to substitute a course that is not part of their program plan, whether the course is from Anoka Technical College or another institution, a Course Substitution Petition is completed. The petition can also be used to add an additional course that is not part of their program plan. The completed form is submitted to the Office of Records and Registration via email, fax or mail.

Anoka Technical College grants transfer credit for individuals enrolled in a program major. Only those courses that are applicable to a student's certificate, diploma, or degree are considered for transfer. Anoka Technical College accepts in transfer courses that it determines to be comparable or equivalent to specific courses it offers. Refer to the Anoka Technical College [Policy 3.16](#) Credit Transfer Policy. [Articulation agreements](#) within the MinnState system are formal agreements between two or more colleges and universities to accept credits in transfer toward a specific academic program. Agreements between Anoka Technical College's practical nursing program and associated MinnState institutions are located on the [Minnesota Transfer](#) site.

Practical Nursing Program Transfer of Credit Policy

Request for nursing credits transferred from another institution are reviewed to meet the following guidelines:

1. Comparable or equivalent to a currently offered Anoka Technical College technical course in content and credits with an earned grade of a C or higher.
2. In the instance of a college-level Dosage Calculations course, the earned grade must be an A (90%) or higher to be accepted for transfer and taken within 5 years of entrance to the Practical Nursing major.
3. Transfer of nursing credits is considered for courses that have been completed within one year prior to application for admission to Anoka Technical College.
4. Approval by the Transfer specialist and the designated Practical Nursing faculty
5. Transfer of credits completed by the first day of semester classes
6. No clinical or laboratory/skills courses are considered for transfer of credit to the Anoka Technical College Practical Nursing program

Full-Time Enrollment Policy

Students progress through the Practical Nursing program following a 2 semester program plan. Nursing courses are offered every fall and spring semester. General education courses are offered fall, spring, and, in some instances, summer semester. Clinical experiences may be scheduled days and/or evenings according to clinical site availability.

Definitions

These definitions refer to the following individuals and criteria:

Unsatisfactory Grades: Defined as D, F, FN, FW, U, or W in NURS courses or less than an A in MATH 1010.

Repeating Student: Student who is retaking a course(s) to achieve a satisfactory grade. College policy allows a student to repeat a course one time on a space available basis. Failure to successfully complete a course (receiving a D, F, FN, FW, U, W, or less than an A in MATH 1010) when repeating it results in not being allowed to re-register for that course for six months (Anoka Technical College policy number: 3.8 [Grading](#)). Failure to successfully complete a course after three times excludes the student from the program major of Practical Nursing.

Re-entry Student: Student who is re-entering the program less than one year after a break in nursing education for unusual or extenuating circumstances or who is returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory grades (unsuccessful in the same non-nursing class twice, applicable to MATH 1010, HLTH 1005, and ENGL 1107).

Re-admitted Student: Student who is re-starting the Practical Nursing program after being ineligible to continue in the Practical Nursing program due to unsatisfactory grades (2 or more unsuccessful NURS courses). A student may only be readmitted **once**.

Progression Requirements

1. If a student cumulatively receives two unsatisfactory grades in *NURS* courses in the Practical Nursing program, the student is ineligible to continue in the Practical Nursing program. Students may apply for readmission to the program **once**. (See readmission policy below.)
2. Students may apply to be readmitted to the Practical Nursing program as a re-starting student. To be eligible for readmission, a student must meet all program requirements at the time of readmission, must be in satisfactory college academic standing, and must repeat all NURS courses. This re-admission is regarded as a new program start and the previous failing grades are not considered for practical nursing program progression. (See re-admission policy below)

Readmission to the Practical Nursing Program

All previously enrolled students have an opportunity to be re-admitted to the Practical Nursing program on a space available basis one time only.

