



# St Cloud Technical and Community College

## ASSOCIATE DEGREE IN NURSING (ADN) MOBILITY PROGRAM

### Student Handbook 2023-2024

**Updated June 2023**

St. Cloud Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.  
St. Cloud Technical College is a member of the Minnesota State Colleges and Universities.  
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by request, by calling 1-800-222-1009 or by calling the Minnesota Relay Service at 1-800-627-3529.

*WELCOME* to the St. Cloud Technical & Community College (SCTCC) Associate Degree in Nursing Mobility Program Student Handbook! We are excited that you have chosen to pursue your nursing career with us. I want to introduce you to our program and its history.

St. Cloud Technical & Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The Associate Degree in Nursing Mobility program was established in the fall of 2010 and is approval by the Minnesota Board of Nursing (<https://mn.gov/boards/nursing/>). The program is nationally accredited by National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) and has been since 2019 ([www.nln.org](http://www.nln.org)). We are proud of our long history and excited for our future as we continue to excel in the area of nursing education. The faculty and staff are here to support you as you pursue your Associate Degree in Nursing education.

The St. Cloud Technical & Community College Associate Degree in Nursing Student Handbook has been prepared to help you learn about the structure, expectations, and policies of the Associate Degree in Nursing Program. It also provides the framework for the academic and clinical laboratory policies and requirements in order to maintain an effective and efficient program.

The St. Cloud Technical & Community College Student Handbook addresses the policies for all students enrolled in the College, including nursing students. Associate Degree in Nursing students are to refer to the St. Cloud Technical & Community College Student Handbook for all information that is not specific to the Associate Degree in Nursing program. This handbook can be found on the SCTCC website.

Please take the time to read and familiarize yourself with the SCTCC Associate Degree in Nursing Student Handbook. It is your responsibility to know the content of the handbook and the St. Cloud Technical & Community College Student Handbook, **please be sure to save both handbooks** so that you can refer to them in the future.

Again, I want to say welcome to St. Cloud Technical & Community College Associate Degree in Nursing Mobility Program. The nursing faculty and I look forward to the coming year in partnership with you. Please seek the counsel of faculty or advisors if you have any questions about the program or college policies.

Sincerely,

Jennifer Knaack, MSN, RN  
Director of Nursing

*Disclaimer:*

*Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, the college administration, the Director of Nursing, the Dean of Health Sciences and Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, or the Minnesota Legislature without prior notification. The provisions of the Associate Degree in Nursing Student Handbook do not constitute a contract between the student, the college, or the Associate Degree in Nursing Program. The information in this handbook is for use as an academic tool and is subject to change at any time. The Associate Degree in Nursing Student Handbook may undergo changes following a student's admission and progression in the Associate Degree in Nursing program. All students, current and/or returning, will be responsible for and held to changes in the current handbook. Nursing students will be notified of handbook changes in writing, announcements in class and on*

*D2L.*

# **PREFACE**

## **St. Cloud Technical and Community College**

### **Associate Degree in Nursing (ADN) Mobility Program Student Handbook**

This policy handbook provides information specific to the Associate Degree in Nursing Mobility Program. The information will be useful to you as you enter, progress through, and exit the program and will help you be a more successful student.

The policies presented in this handbook supplement those presented in the St. Cloud Technical and Community College Catalogue. All students are expected to read the handbook and retain a copy of the handbook throughout the program. The handbook is updated and posted on the program web page on an annual basis.

The Nursing Faculty reserve the right to update the policies in this book as the need should arise. Policy changes will be provided in writing and announced in classes. Students are encouraged to seek the counsel of course instructors or advisors if they have any questions about the policies presented in this publication.

The St. Cloud Technical & Community College Associate Degree in Nursing program is accredited by: National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) 2600 Virginia Avenue NW, Washington, DC 20037  
202-909-2526.

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## **SECTION I: INTRODUCTION**



**St. Cloud Technical and Community College  
Associate Degree in Nursing (ADN) Program  
Faculty and Staff Directory**

<b>Faculty and Staff</b>	<b>Phone</b>	<b>Room</b>	<b>E-mail</b>
<b>DEAN OF HEALTH SCIENCES AND NURSING</b>			
Laurie Jensen, Ph.D.	320-308-5156	127B	<a href="mailto:laurie.jensen@sctcc.edu">laurie.jensen@sctcc.edu</a>
<b>DIRECTOR OF NURSING</b>			
Jennifer Knaack, MSN, RN	320-308-6639	126C	<a href="mailto:jennifer.knaack@sctcc.edu">jennifer.knaack@sctcc.edu</a>
<b>NURSING FACULTY</b>			
Kim Becker, MA, RN	320-308-5179	139C	<a href="mailto:kimberly.becker@sctcc.edu">kimberly.becker@sctcc.edu</a>
Jackie Brambrink, MSN, RN	320-308-5418	139H	<a href="mailto:jbrambrink@sctcc.edu">jbrambrink@sctcc.edu</a>
Michele Stumpf, MSN, RN	320-308-5085	139D	<a href="mailto:mstumpf@sctcc.edu">mstumpf@sctcc.edu</a>
<b>STAFF</b>			
Ryan Welle, Admin Assistant	320-308-5403	125G	<a href="mailto:ryan.welle@sctcc.edu">ryan.welle@sctcc.edu</a>
Nadia Corrieri, Admin Assistant	320-308-5485	125H	<a href="mailto:nadia.corrieri@sctcc.edu">nadia.corrieri@sctcc.edu</a>
Judy Plumski, Nursing Lab Assistant	320-308-5145	127F	<a href="mailto:Judith.plumski@sctcc.edu">Judith.plumski@sctcc.edu</a>

The preferred method of communication is via the [sctcc.edu](http://sctcc.edu) e-mail system. Please check your e-mail account on a regular basis for communication. The e-mail method of communication is recommended for corresponding with faculty or to set up appointments with faculty. Faculty office hours are posted on their office doors.

## **ST. CLOUD TECHNICAL & COMMUNITY COLLEGE VISION AND MISSION**

### **Vision Statement**

We are a community of learners rooted in meaningful relationships where everyone belongs and thrives.

### **Mission Statement**

We provide the education, training, and support necessary for equitable participation in our society, economy, and democracy.

### **SCTCC's Shared Beliefs**

- Education empowers individuals and transforms generations.
- Every individual has intrinsic value, and every voice deserves to be heard.
- Our differences enrich our community.
- An antiracist and antidiscrimination ethos is necessary for advancing social justice and equity.
- It is our responsibility to ensure equitable outcomes for our students. Each student can succeed.
- Innovation, flexibility, and life-long learning are critical for our community to thrive.
- Mutually accountable relationships built on trust are essential for our success.
- Community partnerships strengthen and sustain us.

## **ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE ASSOCIATE DEGREE IN NURSING MOBILITY PROGRAM MISSION STATEMENT**

The St. Cloud Technical and Community College's (SCTCC) Associate Degree in Nursing (ADN) Mobility Program provides accessible nursing education to prepare safe, caring, and competent entry-level professional nurses that provide care to diverse populations in rural and urban communities.

### **NURSING PROGRAM PHILOSOPHY**

The philosophy of the SCTCC Nursing Programs is congruent with the mission, vision, and core values of the St. Cloud Technical and Community College's which are committed to:

- Quality education, continuous improvement, and responsiveness to the local community and industry; commitment to a teaching/learning environment that sustains innovation, technology, educational excellence, and lifelong learning;
- Providing educational opportunities and affordable access to a diverse student body;
- Staff development, availability, and success; and
- Offer nursing programs that provide students with a gateway to pursue higher levels of education through articulation.
- Cultivating a culture where relationships are based on trust, mutual accountability, and antidiscrimination to advance social justice and equity in health care.
- Recognizes each individual has their own story and deserves to reach their highest potential

The nursing faculty believes that nursing is both an art and a science; a profession guided by scientific principles and the core values for the National League for Nursing (NLN), which includes caring, diversity, excellence, and integrity (2018).

Nursing is devoted to promoting, maintaining, and restoring the health of individuals and families, as well as promoting a peaceful, dignified death. Registered Nurses (RN) care for diverse individuals and families across the lifespan in a variety of in-patient and community-

based settings by providing safe, culturally sensitive, individualized, patient-centered care and by participating as a member of the health care team.

RN's recognize that teamwork and interdisciplinary collaboration among health care professionals is critical to delivering safe, quality patient care. As a member of the health care team, RNs' maintain a spirit of inquiry to continuously improve quality and safety of health care that is evidence based. Through the use of informatics and technology, RN's make sound nursing judgment in the delivery of safe, patient-centered care.

Professional values guide interactions with individuals, families, and the health care team. RN's demonstrate professional identity by exhibiting professional behaviors such as accountability, integrity, and assuming ethical and legal responsibility for the care they provide. RN's continue professional growth and development through lifelong learning.

## CURRICULUM MODEL

The curriculum model of the SCTCC nursing program is guided by the *core values, integrating concepts, program outcomes, and nursing practice* developed by the NLN (2012), which are integral elements of student learning and foundational for all nursing practice. The model illustrates the personal, progressive, and lifelong professional development of the nurse through the accumulation, analysis, and synthesis of knowledge, scientific findings, and human experience. The core values and integrating concepts are integrated within each course and are progressively developed in depth and complexity throughout the nursing curriculum, while the program outcomes are the overall goals of the nursing program and converge into nursing practice.

## CORE VALUES

The core values are embedded in nursing's historic paradigm and are foundational for all nursing practice at SCTCC. These values are *caring, diversity, excellence, and integrity*.

**Caring** means “promoting health, healing, and hope in response to the human condition.” “A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable. All organizational activities are managed in a participative and person-centered way, demonstrating an ability to understand the needs of others and a commitment to act always in the best interests of all stakeholders.” (NLN, 2022).

**Diversity** means affirming the uniqueness of and differences among persons, ideas, values, and ethnicities. A culture of inclusive excellence encompasses many identities, influenced by the intersections of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs, or other ideologies. It also addresses behaviors across academic and health enterprises. Differences affect innovation so we must work to understand both ourselves and one another. And by acknowledging the legitimacy of us all, we move beyond tolerance to celebrating the richness that differences bring forth. (NLN, 2022)

**Excellence** means co-creating and implementing transformative strategies with daring ingenuity. A culture of excellence reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated. (NLN, 2022).

**Integrity** means respecting the dignity and moral wholeness of every person without conditions or limitation. A culture of integrity is evident when organizational principles of open communication, ethical decision-making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and to how we always see ourselves from the perspective of others in a larger community (NLN, 2022).

## INTEGRATING CONCEPTS

The integrating concepts emerge from the core values, which are progressive and multidimensional, and developed during students learning experiences. They include: *context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork*. Within each concept there are specific knowledge, practice, and ethical apprenticeships inherent to that concept. These apprenticeships offer a set of specific knowledge, understanding, and skills that students become familiar with as they progress in their learning throughout the nursing curriculum.

