



Nursing Student Handbook

Practical Nursing & Associate Degree

Fall 2014

- The provisions of this handbook do not constitute a contract between the student and the University/College. The Nursing Student Handbook is subject to modification at any time. Students are required to refer to online version at all times.
- This document is available in alternative formats to individuals with disabilities by request. Please contact the Director of Disability Services, at (320) 222-6070.

Printed at
Ridgewater College
Revised August, 2014

FORWARD

This handbook has been prepared for use by the students enrolled in the Practical and Associate Degree Nursing programs at Ridgewater College. It addresses the general information, policies and standards necessary to maintain an effective and efficient nursing education program.

The *Ridgewater College Student Handbook* addresses the policies for all students at the College, including nursing students. Nursing students must refer to the *Ridgewater College Student Handbook* for all information that is not specific to the nursing program. This handbook can be found at:

<https://www.ridgewater.edu/Student-Portal/Documents/Student%20Handbook.pdf>

The policies within this handbook are in effect for all students enrolled in the nursing program Fall 2014. Students are held responsible for being informed on all nursing policies, procedures and regulations as published in this handbook, the college catalog and college student handbook. Students are also held responsible for any new nursing related policies or changes in existing policies announced via e-mail, designated nursing bulletin boards on each campus, course web sites (D2L) or announcements in class.

If you have questions or concerns during your enrollment at Ridgewater College, we encourage you to contact Lynn Johnson, Nurse Administrator by calling (320) 222 5208 or e-mailing at Lynn.Johnson@ridgewater.edu.

ACCREDITATION

Ridgewater College is accredited by the Commission on Institutions of Higher Education of North Central Association of Colleges and Schools.

The Ridgewater College Associate Degree Nursing Program and Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Date of most recent approval for the Associate Degree program was granted summer 2010. Next scheduled visit Fall 2016.

For more information regarding the accreditation process you may contact:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

404 975-5000

www.acenursing.org

APPROVAL/STATUS OF NURSING PROGRAMS

The Ridgewater College Practical Nursing Program and the Professional Nursing Mobility Program are approved by the Minnesota Board of Nursing, 2829 University Avenue SE, Suite 200, Minneapolis MN 55414; phone 612-317-3000. Graduates, who complete the practical nursing program, are eligible to take the Practical Nurse Licensure Examination (NCLEX-PN) and graduates, who complete the professional nursing program, are eligible to take the Professional Nurse Licensure examination (NCLEX-RN).

PLEASE NOTE

The Minnesota Board of Nursing, which is responsible for licensing nursing personnel in Minnesota, has varied restrictions which may affect persons with a history of a felony conviction. The Ridgewater College Nursing Discipline assumes no responsibility for the denial of licensure by the Minnesota Board of Nursing. Prospective students are responsible for contacting the Minnesota Board of Nursing at (612-317-3000) concerning any questions regarding their eligibility for licensure.

AGREEMENTS

Ridgewater College supports and implements the Minnesota Nursing Articulation Agreement.

AMERICAN DISABILITIES ACT

It is Ridgewater College policy to provide on a flexible and individualized basis services to students who have disabilities, in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Reasonable accommodations can be provided after appropriate documentation has been received and reviewed by the office of Disability Services. Please contact the Disability Services Coordinator on your campus to discuss your accommodation needs: Jay Morrison on the Willmar Campus, @320-222-8040 (jay.morrison@ridgewater.edu), or Terry Grinde on the Hutchinson Campus, @320-234-8650 (terry.grinde@ridgewater.edu). This publication is available in alternative formats upon request. Students with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service. Please allow adequate time for the college to respond to your request.

NON-DISCRIMINATION POLICY

Please refer to the *Ridgewater College Student Handbook* for the non-discrimination policy.

ADDITIONAL FEES UNIQUE TO THE NURSING PROGRAM

In addition to tuition and books, students will be required to purchase the college sponsored group nursing liability insurance policy and a uniform. Certain courses also require an additional fee for Assessment Technologies Institute (ATI) resources. Please refer to Tuition and Fee Schedule specific to nursing students in this handbook for more detailed information.

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Section I

General

Information

NURSING PROGRAM GENERAL INFORMATION

Nursing at Ridgewater College prepares the student to become a practical nurse and/or professional nurse. The nursing programs at Ridgewater College provide the following educational options:

- A Diploma in Practical Nursing is conferred after completion of the first year (two semesters). The student is then eligible to apply and to take the NCLEX-PN examination. Once the LPN exam is passed, the graduate is eligible for employment as a LPN.
- Licensed Practical Nurses only are admitted Practical Nursing Mobility Program. After successful completion of the practical nursing mobility program, the student obtains an associate of science degree in nursing and is eligible to take the NCLEX-RN examination.
- The current Practical Nursing Mobility Program sunsets at the end of spring semester 2015 (last graduating class from the current AD program is May 2015).

Students who wish to obtain a baccalaureate degree in nursing should inquire about admission requirements at those institutions to which they may be seeking admission. A statewide Nursing Articulation Agreement went into effect in the fall of 1999 and has been reviewed as of April, 2012. This Agreement grants upper division/junior standing to Associate Degree RN students, who graduate from an approved program with a GPA of 2.5 or higher, into participatory RN to BSN nursing educational programs.

PROGRAM DIRECTOR

The Nurse Administrator welcomes opportunities to assist students who need academic or personal advisement related to their progress in the program. Appointments may be made with the Administrator or through the Administrative Assistant.

*See the *Ridgewater College Student Handbook* for support services available to all students.

NURSING SUPPORT PERSONNEL

The Nurse Administrator's Administrative Assistant is Kristen Smutka, 320 234-8535.

**Ridgewater College
Practical Nursing Diploma Program**

Admission Criteria

- Attend Nursing Information Session
- High School Graduate or GED Recipient
- Accepted as Student at Ridgewater College
- Meet ACUPLACER Testing requirements
 - ✓ Reading: college level (100 level) or take ENGL 99
 - ✓ English: college level (ENGL 121) or take ENGL 94
 - ✓ Math: college level (MATH 109 or above) or MATH 98

NOTE: You must complete these requirements prior to applying for the Practical Nursing program. You must earn a "C" grade or better in all courses taken to meet admission criteria. You may take general education (non-Nursing) courses prior to acceptance in the Practical Nursing program.

Practical Nursing Diploma 2014/2015

Semester 1: 18 Credits (11 Nursing and 7 General Education Credits)

<u>NURS 1000</u>	Foundations of Nursing	3 credits
<u>NURS 1050</u>	Clinical Foundation	3 credits
<u>NURS 1075</u>	Nursing Interventions	2 credits
<u>NURS 1200</u>	Medication Administration I	1 credit
<u>NURS 1250</u>	Medication Administration II	1 credit
<u>NURS 1700</u>	Ethics in Nursing	1 credit
<u>BIOL 210</u>	Human Anatomy	4 credits
<u>CMST 226</u>	Interpersonal Communication	3 credits

Semester 2: 19 Credits (13 Nursing and 6 General Education Credits)

<u>NURS 1300</u>	Nursing of Adults	4 credits
<u>NURS 1350</u>	Clinical Applications	6 credits
<u>NURS1400</u>	Family Nursing	2 credits
<u>NURS 1600</u>	Psychosocial Nursing	1 credit
<u>PSYC 263</u>	Developmental Psychology	3 credits
<u>ENGL 121</u>	College English	3 credits

PN Diploma

37 credits

Graduates are eligible to take NCLEX-PN Licensure Exam.

Ridgewater College
PN Mobility Program/AD Nursing Program

Associate Degree Nursing (AS Degree) 2014/2015

Advanced Standing for PN Education	13 credits
Semester 1: 13 Credits (13 General Education Credits)*	
<u>BIOL 210</u> Human Anatomy	4 credits
<u>ENGL 121</u> College English	3 credits
<u>PSYC 263</u> Developmental Psychology	3 credits **
<u>CMST 226</u> Interpersonal Communication	3 credits
Semester 2: 20 Credits (10 Nursing and 10 General Education Credits)	
<u>NURS 2001</u> Foundations for Prof. Nursing Practice	1 credit
<u>NURS 2000</u> Professional Nursing	3 credits
<u>NURS 2010</u> Nursing Assessment in Profess. Practice	2 credits
<u>NURS 2050</u> Professional Nursing Practice	4 credits
<u>BIOL 211</u> Human Physiology	4 credits***
<u>PUBH 107</u> Nutrition	3 credits
<i>General Education Elective</i>	3 credits****
Semester 3: 18 Credits (11 Nursing and 7 General Education Credits)	
<u>NURS 2100</u> Integration of Nursing	3 credits
<u>NURS 2110</u> Pathophysiology	2 credits
<u>NURS 2120</u> Nursing Leadership	1 credit
<u>NURS 2150</u> Clinical Synthesis	5 credits
<u>BIOL 215</u> Microbiology	4 credits***
<i>General Education Elective</i>	3 credits****
AS Degree	64 credits
Students eligible to take NCLEX-RN Licensure Exam	

*Students *may* have satisfactorily completed the General Education requirements as part of his/her PN program. Check with the Ridgewater Admissions Office to verify.

** Ridgewater's Psychology Department requires PSYC 131 as a pre-requisite of PSYC 263. PSYC 131 is not a requirement to obtain the Mobility AS degree. Some students choose to transfer in the equivalent of PSYC 263 from colleges that do not have a prerequisite. However, PSYC 131 at Ridgewater does count toward the Goal Area 7 elective requirement of the AS degree.

***At Ridgewater College, CHEM 101 is a prerequisite for both BIOL 211 & BIOL 215. CHEM 101 is not required for the ADN program, but can be taken in place of the MnTC Goal 4 elective requirement.

****Electives must include the following (1) CHEM 101 or a Goal Area 4 elective and, (2) a Goal Area 7 elective. Electives can be taken in any order.

RIDGEWATER COLLEGE NURSING PROGRAM PHILOSOPHY

The Ridgewater College Nursing faculty identifies a conceptual model for building and refining nursing knowledge. This conceptual base gives direction to the curriculum and determines the nature of courses, student learning outcomes, sequencing of content, performance standards and expected levels of achievement, and learning experiences of students. The development of the conceptual model is based on the following beliefs regarding the client, health, environment, nursing, and nursing education:

The Ridgewater College Nursing Program supports the belief that people are holistic beings comprised of interactions between mind, body, and spirit. This constant interaction provides the person with the capacity to grow, develop, learn, and change over time. Each person is unique; however, people join together in aggregates as families, groups, and communities. Individuals, families and groups of people within the context of community become a client when there is an actual or potential need for nursing care.

“Health is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity” (World Health Organization, 2013). When balance is disturbed, a health need may occur.

A person’s position on the wellness/illness continuum is ever- changing and is influenced by the person’s environment, which in turn is influenced by social, cultural, biological, psychological, and spiritual factors. In addition to these internal and external factors the environment includes the resources of the client within their family and community.

By providing holistic nursing care, the nurse becomes part of the person’s environment. Nurses establish partnerships with clients and members of the healthcare team. The goal of nursing is to promote, restore, and maintain the health of the client using a variety of interdisciplinary theories and frameworks such as basic human needs (i.e., Maslow), psychosocial development (i.e., Erikson), and functional patterns (i.e., Gordon).

Based on Knowles’ principles of andragogy (Merriam, Caffarella, & Baumgartner, 2007) and Chickering and Gamson’s Seven Principles of Good Practice in Undergraduate Education (1987), faculty believes that learning is an active process whereby learners acquire and apply evidence-based information to demonstrate competence at defined points in the nursing programs. Faculty facilitates learning through innovative and technologically-enhanced teaching strategies which maximize learning in classroom, clinical, and simulated settings. Faculty embraces simulation as an effective teaching-learning strategy (Jeffries, 2005). Faculty supports the use of standardized testing as one method of formative and summative evaluation of student learning. A critical element of student success is the engagement in focused review and the remediation process.

Ridgewater College faculty believes in a performance-based teaching/learning environment that offers flexible options and student choices within the nursing education. Faculty believes that learning is enhanced when they are role models for learners in nursing education and practice settings. Faculty believes the ultimate responsibility for learning rests with the learner. The teaching – learning process enables learners to achieve knowledge, skills and attitudes appropriate to their level of nursing practice. The clinical-model for learning is adapted from the Oregon Clinical model for Nursing Education (Gubrud & Schloessler, 2009). There are six

spheres of learning: skill-based, concept-based, care-based, direct care focus, integrative experiences, and independent learning.

