

Welcome to Nursing Education at Anoka-Ramsey Community College

The nursing faculty and staff are pleased you have chosen your education at Anoka-Ramsey Community College. We are looking forward to working with you as you prepare to enter the profession of nursing. This Nursing Student Handbook* has been designed to help guide you through your program of study. The content includes essential information concerning course and program expectations and responsibilities. It is designed to work in conjunction with the nursing program policies and with the information contained in the course syllabi and the ARCC Student Planner. Any changes to the Nursing Student Handbook will be communicated through the student email account/StarID, or on the Nursing Resources D2L Site.

Anoka-Ramsey Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Universities. Anoka-Ramsey College Associate Degree Nursing Program (ADN) maintains current program accreditation through the Minnesota Board of Nursing and the Accreditation Commission for Education in Nursing.

Graduates are awarded an associate of science degree in nursing, meet the Minnesota State Board of Nursing requirements for licensure, and are eligible to take the National Council Licensure Examination for Registered Nurses, NCLEX-RN®. Traditional students and qualified licensed practical nurses may be eligible for admission to the nursing program. Graduates wishing to pursue a bachelor's degree are provided with transfer options to local and regional colleges and universities based on nursing articulation agreements.

*Note:

This handbook contains information regarding the academic policies and procedures that govern the Anoka-Ramsey Community College Nursing Program. Please read this handbook and keep it with school records for easy reference during the nursing program. By signing the nursing program accountability form, the student acknowledges that he/she has read this handbook and understands the material presented. Please feel free to contact any of the nursing program faculty members for questions or concerns about this information or about the nursing program.

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Nursing Program Mission and Philosophy

Philosophy and Mission Statement

The Anoka-Ramsey Community College Associate Degree Nursing Program is committed to educating students who provide, promote, and teach health care to individuals, families, and populations. The nursing faculty believes that holism, caring and self-care are central to the practice of nursing.

Organizing Framework

The nursing program organizing framework is based on: Professional Behaviors, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration and Managing Care.

Nursing content is organized using the NANDA NIC NOC (NNN)* Taxonomy of Nursing Practice: Functional Domain, Physiologic Domain, Psychosocial Domain and Environmental Domain.

Student Education Outcomes

- **Professional Behaviors**
Adhere to standards of professional practice, demonstrate accountability, and practice nursing within legal, ethical, and regulatory frameworks with specified populations.
 - **Communication**
Apply effective communication directed toward promoting positive outcomes and establishing a trusting relationship with specified populations.
 - **Assessment**
Collect, analyze, and synthesize information from a variety of sources to establish the provision of nursing care with specified populations.
 - **Clinical Decision-making**
Utilize effective clinical decision-making that results in finding solutions, individualizing care and assuring the delivery of accurate, safe care with specified populations.
 - **Caring Interventions**
Exhibit caring behaviors and actions that assist individuals, families and populations in meeting their healthcare goals.
 - **Teaching and Learning**
Provide health education to promote and facilitate informed decision-making, achieve positive outcomes, and support self-care activities with specified populations.
 - **Collaboration**
Function as advocate, liaison, coordinator and colleague within the healthcare team to meet needs of the individual, family, population needs as well as organizational outcomes.
 - **Managing Care**
Manage care, including human, physical, financial and technological resources in collaboration with the healthcare team.
- NANDA: North American Nursing Diagnosis Association*
 - NIC: Nursing Interventions Classification
 - NOC: Nursing Outcomes Classification

Anoka-Ramsey Community College Nursing Program Professional and Educational Standards

The Anoka Ramsey Community College nursing faculty is committed to creating and providing an educational environment that is conducive to learning in a climate that fosters the enhancement of intellectual, professional, and personal development.

We value:

- caring behaviors that are nurturing, protective, compassionate and person-centered.
- respect for the dignity, worth, and uniqueness of the individual
- self-advocacy in our students
- academic honesty
- academic rigor and scientific inquiry
- environments that nurture mutual respect among and between faculty, staff and students.

To create an environment that is conducive to assuming a professional role, it is the student's responsibility to:

- be fully present while in class, which includes preparation for class, active listening, and participation in classroom discussion.
- challenge assumptions and seek to learn from the diverse experiences, backgrounds, and opinions that are brought to the educational environment.
- provide feedback in a professional and honest manner regarding factors that enhance or inhibit learning in the classroom environment.
- be a positive ambassador and role model for nursing.

Technical Standards for Entry-Level Nursing Programs

Technical standards have been developed that describe required abilities for effective performance in MnSCU nursing education programs. The standards are compatible with the scope of practice defined by the Minnesota State Board of Nursing. The examples below show how a standard may be applied in entry-level nursing education programs and are for illustrative purposes only. They are not intended to be a complete list of all tasks in an entry-level nursing program. Reasonable accommodation to meet standards may be available for otherwise program-qualified individuals with disabilities. Contact the Access Services Office as soon as possible for more information about accommodation for a disability.

| INTELLECTUAL Skills | | |
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| Capability | Standard | Examples |
| <p>Cognitive Perception</p> <p>Critical Thinking Thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider “known facts” when new information becomes available and develop new “rules” when old ones fail or unavailable.</p> | <p>The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client.</p> <p>Critical thinking skills demanded of nurses require the ability to learn and reason: to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client</p> | <ul style="list-style-type: none"> • Identify changes in client health status • Prioritize multiple nursing activities in a variety of situations • Able to make effective decisions in the classroom and in the clinical sites. • Develop/contribute to nursing care plans that accurately reflect client concerns. • Able to make decisions reflective of classroom learning in the clinical sites. |

| MOTOR Skills | | |
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| Capability | Standard | Examples |
| <p>Motor Skills</p> | <p>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.</p> | <ul style="list-style-type: none"> • Position clients • Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, monitors • Perform/use electronic documentation • Lift, carry, push and pull • Perform CPR |
| <p>Mobility</p> | <p>Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or</p> | <ul style="list-style-type: none"> • Propel wheelchairs, stretchers, etc., alone or with assistance as available • Transport supplies to client room • Work around bedside with other personnel |

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| | transferring a client | <ul style="list-style-type: none"> • Lift a child • Move and lift clients in and out of bed, wheelchair or cart • Assist with transfer and walking of patients who may require substantial support |
| Activity Tolerance | Ability to tolerate lengthy periods of physical activity | <ul style="list-style-type: none"> • Move quickly and/or continuously • Tolerate long periods of standing and/or sitting |

| COMMUNICATION Skills | | |
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| Capability | Standard | Examples |
| Communication | Communicate in English with others in oral and written form. Able to communicate with clients and members of the health care team in order to plan and deliver safe care | <ul style="list-style-type: none"> • Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others • Read, understand, write, and speak English • Explain treatment procedures • Initiate and/or reinforce health teaching • Document client responses • Clarify communications received |
| Interpersonal Relationships | Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds. | <ul style="list-style-type: none"> • Establish rapport with clients, families, and colleagues • Respond in a professional/therapeutic manner to a variety of client expressions and behaviors |

| SENSORY Skills | | |
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| Capability | Standard | Examples |
| Hearing | Auditory ability sufficient to hear normal conversation and/or assess health needs | <ul style="list-style-type: none"> • Ability to monitor alarms, emergency signals, auscultatory sounds e.g. B/P, heart, lung, and bowel sounds, and cries for help, telephone -interactions/ dictation • Communicates with clients, families and colleagues |
| Vision | Visual ability sufficient for observation, assessment, and performance of safe nursing care. | <ul style="list-style-type: none"> • Observes client responses • Discriminates color changes • Accurately reads measurement on client-related equipment • Read medication label • Read syringe accurately • Evaluate for a safe environment client expressions and behaviors |

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| Tactile | Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture | <ul style="list-style-type: none"> • Performs palpation e.g. pulse • Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter. |
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| PSYCHOSOCIAL Skills | | |
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| Capability | Standard | Examples |
| Psychosocial Behaviors | Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities | <ul style="list-style-type: none"> • Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality • Be able to change, and display flexibility • Learn to function in the face of uncertainties and stressful situations |

| ENVIRONMENTAL Adaptability | | |
|-----------------------------------|---|---|
| Capability | Standard | Examples |
| Environmental Adaptability | Ability to tolerate environmental stressors | <ul style="list-style-type: none"> • Work with chemicals and detergents • Tolerate exposure to odors • Work in close proximity to others • Work in areas of potential physical violence • Work with infectious agents and blood-borne pathogens. |

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

Admission to the Anoka Ramsey Associate Degree Nursing Program

In addition to the general college admission criteria, students applying to the college's nursing program must meet other requirements and submit a Nursing Program application form for admission to the college nursing program.

Applicants must meet the following criteria before applying for admission to the nursing program.

1. Must be a high school graduate, or earned a GED with a minimum cumulative GPA of 2.75 in high school or college.
 - a. Use of high school GPA is limited to two years from high school graduation.
 - b. Cumulative GPA will be calculated using transcripts from all colleges attended.
 - c. No credit/Incomplete grades on college level courses will be recomputed as F's for cumulative GPA calculations.
 - d. If the applicant is currently a high school senior applying prior to graduation, the student must submit a letter from their high school indicating academic progress toward graduation in the spring. Applications from high school seniors will be accepted pending their graduation results.
2. Applicants being admitted based on college GPA must have completed at least 9 semester (or quarter equivalent) credits from courses that are general education requirements for the AS degree in nursing (see guide sheet).
3. Applicants on academic probation or suspension will not be eligible for admission. If academic probation or suspension occurs after the student is admitted and is not lifted before the first semester of nursing core courses, the student will not be eligible to start the program.
4. Anatomy and Physiology 1 and 2 (BIOL 2113 & 2114) are required science courses, but not required to apply. These courses must also be within 7 years of program start date and have a grade of C or better.
5. Grades of D and F will not satisfy admission and graduation requirements for the RN Nursing program.
6. Composite score of 19 or above on the ACT Exam. Applicants who have completed a baccalaureate degree in another field are exempt, and will have equivalent to a score of 25 to calculate their rubric score.
7. A minimum rubric score of 6.0 must be achieved to be considered for acceptance into the nursing program. (See scoring guide in the procedures.)

Applicants must meet the following additional criteria before applying for admission to the LPN Mobility Nursing Option:

1. Graduation from a state-approved Practical Nursing Program
2. Graduation from a practical nursing program within two years from the program start date, or the equivalent of six months' full-time work experience in the past two years (must be verified by letter from the employer)
3. Current LPN license in good standing.
4. Successful completion of Anatomy and Physiology I, within 7 years of the program start date.

Information for Newly Admitted Nursing Students

Newly admitted nursing students will receive a letter by mail outlining the details about a *mandatory orientation* which will take place prior to the semester start date. At orientation, students will be able to purchase their nursing uniform as well as other required materials for clinical. Included in the letter will be information about registration. Students will register online during the stated nursing registration period.

It is the student's responsibility to register for appropriate courses.