**Context and Environment**, in relation to organizations, refers to the “conditions or social system within which the organization’s members act to achieve specific goals. Context and environment are a product of the organization’s human resources, and also the policies, procedures, rewards, leadership, supervision, and other attributes that influence interpersonal interactions. In health care, context and environment encompass organizational structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness” (NLN, 2012).

**Knowledge and Science** refer to the “foundations that serve as a basis for nursing practice, which, in turn, deepen, extend, and help generate new knowledge and new theories that continue to build the science and further the practice. These foundations include (a) understanding and integrating knowledge from a variety of disciplines outside nursing that provide insight into the physical, psychological, social, spiritual, and cultural functioning of human beings; (b) understanding and integrating knowledge from nursing science to design and implement plans of patient-centered care for individuals, families, and communities; (c) understanding how knowledge and science develop; (d) understanding how all members of a discipline have responsibility for contributing to the development of that discipline’s evolving science; and (e) understanding the nature of evidence-based practice” (NLN, 2012).

**Personal and Professional Development** is a “lifelong process of learning, refining, and integrating values and behaviors that (a) are consistent with the profession’s history, goals, and codes of ethics; (b) serve to distinguish the practice of nurses from that of other health care providers; and (c) give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession’s ongoing viability” (NLN, 2012).

**Quality and Safety** is the “degree to which health care services 1) are provided in a way consistent with current professional knowledge; 2) minimize the risk of harm to individuals, populations, and providers; 3) increase the likelihood of desired health outcomes; and 4) are operationalized from an individual, unit, and systems perspective” (NLN, 2012).

**Relationship-Centered Care** “positions (a) caring; (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the health care

team at the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, integrity, humility, mutual trust, self-determination, empathy, civility, the capacity for grace, and empowerment” (NLN, 2012).

**Teamwork** means to “function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care” (NLN, 2012).

## STUDENT LEARNING OUTCOMES

The National League for Nursing (NLN) (2022) has defined the expected culmination of student learner outcomes applicable to all nursing programs. Graduates should be prepared (1) to promote and enhance *human flourishing* for patients, families, communities, and themselves; (2) to show sound *nursing judgment*; (3) to continually develop their *professional identity*; and (4) to maintain a *spirit of inquiry* as they move into the world of nursing practice, and beyond. The student learner outcomes were developed using the NLN integrating concepts and core values, and relate to the SCTCC’s college-wide outcomes.

Upon successful completion of the program, the St. Cloud Technical and Community College Associate Degree in Nursing graduate will be able to:

**Human Flourishing:**

Demonstrate nursing care that is client-centered, culturally sensitive, and based on the holistic needs of clients, families and communities.

**Nursing Judgment:**

Use sound nursing judgment in the provision of safe, quality care that promotes the health of clients within a family and community context.

**Professional Identity:**

Practice professional nursing in a caring, ethical and legal manner that integrates integrity, accountability, leadership, teamwork, and collaboration.

**Spirit of Inquiry:**

Contribute to the management of healthcare and continued quality improvement by incorporating evidence-based practice, cost containment, and current technology.

## SCTCC COLLEGE OUTCOMES AND COMPETENCIES

SCTCC college outcomes represent fundamental values and skills believed to be critical to successful graduates. SCTCC purposefully identifies necessary competencies and integrates curricula that support these outcomes. These desired outcomes become part of student development in and out of the classroom and provide the focus for student-centered decision-making. SCTCC college outcomes and assessment data provide evidence of student learning and keep us focused on our mission, vision, and philosophy.

### **Demonstrate Personal & Social Accountability**

Students will develop a sense of personal and professional responsibility by incorporating values into ethical decision-making.

#### **Competencies**

- Demonstrate personal and professional growth
- Develop skills for better physical and emotional health
- Demonstrate teamwork and collaboration
- Model and uphold ethical, legal, and moral responsibility

### **Think Critically**

Through consideration of multiple perspectives, students will clarify, analyze, and develop methods that are useful for solving problems and complex issues to make valid, relevant, and informed decisions.

#### **Competencies**

- Synthesize and evaluate information
- Articulate and justify ideas
- Create innovative solutions
- Use analytical, deductive, and inductive reasoning
- Develop mathematical and scientific reasoning
- Employ reflective thinking to assimilate, relate, and adapt

### **Communicate Effectively**

Students will use appropriate processes to demonstrate effective communications in a variety of contexts and formats including listening, reading, speaking, and writing.

#### **Competencies**

- Demonstrate effective listening
- Comprehend and critique written material
- Convey ideas and words of others accurately
- Practice effective oral communication in interpersonal, group and public settings
- Discover, develop, revise, and present ideas in writing

### **Understand Social & Global Perspectives**

Students will demonstrate a global perspective and identify the key components of social responsibility in their profession, their community, and in the rapidly changing world.

#### **Competencies**

- Practice civic involvement and social responsibility
- Develop a broader awareness of the impact of economic conditions and political change
- Understand and adopt stewardship of the environment
- Appreciate and value diversity
- Develop and understand social processes and culture

- Comprehend human values within an historical and social context through expressions of the arts and the humanities

### **Apply Knowledge**

Students will demonstrate knowledge and skills through interdisciplinary application of concepts and constructs. Application of knowledge takes place through student participation in experiences across all disciplines, which includes practice and demonstration to adapt intellectually and to develop workplace readiness.

### **Competencies**

- Compare and contrast approaches to knowledge and skills acquisition
- Assess alternatives to improve, design, or creatively solve a problem or situation
- Develop technological competence for personal and/or career application
- Manage time and other resources efficiently and effectively
- Research and manage information effectively

## **ADN PROGRAM OUTCOMES**

Program outcomes are indicators that reflect the extent to which the purposes of the nursing program are achieved and by which program effectiveness is documented. Program outcomes are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals.

1. Performance on NCLEX: The 3-year mean on the NCLEX pass rate is at 80% or above.
2. Program Completion Rate: Eighty percent (80%) of students admitted to the nursing program will graduate within 150% of the time from entry into the nursing program.
3. Program Satisfaction (Advisory Board Members/Faculty/Students/Graduates/Employers): 80% of respondents will agree or strongly agree with survey questions regarding program satisfaction
4. Job Placement: 80% of students who respond at 6 to 12 months post-graduation that are available for work will be employed as a RN or continuing with nursing education.

## **MINNESOTA STATE PERFORMANCE STANDARDS FOR ENTRY-LEVEL NURSING PROGRAMS**

Minnesota State Performance Standards are compatible with the scopes of practice as defined by the Minnesota State Board of Nursing. The examples listed (see Appendix B) are for illustrative purposes only and not intended to be a complete list of all tasks in an entry-level program. These standards are utilized for academic and/or career advising.

Any applicant unable to meet the standards listed is encouraged to meet with a nursing advisor and/or the College's Disability Services Office. Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. A copy of the Minnesota State Cognitive, Psychomotor, and Physical Guidelines for Nursing can be viewed in the Appendix B.

### **References:**

National League for Nursing (NLN). (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.

National League for Nursing (NLN), (2022). NLN core values. Retrieved from <http://www.nln.org/about/core-values>

National League for Nursing (NLN). (2012). Core competencies of nurse educators. Retrieved from <http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nurse-educator-core-competency>

St. Cloud Technical and Community College (2013). College Outcomes. Retrieved from <http://www.sctcc.edu/outcomes>

### **ASSOCIATE DEGREE NURSING MOBILITY PROGRAM PLAN**

The St. Cloud Technical and Community College Associate Degree Nursing Mobility Program prepares students to take the professional nursing licensure exam (NCLEX-RN) upon successful completion of classroom and clinical coursework. Curriculum is based on a one-year planner (two semesters) for full-time students after completion of all general education courses. There is no part-time option.

Students entering the program must hold and maintain an unencumbered license as an LPN. Students will be awarded 9 credits for their previous practical nurse education. These credits are considered advanced standing credits and are applied towards the associate nursing degree.

After successful completion of pre-requisite general education coursework, students are eligible to apply for acceptance into the Associate Degree Nursing Mobility Program. Acceptance into the Associate Degree Nursing Mobility Program is dependent upon meeting the admission criteria and available space. Admission Criteria is covered in Section II of this handbook.

Clinical experiences are scheduled in a variety of health care and community sites. These sites offer students experiences with patients across the lifespan.

Copies of the Program Plans and Course Descriptions are available on the SCTCC website.



**SECTION II: ASSOCIATE DEGREE MOBILITY PROGRAM ADMISSION  
INFORMATION**

## **ADMISSION STANDARDS FOR ASSOCIATE DEGREE NURSING MOBILITY PROGRAM**

In addition to the SCTCC admissions requirements, applicants must complete the application procedures and preliminary requirements of the nursing program. Once these requirements are met, the student is eligible to apply for acceptance to begin the Associate Degree (AD) Nursing Mobility Program.

Prospective students should be aware that declaring nursing as a major does not guarantee admission to the Nursing Program, it is an indication of interest. Acceptance into the Nursing Program is based on a point system which is detailed on the application.

Prerequisites for AD Nursing Mobility Program major courses include completion of all prerequisite course work (general education courses) with a cumulative grade point average (GPA) of 3.0 or above in these courses. All courses must be completed with a minimum of a 'C' grade (a C- is not acceptable).

Students must be Licensed Practical Nurses (LPN), remain licensed throughout the program, and in current good standing with no restrictions on their license. Recent graduates of a Practical Nursing (PN) program must be licensed within the time frame designated on the application in order to be considered.

Advanced standing means academic credit granted a Licensed Practical Nurse in recognition of prior nursing education and nursing experience. (MN Board of Nursing Rules Statute 6301.2340: Subp. 3 (17). Students admitted to the Associate Degree (AD) Mobility Nursing Program must be an LPN in order to meet program admission requirements. As such, students admitted to the program are awarded advanced standing credits with the expectation that they possess a level of knowledge that has prepared them for success and that they recognize areas where self-review and remediation are needed in order to handle the level of difficulty of the academically rigorous and accelerated pace of the AD Nursing Program.

The student may apply to enter the AD Nursing Program upon completion of the last prerequisite course. The application to continue into the AD Nursing Program is available each spring online.

### **Acceptance Process**

St. Cloud Technical and Community College (SCTCC) has limited space in its Associate Degree (AD) Nursing Program. Every effort is made to allow students completing general education requirements at SCTCC to continue into the program in a timely fashion; however, with limited space available there are certain criteria each student must meet. The following criteria must be met to be eligible to apply for entrance into the program.

1. Course work completed: Applications will be accepted in the spring of each year. Students wishing to apply must plan on completing all coursework during the semester they are applying.
2. GPA requirement: In order to enter the program, a student's GPA must be 3.0 or higher on General Education requirements or transfer equivalents.
3. ATI TEAS Entrance Exam: The required cut score for the ATI TEAS for AD Mobility Nursing entrance is 56. Students may take the TEAS test up to three times in a year if needed. The TEAS score is good for three (3) years. The test measures general knowledge in the areas of reading, math, science, and English and language usage.

