DAKOTA COUNTY
TECHNICAL COLLEGE

Practical Nursing Program

Student Handbook
2023-2024

Updated June 2023

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Introduction

WELCOME to the Dakota County College (DCTC) Practical Nursing Program! We are excited that you have chosen to pursue your nursing career with us.

The Dakota County Technical College Student Handbook addresses the policies for all students enrolled in the college. Please refer to the DCTC Student Handbook@ http://www.DCTC.edu for information non-specific to the nursing program.

The Dakota County Technical College Practical Nursing Handbook is specific to the nursing program at DCTC and has been prepared to help you understand the structure and expectations of the nursing program.

It will provide a framework for the academic and clinical laboratory policies used to maintain an effective and efficient nursing program.

PLEASE SAVE THIS HANDBOOK FOR FUTURE REFERENCE

Take the time to read and familiarize yourself with the DCTC Practical Nursing Handbook and the DCTC Student Handbook. It is your responsibility to know and follow the procedures in both handbooks.

Again, we want to welcome you to the DCTC Practical Nursing Program. We look forward to an exciting and rewarding year!

Sincerely,

DAKOTA COUNTY TECHNICAL COLLEGE

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Disclaimer: Every effort has been made to assure the accuracy of the material in this handbook. However, all policies, procedures, clinical information, documentation, program information are formulated on the most recent regulations, laws, information and dates available. They are subject to revision by state and federal agencies, which are beyond the control of Dakota County Technical College, alterations may supersede the information in this handbook.

Accreditation

DCTC

Dakota County Technical College is accredited by The Higher Learning Commission (HLC), a Commission of The North Central Association. You may view additional information about DCTC's accreditation or the about The Higher Learning Commission on their website at http://www.ncahlc.org/ / 800.621.7440.

PROGRAM APPROVAL

The program is approved by the
Minnesota Board of Nursing
2829 University Avenue SE, #500
Minneapolis, MN 55414.

Graduates are eligible to apply to take the licensing examination administered by the National Council of State Boards of Nursing.

PROGRAM ACCREDITATION

The program is on probationary status June 15, 2023 through June 15, 2024.

Dakota County Techincal College Practical Nursing Program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Ave. NW, Washington, DC 20037. (202) 909-2526

DCTC and Nursing Programs Mission and Values

Dakota County Technical College Values

DCTC firmly believes that knowledge improves lives; thus, we are committed to the following values:

- **Student Centered-** We recognize and build on students' strengths and perspectives. We support them in taking an active role in their learning and in navigating our college. We provide inclusive, high-quality, and timely services. We also design our services and programs with our diverse students' needs in mind.

- **Equity Minded-** We take responsibility for creating an inclusive learning and working environment where our students and colleagues can thrive. We identify and address patterns of inequity, informed by a social and historical understanding of exclusionary practices in American higher education.

- **Community Engaged-** We collaborate with employers, educational institutions, and community organizations to enhance our respective missions and strengthen our communities.

Program Mission Statement

The mission of the Dakota County Technical College Practical Nursing Program is to provide a program of theory and practice in a supportive environment in which students will develop knowledge, skills, and behavior essential for success as a licensed practical nurse.

Philosophy

The Dakota County Technical College Practical Nursing Program believes that Practical Nursing is grounded in the biological, psychological, sociological, and spiritual sciences practiced under the supervision of a registered nurse or other qualified health care professional. Nursing is devoted to promoting, maintaining, and restoring the health of individuals as well as promoting a peaceful, dignified death. Licensed Practical Nurses (LPN's) care for diverse individuals across the lifespan in a variety of inpatient and community-based settings by providing safe, culturally sensitive, individualized patient/relationship c entered care and by participating as a member of the health care team. LPN's recognize that teamwork and interprofessional collaboration among health care professionals is critical to delivering safe, quality patient care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Implementing established evidenced based care, skills in informatics, and patient care technology is essential to the delivery of quality, safe, patient-centered care.

DCTC Practical Nursing Values

The PN program values are consistent with DCTC values which include excellence, diversity, innovation, respect, integrity, accountability and collaboration. Professional values guide interactions with individuals, families and the health care team. LPN's demonstrate professional behaviors by exhibiting accountability for their actions, meeting the health care needs of patients, and assuming legal responsibility for the care they provide. LPN's demonstrate professional identity by upholding their commitment to the public and by adhering to an established code of ethics. The major roles of the LPN included providing nursing care and participating as a member of the nursing profession. As providers of care, LPN's contribute to the promotion of wellness; use nursing judgment in the identification of current and emerging patient problems and functions as advocates for individual patients.

Program Outcomes

Graduates will demonstrate the knowledge, skills, and behaviors essential for the successful practice of practical nursing.

Graduates will be prepared to pass the NCLEX-PN

Graduates of the Practical Nursing Program will be prepared for employment as licensed practical nurses.

Comparison of Scope of Practice for LPNs and RNs

Minnesota Board of Nursing
Nurse Practice Act – Minnesota Statute Section 148.171
Effective August 1, 2013
Practice of Practical and Professional Nursing

LPN Scope of Practice	RN Scope of Practice
Subd. 14. Practice of practical nursing. "practice of practical nursing means the performance, with or without compensation of those services that incorporates caring for individual patients in all settings through nursing standards recognized by the board at the direction of a registered nurse, or other licensed health care provider and includes, but is not limited to: 1. conducting a focused assessment of the health status of an individual patient through the collection and comparison of data to normal findings and the individual patient's current health status, and reporting changes and responses to interventions in an ongoing manner to a registered nurse or the appropriate licensed health care provider for delegated or assigned tasks or activities; 2. participating with other health care providers in the development and modification of a plan of care; 3. determining and implementing appropriate interventions within a nursing plan of care or when delegated, ordered or prescribed by a licensed health care provider; 4. implementing interventions that are delegated, ordered or prescribed by a licensed health care provider; 5. assigning nursing activities or tasks to other licensed practical nurses (LPNs); 6. assigning and monitoring nursing tasks or activities to unlicensed assistive personnel. 7. providing safe and effective nursing care delivery; 8. promoting a safe and therapeutic environment; 9. advocating for the best interests of individual patients; 10. assisting in the evaluation of responses to interventions;	Subd. 15. Practice of professional nursing. The "practice of professional nursing" means the performance, with or without compensation of those services that incorporates caring for all patient in all settings through nursing standards recognized by the board and includes, but is not limited to; 1. providing a comprehensive assessment of the health status of a patient through the collection, analysis and synthesis of data used to establish a health status baseline and plan of care, and address changes in a patient' s condition; 2. collaborating with the health care team to develop and coordinate and integrated plan of care; 3. developing nursing interventions to be integrated with the plan of care; 4. implementing nursing care through the execution of independent nursing interventions; 5. implementing interventions that are delegated, ordered, ore prescribed by a licensed health care provider. 6. delegating nursing tasks or assigning nursing activities to implement the plan of care; 7. providing safe and effective nursing care; 8. promoting a safe and therapeutic environment; 9. advocating for the best interests of individual patients; 10. evaluating responses to interventions and the effectiveness of the plan of care; 11. collaborating and coordinating with other health care professionals in the management and implementation of care within and across care settings and communities; 12. providing health promotion, disease prevention, care coordination, and case finding;

11. collaborating and communicating with other health care providers; 12. providing health care information to individual patients; 13. providing input into the development of policies and procedures; and 14. accountability for the quality of care delivered, recognizing the limits of knowledge and experience; addressing situations beyond the nurse's competency; and performing to the level of education, knowledge, and skill ordinarily expected of an individual who has completed an approved practical nursing education program described in section 148. 211, subdivision 1.	13. designing and implementing teaching plans based on patient need and evaluating their effectiveness; 14. participating in the development of health care policies, procedures, and systems; 15. managing, supervising, and evaluating the practice of nursing; 16. teaching the theory and practice of nursing; and 17. accountability for the quality of care delivered, recognizing the limits of knowledge and experience; addressing situation beyond the nurse's competency; and performing to the level of education, knowledge, and skill ordinarily expected of an individual who has completed and approved professional nursing education program as described in section 148.211, subdivision 1.

PN Program Design and Progressions

The Practical Nursing diploma program requires 43 credits for completion. Students may register for developmental courses that may increase learning and success rates. These course credits do not apply toward the 42 that are required for nursing majors. A grade of 'C' (2.0), or better, is required in the following courses:

HEAL 1060 Nursing Assistant
HEAL 1101 Anatomy & Physiology
HEAL 1150 Health Career Math
HEAL 1501 Medical Terminology for Nursing
PSYC 1350 Lifespan Development
All PNSG Courses

The nursing courses are presented in three settings: classroom, learning laboratory, and off-campus clinical sites. In the classroom the instructor facilitates the theory component through lecture, class discussion, and audio-visuals. Student assignments are directed toward textbook readings, instructor-designed and online Assessment Technology Institute (ATI) materials. Library references, nursing periodicals, anatomy models, and other learning resources are available for students in a variety of media formats. Learning laboratories include hospital beds and equipment that simulate client units in hospitals, long term care facilities, out-patient clinics and alternative care settings. Students practice skills presented in the classroom or demonstrated by the instructor. Each student must complete a satisfactory return demonstration of identified nursing skills to pass lab and clinical courses.

Observations in departments other than nursing, as well as alternative care sites, are scheduled to broaden the learning experience.

Nursing program faculty members make client assignments and supervise these learning experiences.

Course descriptions may be found online. The Practical Nursing semester course schedule is available prior to registration. A complete offering of DCTC courses is published online.

