



**DNP**  
Dakota Nursing Program

# **Dakota Nursing Program**

## **Nursing Student Handbook 2017-2018**

Certificate in Practical Nursing  
Associate in Applied Science in Nursing

Bismarck State College  
Dakota College at Bottineau  
Lake Region State College  
Williston State College



## Introduction and Welcome

Dear Dakota Nursing Program (DNP) Student:

Welcome to the Dakota Nursing Programs! The faculty is committed to assisting you to be successful in the nursing profession. This handbook includes information you will need to navigate a smooth learning experience.

The mission of our nursing program is to provide quality nursing education which prepares you to safely and effectively practice nursing in our global community. The mission is consistent with currently accepted social, educational and nursing standards, and the mission/vision and values of the consortium colleges.

The Dakota Nursing Program is a consortium of four community college nursing programs who offer a common curriculum for a Practical Nursing Certificate and for an Associate in Applied Science in Nursing. **The member colleges are: Bismarck State College, Dakota College at Bottineau, Lake Region State College, and Williston State College.** Please see the DNP organizational chart located in this handbook.

By accepting a position as a nursing student at a DNP college, you are making a commitment to adhere to the student policies set by the Nursing Programs, the ND Nurse Practice Act and the ANA code of ethics. It is expected that you take the personal responsibility to review the policies in your handbook and on the syllabi at the beginning of each semester. Each of you will be asked to sign and return statements indicating you have read and intend to comply with all DNP policies and guidelines contained in this handbook and in the syllabi. If you have any questions regarding any policy or guideline, please discuss them with your Nursing Program Director.

**Please find the signature forms at the end of this handbook in the appendices section.**

You are responsible for your own success in this program. Please commit to spending the time needed to read, study, and become a safe and effective nurse. The health and welfare of your future clients depends on your knowledge of nursing science and how you can use clinical reasoning to provide excellent nursing care.

Congratulations on your entrance into this exciting and rewarding field! You will work hard, but will also find that nursing is a satisfying and worthwhile lifetime commitment. We are all looking forward to your time spent learning with us!

Sincerely,

Julie Traynor, MS, RN  
DNP Consortium Director

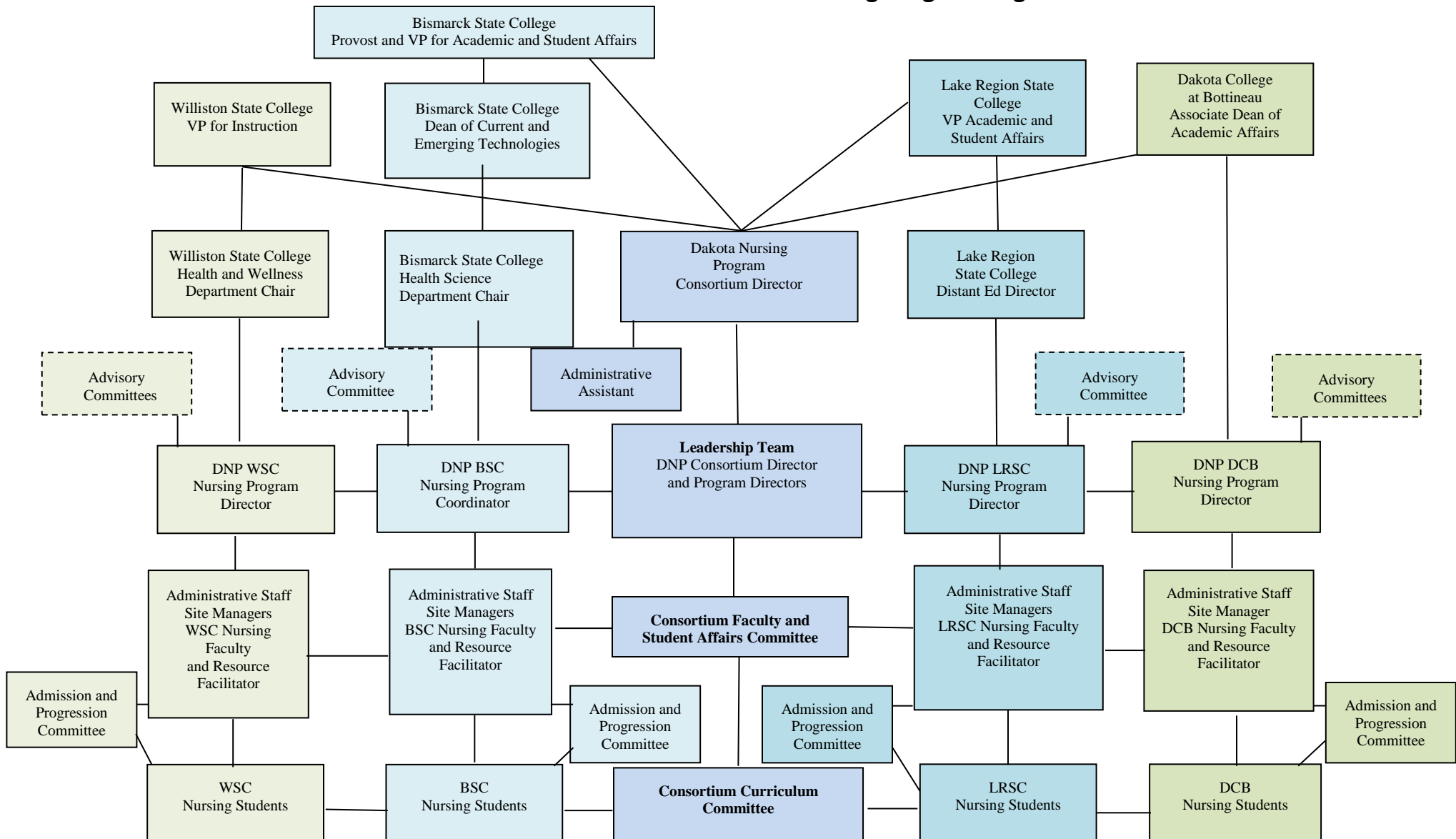
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## Dakota Nursing Program Organizational Chart