Learning is a lifelong endeavor. The Ridgewater College nursing program supports the belief graduates are prepared to perform within a scope of practice as providers of nursing care, coordinators/managers of nursing care, and as members of the nursing discipline. Additionally, the graduates use the nursing process, use critical thinking, use oral and written communication skills effectively, demonstrate therapeutic interventions, exhibit ongoing role development, and coordinate/manage client care.

References

- Chickering, A. & Gamson, Z. (1987). *Seven principles for good practice in undergraduate education*. AAHE bulletin.
- Gubrud, P., & Schoessler, M. (2009). OCNE clinical education model. In N. Ard & T. Valiga (Eds.), *Clinical nursing education: Current reflections* (pp. 39-58). New York, NY: National League for Nursing
- Jeffries, P. (2005). A framework for designing, implementing, and evaluating simulations used as teaching strategies in nursing. *Nursing Education Perspectives*, (26:2).
- Merriam, S., Caffarella, R., & Baumgartner, L. (2007). *Learning in adulthood: A comprehensive guide (3rd ed.)*. San Francisco, CA: Josey-Bass.
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Original May 2004; Revised May, 2006, 2007, November, 2007, September 2009; January 2012; August 2012; December 2012; July 2013

RIDGEWATER COLLEGE
NURSING PROGRAM LEARNING OUTCOMES

The outcomes of this program of learning will be a graduate who is able to:

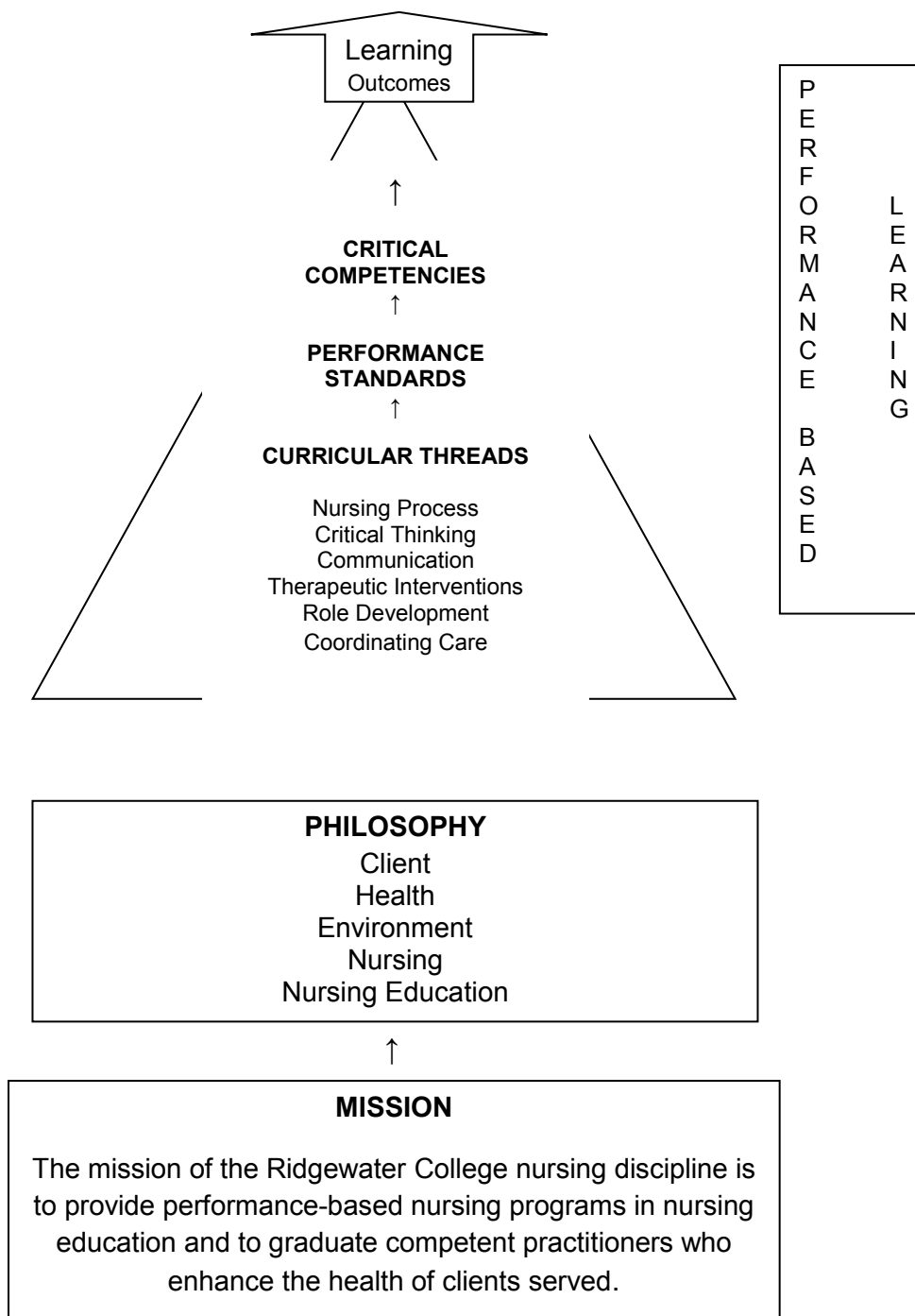
Diploma, Practical Nurse Graduate

- Assist in the use of the nursing process in meeting the bio-psycho-socio-cultural-spiritual needs of individual clients
- Utilize critical thinking to participate in clinical decision-making within the Licensed Practical Nurse scope of practice
- Use effective communication skills
- Provide therapeutic client-centered care within accepted standards of practical nursing practice
- Adhere to professional standards of practice within legal, ethical and regulatory frameworks of the practical nurse
- Under supervision, coordinate care within and across health care settings

Associate Degree, Professional Nurse Graduate

- Utilize the nursing process in meeting the bio-psycho-socio-cultural-spiritual needs of individuals, families, and groups within the context of community
- Utilize critical thinking to participate in clinical decision-making within the Professional Nurse scope of practice
- Use effective communication skills
- Provide therapeutic client-centered care within accepted standards of registered nursing practice
- Adhere to professional standards of practice within legal, ethical and regulatory frameworks of the registered nurse
- Manage care to respond to the needs of individuals, families and groups and facilitate continuity across health care settings

**CONCEPTUAL MODEL
NURSE GRADUATE
(PRACTICAL NURSE AND/OR PROFESSIONAL NURSE)**



Original May 2004; Revised May 2007, November, 2007, September 2009, July 2012, June 2013

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
DEFINITION OF CURRICULAR TERMS**

Term	Definition
Scope of Practice	Description of “acceptable” nursing practice for individuals licensed as professional or practical nurses in Minnesota.
Nursing Process	A systematic decision making process to determine the health status and health needs of clients. It is a collaborative process with the client and interdisciplinary health care team to promote, restore and maintain health.
Critical Thinking	The ability to analyze and evaluate thinking with the goal of improving thinking. Components of Critical Thinking include: interpretation, analysis, evaluation, inference and explanation. The nurse uses critical thinking as the foundation for decision making in nursing practice.
Communication	An interactive, multidimensional process through which there is exchange of information that may occur verbally, non-verbally, in writing, or through information technology. Effective communication is directed toward establishing trusting relationships and promoting positive outcomes. Therapeutic communication is specifically between the nurse and the client and associated with client care.
Therapeutic Interventions	The events and activities associated with client care and the promotion, restoration and maintenance of health. They assist clients in meeting their health needs. These activities and events are validated in the documentation of care that reflects accountability for actions and quality in the provision of care. Therapeutic interventions are client-centered.
Role Development	Characterized by a commitment to the nursing profession as evidenced by continually developing practices and internalizing routines for maximizing one’s ability to function in a dynamic healthcare environment. This includes adherence to standards of practice, accountability for own actions and behaviors, and practicing nursing within legal, ethical and regulatory frameworks. Professional behaviors include a valuing of the profession, caring for others and on-going professional development.
Coordinator of Care	A collaborative process with the client and healthcare team to facilitate effective care delivery. It involves efficient, integrated and effective use of resources to enhance care delivery to clients, families/significant others and to meet organizational outcomes. Directing care to assist the client to move toward positive outcomes in a cost efficient manner, to transition within and across health care settings, and to access resources.
Client	An individual, family or community requiring health care interventions.
Evidence Based Practice	Integration of the best available research evidence in clinical practice combined with the value system of the client in the delivery of nursing care in order to facilitate efficient and effective decision-making.
Performance-Based Learning (PBL)	Instruction that is delivered and assessed against specific competencies (those demonstrating knowledge and/or skills). Used interchangeably with competency-based instruction, mastery-based instruction, and criterion- referenced instruction. Provides opportunities intended to bring learners to a satisfactory level of proficiency.
Competencies	Observable skills, behaviors, or knowledge that can be demonstrated by the learner and are derived from explicit conceptualization of the desired outcomes of learning.
Critical Competencies	Outcome competencies expected of each student. Related to the program threads which are derived from the philosophy statement. The critical competencies reflect what each graduate should know, do and behave within the role of PN or RN.
Performance Standards	The skills, behaviors and knowledge that demonstrate the performance of the critical competency.

Supporting Resources:

American Nurses Association. (2010) *Nursing: Scope and standards of practice*.

American Nurses Association. (2012) *Code of ethics for nurses with interpretive statements*.

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National Council of State Boards of Nursing. (2011) *NCLEX –PN examination test plan*

https://www.ncsbn.org/2011_PN_TestPlan.pdf

National Council of State Boards of Nursing. (2013) *NCLEX-RN examination test plan*

https://www.ncsbn.org/2013_NCLEX_RN_Test_Plan.pdf

National Council of State Boards of Nursing *Evidenced-Based Nursing Education*

Retrieved from:

<https://www.ncsbn.org/350.htm>

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External Program Measures

- Maintain program approval by the Minnesota Board of Nursing.
- Maintain national accreditation for the Associate Degree Nursing program by the ACEN
- Maintain national accreditation for the Practical Nursing program by ACEN

Measures of Success for Nursing Programs

- Meet program outcome for job placement for practical nurse and AD nurse graduates
- Meet program outcome for graduate satisfaction practical nurse and AD nurse graduates
- Meet program outcome for employer satisfaction practical nurse and AD nurse graduates
- Meet program outcome for graduation rate at end of practical nurse and AD nurse programs
- Meet program outcome for success on NCLEX- PN and NCLEX- RN licensure examinations

NURSING PROGRAM OUTCOMES FOR NURSING PROGRAMS

Performance on NCLEX-PN and NCLEX-RN Licensure Examinations

- The Practical Nursing Program's 3-year mean for the licensure exam pass rate (NCLEX PN) for the first time takers will be equal to or greater than the national mean for the same time period.
- The Associate Degree Program's 3-year mean for the licensure exam pass rate (NCLEX RN) for the first time takers will be equal to or greater than the national mean for the same time period.

Job Placement Rates

- A minimum of .80 of new graduates who seek employment in nursing as a LPN or RN will obtain positions within one year of graduation from the exit point of the program.

Program Satisfaction

- A minimum of .80 of graduates who respond to the Graduate Follow-up Survey will state that the Ridgewater College Nursing Program prepared them adequately for entry level practice as a LPN or a RN.
- A minimum of .80 of employers who respond to the Employer Survey will state that the graduates of the Ridgewater College Nursing Program are adequately prepared to function at the level of the position for which they are employed (LPN or RN).

Graduation Rates

Of the number of students admitted to the nursing program (practical nursing and associate degree nursing), a minimum of .80 will successfully complete the nursing program within 150% of the stated program length.