2-year Nursing Program

1st Semester

- NURS 1180 Health Assessment Lecture Section
- NURS 1180 Health Assessment Lab Section
- NURS 1181 Foundations of Holistic Nursing Lecture Section
- NURS 1181 Foundations of Holistic Nursing Lab Section
- NURS 1182 Nursing Interventions I
- NURS 2584 Pharmacology for Nurses and Related Health Professions

LPN Mobility Program

2nd Semester Level (your 1st semester in the mobility program)

- NURS 1280 Pathophysiological Phenomena for Nurses I
- NURS 1281 Holistic Nursing Care I Lecture section
- NURS 1281 Holistic Nursing Care I Lab section
- NURS 1283 LPN Transition to RN

Entrance Requirements

New students must provide the 4 components of the entrance requirements to the Nursing Data Manager by the dates indicated.

- Fall Semester start
All entrance requirements must be turned in by June 15.

- Spring Semester start
All entrance requirements must be turned in by October 31.

The (4) components of entrance requirements*

1. Medical/ Health Documentation / Immunizations/(Mantoux),
2. Criminal Background Check
3. American Heart Association Basic Life Support for Healthcare Providers CPR
4. CNA Registry/LPN license

Please see more information about each of the first three components under “Clinical Courses”.

CNA Registry/LPN License

2-Year students must provide evidence of listing on the Minnesota Department of Health Nursing Assistant Registry. (This program and test-out should be completed prior to being admitted into the nursing program.) Once admitted, students *do not* need to maintain current CNA registry.

LPN Mobility students must provide evidence of and maintain an unencumbered license with the Minnesota Board of Nursing throughout the nursing program.

*Newly admitted students without required documentation on file will be dropped from the program and their seat will be offered to a student on the alternate list.

Program Communication

Student / Instructor Communication

All nursing faculty and program support are available via email, phone, and during posted office hours. Posted faculty office hours are located in Coon Rapids, in the glass display case outside of Nursing Suite A and in Cambridge, on the nursing lab bulletin board. Appointments with individual instructors may be made via email or telephone. Instructors have faculty mailboxes in the nursing offices accessible through the nursing support staff on the Cambridge campus and a drop box on the Coon Rapids campus.

Student Email Accounts –Star ID

Star ID and a password will give students access to 3 services:

- E-Services (course registration, grades/transcripts, financial aid award)
- College Network (access to any student computer on campus)
- Desire2Learn (D2L course management system)
- All nursing students are required to initiate a college email account. These accounts are available at no charge through the college based server. College generated Email is the official means of communication for the nursing program and ARCC. Course information, clinical assignments, program announcements and registration information are frequently sent via email. Students are responsible for all information sent via college email and are expected to check accounts daily. Please note that information may not transfer if you forward your student email (or college based server) to your personal email address. It is your responsibility to keep your account free and clear.

D2L (Desire to Learn) Usage

Most nursing courses have a computer component using D2L. Training sessions for new users are regularly scheduled through the IT department. Dates and times for these sessions are available at:

<https://www.anokaramsey.edu/onlineProg/index.cfm>. A “nursing student resources” site is available on the D2L home page. This site is available to all students admitted to the nursing program and provides updated information, forms, policies and other instructions and should be checked weekly. Faculty routinely post pertinent information on D2L. This should be checked daily.

1. Go to Anoka-Ramsey Community College main website
2. Choose Student Home at the top of the page
3. Click on Desire2Learn near the bottom of the page
4. Type in your StarID and password and login
5. Make sure that all of your arrows are expanded next to “My Courses”
6. Look for “Other”
7. “Nursing Resources” should be listed under “Other”
8. Click on “Nursing Resources”
9. News Page will be first-I post everything that is coming up or any current information the Nursing Department wants students to know about
10. Click on “Content” under “Materials” to find many resources for nursing such as CPR options, background study information, readmission, missing requirements, etc.

Student Mailbox

Student mailboxes are in the nursing labs on both campuses. All correspondence will be sealed for confidentiality. Clinical papers will be returned here unless otherwise arranged. Students are responsible for all mail placed in their mailboxes and they should check for mail at least once a week. Mailboxes will be emptied after each semester. Please remove all correspondence before leaving campus at the end of every semester.

Name/Address/Phone Number Changes

Students who have legally procured a name change must present legal proof of this change within two weeks after the date of the legal action to the Records Office or online at www.anokaramsey.edu *and* to the Nursing Program Data Manager. Also inform both offices of any address or phone number changes. *The departments are not networked so any changes must be reported to both Records AND Nursing.*

Drop Box

A drop box is available on the Coon Rapids Campus outside of Nursing Suite A. This may be utilized for handing in assignments, if approved by an instructor. *Assignments must be placed in a manila envelope with the faculty name, student name, and clinical course number clearly identified on the outside.* Reference requests to faculty and clinical requirements for the Program Data Manager should be placed in the drop box.

Registration for Nursing Courses

Registration is open to nursing students during special registration dates which will be communicated each semester on the “Nursing Resources” D2L page. Specific clinical requests must be sent by email to the Nursing Data Manager *prior* to the registration period. Once the registration period has ended, requests and placement in clinical will be considered and determined by faculty. Requests may not be granted. Any changes in the nursing courses other than a clinical assignment must be approved by the Director of Nursing or the Nursing Data Manager.

You may not drop or add nursing courses after the nursing registration window is closed without the approval of the Director of Nursing or the Nursing Data Manager. For readmitted students, registration is based on the availability of space and current GPA.

First semester students will receive registration information in the mail with their orientation letter.

Occasionally adjustments will have to be made in individual schedules following registration. This may be necessary to enhance the learning experience or balance the number of students in a given course. Due to the complex requirements of clinical sites, final clinical placement will be determined by administration. No changes in clinical placement will be allowed.

All general education courses must be added or dropped through the Records and Registration office in person after the nursing registration window closes, not through the Nursing department.

It is a student’s responsibility to ensure there are no restrictions attached to registration privileges. Only students admitted to the nursing program and in good academic standing will be allowed to register online for nursing courses.

Check the course schedule for payment deadlines to ensure that registration is not dropped for non-payment.

Online Registration Instructions

Steps to Access the Instruction Screen

1. Go to www.anokaramsey.edu
2. Click “Current Students” at top of page and follow online directions.

Check the links and help videos on the right-hand side of the screen for answers to registration questions.

Courses for 2 Year Associate Degree Program

1st Semester

- NURS 1180 Health Assessment Lecture Section
- NURS 1180 Health Assessment Lab Section
- NURS 1181 Foundations of Holistic Nursing Lecture Section
- NURS 1181 Foundations of Holistic Nursing Lab Section
- NURS 1182 Nursing Interventions I
- NURS 2584 Pharmacology for Nurses and Related Health Professions

2nd Semester

- NURS 1280 Pathophysiological Phenomena for Nurses I
- NURS 1281 Holistic Nursing Care I Lecture section
- NURS 1281 Holistic Nursing Care I Lab section
- NURS 1282 Nursing Interventions II

3rd Semester

- NURS 2380 Pathophysiological Phenomena for Nurses
- NURS 2381 Holistic Nursing Care of Special Populations Lecture section
- NURS 2381 Holistic Nursing Care of Special Populations Lab section ***
Note that labs are every other week, with some Tuesday dates written in the course notes***
- NURS 2382 Nursing Interventions III

4th Semester

- NURS 2480 Pathophysiological Phenomena for Nursing III
- NURS 2481 Holistic Nursing Care II Lecture section
- NURS 2481 Holistic Nursing Care II Lab section ***
Note that labs are every other week with start dates in course notes***
- NURS 2482 Nursing Interventions IV

Courses in the Mobility Option

2nd Semester Level (your 1st semester in the mobility program)

- NURS 1280 Pathophysiological Phenomena for Nurses I
- NURS 1281 Holistic Nursing Care I Lecture section
- NURS 1281 Holistic Nursing Care I Lab section
- NURS 1283 Transition to Professional Nursing

3rd Semester Level (your 2nd semester in the mobility program)

- NURS 2380 Pathophysiological Phenomena for Nurses II
- NURS 2381 Holistic Nursing Care of Special Populations Lecture section
- NURS 2381 Holistic Nursing Care of Special Populations Lab section ***
Note that labs are every other week, with some Tuesday dates written in the course notes***
- NURS 2383 LPN Transitions Nursing Interventions

4th Semester Level (your final semester in the mobility program)

- NURS 2480 Pathophysiological Phenomena for Nursing III
- NURS 2481 Holistic Nursing Care II Lecture section
- NURS 2481 Holistic Nursing Care II Lab section ***
Note that labs are every other week with start dates in course notes***
- NURS 2482 Nursing Interventions IV

Program Information on Admission

Health Insurance

Nursing students are expected to carry their own health insurance. Medical costs incurred while enrolled in the nursing program are the responsibility of the student. Individual student health insurance is available through the Student Life office at ARCC.

Nursing Assistant Registry (2-Year RN Students only)

A photocopy of the nursing assistant registry card awarded after successful completion of the competency evaluation must be submitted. Proof of listing on the registry must be submitted to the nursing program prior to nursing orientation to maintain a place in the nursing program. For more information, see: <http://www.health.state.mn.us/divs/fpc/profinfo/narinfo/aboutnar.html>

Math Competence - Initial

Nursing students must demonstrate competence in mathematical problems related to medical dosage calculations. Competence can be demonstrated by:

1. Taking the Nursing Math test-out with a score of 90% or higher prior to the start of the first semester of the program OR
2. Completing the Math 0110 course with a letter grade of 'A' prior to or during the first semester. If the math course is taken, a copy of the course grade must be delivered to the Nursing Program Data Manager before the beginning of the first semester of the program.

If a student chooses to take the Nursing Math test-out, please schedule the test by calling 763-433-1240 on the Coon Rapids Campus or 763-433-1990 on the Cambridge Campus. Students who desire to take the Nursing Math Test-out and have not completed it prior to the nursing student orientation will be required to take it at that time. Students not passing the test-out must register and pass Math 0110 the first semester of the program.

The college math assessment test is required prior to taking any mathematics course. The prerequisite for Math 0110 is a grade of C or better in Math 0100 (transfer course that is equivalent or higher) or a score on the ARCC Math Placement Test that would allow registration for Math 0200 or higher. Please take the assessment test well in advance of planned registration in the course.

Math Competence: On-going computation and clinical judgment.

Ongoing nursing mathematic competence will be required. A math exam is given in each clinical course of the nursing program. The criteria for passing and specific procedures for retesting are identified in each course. It is the student's responsibility to schedule retesting. Students will not be able to administer medications prior to successfully completing the math exam. If a student does not pass the exam with retesting as specified, he or she may be exited from the program.

Clinical Courses Requirements

Clinical learning is an integral part of nursing education. The nursing program provides patient centered experiences across the lifespan in a variety of settings. The location, times and availability of specific sites may change from semester to semester. We will provide accurate and up-to-date information about clinical sites as soon as possible. As nursing students and educators, we are guests in these facilities and must respect their policies, procedures and nursing culture. Our clinical facility partners mandate that all nursing students submit specific, updated clinical documentation to the Nursing Program Data Manager. Students will not be permitted to participate in experiences until all requirements have been submitted and verified. Students who do not attend clinical may be unable to meet learning objectives. Clinical absence places a student in academic jeopardy and may result in program dismissal.