COURSE SCHEDULES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Full Time Program Plan	
Full Time (Summer start only completes in 12 months)	
Semester 1	
Heal 1150 Health Career Math	1
Heal 1160 Nursing Assistant	4
Heal 1101 A & P	4
Heal 1501 Medical Terminology for Nursing	1
PSYC 1350 Lifespan Development	4
	14 credits
Semester 2	
PNSG 1010 Foundations of Nursing Practice	4
PNSG 1355 Pharmacology	3
PNSG 1410 Adult Health Nursing I	4
PNSG 1600 Clinical Practice 1	4
	15 credits
Semester 3	
PNSG 1620 Clinical Practice II	4
PNSG 1755 Behavioral Health Concepts	2
PNSG 1805 Maternal/Child Health	2
PNSG 1500 Adult Health II	4
PNSG 2000 Capstone	2
	14 credits
	43 credits total

PN Nursing Concepts/Student Learning Outcomes/Role Specific Competencies		
Concept	Student Learning Outcome	PN Role Specific Competencies (K=Knowledge, P=Practice-Know-How, E=Ethical Comportment)
Informatics/Technology	**The practical nursing graduate will utilize information technology in the health care setting.**	**DOCUMENTATION/CONFIDENTIALITY** **Identify (K), demonstrate (P), and appreciate (E) the use of information technology to accurately document patient care while consistently safeguarding confidential health information.** **INFORMATICS** **Identify (K), demonstrate (P), and value (E) the use of information technology to access reliable information and resources that support evidence-based patient care, reduce reliance on memory, and enhance competency within the practice setting.**
Managing Care of the Individual Patient	**The practical nursing graduate will work within an established plan of care for an individual patient to organize or assign aspects of care under the direction of a RN or other HCP.**	**MANAGING CARE OF THE INDIVIDUAL PATIENT** **Identify (K), demonstrate (P), and appreciate (E) one's role in managing care (planning and organizing) within a plan of care for the individual patient in providing quality nursing care under the direction of a RN or licensed HCP.** **ASSIGN/MONITOR:** **Identify (K), assign (P) nursing tasks/activities to other LPN's, assign and monitor nursing tasks/activities to Unlicensed Assistive Personnel (UAP) and accept (E) accountability for the PN scope of practice.**
Nursing Judgment/ Evidence Based Care	**The practical nursing graduate will utilize evidence-based nursing judgment when prioritizing care, implementing interventions, reporting changes, and promoting the health of individual patients across the lifespan.**	**PRIORITIZATION OF CARE:** **Describe (K), demonstrate (P), and value (E) the ability to prioritize care in delivering quality, patient centered nursing care across the lifespan.** **NURSING JUDGMENT:** **Identify (K), use (P), and appreciate (E) evidence-based care when conducting a focused assessment, choosing nursing interventions within a plan of care, monitoring, and reporting changes in the individualized patient's condition across the lifespan.**
Patient-Relationship Centered Care	**The practical nursing graduate demonstrates effective communication skills while providing patient care founded on basic physical, developmental, spiritual, cultural, functional, and psychosocial needs (NAPNES) of individual (SOP) patients across the lifespan.**	**NURSING PROCESS:** **Describe (K), utilize (P), and value (E) the nursing process when participating with other health providers in the development and modification of a plan (SOP) of care for patients across the lifespan and in various health care settings.** **COMMUNICATION SKILLS:** **Describe (K), demonstrate (P), and value (E) self-awareness, cultural sensitivity, and caring effective communication with patients** **LEARNING NEEDS:** **Describe (K), provide (P) health care information, and reinforce P) established teaching plans for individual patients while (E) appreciating the importance of patient education.**
Professional Identity and Behavior	**The practical nursing graduate will demonstrate professional behaviors and accountability to legal and ethical nursing**	**ETHICAL/LEGAL:** **Explain (K), demonstrate (P), and value (E) nursing care within ethical, legal, regulatory frameworks and within the scope of practice for the LPN.** **PROFESSIONALISM:**

	practice standards for a competent PN	**Describe (K), demonstrate (P), and accept (E) responsibility for personal integrity, professional boundaries, professional behaviors and lifelong learning.**
Quality Improvement	**The practical nursing graduate will participate in quality improvement by providing input into the development of policies and procedures and effectively using resources to achieve patient outcomes**	**PATIENT CARE CONCERNS:** **Identify (K), report (P), and respect (E) patient care concerns to improve customer service, patient satisfaction, and enhance effective and cost-efficient health care services.** **ORGANIZATIONAL/SYSTEM:** **Describe (K), provide input (P), and appreciate (E) quality improvement methods used to develop or revise policies/procedures, and effectively use resources to support organizational outcomes**
Safety	**The practical nursing graduate will recognize and report changes and responses to interventions to a RN or the appropriate licensed health care provider while providing a safe environment for patients, self, and others**	**PATIENT COMPLICATIONS:** **Identify (K), implement actions (P), and recognize (E) one's responsibility to detect and respond to actual/potential patient complications and report changes to the appropriate health care provider.** **SAFE NURSING PRACTICE:** **Explain (K), demonstrate (P), and value (E) safe nursing practice and the relationship between national safety campaigns and implementation in practice settings.**
Teamwork & Collaboration	**The practical nursing graduate will participate as a member of the inter professional team collaborating and communicating with other health care providers (SOP) to promote safe, quality, patient centered care.**	**COMMUNICATION SKILLS:** **Describe (K), display (P), and value (E) effective communication skills including the responsibility to report to appropriate health care personnel when working with members of the inter `professional teams.** **CONFLICT RECOGNITION: Recognize conflict (K), clarify conflict concerns (P), and value the importance of reporting staff conflict (E).**

Students with Disabilities

Reasonable accommodations will be provided for students with physical, sensory, learning, psychiatric, and chronic disabilities. Students should notify the Program Director, the Accessibility Services Advisor and the ADA Compliance Office to discuss or arrange any reasonable accommodations needed. DCTC provides support services for qualified students with disabilities. Students with disabilities may obtain assistance during any phase of the education process including admission, registration, advising, instruction and placement.

The faculty and staff at DCTC are committed to providing students with disabilities the appropriate accommodations to ensure access to programs, services, and activities as required by The American Disabilities Act (ADA). In accordance with the ADA, the following are available to qualified students with disabilities; support, counseling and information services; academic assistance including assistive devices; course selection and program advising; and tutoring, testing assistance and modification. Upon request, an advocate can be assigned to assist with modification requests, intervention, and grievance procedures. Students may be requested to provide clearance from medical provider to assure the student can safely complete program requirements.

Course descriptions are found in the DCTC catalog. A Practical Nursing semester class schedule is available prior to registration. Student Services also publishes a complete schedule of all college courses.

Practical Nursing Program Policies

The following Practical Nursing Program policies have been developed to comply with student policies of DCTC, rules of the Minnesota Board of Nursing, agreements with clinical facilities, and standards of nursing practice.

Transfer Credit/Credit by Exam

See "TRANSFERRING CREDITS INTO DCTC" in the online DCTC Student Handbook.

Transfer Credit

A student wishing to transfer credits into the pre-nursing or practical nursing program must complete the regular admissions process and have designated nursing as their major. A student who has been dismissed from another institution for academic or disciplinary reasons will be given consideration for admission only after careful review.

Incoming students can obtain an unofficial review of previous college credit with the program advisor in Student Services. Students interested in receiving a transfer must make a formal application for transfer of credit. Each credit to be considered for transfer must be supported by an official transcript sent from the originating institution. The application for transfer, accompanied by the necessary official transcripts, must be reviewed and approved by the student's academic advisor and/or counselor and the Registrar prior to the awarding of credit.

Transfer of technical credits shall be allowed, (at the discretion of the Director of Nursing and the faculty members), for courses that have been completed within five years prior to the transfer of application to the program. Students with technical courses that were completed more than five years prior to the transfer application may appeal for exception if circumstances warrant.

General education credits will transfer if they are applicable to the award a student is seeking.

Dakota County Technical College graduates who seek further academic training may find opportunities to transfer their credits to another upper-division, post-secondary institution. Transfer credit decision is made on an individual basis by college.

Please contact a Student Services advisor for questions or concerns regarding transfer of credit.

Documentation/Procedure

Requests for transfer of credit shall be considered when they:

1. Students must comply with the DCTC Transfer Credit policies and procedures. (See DCTC Student Handbook)

2. Students must have completed application to DCTC and the Practical Nursing Program.

3. Are supported by official transcripts from an approved educational institution.

4. Are current according to policy of current value related to new information/technology.

5. Include at least 75% of DTC course content. (In some situations, a course syllabus may be requested to assist in evaluating course content of transfer credits.)

6. Are approved by faculty/program director/program dean/DCTC Registrar.

Denial
The Practical Nursing Program reserves the right to deny requests for transfer of credit when:

1. Credits are not applicable to the practical nursing major.

2. Credit/syllabus does not have current value due to new information/technology.

3. Credit/course grade is lower than a "C" (C - is not acceptable).

4. Content and course are over 5 years old.

Credit by Examination
Credit by departmental examination (test out) is a provision, which exists for courses with the approval of the instructor or Dean. The examination may take the form of a written test, or oral examination, or some other demonstration of competency. Students who have formally declared their majors at DCTC are eligible to test out. Students must score at a "C" level or better to pass a credit by exam. Credit by exam cannot be used for courses previously taken at DCTC.

Documentation
Students may receive credit by examination for life/work-related experiences that they believe have demonstrated parallel knowledge and experience to specified courses in the practical nursing program.

Requests for credit by examination will be considered when:

1. Relevant and current experiences are documented in the student's petition/request.

2. Faculty assess that the documented experiences parallel course content (Assessment may include written testing or skills testing by faculty to determine competency in the area that the student is requesting credit by examination).

Procedure
1. The student must have completed an application to DCTC and the Practical Nursing Program.

2. The student must complete the credit by exam process prior to the semester in which the course is to be taken, according to the required course sequence.

3. The student will submit a written request for credit by examination including documentation of life/work experience.

4. The Practical Nursing director/faculty will approve/deny the request based upon review of request and documentation. If a request is approved, the director/faculty will identify testing method(s) for credit by examination.

5. Upon approval, the student will complete the "Credit by Examination" form in the Student Services Office and pay required the fees at the tuition office. (DCTC policy is outlined in the student handbook.)

6. Student will submit completed exam form to the program director. The program director and appropriate faculty will confer with the student to arrange credit by examination with written and/or skill testing.