**RIDGEWATER COLLEGE
NURSING DISCIPLINE CRITICAL COMPETENCIES
PRACTICAL NURSING AND PROFESSIONAL NURSING**

Assumptions and Definitions:

- Professional Nursing assumes the achievement of practical nursing critical competencies
- In some cases critical competencies are the same for each year. This means students must achieve and maintain these competencies

* Client = individual, family and community

Nursing Process

Critical Competency: Practical Nursing	Critical Competency: Professional Nursing
1. Collect data based on health needs to assist in the planning of care.	1. Assess the client to establish a holistic data base for the client (*), based on health needs.
2. Implement a plan of care within legal and ethical parameters, including scope of practice, in collaboration with the client and health care team to assist clients in meeting health care needs.	2. Develop a plan of care within legal and ethical parameters, including scope of practice, in collaboration with the client (*) and health care team, to assist the client (*) in meeting health care needs.
3. Implement a teaching plan for the client with common problems and well-defined learning needs.	3. Develop new and/or adapt standardized teaching plans for the client (*) with common and complex problems and unique learning needs.
4. Monitor the client's individual response to care.	4. Analyze the effectiveness of the total plan of care for the client (*).

Critical Thinking

Critical Competency: Practical Nursing	Critical Competency: Professional Nursing
1. Assist in determining the health status and health needs of clients based upon health data and self-care behaviors	1. Formulate a nursing diagnosis based on assessment, interpretation and analysis of the health data and client (*) self-care behaviors.
2. Monitor the environment for risk factors and make decisions to ensure safe and accurate care.	2. Assess the environment for risk factors and make decisions to ensure safe and accurate care.
3. Follow established plans of care and give suggestions for modification.	3. Evaluate the need for modification of an established plan of care.
4. Provide rationale for establishing priorities of care.	4. Establish priorities of care based on health status
5. Use a systematic problem-solving approach to make decisions regarding clinical care.	5. Use the nursing process to make decisions regarding client (*) care using evidenced-based practice.

Communication

Critical Competencies: Practical Nursing	Critical Competency: Professional Nursing
1. Utilize therapeutic communication skills when interacting with clients.	1. Utilize therapeutic communication skills when interacting with clients (*).
2. Communicate relevant, accurate, and complete information in a concise manner.	2. Communicate relevant and accurate information.
3. Document health data, interventions, and progress toward client outcomes.	3. Document a plan of care which includes interventions, progress toward client outcomes, and referrals.
4. Maintain confidential information.	4. Maintain confidential information.
5. Select appropriate channels of communication.	5. Select appropriate channels of communication.

Therapeutic Interventions

Critical Competencies: Practical Nursing	Critical Competency: Professional Nursing
1. Implement an established plan of care within legal and ethical parameters as well as individual scope of practice.	1. Implement a plan of care within the legal and ethical parameters as well as individual scope of practice.
2. Promote client dignity.	2. Promote client (*) dignity.
3. Provide a safe physical and psychosocial environment for the client.	3. Act as client (*) advocate assuring a safe physical and psychosocial care environment.
4. Identify culturally relevant information that is essential for the delivery of competent care.	4. Integrate culturally relevant information into the development of a plan of care to deliver culturally competent care.

Role Development

Critical Competencies: Practical Nursing	Critical Competency: Professional Nursing
1. Practice within the ethical, legal, and regulatory frameworks and the appropriate scope of nursing practice.	1. Practice within the ethical, legal, and regulatory frameworks and the appropriate scope of nursing practice.
2. Demonstrate personal accountability for nursing care.	2. Demonstrate personal accountability for nursing care.
3. Use standards of nursing practice to perform nursing care.	3. Integrate standards of nursing practice in care plans and in the delivery of nursing care.
4. Serve as a member of the health care team.	4. Demonstrate the role of mentor with personnel to assist them in enhancing their knowledge, skills and abilities.
5. Maintain appropriate professional boundaries.	5. Maintain appropriate professional boundaries.
6. Maintain a record of personal and career accomplishments.	6. Develop a plan to meet professional development and career growth needs.
7. Provide assistive personnel with guidance and reinforcement to achieve client outcomes.	7. Evaluate the ongoing performance of assistive personnel and peers to provide feedback on the achievement of client (*) outcomes.

Coordinating Care

Critical Competencies: Practical Nursing	Critical Competency: Professional Nursing
1. Prioritize direct client care needs.	1. Delegate tasks to nursing and assistive personnel based on legal scopes of practice and on the preparation and capability needed for these tasks to be delegated.
2. Provide direct basic care to multiple clients in structured settings.	2. Supervise care being given by subordinates.
3. Participate in the identification of client needs for referral to resources that facilitate continuity of care.	3. Provide appropriate referrals to resources that facilitate continuity of care.
4. Perform tasks with efficient use of supplies.	4. Coordinate the implementation of a plan of care for clients (*) to ensure efficient use of resources and supplies.
5. Use technology and electronic information effectively to accomplish client outcomes.	5. Use technology and electronic information effectively to accomplish client (*) outcomes.

References Used to Guide Development of Critical Competencies

American Nurses Association. (2010). *Nursing: Scope and Standards of Practice* (2nd ed.) Silver Spring, MD: Author.

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The Joint Commission. (2013). *National Patient Safety Goals*. Retrieved from:

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National Federation of Licensed Practical Nurses (NFLPN): Retrieved from:

www.nflpn.org)

National League for Nursing (NLN): Retrieved from:

<http://www.nln.org/index.cfm>)

National Organization of Associate Degree Nurses (NOADN): Retrieved from:

www.noadn.org)

Pew Health Professions Commission (PEW): Retrieved from:

<http://www.pewinternet.org/Press-Releases/2013/Health-Online-2013.aspx>

**DEFINITIONS OF PROFESSIONAL NURSING AND PRACTICAL NURSING
MINNESOTA NURSE PRACTICE ACT, 2013**

<p><u>Subd. 2. Practice of professional nursing</u></p> <p>Practice as a professional nurse means the scope of nursing practice, with or without compensation or personal profit, that incorporates caring for all patients in all settings through nursing standards recognized by the board and includes, but is not limited to:</p> <ol style="list-style-type: none"> a. Providing comprehensive assessment of the health status of patients through the collection, analysis and synthesis of data used to establish a health status baseline, plan care, and address changes in a patient's condition. b. Collaborating with the health care team to develop and coordinate an integrated plan of care. c. Developing nursing interventions to be integrated with the plan of care. d. Implementing nursing care through the execution of independent nursing interventions. e. Implementing interventions that are delegated, ordered, or prescribed by a licensed health care provider. f. Delegating nursing tasks or assigning nursing activities to implement the plan of care. g. Providing for the maintenance of safe and effective nursing care. h. Promoting a safe and therapeutic environment. i. Advocating for the best interest of patients. j. Evaluating responses to interventions and the effectiveness of the plan of care. k. Collaborating and coordinating with other 	<p><u>Subd. 3. Practice of practical nursing.</u></p> <p>Practice as a practical nurse means the scope of nursing practice, with or without compensation or personal profit, that incorporates caring for patients in all settings at the direction of a registered nurse, advanced practice registered nurse, or other licensed health care provider authorized by the state through nursing standards recognized by the board and includes, but is not limited to:</p> <ol style="list-style-type: none"> a. Conducting focused nursing assessment of the health status of individuals through the collection and comparison of data to normal findings and the individual'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 functions. b. Participating with other health care providers in the development and modification of a plan of care. c. Determining and implementing appropriate interventions within a nursing plan of care or when delegated or assigned by a registered nurse. d. Implementing interventions that are delegated, ordered, or prescribed by a licensed health care provider. e. Assigning nursing activities to other LPNs. f. Assigning and monitoring nursing tasks performed by unlicensed assistive personnel. g. Providing for the maintenance of safe and effective nursing care delivered. h. Promoting a safe and therapeutic environment. i. Advocating for the best interest of individuals.
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<p>health care professionals in the management and implementation of care within and across care settings and communities.</p> <ul style="list-style-type: none"> l. Providing health promotion, disease prevention, care coordination, and case finding. m. Designing, implementing, and evaluating the teaching plans based on patient needs. n. Participating in the development of health care policies, procedures and systems. o. Managing, supervising, and evaluating the practice of nursing. p. Teaching the theory and practice of nursing. q. Accountability for the quality of care delivered; recognizing limits of knowledge and experience; addressing situations beyond the nurse's competency; and evidencing that level of education, knowledge, and skill ordinarily expected of an individual who has completed an approved professional nursing education program as described in 148.211, subdivision 1. 	<ul style="list-style-type: none"> j. Assisting in the evaluation of responses to interventions. k. Collaborating and communicating with other health care providers. l. Providing health care information to individuals. m. Providing input into the development of policies and procedures. n. Accountability for the quality of care delivered; recognizing limits of knowledge and experience; addressing situations beyond the nurse's competency; and evidencing that level of education, knowledge, and skill ordinarily expected of an individual who has completed an approved practical nursing education program described in 148.211, subd. 1.
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148.171 DEFINITIONS; TITLE.

Assignment. "Assignment" means designating nursing activities or tasks to be performed by another nurse or unlicensed assistive person.

Delegation. "Delegation" means transferring to a competent individual the authority to perform a selected nursing task in a selected situation.

Intervention. "Intervention" means any act or action, based upon clinical judgment and knowledge that a nurse performs to enhance patient outcomes.

Monitoring. "Monitoring" means the periodic inspection by a registered nurse or licensed practical nurse of a directed function or activity and includes watching during performance, checking, and tracking progress, updating a supervisor of progress or accomplishment by the person monitored, and contacting a supervisor as needed for direction and consultation.

Patient. "Patient" means a recipient of nursing care; may be an individual, family, group or community.

Supervision. "Supervision" means the guidance by a registered nurse for the accomplishment of a function or activity. The guidance consists of the activities included in monitoring as well as establishing the initial direction, delegating, setting expectations, directing activities and courses of action, critical watching, overseeing, evaluating, and changing a course of action.

Unlicensed assistive personnel. "Unlicensed assistive personnel" abbreviated UAP, means any unlicensed person regardless of title, to whom nursing tasks are delegated or assigned.

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
FACULTY & STAFF**

The faculty and administration of the Ridgewater College Nursing Discipline are pleased to welcome you as a Nursing student. Faculty are available during office hours (posted on instructor door and on D2L for each course) and by appointment.

We hope to assist you in developing the knowledge, skills, and attitude, which will give you a rewarding learning experience and allow you to achieve your goals.

To assist you as a student, the Director of Nursing is available on each campus by appointment. Nursing faculty members have posted office hours for you to meet with them and will also schedule appointments to meet with students if the scheduled hours do not accommodate your needs. E-mail is the preferred communication tool to contact nurse administrator, faculty, and lab personnel.