4. Students will be ranked according to a pre-designed rubric which includes points for GPA, ATI TEAS test and LPN work experience; (work experience as an LPN is not required for application however).

Applicants who are qualified but not accepted for admission into the AD Nursing Program are placed on a waiting list based on the above criteria in order of rank. If spaces become available, applicants from the waiting list will be granted admission. No applications will be accepted after the deadline. The waiting list does not carry over from year to year. Once the fall program has started, the waiting list will no longer be in effect, students will need to reapply.

### **Transfer of Credits Policy**

Student transferring credits must follow the St. Cloud Technical and Community College (SCTCC) transfer policy (See SCTCC Student Handbook). Courses taken at an educational institution other than SCTCC and are not a part of Minnesota Transfer Curriculum (MnTC) will be evaluated by Admissions, General Education department and/or the Nursing Department in order to determine whether or not the courses are equivalent to required prerequisite courses.

Each nursing program uses a unique standard to evaluate student competency; therefore, any nursing courses (NURS) in which such standards are used will not be accepted for transfer from other institutions.

Transfer courses will be evaluated by the Director of Nursing or designated nursing faculty for the following:

- Comparable to SCTCC prerequisite course in content and credits
- Completed within the past 3 years (exception is General Education courses)

### **After Application**

Applicants will be notified of their admission status by the date designated on the application. Applicants who have been selected for admission into the Associate Degree Nursing Mobility Program must indicate acceptance into the program by the date indicated in the notification.

### **After Acceptance or Placement on Waiting or Alternate List**

Upon acceptance into the program, students will be informed of the time and date of a **mandatory** orientation session. If the student arrives more than 10 minutes late or does not attend the orientation session, the student forfeits his or her place and the next individual on the waiting list will be granted admission to the nursing program. Attendance at the orientation session may be waived with prior permission from the Director of Nursing for extenuating circumstances such as:

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

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

**Registration Procedures**

All nursing classes have controlled on-line registration. Only students admitted to the nursing programs will be allowed to register for nursing classes. Students may register for both nursing courses and general education courses during that time. Once the registration period has ended, all changes in the nursing NURS courses must be approved by the Dean of Health Sciences and Nursing.

### **SECTION III: GENERAL POLICIES AND PROCEDURES**

## **CLINICAL SITES**

An integral part of a nursing program is student participation in clinical experience. In these experiences, students care for patients and residents at a variety of health care facilities within approximately 100 mile radius from the campus site. St. Cloud Technical and Community College (SCTCC) contracts with local and regional health care facilities to provide these experiences. These experiences are scheduled at many different locations and may occur at varied start times, shifts and dates due to clinical site availability. Students are responsible for arranging their own transportation to and from the Clinical site.

## **DATA PRACTICES AND INFORMED CONSENT**

Health information collected is private data. Facilities may impose additional requirements regarding the health of persons working in their facilities and may require that health information about students in Clinical courses be made available to them. St. Cloud Technical and Community College (SCTCC) may ask students to provide this health information to determine whether the student meets a Clinical site's health requirements for care providers.

Students are not legally required to provide this information to the college. However, refusal to provide the information requested could mean that a clinical site may refuse to accept the student at its facility. The AD Nursing Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program, and, therefore, is unable to progress in the SCTCC AD Nursing Program.

## **CLINICAL REQUIREMENTS**

In order to participate in clinical experiences, students are required to submit the following items to SCTCC nursing department. Detailed description of each follows the list.

1. Background Study (MN)
  - a. Including fingerprinting
  - b. Authorization for release of student background study
2. Immunization form
3. Performance Standards
4. Name and Date of Birth
5. Authorization of Release of Information
6. Current AHA BLS for the Health Care Provider or AHA HeartCode BLS
7. HIPAA certification
8. Nursing Handbook acknowledgement
9. Code of conduct
10. Drug and Alcohol Form
11. Confidentiality statement
12. Consent for photo/video/recording
13. Current LPN License

\*\*Health care facilities' regulations require the above information. Individual clinical sites may require additional information.

Students who fail to provide the required documentation by the due date are not eligible for admission into the program. It is the student's responsibility to be sure they remain current in CPR throughout the program and provide documented proof of being current. Students will not

be allowed to participate within clinical with an expired CPR card, which will lead to an unexcused absence and possibly failure of the course.

### **Criminal Background Studies**

Minnesota (MN) State laws require that any person who has direct contact with patients and residents at health care facilities licensed by the State Department of Health must have a state criminal background check completed. Results of the study are to be on file in the department of nursing before students begin their clinical experiences. Any student who does not pass the criminal background check and been cleared to provide direct patient care will not be permitted to participate in clinical experiences. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program. The student may however continue to progress through the nursing program (provided they meet all progression criteria). Criminal background studies are completed at the time of admission and yearly, if applicable.

SCTCC reserves the right to run criminal background checks at any time during the course of the nursing program should information be brought forward indicating that the student's background study would no longer be cleared. The Director of Nursing or the instructor will contact the student to complete another background study.

Students must remain in good legal standing before, during, and after completing the clinical portions of the nursing program. If there is an incident that could potentially deem any student inappropriate for clinical, it is the legal and ethical responsibility of the student to report potential issues to the instructor or Director of Nursing immediately.

If, at any time during the nursing program, a student is determined to be in violation of the law, and a recheck of the criminal background study finds the student to be ineligible to provide direct patient contact, the student will be unable to participate in clinical. If unable to complete their clinical experiences, the students would not be able to complete the program and will not be able to graduate from the nursing program.

### **Immunization Records**

Completed immunization forms must be on file prior to beginning any clinical experience. The immunizations required are standards set by the Minnesota Department of Health (MDH) and Human Services and Centers for Disease Control (CDC) and Prevention. Individual clinical sites may require additional immunizations for those students and faculty providing care within their facilities. If a student fails to provide the required immunization data, the clinical site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. The St. Cloud Technical and Community College (SCTCC) AD Nursing Program does not guarantee an alternative facility placement, thus the student cannot fulfill the clinical requirements of the program, and, therefore, is unable to progress in the AD Nursing Program. Immunization documentation is submitted yearly. Students are responsible for keeping a copy for their personal records.

Cost for immunizations and/or proof of immunizations is the responsibility of the student. County Public Health Departments may offer a low cost vaccination if a student is concerned about the cost of vaccinations requirements.

## **Performance Standards (Physical, Cognitive, and Psychosocial Requirements)**

In order to provide safe and competent care for ill and vulnerable patients and meet the psychomotor and cognitive objectives of required nursing program course, students participating in clinical/lab and theory experiences must meet the physical, cognitive, and psychosocial requirements as guided by the Minnesota State Performance Standards for pre-nursing students and of individual Clinical facilities (see Appendix B).

Students must maintain good health throughout the program in order to meet expected course and program outcomes and the technical skills as outlined in the Minnesota State Performance Standards (see Appendix B). If health changes impact the ability to perform expected behaviors and/or academic outcomes, students are required to 1) notify their faculty and 2) see their healthcare provider and obtain documentation concerning their ability to perform skills involved in direct patient care (see performance standards in Appendix B). If there are restrictions related to their return, students are referred to the disability coordinator to request accommodations and determine if the accommodations are reasonable for clinical. If the clinical site is not in agreement with the accommodations, then a student cannot be placed in clinical. Students who do not comply (i.e. do not disclose injury or change in health, or refuse to follow up with a healthcare provider for example) will be unable to progress in clinical.

Healthcare provider documentation needed:

- A note from the healthcare provider on script paper or letterhead including that the student:
  - May return to classroom and clinical or
  - May return with restrictions (detailed restrictions listed) and
  - Must include an end date for the restrictions, or
  - If no restrictions documentation must state “no restrictions

The information contained in student health records is considered confidential. A written release of information to St. Cloud Technical and Community College (SCTCC) is included as a part of the health form. Some facilities may impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The college or nursing program may ask students to provide health information which will be used to determine whether a student meets a clinical site’s health requirements for care providers.

Students with psychomotor and/or cognitive limitations that prevent them from independently performing the psychomotor and/or cognitive skills required should contact the college Director of Disability Services prior to the start of the academic school year to explore services available to them. Please see the section on reasonable accommodations. The student may not be able to progress in the program until the limitations have been resolved.

## **Name and Date of Birth**

Clinical facilities may request the name and date of birth of students who have been admitted into SCTCC nursing programs. Clinical agencies may review this information and assess whether students will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate, SCTCC does not guarantee an alternative clinical placement. If no alternative clinical placement is available, the student is not able to complete clinical requirements of the program and is therefore not eligible to progress in the program.



### **Liability Insurance**

Nursing liability insurance is required and the cost of this insurance is covered by course tuition. Liability insurance does not cover in the case of personal injury or illness. Students may choose to obtain additional student nurse liability insurance. The costs associated with this additional insurance are to be paid by the student.

### **Authorization for the Release of Student Information**

Students are required to sign an authorization for the release of information to clinical agencies. Copies of the above information is kept in the students nursing file and available for agencies to review, if requested.

### **CPR Certification**

Students in the nursing program must successfully complete a CPR course prior to admission to the nursing program and maintain certification while enrolled in the program. The student may choose to renew the CPR in either BLS for Healthcare Provider or HeartCode BLS offered through the American Heart Association. A copy of the student's current CPR card must be on file in the nursing department prior to beginning clinical courses. It is the student's responsibility to make sure their CPR card is up to date. Students will not be allowed to participate within clinical with an expired CPR card, which will lead to an unexcused absence and possibly failure of the course.

### **Health Insurance**

Though this is not a requirement for clinical or program participation, it is recommended that students have basic health insurance. College fees do not cover this fee or premium. Independent student health insurance is available. See Student Affairs for more information.

### **Licensure**

Students must be Licensed Practical Nurses (LPN), remain licensed throughout the program, and in current good standing with no restrictions on their license. Failure to remain licensed will result in lost clinical experiences which may result in course failure.

## **DRUG AND ALCOHOL POLICY**

The St. Cloud Technical and Community College (SCTCC) Nursing Department is committed to maintaining an environment that is free from the influence of alcohol, prescription medications or over the counter (OTC) medication which may impair or affect the students thinking, behavior, and/or skill performance, and illegal drugs. In order to ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical setting, SCTCC upholds the drug-free campus policy in the SCTCC Student Handbook and extends this policy to clinical sites off campus. Due to the nature of the nursing profession, should concerns arise in this area, faculty and/or administration reserve the right to address situations on an individual basis.

### **Drug Testing**

Drug testing is required for some clinical sites. Nursing students will be required to have a multi-panel drug urine test upon admission to the nursing program due to clinical site requirements. This fee will be paid by the student. The results will be shared between the drug test vendor and the nursing programs' Administrative Assistant and Director of Nursing at St. Cloud Technical & Community College via a secure portal. If the drug screening result is flagged, an email will be sent to the student with further directions depending on the reason for the result being flagged. Drug screening results that have been flagged for review will be handled on an individualized

basis. If the student is unable to attend clinical due to the drug test result, the student will not meet eligibility to attend clinical. As a result, the student will not be eligible to progress through the program and will ultimately be dismissed from the program.