7. Successful completion of testing will result in credit entered on the student's official transcript.

Denial

The Practical Nursing Program reserves the right to deny credit by examination when:

1. The student has received a course grade of "D" or below or an incomplete in the course or has withdrawn from the course during a previous semester.
2. The experiences are not of current value.
3. The student cannot supply documentation for evaluation of course relevancy.
4. The student has had an unsuccessful attempt with credit by examination for the same course.
5. The student does not provide evidence of competency through assessment as determined by the Nursing Faculty or Nursing Director.

Progression

To ensure nursing students maintain satisfactory progress in the program and to meet college responsibilities, the nursing faculty has established academic progression/graduation requirements. These goals include the Program outcomes and the following:

1. It is the nursing programs responsibility to provide evidence when students are failing.
2. It is the nursing programs responsibility to use resources wisely.
3. It is the programs responsibility to monitor student progress and ensure admittance to waiting students.

A student must earn a minimum grade of "C" in each nursing course and maintain a 2.0 GPA in order to progress in the nursing program sequence. Students must satisfactorily complete all required program and course objectives in order to progress in the program and graduate.

*Unsatisfactory grades are defined as "D," "F," "NC," or "W."

Courses in the nursing curriculum are sequential, i.e. successful completion of a specific first semester nursing course is required before a student can progress to second semester courses. Even though a nursing student has failed a course that may be offered the following semester and the course appears to have space available, the spaces in each course for every semester are allotted for students in a specific cohort. The student will be allowed to register for the course as space permits. Two unsuccessful grades for any PNSG courses will result in dismissal from the program.

Status/Change Readmission

The DCTC Student Handbook outlines the procedure for withdrawing from a course or the college. Students are responsible for following college procedures.

Students should inform the program's Student Service Program Advisor if plans for program progression change. Example includes; to temporarily be placed on inactive status. When planning to return to the Practical Nursing Program, students must plan with the program advisor for readmission. Clinical courses have limited enrollment and current enrolled students have priority for registration.

Theory /Lab Courses

A nursing student may drop from a theory course within the first five days of the semester and not receive a "W" (see the DCTC Student Handbook regarding the Add, Drop and Withdrawal Policy time lines). Withdrawals after the drop date are recorded as a "W" and will be considered an unsatisfactory attempt.

Repeating Courses

Students may repeat nursing courses, on a space-available basis. Students who have failed or withdrawn from a course(s) must repeat the entire course (lab / lecture courses are considered one course) and complete all required assignments in the course. If there are more nursing students who must repeat the same course during the same semester than space available, students will be ranked by GPA academic standing and completion of courses. Students may only repeat one PNSG course. Unsuccessful completion of two PNSG courses will result in dismissal from the program. Students who fail or withdraw from a last semester course, will also need to repeat PNSG 2001- Nursing Capstone, and repeat Virtual ATI.

Notification
Students are apprised of progress throughout coursework. Refer to individual instructor course syllabus for details.

Students are responsible to seek information regarding their own academic progress when necessary.

Students NOT progressing in the program, will be notified by the Director of Nursing, via email at the end of the semester, after ALL final grades have been calculated.

Academic counseling is available. The nursing faculty will work with students and/or provide referral, if needed to Student Services for academic counseling. Please see the Dakota County Technical College Student Handbook petition procedures

Program Dismissal

Students earn an academic exit from the nursing program for the following reasons:
GPA for two semester falls below 2.0 will not progress to third semester. The student will need to use the semester to take courses that will increase the GPA to graduation standards.
Earned unsatisfactory grade or fail in the same nursing core course/clinical two times.
Earned two unsatisfactory grades or fails in any PNSG courses.
The student will be ineligible for readmission for two unsatisfactory clinical attempts or for one "no call, no show" in the clinical setting.

Progression Committee
The Progression Committee is designed to offer the students an objective decision based on the facts given. The committee meets once a student places an appeal to the Director of Nursing with documentation as to why student should be able to remain in the program. The Committee is made up of a minimum of two nursing faculty and an administrator. Generally, a student service representative is present. This meeting will document the student's course of action and future.

See DCTC Student Handbook for college policy on repeating of coursework.

Readmission to the Nursing Major
Students interested in readmission must meet with the Director of Nursing to discuss the readmission process.

To be eligible for readmission, the student must submit written documentation to the Director of Nursing including evidence to support rationale for readmission.

The documentation should include a plan of action that identifies mechanisms that have been put in place or life circumstances that have changed to enhance the probability of success in the Nursing Program.

This written plan of action must be received four (4) weeks prior to the first day of class for the semester in which readmission would occur.

The student will be notified in writing of readmission status.

Readmission Outline

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

Students seeking readmission must complete a new application. Applications for readmission will be placed with the pool of new applicants, and the student will be admitted using the same criteria as all applicants to the designated Nursing Program. If all nursing courses and cohorts are full for the academic year and there is no space available, the student(s) applying for readmission will be placed on the waiting list in the order it was received.

In order to ensure that a student who has been out of the Nursing Program for a period of times has the prerequisite skill and knowledge to safely and competently care for patients, remediation or testing assessments of skill and theory may be required as a condition of readmission at the discretion of the nursing faculty and Director of Nursing.

If the student fails to meet progression requirements after readmission, the student will be dismissed from the program and not be eligible for subsequent readmission to the Dakota County Practical Nursing Program.

Please also see the college policy on repeating of coursework.

An inactive student (not enrolled in nursing courses for two semesters), must apply for re-admission. An interview and skills refresher, (if appropriate), must be completed to ensure the student will be successful when resuming the learning program. Students will be given information regarding the procedure at the time of inquiry for readmission. Any DCTC Practical Nursing student who is out of school for a year or any new student transferring into the DTC Practical Nursing Program must meet the admission criteria in place at the time of application or re-application.

Any student who has not been enrolled in clinical or lab skills course for one semester must satisfactorily complete appropriate assessment and potentially a Clinical Skills Assessment before he/she is allowed to continue in the nursing program.

Clinical Readiness

Criminal Background Study

Minnesota State laws require that any person who has direct contact with patients and residents at health care facilities licensed by The Minnesota Department of Health and Human Services must have a criminal background check completed prior to the student's first clinical rotation. Results of the study are confidential and are maintained in the student's file in Academic Affairs office.

Your prompt attention to submitting your information will allow you time to address any disqualifications or questionable results. Background studies must be updated annually and will be charged accordingly.

Students that do not pass, meaning they are disqualified, the criminal background check, (even if they are able to 'set disqualifications aside'), will not be permitted to participate in clinical experiences, thereby rendering the individual ineligible to progress in the nursing program.

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

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

If, at any time during the nursing program, a student is determined to be in violation of the law, and a recheck of the criminal background study finds the student to be ineligible to provide direct patient contact, the student will be exited from the program. In addition, the administration reserves the right to evaluate any current charges and/or convictions. If administration determines that further action is necessary, it will be handled on an individual basis.

If the student refuses to cooperate with the criminal background check, the clinical facility will refuse to allow clinical experience participation. The Nursing Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and, therefore, is unable to progress in the practical nursing program.

Extended state and federal background checks may be required by individual clinical sites.

Students with questions or concerns regarding the process or results of their background check should **IMMEDIATELY** direct questions and appeals to:

Minnesota Department of Human Services
Licensing Division Office of Legal Council
444 Lafayette Boulevard
St. Paul, MN 55155-3842
Phone (651)296-3971
Web address: www.dhs.state.mn.us

Immunization Records

A completed immunization form must be on file prior to beginning any clinical experience. These forms will be provided to students accepted into the programs.

The immunizations required are standards established by the Minnesota Department of Health and Human Services and Centers for Disease Control and Prevention.

If a student fails to provide the required immunization data, the clinical site will not accept the student at its facility. This includes students who are conscientious objectors to immunizations.

The Dakota County Technical College Practical Nursing Program does NOT guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and, therefore, is unable to progress in the Practical Nursing Program. Immunization documentation is submitted yearly or as needed.

Student Health Assessment and Clinical Readiness

Some facilities may impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The college may ask students to provide health information which will be used to determine whether a student meets a clinical site's health requirements for care providers.
Dakota County Practical Nursing Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and therefore is unable to progress in the Nursing Program.

If a student has a physical or cognitive limitation that prevents them from independently performing the psychomotor and/or cognitive skills required, the student will be unable to progress in the program until the limitations have been resolved.

Students with psychomotor and/or cognitive limitations should contact the college disability counselor prior to the start of the academic school year to explore services available to them.

Personal Information

Clinical facilities may request personal information such as: name, date of birth, immunization records, background studies and the last four digits of the student's SS#. Clinical agencies may utilize this information to conduct additional background studies and to assign identification for computer access.

Liability Insurance

Nursing liability insurance is required. The cost of this (one-time non-refundable course fee) insurance is covered by course tuition. Liability insurance does not cover personal injury or illness. Marsh USA, Inc. covers each student through DCTC for professional liability (Third Party Liability Coverage). For more information, please contact the Business office.

Workers' Compensation

Students are not an employee of the clinical facilities to which they are assigned or Dakota County Technical College. Workers' Compensation insurance is not applicable to the nursing student.

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

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

Student Health
Students are responsible for their health and any related problems. Students must receive medications or care from their personal physician. Students may NOT consult the health care providers in the clinical area. Illness or medications affecting student performance must be reported to the clinical instructor. Students are responsible for their own medical and hospitalization insurance.

If a student becomes ill or injured in the clinical area, the clinical instructor must be notified. All injuries occurring at the college are to be treated in the DCTC Health Services office. In either case, students must report incidents to the DCTC Health Services office immediately.

Student Health Concern
Good physical and emotional health is necessary to participate in clinical course assignments. Students must have a physician or health professional's recommendation to participate in clinical courses if they have experienced an event that may place limitations on their clinical performance or be a potential safety hazard to clients. Examples include: surgical procedures, injuries, infections, emotional instability, and pregnancy/delivery. The faculty require a professional health assessment if a student's behaviors and/or clinical performance demonstrates potentially unsafe situations.