Lynn Johnson, BSN, MSN, PHN, RN Nurse Administrator	Lynn.Johnson@ridgewater.edu	320-222-5208
UNLIMITED FACULTY		
Robert Auch, BSN, MSN, RN	Robert.Auch@ridgewater.edu	320-222-7655
Ann Benson, BAN, MSN, RN	Ann.Benson@ridgewater.edu	320-234-8646
Lisa Bolle, BAN, MAN, RN	Lisa.Bolle@ridgewater.edu	320-222-7649
Julie Buntjer, BSN, MSN, RN	Julie.Buntjer@ridgewater.edu	320-222-7640
Cheryl Danielson, BSN, MSN, RN	Cheryl.Danielson@ridgewater.edu	320-222-7642
Faith Johnson, BSN, MAN, RN	Faith.Johnson@ridgewater.edu	320-222-7645
Deann Ober, BSN, MSN, RN	Deann.Ober@ridgewater.edu	320-234-8642
Christina Richardson, MSN, RN	Christina.Richardson@ridgewater.edu	320-234-8584
Annette Sietsema, BSN, MAN, RN	Annette.Sietsema@ridgewater.edu	320-222-7650
Lisa Thielke, BA, BSN, MSN, RN	Lisa.Thielke@ridgewater.edu	320-222-7656
PART-TIME LIMITED AND ADJUNCT FACULTY		
Wendy Benusa*, BSN, RN	Wendy.Benusa@ridgewater.edu	320-234-8648
Sharon Cola, BAN, MSN, RN	Sharon.Cola@ridgewater.edu	320-222-7652
Sarah Henschke, MSN, RN	Sarah.Henschke@ridgewater.edu	320-234-8623
Terry Stetzel, MAN, BAN, RN, FNP	Terry.Stetzel@ridgewater.edu	320-222-7647
DIRECTOR OF SIMULATION		
Jeanne Cleary, BSN, MAN, RN	Jeanne.Cleary@ridgewater.edu	320-222-7641
CLA I		
Sara Bhatti, AD, RN	Sara.Bhatti@ridgewater.edu	N/A
Rita Jacobson, AD, RN	Rita.Jacobson@ridgewater.edu	N/A
Shelby Olson, AD, RN	Shelby.Olson@ridgewater.edu	N/A
Anita Reichert, AD, RN	Anita.Reichert@ridgewater.edu	N/A
Corinna Stroming, AD, RN	Corina.Stoming@ridgewater.edu	N/A

*denotes faculty in pursuit of Master's Degree with a major in nursing

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
2014-2015 TUITION AND FEE SCHEDULE – PN and AD**

Cost per credit for Minnesota resident (on campus courses):

Tuition Rate	\$161.30
Student Life Fee	\$7.65/credit
Health Service	\$.85/credit
MSCSA Fee	\$.31/credit
Technology Fee	\$8.00/credit
Parking Fee	\$2.05/credit
Total per credit:	\$180.16

Distance Education Rate (on-line courses):

Tuition Rate	\$185.00
Student Life Fee	\$7.65/credit
MSCSA Fee	\$.31/credit
Technology Fee	\$8.00/credit
Total per credit:	\$200.96

Additional Nursing Fee Schedule:

NURS 1000	ATI Resources	\$503.00
NURS 1050	DHS Criminal Background Study	\$20.00
NURS 1050	Malpractice Insurance	\$5.00
NURS 1350	Malpractice Insurance	\$5.00
NURS 2050	DHS Criminal Background Study	\$20.00
NURS 2050	Malpractice Insurance	\$5.00
NURS 2100	Live Review	\$399.00
NURS 2150	Malpractice Insurance	\$5.00
NURS 2001	ATI Resources (for practicing LPN's starting at Ridgewater)	\$578.00

Example of Additional Expenses to plan for each year: Practical & AD Nursing Programs

- ⇒ Books
- ⇒ Lab Coat
- ⇒ Uniform
- ⇒ Clinical accessories: (i.e. stethoscope, scissors, shoes, ADN patches, etc.)
- ⇒ Name Badge
- ⇒ Lab Kits
- ⇒ Travel to and from Clinical Sites

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
STUDENT INPUT IN DECISION MAKING**

Part 1. Introduction.

The nursing discipline values student participation and involvement. Student representatives are a part of the decision-making process for the discipline through formal meetings that are scheduled two times per semester and as needed. The representatives are consulted and asked to review several issues related to the program of nursing.

Subpart A. Nursing Students Exchange of Views (NEOV) Meetings.

Meetings provide a mechanism for student discussion, consultation and reviews. The nursing administrator shall meet regularly with student representatives appointed by the class. The nursing administrator shall:

1. Meet with the student representatives at least twice per semester to discuss issues of mutual concern brought forward by the student representatives, the nurse administrator and/or the nursing faculty.
2. Inform the student representatives of the subject of scheduled consultations or reviews at least one week in advance except under very unusual circumstances;
3. Structure the constitution process to provide adequate time for student representatives to be able to discuss and consider an issue with other members of the class.

Part 2. Representation.

Student representatives are elected by the class. A class is a group of students that have a shared anticipated date of graduation for each nursing program. The student representatives may also serve as class officers for the nursing club. There are two student representatives per class that may attend the NEOV Meetings. NEOV representatives are invited to attend Nursing Advisory Committee meetings which are held two times/year, once in the Fall and Spring. Date and location will be communicated to the NEOV representatives.

Part 3. Consultation and Review

Subpart A. Consultation.

Consultation means that the nurse administrator seeks an opinion from the student representatives and considers that information in the decision-making process. Consultation includes presentation of materials, discussion and an opportunity for students to ask questions during a meeting. The consultation process is used to gather student input and/or recommendations. Prior to the meeting, the student representatives are notified of the agenda items. Necessary background materials are provided in advance of the meeting except under very unusual circumstances.

Subpart B. Review.

A review is an information report by the nurse administrator and includes an opportunity for students to ask questions on the information presented. The review process requires a meeting to inform the student representatives of an issue of potential concern to nursing students. Prior to the meeting, the student representatives are notified of the agenda items.

Policy review dates:	
Proposed	Spring 2007
Approved	Fall 2007
Reviewed	Spring 2011
Reviewed	Spring 2012
Reviewed	Spring 2013
Reviewed	Spring 2014

Nursing Student Club

The Ridgewater College nursing discipline has a Nursing Club on each campus. There is a designated faculty supervisor on each campus for the club. The club must abide by the rules set forth for Ridgewater College clubs and organizations as defined in the *Ridgewater College Student Handbook*.

Club Advisors Fall 2014:
 Robert Auch – Willmar Campus
 Ann Benson – Hutchinson Campus

Section II

Progression

Retention

And

Graduation

RIDGEWATER COLLEGE
NURSING PROGRAM PROGRESSION, RETENTION AND GRADUATION

General Requirements

1. Students must meet the nursing program requirement of current CPR certification for Healthcare Providers or for the Professional Rescuer (Class or Type "C") throughout their tenure in the program. Students are responsible to provide proof of CPR certification status to the Nurse Administrator or designee.
2. Minnesota law **requires** that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study and **whose disqualification is not set aside by the Commissioner of Health**, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. The clinical experience is an integral and essential part of the Nursing Program. Minnesota law requires health care facilities licensed by the Minnesota Department of Health to check or have knowledge of a student's criminal background and will use the results to refuse to accept a student's placement at its facility. **If the student refuses to participate in the background check, the clinical facility will refuse to accept the student.** The nursing program does not guarantee an alternative facility placement. If no alternative facility placement is available, the student will be unable to fulfill the requirement to successfully complete the program and will be terminated from the program. Criminal Background studies will remain current throughout their tenure of the program.
3. If a student does not have all the required immunizations, a clinical site may refuse to accept the student at its facility. The Nursing Program does not guarantee an alternative facility placement, and if no alternative facility placement is available, the student cannot complete the clinical requirements of the program and therefore will not be eligible to progress in the Nursing Program. This policy includes students who are conscientious objectors to immunizations.
4. Students must maintain good health throughout the program in order to meet expected course outcomes. For detailed information regarding health policies, refer to the Health Requirements in this section of this handbook.
5. Students shall obtain personal liability insurance coverage as is established by the college; students are responsible for purchasing insurance each semester they are in the nursing program. This liability insurance fee is attached to NURS Clinical courses.
6. Students must adhere to the standards of student conduct contained in this handbook and the *Ridgewater College Student Handbook* and the *Ridgewater College Catalog*.

Academic Progression and Graduation

1. Students accepted to the associate degree nursing program must demonstrate a minimum cumulative GPA of 2.5 prior to the start of the professional nursing program.
2. If not an AD graduate spring 2015, the program will no longer exist as it is. The last graduating class will be spring 2015. Therefore, the student who has an altered progression causing a delay in the graduation of spring 2015 will be required to exit. If the student remains interested in advancing their nursing education at Ridgewater College, they will need to re-apply to the Minnesota Alliance for Nursing Education (MANE) program.
3. A grade of "C" or above must be achieved for all of the required nursing and required general education courses in the nursing major to progress in the program and qualify for graduation. The exception is NURS1050 which is a P/F course.
4. All students progressing on to the AD nursing program must provide proof of unrestricted licensure as a LPN in Minnesota prior to commencement of the first clinical rotation.
5. Students must satisfactorily complete all of the courses in the nursing major before graduation. Students must meet the college requirement of a cumulative Ridgewater College GPA of at least 2.0 for graduation and meet the residence credit requirement. Refer to the *Ridgewater College Student Handbook*.
6. Students are required to purchase a package that will provide assistance in preparing for the NCLEX-PN and NCLEX-RN examinations. Ridgewater College has contracted with Assessment Technologies Institute (ATI) to provide this assistance. The package includes a series of on-line review resources, tutorials and access to practice tests, online skills modules, proctored tests to assess mastery of content areas and predictor exams for the PN and RN licensure examinations.
 - i. Students are required to participate in the package as guided by the nursing discipline as part of meeting program graduation requirements.
 - ii. The cost of the VATI package is the sole responsibility of the student.
 - iii. Students in the professional nursing program are required to purchase ATI Live Review course. (the Ridgewater College nursing discipline has made arrangements for the Live Review in the last semester of program during finals week)
 - iv. VATI PN is optional, but not required for the practical nursing program. PN graduates interested in VATI PN may purchase directly from ATI.

Progression Table for Each Semester of the Practical Nursing Program

Students must successfully complete all of the following required nursing and required general education courses (hereafter referred to as nursing major coursework), with a “C” or higher for progression to each subsequent semester (The exception is NURS1050 which is a P/F course).

**Students must successfully pass NURS 1200 to progress into NURS 1250. If a student is not successful in NURS 1200, they will be required to withdraw from NURS 1050. A student will have one opportunity to repeat NURS 1200 and if successful, will progress to 1250 and remain enrolled in NURS 1050.*

Semester One (PRACTICAL NURSING)

Course	Prerequisite and Co-Requisite	Title
Nursing 1000	<i>Prerequisite:</i> Admission to program <i>Co-requisite:</i> Nurs 1050, 1075, 1200, 1250, 1700, Biol 210, CMST 226	Foundations of Nursing
Nursing 1050	<i>Prerequisite:</i> Admission to program; NURS1200 <i>Co-requisite:</i> Nurs 1000, 1075, 1200 (must pass to continue in 1050), 1250, 1700, Biol 210, CMST 226	Clinical Foundation
Nursing 1075	<i>Prerequisite:</i> Admission to the program <i>Co-requisite:</i> Nursing1000, 1050, 1200, 1250, 1700, Biol 210, Spch 226	Nursing Interventions
Nursing 1200	<i>Pre -requisite:</i> Admission to the program <i>Co-requisite:</i> Nurs 1000,1075,1700, Biol 210, Spch 226	Medication Administration I
Nursing 1250	<i>Pre -requisite:</i> Admission to the program; NURS 1200 <i>Co-requisite:</i> Nurs 1000, 1050, 1075, 1700, Biol 210, Spch 226	Medication Administration 2
Nursing 1700	<i>Pre -requisite:</i> Admission to Program <i>Co-requisite:</i> Nurs 1000, 1050 1075, 1200, 1250, Biol 210, Spch 226	Ethics in Nursing (on-line)
Biology 210		Human Anatomy
CMST 226		Communication Studies

Semester Two (PRACTICAL NURSING)

Course	Prerequisite and Co-Requisite	Title
Nursing 1300	<i>Pre-requisite:</i> Successful completion of all semester 1 nursing major coursework <i>Co-requisite:</i> Nurs 1350, 1400, 1600, Psych 263, Engl 121	Nursing of Adults
Nursing 1350	<i>Pre -requisite:</i> Successful completion of all semester 1 nursing major coursework <i>Co-requisite</i> Nurs 1300, 1400, 1600, Psych 263, Engl 121	Clinical Application
Nursing 1400	<i>Pre -requisite:</i> Successful completion of all semester 1 nursing major coursework <i>Co-requisite</i> Nurs 1300, 1350, 1600, Psych 263, Engl 121	Family Nursing
Nursing 1600	<i>Pre -requisite:</i> Successful completion of all semester 1 nursing major coursework <i>Co-requisite</i> Nurs 1300, 1350, 1400, Psych 263, Engl 121	Psychosocial Nursing (online)
Psychology 263	<i>Pre -requisite:</i> Psychology 131 (may fulfill goal 7 requirement in AD program)	Developmental Psychology
English 121	<i>Pre -requisite:</i> English and reading testing placement requirement met	College Composition I

Semester One (Associate Degree Nursing)

Course	Prerequisite and Co-Requisite	Title
Biology 210		Human Anatomy
Psychology 263	<i>Pre-requisite:</i> Psychology 131 (may fulfill goal 7 requirement in AD program)	Developmental Psychology
CMST 226		Communication Studies
English 121	<i>Pre-requisite:</i> English and reading testing placement requirement met	College Composition 1

Semester Two (Associate Degree Nursing)