There are four (4) components to clinical course requirements:

1. Medical /Health Documentation /Immunizations or Titers/TB Testing
2. Criminal Background Check
3. American Heart Association: Basic Life Support for Healthcare Providers CPR
4. Clinical Facility Registration, Orientation, Safety, and Computer Training

The Nursing Program Data Manager will ensure students have complied with all program clinical course requirements before clearing a student for clinical placement. Documentation will not be accepted by faculty. Students not submitting the required data will not be allowed to participate in the clinical experience and will not be able to progress in the nursing program

The Nursing Program does not return clinical requirement data back to students once it has been submitted to the Data Manager. It is recommended that students begin a personal portfolio or file of their clinical course requirements for-future use.

1. Medical Health Documentation

- A. A negative Tuberculosis (TB) test:
 1. TB Gold (QuantiFERON), T-Spot, OR Mantoux -2 step Mantoux on admission to the program.
 2. A chest x-ray showing no evidence of tuberculosis. The X-ray is valid for 5 years
 3. Immunization with BCG results in a positive Mantoux Test. Chest X-ray (above)

Note: Subsequent annual TB tests may be a one-step Mantoux, TB Gold, or T-Spot.

- B. Titer results (require copies of lab studies) showing immunity to:
 1. Rubeola (Red Measles)
 2. Mumps Rubella (German Measles)
 3. Varicella (Chicken Pox)
 4. Hepatitis B or a signed waiver on file.

Note: Non-immune titer results require documentation of updated vaccinations and a repeat titer.

- C. Proof of TDAP (Tetanus/Diphtheria) administered within the last ten (10) years.
- D. Flu vaccination or a signed waiver on file. Note: Clinical sites may require a Flu vaccination.
- E. Medical Health form signed by your healthcare provider indicating you are in good physical and mental health.

NOTE: It is the student's responsibility to make sure all requirements are up-to-date and will not expire prior to the end of the semester. Keep your own copy all data in a personal file.

2. Criminal Background Check

As providers of direct patient care, students must participate in a yearly background study through the Department of Human Services (DHS). You must have a cleared background study in order to progress in the nursing program. Students receiving anything other than a cleared study must contact the Nursing Program Data Manager immediately to discuss how to proceed. Delaying this process could result in denial of permission to participate in a clinical experience. See the boxed note below.

NOTICE TO STUDENTS ABOUT CRIMINAL BACKGROUND STUDIES

Minnesota law requires that persons providing services involving direct contact with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted. 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. Failure to participate in a clinical placement required by the academic program will result in expulsion from the program.

Directions for Web Background Study Submission

System Requirements

- Internet access
- Compatible browser
 - Netscape version 6.0 or higher
 - Internet Explorer version 5.5 or higher
 - Mozilla version 1.1 or higher

Log-In

Go to the Background Study Login at <https://bgs.dhs.state.mn.us/a/Login.asp>

Type in the following information exactly as written below:

Facility ID – **900140**

User ID – Nstudent

Password – nursing1

Hit the "Login" button

Create Your Background Study

Hit the "Create Background Study Request"

- Read the privacy notice
- Fill out the information for all three tabs (general information, address, aliases)
- Please review information for accuracy.

- When all information is entered and correct, hit the “Create Study” button. Confirm that it is complete. Hit the “Log Off” button on the left when you are done.

3. American Heart Association Basic Life Support for Healthcare Providers CPR

AHA BLS for Healthcare Providers CPR only. No other CPR courses are accepted.

The following websites have the AHA Basic Life Support for Healthcare Provider CPR training that is acceptable:

Anoka-Ramsey Community College
<http://www.anokaramsey.edu/>

American Heart Association
<http://www.heart.org/>

CPR ETC.
<http://cprmn.com/>

Inpulse CPR
<http://www.inpulsecpr.com/>

4. Clinical Facility Registration and Computer Training

Facility computer training varies. Students will be informed of how, where, and when to complete the registration and computer training via school email.

For Allina facilities, students must complete registration approximately 5 days in advance of computer training and turn in clinical training documentation *no later than three weeks before the first clinical day*. Students who have never been to an Allina facility may need up to 10 hours to complete training. A training certificate must be submitted to the Nursing Data Manager with current dates before beginning a clinical rotation. If computer training is not completed, the student will not be allowed to attend clinical and the absence will count as an unexcused clinical absence. Directions for the Allina training will be updated on the nursing student resources site, available on your D2L home page, each semester.

For *St Cloud Hospital*, students are emailed a username and password by the Nursing Data Manager. Students must complete hospital training in advance of the on-site Epic training with an instructor. Students do not to show documentation of the hospital training. Students who have not completed the hospital training will not be allowed to attend clinical. This will count as an unexcused clinical absence. Directions for the St Cloud Hospital training will be updated on the nursing student resource site, available on the D2L home page each semester.

Adherence to Anoka-Ramsey Community College’s nursing program deadlines

Note that the clinical site sends an email out to all people (students and employees) who take their orientation. Student must adhere to ARCC’s time frame. It is the student’s responsibility to make sure all requirements are up-to-date and will not expire prior to the end of the semester. Keep your own personal copy of this information in a file.

Penalties for Non-Compliance with clinical requirements

Students who are not in compliance with clinical requirements will not be permitted to participate in any clinical experience for the entire semester and will be exited from the nursing program. Students who do not complete their clinical courses will not be allowed to continue in the program.

Clinical Site Requirements and Expectations

Anoka-Ramsey Community College (ARCC) partners with hospitals, long-term care facilities and home health care agencies in order to provide optimum clinical experiences for our students and faculty. The college establishes clinical-use contracts with each facility. These contracts stipulate mutual expectations for both services and regulations. Clinical placement is subject to clinical partner approval. A record of discipline or termination while employed by clinical partners may prevent clinical placement. If clinical placement cannot be secured, the student will not be able to complete the program.

It is the expectation of the college and the nursing program that students represent ARCC favorably both in professional attire and performance while in a clinical partner facility.

All students are required to attend the ARCC Professionalism meeting and sign a professionalism contract at orientation.

Professionalism and Confidentiality

Nursing students are expected to conduct themselves in a professional manner at all times while in uniform and/or while representing the school. The following standards of professionalism are considered mandatory for all nursing students:

- Preparation (for lectures, labs, and clinical)
- Effective communication (both verbal and non-verbal)
- Enthusiasm/positive attitude
- Effective team work/cooperation
- Acceptance of constructive criticism
- Recognition of the impact of one's behavior on others, especially patients
- Accountability/legal and ethical responsibilities

Students who violate these responsibilities, particularly standards of patient confidentiality as stated below, may be subject to immediate expulsion from the nursing program without an option to reapply.

Health Information Portability and Accountability Act (HIPAA)

Patient* information is not to be discussed, shown, or displayed to anyone not directly concerned with the patient's care. All patient information is confidential and must not go beyond the facility walls. Removing patient care plans, medical records, or photocopying or electronically copying documents in the patient's chart, and/or the patient care plan is not permitted. Students must never make statements or comments to a patient's family, a police officer, or the press that could not be repeated in court, under oath. Students are permitted in the healthcare facility only during clinical hours and specified preparation hours. Students are not allowed to call a patient, a nursing station, or access a patient's electronic medical records from areas other than the clinical unit to obtain confidential data. Neither friends nor family members (including children) are allowed at pre-clinical prep, clinical or in class.

*Patient refers to a recipient of care.

Nursing student are privileged to care with people at critical and deeply private moments in their lives. The information that comes to professionals caring for patients and their records must be protected. Students are required to distinguish between private and protected information and to develop a keen sense of the appropriate use of electronic devices. Students are not permitted to have electronic devices and/or (Cell Phones) on clinical units. Cell phones are never used to photograph a patient or family member.

HIPAA violations may have legal and financial implications. Detailed information is located on the HIPAA website at <http://www.hipaa.org/>.

Documented misuse of patient protected information is grounds for dismissal from the program. Case scenarios and patient information discussed in class or during post conference is done in a private instructional manner. Nothing from these discussions may be discussed outside of the classroom.

Students are not allowed to act in the role of student nurse or represent themselves as a nursing student in any clinical situation not authorized by the college. Students may not wear the clinical uniforms and/or Student ID badge in any situation not authorized by the college. This form of misrepresentation will result in program dismissal.

Social Media Policy

Anoka-Ramsey Community College (ARCC) School of Nursing supports the use of social media to reach audiences important to the college such as students, prospective students, faculty and staff. The college presence or participation on social media sites is guided by college policy. This policy applies to School of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and MySpace.

Reference resources should be used to clarify the nurse's role and responsibilities. This is a partial review the National Council State Boards of Nursing's (NCSBN) White Paper: A Nurse's Guide to Use of Social Media and the American Nurses Association's (ANA) Principles for Social Networking and 6 Tips for Nurses Using Social Media (1/2012).

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and college reputations.

Students should strive to represent the college in a fair, accurate and legal manner while protecting the reputation of the institution.

When publishing information on social media sites remain aware that information may be public for anyone to see and can be traced back to an individual. Since social media typically enables two-way communications a sender has less control about how materials posted will be used by others.

Consequences

Potential consequences for inappropriate use of social and electronic media by a nurse are varied. The potential consequences will depend, in part, on the particular nature of the nurse's conduct.

Board of Nursing (BON) Implications

Instances of inappropriate use of social and electronic media may be reported to the BON. The laws outlining the basis for disciplinary action by a BON vary between jurisdictions. Depending on the laws of a jurisdiction, a BON may investigate reports of inappropriate disclosures on social media by a nurse on the grounds of:

- ..Unprofessional conduct;
- ..Unethical conduct;
- ..Moral turpitude;
- ..Mismanagement of patient records;
- ..Revealing a privileged communication; and
- ..Breach of confidentiality.

If the allegations are found to be true, the nurse may face disciplinary action by the BON, including a reprimand or sanction, assessment of a monetary fine, or temporary or permanent loss of licensure.

A 2010 survey of BONs conducted by NCSBN indicated an overwhelming majority of responding BONs (33 of the 46 respondents) reported receiving complaints of nurses who have violated patient privacy by posting photos or information about patients on social networking sites. The majority (26 of the 33) of BONs reported taking disciplinary actions based on these complaints. Actions taken by the BONs included censure of the nurse, issuing a letter of concern, placing conditions on the nurse's license or suspension of the nurse's license.

Other Consequences

Improper use of social media by nurses may violate state and federal laws established to protect patient privacy and confidentiality. Such violations may result in both civil and criminal penalties, including fines and possible jail time. A nurse may face personal liability. The nurse may be individually sued for defamation, invasion of privacy or harassment. Particularly flagrant misconduct on social media websites may also raise liability under state or federal regulations focused on preventing patient abuse or exploitation.