Physical, Cognitive and Psychosocial Requirements
In order to provide safe and competent care for ill and vulnerable patients and to meet the psychomotor and cognitive objectives of a clinical course, students participating in clinical experiences must meet the physical, cognitive, and psychosocial requirements.

All students are required to have a medical form completed by a licensed medical provider. A completed physical exam form must be on file prior to beginning of any clinical experience.

Cardiopulmonary Resuscitation, (CPR), For the Healthcare Provider
Students in the nursing program must successfully complete Health Care Provider or Professional Rescuer CPR course prior to admission to the nursing program and maintain a current card while in the Practical Nursing Program. Students may choose to renew their CPR with The American Heart Association - CPR for Healthcare Provider, or through The American Red Cross - Professional Rescuer. A copy of the student's current CPR card must be maintained in the student's records in Academic Affairs.

Drug and Alcohol Policy

DRUG FREE CAMPUS POLICY- *see DCTC student handbook*

Dakota County Technical College Nursing Department is committed to maintaining an environment that is free from the influence of alcohol, misuse of prescription medications, and illegal drugs.
In order to ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical setting, Dakota County Technical College upholds the drug-free campus policy in the Student Handbook and extends this policy to clinical sites off campus.

Due to the nature of the nursing profession, should concerns arise concerning drug or alcohol use, faculty and/or administration reserve the right to address situations on an individual basis.

Student Nurse Life

The life of a student is busy and challenging, especially for a student nurse. Students often have family, work, and other responsibilities in addition to class and study time. There are several factors to consider when organizing one's personal, family, and employment time. The college expects two hours or more of outside study time for every hour of lecture class and one hour outside study time for every two hours of lab class.

Appointments

Student may check the instructors schedule posted outside their office doors for available appointment times outside of class. If the posted times are not convenient, students are encouraged to utilize email to communicate and/or schedule an appointment with his/her advisor.

Email and Technology

Email is the official communication mechanism for DCTC. Please check your DCTC email daily as this is the email that will be utilized for all school communication.

Please be reminded that email is considered to be part of professional and appropriate communication between faculty, administration and fellow peers. Expectations are that such communications will be received, read and acted upon in a timely fashion, by faculty, students and staff.

Students are responsible for seeing that electronic information services are used effectively, efficiently, ethically, lawfully and in compliance with DCTC policies

Students experiencing difficulty with their email accounts need to inform his/her advisor immediately.

D2L

Students are required to use computer technology in the nursing program. Most nursing courses use some component of Desire 2 Learn (D2L), a web-based instruction management system.

Assessment Technologies Institute (ATI)

Faculty members use Assessment Technologies Institute (ATI), an E- learning tool, designed to improve student test outcomes.

It is the students' responsibility to check these web sites on a regular basis as course communication tools.

Students must have access to a computer, printer, and the internet in order to meet the academic demands of the nursing program. At a minimum, computers should be equipped with Word, Adobe Acrobat Reader and Microsoft Office. Computers and printers are available for student use in the Center

for Student Success. Students requiring assistance with computer-related concerns should contact a staff member in the Center for Student Success or utilize BYOD (Bring your own device) hours posted on the DCTC website.

Social Media

We encourage students to exercise caution when using social media. Content found on your profiles may negatively influence perspective employers and DCTC clinical affiliates. Offensive posts that are brought to the attention of faculty will addressed as a student conduct issue and may result in dismissal. Posting confidential information on your social media may result in dismissal from the program.

Academic Integrity: Moral and Ethical Responsibilities

Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is the student academic honesty. DCTC students are expected to honor the requirements of the Academic Integrity Policy 3.6.1 which is found on the DCTC website at: http://www.dctc.edu/about-us/college-policies/

The Nursing Faculty at DCTC has an obligation to teach, uphold and enforce professional, moral and ethical principles of the profession of nursing. These behaviors are evaluated in each nursing course.

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

- Academic dishonesty which includes but is not limited to cheating, plagiarism, sharing of test information with others, posting course materials on websites such as Quizlet, Chegg, CourseHero, etc.
- Submitting the work of others as your own
- Knowingly furnishing false information whether verbal or written
- Falsifying written information or documentation on any form on or off campus.
- Theft
- Transgression of professional boundaries
- Unprofessional or unsafe behaviors in the clinical setting
- Breaching of confidentiality
- Disrespect of instructors, peers, patients, staff, preceptors or anyone the student encounters in their role as a student at DCTC.
- Others as determined to be a significant breach of Professionalism by nursing faculty and Director

A student in a clinical rotation may be placed on probation or dismissed from the nursing program related to his/her behavior and actual/potential harm to others.

Students that fail to meet behavioral progression requirements may have consequences which can range from course failure to program dismissal. There is no guarantee of progressive disciplinary action; any behavior or appearance which may impact professionalism, patient safety, or the educational experience (such as lack of sleep, social stress, illness, odors, etc.) as determined by the instructor will be addressed and could result in dismissal from the program. Consequences will be determined on an individual basis.

Students who have been dismissed from the program for these reasons are not eligible to apply for readmission to the nursing program at Dakota County Technical College.

Patient/Resident Confidentiality/ Health Insurance Portability and Accountability Act (HIPAA) Policy

All students enrolled in clinical courses must complete a Patient/Resident Confidentiality Policy Agreement (see addendum). This agreement details the student's responsibility in providing the right to privacy for all patients/residents. Any breach of this Confidentiality Policy may result in dismissal from the Practical Nursing Program.

Clinicals

Clinical Courses
To meet the goals and objective of the Practical Nursing Program and the requirements of the Minnesota Board of Nursing, students must achieve a minimum degree of competence in client care activities. Nursing skills are acquired through instructor-supervised practice in clinical settings during clinical courses.

Agreements
A 'Memorandum of Agreement' between DCTC and its' clinical affiliates are routinely reviewed and renewed. These agreements are written in compliance with the Minnesota Board of Nursing Rules 6301.1700. Agreements are kept on file in the Academic Affairs Office and with each of the DCTC clinical facilities.

Each clinical site, in conjunction with DCTC faculty, is responsible for the patient care provided. Facilities agree to provide clinical learning experiences for our students that fulfill the written learning objectives designed by the faculty.

Assignments, Supervision and Readiness
The faculty reserves the right to assign students as needed to any clinical site and/or time i.e. day/evening shift, dependent on availability. Students are assigned to specific clinical sites to provide the best possible learning opportunities.

Whenever possible, students will NOT be assigned to hospitals, nursing homes, and alternative delivery sites where they are employed. The role and responsibilities, and expectations for a student are different from that of an employee.

A faculty member of the DCTC Practical Nursing Program, in conjunction with the clinical sites nursing staff, will provide instruction and supervision of students. A faculty member may or may not be present in the facility, while students are providing client care.

Students are responsible for their own actions.

Students must communicate client care activities with their instructor during clinical courses.

To participate in clinical experiences, students are required to submit the following items:

1. Background Study
2. Immunization Records
3. Name and Date of Birth
4. Authorization of Release of Student Data
5. CPR for the Health Care Provider
6. Health Insurance (strongly recommended)
7. Last 5 digits of Social Security Number
8. Proof on NA Registry

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

Nursing students are required to have a current (within last 12 months) Student Health Assessment on file in Academic Affairs.

Students who fail to provide the required documentation by the determined deadline are not eligible for clinical progression.

PN Preceptor Policy

Clinical preceptors are used to enhance clinical learning experiences in PNSG1620, Clinical II. Students work eight shifts in a facility or clinic with preceptors.

The preceptor clinical time begins after students have received clinical and didactic instruction in basic areas of nursing or content specific clinical and didactic instruction, preceptors will join nursing faculty to expand student knowledge and skills.

The faculty members shall retain responsibility for the student's learning experiences and contact the clinical preceptor and student for the purposes of monitoring and evaluating learning experiences.

Selection
Clinical preceptors are used to enhance clinical learning experiences and are chosen by the director of nursing or nurse manager at the facility. The preceptors are experienced Registered Nurses (RN's) or Licensed Practical Nurses (LPN's) and have at least one year of nursing experience.

Preceptors who participate in teaching in clinical sites must meet specific qualifications, to include the following:

- Have an earned degree/diploma and be licensed as a nurse in the state of Minnesota.
- Have an interest in teaching, role modeling caring and professional behavior, mentoring and the facilitation of learning.
- In addition to patient assignment, also be willing to assume the additional responsibility of a student's clinical learning.
- Adhere to the expectations of the preceptor role listed on the Preceptor Agreement.
- Must be willing to complete DCTC Preceptor orientation by reviewing the preceptor guidebook provided at the beginning of the student's clinical time and complete an evaluation at the completion of the student's eight shifts.

In the event of student safety concerns, the preceptor is to notify the nurse manager immediately and follow up with the nursing instructor and/or college nursing director. Any general concerns should be reported to the nursing instructor supervising the student.

Simulation in Health Care Education

Simulation may be utilized within nursing theory/lab courses and clinical courses to evaluate and maintain skills and theories taught.

Grading

Grading criteria for nursing courses are specifically outlined in each course syllabus and addendum. The letter grade and percentage are based on the following:

A = 94 – 100%
B = 87 – 93%
C = 80 – 86%
D = 72 – 79%
F = less than 72%

Each course requires a **cumulative score of 80% on exams** regardless of points for assignments in order to pass the course.

In addition to faculty created exams and assignments, students will also utilize Assessment Technologies Institute (ATI) products to gauge learning. Please refer to each course syllabus as to the grading expectations.

For courses utilizing ATI Proctored assessments (Foundations of Nursing Practice, Pharmacology, Adult Health II, Behavioral Health Concepts, Maternal Child Health) these grades are included in the cumulative calculation for exams and points are assigned as follows:

Each proctored exam will be worth 50 points. You will receive a level score at the end of each exam. The level you receive will correspond with the score you receive as follows:

Level 3: 50/50 (100%)

Level 2: 45/50 (90%)

Level 1: 35/50 (70%)

Below Level 1: 0/50 (0%)

If you score Below Level 1 on an exam, you will be given one opportunity to take a different form of the proctored exam for the course after completing assigned remediation. If you score Below Level 1 on your first proctored exam, the maximum score you will receive on the second proctored exam is a 40/50 regardless of what level you score. If you receive a Below Level 1 on the retake, you will receive a 0/50.