An individual interested in readmission must meet with the Practical Nursing Program Director to discuss the readmission process and submit the required documents. Following this meeting, the student applies through the Anoka Technical College Enrollment Services Department to be readmitted to the Practical Nursing program as a re-starting student. To be eligible for readmission, the student must meet all program admission requirements at the time of readmission and will repeat all NURS courses on the program plan. This re-admission is regarded as a new program start and the previous failing grades are not considered for practical nursing program progression. This practice is intended to provide the best opportunity for student success.

Readmission has impacts on Anoka Technical College's Satisfactory Academic Progress policy as well as financial aid implications. If pursuing readmission, it is the applicant's responsibility to evaluate and address these potential consequences.

Practical Nursing Re-admission Policy and Procedure

Re-admission is defined as:

- Restarting the Practical Nursing program after being ineligible to continue in the Practical Nursing program due to unsatisfactory grades (2 or more unsuccessful NURS courses) *or*
- Restarting the Practical Nursing program after successfully completing at least one NURS course before a break in nursing education of greater than one year. A student may only be readmitted **once**.

Policy

1. Students meet with Practical Nursing Program Director to be considered for re-admittance status. A completed Re-admission Request Form and a copy of a current transcript are submitted at this meeting.
2. Students must meet the following eligibility criteria for re-admittance:
 - a. Cumulative GPA of 2.0 or greater
3. Student applications are reviewed based on criteria described on the re-admission form.
 - a. Re-admission is on a space-available basis only. Meeting eligibility requirements does not guarantee re-admission.
4. Per Anoka Technical College policy, students who re-enroll in a program must comply with the program requirements in effect when they return to the college.

Procedure

1. Students complete the Practical Nursing Re-admission Request Form and submit it along with a copy of the most current Anoka Technical College transcript to the Practical Nursing Program Director. The form is completed during the preceding semester prior to the semester in which re-admission is being sought.
2. The Re-admission Request Form is evaluated by faculty and/or Practical Nursing Director.

3. Once the Practical Nursing Program Director signs the Re-admission Request Form, the student submits the form along with a completed application packet to Enrollment Services and is notified of the acceptance to the nursing program through Enrollment Services. Registration for classes cannot begin until notification is received.
4. Any program prerequisites and requirements must be met by the specified deadline before the student is eligible to begin courses on the Practical Nursing program plan.

Re-entry to the Practical Nursing Program

Re-entry applies to students returning to the program in less than one year of leaving the program. In absences longer than one year, the student does not meet the re-entry criteria and, instead, must pursue re-admission. See the Re-admission Policy.

Practical Nursing Re-entry Policy and Procedure Policy

1. Re-entry is defined as returning to the Practical Nursing program within one year after successfully completing at least one NURS course before a break in nursing education for unusual or extenuating circumstances or returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory grades in non-nursing courses (unsuccessful in the same non-nursing course twice, applicable to MATH 1010, HLTH 1005, and ENGL 1107).
2. Students meet with the Practical Nursing Program Director to be considered for re-entry status. A completed application and a current transcript is submitted at this meeting.
3. Students must meet the following eligibility criteria for re-admittance:
 - a. Cumulative GPA of 2.0 or greater
4. Student applications are reviewed based on criteria described on the re-entry form.
 - a. Re-entry is on a space-available basis only. Meeting eligibility requirements does not guarantee re-entry. The determination of space available is made immediately prior to the first day of the course.
5. Per Anoka Technical College policy, students who enroll in a program, then leave for no greater than one year, must comply with the program requirements in effect when they return to the college.

Procedure

1. Students complete the Practical Nursing Re-entry Request Form and submit it along with their most current Anoka Technical College transcript to the Practical Nursing Program Director. The form is completed during the semester prior to the semester in which re-entry is being sought.
2. The Re-entry Request Form is evaluated by faculty and/or Practical Nursing Program Director.
3. The student is notified of the decision. Registration for classes cannot begin until notification is received.

4. Any program prerequisites and requirements must be met by the specified deadline before the student is eligible to begin courses on the Practical Nursing program plan.

Progression Criteria for Repeating or Re-entry Students

A repeating student is one who is retaking a course to obtain a satisfactory grade. College policy allows a student to repeat a course one time on a space available basis. Repeating students are allowed to continue in the Practical Nursing program if space is available.