Current Unrestricted Minnesota LPN License		
Course	Prerequisite and Co-Requisite	Title
Nursing 2000	<i>Pre -requisite:</i> Admission to the Professional Nursing Mobility Program. For mobility students successful completion of all mobility semester 1 nursing major coursework <i>Co-requisite:</i> NURS 2001, 2010, 2050, Bio 211, Elective coursework, Public Health 107	Professional Nursing
Nursing 2001	<i>Pre -requisite;</i> Admission to the Professional Nursing Mobility Program. For mobility students successful completion of all mobility semester 1 nursing major coursework <i>Co-requisite:</i> NURS 2000, 2010, Bio 211, Elective coursework, Public Health 107	Foundations of Professional Nursing Practice
Nursing 2010	<i>Pre -requisite:</i> Admission to the Professional Nursing Mobility Program. For mobility students successful completion of all mobility semester 1 nursing major coursework; <i>Co-requisite:</i> NURS 2000, 2001, 2050, Bio 211, Elective coursework, Public Health 107	Health Assessment
Nursing 2050	<i>Pre -requisite;</i> Admission to the Professional Nursing Mobility Program. For mobility students successful completion of all mobility semester 1 nursing major coursework; NURS 2001 <i>Co-requisite:</i> NURS 2000, 2010, Bio 211, Elective coursework, Public Health 107	Professional Nursing Practice
Biology 211	<i>Pre -requisite:</i> Biol 210; Chem 101 (may fulfill goal 4 requirement)	Human Physiology
*Elective	See College catalog for list of approved courses for nursing	Elective to meet MnTC Goal 4 and 7, (goal 10, Chemistry 101 can be alternate choice for goal 4 elective)
Public Health 107	See College catalog	Nutrition (online)

Semester Two (Associate Degree Nursing)

Course	Prerequisite and Co-Requisite	Title
Nursing 2100	<i>Pre-requisite:</i> Successful completion of all semester 1 professional nursing major coursework <i>Co-requisite:</i> Nurs 2150, 2110, 2120, Biol 215, Elective Coursework	Integration of Nursing
Nursing 2150	<i>Pre -requisite</i> Successful completion of all semester 1 professional nursing major coursework <i>Co-requisite:</i> Nurs 2100,2110, 2120, Biol 215, Elective Coursework	Clinical Synthesis
Nursing 2110	<i>Pre -requisite:</i> Bio 211, Successful completion of semester 1 professional nursing courses (C grade or better) <i>Co-requisite:</i> Nurs 2100,2120, 2150, Biol 215, Elective Coursework	Pathophysiology (on-line)
Nursing 2120	<i>Pre-requisite:</i> Successful completion of all semester 1 professional nursing major coursework <i>Co-requisite:</i> Nurs 2100, 2150, 2110, Biol 215, Elective Coursework	Nursing Leadership
Biology 215	<i>Pre -requisite:</i> Chemistry 101 (may fulfill goal 4 requirement)	Microbiology
* Electives	See College catalog for list of approved courses for nursing	Elective to meet MnTC Goal 4 and 7 (goal 10, Chemistry 101 can be alternate to goal 4 elective)

Retention Requirements

1. Students are not automatically allowed to retake nursing coursework. **The nursing program reserves the right to exit a student for unsafe performance and/or unethical behavior at any point in the programs.**
2. Students must enroll in and successfully complete (with a minimum letter grade of C) all nursing and general education courses in the sequence identified on the PN and AD Curriculum Plans in order to progress in the each program (PN or AD). Required general education courses can be taken earlier, but not later, than the identified semester.
3. A C- is considered a non-passing grade.
4. Points will be carried out two decimal points. There will be no rounding of points to determine letter grade.
5. A withdrawal constitutes an attempt for a course and will count as one failure to complete the course.
6. A withdrawal (W) from a nursing course before the first course evaluation, e.g., graded assignment, exam, observation, or skill test-out does not constitute an attempt at that course. This includes formal written and/or verbal evaluations in theory, laboratory or clinical courses.
7. If a student fails to obtain a minimum of a C grade in one or more nursing courses in a semester, the student will be allowed one opportunity to repeat the course(s) on a space available basis per nursing re-sequencing policy.
 - a. Failure to successfully obtain a minimum of a C grade in a nursing course on the second attempt will result in exit from the nursing program.
 - b. Failure to obtain a minimum of a C grade in a nursing course in a subsequent semester will result in exit from the nursing program
8. A student who is exited from the PN program for academic failure and/or failure to meet conduct expectations may reapply to the program and must meet the current published admission criteria.
 - a. Any PN student who applies and is readmitted, will be required to repeat all nursing courses in the curriculum, including all previously passed nursing courses.
 - b. The Practical Nursing Program reserves the right to deny readmission based on code of conduct violations.
9. Students enrolled in the AD program F 2014 who are terminated (for academic and/or conduct reasons) must re-apply to the MANE program and meet the admission criteria and selection process for MANE.

Retention Requirements for Returning PN Students Who Elect To Step Out of the Program Temporarily

1. Students needing to step out of the program prior to an exit point due to life circumstances may do so. **Re-Sequencing into the PN program is on a space available basis.**
2. Students who are unable to progress through the practical nursing program as designed will have up to one (1) year from the point of exit to re-enter the practical nursing program. If a student stepping out extends beyond the one (1) year, they must re-apply to the program.

Re-Sequencing Policy

This policy applies to any students who wish to return into the practical nursing program after unsuccessful completion of a nursing course, withdrawal from a nursing course, or departure from the nursing program for any reason.

The following criteria must be met for re-sequencing:

1. Students may be required to supply documentation addressing why they departed, the individual extenuating circumstances that contributed to the program exit, and an individual learning plan for promoting success. This documentation will be placed in the student's nursing program folder.
2. Re-sequencing is allowed on a space available basis as determined by the Director of Nursing. Space available for registering in each subsequent semester will be determined at the end of each semester.
3. Students progressing without interruption will be placed in their courses prior to seating being made available for returning students. Priority for re-sequencing will be based on the student cumulative GPA of courses required for degree completed to date.
4. A student who fails due to ethical misconduct and/or unsafe behavior will be readmitted based on college/university policies related to conduct and due process.
5. Students are not automatically allowed to retake nursing coursework. **The nursing program reserves the right to exit a student for unsafe performance and/or unethical behavior at any point in the programs.**
6. All current program admission requirements must be met prior to re-sequencing. This includes all CPR, health and immunization requirements, and background study requirements, and a minimum cumulative GPA of 2.0.

Withdrawal

Students finding it necessary to leave the program prior to the end of a course or semester must arrange for official withdrawal in the Registration office; otherwise a failure will be recorded for each of the courses for that semester. The student is requested to refer to the college catalog for details. In addition to following college policy for withdrawal from the college, the student is encouraged to email the Nursing Advisor/Department Chair as well as meet with Lynn Johnson, Nursing Administrator before exiting.

Health Requirements

(NOTE: HEALTH REQUIREMENTS ARE SUBJECT TO CHANGE AT ANY TIME)

1. Students must submit a completed **Immunity Requirement Form**. The deadline for turning in all documentation will be identified in orientation and on the form. Refer to page 28, #3 under “general requirements” for the policy related incomplete immunization records and/or conscientious objectors. Health and immunity requirements include but are not limited to:
 - **Either a negative Mantoux test or chest x-ray**
 - **Evidence of immunity against measles, mumps, rubella**
 - **Evidence of immunity against chicken pox**
 - **Evidence of immunization against Hepatitis B virus**
 - **Current Diphtheria-Tetanus booster (every 10 years)**
 - **Good physical and mental health as certified by a physician or a certified nurse practitioner**
 - **Annual Flu Vaccination is required or document of Declination A**
declination requires a physician signature and explanation. Students will be required to wear a mask during clinical if the Flu vaccine is declined.
2. Students must present annual evidence of a negative Mantoux. Students with a previously positive Mantoux result are required to submit documentation of negative chest x-ray. Students with a positive mantoux will need to complete a TB Symptom verification update form each semester.
3. Based on recommendations by the CDC, two step testing is required for the initial skin testing of HCP. Students entering the Nursing Program for the first time must have documentation of a 2 step Mantoux. The documentation of a 2 step Mantoux should be completed within the three months prior to the start of the PN and AD program. Refer to Immunization form for proper procedure. Documentation of Mantoux is required annually thereafter. Subsequent annual tests should not require the two-step test.
4. Students will not be allowed to attend clinical if their health records are not turned by the established date. Students will be required to withdraw from the clinical course.
5. Students must maintain good physical and mental health and current immunizations throughout the program in order to meet expected course outcomes.
6. If a student manifests a potential or existing health problem that impacts their ability to perform, the student will be required to consult a health professional for appropriate evaluation and/or treatment and to present evidence of good health as requisite for remaining in or re-entering the nursing program. In this circumstance, the student will be required to submit an additional health form completed by the health professional. The health form is available upon request.
7. Any student with a weight lifting limitation or any other restriction must contact the Ridgewater College Nurse Administrator and/or Disabilities Services. The clinical faculty must also be notified immediately.
8. Students must also meet the policy requirements of the health agencies to which they are assigned for clinical. Students who refuse to comply with the policy requirements of the health agencies to which they are assigned will be immediately exited from the program.
9. Students receiving emergency care or other health services at the agencies to which they are assigned in the student role will be responsible for charges incurred.
10. It is strongly recommended that students carry their own health insurance policy. There are agencies that do require proof of an existing health insurance policy, therefore, students will be requested to provide proof in these circumstances. If a student is unable to provide proof, the program cannot guarantee an alternative placement and the student will be required to withdraw from the clinical course.

Attendance Policy

1. **Introduction/Rationale:** Regular attendance contributes greatly to academic success, and unnecessary absences are detrimental to a student's work. Students are being educated for professional employment. Each student is encouraged and expected to develop a professional work ethic that reflects responsibility and initiative. In light of this, students are expected to be present and on time for every course, just as they would on the job. Every absence creates a gap in understanding and disrupts instructional continuity.

2. **Student Responsibility:**
 - A. Attendance is strongly recommended and will be monitored in the classroom. Students are expected to be on time for all scheduled classes, participate in class and take tests on the scheduled dates and times. An absence will not relieve the student from fulfilling all course requirements.
 - B. Attendance at clinical, laboratory and simulation experiences **is required**. If a student is absent greater than 10% of the total clinical, laboratory and simulation hours for the course, they receive an "F" grade for the course.
 - C. For evaluation any absence up to 10% of the total clinical, laboratory and simulation course hours, the student must complete an alternative project, assignment or make up the experience. The alternative requirement does not forgive accumulated absences.
 - D. Orientation is defined as a meeting or series of events at which introductory information or training is provided to ensure that the student is aware of course expectations and can function safely in the clinical environment.
Attendance at orientation is mandatory. If the student does not attend, they are required to withdraw from the clinical course. The student who wishes to be treated with exception from this policy must notify the Director of Nursing in writing within 24 hours of the orientation day. The Director of Nursing will conduct an investigation and render the final decision. The student is responsible for the expense of the make-up orientation and will be charged a commensurate fee.
 - E. Students are expected to attend all clinical and lab sessions, and simulation days from the beginning of the scheduled time/shift to the end of the scheduled time/shift and on the scheduled days.
 - F. The classroom clock and the clock in the clinical setting will be considered the official clocks.
 - G. The decision to make up a clinical experience is based on the individual situation as described in "D" and on availability of faculty. The student is responsible for the expense of the make-up experience and will be charged a commensurate fee for the make-up.

3. Procedure for Notifying the Faculty in Advance of an Absence

- A. Students who are unable to attend class (lecture) or who will be late for class (lecture) should make every effort to notify the faculty member **before** class time (lecture). If not, it is the responsibility of the student to obtain missed course content and to arrange with the faculty member for any necessary make-up work due to absence.
- B. Students who have a no-call, no-show absence for lecture will receive 0 points for any assignment, examination, quiz, or activity which occurs during that class session.
- C. Students who are unable to attend clinical, lab or simulation experiences are required to notify the faculty member **before** the scheduled session. If the faculty member is not notified, it is considered an unexcused absence.
- D. Students who have a no-call/no show absence for clinical, lab or simulation experience will receive an unexcused absence for the session. A subsequent no call/no show will result in an "F" grade for the course.
- E. The time frame for no call/no show is within one (1) hour prior to the time set to report to the clinical site or lab. For example, if you are to report at 6:30 a.m. you must contact the instructor by 5:30 a.m.