Remediation will be assigned after each Proctored exam. If completed thoroughly, accurately and on-time, remediation is worth 2 points back on the Proctored exam. For example, if you scored a Level 1, you would get 35/50 points or a 70%. If you complete the remediation accurately and on-time, your score will be changed to 37/50 (74%).

An ATI Comprehensive Predictor will be included in PNSG 2001- Nursing Capstone. If the student achieves a score of 71.3% or higher, they will receive 50 points. All students will receive remediation based upon their individual score. Once remediation is completed thoroughly, accurately and on-time, they will receive an additional 5 points. For those who did not achieve that 71.3% benchmark, there will be the option of retaking the Comprehensive Predictor after completing the appropriate remediation. If on the re-take the student achieves a score of 71.3% or higher, they will be given 50 points for the exam. If they still did not reach that

benchmark of 71.3%, they will earn 0 points for the Predictor, but will have the opportunity to earn 5 points back in remediation.

The student who does not achieve 71.3% or higher on the 2 attempts on the Comprehensive Predictor, shall take an Incomplete in Adult Health II, and at that time they will have 6 weeks (after the end of that semester) to finish all of the modules in Virtual ATI and earn the Green Light from their ATI Coach. Once the student has earned the Green Light, their grade for Adult Health II will be finalized. If they fail to achieve the Green Light within 6 weeks of the semester, they will fail Adult Health II and need to retake it.

A grade of "C", (80%), is required for successful completion of all nursing major courses. Any grade less than 80% is not acceptable.

All assignments must be written and presented according to professional writing standards using APA 7th edition (American Psychological Association) format.

The course syllabus may detail greater guidelines for assignments and evaluations. In general, the following is expected:

A. Free of spelling errors, grammatical and punctuation errors
B. Double spaced, typed and stapled
C. No frayed edges
D. Documents sent electronically must follow the Technology Agreement

Courses that contain a pass/fail lab include: PNSG 1010 Foundations of Nursing Practice and PNSG 1355 Pharmacology. Students must pass every lab skill, regardless of test/quiz scores, in order to pass these courses. In order to progress in the nursing major, the student must attain a 'C' or better in all courses.

Incomplete Grades

An incomplete grade may be given only at the student's request. A student may request a grade of "**I**" for incomplete when doing satisfactory work in a course and is unable to complete all required coursework within the semester. This request must be made on the designated form, signed by the instructor and submitted to the Student Services Office on or before the last day of the semester.
Incomplete work must be made up and a grade submitted to the Student Services Office by a date mutually agreed upon by the instructor and the student. This date may not be later than six weeks after the scheduled completion date of the course.

Written Evaluation (Exams, Tests or Quizzes) Criteria

Students are expected to take examinations, tests, and quizzes when scheduled. (See course syllabi for specific test policies of individual instructors.)

Skills Laboratory Evaluation Criteria

Laboratory skills are practiced on campus. Skills that require successful demonstration will be identified in course syllabus. Skill evaluation tools will be made available for students prior to the evaluation for competency. Students will have available lab times/scheduled lab times to practice skills. Please see the instructor's syllabus.

All skills learned and evaluated in coursework are expected to be maintained throughout the program, even after the course has been successfully completed. Periodic testing of these skills will occur throughout the program. These skill competency tests are to ensure safety of the patients as the student progresses through the program.

Skill competency testing may include:

- Medication Math examination prior to Clinical II
- Nursing Skill Competency testing (technical skills)
- Nursing written competency (nursing notes, care plans etc.)

If unsuccessful, students will NOT be allowed to continue in any clinical setting to ensure patient safety.

Clinic/Lab/Classroom Performance

Students are expected to comply with all Dakota County Technical College clinical laboratory performance policies (further details are provided in the clinical coursework and lab handbook) as well as all policies of the agencies where clinical laboratory experiences are held.

Students are legally responsible for their acts of commission or omission. Any act of unsatisfactory behavior requires an evaluation conference with the student and the nursing instructor. Additional parties, i.e. administration, may be consulted. Unsatisfactory behavior is defined as any behavior that the instructor identifies as unsafe, ineffective, inconsistent, or non-compliant as related to: program or facility policies, course requirements, and/or clinical competencies. Further details are provided in clinical coursework.

Documentation of Clinical/Class/Lab Performance

Each nursing course identifies the grading method used to evaluate progression through the course.

Grading methods may vary with each Nursing Faculty instructor and course. Course outcomes and goals/grading are outlined in the course syllabi.

To objectively and clearly identify student behavior that may hinder maximum professional growth and competency, documentation of such unsatisfactory behavior may occur. Documentation will be reviewed by instructor and student; a copy will be placed in the student file.

The following is a partial listing of behaviors deemed as unsatisfactory for students in the nursing program:

- Unprofessional behavior (use of electronic devices, sleeping, talking, etc.) during lectures and guest presentations from outside industry partners. These may be on campus or at the clinical facilities
- Failure to prepare for specified clinical or coursework assignment
- Any breach of integrity, honesty, or confidentiality
- Discussion of patient information in a public area
- Failure to provide for patient physical safety
- Failure to follow medication procedure
- Failure to provide psychological safety
- Failure to be responsible for all assigned care
- Failure to maintain medical asepsis
- Failure to obtain supervision from instructor when necessary
- Failure to maintain therapeutic communication techniques
- Pattern of using language and mannerisms that are offensive to others in the clinical or classroom area
- Failure to assess and make adjustments based on their own mental, physical and emotional ability in the clinical and classroom area such as fatigue, illness or other.

Situations which require review and may cause the student to fail the course or be dismissed from the program include, but are not limited to:

- When two unsatisfactory incidents occur in the same academic semester
- When the same type of unsatisfactory behavior is documented more than once during the course of the Practical Nursing Program.
- Failure to notify instructors in case of illness or anticipated tardiness in the clinical setting (no call, no show).
- When clinical partner staff has expressed concern to the instructor regarding a student's clinical performance.
- When the affiliating agency refuses to allow a student to be present in their facility.
- When an unusual incident occurs or when a single unsatisfactory behavior is of such magnitude that dismissal from the program is considered.

Attendance/Tardiness

Regular attendance in the classroom, lab and clinical settings is essential to ensure that the students have acquired the necessary knowledge and skills to be successful in practice. Students are held to the same professional standards as those expected within the work environment. Therefore, students are expected to arrive on time to all classes (lecture, lab sessions, and clinical). If a student anticipates that he/she will miss a classroom or clinical experience, the student must notify the instructor in advance. If the student is ill, the student must notify the instructor as soon as possible.

Absences
Recurring absences and tardiness will be reviewed by faculty and may result in the course objectives not being achieved. If the course objectives are not achieved, the student cannot be successful in the course. Specific course requirements and consequences related to attendance are outlined in course syllabi.

Excused absences are defined as the following:

1. MD note (on script paper or letterhead) indicating appointment, emergency or hospitalization. *Hospital discharge papers will also be accepted.
2. Scheduled Court appearances (must bring documenting court papers to instructor). *Dropping off paperwork at the courthouse/lawyer for a future court date does not qualify as an excused absence.
3. Funeral – must be an immediate family member or arranged with the instructor.
4. Family emergency with documentation.

Excused absences that affect the student's ability to successfully complete course requirements may result in the student's inability successfully complete the semester. Please talk with your faculty and/or DON if you require multiple absences.

Please also review the DCTC Student Handbook which identifies college attendance and tardiness policies in the "Policies and Student Conduct Rules & Procedures" section.

**Always have a backup plan for daycare, transportation, and work.
**Documentation of excused absences must be provided within 72 hours of absence

Classroom Attendance
Each PNSG course has specific criteria regarding test days. See individual course syllabi.

Lab Attendance
Re-scheduling of lab reviews is the responsibility of the student in case of absence. Determining factors of make-up work include lab and/or instructor availability. See course syllabus for specific details. It is the student's responsibility to ensure completion of missed materials.

Clinical Attendance
Regular clinical attendance is as important as it is on the job. Prospective employers expect students to be reliable and dependable. These skills are demonstrated by student attendance records and participation in the course. It is not possible to "make up" clinical experiences in the same way that one might "make up" a written test. If the student is absent from clinical, "real life" experiences have passed by and may not be available. Students must be present in the clinical setting in order to meet nursing course objectives and competencies. Clinical attendance occurs in the lab, and off campus at contracted clinical facilities. Nursing students are asked to carefully review and abide by our clinical absence policy.

Clinical Absences
Clinical absences will be clearly documented. If a student is ill, the student (not a peer) must notify the instructor as soon as possible. Make-up experiences are not available; therefore, the attendance policy must be adhered to.

See course syllabi for specific rules regarding clinical attendance.

If a student is recurrently tardy or other infractions arise, the student may be placed on clinical probation. Failure to meet the terms of the probation may result in not fulfilling the clinical requirements of the course. Not fulfilling the requirements of the course will result in the student not being able to progress in the Dakota County Practical Nursing Program.

Students unable to attend a clinical experience, must notify the instructor (and the facility, if applicable) before the scheduled experience. Failure to notify the facility and the instructor before the clinical experience will result in dismissal from the nursing program.

Arriving late to a clinical experience or leaving early will be documented as an absence.
Students who receive two (2) warnings for the same behavior over the course of their nursing experience and/or both 2nd and 3rd semester of clinical courses may result in course failure or dismissal from the nursing program.

Extended Leave
If a student will be gone for an extended time due to a medical condition, surgery or other medical reason, the following is required when the student returns:

Written "Return to Work/School" note from the physician on script paper or letterhead including the following:

- May return to Classroom and Clinical (if "clinical" is not written on the return slip, the student will not be able to attend)
- May return with restrictions – lifting, standing, walking, stairs, etc.
- MUST also include an END date to the restrictions.
- May return with no restrictions – must state "no restrictions".