If the nurse's conduct violates the policies of the employer, the nurse may face employment consequences, including termination. Additionally, the actions of the nurse may damage the reputation of the health care organization, or subject the organization to a law suit or regulatory consequences.

Another concern with the misuse of social media is its effect on team-based patient care. Online comments by a nurse regarding co-workers, even if posted from home during non-work hours, may constitute as lateral violence. Lateral violence is receiving greater attention as more is learned about its impact on patient safety and quality clinical outcomes. Lateral violence includes disruptive behaviors of intimidation and bullying, which may be perpetuated in person or via the Internet, sometimes referred to as "cyber bullying." Such activity is cause for concern for current and future employers and regulators because of the patient-safety ramifications. The line between speech protected by labor laws, the First Amendment and the ability of an employer to impose expectations on employees outside of work is still being determined. Nonetheless, such comments can be detrimental to a cohesive health care delivery team and may result in sanctions against the nurse.

Common Myths and Misunderstandings of Social Media

While instances of intentional or malicious misuse of social media have occurred, in most cases, the inappropriate disclosure or posting is unintentional. A number of factors may contribute to a nurse inadvertently violating patient privacy and confidentiality while using social media. These may include:

- A mistaken belief that the communication or post is private and accessible only to the intended recipient. The nurse may fail to recognize that content once posted or sent can be disseminated to others. In fact, the terms of using a social media site may include an extremely broad waiver of rights to limit use of content.¹ The solitary use of the Internet, even while posting to a social media site, can create an illusion of privacy.
- A mistaken belief that content that has been deleted from a site is no longer accessible.
- A mistaken belief that it is harmless if private information about patients is disclosed if the communication is accessed only by the intended recipient. This is still a breach of confidentiality.
- A mistaken belief that it is acceptable to discuss or refer to patients if they are not identified by name, but referred to by a nickname, room number, diagnosis or condition. This too is a breach of confidentiality and demonstrates disrespect for patient privacy.
- Confusion between a patient's right to disclose personal information about himself/herself (or a health care organization's right to disclose otherwise protected information with a patient's consent) and the need for health care providers to refrain from disclosing patient information without a care-related need for the disclosure.
- The ease of posting and commonplace nature of sharing information via social media may appear to blur the line between one's personal and professional lives. The quick, easy and efficient technology enabling use of social media reduces the amount of time it takes to post content and simultaneously, the time to consider whether the post is appropriate and the ramifications of inappropriate content.

How to Avoid Problems

It is important to recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, nurses can avoid inadvertently disclosing confidential or private information about patients.

The following guidelines are intended to minimize the risks of using social media:

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- ..Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

Conclusion

Social and electronic media possess tremendous potential for strengthening personal relationships and providing valuable information to health care consumers. Nurses need to be aware of the potential ramifications of disclosing patient-related information via social media. Nurses should be mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, nurses may enjoy the personal and professional benefits of social and electronic media without violating patient privacy and confidentiality.

National Council of States Board of Nursing (NCSBN) White Paper: A Nurse's Guide to the Use of Social Media August 2011 www.ncsbn.org

Consequences for ARCC nursing students:

Consequences: Violations of patient/client privacy with or without an electronic device will be subject to HIPAA procedures/guidelines and consequences. Students who share confidential or unprofessional information do so at the risk of disciplinary action and/or dismissal from the program. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information, such as music, videos or text.

Preparation for Clinical Practice

Prior to all clinical experiences, students are required to:

- Complete the clinical facility's registration or enrollment and training process.
- Prepare for clinical experiences in order to provide safe care. Should a student come to the clinical unit unprepared, she or he will be sent off the unit and documented as a missed clinical experience and may result in clinical course failure and/or nursing program exit.
- Many clinical facilities require students to access and document patient information on an electronic medical record. Students must have completed the clinical site computer documentation requirements prior to the start of clinical, as required by the clinical site (some sites require this to be done more than three weeks before the clinical rotation starts.)
- Adhere to hospital, Clinical Partner, ARCC, and HIPAA regulations.
- The evening prior to your clinical experience may be used to prepare your patient information for the next day. Students are NOT to engage in any patient care or interaction during preparation time.
- Working the evening or night before a clinical experience is considered unsafe and is strictly prohibited.

Other Required Materials for Clinical

All students are required to supply and have the following items with them for every clinical experience:

- Timepiece or watch with a second hand
- Black ballpoint pen
- Stethoscope suitable for the hearing needs of the student
- Pen light
- Additional materials specified by the faculty

Dress Code for Clinical Experiences

- Nursing uniforms are required during all clinical experiences involving patient care. The dress code may vary according to clinical facility, including jewelry modification- The official ARCC uniform includes a program specific solid colored scrub top with the ARCC logo, white uniform pants, white socks, and white duty shoes (male and female). The uniform must be clean and pressed.
- Shoes: no clogs, no tennis shoes with colors, and no open toe shoes or open heels. White hose, with a white skirt may be substituted for pants and socks for female students. Students may wear a white knit shirt under the scrub top. Skirts must be to the middle of the knee or below to ankle level (no knee high socks may be worn with skirts). Skirts and pants must not touch the floor. Long sleeves must have the ability to be pushed up to prevent contamination. A program specific solid colored warm-up jacket with the ARCC logo may be worn over the scrub top.
- Every student must display an ARCC picture clinical ID badge at all times while participating in clinical experiences.
- Pre-Clinical Prep: Students may wear the full dress uniform for pre-clinical preparation at a clinical site. Or, students may also choose to wear the uniform jacket with the ARCC logo and the ARCC clinical ID badge over professional casual clothes. Neither jeans, cropped/capri nor torn pants are allowed in a clinical setting. Pants must not touch the ground and must be worn at the waist. Only closed toed shoes are allowed.

Nursing Clinical ID Badge:

Nursing students are required to have a nursing picture clinical ID badge in addition to their Student/Tech ID card. Individual pictures will be taken at no charge for nursing clinical identification badges at the student ID area, at orientation or the first week of classes for Cambridge students.

The clinical ID badge **must** be worn at all times while at a clinical facility.

Additionally, some health care facilities require that nursing students wear a temporary hospital clinical ID badge.

For security reasons, ALL nursing student ID badges must be surrendered at the end of each semester or when a student is exited from the program. These badges will be reissued the following semester for clinical. The badges are the property of ARCC and the loss of an ID badge must be reported to safety and security at ARCC immediately. A \$5 replacement fee will be charged to individuals requiring a name change.

Until the ID badge is returned to the college, no grade for the course will be entered and transcripts may be withheld. Students may be dropped from the upcoming semester nursing course registration resulting in a loss of course placement. For any student exiting the program prior to completion, the badge must be turned in to the program data manager. The consequence for noncompliance is the placement of a hold on your transcript. Nursing student ID badge loss must be reported to the clinical faculty immediately.

Hair & Nails

Hair length past the collar must be pulled back with an appropriate clip or band at the back of the neck, or on top of the head so that the hair does not hang forward over the shoulder. Hair must have a neat professional appearance and color.

Moustaches, beards and sideburns must be kept neatly trimmed. Fingernails should be short (no longer than 1/8 inch), clean, and free of any polish.

Artificial nails are not permitted. Individual clinical facilities may have additional restrictions on hair and nails that must be followed.

Jewelry/Body Art/ Perfume/ Cologne

The only jewelry allowed during the clinical experience is a flat wedding band conservative post or loop earrings, one per ear and of ½" diameter or less. No other visible body piercing or body art is permitted in the clinical area. This includes tongue piercings. Individual clinical facilities may have additional restrictions on jewelry/body art that must be followed. No scented products shall be used prior to the clinical experiences including strong smelling soaps and lotions.

Smoking

Students are not allowed to smoke while in uniform at clinical sites (indoors or facility grounds) or on campus grounds. Students may be dismissed from the clinical site if the odor of cigarette smoke is detected on their person.

NOTE: While in uniform, the student must observe these dress code regulations at all times. Individual faculty will give students the required modifications for specialty areas.

Pregnancy

A student who is pregnant may continue in clinical practice as long as her health status is satisfactory and she is able to complete her clinical assignment.

Students who are pregnant should consult with their faculty member well in advance of their clinical assignment. Each clinical agency has policies that determine placement of students during pregnancy and assignments must be made accordingly.

Students will be required to submit a physician release form to return to clinical following delivery.

Alternative Learning Experiences

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include, but not be limited to, independent learning projects and alternative time schedules. Students should be prepared to accommodate alternative learning assignments and possible evening and weekend experiences if deemed necessary by the faculty. Appropriate notification will be given.

Infection Control Policy

Students are responsible for following the Infection Control Policy of the facility to which they are assigned.

Travel to Clinical Sites

The nursing program utilizes a variety of clinical sites, some of which are at area hospitals and some of which may require travel to the site via car or public transportation. Students are responsible for arranging their own transportation to and from the clinical site and for covering the cost of travel. Clinical site assignments will not be changed due to transportation issues.

Sensitivity/Allergy to Latex or Other Elements

When working in the clinical setting or nursing lab, students may be exposed to latex and other allergens. It is the responsibility of the student to inform the program data manager and the nursing lab manager, in writing, if he/she has a latex sensitivity or allergy and the plan to handle a reaction. The student with a potentially life threatening sensitivity must keep emergency medications with them at all times when involved with school related functions/activities. In addition to disclosure to the program data manager and the lab manager, the student must self-identify any latex sensitivity to clinical faculty. Emergency care and costs are the responsibility of the student. It is not the responsibility of the faculty or staff of ARCC or Clinical Partners to provide treatment in case of latex exposure. Latex free gloves and supplies are available to students in the lab and clinical settings.

Clinical Dismissal

Clinical learning experiences are times when students apply theory to practice. This is learning in real life situations. While student learning is the reason for the experience, the physical and emotional welfare of patients and their families have the highest priority.

Students must consistently demonstrate physical and mental competence during clinical experiences in order to safely perform patient care. A student who actually or potentially jeopardizes the welfare of a patient or the operation and management of the health care facility is demonstrating unsafe behavior. Examples of this behavior include but are not limited to:

- unsafe performance of clinical skills
- inability to apply new or past learning
- problem-solving skills deficits
- inappropriate oral or written communication
- noncompliance with clinical facility or nursing program policies
- physical or mental health problems
- under the influence of substances (alcohol, illicit drugs, etc.)

The student will be dismissed from the clinical area and will meet with faculty to discuss remediation of the concern and continuance in the course/program.

A clinical dismissal will result in the loss of clinical experiences and potential exit from the nursing program

Academic and Behavioral Standards

1. Policies and Procedures

Nursing students are held to professional registered nurse codes of conduct and professional standards. In addition, all nursing students will adhere to the Policies and Procedures in the ARCC Student Planner as well as the ARCC Nursing Student Handbook. Clinical facility's policies and procedures must also be followed. In the case of an issue addressed in these documents, the ARCC policy will be followed.

If a change is made to any program policy, the nursing program will notify all current students via the college based email. It is the student's responsibility to be aware of the policies and any changes that may occur.