## **EMAIL AND TECHNOLOGY**

All students **must have** access and be able to use a computer, printer, and the Internet in order to fulfill the academic requirements of the nursing program. At a minimum, computers must be equipped with Windows 10 or later, Adobe Acrobat Reader, and Microsoft Office. Computers and printers are available for student use at the Student Computer Laboratory located in 1-405 or H-117. Students requiring assistance with computer-related issues should contact the Help Desk at 320-308-6445. If a student is not computer literate, he/she should enroll in an appropriate computer course.

Students must keep an updated address, phone number and e-mail address in the Nursing Department at all times. **All students are expected to check their SCTCC e-mail and D2L frequently, at minimum on a daily basis from Monday - Friday for official Nursing Program, SCTCC and instructor communications, including course updates, assignments, announcements etc. A student is required to identify who he/she is (i.e. student name, program) and sign all e-mails.**

All electronic communication between instructors and students must be done via the official SCTCC course web site (D2L) or e-mail system. Student's personal e-mails (yahoo, hotmail, gmail, etc.) will likely be blocked by security software that protects the network from spam/viruses. Faculty may not check or respond to emails on weekends or holidays.

Please remember that email is considered to be part of professional, appropriate, and official communication between faculty, administration, and fellow peers. Unprofessional or inappropriate use of this is in violation of the SCTCC Student Handbook.

## **NAME TAGS**

St. Cloud Technical and Community College (SCTCC) identification (ID) tags are required as a part of the nursing uniform to be worn during all clinical experiences. Clinical ID tags may be purchased in the Bookstore in the Northway Building.

## **PERSONAL HEALTH RISKS**

Nursing students have learning experiences in health care facilities and provide nursing care for clients who are ill. It is likely that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the student nurse to meet the health requirements and to practice standard precautions to minimize the risks to one's personal health. By enrolling in the nursing program, the student acknowledges these risks.

## **Academic Counseling**

ADN students will be assigned an advisor from the Academic Advising Center. Phone number: 320-308-5741. Advising appointments are available via Zoom. Please contact the above number or email [advising@sctcc.edu](mailto:advising@sctcc.edu).

Website: <http://www.sctcc.edu/advising>.

It is the responsibility of the student to seek assistance, academic counseling, and/or advising in order to meet nursing program standards. Regular contact with your advisor is strongly advised. Academic counseling is available and the faculty will work with students or provide referral. Nursing students are apprised of progress through the Star Fish reporting system as early as week six of the semester. Progress reports can be provided at any time during the semester at the faculty discretion.

All grades/points will be posted for students to view. Grades/points are posted on-line in Desire2Learn (D2L) or are available from your instructor. Students are responsible to monitor grades weekly in D2L. Students must e-mail faculty for appointments.

Student support services on campus include:

- Counseling: Personal, Academic, Career
- Trio – free academic services for qualified students
- Center for Academic Success (CAS)
- Veteran Services
- Mosaic

## **REASONABLE ACCOMMODATIONS**

There are conditions for which reasonable accommodations may be appropriate under the Americans with Disabilities Act. The AD Nursing Program will make all reasonable accommodations required by law for qualified individuals. All students are, however, required to perform at a safe level in all areas required for completion of the nursing program. Individuals who have any disability, either permanent or temporary, which may affect their ability to perform in nursing, must contact the St. Cloud Technical and Community College disabilities office at the start of the program.

### **Disabilities Accommodations**

St. Cloud Technical & Community College is committed to providing students with disabilities reasonable accommodations to participate in all services, programs, and activities. Students requiring accommodations must first register with Disability Services and provide appropriate documentation of their disability. Accommodations are provided on an individualized, as-needed basis, determined through the appropriate documentation. Please contact Disability Services at 320-308-5090, to develop your Accommodations Plan.

The accommodations authorized in your Accommodations Plan should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively so it is essential to discuss your needs at the beginning of the semester.

## **RESPONSIBILITY FOR HEALTH CARE COSTS**

Any health care costs incurred during the time period in which the student is in the AD Nursing Program will be the student's responsibility. Health insurance information is available in the Student Affairs Office.

## **ADDITIONAL COSTS**

At times in the program, additional costs will occur for which the students will need to plan. These may include:

1. costs of supplies for presentations, small projects or other group projects;
2. costs associated with travel to and from clinical and school (gas and associated car maintenance and repairs);
3. uniforms, shoes, and equipment (i.e. stethoscope/BP cuff/watch/pen);
4. other costs associated with coursework;
5. application costs for taking national board exams and testing center;
6. ATI Complete package;

If financial hardship prevents students from being able to incur these costs, the students should meet with Student Affairs to seek assistance.

### **WORKERS' COMPENSATION**

For purposes of Workers' Compensation insurance, the position of the clinical facilities and St. Cloud Technical and Community College is that, as a nursing student, one is not an employee of either the clinical facilities to which the student is assigned or the College. Thus the student is not eligible for workers' compensation.

## **SECTION IV: PROGRAM EXPECTATIONS**

## **ACADEMIC PROGRESSION/GRADUATION REQUIREMENTS**

### **Statement of Integrity**

Integrity is crucial to the practice of nursing. Therefore, behavior of nursing students shall demonstrate moral, ethical and legal values as is stated in the Nursing Code of Ethics (See Appendix A) and adhere to the St. Cloud Technical and Community College (SCTCC) Student Conduct Code found in the SCTCC Student Handbook and Nursing Program Handbook. Legal definitions of Nursing can be found at Appendix C.

### **Academic Integrity**

Academic integrity is highly valued at St. Cloud Technical and Community College and throughout higher education. Maintaining academic integrity is the responsibility of every member of the college community: faculty, staff, administrators and students. Academic integrity requires students to refrain from engaging in or tolerating acts including, but not limited to, submitting false academic records, cheating, plagiarizing, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards.

Any violation of the St. Cloud Technical and Community College's academic integrity policy S3.28 <https://www.sctcc.edu/academic-integrity> is considered a disciplinary offense and will be subject to the policies of this instructor and can be submitted to the Director of Campus Life for review, entrance into a violation database, and possible disciplinary action as outlined in the academic integrity procedure S3.28.1. Students accused of academic dishonesty may appeal the decision. Students may review the complaint/grievance policy and procedure at <https://www.sctcc.edu/complaints>

## **MORAL AND ETHICAL RESPONSIBILITIES**

Integral to the profession of nursing is a concern for the welfare of the sick, injured and vulnerable and for social justice. Therefore, the students enrolled in nursing courses at St. Cloud Technical and Community College (SCTCC) accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professions Nursing Code of Ethics.

The American Nurses Association (2015) Code for Nurses with Interpretive Statements outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated profession.

The Nursing Faculty at SCTCC has an obligation to teach, uphold and enforce professional, moral and ethical principles of the profession of nursing. These behaviors are adhered to in each nursing course. Students who engage in behavior that violate moral and/or ethical standards described in the SCTCC Student Handbook, the SCTCC AD Nursing Handbook, and/or the 2009 Minnesota Statue 148 (See Appendix C), have failed to meet behavioral progression requirements; the consequences of which may range from course failure to program removal. Students who have been removed from the program for these reasons are not eligible to apply for readmission to the AD Nursing program at SCTCC.

Behaviors that violate professional, moral, and ethical standards include, but are not limited to

- Academic dishonesty which can include exams and written assignments\*
  - Copying any part of an assignment or exam from another student or on-line source
  - Fabrication (Lying) regarding any part of an assignment or exam
- Behaviors that violate the Student Code of Conduct (see SCTCC College Handbook)
- Behaviors unbecoming of the Nursing Profession\* (disrespectful, unprofessional)
- Breach of confidentiality\* (HIPAA)
- Disrespectful behavior to staff/patient(s); student(s)/faculty\*
  - Unprofessional conversations regarding other students and/or faculty
- Inappropriate/Unprofessional behaviors\*
- Pattern of tardiness and/or lack of preparation for clinical;
- Chronic late submission of assignments;
- Compromised patient safety;
- Incomplete or erroneous documentation
- Falling below 80% passing rate in any nursing program course

\*includes any type of Social Media breach.

Students may be placed on probation with a student success plan (see Appendix H) or dismissed from the nursing program related to his/her behavior and actual/potential harm to others. Students have the right to appeal any disciplinary action, see SCTCC Student Handbook for more information.

### **Confidentiality**

Confidentiality is an essential component of nursing practice. The student is expected to adhere to the respective clinical site policy pertaining to confidentiality of patient information obtained or shared within the clinical setting. Information obtained within the laboratory or classroom setting is to be respected and maintained in a confidential manner. Clinical agencies' personnel or policies are not to be discussed outside of the classroom.

HIPAA: All students are required to sign a HIPAA (Health Insurance Portability and Accountability Act of 1996) form during clinical orientations. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA guidelines.

Patients have a legal right to confidentiality related to all aspects of their care, and professional nurses have a legal obligation to safeguard the patient's confidentiality. Students may not provide information about their patient(s) to any individual not directly involved with the patient's care, including other staff and classmates. Conversation related to patients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to patients or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home as well as within any form of social media. Any materials or documents with identifying patient information contained on them may not be removed from the clinical setting and must be discarded in a confidential manner.

## Social Media Policy

Student nurses have a responsibility to understand the benefits and consequences of participating in social media, including both personal and professional social media use. A common myth with social media is that the communication or post is private and accessible only to the intended recipient. Social Media is a public forum and any information posted in this media is considered public. Students should also be cautious of engaging in compromising behavior that may be photographed and tagged in another individual's social media without permission of the student. It does not matter if the behavior is in their personal or professional life, as nursing requires the highest level of ethics at all times.

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

Examples of questionable or unprofessional behavior may include, but are not limited to the following:

- \* Identifiable patient information or image or HIPAA violation
- \* Blurring of professional patient/client/resident – nurse boundaries
- \* Sharing of information or photos gained through the patient/client/resident - nurse relationship
- \* Lateral violence or cyber bullying, which may be behaviors of intimidation or bullying directed towards another individual
- \* Disparaging remarks towards a patient/client/resident, student, SCTCC employee, or clinical agency employee
- \* Harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comment or image
- \* Derogatory content posted in regards to SCTCC Nursing Department or a partnering clinical agency

NCSBN's Nurses Guide to Using Social Media:

[https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)  
[https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

American Nurses Association (ANA) 6 tips for Nurses using Social Media:

[https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6\\_tips\\_for\\_nurses\\_using\\_social\\_media\\_card\\_web.pdf](https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf)

American Nurses Association's Fact Sheet and Tips for Using Social Media:

[https://www.ncsbn.org/NSNA\\_Social\\_Media\\_Recommendations.pdf](https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf)



## **Due Process**

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

- Notification of the charge
- Presentation of the evidence supporting the charge
- An opportunity to respond
- Notification of the consequences
- Information about the appeal process

Due Process Form (Appendix G)

## **Chain of Command**

If a student has a concern, please follow the chain of command in dealing with questions. Always remain professional and

- Check to see what information the syllabus may have about your question or concern
- Check to see if there is a policy or language in the Nursing Student Handbook which might answer your question
- Meet with your instructor
- Meet with the Director of Nursing
- Check the SCTCC Student Handbook
- Review student policies found online

## **SCTCC Campus Policy: Complaint/Grievance Policy**

*See MinnState Policy 3.8; SCTCC Policy S3.24*

St. Cloud Technical and Community College, in order to provide quality instruction and service, encourages student access to college faculty, staff and administration to resolve questions, concerns, or complaints regarding SCTCC policies, procedures, or other actions or inactions of the College.