-- = Information and input

— = Line of responsibility and accountability

\*Site Managers and learning Resource Facilitators are at satellite sites as needed

Originated 6/04

Revised 8/04, 8/05, 7/07, 4/08, 8/08, 7/09, 7/13, 7/14, 3/15, 6/16

## Dakota Nursing Program

### Nursing Program Approval, College Accreditation and Discrimination Statement

The Dakota Nursing Programs (Practical Nursing Certificate and Associate Degree in Applied Science in Nursing) have continued full approval through March 2019 by the North Dakota Board of Nursing. [www.ndbon.org](http://www.ndbon.org) The ND Board of Nursing is a US Department of Education recognized state approval agency.

The Dakota Nursing Program consortium colleges are accredited by the Higher Learning Commission. Please see the following website for verification and dates for each college. <http://www.ncahlc.org/>



The Bismarck State College Associate Degree Nursing Program and the Lake Region State College Associate Degree Nursing Program have been accredited by the Accreditation Commission for Education in Nursing (ACEN). For information on the accreditation process, contact ACEN at 404-975-5000 or at [www.acenursing.org/](http://www.acenursing.org/). You may also write the ACEN at:

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326

The Associate Degree Nursing Programs at Dakota College at Bottineau and at Williston State College are progressing toward national nursing accreditation.

The Dakota Nursing Programs do not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

**\*The Nursing Student Handbook is specific to students in the Dakota Nursing Programs and therefore supersedes your College Student Handbook in those areas where the nursing handbook policies are more stringent than your college policies.**



## **Dakota Nursing Program Purpose**

The purpose of the Dakota Nursing Program is to prepare students for nursing careers as LPNs or RNs who practice safely and effectively in health care systems to meet the needs of clients. Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX PN® or NCLEX RN®) and are generalists who have a solid foundation for professional and educational advancement.

## **Dakota Nursing Program Mission**

***The Dakota Nursing Program provides quality evidence-based nursing education for practical and associate degree nurses, serves as a foundation for further professional advancement and contributes collaboratively to meet the diverse health care needs of the communities it serves.***

This mission is consistent with the missions of the consortium colleges (Bismarck State College, Dakota College at Bottineau, Lake Region State College, and Williston State College). The curriculum is based on liberal arts and biological sciences and integrates nursing content and clinical experiences. Nursing faculty strive to provide a learning environment which promotes active participation, a spirit of inquiry, self-determination, and evidence-based decision making. Integral to goal attainment of the nursing program is the continuing development of alliances in the community, which strengthen the colleges' mission to provide services that will improve quality of life for individuals of the communities they serve.