Anoka-Ramsey Community College acknowledges its legal and moral responsibility to provide educational opportunities without any unlawful discrimination regarding race, creed, disability, color, religion, national origin, sex, sexual orientation, age, marital status, veteran status, public assistance status or inclusion in any group or class protected by state or federal law.

The college is in compliance with Title IX, Section 504 and the Americans with Disabilities Act and will continue its affirmative action commitment to remove barriers to equal education opportunity. For more information refer to the college policy and procedures.

Assistance with problems, grievances or questions regarding Title IX, Section 504 and the ADA may be obtained in the Office of Educational Services, College Services, on the Coon Rapids or Cambridge Campus.

2. Academic Policy

Once admitted, to maintain their position in the associate degree nursing program, students must:

- Complete all the nursing core courses sequentially with a minimum of 78% in each of the courses as a final grade;
- Complete all general education courses required for the nursing program with a minimum of a "C" in each class;
- Complete prerequisites and co-requisites in the sequence provided on the ARCC guide-sheet;
- Complete each nursing semester in its entirety successfully before progressing onto the next nursing semester;
- Provide up-to-date immunization records and titers, CPR certification, and criminal background checks as outlined in the Nursing Student Handbook;
- Meet the clinical performance criteria;
- Show evidence of providing safe patient care in all nursing courses;
- Follow and adhere to all policies at various clinical facilities for all nursing clinical courses; and,
- Follow and adhere to all college policies in the Anoka-Ramsey Student Planner and the Nursing Student Handbook.

2.1 Maintaining Satisfactory Academic Progress in the Nursing Program

All students must:

1. Pass the competencies described in the syllabus for each course
2. Complete all the nursing core courses sequentially with a minimum of 78% in each of the courses as a final grade (the nursing program does not round percentages, 77.9% is not a passing grade)
3. Pass specifically noted course assignments with the required passing standard. This standard may be a "pass" in a pass/fail assignment, or may be 78%. Refer to individual course syllabi for required pass standards on specific course assignments.

If a student does not average 78% for any particular nursing course at mid-semester, the student will **receive an academic alert letter from the department**. ARCC encourages those students as well as all students with concerns about their academic progress to make an appointment with full-time nursing faculty to discuss their academic plans and discuss available campus and nursing program resources.

2.2 Withdrawing from the Program

If an admitted student withdraws or fails a course in the nursing program (below a 78 % in a core nursing course or below a C in a general education course), s/he must take the following steps:

1. The student must meet with their faculty to complete an exit form. The student is exited from the program at this time and may not register for further nursing courses.
2. If the student wishes to be considered for readmission to the nursing program, a request to readmit form must be completed (See appendices) according to the Readmission Procedure (Nursing Student Handbook Form).

Students may be **exited from the nursing program** if the student has **threatened patient safety** or **fails to adhere to program or facility policies**. The nursing program performance evaluations are congruent with Minnesota Board of Nursing rules, National League for Nursing Accreditation Standards, ANA practice standards for healthcare institutions, and community agencies.

3. The Clinical Learning Experience

Clinical learning experiences provide a variety of learning experiences for the nursing student. Anoka-Ramsey students are guests of the host facility and must respect the facilities policies and procedures. All students are representatives of the nursing program and must exhibit professional behavior during all the clinical learning experiences.

All students in semesters two, three, and four, will have a mid-term conference with their clinical faculty during clinical experiences. A student performance evaluation will be completed, and the student will have the opportunity to discuss their experiences with their nursing clinical faculty member.

4. Due Process for Program Performance Concerns

If, at any time during the learning experience, a student's behavior and/or actions are deemed 'unsafe' and/or unsatisfactory, the student will be asked to leave the clinical, classroom, or lab setting. Please refer to individual course syllabi.

If a student is asked to leave the clinical, classroom, or lab setting, the following steps will occur to assure due process:

1. The faculty will notify the student in writing (includes email, US Postal service or other) of a meeting to discuss the incident or concern. The notification will be sent a minimum of three (3) business days (Monday to Friday) prior to the meeting. This requirement for three business day notice may be waived by mutual agreement of the student and faculty.
2. This meeting will be an opportunity for the student to explain the incident from her/his perspective in an informal setting with the faculty member.
3. The results of this meeting could include, but are not limited to:
 - a. **A finding that the student was not responsible:** The student in question is found not responsible for the allegation; the student continues to progress through the Nursing Program as planned.
 - b. **A reprimand:** Verbal or Written reprimand for violation of specified regulations. Notice of action may appear on the student's academic transcript.

- c. **A learning contract developed between the student and faculty member:** Continued enrollment in the nursing program, but under specific written conditions for a specified period of time. A contract maintained throughout the program will be evaluated each semester for compliance. Noncompliance will result in the student being exited from the program. Notice of action may appear on the student's academic transcript.
 - d. **A referral:** Use of special support services, including but not limited to services provided by ARCC, social service agencies or law enforcement agencies. The student may be required to show evidence of completion of the referral, which may include a renewed health clearance, prior to returning to the nursing program.
 - e. **A Student Code of Conduct Complaint:** Complaints are forwarded to the Dean of Student Life and/or Conduct Officers for investigation and further action. Refer to the Student Conduct Code in the ARCC Student Planner.
 - f. **Immediate failure in the course:** All course failures result in exit from the Nursing Program at the end of the semester in which the failure occurred. A request for readmission to the program to the Dean/Director is required to repeat the course and re-enter the program. Readmission meeting date must be set before the end of the semester in which the student failed.
 - g. **Dismissal from the program.** The student is exited from the Nursing Program. The student may re-apply to the program during the next application cycle. Acceptance is not guaranteed. All nursing courses must be successfully retaken, even if they have been successfully completed in the past. This decision will be made only with consultation with the readmission committee and/or the Dean/Director of Nursing.
4. The student will receive written notice of the outcome from the faculty member within 5 business days of the meeting.
 5. If the student believes there is improper, unfair, or arbitrary treatment by a faculty or staff member, the student may schedule an appointment to discuss the concern with the Dean/Director of Nursing.
 6. If, after the student has followed the above procedure, there is no agreement or resolution with the Dean/Director of Nursing, and the student believes there is improper, unfair, or arbitrary treatment by a faculty or staff member, the student may seek resolution using the ARCC Grievance process as described in Policy 3F.2 and Procedure 3F.2/11: Complaints and Grievances.

5. Voluntary Program Withdrawal for Medical or Other Reasons

The Nursing Program and ARCC do not grant specific medical or other leaves. If a health condition or extenuating circumstance is such that the student is unable to complete the requirements of the Nursing Program, the student may voluntarily withdraw from the program. To re-enter the program, the student must apply for re-admission within 6 months of the last day of the incomplete semester. In the re-admission process, the student will be required to show proof of the extenuating circumstance that resulted in the voluntary withdrawal from the program. Readmission is on a space-available basis and is determined by GPA standing. A GPA of 2.75 is a requirement to continue in the program.

6. Academic Integrity

Academic integrity is based upon honesty. All students are expected to be honest in their academic endeavors. Academic integrity means not plagiarizing, lying, cheating, or stealing. Cheating on an examination, or stealing the words and ideas of another, corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the College exists. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. Any non-compliance with academic integrity will result in no credit for the project, a Student Conduct Code Complaint, and may result in a failing grade for the course and other disciplinary sanctions. Refer to the Student Conduct Code in the ARCC Student Planner.

7. Conduct

Each nursing student represents the Anoka-Ramsey Community College Nursing Department at all times. Students, therefore, are expected to conduct themselves in a way that will reflect favorably on themselves, on the nursing

program, and on the school. Discretion and good judgment will be exercised at all times. Refer to the Student Conduct Code in the ARCC Student Planner.

7.1 Learning Environment and Student Conduct

The classroom, clinical settings, and the nursing lab are the places where most of the students' formal nursing instruction takes place. It is important that the environment in each of these areas be conducive to learning. It is the faculty's belief that the rights of all students, staff, and patients must be preserved. Predicated on these points, the faculty and staff reserve the right to ask a student who is disruptive and displaying an attitude not consistent with professional standards, or is impaired, to leave the classroom, lab, office or clinical setting. College security may be called. If a student is asked to leave class, the student will be counted as absent for the missed class time. A meeting will be held to review the incident (see Due Process for Program Performance Concerns in this handbook). Excessive or extreme occurrences of unacceptable behavior may result in the student being exited from the nursing program, or other actions. Refer to the Student Conduct Code in the ARCC Student Planner.

7.2 Unprofessional/Unacceptable Behavior during Class, Nursing Lab and Clinical

Unacceptable behavior/conduct includes, but is not limited to, the following:

- Interference with the learning of others
- Smoking at clinical sites and/or in an ARCC nursing student uniform on or off campus
- Not following specific clinical facility policies and procedures
- Tardiness
- Interruptions/inappropriate talking during class
- Intimidation of students, staff and/or faculty (angry, hostile, or violent behavior)
- Inappropriate/provocative dress/appearance
- Fabrication of data
- Sleeping in class
- Sexual harassment
- Use of vulgar/obscene language or body language at any time
- Use of internet for personal reasons in class or nursing computer lab
- Any other behavior deemed by nursing faculty or staff as unacceptable and which interferes with the learning or safety of others
 - Behavior violations may result in course failure, loss of clinical privileges, and/or exit from the program.

7.3 Confidentiality

During clinical and classroom discussions students and/or faculty may share personal experiences to enhance a learning opportunity. This discussion may include information regarding a patient case or private information.

This information must remain confidential and privileged information and may not be discussed outside of the classroom. (See HIPAA)

7.4 Children

Children of any age are distracting to students and instructors and are not allowed to attend attendance in class. Children and/or visitors are not allowed in the nursing lab or any clinical site.

8. Use of Electronic Devices

Use of pagers, IPODs, electronic entertainment devices, flash drives, internet, or cell phones during class/lab/clinical time is prohibited. Cell phones are not to be used in the classroom/lab/clinical for calls, texting, or photos. Students carrying a cell phone into class must keep it in their pocket on vibrate. Students may not use the cell phone in the

classroom. Any cell phone use must take place outside of the classroom/lab/ clinical. Students are expected to leave the classroom to respond to an emergency text or phone call.

Faculty has the authority to confiscate cell phones and other electronic devices in use during class/lab/clinical. Students using a cell phone or other electronic devices in the class/lab/clinical will be given verbal conduct warning and 5 points will be deducted from the total course points. All student belongings will be deposited in front of the classroom during testing and test review.

Students will need permission from faculty to use a computer or other electronic devices in the classroom.

9. Substance Abuse

- Instances of substance abuse inhibit learning, jeopardize safety and pose a liability to the patient, the student, and the college.
- It is the ethical responsibility of students to seek help for themselves first. Student assessment and/or treatment interventions for suspected abuse may be stipulated by program officials.
- Anyone reasonably suspected of substance use while on site at a clinical facility may be tested on site at their own expense. Counseling and referral services are available on both campuses. (Refer to ARCC Student Planner.)