A re-entry student is one who is re-entering the program less than one year after a break in nursing education for unusual or extenuating circumstances or who is returning to Anoka Technical College after being ineligible to continue in the college due to unsatisfactory grades in non-nursing courses (unsuccessful in the same non-nursing course twice, applicable to MATH 1010, HLTH 1005, and ENGL 1107).

A waiting list for available seats is established in the following order:

1. Students who have withdrawn for less than one year due to unusual or extenuating circumstances and have met with their advisor and have a documented plan for their re-entry. This is a student who has maintained satisfactory academic progress.
2. Students who are retaking a course to obtain a satisfactory grade.
3. Students re-entering the program after being ineligible to continue in the College due to being unsuccessful in the same non-nursing course twice (MATH 1010, ENGL 1107, or HLTH 1005).
 - a. Cumulative GPA of 2.0 or greater is required.

Re-entry is on a space-available basis only. Meeting eligibility requirements does not guarantee re-entry. Refer to the *Policies Related to Program Progression* section of the PN handbook.

In the event of multiple students meeting the same step of waiting list criteria, a decision is based on:

1. Highest GPA

Graduation/Completion of Program Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS), diploma, or certification must meet the grade point average (GPA) of 2.0 or higher. Refer to the Anoka Technical College Student Handbook and College [Policy 2.4](#).

Additionally:

1. Complete the required courses as outlined on the Practical Nursing program plan with a C or better grade in each course and an A in MATH 1010.
2. Maintain current CPR certification.
3. Complete the NCLEX-Practical Nursing success predictor test.
4. Maintain an acceptable background check from the Minnesota Department of Human Services.
5. Submit an application for graduation to Records/Registration.

Revised 11/16

Policies Related to Course Progression

Course Progression Requirements and Grading Policy

Students continue in the Practical Nursing Program when they demonstrate consistent, satisfactory progress toward the goals as identified below.

1. A minimum of a C grade is required in all courses on the program plan. Any course grade below a C does not meet this requirement. A grade of S or an A is required in MATH 1010 to meet the passing requirement.
2. All course prerequisites must be met prior to enrolling in each nursing course.
3. The following grading system is used in all practical nursing (NURS) courses:
 - A = 94-100%
 - B = 87-93%
 - C = 80-86%
 - D = 75-79%
 - F = < 75%Percentages/Averages are **not rounded** out to the next largest number.
4. Each nursing (NURS) and health core (HLTH) course requires an 80% passing score. MATH 1010 requires a 90% (A) passing score.
5. A student is allowed to repeat a NURS course one time on a space available basis. Failure to successfully complete a NURS course when repeating it (receiving a D, F, FN, FW, U, W) results in the student's ineligibility to continue in the nursing program.
6. Failure to successfully complete a non-NURS course that is a program requirement (ENGL 1107, HLTH 1005, or MATH 1010) after three times excludes the student from the program major of Practical Nursing.
7. Earning insufficient points to earn a passing grade in a NURS clinical course (NURS 1420, NURS 1521) prior to the college official last day to withdraw or prior to the last day of the course results in the student's ineligibility to continue attending the clinical course.
8. The simulation environment is an on-site clinical experience for students in NURS 1420 and 1521. The simulation laboratory is treated like all clinical environments in which students participate. All clinical policies apply in the simulation environment.
9. Academic misconduct is defined in the Anoka Technical College Student Code of Conduct found in the student handbook and in the Practical Nursing Program Policy on Academic Misconduct. The Anoka Technical College Student Code of Conduct, the PN Program Policy on Academic Misconduct, and the individual syllabus of an instructor further define examples of academic misconduct. If a faculty member determines that a student has participated in academic misconduct, the student is informed of the consequences as outlined in the course syllabus and in the practical nursing department policy standards described in this handbook (ATC Code of Conduct; Practical Nursing Program Policy on Academic Misconduct).