4. Excused/Unexcused Absences and Tardiness:

Excused Absences: Following are types of absences that may be excused, provided the student requests the absence in advance and provides documentation to verify the circumstance.

- A. Serious personal injury or illness to you or your immediate family member, defined as your spouse, child, father, mother, brother, sister, or other person living with you in the same household. The serious illness or injury requires medical care or hospitalization and the treating physician have advised the person to stay home or be hospitalized. Documentation from medical provider required.
- B. Death of an immediate family member, defined as your spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather or grandmother, or other person living with you in the same household. Documentation required.

Unexcused Absences: the following **examples** are considered unexcused absences

- A. Car trouble, transportation issues
- B. Vacation, travel
- C. Day care issues
- D. Illness or injury not considered to impair/compromise performance and ability to care for clients
- E. Alarm didn't go off
- F. Detained (e.g. detox, jail)

Tardiness: Students are expected to be present and on time every scheduled session, just as they would on the job. Two (2) tardies from a clinical, lab or simulation experience will constitute one (1) unexcused absence. Tardiness is defined as arriving after the time the student is to report to the lab or site, according to the clock in the lab or clinical site. A "tardy" will also be assessed if a student leaves the session prior to the time the faculty member excuses the class.

5. Inclement Weather

Students must exercise judgment when determining whether or not they should travel during inclement weather. If the class is cancelled through Ridgewater College's "Weather and Emergency Closing or Cancellation Procedure" (which can only occur through the College President's Office), students are excused from class, clinical, lab. If students choose not to attend due to inclement weather when the school has not officially been closed, started late, or excused early, it is considered an unexcused absence, but is left to the discretion of the faculty member on a case-by-case basis in terms of make-up work and application of any attendance consequences. Students are highly encouraged to register for Star Alert to obtain emergency announcements from the college.

6. Tests/Quizzes/ATI Tests

- A. Students are expected to take tests and quizzes on the scheduled date and time. Make-up is not permitted unless other arrangements have been made with the instructor in advance of the scheduled examination. If a student is late for the scheduled examination, an automatic 10% will be deducted. Unannounced pop quizzes may be given during any class period. Make up of pop quizzes is not allowed for any type of absence. This will result in points for those students who are present and a loss of points for students who are absent.
- B. Make-up tests and quizzes for "pre-excused absences will not be possible during scheduled class time and may be required to be completed through the College Test center at a different hour and day.
- C. All tests and quizzes not taken on the scheduled day and time due to a pre-excused absence are subject to a 10% reduction of points for that test or quiz.
- D. The faculty member may give another version of the test or quiz as the make-up version.
- E. Make-up of any tests or quizzes due to a pre-excused absence must occur within 5 calendar days.
- F. A "no-call/no-show" or unexcused absence will result in an automatic score of "0" for a test.
- G. The time parameter allowed per examination for students without a documented disability will equate to 1 ½ minutes per multiple choice question. The time limit for ATI test is 1 minute per question.
- H. If a student is experiencing a crisis event immediately prior to a scheduled examination or during the examination, the student may be excused from completing the examination at the scheduled time. Arrangements to reschedule the examination without penalty will be made with the faculty member. Documentation demonstrating evidence of the crisis event is required in order to make these arrangements without penalty. The Faculty member may give an alternative exam if they elect.

7. **Written Assignments**

- A. Students will receive a grade of zero (0) for any class work missed until the work is made up. Students must initiate arrangements for make-up work with the instructor upon return to class, lab and/or clinical.
- B. An automatic 10% point reduction will be applied to any assignment completed and/or turned in late due to an unexcused absence or lack of prior approval from the faculty member.
- C. An additional 10% point reduction will be applied for each additional school day that the assignment is not completed and turned in.
- D. A school day constitutes a student contact day at Ridgewater College.
- E. If a student requires an extension, it must be requested and approved by the faculty member before the established due date.
- F. If and when a student might be repeating a nursing course, all requirements must be completed and work must be new/original work. Assignments completed in a previous course are not acceptable and will not be evaluated. Assignments submitted from a previous course will result in a zero grade for that assignment.
- G. Online course discussion questions and assignments may be subject to the late policy. Refer to the course syllabus for the grading plan for the course.

PLEASE NOTE

- All work must be made up and completed in order to receive credit for any course. In this regard, an “excused” absence is really no different than an “unexcused” absence. Either way, the work must be completed.
- An excused absence will not relieve the student from fulfilling all requirements for lecture courses. A prolonged absence or a large number of absences, even if excused, may render make-up work impractical or impossible.
- The nursing department cannot guarantee against the possible loss of or misplacement of written assignments belonging to students. All students are encouraged to keep an electronic copy of their assignments for their own protection. In case of loss, the burden of proof is on the student.

8. **Financial Aid Considerations**

Academic deficiencies or withdrawal from a class may have an adverse effect on financial aid eligibility. It is recommended that every student consult with his or her academic advisor and financial aid representative to determine the effect that a failing grade or withdrawal from class may have on continuing financial aid eligibility.

9. **Due Process**

Please refer to the College’s GRADE APPEAL PROCESS, found in the Ridgewater College Student Handbook if you wish to appeal the grade you have received as a consequence of the attendance, tardy and late policy. The handbook can be accessed online at <http://www.ridgewater.edu>, sign in as a current student and click on STUDENT HANDBOOK.

GRADING POLICIES

GRADING SCALE

A	95 – 100%
A-	93 – 94%
B+	91 – 92%
B	87 – 90%
B-	85 – 86%
C+	83 – 84%
C	79 – 82%
C-	77 – 78%
D+	75 – 76%
D	72 – 74%
D-	70 – 71%
F	0 – 69%

1. Each course has individual ways of determining points achieved during the course. These course grading plans will be explained at the beginning of each course and be presented in the course syllabus.
2. Course points will be totaled throughout the semester and the letter grade will be based on a percentage of total points unless the course is defined as a Pass/Fail course, in which case, the student must meet the criteria stipulated in syllabus.
3. Students must earn a minimum of a “C” grade (79%) to pass each nursing course.
4. All failed courses must be retaken. Test Challenges are not offered for failed courses.
5. If a student chooses to appeal or grieve a grade or request to withdraw from the Nursing program, the appeal or grievance will be handled according to policies outlined in the Ridgewater College Student Handbook.

Promoting Academic Integrity/General Preventive Steps for Testing

1. Verbal or non-verbal communication among students during exams is prohibited. If a student has a question about the examination, the student should raise their hand and remain seated. The student will wait for the proctor to come to them or ask them to come forward.
2. Students will not be allowed to leave the testing environment for any reason.
3. All personal belongings to be located in the designated area as requested by testing proctor.
4. When possible students will be seated with space between students on each side. Seating arrangements are at the instructors/proctors discretion.
5. Nothing will be on the table except a number 2 pencil, eraser and provided calculator.
6. The faculty or proctor will monitor the environment during all testing situations. Any suspicious conduct will be confronted immediately. If there is ever a question of a student looking at another student's test, it will be collected and the student will be asked to leave the testing environment.
7. Scratch paper will be provided and must be returned when test is turned in. The student must place their name at the top of the scratch paper.
8. Scantron's with an "X" through a choice in order to choose another option will not be considered. The "X" choice will be the selected choice and will be considered the chosen option. Scantron's will not be returned to students UNLESS everything is off the desk at the time scantrons are distributed. If a student wants to view their scantron they will make an appointment with faculty member to review individually
9. Carefully erase pencil marks on scantrons when changing an answer.
10. When completed with an online test, students will be asked to remain at their desks until all students are finished with the exam. Faculty may have alternative activities for students who complete the exam before the allocated test time expires. Students will be asked to turn off their computer and remain at their desk when test is completed.
11. Students will not be allowed to take any online tests or ATI testing using their own computer. All tests will be taken using computers at the College.
12. Ear plugs are acceptable to use when taking tests.

Nursing Discipline ATI Standardized Testing and Remediation Plan

Rationale for Standardized Testing and Remediation Program:

ATI products (books, online resources, practice tests, proctored tests, nurse logic, clinical skills modules, pharmacology modules and NCLEX preparation program) have been integrated in all nursing course curricula as part of the education plan. The education plan encompasses two foci: preparation for entry level practice as a safe, competent and ethical professional and preparation for first time success on the National Council State Boards of Nursing Licensure Examinations (NCLEX PN and NCLEX RN). ATI products facilitate preparation and assist students to prepare more effectively for the licensure examinations.

The ATI products and examinations are based on the NCLEX Test Blue Prints and normed on large numbers of PN and RN nursing students. A benchmark of Performance Level 2 (PL 2) on content mastery examinations and .90 predicted probabilities (PP) on the comprehensive predictor test has been set with remediation as needed. The ATI testing and remediation program is designed to be used as a tool for formative and summative assessment of students' achievement of learning related to the NCLEX test blue prints (PN and RN).

The NCLEX Test Blue Print is framed according to the following four major client needs categories:

- ✓ Safe and Effective Care Environment
 - ❖ Management of Care
 - ❖ Safety and Infection Control
- ✓ Health Promotion and Maintenance
- ✓ Physiological Integrity
 - ❖ Basic Care and Comfort
 - ❖ Pharmacological and Parenteral Therapies
 - ❖ Reduction of Actual and Potential Risk Factors
 - ❖ Physiologic Adaptation
- ✓ Psychosocial Integrity

The following processes are integrated into all Client needs categories of the Test Plan:

- ✓ Nursing Process
- ✓ Caring
- ✓ Communication and Documentation
- ✓ Teaching and Learning

The practical nursing education plan and associate degree mobility program plan encompass two foci: 1. Preparation for entry level PN and professional nursing practice as a safe, competent and ethical practical nurse and 2. Preparation for success on the National Council State Boards of Nursing Licensure Examination for practical nurses. ATI Content Mastery Examinations (CMEs) are standardized examinations that have been integrated into all practical and associate degree nursing courses. The purpose of the CMEs is to assist students to prepare for first- time success on the licensure examination (NCLEX-PN or NXLEX-RN). These CMEs are based on the NCLEX-PN 2014 or NCLEX-RN 2013 Test Blue Prints and provide practice opportunities for students to take NCLEX type questions in which content might not be known but the answer is based on application of safe, competent and ethical practice standards. Therefore, the CMEs may test content areas not covered in a course. ATI provides resources for students to prepare to take a CME and also remediate performance on the CME. To summarize, the ATI testing program is designed to be used as a tool for formative and summative assessment of students' achievement of learning related to the NCLEX-PN or NCLEX-RN test plan.

Standardized Testing Policy:

At the beginning of the Nursing Program, all students are enrolled in the ATI Standardized Testing and Remediation program. Participation in the Standardized Testing and Remediation Program is MANDATORY. Proctored exams and Remediation exams will take place on campus, outside of class time, and will be proctored. Students may leave the testing area once test is completed if deemed not disruptive to students. Students are required to print ATI certificate after completion of the online orientation and submit the certificate to faculty.

Standardized Testing Policy for Content Mastery Examinations includes:

- Complete the standardized preparation, testing, remediation and re-test plan as assigned.
- Recommended preparation for the **first** attempt at testing (content mastery and predictor examinations) is encouraged with a minimum of 3 hours preparation per examination using practice test, focused review, nurse logic, and other ATI resources.
- Content Mastery Rubric:
 - Attempt # 1** <PL1 = 0 points recommended remediation and re-test
 - PL 2 = 8 points
 - PL 3 = 10 points

Students scoring less than a Proficiency Level 2 on Content Mastery will receive 0 points and are highly encouraged to take the opportunity offered to re-test following a complete remediation.

Any student who is absent for an ATI attempt #1, will need to follow the remediation policy outlined below. Attempt #2 rubric will be used for grading.