Students are encouraged to use available informal means to have decisions reconsidered before submitting a complaint or filing a grievance. The ultimate objective of this policy and procedures is to reach a mutually agreed upon resolution to the issue as quickly and efficiently as possible. No retaliation of any kind shall be taken against a student for participating in the complaint or grievance process. These procedures shall also protect data privacy rights. The college maintains a record of all complaints and grievances filed and are collected and archived in the Administrative Affairs Division.

This policy does not apply to academic grade disputes. Grade appeals are handled under a separate policy/procedure. Student complaints regarding discrimination or harassment are subject to SCTCC and Minnesota State Board Policy 1.B1, Procedure 1B.1.1.

## **Complaint Procedure**

The goal of the complaint procedure is to quickly address a student's question/concern about a college decision, action or inaction and come to a resolution agreeable to the student and the college as soon as possible.

Submitted verbally or in writing, the student may bring the complaint directly to a faculty member, administrator, manager, department chairperson, college supervisor or other SCTCC staff. Complaints may also be brought to the manager, supervisor or dean of the department/division closest to the disputed action.

### **Grievance Procedure**

Student(s) not satisfied with the outcome of a complaint - and/or if the complaint involves the application of a college policy – may file a written grievance with the supervisor (director, dean or vice-president) of the employee or department whose action gave rise to the grievance.

To file a written Grievance, the grievant must provide the following information:

- name of the student(s) filing the grievance,
- name of the faculty or staff member whose action(s) is being grieved,
- statement of facts and nature of the grievance, including specific policy violation, if known,
- any documentation or evidence,
- date(s) of the incident(s),
- resolution being sought by the grievant, and
- grievant's signature and date.

The written materials must be submitted to the Assistant of the Vice-President of Administration (office 1-401E). The Administrative Assistant will forward the grievance to the appropriate academic or administrative officer.

### **Appeals**

A student may appeal a grievance decision based on the application of a specific college rule, regulation, policy or procedure. The same written material submitted in the original decision will be presented for appeal to the appropriate divisional Vice-President.

If the grievance involves a board policy, the actions of a college or university president, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college or university decision to the Office of the Chancellor. The decision of the chancellor is final and binding. To contact the Chancellor's Office: Academic and Student Affairs, Office of the Chancellor, Wells Fargo Place, 30 7<sup>th</sup> Street E., Suite 350, St. Paul, MN 55101-7804.

St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). In cases that involve SCTCC's compliance with the standards of the College's accrediting agency, questions or concerns may be directed to: Higher Learning Commission, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411. More information is available at: <https://www.sctcc.edu/complaints>

### **St. Cloud Technical and Community College** **Equal Opportunity Employer Statement**

It is the policy of St. Cloud Technical & Community College to prohibit discrimination and ensure equal opportunities in its educational programs, activities and all aspects of employment for all individuals regardless of race, color, creed, gender (including pregnancy), religion, national origin, veteran's status, marital status, sexual orientation/affectional preference, age, mental or physical disability, status with regard to public assistance or inclusion in any group or class against which discrimination is prohibited by federal, state or local laws and regulations. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction.

### **Civil Rights**

St. Cloud Technical & Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill.

To report instances of discrimination or harassment contact one of the following designated officers available at: <https://www.sctcc.edu/equal-opportunity-and-civil-rights>

Inquiries about services offered under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act should be referred to:

Academic Case Manager

Phone: 320-308-5096

TTY: 320-308-5988

More information available at: <http://www.sctcc.edu/disability-services>.

## **EVALUATION CRITERIA**

### **Course Evaluation Criteria**

The grading scale that is used for all courses in the nursing program is found in the table below.

<b>Letter Grade</b>	<b>Percentage</b>	<b>GPA</b>
A	94% to 100%	4.0
B	87% to 93.9%	3.0
C	80% to 86.9%	2.0
D	73% to 79.9%	1.0
F	72.9% and below	0.0

Students must achieve 75% or higher cumulative score on all exams, see course syllabi for specific requirements and 80% or higher on total points possible for the theory courses to progress in the program.

Clinical experience is evaluated; students must meet all competencies at a met or in progress rating on the Clinical Evaluation Tool by the end of the semester to successfully complete clinical.

A grade of “C” (80%) is required for successful completion of each nursing course; any grade less than 80% is not acceptable. Grades are not rounded up.

All assignments must be written and presented according to professional writing standards using APA (American Psychological Association) format. Please consult the Publication Manual of the American Psychological Association, 6th edition. Course syllabi may detail greater guidelines for assignments and evaluations. In general, the following is expected; nursing assignments will:

- A. be free of spelling errors, grammatical and punctuation errors
- B. be double spaced, typed and stapled
- C. have no frayed edges

### **Written Evaluation (Exams, Tests or Quizzes) Criteria**

Students are expected to take examinations, tests, and quizzes when scheduled at the designated location. All tests/exams are proctored. Failure to have the test proctored is a direct violation of academic integrity and will result in a zero on the exam. Please always have a backup plan for daycare, transportation, and work. Exams, tests, and quizzes may be given early with instructor permission and scheduled in advance. If the student does not have an excused absence, deduction of ten percent of the achieved score will be assessed on all late evaluations. Students who arrive late for an exam will need to reschedule the exam during open lab and will receive a deduction on the final score. If students are unable to take their exam at the scheduled time, they must notify the instructor of the absence as soon as they are able. Follow individual course syllabi for instructions regarding absences during tests/quizzes.

Excused absences are defined as the following:

- student injury, extended illness, or hospitalization – doctor’s statement required\*
- family member hospitalization\* - doctor’s statement required\*
- A death in the family\*\* - documentation required\*
- Court-ordered appearances – documentation required\*
- Military service, call to active duty – documentation required\*
- Documentation of excused absences must be provided within 72 hours of absence.

All missed exams, tests, or quizzes must be made up within seven calendar days. It is the student’s responsibility to arrange the makeup of an exam, test, or quiz. If not made up in seven calendar days the score will be zero.

In extreme circumstances, a student may be unable to complete the required exam, test, or quiz within the seven calendar days. The student then may complete a student petition from Student Affairs requesting an exception due to the extreme circumstances. Each petition will be considered and responded to in accordance with the St. Cloud Technical and Community College Student Handbook.

**Note:** Processes related to late assignments and examinations were written to protect the student who is consistently on time with assignments and for examinations. Exceptions to the policies above may be granted at the discretion of faculty.

### **Project and Assignments Evaluation Criteria**

Information regarding evaluation criteria for projects and assignments will be detailed on course syllabi, schedules or individual assignments/projects.

## **ATI**

ATI must be purchased according to the syllabus and schedule timeline.

## **Clinical Laboratory Evaluation Criteria**

Clinical courses are graded in accordance to specific course objectives and per each individual course syllabi.

## **Documentation of Classroom, Lab and Clinical Performance**

Each nursing course syllabus identifies the grading method used to evaluate progression through the course. Grading methods may vary with each course and will be outlined in course syllabi. Faculty believes students benefit from feedback related to performance and/or behavior. Faculty will objectively and clearly identify and document student performance and behavior which supports program success and that which may hinder maximum professional growth and competency. Documentation will be reviewed by instructor and student; a copy will be placed in the student file.

## **Academic Progression/Graduation Requirements**

- Admission into the program requires a:
  - ✓ 3.0 or greater cumulative GPA in required prerequisite and nursing courses
  - ✓ Current unrestricted practical nurse license
  - ✓ Students who are on academic warning or probation may not be considered for the program
- Once accepted, the student must obtain a “C” or above in every course.
- A student earning a grade below a “C” in any required course cannot progress in the nursing course sequence.
- If a student fails a class, that class may be repeated once after a written letter of intent for re-entry into the program is provided to the Director of Nursing by the application deadline for next admittance based on space availability.
- If a student fails or withdraws from the same course twice, the student will be dismissed from the ADN program. Students are eligible to reapply to the nursing program after three years. Students will need to submit a letter of intent to the DON, retake the TEAS exam and complete a written success plan prior to applying. \*See the readmission process below.
- If a student fails two courses in the same semester during the nursing program, the student will be dismissed from the ADN program. Students are eligible to reapply to the nursing program after three years. Students will need to submit a letter of intent to the DON, retake the TEAS exam and complete a written success plan prior to applying. \* See readmission process below.
- Students are given a Starfish Alert when course passing expectations are not met. Students who receive a Starfish Alert must meet with the instructor(s), if the student receives 2 or more Starfish Alerts they must meet with the instructor to be advised of options for continuation in the nursing program.
- All grades/points will be posted on D2L for students to see his/her progression within a timely manner. Students are responsible to monitor grades weekly in D2L. Students must e-mail faculty to schedule appointments if needed.

## **Withdrawal Procedure**

- Students selecting to withdraw from a class(es) must fill out a Course Withdrawal Form. This form is obtained from Registration.
- The student must notify the academic advisor and complete the program withdrawal process.
- Students wishing to completely withdraw from the college should obtain and complete a Withdrawal Worksheet from the Admissions Office.

### **Procedures for Repeating Failed/Withdrawn Courses**

If a student has been unsuccessful in a Nursing course or has withdrawn from a course(s) because of academic, personal, or medical issues, the student must meet with the Director of Nursing (DON) to discuss options for progression.

Courses in the nursing curriculum are sequential, i.e. successful completion of first-semester nursing courses is required before a student can progress to second-semester courses, and so on. Therefore, students who have failed or withdrawn from a nursing course(s) may not register for nursing course(s) for the following semester(s).

Students may repeat a Nursing course on a space-available basis. Students who have failed or withdrawn from a course(s) must repeat the entire course and **re-do** all assignments in that course, rather than re-submit previous work. Alternate assignments may be given by instructors to students repeating a nursing course. If there are more nursing students who must repeat the same course during the same semester than space is available, students will be rank-ordered according to prerequisite and nursing course GPA.

### **Procedure for Readmission**

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

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

If the student is eligible and desires readmission to the Nursing Program, the student must submit written documentation to the Director of Nursing which provides evidence to support readmission. The documentation should include a plan of action that identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success in the Nursing Program. This written plan of action must be received by the application deadline for of February 1st for the following fall. If a student is readmitted to the Nursing Program they must meet, in person, with the Director of Nursing to discuss a plan and develop a contract for success. If the contract is not fulfilled, the student may not progress within the program.