Policy reviewed by Registrar: April, 2017

Clinical Site Policy for Medication Administration

The Anoka Technical College Practical Nursing faculty is committed to safe medication administration. To ensure safe and accurate patient care during clinical experiences that include medication administration, the student nurse is required to adhere to the following guideline:

- Faculty observation is required to supervise student medication administration. This policy requires Anoka Technical faculty to be present for any administration of medications at the clinical site. Under no circumstances will Anoka Technical College nursing students give medications without the faculty present. Failure to adhere to this policy results in an automatic failure of the clinical course.

Policies Related to Attendance

Anoka Technical College Policy

Refer to the Anoka Technical College Policy 3.14 [Attendance](#).

Practical Nursing Program Attendance Policy

Student contributions, including expectations for attendance, are included in the course syllabus for each course and are described in the practical nursing program attendance requirements (see next section). The Practical Nursing program has established these requirements to facilitate the achievement of the end-of-program student learning outcomes that encompass the knowledge, technical skills and patient care essentials critical in this nursing program and in the nursing workforce. In all clinical settings, students have opportunities to gain more knowledge and experience about patients, disease conditions, nursing interventions, and the role of the nurse. Every effort is made to provide quality nursing practice experiences for every student. The program is unable to guarantee student assignments to specific or requested clinical sites, since sites offers limited positions for students.

Practical Nursing Program Attendance Requirements

In the work setting, employers regard reliable attendance as an important quality of dependability in a potential employee. The Practical Nursing Program attendance requirements enable students to cultivate this desirable behavior that can be transferred to the employment setting. To reinforce the development of this behavior, the following attendance procedures are established:

1. Classroom attendance is expected. The attendance policy in courses is determined by the instructional faculty for that course. Students are responsible for the entire content. Students are to problem-solve and take responsibility for any missed classroom content or materials. The individual syllabus reflects the necessary requirements for attendance in order to successfully meet the learning outcomes in each course.
2. In courses with a lab component, attendance is expected. The attendance policy in courses is determined by the instructional faculty for that course. Students are responsible for the entire content. Students are to problem-solve and take responsibility for any missed laboratory content or materials. The individual

syllabus reflects the necessary requirements for attendance in order to successfully meet the learning outcomes in each course.

3. In clinical courses NURS 1420 and NURS 1521, attendance for the full scheduled clinical day is **mandatory**. This includes on-site and off-site clinical experiences. The individual syllabus reflects the specific requirements for attendance and punctuality that successfully meet the learning outcomes in each clinical course. Absences jeopardize successful achievement of the course learning outcomes and can result in an unsatisfactory grade for the course as well as impacting student eligibility for progression in the program. An agreement of understanding is signed by students in the form of a contract verifying these clinical attendance requirements.
 - a. **Attendance for Clinical is mandatory. Time missed from on-site and off-site clinical experiences results in a loss of course points.** This deficit jeopardizes successful achievement of the course learning outcomes and can result in an unsatisfactory grade for the course as well as impacting student eligibility for progression in the program.
 - b. It is the belief of the Practical Nursing Program that the notification of absence is fundamental to professional accountability. Students who become aware that they have a communicable illness must notify the clinical instructor. In the rare instance of an absence of the clinical day, the individual student is responsible to notify his/her instructor directly by phone one (1) hour before the clinical day begins. Any other notification, including notification via another student, is not acceptable.
 - c. Satisfactory clinical progress requires the student to report to the clinical area at the designated time and to complete the entire clinical day. Since clinical sites rotate, it is the student's responsibility to ensure their correct schedule and to obtain any necessary directions/specifics in advance of the clinical day. Students arriving after the designated clinical start time are assigned a loss of course points as defined in the syllabus for the course

Permission to Return to Classroom/Clinical

Students who have experienced a significant change in their health status such as illness, surgery, childbirth, or injury that affects their physical or mental ability are required to notify faculty and submit the Medical Permission to Return to Classroom/ Clinical Form. This form must be signed and stamped by the student's health care provider who verifies that the student has the functional abilities to safely perform nursing care throughout the duration of the clinical day.