The faculty department has the right to review the amount of time missed and determine if the student will need remediation or review of competencies.

Tardiness
Tardiness (according to the DCTC rules published in the student handbook under student conduct) is reporting late for any designated class starting time.

The faculty reserves the right to assign students as needed to any clinical site and/or time i.e. day/evening shift, dependent on availability. Students are assigned to specific clinical sites to provide the best possible learning opportunities.

Academic/Clinical Problems/Due Process

When a student is experiencing a problem in an academic or clinical course, it is the responsibility of the student to make an appointment with the instructor to discuss the problem and explore a means of resolution. The initial meeting should occur as soon as a problem has been identified.

Warning

If a student demonstrates unsatisfactory performance (academic or clinical), a warning will be given. The instructor will discuss the situation with the student and the conversation will be documented in the student's record.

If the student's performance does not improve, a written report will be made and signed by both the student and the instructor. The purpose of the warning is to clearly identify the problem area(s), the step to be taken by the student for improved performance, and to establish a date when the student's status will be reviewed. Depending on the nature of the problem(s), the warning may extend into the next clinical course.

Clinical Probation

It is the process of the nursing department that a student may be placed on probation if certain violations occur in the clinical setting (on or off campus).

These violations include, but are not limited to the following:

- Breach of confidentiality (HIPAA)
- Disrespectful behavior to staff, faculty, patient(s), or students
- Inappropriate or unprofessional behavior
- Pattern of tardiness and/or lack of preparation for clinical
- Compromised patient safety
- Demonstration of lack of integrity
- Incomplete or erroneous documentation

Any and all violations will be documented and will be managed on an individual basis. If a student incurs a violation, the student will meet with faculty and/or administration to discuss the situation. Following the discussion, it will be determined if a corrective action plan or dismissal from the clinical or program is warranted.

Documentation

The student will receive a copy of the academic/clinical warning or academic/clinical probation status. A copy will be placed in the student's file, and a copy will be attached to the clinical evaluation form. In order to graduate, all condition warnings and/or probations must be met.

Clinical probation is implemented by a joint faculty decision if the 'Warning' is not corrected or if concerns for safety or additional unsafe practice occur. A date is specified, at which time the probationary status will be reviewed by the faculty and either removed or extended into the next course. If warranted, clinical dismissal will occur.

Appeal Process

Students are encouraged to petition when they believe they are treated unfairly or their special circumstances warrant an exception to policy. Petition forms are available at Student Services. Program faculty will consider student petitions and determine a ruling within 7 school days. If students are still dissatisfied with the faculty's decision, they are encouraged to follow the grievance policy as outlined in the DCTC Student Handbook.

Clinical Responsibilities and Uniform

Attendance at each clinical orientation is mandatory. All of student clinical requirements must be received by DON/Academic Affairs, and any clinical onboarding initiated by the clinical site MUST be completed before the clinical rotation begins or the student will need to drop/withdraw from the clinical.

Clinical experiences occur in a variety of settings and locations; a reliable means of transportation is required. Gas, car repairs, car insurance, etc. are the responsibility of the student. If the student is having financial concerns, they may contact Student Services for resources which may be available. Clinical experiences may be scheduled both day, weekend and evening hours. A flexible schedule is necessary.

Uniforms and school identification are required in school related settings. This includes, but is not limited to: clinical sites, on-campus lab setting, volunteer settings, etc.

Clinical partners may prohibit body art such as tattoos, piercings, etc. Piercings must be removed, with the exception of one small earring in each ear. Offensive or objectionable tattoos must be completely covered.

Most facilities are non-smoking, including the parking lot. Clients, patients, cohorts, staff, etc., may be sensitive to odors, especially that of tobacco. No smoking is allowed during clinical rotations.

Each student is responsible for purchasing uniform items and other supplies for clinical courses.

Uniforms in a Clinical and Lab Setting

In the clinical and lab setting students are expected to present a professional appearance at all times.

This includes:

- DCTC Tech Card ID and facility ID if applicable.
- Uniforms to be clean, neat (wrinkle free) and designated color *NAVY BLUE
- Make-up may be worn with discretion.
- If hair is longer than shoulder length, it must be tied back.
- Hair color should be of a natural hair color, meaning no colors such as green or purple.
- Simple hairpieces may be worn to keep long hair in place. Large hair accessories are not acceptable.
- Males should be clean-shaven or have neatly trimmed facial hair.
- Neat, short fingernails; clear nail polish is acceptable. Colored nail polish or artificial nails are not allowed.
- Small earrings may be worn, (no dangling earrings or hoops). Students are limited to wearing one earring in each ear. Only wedding ring may be worn.

- Visible body piercings removed.
- Black or navy shoes should be kept cleaned and polished.
- No food, beverages or gum is allowed in the labs/clinical sites.
- No fragrances are allowed in the lab/clinical sites.
- No electronic devices in the clinical or lab areas.
- Other appropriate items for uniform:
- Photo ID badge with appropriate title
- Watch
- Bandage scissors
- Stethoscope
- Black ink pen
- Individual facilities may have additional requirements
- Penlight

Picture Identification Badges
For security reasons, all students are required to wear a DCTC tech card while at clinical sites. In addition, students may be required to wear an ID badge issued by the clinical site for the duration of their clinical experience. Students will forfeit their right to attend clinical, if they do not comply

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

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

**Cell phones are not permitted in DCTC lab areas and clinical settings.

Educational Resources

Faculty Advisor

A member of the nursing faculty will be assigned to students as an academic advisor. This advisor will answer questions and assist students in registering each semester to ensure that students follow the correct progression of courses. The Practical Nursing Program is assigned an academic advisor from Student Services who is also available to assist students.

Advising appointments provide students and their advisors an opportunity to review program progression and clarify procedures. It is the student's responsibility to make appointments to meet with their advisors. These appointments can be made at any time during the semester.

Library
The library contains books, magazines, audiovisuals, indexes, and other computer software to support learning. Details of library resources and services are available on the DCTC Library website: http://www.DCTC.mnscu.edu/library

The Center for Student Success
The Center for Student Success, located in Room 2-104, provides state of the art computer hardware and resources in both Windows and Macintosh platforms. Their resources include most of the major software application used in DCTC instructional programs. All computers are equipped to do research, establish an email account, and access the other resources of the college web site. The hours for this lab are posted both near the entrance and on the Support Services home page.

Informal Announcements
Instructors may update students on information related to the course, program, and campus at the start of class. Email is the official form of communication at DCTC. D2L Brightspace is another way to relay announcements.

Parking
Parking is permitted in the East and West Lots of the building only. No parking in the Visitor's Lot.

Food Services

Food Pantry
The Food Pantry is free for any DCTC student in need of food support. The Food Pantry is located above the bookstore in 2-303 and students are welcome to grab food to eat while on campus or to take home for family. The Pantry is open Monday through Friday 5am-10pm. Please make sure to sign in when you visit the pantry. This allows for us to replenish food items through generous donations.

Food and Housing Insecurity Statement
Any DCTC student who is having difficulty with housing, nutrition, personal safety, or transportation should contact Student Services or his/her instructor for assistance. DCTC has many services on-campus, as well as connections with community groups.

Student Resources

Student Life
Student Life can enhance the DCTC experience by providing avenues to build your resume, expand your network, and make a difference! Student Life is funded through the Student Senate and activity fee and encompasses student clubs and organizations, athletics, and other campus activities and resources. All students are encouraged to participate in Student Life activities!

Wellness Center
The Wellness Center is a workout Facility on campus for current students. The center provides a variety of weights and cardio machines as well as free weights. Some classes are offered in the Wellness Center. A membership is required for all faculty, staff, and community members. The cost for non-students is $30.00 per semester.

Student Life Center & Patio
The Student Life Center and patio offers students a place to relax, socialize, or study between classes. In the Student Life Center, you will find computer stations, board games, a pool table, dart board, TV, meeting space for clubs, the Multicultural Center, and the Student Senate office. The Student Life Center is located in room 1-300.

GRADUATION/LICENSURE

Program Graduation Requirement
All students must complete the following to apply for graduation:

- Complete required program plan credits in Practical Nursing Program with a minimum "C" (80%) grade in each course and a GPA of 2.0.
- Evidence of satisfactorily completing student clinical activities in clinical settings with clients across the lifespan.
- Evidence of satisfactory evaluation of all program learning outcomes.

All students are invited to participate in the college graduation during the school year in which they complete the program. Nursing students may complete their coursework for the nursing program at the end of the fall or spring semester. The college holds an annual graduation ceremony in May for fall and spring graduates.

Graduates of the Practical Nursing Program will be eligible to apply for licensure by examination. The Minnesota Board of Nursing (MNBON) determines if the graduate is an acceptable candidate. The graduate who successfully passes the examination is granted a license as a Licensed Practical Nurse in the State of Minnesota. Information regarding fees and the necessary forms will be provided during the semester the student completes the program.
Graduates wishing to apply for licensure in another state must contact that state's board of nursing and meet their requirements.

School Closings
All school closing announcements will be made on major TV network stations and WCCO radio (830 AM). Closing information will also be posted on WCCO's Web site at www.channel4000.com and the DCTC Web site at www.DCTC.edu. Faculty members do not have the authority to cancel classes. The DCTC student population represents a wide geographical area with a potential of varied weather conditions. Students should assess their local weather conditions when making decisions for travel. Emergency alerts are also sent out via the Star Alert messaging system. Student should assure that their contact information is current in e-services.

Telephones
Use of cell phones is limited. Students must review the course syllabi and outline regarding the use of phones in lecture courses. Instructors have the option to collect all student cell phones at the beginning of a class.

Cell Phones are NOT permitted in lab areas and clinical settings.

Photo Copying
A photocopier for student use is available at the entrance of the DCTC library.