Remediation

- Remediation is a critical component of learning and student success. If student chooses to complete the remediation plan and be eligible for the remediation exam, student must complete the criteria listed below. The remediation exam will be scheduled a minimum of 5 school days after the first test to allow students time for focused review.
- Remediation for students will include:
 - A minimum of 3 hours of remediation per examination. Student may wish to remediate longer depending on the learning needs. To enhance success, it is suggested students work from the lowest scoring content mastery exam areas from attempt #1 to complete focused reviews.
 - In order to take a remediation test a student must sign up at least 24 hours in advance of the remediation on a sign-up sheet that will be posted for students.
 - Taking careful time and planning between each separate focused review will enhance student-learning (i.e., doing each focused review 1-3 days apart).
 - Prior to the remediation exam, the student will log into the ATI website and demonstrate to the proctor that the student has completed the minimum preparation before the exam begins. See the first bullet.
 - The same remediation plan is to be followed if a student achieves a PL 2 and wishes to complete the remediation to achieve a PL 3.
- If student is unsure of how to create a focused review, please go to the ATI website: www.atitesting.com, log in and the instructions are located under Orientation Materials > How to Access my Remediation.

- When completing remediation activities that are not proctored, the faculty has access to detailed information about the timing and duration of all remediation activity. Remediation is intended to help the student recover important information needed to be successful.

Attempt # 2 Optional: highest of 2 attempts

Attempt #2 < PL 1 = 0 points

PL 2 = 7 points

PL 3 = 9 points

*If a student who performs less than PL 2 on the first attempt and choose not to re-test, 0 points will be assigned. No opportunity for testing will be scheduled at a later time if a student does not attend or chooses not to remediate and take the second test.

*Follow the student handbook regarding testing policy.

- **Predictor Examination:**

Attempt #1 .90 PP or greater = 5 points

All ATI testing is considered preparation for this exam. There is no Remediation Plan for the Predictor examination. Un-proctored Comprehensive Content Mastery exams are available for preparation for this exam. Students are encouraged to do as much preparation as possible. No second exams will be given.

No Call/No Show/Absent OR Late Arrival for ATI Proctored Testing:

- Late arrival to an ATI test is any time after the designated start time of the ATI test per the clock in the testing room. A Student who is late is prohibited from entering the room.
- No call/no show or LATE arrival to an ATI test will result in a 0.
- *No call/no show or LATE arrival to a first attempt exam:* students will be eligible to take the second attempt ATI remediation exam as scheduled on the calendar.

Students will have to show 3 hours of remediation using the practice exams and focused review from practice exams, even if the student did not take the initial ATI test.

Section III

Conduct

And

Expectations

**RIDGEWATER COLLEGE
NURSING PROGRAM STUDENT
CONDUCT AND ACADEMIC EXPECTATIONS**

ACADEMIC EXPECTATIONS:

Students enrolled in the nursing program at Ridgewater College accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professional Code of Ethics. The *American Nurses Association (2001) Code for Nurses with Interpretive statements* outlines the goals, values, and ethical principles that direct the profession of nursing and it is the standard by which ethical conduct is guided and evaluated by the profession. Because nursing students, after graduation, may be licensed to practice nursing and are required to assume responsibility for the life and welfare of other human beings, every nursing student is expected to demonstrate competence and safe patterns of behavior which are consistent with professional responsibilities and which are deserving of the public's trust. In the professional judgment of the faculty, any behavior deemed inconsistent with professional responsibilities and/or unsafe are addressed as an academic issue and may be subject to a failure grade (F) for the course and/or a possible dismissal from the program. Any dispute regarding an assigned grade will be handled according to the process for Grade Appeals as defined in the *Ridgewater College Student Handbook*.

All students are required to sign an agreement to abide by the guidelines contained in the *Ridgewater College Nursing Student Handbook*. *Required forms are signed at their first lecture course.* (refer to agreement in the appendix of this handbook).

Examples of behaviors that are considered “academic” and therefore may result in academic consequences may include:

- ❖ A pattern of neglect of clinical responsibilities, risk to patient safety or failure to practice in the best interest of clients and the public in any practice setting (lack of evidence of preparedness to take care of clients for any scheduled clinical experience)
- ❖ Violation of confidentiality, privacy, or security standards as discussed in the Health Insurance Portability and Accountability Act (HIPAA). This includes all social media such as sharing confidential information through phone, e-mail, Facebook or any other media.
- ❖ Engaging in academic dishonesty, cheating, or fraud, including but not limited to: a) plagiarism from the work of others, including work by other students or from published materials without appropriate citation; b) the buying and selling of course assignment and research papers; c) performing academic assignments (including examinations) for other persons; d) unauthorized disclosure and receipt of academic information; e) allowing other students to copy answers from exams or assignments; and f) using disallowed materials or methods for examinations or assignments.
- ❖ Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to academic or clinical matters.
- ❖ Failing to report incidents involving clients/patients.
- ❖ Failing to report observed unethical or proscribed behavior.
- ❖ Taking food, medications, client belongings or materials from clinical settings without approval or authorization.
- ❖ Failure to question a medical order when in doubt.
- ❖ Transgression of professional boundaries

Learning Contracts

Learning Contracts are initiated as part of the formative evaluation process. Learning contracts can be initiated in the lab, clinical and simulation setting. They provide students with feedback and opportunity for corrective action to facilitate student learning at the expected program performance level/standard. The learning contract must be resolved by the completion of the course for which it is initiated. If the learning contract is not resolved by the completion of the course, the student will receive a failure (F grade) for the course. All learning contracts will remain in the student file or clinical folder until the completion of the program. Students will be accountable to maintain corrective actions throughout the nursing program.

SPECIFIC EXPECTATIONS RELATED TO CLINICAL PERFORMANCE

The student will arrive “professionally ready” in a state of psychological and physical health, which is not threatening to the client(s) and/or others. Students must be in a state of wakefulness throughout all clinical experiences.

In the *Patient’s Bill of Rights*, the client’s right to safe and quality nursing care must be protected. Any clinical behavior by a student that threatens the health or safety of the client is a breach of this responsibility.

If in the professional judgment of the faculty, a student creates a significant risk of harm to patients, staff, students, or self, or the student is not “professionally ready” the faculty can exercise the right to immediately remove the student from the clinical experience for that day. As a result, the student will earn an “unsafe practice” for that day and it will be documented on the clinical evaluation form. The faculty will initiate a learning contract to address the safety concern. The missed hours will be counted toward the 10% allowable for clinical courses. If the student earns two “unsafe practices”, they will be removed from the clinical course and an “F” will be assigned for the course grade. The student should refer to the Ridgewater College Student Handbook for grade appeal guidelines if there is a dispute about the assigned grade.

STUDENT CONDUCT

A student, group of students, or student organization whose conduct is determined to be inconsistent with the published codes in the *Ridgewater College Student Handbook* is subject to “Penalties for Misconduct” as defined in the Handbook. Any action which results in negative impact on a student will contain the elements of “Due Process” as defined in the *Ridgewater College Student Handbook*.

EXPECTATIONS THAT MAY HAVE BOTH CONDUCT AND ACADEMIC CONSEQUENCES

The use of mood altering drugs, including prescription, over the counter drugs, alcohol, illicit mood altering drugs including narcotics, depressants, stimulants, hallucinogens, marijuana, or any other material that results in behavior or appearance that adversely affects academic performance or client safety, may be grounds for dismissal or academic termination from the nursing program and also may be subject to disciplinary sanctions (consistent with local, state, and federal law), up to expulsion and referral for prosecution. Therefore, chemical use in the academic setting may be handled as violations of the Student Conduct Policy and/or as student academic issues. Student academic issues require “academic decision making” and will be handled through the Ridgewater College Grade Appeal Process as defined in the *Ridgewater College Student Handbook* if there is a dispute. Conduct issues require conduct decision making and will be handled as stated above under Student Conduct.

Adverse effects of performance shall be determined to be present, but not limited to, if the student is perceptibly impaired; has impaired alertness, coordination, reactions, responses or effort; if the student's condition threatens the safety of himself, herself or others; or if the student's condition or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of Ridgewater's nursing program.

In addition, engaging in academic dishonesty, cheating, or fraud as defined above under "academic expectations", may be treated as both a conduct and academic issue and subject to the same processes as described for chemical use.

In these types of situations, the faculty member will notify the Nurse Administrator who will consult with the Dean of Students.

ACADEMIC ETIQUETTE

PREGNANCY AND BREASTFEEDING

A student who is pregnant while in the program may be requested to submit a letter from the attending physician (once for each trimester of pregnancy) validating there are no health concerns or restrictions for the student while participating in clinical experiences. The student may continue in the program if her health permits her to do so. After delivery, a return-to-school form signed by your physician will be required. Additional form is available upon request.

No pregnant woman should be in areas where radiation is being used without proper protection, as it may damage the fetus. The student will be excused from observing or working in these areas during this period and alternative experiences may be arranged. It is the student's responsibility to inform the instructor, if they suspect they are pregnant.

The nursing program supports the student who chooses to breastfeed her infant. While on campus, a breastfeeding mother may ask the instructor for a location that is private, secure, has access to an electrical outlet, and has access to or is near a lavatory for those times when a student needs to pump her breasts. Students are NOT allowed to pump in any of the nursing discipline offices. There is some refrigeration available to store breast milk until the student is ready to leave campus for the day. While in the clinical settings (hospitals, nursing homes, mental health venues), the student needs to coordinate the times she needs to pump her breasts **with** the authorized break and meal times. For example, the student may not take her break and then go pump her breasts; instead, she will use the break time to pump her breasts. If additional time to pump her breasts is necessary either in length of time or number of times, the student should discuss her needs with an instructor.

EXISTING HEALTH CONDITIONS

Students must notify their instructor with the following health conditions:

1. Respiratory infections/active herpes simplex are to perform good hand hygiene before contact with clients and adhere to facility policy when in the clinical setting
2. Diarrhea with bloody stools and/or fever of 38.5 C or greater are not to report to the clinical setting.

3. Dermatitis or cutaneous infections of the hands and arms or diffuse rashes are to be evaluated by a professional provider and cleared before client contact.
4. Exposure to a communicable disease such as chickenpox, measles, mumps, rubella without clear evidence of immunity, must be evaluated by a professional provider and cleared before reporting to the clinical setting.

PERSONAL HYGIENE

1. Students must be especially attentive to personal cleanliness since they will be working closely with others.
2. Avoid the use of perfumes, scented after-shave lotions, etc. since strong odors are often unpleasant to healthy and ill individuals, and may even trigger allergic responses in certain individuals.
3. Smoking is **not** allowed at clinical sites. Smokers need to be particularly careful about odor of breath and clothes so that smoking odors are not noticeable to clients, residents, visitors or co-workers.

ACCEPTABLE PERSONAL HYGIENE REQUIRES DAILY BATHING, ORAL HYGIENE AND USE OF DEODORANT. Odors should not be noticeable by others.

LEARNING ENVIRONMENT

1. The student is expected to prepare for each class session by reading, viewing assigned media resources and preparing assignments for class. **Anticipate a minimum of 2 hours of preparation for each hour of class time.**
2. Electronic devices are to be turned off during class, lab, and clinical. Faculty should be notified of extenuating circumstances prior to the beginning of class, lab and clinical.
3. No children are allowed in the classroom/simulation center.
4. Nursing courses are enhanced using Desire2Learn (D2L). The students will find the syllabus, worksheets and grades at the D2L web site. It is the student's responsibility to bring copies to class. Directions to access D2L:
 - Go to Ridgewater College home page on the Internet
 - Click "D2L"
 - Login with username and password
 - Username is your StarID
 - Password is the one you created
 - Choose the appropriate course you are seeking
 - Click on the content link to find course related materials
 - Click on the grades link to find posted grades
 - D2L may be used for other purposes in your class at the discretion of the instructor.

Netiquette Policy (Appropriate On-Line Etiquette)

In any written communication, whether on-line or hard copy, it is always appropriate to present it in a collegiate and appropriate manner. There is a tendency for on-line course work to be thought of as more casual, with not as much importance placed on spelling and grammar, but that is not to be the case. Your written work is a representation of yourself, reflecting your value system and attitudes.