Attendance policies reviewed 5/18

Clinical Requirements

Immunization Requirements

In accordance with our clinical partnership contract agreements, all students provide documentation of immunization requirements. This information must be on file in the nursing department by the specified date. Specific immunization requirements are provided by the Anoka Technical College Practical Nursing department. If the student does not have the required immunizations, a clinical site can refuse to accept the student at its facility. By not fulfilling the clinical requirements of the facility, the student is not eligible to progress in the course and therefore the nursing program. This policy includes students who are conscientious objectors to immunizations.

Pre-existing Health Conditions

Students with pre-existing medical/physical restrictions must supply documentation from a health care provider describing the limits. This is submitted to the Clinical Coordinator. Some physical limitations may affect the student's ability to participate in clinical experiences.

Student Uniform Requirements

Students present themselves at clinical in professional attire. The complete uniform includes the following:

1. Uniform - Tan scrub uniform top and optional tan scrub jacket with black scrub uniform pant or skirt. Uniform must be clean and pressed. Uniform top and bottom must be free of fraying at seams and bottom. Uniform bottoms may not touch the ground in length. Uniforms must be SCRUBS, no variation. A black, khaki, or white shirt may be worn under scrub top.
2. Students needing to wear a skirt may purchase a uniform skirt in black *OR* Make a skirt with black scrub material (65% polyester 35% cotton).
Pattern: Simplicity pattern # 9825 or 3796
OR
other with faculty approval.
Length of skirt should be below the knee yet not touching the ground.
3. Name tag/College Student ID (available from the college).
4. White or black nylons or socks.
5. Clean white or black nursing or sport shoes - no clogs, open-back shoes, canvas shoes or open-toed shoes.
6. Bandage scissors.
7. Watch with second hand.
8. Black pens.
9. Stethoscope
10. Transfer belt (supplied in the nurse pack).

Professional Etiquette

Rules for wearing of the student uniform are:

1. Students are expected to wear their uniform whenever they are in the clinical area. Students are not to wear the uniform in public places that are not part of their clinical lab experience. This includes Anoka Tech lab classes.

2. College ID name tag must be visible and front-facing fastened to uniform with college-supplied clip.
3. Undergarments required and should not be visible through uniform.
4. Hair must be neat and clean and kept away from the face. Long hair must be worn up, tied back, or braided anytime in uniform, with no decorative hair accessories. Students with facial hair must be either clean-shaven or with beard or mustache neatly and closely trimmed. Clinical facilities may have additional requirements that are enforced.
5. Religious, cultural, or medical head coverings for men and women are acceptable in a neutral, non-patterned fabric, preferably white, tan, or black.
6. Only minimal makeup and no perfume may be worn while in the clinical area.
7. Earrings must be small in appearance. No dangling styles. Limit pierced earrings to one pair. Limit pierced jewelry to ears only. Clinical facilities may have additional requirements that are enforced.
8. The only additional jewelry permissible to be worn in the clinical area is engagement/wedding rings, medical I.D. bracelets, and nurse's watch. Exceptions to the jewelry policy should be addressed with the clinical coordinator prior to clinical experiences.
9. Students are not allowed to chew gum.
10. Smoking is allowed only in designated areas at clinical sites. Facility policy is strictly enforced. Students may not have an odor of smoke on their hair, body or uniform.
11. Keep fingernails clean and short. No nail polish. No artificial nails may be worn.
12. Students are to avoid sitting on the floor or sitting on their shoes.

Faculty reserves the right to send a student home if not in compliance with the student uniform/professional etiquette requirements. This counts as a clinical absence.

Policies on Student Conduct

Anoka Technical College Policy on Student Conduct

The complete College policy on Student Conduct is found in the Student Handbook.

Anoka Technical College is committed to the creation and maintenance of an academic community that fosters the intellectual, personal, social, and ethical development of its students. Anoka Technical College students are obligated to adhere to a set of principles that preserve integrity and professional conduct. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. Moreover, nursing is a profession that considers personal integrity and honesty as essential attributes.