## **Dakota Nursing Program Philosophy**

In congruence with the purpose and mission of the Dakota Nursing Program, the philosophy is designed to meet the needs of communities by enhancing professional advancement, utilizing technology, and integrating quality and safety competencies. Students are recognized as diverse and unique individuals who are encouraged to achieve their optimal potential. Faculty is committed to excellence in maintaining expertise and ensuring holistic patient-centered care through evidence-based quality nursing education.

## **Dakota Nursing Program Outcomes:**

1. **Performance on NCLEX Licensure Examinations—**
  - i. The NCLEX-PN® pass rate for all first-time takers will be at least 80% each year from July 1 of one year to June 30 of the next.
  - ii. The NCLEX-RN® pass rate for all first-time takers will be at least 80% each year from July 1 of one year to June 30 of the next.
2. **Program Completion—**
  - i. The PN program (3 semesters) will have at least 70% of current students graduate from the program within 150% of program length (five semesters).
  - ii. The AD program (2 semesters) will have at least 80% of current students graduate from the program within 150% of program length (three semesters).
3. **Job Placement Rates—**
  - i. A minimum of 80% of new practical nursing graduates who seek employment in nursing as an LPN will obtain positions within one year of graduation from the exit point of the program.
  - ii. A minimum of 80% of new graduates who seek employment in nursing as an RN will obtain positions within one year of graduation from the exit point of the program.

***“You’ll rise, because your strength as a nurse is not determined by one grade, one shift, or one job – it’s an ongoing journey of learning, honor, humility, and a chance to make even the smallest difference in the lives of your patients.”***

American Nurses Association

## Practical Nursing End of Program Student Learning Outcomes

- 1. Teamwork and communication:**  
Participate as a member of the interdisciplinary health care team through effective communication in the delivery and management of client care.
- 2. Professionalism and leadership:**  
Incorporate professional standards and scope of practice as a certificate practical nurse while pursuing professional growth within legal, ethical and regulatory frameworks.
- 3. Client-centered care:**  
Provide culturally competent care for clients while promoting their self-determination and integrity.
- 4. Evidence-based practice and nursing judgment:**  
Utilize the nursing process, science, and clinical reasoning to provide quality evidenced-based client care.
- 5. Quality improvement and safety:**  
Employ evidence based decision making to deliver safe and effective client care and to evaluate client outcomes.
- 6. Informatics:**  
Utilize appropriate technology to communicate effectively and manage information in the delivery of client care.

## Associate Degree Nursing End of Program Student Learning Outcomes

- 1. Teamwork and communication:**  
Collaborate with clients and members of the interdisciplinary health care team to optimize effective communication, caring behaviors, and management of client needs.
- 2. Professionalism and leadership:**  
Adhere to professional standards and scope of practice as an associate degree registered nurse while pursuing professional growth and acting as a leader and change agent within legal, ethical and regulatory frameworks.
- 3. Client-centered care:**  
Provide culturally competent care and advocate for clients while promoting their self-determination and integrity.
- 4. Evidence-based practice and nursing judgment:**  
Implement nursing judgment to make safe, effective, and evidenced-based decisions that integrate science and the nursing process in providing holistic client care.
- 5. Quality improvement and safety:**  
Incorporate a spirit of inquiry to make evidence based clinical judgments and management decisions to improve the safety and quality of care across a variety of systems.
- 6. Informatics:**  
Integrate current technology to support decision-making and manage information in the delivery of client care.