Here are some common rules required in on-line work which we would like you to follow in any e-mail communications as well as assignments submitted:

- Fill in the “Subject” line of e-mail messages clearly indicating your purpose for writing.
- Do not write your message using all capital letters.
- Do not use offensive, derogatory, or vulgar language and no profanity/swear words.
- Use proper sentence structure and grammar. Capitalize appropriately in e-mail messages.
- Use abbreviations and emoticons sparingly.
- Express yourself in plain language, as clearly as possible.
- Proofread or ask someone else to proofread for you. Use spell check before submitting, but remember that spell check alone is not enough; words will be allowed through that may not be the words you intended to use.
- Identify yourself at the end of the message.

Social Network Policy

The Ridgewater College nursing program holds confidentiality, integrity and professionalism with high regard. The American Nurses Association (ANA) (2011) has developed a Code of Ethics for Nurses as a guide for nurses to conduct themselves and carry out their responsibilities in a safe and ethical manner. The Ridgewater College nursing program urges students and faculty to follow these Codes of Ethics.

Provision Three of the ANA Code of Ethics for Nurses (2001) states, “The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient” (p. 6). These ethics include privacy, confidentiality, standards and review mechanisms, and acting on questionable practices (ANA, 2001). In addition to the Ridgewater College nursing program’s confidentiality statement, social network is a separate entity. Social media/network(s) are as listed but not limited to:

- ❖ Social Networking Sites (Facebook, MySpace, Foursquare, LinkedIn)
- ❖ Micro-blogging sites (Twitter)
- ❖ Blogs (including company and personal blogs as well as comments)
- ❖ Video and Photo Sharing Websites (Flickr, YouTube)
- ❖ Forums and Discussion Boards (Google Groups, Yahoo! Groups)
- ❖ Online Encyclopedias (Wikipedia, Sidewiki) (AMP3 Social Media Guidelines, 2010)

To promote confidentiality, integrity and professionalism related to social media/network(s), nursing students will NOT:

- ❖ Share any photos of themselves, their patient(s) or the clinical facility or lab.
- ❖ Identify themselves as to be at or “checked in” at a clinical facility.
- ❖ Share or post ANY information about their experience at the clinical facility or lab i.e., stating, “I had a good day at clinical” or “I took care of a patient who had...”.
- ❖ Engage in social media during clinical, lab, lecture and/or tests.

Violating any identifying information and this policy will put the student at risk for exiting the program.

Mechanics and Presentation of Written Assignments:

Care, precision, and skill in composition are an important part of nursing. Points will be deducted for inaccuracies in spelling, grammar and punctuation. All papers must be typewritten (unless otherwise specified by the faculty). If an assignment requires citation and reference sources, use the American Psychological Association (APA) style. Illegible work will not be graded. **Only original work is accepted.** If any papers do not meet this standard, they may be handed back to be redone.

DRESS CODE POLICY FOR CLINICAL EXPERIENCE

PURPOSE: Ridgewater College will present a professional image to staff, clients and visitors in the clinical settings. This code pertains to all experiences involving laboratory, simulation, and clinical learning.

- a. The Ridgewater College nursing uniform must be worn for all clinical experiences unless otherwise stated by the nursing faculty. Students who come to clinical inappropriately attired, or whose appearance does not conform to the standards stated herein, shall be sent home and remediation for that clinical will be required. The student will be placed on a learning contract. The second or subsequent infractions may be grounds for an “F” grade in that course.
- b. The uniform must be clean and pressed -- **NO** stirrups, jeans or tight fitting pants. The pant legs must not touch the floor. Plain white socks or hosiery that covers the ankle are to be worn under slacks or trousers.
- c. White occupational shoes must be worn by women and men. Clogs or tennis shoes are acceptable as long as they are totally white without colored stripes or adornments. Shoes cannot have holes in them. Shoes may be “backless” with a strap. All visible surfaces of the shoes must be clean and/or polished; shoelaces must be clean.
- d. Students are required to have a Ridgewater Student ID with picture. Students are required to purchase a retractable badge holder from the bookstore and must be worn on their person at all times when they are at the clinical site.
- e. Fingernails must not extend beyond the fingertips and must be clean. No nail polish is allowed. No acrylic nails will be allowed.
- f. Hair must be worn back from the face. Hair longer than shoulder length must be worn pulled back and secured with a plain fastener; no side tendrils. Facial hair must be neatly trimmed.
- g. Hair must be clean and neat at all times. Extreme styles and unusual colors are prohibited in the clinical and lab setting. It is at the discretion of the instructor what constitutes an extreme style or unusual hair color.
- h. Only one pair of studs may be worn in each ear, no larger than 1/8 inch. No other stud or hoop earrings may be worn during clinical. No necklaces or bracelets are acceptable during clinical. Exception: You are allowed to wear a medical bracelet or necklace. Rings are limited to one band type on the left fourth finger, or a wedding set on the left fourth finger. Nose, cheek, tongue, lip or other oral/facial jewelry, of any kind, **is not allowed**. Spacers and/or band aids covering oral/facial jewelry **are not allowed**.
- i. A watch with a second-counting capacity is required.

- j. A white lab coat must be worn while at the clinical agency when getting assignments and gathering data. **Jeans, shorts or sweat pants are not to be worn to any clinical facility or lab class unless faculty member indicates differently.** Clothing worn under lab coat must be of a professional nature (thermal wear is not appropriate). For all learning laboratory experiences (campus lab courses) a white lab coat and name tag must be worn over casual business attire.
- k. Absolutely **NO** gum chewing, eating, smoking, or chewing tobacco during clinical/lab activities, nor during assignment or data collection times. Students should not smell of tobacco products.

Examples of inappropriate attire includes (including appearance when coming to clinical site for pre-clinical assignment and research):

- Sundresses, strapless or sleeveless tops
- Tube or crop tops
- Skorts or Capri pants, shorts
- Sweatpants or pants that are pinned, rolled or tucked into socks
- Spandex/stretch pants or leggings
- Wind pants
- Undergarment type t-shirts
- Denim pants of any color
- Sweatshirts
- Face coverings (scarves, veils)
- Hats (head coverings on top of head that are part of a religious/cultural dress are acceptable)
- Skirts touching the floor or short skirts
- Blouses, shirts or tops that are low cut and/or are tight fitting
- Camouflage

Section IV

Appendix

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
VERIFICATION FORM
NURSING STUDENT HANDBOOK**

I, _____
Print first and last name

have received and understand that the enclosed policies and procedures are related to safe nursing practice and are the requirements for successful completion of the Nursing Programs at Ridgewater College. I am responsible for signing this verification form certifying that I have read and understand the contents of the handbook for the duration of the programs I am enrolled in at Ridgewater College.

Signed: _____

Date: _____

NOTE: This verification form will be kept in your file.

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
VERIFICATION FORM
NURSING STUDENT PROGRESSION POLICY
(RELATED TO TRANSITION TO MANE CURRICULUM)**

I, _____
Print first and last name

have received and understand the statement below:

1. If not an AD graduate spring 2015, the program will no longer exist as it is. The last graduating class will be spring 2015. Therefore, the student who has an altered progression causing a delay in the graduation of spring 2015 will be required to exit. If the student remains interested in advancing their nursing education at Ridgewater College, they will need to re-apply to the Minnesota Alliance for Nursing Education (MANE) program.

I am responsible for signing this verification form certifying that I have read and understand the change policy for progression for the duration of the AD program I am enrolled in at Ridgewater College.

Signed: _____

Date: _____

NOTE: This verification form will be kept in your file.

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
CONFIDENTIALITY STATEMENT**

I, _____, agree to adhere to the professional standards of confidentiality while enrolled in the Nursing program at Ridgewater College. I understand the unique and personal nature of patient care that is involved in the education of nurses and fully intend to safeguard the privacy of all patients for whom I give care as well as their families. I will not disclose information about my patients, their families or information about fellow students that may be obtained during my studies in Nursing. I understand that this confidentiality is essential in the nursing profession.

Signed: _____

Date: _____

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
RELEASE OF INFORMATION STATEMENT**

The Nursing Discipline at Ridgewater College has a policy in regard to references. Information will be limited to the following areas:

- ◆ Academic achievement (i.e. grades)
- ◆ Attendance
- ◆ Scholarships awarded
- ◆ Elected positions such as class president, vice president, etc...
- ◆ Participation in extracurricular activities (e.g. fund raisers)
- ◆ Continuing education beyond program requirements
- ◆ Participation on committees/councils

Release of Information Statement:

I, _____, *hereby give permission to*
_____ Ridgewater College _____ to give out information
concerning my grades, attendance, and any other information related
to my ability as a nursing student.

_____ Signature

_____ Date

Release of Student Assignments:

I, _____, *hereby give permission to:*
_____ Ridgewater College _____ to share student assignments for
purposes of curriculum review, improvements and ACEN accreditation.

_____ Signature

_____ Date

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
REASONABLE ACCOMMODATIONS**

PLEASE READ CAREFULLY AND SIGN:

REASONABLE ACCOMMODATIONS

I understand that there are conditions for which accommodations may be appropriate under the Americans with Disabilities Act and that the Nursing Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, I must contact the Office for Disability Services, in the Student Services Building on the Willmar campus.

RESPONSIBILITY FOR HEALTH CARE COSTS

I understand that any health care costs incurred during the period of time I am a student in the Nursing Program will be my responsibility.

WORKER'S COMPENSATION

I understand that it is the position of the clinical facilities and the College that, as a nursing student, I am not an employee of either the clinical facilities to which I am assigned or the College for purposes of Worker's Compensation insurance.

BACKGROUND CHECKS

Minnesota law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, **and whose disqualification is not set aside by the Commissioner of Health**, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility.

I understand that the practicum experiences are an integral and essential part of the Nursing Program. Minnesota law requires health care facilities licensed by the Minnesota Department of health to check my criminal background and could use the results to refuse to accept my placement in the facility for practicum experiences. The Nursing Program does not guarantee an alternative facility placement. If no alternative facility placement is available, I will be unable to fulfill the requirements to successfully complete the Nursing Program and may be terminated from it.

Student Signature

Student Name (printed)

Date

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
DATA PRACTICES ADVISORY AND INFORMED CONSENT**

DATA PRACTICES ADVISORY AND INFORMED CONSENT

I understand that the information on the attached HEALTH EXAMINATION FORM and IMMUNITY REQUIREMENTS FORM is collected because the clinical sites where the College places nursing students require that nursing students meet their immunity and health requirements. The clinical site may require that health and/or immunity information about nursing students be made available to them. The information will be used to determine whether I meet the clinical site's health and/or immunity requirements for care providers.

A clinical site may refuse my participation based on data provided in my form(s). The information collected is private data on me. The information provided on these forms will be disclosed to the College's Director of Nursing and to any clinical site where I am placed as a student, should the clinical site request the data. I understand I am not legally required to provide this information to the College, however, refusal to provide the information requested in the HEALTH EXAMINATION FORM AND IMMUNITY REQUIREMENTS FORM could mean that a clinical site may refuse to accept me at its facility. The Nursing Program does not guarantee an alternative facility placement, therefore, I may be unable to fulfill the requirements to success-fully complete the Nursing Program and may be terminated from it.

I hereby authorize the College to release the information on the IMMUNITY REQUIREMENTS FORM to any facility to which I am assigned during my tenure in the Nursing Program should the facility request the information. This authorization is valid for the duration of my tenure in the Nursing Program.

Student Signature

Date

Student Name (Printed)

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
ASSIGNMENT EXTENSION FORM**

The assignment extension form must be submitted to the faculty person responsible for the assignment at least twenty-four hours prior to the due date of the assignment. If the due date for the assignment falls on a Monday, the extension form must be submitted by 3:00 p.m. on Friday.

Student _____ Date _____

Faculty _____ Assignment _____

Reason why you are requesting an extension for an assignment:

Have you requested any other extensions on assignments this semester in any or your courses? Yes No

Explanation:

For Faculty Use Only:

Agree Disagree

Comments:

Faculty Signature _____

**RIDGEWATER COLLEGE
NURSING DISCIPLINE
TEST QUESTION CHALLENGE FORM**

Challenge form must be submitted to the faculty responsible for the test question within one week after exam is reviewed.

Student _____ Date _____

Faculty _____ Exam _____

Question # _____ Keyed Answer _____ Your Answer _____

State the rationale for the answer you selected. Include ONE reference supporting your answer and the rationale.

Sources:

For Faculty Use Only:

____ Agree ____ Points Credited ____ Disagree

Comments:

Faculty Signature _____