Please refer to the Anoka Technical College Student Handbook's Code of Conduct Policy designed to explain the rights and responsibilities inherent in membership in the Anoka Technical College community.

Practical Nursing Program Policy on Student Conduct (non-academic)

The Practical Nursing program at Anoka Technical College has an obligation to graduate students who provide safe, competent nursing care as well as uphold the ethical principles of the profession of nursing. Students enrolled in the practical nursing program at Anoka Technical College accept the ethical responsibilities credited to the profession of nursing. This requires the nursing student to understand the scope and

applicable standards of nursing practice to meet the client needs and the relevant federal (e.g. Health Insurance Portability and Accountability Act (HIPAA), state (e.g. Nurse Practice Act), and local laws in accordance with the clinical setting and college's institutional policies and procedures.

The faculty expects socially responsible behavior and does not condone actions that are perceived as hostile, threatening, or unsafe to patients or others. It is the faculty's expectation that students promote a positive public image of nursing.

[The American Nurses Association Code for Nurses with Interpretive Statements](#) (2015) provides guidance for nursing students in the personal development of an ethical foundation.

The following are examples of unprofessional/unethical behavior judged to be unacceptable for the practical nursing student at Anoka Technical College. These behaviors include, but are not limited to:

1. Not reporting errors or omissions in patient care (e.g. medication error).
2. Theft from patients, clinical settings, the college, or fellow students.
3. Sharing confidential information with unauthorized persons (Health Insurance Portability and Accountability Act, [HIPAA](#)). Confidential information related to patients, patients' families or visitors, college or clinical facility staff, class or clinical situations should never be discussed in any form online. Information gained through the nurse-patient relationship is never shared or posted on social networking sites.
4. Confidential information related to patients, patient's families or visitors, college or clinical facility staff, fellow classmates or clinical /simulation situations should not be discussed in any form online or outside of the therapeutic environment or classroom.
5. Falsifying, altering, or counterfeiting official documents, including attendance records or sign in sheets.
6. Fabricating or inventing information about anything related to or associated with student activity or responsibilities when operating as an Anoka Technical Nursing Student.
7. Reporting to campus or the clinical setting while under the influence of alcohol or a controlled substance, except as prescribed by a physician.
8. Not adhering to or crossing professional boundaries with patients and/or the health care team. Online contact with patients blurs this boundary.
9. Videotaping, audiotaping, or photographing an instructor, staff, or fellow student for personal or social media use without the express permission of the instructor, staff, or fellow student. At NO time shall patients/clients be video/audio-recorded or photographed.
10. Disrupting or intimidating others with aggressive behaviors or addressing others with disrespect through verbal or written communication, including uncooperative or defiant approaches to problem-solving with peers, faculty, or others in the college or clinical setting.
11. Engaging in profane language, name calling, yelling/shouting, or negative verbal attacks which are personal and go beyond the bounds of fair professional comment or indicate a loss of emotional control.

If patient safety or confidentiality is compromised or student behavior negatively impacts the care of patients, nursing faculty has the discretion and authority to remove a student

from the clinical setting.

If a student engages in any of these unprofessional/ unethical behaviors directed toward peers, faculty, patients, and others in any setting, it may result in sanctions up to and including failure of the course and dismissal from the program.

Practical Nursing Program Policy on Academic Misconduct

Academic misconduct is defined in the Anoka Technical College Student Code of Conduct. Academic misconduct generally refers to behavior where an individual cheats, plagiarizes, or otherwise falsely represents someone else's work as his or her own (ATC Code of Conduct).