## Curriculum Model

The National League for Nursing (NLN) Core Values, Outcomes, and Integrating Concepts for graduates of practical nursing and associate degree nursing programs, the National Council of State Boards of Nursing (NCSBN) integrated skills for practical nurses and registered nurses, and the Institute of Medicine (IOM) - Quality and Safety in Nursing Competencies (QSEN) are integrated into the Student Learner Outcomes and flow in a simple to complex manner through the curriculum of the Dakota Nursing Program. The paradigm of nursing links are set forth for the students in the first semester of the PN program. The competencies used to develop the Program Outcomes for the PN and AD programs are:

**Teamwork and Communication**  
**Professionalism and Leadership**  
**Client-Centered Care**  
**Evidence-Based Practice and Nursing Judgment**  
**Quality Improvement and Safety**  
**Informatics**

The NALPN Standards as well as the ND Board of Nursing Standards of Practice for LPNs define the role expectations, professional behaviors, and ethical comportment of the practical nurse. The ANA Code of Ethics and the ANA Standards of Practice along with the ND Board of Nursing Standards of Practice for RNs define the role expectations, professional behaviors, and ethical comportment of the registered nurse. These standards are located in the Professional Conduct section of this handbook.

### Definition of Values, Outcomes, and Competencies within the Curriculum Model

**NLN Core Values** <http://www.nln.org/about/core-values> (2014)

- **Caring:** promoting health, health, and hope in response to the human condition
- **Integrity:** respecting the dignity and moral wholeness of every person without conditions or limitation
- **Diversity:** affirming the uniqueness of and differences among persons, idea, value, and ethnicities
- **Excellence:** creating and implementing transformative strategies with daring ingenuity.

### NLN Program Outcomes for Graduates of Practical Nursing Programs (2012)

**Human Flourishing:** Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.

**Nursing Judgment:** Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.

**Professional Identify:** Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.

**Spirit of Inquiry:** Question the basis for nursing actions, considering research, evidence, traditions, and patient preferences.

### NLN Program Outcomes for Graduates of Associate Degree Nursing Programs (2012)

**Human Flourishing:** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

**Nursing Judgment:** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

**Professional Identify:** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, care, advocacy, and safe, quality care for diverse patients within a family and community context.

**Spirit of Inquiry:** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patient, families, and communities.

### NCSBN Integrated skills

#### Practical Nurse (2017 NCLEX-PN Detailed Test Plan -

[https://www.ncsbn.org/PN\\_Det\\_Test\\_Plan\\_2017.pdf](https://www.ncsbn.org/PN_Det_Test_Plan_2017.pdf)

- **Clinical Problem-Solving Process (Nursing Process)** – a scientific approach to client care that includes data collection, planning, implementation and evaluation.
- **Caring** – interaction of the practical nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the practical nurse provides support and compassion to help achieve desired therapeutic outcomes.
- **Communication and Documentation** – verbal and nonverbal interactions between the practical nurse and the client, as well as other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care.
- **Teaching/Learning** – facilitation of the acquisition of knowledge, skills and attitudes to assist in promoting a change in behavior.
- **Culture and Spirituality** – interaction of the nurse and the client (individual, family, or group, including significant others and population) which recognizes and considers the client-reported, self-identified, unique and individual preferences to client care, the applicable standard of care and legal instructions.

#### Associate Degree Nurse (2016 NCLEX-RN Detailed Test Plan -

[https://www.ncsbn.org/2016\\_RN\\_Test\\_Plan\\_Candidate.pdf](https://www.ncsbn.org/2016_RN_Test_Plan_Candidate.pdf)

- **Nursing Process** – a scientific, clinical reasoning approach to client care that includes assessment, analysis, planning, implementation and evaluation.
- **Caring** – interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides encouragement, hope, support and compassion to help achieve desired outcomes.
- **Communication and Documentation** – verbal and nonverbal interactions between the nurse and the client, the client's significant others and the other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records that demonstrate adherence to the standards of practice and accountability in the provision of care.

- **Teaching/Learning** – facilitation of the acquisition of knowledge, skills and attitudes promoting a change in behavior.
- **Culture and Spirituality** – interaction of the nurse and the client (individual, family, or group, including significant others and population) which recognizes and considers the client-reported, self-identified, unique and individual preferences to client care, the applicable standard of care and legal instructions.