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

### **Attendance Policy**

Regular attendance in the classroom, lab and Clinical settings is essential to ensure that the students have acquired the necessary knowledge and skills to be successful in practice. Students are held to the same professional standards as those expected within the work environment. Therefore, students are expected to arrive on time to all classes (theory, lab sessions, and clinical). If a student anticipates that he/she will miss a classroom or clinical experience, the student must notify the instructor in advance. If the student is ill, the student must notify the instructor as soon as possible. Recurring absences and tardiness will be reviewed by faculty and may result in the courses objectives not being achieved. If the course objectives are not achieved, the student cannot be successful in the course. Specific course requirements and consequences related to attendance are outlined in course syllabi. Please always have a backup plan for daycare (children are not allowed to come with students to theory classes, lab or clinical), transportation, and work.

Excused absences are defined as the following:

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

NOTE: documentation for above excused absences must reflect date of absence; documentation of excused absences must be provided within 72 hours to nursing faculty member. Any other unforeseen extenuating circumstances not listed above will be reviewed by faculty and the Director of Nursing on a case by case basis.

### **Clinical Absence Policy**

Students are held to the same standards as those expected in the professional work environment. Students are required to attend clinical on a predictable and consistent basis in order to meet curriculum standards and course objectives. They are expected to arrive on time. Students must notify the instructor by phone, email or in person in advance when it is anticipated that a clinical experience will be missed. For unanticipated absences, students must notify the nursing instructor regarding absence.

## **CLINICAL EXPERIENCE, RESPONSIBILITIES AND UNIFORM**

Clinical experiences occur in a variety of settings in and outside the St. Cloud area. A reliable means of transportation is required. Gas, car repairs, car insurance, etc. are the responsibility of the student. If the student is having financial concerns, they may contact Student Affairs for resources which may be available.

Clinical experiences may be scheduled both day and evening hours according to clinical site availability. A flexible schedule is necessary. Adequate time is offered to students to arrange schedules as needed.

Uniforms and school identification are required in multiple school-related settings. This includes, but is not limited to: Clinical sites, on-campus lab setting, volunteer settings, etc. When outside the campus the embroidered uniform top with the complete uniform must be worn. Please note that only approved styles and colors of uniforms are to be worn in the clinical (and lab) settings.

Clinical partners may prohibit body art such as tattoos, piercings, henna, etc. Piercings must be removed, with the exception of one small earring in each ear (lower lobe). All tattoos must be completely covered.

Clinical partners and facilities are non-smoking in buildings and parking areas, (cigarettes, smokeless cigarette devices, and chewing tobacco) this includes the aroma/odor of smoke as well. Clients, patients, cohorts, staff, etc., may be sensitive to odors, especially that of tobacco. No smoking is allowed at any time during clinical rotations (while wearing uniform), including but not limited to cigarettes, smokeless cigarette devices, and chewing tobacco.

Many of our clinical partners (and our nursing labs) are “Scent Free” facilities. This means that no aroma/odor is to be present on the student or faculty. Scents include: clothing or hair that smells of smoke (tobacco or wood smoke), perfumes, colognes, scented body lotions, scented powders, body odor, breath odor (tobacco or halitosis), or scented hair products. Students may be asked to leave the clinical site/lab if odor is present.

Use of electronic devices will be addressed in course syllabus, orientation, and/or clinical coursework.

### **Clinical Dress Code**

- Designated style, color and make for uniform tops and bottoms. May wear a white or black shirt underneath the scrub top. The shirt may be short-sleeve, ¾ length or full length sleeve;
- Uniform pants are not to touch/drag on the ground/floor; if skirt must be long and black.
- Uniform jackets may be worn over scrub top
- Clean shoes that enclose the top of the foot and heel; Danskos are approved, Crocs are not.
- Socks must be worn
- Make-up with discretion;
- Neat, short fingernails; clear nail polish is acceptable;
- Clean hair, pulled off neck: if long then pinned, braided, or in a bun. Ponytails should not come into contact with clients or equipment. A headband may be worn. Headbands may be black, white or gray or match student’s natural hair color. No excessive adornments may be worn; if head scarf, should match uniform



- Hair color must be of a “natural” hair color (i.e. no pink, blue, purple, etc.);
- Mustaches, beards and sideburns must be kept neatly trimmed;
- Jewelry minimal and not have the potential to interfere with patient care,
- Body piercing – limited to one set of post earrings only and no larger than a dime/no hoops, other visible body piercings removed including tongue studs; and
- Tattoos (including henna) must be covered completely.

\*\*Individual clinical sites may have specific policies regarding dress code, which needs to be followed.

Other necessary items for uniform

- SCTCC photo ID badge with appropriate title;
- Watch with second hand;
- Bandage scissors (may be recommended) ;
- Stethoscope;
- Black ink pen; and
- Individual facilities may have additional requirements, in which the instructor will notify the student.

Examples of appropriate behavior (not an exhaustive list):

- Use of quiet tone of voice throughout health care facility;
- Use designated areas for charting and discussions;
- Display respectful, considerate behavior;
- Place coats, purses in designated area;
- Prepare with adequate sleep and nutrition prior to arriving to Clinical site;
- No smoking is allowed on site;
- Abide by HIPAA regulations; and

Any behavior or appearance which may impact professionalism, patient safety, or the educational experience (such as lack of sleep, social stress, illness, etc.) as determined by the instructor or the clinical site may result in the clinical site refusing to accept the student as its facility. The AD Nursing Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program, and, therefore, is unable to progress in the SCTCC AD Nursing Program.

### **Scent Free**

To provide a safe, healthy environment for all learners, the clinical is scent free. Students are asked to refrain from using scented products while in clinical for any reason. This includes, though is not limited to: hairspray, colognes, perfumes, smoke, body odor or heavily scented medications. Students may not smoke while in program uniform while on campus or in clinical. If the student’s clothing is heavily scented with odors, the student then may be asked to leave clinical to change. This may result in an unsatisfactory grade for the experience. The smell of smoke on a student uniform will be considered unprofessional in the clinical and classroom setting. The student will be removed from the clinical or classroom setting until they are able to return without the odor as determined by the instructor.

Complementary aromatherapy may be utilized in classroom setting as a teaching resource.

## **CLINICAL LABORATORY PERFORMANCE**

Students are expected to comply with all St. Cloud Technical and Community College (SCTCC) clinical laboratory performance policies (further details are provided in the Clinical coursework) as well as all policies of the agencies where clinical laboratory experiences are held.

It is the nurse's responsibility to provide for patients' safety during all nursing care. Students are legally responsible for their acts of commission or omission. Any act of unsatisfactory behavior requires an evaluation conference with the student and the nursing instructor. Additional parties (administration) may be consulted.

Unsatisfactory Behavior is defined as any behavior that the instructor identifies as unsafe, ineffective, inconsistent, disrespectful, unprofessional, or non-compliant as related to: program or hospital policies, course requirements, and/or clinical competencies. Further details are provided in clinical coursework.

Many students work while attending college, however, to be successful in the program school must be a high priority. Faculty are unable to provide special consideration for work/daycare/school conflicts. Faculty suggest that if students work, they work no more than 20 hours per week. Each student, with the help of their support system, should individually evaluate academic success planning in relation to work, family, and school responsibilities.

## **SIMULATION IN HEALTH CARE EDUCATION**

Simulation will be utilized within nursing theory/lab courses and Clinical courses to evaluate and maintain skills and theories taught. Refer to Section V for additional information.

## **SECTION V: SIMULATION AND NURSING LAB POLICIES**

### **UTILIZATION OF NURSING LABS IN HEALTHCARE EDUCATION**

#### **Purpose of Nursing Skill/Simulation Labs**

The policies and guidelines established for the St. Cloud Technical and Community College AD Nursing Program have been developed to:

- create a realistic environment for clinical and educational practice
- provide a safe, clean and well-maintained environment and equipment
- protect and maintain costly equipment
- foster and reinforce learning using simulation technology and related resources
- provide hands-on learning experiences specific to course objectives as guided by nursing curriculum
- accommodate unique learning needs of students with diverse backgrounds, abilities, and educational experiences
- assist with the development of critical thinking skills necessary for health care related fields

## **Mission of Nursing Skill/Simulation Labs**

The SCTCC AD nursing program stands firm on the commitment and dedication to our communities in which we live and serve. In collaboration with our industry partners, our goal is to educate and prepare nursing students to provide high-quality, safe, accessible and cost efficient nursing care to individuals across the lifespan. It is with the aid of technology and simulation (in theory courses, campus laboratories and clinical experiences) that this can be achieved. Simulation encourages learning with the incorporation of different learning styles, use of critical thinking skills and the application of leadership opportunities, and through collaboration with peers.

## **Goals of Nursing Lab/Simulation Lab**

The use of nursing skill and high/low-fidelity simulation labs, along with case scenarios, are intended to mimic the clinical setting and complement other teaching and learning approaches in preparing nurses for their role in practice. Their use is designed to help students develop technical, problem-solving, and critical thinking skills. Simulated experiences include environmental factors that make students' learning realistic and assist in helping students transition from lab setting to clinical setting to post-graduation work environments.

Simulation used within nursing education offers

- Realistic client situations that can be reproduced and varied;
- No threat to patient safety with ethical concerns minimized;
- Improved health outcomes for patient safety;
- Enhanced clinical learning and performance utilizing established remediation practices;
- Active learning using simple to complex scenarios;
- Immediate correction of errors that can be discussed immediately;
- Consistent and comparable experiences for all students;
- Promotion of self-evaluation and feedback from peers; and
- Fostering of decision making and critical thinking skills.

Strategies within the lab setting are employed to assure the highest level of skill performance and readiness. Such strategies may include: practice and return demonstration, clinical simulations and case scenarios, debriefing, consistent use of proper medical terminology, application and/or introduction of the nursing process in skill performances, care plans and documentation, computer-assisted instruction, electronic medical records, and individualized and additional instruction.

## **GENERAL POLICIES OF THE NURSING SKILL/SIMULATION LABS**

It is the intent of the nursing faculty and administration at St. Cloud Technical and Community College (SCTCC) to provide a safe learning experience for all students, faculty, staff and volunteers, partners in education, partners in health care and community partners. The following guidelines maintain safety while using the nursing skill labs and clinical simulation manikins. It is expected that all involved in classroom, clinical laboratory and mobile environments will adhere to these guidelines. Nursing Faculty or designee will update the contents of this manual as needed. All learners, staff and faculty will be advised of revisions.