Examples of academic misconduct include, but are by no means limited to: using unauthorized or unoriginal materials in the submission of work, collaborating with other students contrary to the requirements of the course, tampering with graded work, posting unauthorized material such as quizzes/ tests on social networking sites, using unauthorized materials in an evaluative situation, receiving or copying answers from another student's exam, submitting previously graded work from another course or when re-taking the same course, and complicity with another student in an act of academic dishonesty. This includes students who participate in the improper sharing of information about tests via electronic devices, e.g. text messaging, email, voicemail or similar misuses of technology. Both the Anoka Technical College Student Code of Academic Conduct and the individual syllabus of an instructor further define examples of academic misconduct. If a faculty member determines that a student has committed academic misconduct, the student is informed of the consequences as outlined in the course syllabus and in the practical nursing department policy (ATC Code of Conduct).

Any engagement in academic misconduct results in sanctions up to and including failure of the course and dismissal from the program.

Reviewed 5/18

Anoka Technical College Policy for Student Complaints, Academic Grade Appeals

Students who desire recourse for complaints follow the College policy for Student Complaints Process or the Academic Grade Appeal policy. Those procedures are found in the student handbook and on the College [Policies and Procedures](#) page. The policies are as follows:

Student Complaint Process:

Chapter 3: Academic Affairs Procedure 3.9.2: Student Complaint Process

Revised: April 2015

STUDENT INFORMAL COMPLAINT PROCESS

This process is in place so that a student can voice their issue or concern to the college, without the expectation of formal action. All complaints should be filed by an individual student.

If the complaint involves any of the following, the Informal Student Complaint Procedure should not be used. Refer to the appropriate policies and procedures:

- Grade Appeal – See Academic Grade Appeal
- Discrimination and harassment – See Nondiscrimination in Employment and Education Opportunity Policy

Support

Assistance with the informal report and resolution process is available in the Counseling office.

Part 1. Complaints

Subpart A. Student Complaint Process

- 1) A student is encouraged to discuss a complaint with the involved employee prior to submitting a complaint.
- 2) A student may submit a written complaint using the Informal Student Complaint Form to the Dean of Student Affairs in order to share his/her concern with the college. The Dean of Student Affairs will provide a copy of the complaint to the supervisor of the employee involved in the complaint, which will be shared with the employee.
- 3) The student should retain a copy of any submitted Informal Student Complaint Forms and all related documentation for his/her records. A copy of this form and all related documentation will be retained by the Dean of Student Affairs.

Subpart B. Student Complaint Time Frames

A student may submit a student complaint form at any time. The student is asked to state any date(s) related to the complaint on the Informal Student Complaint Form to ensure a better understanding of the student's concern.

Retaliation Prohibited

No retaliation of any kind shall be taken against a student for participating in or refusing to participate, in a complaint process. Retaliation may be subject to action under appropriate student or employee policies.

Part C. Recordkeeping

The designated Student Affairs staff member shall keep copies of all submitted forms and related documentation for recordkeeping. These records shall be periodically reviewed to determine trends or patterns that would be addressed as part of a quality improvement process.

STUDENT FORMAL COMPLAINT PROCESS

Any student who believes he/she has a valid complaint regarding an employee of the college will be afforded due process and must follow the established procedure. All complaints must be filed within 30 days of the day the incident occurred.

When a student believes a valid complaint should be registered against any employee of the college, the following steps should be taken in the order indicated:

1. The student is advised to make an appointment with the employee and explain the nature of the complaint and the reason for this belief. a. The employee involved and the student should make every effort to resolve the issue. It is expected that most, if not all, misunderstandings will be resolved at this level.

2. If the student and employee are not able to reach a satisfactory agreement, the student may, no later than ten (10) school days after the meeting with the employee, request that a counselor arrange a meeting with the student, the employee and the counselor to attempt to resolve the issue. The student shall complete a **Student Formal Complaint Form** (available at www.AnokaTech.edu/studentcomplaintform), outlining the nature of the complaint, and submit copies to the counselor and the employee prior to the meeting. The counselor will schedule the meeting within an appropriate timeframe after receiving the student request.
3. Should the issue be unresolved or no agreement be reached, the student may appeal, in writing to the appropriate administrator, no later than five school days after the meeting with the counselor and employee. The appropriate administrator will then call a meeting of the employee, the student, and the counselor to attempt to resolve the problem within an acceptable timeframe after receiving the student appeal request.
4. Should the issue still be unresolved or no agreement be reached, the student may appeal, in writing, no later than five school days after the meeting to the appropriate Vice President. The appropriate Vice President shall notify the student of his/her decision, in writing, within ten (10) days after receiving the student appeal request. The decision of the appropriate Vice President is final.