10. Attendance Policy

The purpose of the attendance policy is to ensure quality education for the student. Because of the large volume of material covered each day, and because clinical laboratory experience validates learning objectives, it is extremely important that absences and tardiness be kept at an absolute minimum. Attendance and punctuality are considered important professional responsibilities

10.1 Theory/Class Attendance

ARCC nursing students are expected to attend all class sessions. There is a strong relationship between class attendance and academic success. Faculty establishes participation expectations for each course, and will outline such expectations in the course syllabus. It is the student's responsibility to complete all required work in each course, including work missed because of an absence. It is the student's responsibility to notify the instructor of an absence prior to the absence, obtain appropriate assignments and make up all work missed, in advance, whenever possible. If a student will be absent for a test, the instructor must be notified **prior** to the test. See course syllabi for testing requirements for each course.

10.2 Nursing Lab Attendance

Attendance at nursing lab is mandatory. The instructor teaching the lab must be notified of an absence **prior** to the beginning of the assigned lab. The student must contact the instructor via email within two business days of the missed lab to arrange for make-up. All absences **must** be made up within one week of contacting the instructor. Lack of compliance will result in a deduction of points from the course cumulative points. If lab makeup is not completed before the end of the semester a failing grade will be assigned. Anyone over 15 minutes late will not be allowed in the lab. Students **must** have faculty permission to attend a lab other than the lab for which they have registered.

10.3 Clinical Attendance

Attendance at every clinical is mandatory. A student with more than one absence from clinical is required to meet with their faculty and may be exited from the course due to the inability to successfully complete the

clinical objectives. Students must **notify their clinical instructor / clinical facility at least 30 minutes prior** to the clinical start time. Clinical make-up must be initiated by the student within two business days of the absence and completed within one week. Consequences for an unexcused absence will be a 10% deduction of clinical points and activation of due process outlined in the nursing student handbook.

Students are expected to be on time for their clinical experiences. Tardiness is considered a breach of professional standards for nursing students. Students late to clinical by 15 minutes or more and have not notified the instructor will lose 5 clinical course points. Cases of repeated tardiness may result in, a loss of 5 points for every case of tardiness and/or course failure and/or nursing program exit.

Clinical learning experiences are limited and based on availability, in any given healthcare facility. The ability to schedule make-up clinical experience is not possible.

11. Employment While Enrolled in the Nursing Program

Many students hold part-time jobs while attending classes. School must be a student's primary priority while enrolled in the program. Student employment is secondary and faculty will not compromise the quality of the learning experience to adjust to student job demands.

No special consideration will be given to students who have work/daycare/school time conflicts.

Faculty and administration suggest that if students work, they work no more than 20 hours per week. Each student should individually evaluate academic success in relation to work, family, and school.

12. Grading Policy

The grade for each nursing course will be determined according to the grading policy as stated in the course syllabus. Final grade determination is under the authority of the faculty.

Incomplete grades for nursing courses must be discussed with the faculty team and will follow the nursing program sequence guidelines.

An incomplete grade must be formally requested by the student. Student and faculty must sign and submit an incomplete grade learning contract to the registrar and the student file. The incomplete grade must be completed before the next semester, unless specified otherwise in the learning contract, to continue in the nursing program.

13. Late Paper Policy

Students will lose 10 percent of the total points possible on a written assignment each day that a paper is late per course syllabus requirements. The standard week is based on a twenty-four hour day, seven days a week including weekends and holidays.

Permission to hand a paper in late may be granted by the faculty if a student contacts the instructor before the due date. Whether or not an extension is granted rests with the faculty.

14. Critical Competencies

Students who receive less than the passing standard on an assignment, which includes a Critical Competency, will have one opportunity to pass after remediation. The original score will be retained for the purposes of the course grade. If the student does not pass on the second attempt after remediation, they will meet with their faculty and this may result in a failure of the course.

15. Complaints and Grievances

The process for all ARCC students to file complaints and grievances is outlined in **Policy 3F.2 and Procedure 3F.2/11: Complaints and Grievances**. Note that complaints and grievances may be filed when the student alleges improper, unfair, or arbitrary treatment by a faculty or staff member. Disagreement with an administrative decision or the outcome of an appeal of that decision is not a complaint or grievance unless it alleges improper, unfair, or arbitrary treatment. The procedure may be found at: <http://www.anokaramsey.edu/about/Information/Policies/Chapter3/3F2-11.aspx>

16. Nursing Program Readmission

16.1 Readmission Policy

1. **Extenuating Circumstance:** Students may apply for readmission once and once only. The student must supply documentation to support their individual extenuating circumstance (e.g.: obituary for family member, hospital bills, physicians' slips, etc.) that contributed to the program exit.
2. Readmission is allowed on a space available basis as determined by the Faculty Readmission Team/Dean/Director. Space available for registering in each subsequent semester will be determined at the end of each semester. All students who have been readmitted will be evaluated for registration based on GPA in the semester of readmission and in each subsequent semester.
3. Readmission by the student must be requested within 6 months from the last day of the semester not successfully completed.
4. Priority for readmission will be based on the students standing GPA.
5. **Behavior:** Students who fail due to behavior issues will be readmitted based on the decision of the Faculty Readmission Team or Dean/Director of Nursing and ARCC Conduct Officer.
6. **Academics:** For an academic failure (below a 78 % in a core nursing course or below a C in a general education course), a learning contract (plan) will be written by the student and the Faculty Readmission Team or Dean/Director of Nursing with faculty input. The learning contract will be signed by the student and the faculty readmission team or Dean/Director, and will be kept in the student's nursing file. *Students not complying with this contract are at risk for program exit without the possibility of readmission. The learning contract may include, but is not limited to:
 - a. Attending tutoring a minimum amount of hours per week;
 - b. Reviewing/practicing in the Nursing Lab greater than the minimum 2 hours weekly;
 - c. Meeting with faculty weekly; and
 - d. Meeting with the faculty or Dean/Director on a monthly basis.
7. If a student is not successful academically or in patient safety in subsequent courses, they will not be allowed to apply for another re-admission into the nursing program.
8. The student may apply for re-entry in the nursing program as a new program candidate and in accordance with all program application requirements. All nursing courses will be required to be repeated if the student is successful in their application for re-entry. Note that repetition of a course may have implications for loans and financial aid.

9. Auditing courses is an individual student decision. Faculty recommends auditing courses that have been previously passed to keep information current. Payment for course audit is according to ARCC policy.
10. Readmitted students will be permitted to register only with permission forms signed by the Faculty Readmission Team, Dean/Director of Nursing or Nursing Data Manager.

16.2 Readmission Process

1. Students must return completed Readmission Request form (See appendices) to the Nursing Data Manager within 6 months from the last day of the semester not successfully completed and call to make an appointment for the readmission meeting.
2. Students will be contacted to set up a readmission meeting with the Faculty Readmission Team/Dean/Director of Nursing.
3. A readmission contract will be required indicating the courses the student will need to retake and the learning contract requirements. This will be signed during the readmission meeting.
4. The Faculty Readmission Team/Dean/Director with the Nursing Data Manager will provide a signed registration form to the student.
5. The student will be required to present their signed registration form to the Registration office in order to be registered for courses or as directed during the readmission process.
6. The student will be required to review and be responsible for all financial aid, loan, and tuition implications of readmission and/or repetition of courses.

Services and Resources

Mandatory Nursing Lab Classes

Regular mandatory lab sessions are scheduled as part of the curriculum to demonstrate nursing skills and related principles. The mandatory lab provides skills and information needed to practice at the clinical site. These labs are taught by nursing faculty and are directly related to concurrent theory classes.

The Nursing Lab

Students are encouraged to spend a minimum of 2 hours per week in the nursing lab participating in independent learning activities, in addition to scheduled lab time. Students should sign in to document practice time, since instructors may refer to this. Nursing Lab Hours are posted on each campus in the nursing labs. Quiet studying, as space permits, is allowed in the lab in addition to practicing skills. Registered Nurse lab coordinators are available to reinforce previously demonstrated nursing skills on the Cambridge and Coon Rapids campuses. Students must make individual arrangements for supervised practice scheduled during posted hours. Nursing Peer tutors may also be available in the lab to assist with practice and assignments.

Electronic Resources

The Nursing Lab includes a computer lab, equipment and manikins which are available for use by students for independent, group, and/or instructor-assigned activities. Students may utilize the computer lab during posted hours. Students should be sure to log-in and log-out in the nursing lab when utilizing these resources. Earphones must be worn when using the computers in the nursing lab.

Libraries

In the libraries, a professional librarian is available to provide bibliographic instruction to all classes by appointment. A librarian or library staff is available to assist students during all hours of operation.

Coon Rapids Campus Library

- The Coon Rapids Campus has over 40,000 books and subscribes to 250 journals. The most recent issues are displayed in the magazine reading area. Past issues are stored in the stacks or on microfilm. A microfilm reader/printer is available in the library.
- Students may borrow books, videos, and journal articles from 300+ libraries from throughout the state of Minnesota using the MnPALS and MnLINK library catalog for research papers and class assignments. MnPALS, MnLINK, and other databases are accessible via the Internet 24 hours a day, 7 days a week. Material requests and renewals can be handled online.
- The EBSCO database provides electronic access to over 270 nursing journals, many of which are full-text. Additionally, students have online access to full-text articles from the PROQUEST newspaper database. Please contact the library for passwords.
- An Anoka-Ramsey Community College student ID card is required to check-out library material. Watch for designated times at the start of every semester for times to acquire your ARCC ID card. This is a separate ID from the nursing ID badge required for nursing students.
Phone 763-433-1150 for more information. For hours of operation please see:
<http://www.anokaramsey.edu/about/Information/Policies/Chapter1/1A11-11.aspx>

Cambridge Campus Library

The Cambridge Campus Library is located in the lower level, north wing, of the Campus Center. The library includes reference and circulating collections (approximately 14,000 print volumes and 8,000 E-books,) over 100 periodical titles in print (including local newspapers) as well as hundreds of titles available in full-text through online index sources. Periodical indexes include: Academic Search Premier, Business Search Premier, National Newspapers, ERIC, Psychological Journals, PubMed, Country Watch, Ethnic News-watch and CINAHL. Most of these online periodical sources may be remotely accessed with student login.

Eighteen Internet workstations provide access to materials in our local collection, as well as to materials from other libraries throughout the state. WebPALS, our online library catalog, and the MnLINK Gateway (which includes public libraries and the University of Minnesota libraries) are accessible on our library homepage at www.anokaramsey.edu/library/Cambridge.cfm. Students may borrow materials from any MnSCU library, state agency library, and a number of private college libraries through Inter-Library Loan. Facilitated by MINITEX (Minnesota's tax-supported Inter-Library Loan Agency) materials usually arrive in less than a week and often within 24 hours.

The library subscribes to AJN, RN, Nursing and Nursing & Health Care in print, but numerous other peer-reviewed nursing journals are available in full text through CINAHL (Cumulative Index to Nursing and Allied Health,) and Academic Search Premier. A Nursing Pathfinder on our library homepage provides assistance in searching to local and distant students as well as providing lists of recommended websites and print resources.