Student Organizations
The Student Senate at DCTC represents the college student body. It is a part of the state organization of technical college students and is composed of members elected from the college program majors. Students are encouraged to participate in Senate sponsored activities and to run for Senate offices. The primary objectives of the Student Senate are printed in the DCTC Student Handbook. Students will be provided information related to student organizations in nursing and health careers.

Emergency/General Information
The DCTC Student Handbook includes a listing of all college faculty office telephone numbers as well as other staff and support services.

The DCTC general number is 651-423-8000, Student Services will deliver an emergency message to students in class. In order to locate a student as quickly as possible, students should inform family members or others to provide the following information when calling DCTC:

1. Name of student
2. Name of program (Practical Nursing)
3. Name of course
4. The name of the person the student is to contact and number where that person can be reached.

DCTC faculty members and staff are prohibited from sharing student information with family and/or friends, without prior consent from the student.

Student Complaints & Grievances

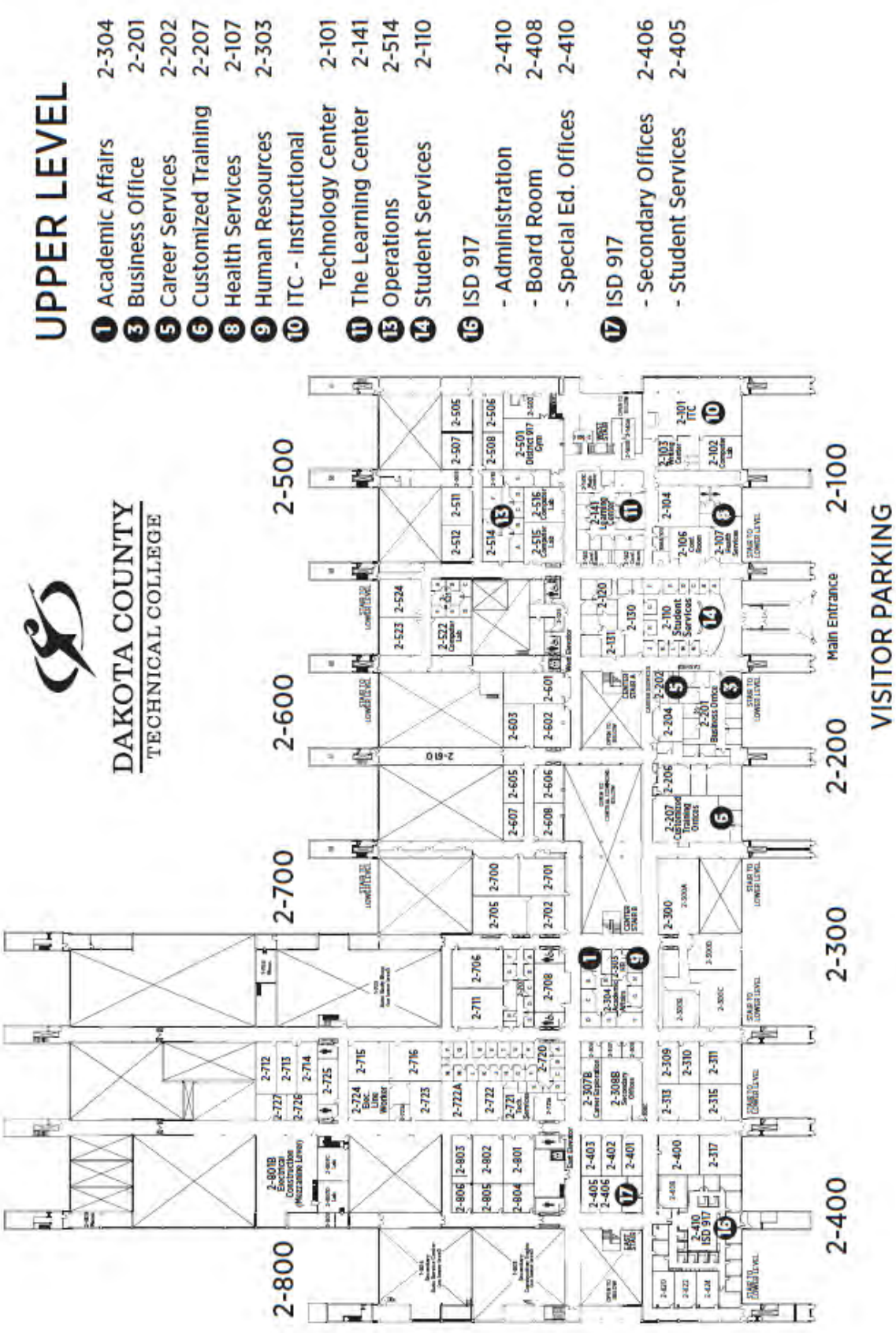
A student has the right to seek a remedy for a dispute or disagreement through a designated complaint procedure. The first step is to seek Informal Resolution. DCTC and the Nursing Program encourages informal resolution of student complaints to occur within the nursing department.

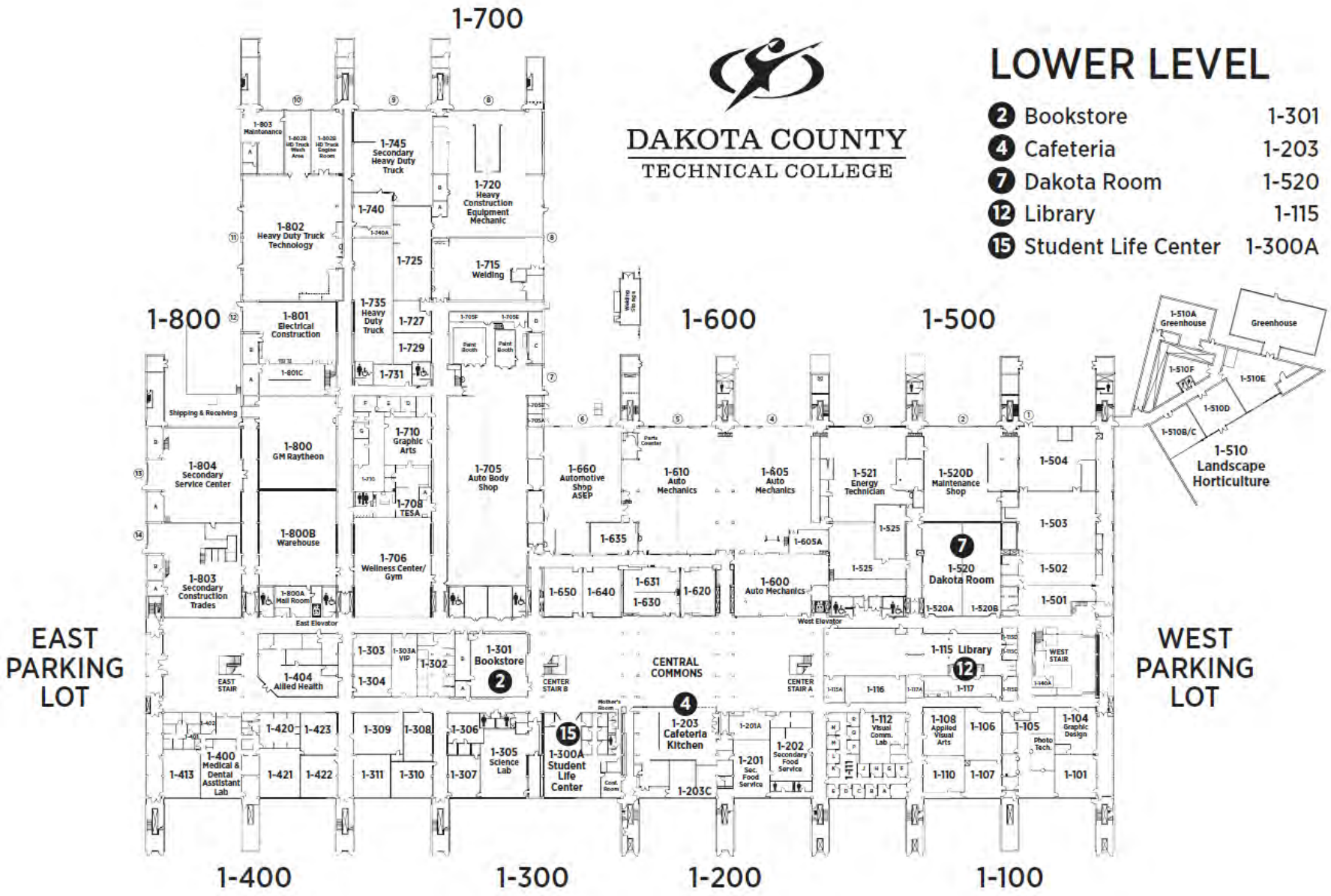
1. The first step in the process is for students to discuss the complaint with the faculty member.
2. If the matter remains unresolved, the student discusses it with the Director of Nursing.
3. If still unresolved, the student will be referred to the Dean of Business Design, Health and Human Services.
4. If not resolved, the students will be directed to file a formal Complaint/Grievance following college policy and procedure 3.8 (https://www.dctc.edu/about-us/college-policies/).

COVID-19
Dakota County Technical College will be following recommendations and guidance from the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health to help control the spread of COVID-19. These may include measures such as health screening protocols, social distancing, vaccination and the wear of face coverings or masks. We expect our clinical partners will being doing the same for their facilities and operations. Students are expected to adhere to these standards and measures while on campus and with those of our clinical partner's when in their settings. These standards and measures may change at any time, so students should stay in touch with their individual faculty member

and clinical preceptors. Students are strongly encouraged to receive the COVID-19 vaccine, and may be a requirement of clinical partners. Students who utilize medical or religious exemptions to the COVID-19 vaccine understand that clinical sites may not accept exemptions and therefore the student is not guaranteed that they will be able to complete the clinical component of the program. If a clinical site cannot be located for the student who has an exemption to the COVID-19 vaccine, the student will have the option of either becoming vaccinated, or will need to withdraw from the clinical. Failure to meet clinical objectives will prohibit the student from successfully completing the program.