1. The term “student” refers to anyone that is utilizing the nursing labs or mobile simulation manikin as a learner or participant in a simulation/lab activity.
2. The term “faculty” refers to anyone that is serving in the instructor role.
3. No food or drinks are allowed in any campus laboratory, or Simulation Control Center, except as noted in syllabus.
4. St. Cloud Technical and Community College is a smoke-free building. Smoking is only allowed in designated areas away from the building and its entrances.
5. ALL electronic devices, including cell phones, PDA’s, cameras, camera phones, and video recorders are to be turned off during simulation unless approved by faculty. These items must be kept in your backpack, coat or purse and switched off or silent.
6. Learners shall report any physical limitations to faculty/instructor as soon as possible so that reasonable accommodations (as directed by the disability process of SCTCC, see SCTCC student handbook) may be taken. If a non-disability medical conditions occurs, the student must report this to the faculty/instructor as soon as possible. A medical clearance is required before learners with physical injuries, illness, surgery, pregnancy or communicable disease will be allowed to practice or return demonstration in the Nursing Skill and Simulation Lab.
7. Use of the Nursing Skill and Simulation Labs on the SCTCC campus is coordinated by Nursing Faculty with the assistance of the Nursing Program Lab Assistant.

### **Access to Lab**

Unsupervised or unauthorized learners are not allowed contact with lab items or the simulation manikins. Students should not be in the lab outside of posted open lab hours unless granted permission from faculty or lab assistant.

### **Conduct and Behavior**

All users of the Nursing Skill or Simulation Labs will be expected to display professional conduct at all times. This includes no use of foul language and/or remarks or behavior that could be considered offensive or unsafe. Students may be placed on a student success plan or other sanctions appropriate to the infraction as a result of conduct that is unsafe, unethical, inappropriate or unprofessional.

All users of labs must attend a brief orientation to the lab setting prior to active learning. This will occur with each course that utilizes the lab settings. Learners should be knowledgeable in the care, handling and proper use of the equipment and simulation manikins prior to using them.

### **Lab Equipment and Computers**

No equipment, computers or supplies may be removed from the Simulation Lab without prior consent of Nursing Faculty or Nursing Program Lab Assistant. Any damage to equipment or supplies should be reported immediately to Nursing Faculty or Nursing Program Lab Assistant. Students or learners may be held responsible for damaged equipment so handle equipment carefully, according to policy and procedure and as you have been instructed. Any malfunction of laboratory computers should be reported immediately to Nursing Faculty or Nursing Program Lab Assistant. Students must abide by all SCTCC Computer Use policies.

### **Simulation Preparedness**

All students are expected to come to simulation prepared by having read the scheduled simulation objectives and assignments prior to the start of the simulation. They are to have all

supplies necessary for the simulation in their possession (ex. stethoscope, text(s), watch with second hand, writing utensil, lab kit...) if a student is referred to the lab for additional skill practice, students must read and come prepared to practice skills. If unprepared, students may be asked to leave the lab setting. Unprepared behavior will be documented and faculty will be notified.

## **Manikins**

All learners shall practice proper hand-washing techniques upon entering the labs. This helps to keep manikins and equipment clean and reinforces the habit of hand-washing. Gloves shall be worn by all learners during isolation contact with the simulation manikins and/or contact with simulated body fluids. Manikins are to be treated with the same respect as live patients. Any malfunction of the simulation manikins or equipment must be reported immediately to Nursing Faculty and/or Nursing Program Lab Assistant.

Absolutely NO markers, newsprint or pens are allowed near the manikins. No betadine, iodine or KY jelly may be used on or near the manikins. These substances cannot be removed or may damage the manikins. Each manikin requires specific guidelines for maintenance, cleaning and use of the instruments.

## **Simulation Lab Scenarios**

The simulation experience is a learning environment. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students or components of the scenario should take place outside of the lab. Refer to the Confidentiality agreement in the Forms section. Debriefing sessions may occur after simulation experiences. After a debriefing session, students may be asked to complete additional evaluation forms or perform reflective writing.

The minimum expectations for all lab experiences include, but are not limited to:

- Introduction of self to your “patient”
- Use of standard patient identification procedures
- Use of standard precautions before, during and after all simulation experiences
- Demonstration of initial primary observation/assessment and data collection skills
- Active participation in case scenarios/simulation debriefing per course syllabi
- Effective communication with interdisciplinary members, family, peers
- Use of the six rights of medication administration

## **Safety In Laboratory Settings**

### **Physical Safety**

- Learners will be instructed in safe patient handling techniques prior to practice and demonstration. Caution should be utilized when practicing lifting skills and should not lift a manikin without permission from Nursing Faculty or Nursing Program Assistant.
- The wheels of all equipment (beds, wheelchairs, stretchers, bedside tables, etc.) are to be locked during practice and after use.
- Learners are not to sit on the beds, stretchers or wheelchairs unless practicing a particular skill under supervision.

- Safely use step stools for items out of reach.
- Fire extinguishers and emergency exits are mapped out in the hallways.
- Any accidents and injuries should be reported immediately to Nursing Faculty or Nursing Program Lab Assistant. Any student, faculty, or volunteer must complete a First Report of Injury form and submit it. (Forms available online)

### **Hazardous Waste Disposal**

- All sharps used at St. Cloud Technical and Community College (SCTCC) labs are to be disposed of in the approved receptacles (SHARPS containers) which are located in several areas in each lab and NEVER into the trash.
- If a SHARPS container is  $\frac{3}{4}$  full, please notify Nursing Faculty or Nursing Program Lab Assistant.
- A contracted transporter will dispose of the used SHARPS containers.
- NO trash will be disposed of in the SHARPS containers.

### **Infection Control**

Students will be briefed of Standard Precautions and Transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come into contact with a client's body fluid are considered contaminated and need to be handled accordingly. The following are basic guidelines to follow.

- Wash hands before and after "client" care.
- Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
- Dispose of equipment and other materials appropriately (for example, SHARPS containers).
- Report presence of open lesions or infections to the instructor.
- Universal precautions are to be utilized in all nursing simulation and skills lab procedures at all times.

### **Latex Warning**

St. Cloud Technical and Community College (SCTCC) attempts to maintain a Latex Free environment; however, it is imperative that anyone with a latex allergy or severe sensitivities notify Nursing Faculty or Nursing Program Lab Assistant prior to any activities with the simulation manikins. It should be noted that the laboratory environments are NOT latex free. Students/faculty must consult with their own Health Care Provider about allergy risks and treatments. Latex-free gloves are provided for use within the laboratory setting, other latex free lab materials/equipment are not supplied by SCTCC.





## SECTION VI: APPENDICES & FORMS

### APPENDIX A

#### **Nursing Code of Ethics**

The Code of Ethics for Nurses with Interpretive Statements, 2001, is for all nurses, regardless of practice setting or nursing role. Nurses may be challenged to fulfill moral and ethical obligations of their profession while providing care for their patients in a less-than-optimal health care system. The code sets the ethical standard for the profession of nursing and provides an enduring framework for all nurses to use in ethical decision-making. The full version of the Code of Ethics can be viewed at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

The Code of Ethics for Nurses provides the following:

- A succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- The profession's nonnegotiable ethical standard.
- An expression of nursing's own understanding of its commitment to society.

Below are the nine (9) provisions of the Code of Ethics:

- Provision 1 The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- Provision 2 The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- Provision 3 The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- Provision 4 The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- Provision 5 The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- Provision 6 The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- Provision 7 The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- Provision 8 The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- Provision 9 The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping.

## APPENDIX B

### Minnesota State Associate Degree Nursing Programs Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards, based on the Minnesota Nurse Practice Act, that associate degree 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 disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. To connect with SCTCC Accessibility Services you can visit us online [Accessibility Services | St. Cloud Technical & Community College \(sctcc.edu\)](#), call 320-308-5064, email [acc@sctcc.edu](mailto:acc@sctcc.edu), or drop by the office at 1-454 in the Northway Building. To schedule an appointment with Accessibility Services, please go to [Accessibility Services Appointment Scheduling \(office365.com\)](#).

Requirements	Standards	Examples include but are not limited to...
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> <li>Ability to assess, plan, implement, and evaluate care.</li> <li>Organize workload to manage time effectively and prioritize the delivery of client care.</li> <li>Use resources effectively to understand the evidence, context of situations, and perspectives (their own and others) to make logical and informed decisions.</li> <li>Possess problem-solving skills, including the ability to reason, measure, calculate and use data to make decisions in time-pressured environment.</li> <li>Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes.</li> <li>Ongoing demonstration of skills mastery while integrating and mentally sorting new information.</li> </ul>
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ul style="list-style-type: none"> <li>Maintain and protect client confidentiality and privacy.</li> <li>Establish professional and ethical relationships with others.</li> <li>Accept feedback and integrate new understanding into behavior.</li> <li>Display personal accountability, integrity, understanding that student behavior affects others.</li> <li>Practice the ability to delegate.</li> <li>Promote a team-building environment.</li> <li>Provide effective and therapeutic care in a variety of cultural settings.</li> <li>Convey empathy, compassion and sensitivity in interactions and relationships.</li> </ul>
Communication Skills	Communication skills sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> <li>Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team.</li> <li>Accurately interpret and document nursing actions and client responses.</li> <li>Display the capacity to engage in successful conflict resolution and advocate for client rights and needs.</li> <li>Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team.</li> <li>Use therapeutic communication techniques to provide support to peers, clients and families.</li> <li>Process relevant information; accurately and timely communicate to the healthcare team.</li> <li>Ability to design teaching plans for client education and assess effectiveness.</li> </ul>

Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> <li>Provide disease prevention and health promotion, care coordination and case findings.</li> <li>Move about client's room and/or workspaces to complete client assessment.</li> <li>Administer rescue procedures - cardiopulmonary resuscitation.</li> <li>Demonstrate the ability to work for long periods.</li> <li>Safely use and calibrate equipment in a variety of settings.</li> <li>Perform procedures necessary to safely admit, transfer, or discharge a client.</li> <li>Prepare and administer medications and treatments.</li> <li>Perform nursing skills safely and efficiently.</li> </ul>
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> <li>Ability to provide comprehensive assessment of client's health status through collection and synthesis of data to establish baseline status for client.</li> <li>Ability to integrate assessment information to form a plan of care.</li> <li>Recognize emergent needs; perform appropriate targeted assessment, interventions and evaluation.</li> <li>Assume accountability for delivered care; recognize limits of knowledge, skills and licensure scope.</li> <li>Understand and process healthcare provider orders according to assessment data, evaluate effectiveness of interventions and communicate with members of the healthcare team.</li> <li>Demonstrate distinction between provider-dependent and independent nursing interventions.</li> </ul>
Emotional-Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	<ul style="list-style-type: none"> <li>Demonstrate emotional stability while encountering a wide variety of emotions in self and others.</li> <li>Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others.</li> <li>Personal flexibility to adapt to rapidly changing environments.</li> <li>Ability to apply sound judgement in pressured situations.</li> </ul>
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	<ul style="list-style-type: none"> <li>Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing.</li> <li>Recognize and preserve individual human dignity.</li> <li>Advocate for the client's best interest.</li> <li>Demonstrate professional accountability and ability to work in hierarchical environment.</li> <li>Demonstrate intent to follow the ANA Code of Ethics.</li> <li>Practice participation in development of healthcare policies, procedures.</li> <li>Demonstrate understanding of nursing theory and practice.</li> </ul>
Environmental Stressors	Other considerations	<ul style="list-style-type: none"> <li>Ability to work with infectious agents and blood-borne pathogens.</li> <li>Ability to work in area with potential chemical and radiation hazards, potential allergens such as latex.</li> <li>Ability to work in areas of potential violence.</li> <li>Ability to work in close proximity to others.</li> </ul>
Other	Sensory	<ul style="list-style-type: none"> <li>Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.</li> </ul>

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

## APPENDIX C

### Legal Definitions of Nursing

The following tables provide crucial definitions and delineate current scope of practice for the practical and professional nurse.