Phone 763-433-1950 for more information. For hours of operation please see:

<http://www.anokaramsey.edu/about/Information/Policies/Chapter1/1A11-11.aspx>

Assistance is also available by email from any of the Pathfinders. Students may check the list of RESERVES for a particular class by selecting RESERVES in WebPALS and entering the instructor's last name.

Bookstore

The bookstore is located on the lower level of the Cambridge Campus Center Building and on the lower level of the Coon Rapids Campus College Services Building. Textbooks and college supplies are sold for student convenience. A list of the required nursing textbooks and materials is posted to direct the purchase of items needed. The nursing faculty conscientiously chose text books and other learning materials for nursing courses. Faculty works with the publishers to bundle textbooks to get the lowest prices possible for students. The ISBN numbers are the indicator of individual texts as well as bundled texts. The bookstore has sole discretion as to the titles and quantities of texts purchased from students for resale (see ARCC Student Planner). Visit www.arccbookstore.com for more information.

Academic Advising

The Academic Advising Offices are located behind the Information Desks on both campuses. College advisors are available for academic advising. (See ARCC Student Planner) Students may direct questions to Academic Advisors through the "Ask Us" feature on the ARCC Website or by calling and leaving a message at 763-433-1830 (Cambridge) or 763-433-1230 (Coon Rapids). Walk-in advising is available on a first-come, first-served basis. Nursing student advisors are Cathryn Nissen (763-422-6064) in Coon Rapids and Maria Barlage (763-433-1872) in Cambridge.

Multicultural and English for Academic Purposes (ESL/ELL) Advising

This service is offered to international and minority students to:

- Help in matching educational and life goals
- Provide information about academic progress and degree requirements

- Help in understanding academic policies and procedures
- Help find and use campus resources
- Assist in overcoming education issues
- Help with decision-making and career direction
- Help to understand and plan how to do well in school
- Help to choose courses and other educational experiences (student groups, etc.)
- Help to find on-campus and off-campus resources

Counseling Services

Our counselors are professionally trained and certified to provide you with support and guidance in the areas of academics, career planning and personal concerns that may affect your academic success. Counseling is available by appointment by calling 763-433-1240.

Personal Counseling

Counselors are able to provide you with short-term support for a variety of concerns including: Abuse, anxiety, assertiveness, chemical abuse, depression, eating disorders, grief, relationship issues, self-esteem, sexual orientation, stress management, time management, life transitions and wellness.

Our counselors are also prepared to offer recommendations and referrals for mental health support services, should you desire on-going care.

Career Counseling

Our counselors are available to provide one-to-one support and guidance regarding your career development. We can help you to understand your personal career planning process through inventories, discussion, and intentional planning.

Academic Counseling

Counselors are also available to assist you as you determine which major or program is right for you. Counselors are trained to provide guidance and support to students with academic concerns or who have been placed on academic probation or suspension.

Academic Support Center/Peer Tutoring

The Tutoring/Academic Support Center is located in the upper level of the College Services Building on the Coon Rapids Campus and in CC D208 on the Cambridge Campus. Nursing peer tutors may be available in the nursing labs on the Cambridge and Coon Rapids campuses. For tutor hours look at posted hours in the lab or call 763-433-1990 (Cambridge) or 763-433-1190 (Coon Rapids). (See ARCC Student Planner.)

Disability Access Services

It is the student's responsibility to seek special accommodations, including permission to electronically record lectures. Students, who believe they have a disability which requires special testing, tutoring, a designated reader, recording of lectures, etc., are encouraged to contact Access Services at 763-433-1350. Faculty must receive official documentation from Access Services each semester for special accommodations. Refer to ARCC Student Handbook for further information. Students are advised to access disability services before the semester begins or early in the semester to benefit from these services.

Career Services

The Career Center is located behind the Information Desk on the Cambridge Campus and in the Courtyard Commons (SC172) on the Coon Rapids Campus. Students seeking information on additional education and careers in the nursing

profession can utilize college resources to research options. Students may also work with the Career Services Coordinator to develop resume materials and develop job search strategies.

Financial Aid

Students who find that they may have difficulty in meeting the costs related to attending college are encouraged to apply for financial assistance. The college participates in federal and state financial aid programs, including the Federal Pell Grant and SEOG Grant programs, Minnesota State Grant and Child Care Grant programs, Federal Perkins Student Loan and Federal Stafford Student Loan programs and Federal and State Work Study programs.

Students applying for any grants, loans or work-study must complete the FAFSA (Free Application for Federal Student Aid) available through the Financial Aid Office located in the upper level of the Campus Center Building. For further information, see the ARCC Student Planner.

Students may contact the Financial Aid Office at 763-433-1500 for questions related to financial aid.

Scholarships

The following scholarship opportunities require separate application procedures from the FAFSA.

- Alliss Opportunity Grants – These grants are for students out of high school and/or other postsecondary institutions at least seven years who have not yet earned a bachelor’s degree. Grants cover tuition for one course during your first term of enrollment. The Alliss Grant requires a separate application and cannot be used with the Pell grant or the Minnesota State grant for the same credits. The student is responsible for the college application fee and all other fees associated with the course. For more information, or an application form, contact the Records Office.
- College Foundation Scholarships – The Cambridge and Coon Rapids Foundations award over \$120,000 in scholarships to students each year. Scholarship criteria may include academic success, leadership skills, major field of study, or potential for success. Financial need may not be a consideration. Applications are available in the Academic Advising Office, Financial Aid Office and the Foundation Office. Students should refer to the scholarship application for deadlines. Recipients are selected in May.
- Community-Based Scholarships – Community agencies, businesses and other organizations sponsor many scholarships. Contact the Financial Aid Office for additional information.
- For further information, see the ARCC Student Planner.

Student Organizations and Leadership Opportunities

ARCC offers a variety of student organizations. Students can enjoy many opportunities to build friendships and rewarding experiences. Nursing student organizations provide opportunities in fellowship, personal and professional growth, leadership, and community service. Opportunities for involvement in student organizations and student representation on committees are available campus wide. See listing in ARCC Student Planner. The Student Nurses Association is open only to students in the nursing program.

- **National Student Nurses Association** <http://www.nsna.org/>
With a membership of 60,000 nationwide, the National Student Nurses' Association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance.
- **Foundation of the National Student Nurses Association**
The Foundation of the National Student Nurses Association (FNSNA) was created in 1969 to honor Frances Tompkins, the Association's first Executive Director. Organized exclusively for charitable and educational purposes, the Foundation awards scholarships to qualified nursing students.

Student Records

Student academic and classroom management records are kept according to MnSCU Policy (See ARCC –Student Planner.) Student files include health records, immunization status, CPR certification, student background study, written course evaluations, student contracts, and release of information requests and are kept in the nursing department while the student is in the program and are available for two semesters after graduation.

Restrictions for Disclosing Student Information

In general, the nursing program and staff may not disclose personally identifiable information from a student or applicant's records except with the student's written consent; this includes information to family (See the Data Privacy section of the ARCC Student Handbook). A Student Authorization for Faculty Reference form is required for disclosure of any information (See Student Authorization for Faculty Reference form in the Appendices.)

Letters of Reference

References for employment, awards, scholarships and other educational opportunities may be requested from individual faculty members as the need arises. Students are responsible for contacting the faculty member of their choice for the recommendation. Additional background information such as the student's college activities and professional or leadership positions held may be beneficial in preparing the recommendation. Instructors may require a personal meeting with the student prior to agreeing to provide a recommendation. Allow **two weeks** for completion of the reference letter. Request for reference letters should be put in an envelope with the instructor's name and be placed in the drop box outside the nursing offices. Reference letters will be mailed or placed in a sealed envelope in the student's mailbox. (See Student Authorization for Faculty Reference in the Appendices.) The reference release letter is only valid for one year from the date signed.

Graduation and Licensure

Graduation Requirements

Graduation requires the successful completion of all program requirements. (See Requirements for Associate Degree in Nursing in this handbook.)

Application for Graduation

All nursing students should meet with an Academic Advisor to do a preliminary transcript audit during the third semester of the program to confirm academic standing and completion of degree requirements.

Students must submit an “Application for Graduation” to the Records Office by the deadline date that occurs during the semester prior to your final semester. (Refer to the Graduation Process in the ARCC Student Planner.) **Applications submitted late will not be processed until the following semester. This will delay your ability to take the licensure examination.**

Registration for RN Licensure

There are a number of steps for students to take to ensure timely licensure as an RN after graduation. These include:

1. Apply to ARCC to graduate before the deadline (see above).
2. Meet with a Career Program Advisor to verify that your graduation requirements are complete, including nursing course, general education/MNTC requirements and wellness requirements.
3. Apply for Licensure by Exam through the Minnesota Board of Nursing (MBN) at: www.nursingboard.state.mn.us Applicants will require a credit card to apply. There is a fee associated with this application.
4. Register with Pearson Vue to take the NCLEX® examination at: <http://vue.com/nclex/> Applicants will require a credit card to register. There is a fee associated with this registration. The Pearson Vue website has up to date program codes that list the ARCC Associate Degree in Nursing Program Code.

ARCC will take the following steps to ensure you will be given authorization to take the NCLEX exam in a timely manner after graduation:

1. After your final grades are submitted, Records and Registration will review your transcript and will confirm that you have completed all necessary requirements to graduate from the Nursing Program (takes 1-2 weeks after grades are submitted).
2. ARCC will electronically send a verification of program completion to the Minnesota Board of Nursing. This will prompt the MBN to verify your eligibility with Pearson Vue. Pearson Vue will then send you an Authorization to Test (ATT) and you will be able to schedule your NCLEX exam. If you have provided Pearson Vue with an email address, you will receive your ATT via email. Otherwise, it will arrive via U.S. Mail.

Graduation/Pinning Ceremony

The Nurse Pinning ceremony at graduation has a long tradition in nursing schools, symbolizing and celebrating the transition from student nurse to graduate registered nurse. Graduating students are responsible for the planning the

ceremony and reception. Each student is “pinned” on their ARCC uniform by a member of the faculty with the official ARCC Nursing Program Pin, purchased by each student. Pinning is usually held close to the time of graduation, but does not replace the graduation ceremony. The pinning ceremony for fall graduates will usually take place on the Cambridge Campus in December. The ceremony for spring graduates will usually take place on the Coon Rapids Campus in May. ARCC holds a graduation ceremony on both campuses at the end of spring semester only. Students are encouraged to participate in both pinning and graduation ceremonies.

NCLEX-RN Preparation

Multiple opportunities exist for students electing to use review courses and/or media in preparing for the NCLEX-RN exam. Detailed information on preparing and registering is found on the student Nursing Resource class listed on your D2L sites. Comments by graduates completing independent prep courses indicate the prep courses are well worthwhile in preparation for the NCLEX-RN Exam.

Academic Affairs/Administrative Offices

The following information will provide you with program resources available to nursing students.