Campus Map


DAKOTA COUNTY
TECHNICAL COLLEGE
UPPER LEVEL
1 Academic Affairs 2-304
3 Business Office 2-201
5 Career Services 2-202
6 Customized Training 2-207
8 Health Services 2-107
9 Human Resources 2-303
10 ITC - Instructional Technology Center 2-101
11 The Learning Center 2-141
13 Operations 2-514
14 Student Services 2-110
16 ISD 917
- Administration 2-410
- Board Room 2-408
- Special Ed. Offices 2-410
17 ISD 917
- Secondary Offices 2-406
- Student Services 2-405
2-800
2-700
2-600
2-500
2-400
2-300
2-200
2-100
Main Entrance
VISITOR PARKING


DAKOTA COUNTY
TECHNICAL COLLEGE
LOWER LEVEL
2 Bookstore 1-301
4 Cafeteria 1-203
7 Dakota Room 1-520
12 Library 1-115
15 Student Life Center 1-300A
1-700
1-800
1-600
1-500
1-400
1-300
1-200
1-100
EAST PARKING LOT
WEST PARKING LOT
1-803 Maintenance
1-745 Secondary Heavy Duty Truck
1-720 Heavy Construction Equipment Mechanic
1-740
1-802 Heavy Duty Truck Technology
1-725
1-715 Welding
1-735 Heavy Duty Truck
1-727
1-729
1-731
1-801 Electrical Construction
1-801C
Shipping & Receiving
1-804 Secondary Service Center
1-800 GM Raytheon
1-710 Graphic Arts
1-708 TESA
1-705 Auto Body Shop
1-660 Automotive Shop ASEP
1-610 Auto Mechanics
1-605 Auto Mechanics
1-521 Energy Technician
1-520D Maintenance Shop
1-504
1-503
1-502
1-501
1-510A Greenhouse
Greenhouse
1-510F
1-510E
1-510D
1-510B/C
1-510 Landscape Horticulture
1-800B Warehouse
1-706 Wellness Center/ Gym
1-635
1-605A
1-525
7
1-520 Dakota Room
1-520A
1-520B
1-803 Secondary Construction Trades
1-800A Mail Room
East Elevator
1-650
1-640
1-631
1-630
1-620
1-600 Auto Mechanics
West Elevator
1-303
1-303A VIP
1-302
1-301 Bookstore
2
CENTRAL COMMONS
1-115 Library
12
1-117
1-116
WEST STAIR
EAST STAIR
1-404 Allied Health
CENTER STAIR B
CENTER STAIR A
1-304
4
1-203 Cafeteria Kitchen
1-201A
1-202 Secondary Food Service
1-201 Soc. Food Service
1-203C
1-112 Visual Comm. Lab
1-108 Applied Visual Arts
1-106
1-105
Photo Tech.
1-104 Graphic Design
1-420
1-423
1-309
1-308
1-306
1-305 Science Lab
15
1-300A Student Life Center
1-400 Medical & Dental Assistant Lab
1-413
1-421
1-422
1-311
1-310
1-307
1-110
1-107
1-101

Practical Nursing Instructors and Staff

Faculty Nursing instructors are here to support and advise students. All full-time faculty members have office hours posted for availability and schedule appointments to meet with students as their schedules permit. Due to the changes in the nursing programs, student enrollment and program needs, this list may change. Updates to the handbook will be completed annually. Communication via email is the most efficient and reliable when attempting to contact faculty.

Instructor Name	Position	Email	Phone extension
Renee Lemieux	Director of Nursing; Nursing Assistant Coordinator; Nursing Faculty	Renee.lemieux@dctc.edu	8374
Jodi Osborn	Dean of Allied Health Sciences	jodi.osborn@dctc.edu	8674
Brenda Arneson	Nursing Faculty	Brenda.arneson@dctc.edu	8234
Janet Rainford	Nursing Faculty	janet.rainford@dctc.edu	8467
Jill Holden	Nursing Faculty	Jill.holden@dctc.edu	8249
Michaela Homan-Schmidt	Administrative Assistant – Allied Health Programs	michaela.holman-schmidt@dctc.edu	8209

DAKOTA COUNTY
TECHNICAL COLLEGE

Authorization for the Release of Student Information

TO WHOM IT MAY CONCERN:

I, _____, hereby authorize Dakota County Technical College to release and/or orally discuss the education records described below about me to: DCTC and/or clinical site staff.

The specific records covered by this release are:

Student files; including grades, warnings, probations, petitions, immunization/medical forms and background study results.

The persons to whom the information may be released, and their representatives, may use this information for the following purposes:

Assess the student's competency to care for vulnerable adults and children.

I understand that the student records information listed above includes information which is classified as private on me under Minn. Stat. § 13.32 and the Federal Family Education Rights and Privacy Act. I understand that by signing this Informed Consent Form, I am authorizing the Dakota County Technical College to release to the persons named above and their representative's information which would otherwise be private and not accessible to them.

I understand that without my informed consent, DCTC 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 and their representatives, DCTC has no control over the use the persons named above or their representatives make of the records which are released.

I understand that, at my request, DCTC must provide me with a copy of any educational records it releases to the persons named above pursuant to this consent.

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.

A photocopy of this authorization may be used in the same manner and with the same effect as the original documents.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Signature: _____ Date: _____

DAKOTA COUNTY
TECHNICAL COLLEGE

Photograph and Video Consent Release

I hereby give Minnesota State Colleges and Universities, its successors and assignees, the right to use, reproduce and distribute photography and/or videography in which I appear for educational, publication or marketing purposes without any compensation to me.

I understand that Minnesota State Colleges and Universities shall have total and exclusive control over the use of photography and videography in which I appear and I waive any right to inspect or approve any proposed publication in any medium.

I hereby release Minnesota State Colleges and Universities and its successors and assignees from any liability by virtue of my photograph and/or video.

I state that I am at least 18 years of age and am competent to contract in my name.
(If not at least 18, must have the signature of a parent or guardian.)

I have read and understand the above.

Date: _____

Name: _____ Signature: _____

Signature of Parent/Guardian if under age 18: _____

College or University: Dakota County Technical College

Permanent Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Campus Address (Dorm or off campus-if different from permanent address):

1300 145th Street East, Rosemount, MN 55068

Phone: 651-423-8234

Check one: Student ☐ Faculty ☐ Staff ☐ Other ☐

Major: _____ Year in school: _____

Subject area of photo: Classroom, Clinical sites, & labs.

DAKOTA COUNTY
TECHNICAL COLLEGE

Practical Nursing Program - Standards of Professionalism

Professionalism defined:

Relating to, or characteristic of a profession;
Engaged in one of the learned professions;
Characterized by or conforming to the technical or ethical standards of profession;
Exhibiting a courteous, conscientious, and generally businesslike manner in the workplace (Merriam-Webster Collegiate Dictionary, 2011).

Our goal is to provide all students the best possible learning environment, to reduce disruptions and give all students equal opportunity in the classroom. The following rules of professionalism will be followed by all students enrolled in the Practical Nursing program.

In addition to the projects, assignments, and tests, Practical Nursing program courses may include a graded component on professionalism. Students will be graded on participation and attitude in class and online. Accordingly, students who are absent more than the allotted time on course syllabi will be required to repeat the course. (See course syllabi for attendance requirements)

Cell phones and other electronic devices will not be used in the classroom or lab. The equipment must be turned off or set to silent, and phones cannot be answered in the classroom. This applies to lecture and lab classes as well as to clinical site assignments.

Sharing of assignments, plagiarism, and cheating on tests/quizzes will not be tolerated. This violates the DCTC student code of conduct, and will be reported to the dean for disciplinary action. It is expected that the students will complete assignments by the due date and complete tests on scheduled dates.

Students will be in their seats and ready to work at the scheduled time for all lectures and labs. Students will be attentive and manage their time well in and out of the classroom and lab setting.

Students will demonstrate teamwork skills in the classroom and laboratory by assisting with set-up and clean-up, by helping classmates when appropriate, and by working with a variety of classmates during each semester.

All OSHA rules and dress codes will be followed in the lab.

Appropriate professional language will be used AT ALL TIMES.

Fellow students and faculty will be treated with respect at all times.

Repeated disregard of the policies may result in permanent removal from the class.

I have read and agree to the above “Standards of Professionalism”

Signature _____ _____

Date

_____

Printed Name

DAKOTA COUNTY TECHNICAL COLLEGE
PRACTICAL NURSING PROGRAM
PERFORMANCE WRITTEN WARNING

Student: _____ Date of warning:_____

Course: _____

Date Director of Nursing was notified: _____

Date student notified of written warning: _____

The following is a partial listing of behaviors deemed as unsatisfactory for students in a nursing program clinical course. Check the applicable box that is related to the warning.

- ☐ Unprofessional behavior at the clinical facility. See Practical Nursing Program Standards of Professionalism policy.
- ☐ Failure to prepare for specified clinical or coursework assignment.
- ☐ Failure to be responsible for all assigned care or assignments.
- ☐ Any breach of integrity, honesty, or confidentiality.
- ☐ Failure to provide for patient psychological or physical safety.
- ☐ Failure to follow medication procedures.
- ☐ Failure to obtain supervision from instructor when necessary.
- ☐ Failure to maintain therapeutic communication techniques.
- ☐ Failure to notify instructors in case of illness or anticipated tardiness.
- ☐ other

Description of the event/circumstances leading to the warning:

Plan for improvement (developed by student and clinical instructor):

Behavioral change recommendations:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

OFFICE USE
Plan and Warning reviewed by faculty team consisting of full-time faculty and clinical instructor on

Date: _____

Further recommendations Yes □ No□

Practical Nursing Program
Student Handbook Letter of Agreement

I, _____,
(Print Name)
have received and read the entire Practical Nursing program Student Handbook.

I have had the opportunity to ask questions and seek clarification regarding policies included in the handbook.

I understand that it is my responsibility to refer to the handbook when I have questions or concerns regarding program policies or procedures.

I understand that I may ask question about information included in the handbook at any time.

My signature below indicates that I understand the policies and agree to abide by them while I am enrolled in the Practical Nursing Program.

Signature: _____ Date: _____