**Minnesota Board of Nursing  
148.171 Minnesota Nurse Practice Act  
Practice of Practical and Professional Nursing**

<b>Definitions</b>
<p><b>Subd. 3a. Assignment.</b> "Assignment" means the designation of nursing tasks or activities to be performed by another nurse or unlicensed assistive person.</p>
<p><b>Subd. 7a. Delegation.</b> "Delegation" means the transfer of authority to another nurse or competent, unlicensed assistive person to perform a specific nursing task or activity in a specific situation.</p>
<p><b>Subd. 7b. Intervention.</b> "Intervention" means any act or action, based upon clinical judgment and knowledge that a nurse performs to enhance the health outcome of a patient.</p>
<p><b>Subd. 8a. Monitoring.</b> "Monitoring" means the periodic inspection by a registered nurse or licensed practical nurse of a delegated or assigned nursing task or activity and includes: (1) watching during the performance of the task or activity; (2) periodic checking and tracking of the progress of the task or activity being performed; (3) updating a supervisor on the progress or completion of the task or activity performed; and (4) contacting a supervisor as needed for direction and consultation.</p>
<p><b>Subd. 12a. Patient.</b> "Patient" means a recipient of nursing care, including an individual, family, group, or community.</p>

<b>LPN Scope of Practice</b>	<b>RN Scope of Practice</b>
<p><b>Sec. 6. Subd. 14. Practice of practical nursing.</b> The "practice of practical nursing" means the performance, with or without compensation of those services that incorporates caring for individual patients in all settings through nursing standards recognized by the board at the direction of a registered nurse, advanced practice registered nurse, or other licensed health care provider and includes, but is not limited to:</p> <p>(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;</p> <p>(2) participating with other health care providers in the development and modification of a plan of care;</p>	<p><b>Sec. 7. Subd. 15. Practice of professional nursing.</b> The "practice of professional nursing" means the performance, with or without compensation of those services that incorporates caring for all patients in all settings through nursing standards recognized by the board and includes, but is not limited to:</p> <p>(1) providing a comprehensive assessment of the health status of a patient through the collection, analysis, and synthesis of data used to establish a health status baseline and plan of care, and address changes in a patient's condition;</p> <p>(2) collaborating with the health care team to develop and coordinate an integrated plan of care;</p> <p>(3) developing nursing interventions to be integrated with the plan of care;</p> <p>(4) implementing nursing care through the execution of independent nursing interventions;</p>

<p>(3) determining and implementing appropriate interventions within a nursing plan of care or when delegated or assigned by a registered nurse;</p> <p>(4) implementing interventions that are delegated, ordered, or prescribed by a licensed health care provider;</p> <p>(5) assigning nursing activities or tasks to other licensed practical nurses (LPNs);</p> <p>(6) assigning and monitoring nursing tasks or activities to unlicensed assistive personnel;</p> <p>(7) providing safe and effective nursing care delivery;</p> <p>(8) promoting a safe and therapeutic environment;</p> <p>(9) advocating for the best interests of individual patients;</p> <p>(10) assisting in the evaluation of responses to interventions;</p> <p>(11) collaborating and communicating with other health care providers;</p> <p>(12) providing health care information to individual patients;</p> <p>(13) providing input into the development of policies and procedures; and</p> <p>(14) accountability for the quality of care delivered, recognizing the limits of knowledge and experience; addressing situations beyond the nurse's competency; and performing to the level of education, knowledge, and skill ordinarily expected of an individual who has completed an approved practical nursing education program described in section 148.211, subdivision 1.</p>	<p>(5) implementing interventions that are delegated, ordered, or prescribed by a licensed health care provider;</p> <p>(6) delegating nursing tasks or assigning nursing activities to implement the plan of care;</p> <p>(7) providing safe and effective nursing care;</p> <p>(8) promoting a safe and therapeutic environment;</p> <p>(9) advocating for the best interests of individual patients;</p> <p>(10) evaluating responses to interventions and the effectiveness of the plan of care;</p> <p>(11) collaborating and coordinating with other health care professionals in the management and implementation of care within and across care settings and communities;</p> <p>(12) providing health promotion, disease prevention, care coordination, and case finding;</p> <p>(13) designing and implementing teaching plans based on patient need, and evaluating their effectiveness;</p> <p>(14) participating in the development of health care policies, procedures, and systems;</p> <p>(15) managing, supervising, and evaluating the practice of nursing;</p> <p>(16) teaching the theory and practice of nursing; and</p> <p>(17) accountability for the quality of care delivered, recognizing the limits of knowledge and experience; addressing situations beyond the nurse's competency; and performing to the level of education, knowledge, and skill ordinarily expected of an individual who has completed an approved professional nursing education program as described in section 148.211, subdivision 1.</p>
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## APPENDIX D

### ADN Mobility Program Estimated Expenses

#### TUITION

<u>Status</u>	<u>Cost per Credit</u>
Minnesota Resident	Tuition rates per credit and fees are subject to change according to Minnesota State College and Universities (MnSCU) and/or college policies. Current tuition and fee rates are posted at <a href="https://sctcc.edu/tuition">https://sctcc.edu/tuition</a>
Non Minnesota Resident	

#### TEXTBOOKS

Nursing courses (Theory Bundle)	\$300*
Clinical courses (Nursing Kit)	\$150*

#### ONLINE ASSESSMENT PROGRAM

ATI Complete Bundle (Includes Predictor Exam and Live Review Course)	\$1850.00* (Divided into two payments)
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#### ADDITIONAL COSTS

Criminal Background Check	\$50*
Drug testing	\$50*
CPR Certification	\$40*
RN Licensure and NCLEX RN Examination Fee	\$340* for both fee and exam

#### UNIFORM

Uniform & Uniform Logo	\$200 total*
Lab Coat/Jacket	
Shoes	
Watch	
Scissors	
Stethoscope	
Student Badge	

**Additional expenses may include housing, food, transportation and day care.**

#### FINANCIAL ASSISTANCE

SCTCC Financial Aid Office  
Scholarships as available

\*Approximate Costs

Revised: 5/2022

**APPENDIX E**

**CONSENT TO USE STUDENT ACADEMIC WORK**

I hereby give St. Cloud Technical and Community College the right to use, reproduce, and to permit the use to other agencies or accreditation bodies all my student academic work for accreditation, educational, or publication purposes without further compensation. I consent that all of this material shall be solely and completely the property of St. Cloud Technical and Community College and all privacy policies and procedures be adhered to and respected.

I hereby certify that I am 18 years old or over, and competent to sign my own name. I also certify that I have read and completely understand the contents of the above release before affixing my signature below.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

**APPENDIX F**  
**SIMULATION IN HEALTH CARE EDUCATION**  
**PARTICIPATION EXPECTATIONS AND CONFIDENTIALITY STATEMENT**

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

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

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

I, \_\_\_\_\_, agree to the above contract and listed specifications.

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

I, \_\_\_\_\_, grant permission to videotape nursing simulation experiences for learning outcome assessment purposes and educational review with peers and nursing faculty.

Students and faculty participating in simulation scenarios may be photographed for public relations reporting to the St Cloud Technical & Community College community, the community at large, for presentations within the academic community, or for marketing purposes.

I, \_\_\_\_\_, grant permission for my photograph and identifying information to be disseminated for public relations reporting to the St Cloud Technical & Community College community, the community at large, for presentations within the academic community, or for marketing purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**Due Process**  
**St. Cloud Technical and Community College**  
**Nursing Due Process Form**  
**Associate Degree Nursing Programs**

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

1. Notification of the charge: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Presentation of the evidence supporting the charge: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. An opportunity to respond: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Notification of the consequences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Information about the appeal process: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of all attending Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Created 8/2020



**APPENDIX H**

**St. Cloud Technical and Community College  
STUDENT SUCCESS PLAN**

**Student's Name:** \_\_\_\_\_

**Date Placed on required student success plan:** \_\_\_\_\_

**This form notifies you that you are placed on mandatory student success plan requirements related to one or more of the following:**

\_\_\_\_\_ **Academic Dishonesty\***

\_\_\_\_\_ **Behaviors that violate the Student Code of conduct (see examples outlined in the College Catalog)**

\_\_\_\_\_ **Behaviors unbecoming of the Nursing Profession\***

\_\_\_\_\_ **Breach of confidentiality\* (HIPAA)**

\_\_\_\_\_ **Disrespectful behavior\* to staff/faculty/patient(s)/student(s)**

\_\_\_\_\_ **Inappropriate/Unprofessional behavior\***

\_\_\_\_\_ **Behaviors demonstrating lack of integrity\***

\_\_\_\_\_ **Incomplete or erroneous documentation**

\_\_\_\_\_ **Falling below 80% passing rate in the following NURS course(s)**

\_\_\_\_\_  
\_\_\_\_\_

**\*including any type of social media breach**

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Failure to connect with your faculty member within five academic days from when they contact student regarding need for student success plan will result in the success plan being documented as “incomplete/no student action” and placed in student file.**

**Please describe in your words: “I have been placed on a mandatory student success plan because”:**

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**Please describe a plan for changes in behavior (including “smart” goals, next page) to advance and be successful in the Associate Degree Mobility Nursing Program:**

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**Failure to meet the terms of this contract or having a violation in another category may result in a failure to progress in the Associate Degree Mobility Nursing Program.**

**I have read and understand the above information and agree to the terms of this document:**

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by Director of Nursing:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Created 8/2020**

## SMART Goals Worksheet

**This worksheet can help you to write SMART goals for completing your student success plan (SSP)**

SMART means:	Explanation statement	Write your goal statements on the lines in this column
S is for Specific	What am I going to do? Why is this important to do at this time? What do I want to ultimately accomplish? How am I going to do it?	
M is for Measurable	How will I know that I have reached my goal?	
A is for Attainable	Can I see myself achieving this goal? Can I break it down into manageable pieces?	
R is for Realistic	Is the goal too difficult to reach? Or too easy?	
T is for Timely	What is my target date for reaching my goals (or the pieces of my goals)?	

## APPENDIX I



### **Social Media Policy**

I have read and agree to the terms of St. Cloud Technical and Community College Nursing Department Social Media Policy. I understand that if I engage in behavior that is not professional and becoming of a nurse it could result in disciplinary action. I also understand that if I witness another student engaging in this type of behavior and do not report to the Director of Nursing I could also be in violation of this policy, and could result in disciplinary action.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Student Name: \_\_\_\_\_  
(Print)