Inquiries regarding program planning and advising should be directed to an academic advisor or a counselor in the Career Center. Inquiries regarding instructional aspects of the program, such as instructional materials and scheduling, should be directed to the nursing faculty.

Director of Nursing
To Be Announced

Office
C224

Telephone

Nursing Faculty

| <u>Position</u> | <u>Office</u> | <u>Campus</u> | <u>Telephone</u> | |
|--------------------------------|----------------------|----------------------|-------------------------|--------------|
| Becker, Mary Kay, R.N., M.S. | Nursing Faculty | B225 | Coon Rapids | 763-433-1313 |
| Bruhjell, Candice, RN, M.S.N. | Nursing Faculty | E204-A | Cambridge | 763-422-6068 |
| Deno, Fern, R.N., M.S. | Nursing Faculty | B233 | Coon Rapids | 763-433-1192 |
| DiFabio, Betsy, R.N., M.S.N. | Nursing Faculty | B222 | Coon Rapids | 763-433-1183 |
| Dropkin, Kyla, R.N., M.S.N. | Nursing Faculty | B232 | Coon Rapids | 763-433-1169 |
| Fauskee, Pam, R.N., M.A. | Nursing Faculty | E262 | Cambridge | 763-433-1886 |
| Holder, Leda, R.N., M.S.N. | Nursing Faculty | B219 | Coon Rapids | 763-433-1282 |
| Hoolihan, Rosemary, R.N., M.S. | Nursing Faculty | B224 | Coon Rapids | 763-433-1383 |
| Kohler, Sandra, R.N., M.S.N. | Nursing Faculty | B227 | Coon Rapids | 763-433-160 |
| LaFleur, Dianne, RN, M.S.N. | Nursing Faculty | B221 | Coon Rapids | 763-433-1588 |
| Mayer, Debra, RN, M.S.N. | Nursing Faculty | E204C | Cambridge | 763-433-1914 |
| Miller, Linda, R.N., M.P.H. | Nursing Faculty | B226 | Coon Rapids | 763-433-1286 |
| O'Brien, Gwen, R.N., M.S.N. | Nursing Faculty | E260 | Cambridge | 763-433-1839 |
| Snell, Colleen, R.N., M.S. | Nursing Faculty | B218 | Coon Rapids | 763-433-1149 |
| Stoderl, Donna, R.N., M.S. | Nursing Faculty | B220 | Coon Rapids | 763-433-1175 |
| Tefer, Cheryl, R.N., M.S. | Nursing Faculty | B216 | Coon Rapids | 763-433-1146 |
| Tucker, Jennifer, R.N., M.A. | Nursing Faculty | E261 | Cambridge | 763-433-1928 |

Nursing faculty teach theoretical content (classes) and practical application in the on-campus lab and/or clinical agency. Since these responsibilities frequently take them off campus, you are encouraged to see faculty during office hours, contact them via email, or schedule appointments via email.

Academic Support

| | <u>Office</u> | <u>Campus</u> | <u>Telephone</u> |
|------------------------------------|----------------------|----------------------|-------------------------|
| Academic Advisors/Counseling | Campus Center | Cambridge | 763-433-1840 |
| Academic Advisors/Counseling | Career Center | Coon Rapids | 763-433-1240 |
| Academic Support Center (Tutoring) | Campus Center | Cambridge | 763-433-1990 |
| Academic Support Center (Tutoring) | Career Center | Coon Rapids | 763-433-1190 |

Administrative Support

| | <u>Office</u> | <u>Campus</u> | <u>Telephone</u> |
|--|----------------------|-----------------------|-------------------------|
| Carol Anderson, Nursing Program Data Manager | E259/B231 | Cambridge/Coon Rapids | 763-433-1370 |
| Julie Beedle, Faculty Secretary | B229 | Coon Rapids | 763-433-1246 |
| Tina Venneman, Faculty Secretary | C222 | Cambridge | 763-433-1877 |

Nursing Lab Coordinators

| | <u>Office</u> | <u>Campus</u> | <u>Telephone</u> |
|------------------------|----------------------|-----------------------|-------------------------|
| Giese, Patricia RN | E255/B277 | Cambridge/Coon Rapids | 763-433-1349 |
| O'Connor, Karin RN | E255/B275 | Cambridge/Coon Rapids | 763-433-1814 |
| Strait, Conni RN, B.S. | B275 | Coon Rapids | 763-433-1724 |

Nursing Office Fax

| | <u>Office</u> | <u>Campus</u> | <u>Telephone</u> |
|---------------------------|----------------------|----------------------|-------------------------|
| Nursing Faculty/Staff Fax | B229 | Coon Rapids | 763-433-1688 |
| Nursing Faculty/Staff Fax | E259 | Cambridge | 763-433-1841 |

Affiliated Hospitals/Facilities

| | |
|---|----------------------|
| Cambridge Medical Center | Phone: 763-689-7700 |
| 725 South Dellwood, Cambridge, MN 55008 | |
| Camilia Rose Convalescent Center..... | Phone: 763-755-8400 |
| 11800 Xeon Boulevard NW, Coon Rapids, MN 55448 | |
| GracePointe Crossing Gables East | Phone: 763- 689-2323 |
| 548 First Avenue W, Cambridge, MN 55008 | |
| GracePointe Crossing Gables West..... | Phone: 763-689-1474 |
| 800 Second Avenue NW, Cambridge, MN 55008 | |
| Mercy Hospital | Phone: 763-236-6000 |
| 4050 Coon Rapids Boulevard, Coon Rapids, MN 55433 | |
| Park River Estates Care Center..... | Phone: 763-757-2320 |
| 9899 Avocet Street NW, Coon Rapids, MN 55433 | |
| St. Cloud Hospital..... | Phone: 320-255-5735 |
| 1406 Sixth Avenue N, St. Cloud, MN 56303-1901 | |
| Unity Hospital..... | Phone: 763-236-5000 |
| 550 Osborne Road, Fridley, MN 55432 | |

*This list is subject to change at any time.

Web Links and Appendices

The ARCC Student Planner:—can be accessed at: <http://www.anokaramsey.edu/News/AcademicCatalog.aspx>

ARCC Nursing Program: www.anokaramsey.edu/nursing.aspx

College Catalog: <http://www.anokaramsey.edu/en/News/AcademicCatalog.aspx>

D2L Information: www.anokaramsey.edu/onlineProg

Minnesota Board of Nursing: (includes information on registering to write the NCLEX-RN exam)
<http://www.state.mn.us/portal/mn/jsp/home.do?agency=NursingBoard>

Minnesota Hospital Jobs: <http://www.mnhospitaljobs.com>

National League of Nursing: <http://www.nln.org/>

Registration Information: <http://www.anokaramsey.edu/Admissions/>

White paper from NCSBN on Social Media and Nurses : https://www.ncsbn.org/Social_Media.pdf

National Student Nurses Association: <http://www.nсна.org/>

Forms



Nursing Program Student Accountability Form

I, _____ (please print name), have read and am aware that I am responsible for the information included in the 2013-2014 Nursing Student Handbook.

Signature

Student ID Number

Date

Please turn this signed form in to the program data manager prior to your first day in the nursing program.

Additional Suggestions/Comments:



Division of Nursing
Student Authorization for Faculty Reference

Student Name (Please print): _____

I authorize all my nursing instructors that I have individually notified in writing, to release information and provide an evaluation about any and all aspects of my academic performance at Anoka-Ramsey Community College to the following: (check all applicable spaces)

- 1. _____ all prospective employers OR _____ specific employers (list on reverse side)
2. _____ all educational institutions to which I seek admission OR _____ specific educational institutions (list on reverse side)
3. _____ all organizations considering me for an award or scholarship OR _____ specific organizations (list on reverse side)

The reference may be given in the following form(s): (check one or both spaces) _____ Written _____ Oral

This authorization to provide references is valid for one (1) year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending date: _____

NOTE: Under the Family Educational and Privacy Rights Act, 20 U.S.C. 1232(g), you may, but are not required to waive your right of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely. Check the appropriate space below:

_____ I waive my right of access to references about me.
_____ I do not waive my right of access to references about me.

Name Student ID Number Date

For Office Use Only
Reference completed: Date Faculty Signature sending reference



Consent to Release Student Information

I _____ hereby authorize Anoka-Ramsey Community College (ARCC) to release and/or orally discuss the education records checked below about me to:

Person/Title: _____

Specific records to be released listed below:

- Information related to admission status and demographic information
- Information related to academic performance, class attendance and grades
- Information related to financial obligations and financial aid eligibility
- Information related to petitions or concerns (Academic Standards, Exception to Policy, Conduct)
- Other _____

The person to whom this information is released may use the information for the following purpose(s):

I understand that the student records information listed above includes information, which is classified as private under the Federal Family Education Rights and Privacy Act and the Minnesota Government Data Practices Act. I understand that by signing this Informed Consent to Release Student Information form, I am authorizing ARCC to release to the persons named above information that would otherwise be private and not accessible to them. I understand that without my informed consent, ARCC could not release the information described above because it is classified as private. I understand that when my education records are released to the persons named above, ARCC has no control over the use the persons named above make of the records that are released. I understand that, at my request, ARCC must provide me with a copy of any educational records it releases to the persons named above pursuant to this consent. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents.

I understand that I am not legally obligated to provide this information and that I may revoke this consent at any time. This consent expires upon completion of the above stated purpose or after one year, whichever comes first. However, if the above-stated purpose is not fulfilled after one year, I may renew this consent. I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Signature: _____ Student ID: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Voluntary Student Exit from Nursing Program Guidelines

Student Name: _____ Date: _____ Student ID#: _____
(Print Name)

- Meet with faculty to complete and sign an Exit Form.
- Turn in Nursing ID Badge to the Nursing Program Data Manager, Program Secretary or Faculty.
- Notify the Nursing Program Data Manager by forwarding this completed form.
- Formally withdraw from courses (to prevent a grade of F on your transcript) or see the Dean/Director to withdraw from the nursing program.

All of these should be completed in order to be considered for readmission to the program.

Additional notes/comments regarding rationale for exit:

Signature Date

Forward this signed form to the Nursing Program Data Manager.

Note: To be considered for readmission to the nursing program, you must request to be readmitted within 6 months of the last day of the semester not successfully completed.

**Readmission Request Form
Associate Degree Nursing Program**

Submit this form with transcript to Program Data Manager prior to setting up a readmission meeting. For assistance in creating an Academic Success Plan, please contact Academic Advising Services.

Semester to be readmitted: _____

Name

Street

City, State, Zip

Phone Number with Area Code

I am requesting readmission to the nursing program.

1. Identify specifically which nursing course you were not successful in completing or at what point did you exit the program?

2. In your estimation, what is the reason(s) you were not successful or the reason(s) you exited the program?

3. List specifically what you studied, how you studied, and when you studied for the nursing course. Indicate how many total hours per day/week you studied.

4. Outline your plan for achieving success; include resources and support systems available to you.

Signature

Date

Student ID