NOTE: In this procedure, all parties involved shall keep written records of the time, date, and other pertinent facts relating to the nature of conferences in which they are involved.

Academic Grade Appeals:

Policy Number 3.9: Academic Grade Appeal Policy

Revised: 05/2015

Repealed Student Academic Due Process replaced with Academic Grade Appeal

Anoka Technical College recognizes the long-standing and widely accepted practice that the individual classroom instructor is the final authority in evaluating student performance in his/her courses. The grade appeal process is not intended to grade or re-grade individual assignments or projects, but rather to determine if the grade was assigned in an accurate and consistent manner. Faculty members have the right to establish individual standards and approaches to grading consistent with the principles of academic freedom. It follows that this right brings with it a responsibility to provide students with a clearly stated course grading policy, and be fair and consistent in applying this policy. This also means the student has a right to receive from an instructor an explanation of any grade received.

The student bears the burden of proving sufficient evidence existed, which may warrant a grade change such as proof of calculation error or omission, arbitrariness or bias.

Procedure 3.9.1: Academic Grade Appeal Procedure

Informal Appeal

The student has the responsibility to discuss disagreements with the instructor who assigned the grade. It is expected that the grade dispute will be resolved at this step.

Formal Appeal

After a student has informally attempted to resolve the grading issues with the instructor, a student may appeal a final course grade by following these steps in order:

1. Student may file a formal grade appeal in writing by using a Formal Grade Appeal Form which you can find in the Office of Records and Registration or at www.AnokaTech.edu/gradeappealform. This form must be submitted within 30 days after the term posting date to the Office of Records and Registration.
2. The Office of Records and Registration will forward the appeal to the appropriate Academic Dean for consideration.
3. The Dean will discuss the issue with the student and the faculty member(s) to gather information and attempt to resolve the issue as appropriate.
4. The Dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision.
5. The student may appeal the Dean's decision by writing to the Chief Academic Officer, if there is additional relevant information that supports the appeal.

College Activities

Student Senate

Students are encouraged to become active participants in the Anoka Technical College Student Senate.

Advisory Committee

Program advisory committees are designed to provide guidance and advice on program operation and curricular content. The Practical Nursing Program Advisory Committee meets up to two times each year. A student representative is elected by fellow students each incoming new semester on a voluntary basis to participate in the Advisory Committee. The election takes place within Semester 1 students and the student may continue in the role of representative throughout their tenure in the program and is encouraged to participate as a graduate of the program in the future. Minutes from the Advisory Committee meeting minutes are posted on the nursing communication board and are accessible to students. The College policy on [Program Advisory Committees](#) can be found on the College website.

Student Support Services

ATC has established policies and procedures to handle violations in a timely manner. For harassment or discrimination, criminal acts, drug or alcohol violations, student conduct or academic honesty violations, safety procedures, please refer to the college student handbook found on the [Student Services](#) page.

Military Service and Disabled Veterans

ATC is dedicated to assisting veterans and eligible family members in achieving their educational goals. Military members that are currently serving should advise their instructor of all regularly scheduled military training and duties that conflict with scheduled course requirements. Instructors work with the student to address issues that arise. For further information, refer to Minnesota State [Procedure 5.12.1](#) Military Service and Disabled Veterans.

If you are a service member or veteran, please contact the Office of Records and Registration at 763-576-7740 or registrar@anokatech.edu for information regarding education benefits.

Refer to the Anoka Technical College Student Handbook found on the [Student Services](#) page and the [College Policies and Procedures](#) for additional Anoka Technical College policies.

The Practical Nursing program reserves the right to modify or update any statements contained in the handbook at any time

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