### QSEN Competencies (2012)

- **Patient Centered Care** — Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.
- **Quality** — Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- **Teamwork and Collaboration** — Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision- making to achieve quality care.
- **Safety** — Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- **Evidence-Based Practice** — Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- **Informatics** — Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

### The Paradigm of Nursing Definitions

**Each person** is a unique, biologic, psychosocial, cultural, spiritual being who continuously interacts with and adapts to the **environment** to seek self-actualization. Consistent with **basic human needs** theory, an individual continuously seeks to meet basic physiological and safety needs as well as higher needs of love, belonging, and esteem. The individual has primary responsibility to determine health care needs. Recipients of nursing care are not limited to the person but may also be the family, group, or community.

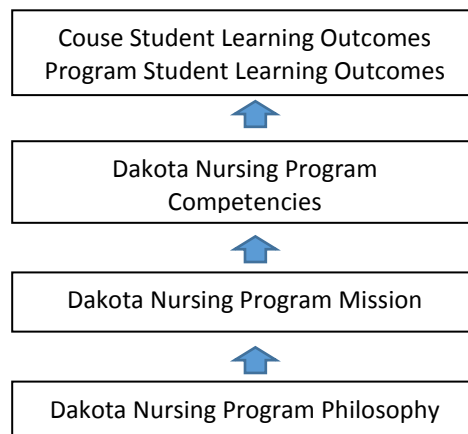
**Health** is a dynamic state along **a continuum ranging from wellness to illness**. An individual has the capacity to live within their biologic, psychosocial, and cultural **environment** to achieve the greatest possible level of wellness through self-care behaviors. Health is influenced by knowledge, behavior, lifestyle, socio-cultural change, and self-determination. The goal of nursing is to anticipate and recognize diverse human responses to environmental influences and to facilitate adaptive behaviors that promote and maximize health.

**Nursing** is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations. (American Nurses Association) The role of the practical nurse within this description is also noted to be contained by the boundaries of the professional nursing standards and regulatory standards for the LPN.

## Nursing Education

**Nursing Education** is the facilitation of learning through organization and evaluation of students and curriculum by faculty. Nursing education provides opportunities for the acquisition of theoretical knowledge, the development of psychomotor skills, and the refinement of values and attitudes. Nursing faculty strive to provide a learning environment which promotes active participation by students to enhance **human flourishing** and begin to establish their own **professional identity**. Faculty coach students to develop a **spirit of inquiry**, self-reflection skills, and evidence-based **clinical decision making**. Students are responsible for their learning. **Adult learning theory** supports the learning process by utilizing self-directed active learning and relevant application of theory in case studies and in the simulation lab and clinical. The NLN core competencies for nurse educators are used by faculty to identify strengths and assist in analyzing personal and professional development needs.

### Dakota Nursing Program depiction of the Curriculum Model for Practical Nursing And Associate Degree Nursing



**Dakota Nursing Program  
Practical Nursing Certificate Curriculum Guide**

<b>Fall</b>				<b>Credits</b>
BIOL	220	Anatomy and Physiology I		4
PSYC	111	Introduction to Psychology		3
NURS	120	Foundations of Nursing		3
NURS	121	Practical Nursing I		3
NURS	122	Clinical Practice I		<u>3</u>
			<b>Semester 1</b>	<b>16</b>
<b>Spring</b>				
BIOL	221	Anatomy and Physiology II		4
PSYC	250	Developmental Psychology		3
		Or Composition I (3 credits)		
NURS	127	Practical Nursing II: Introduction to Medical/Surgical Nursing		2
NURS	145	Introduction to Maternal/Child Nursing		2
NURS	124	Clinical Practice II		3
PHRM	215	Introduction to Pharmacology		<u>3</u>
			<b>Semester 2</b>	<b>17</b>
<b>Summer</b>				
NURS	129	Practical Nursing III		3
NURS	126	Clinical Practice III		3
ENGL	110	Composition I		<u>3</u>
		Or Developmental Psychology (3 credits)		
			<b>Semester 3</b>	<b>9</b>
			<b>Total for Year</b>	<b>42</b>

Upon successful completion of the above curriculum, students will receive a Certificate in Practical Nursing. At this time, the student may choose to apply to continue into the Associate Degree Nurse Program, and/or apply to take the NCLEX PN.

NOTE: Developmental Psychology and Composition I may be taken prior to or at any time during the PN program.

NOTE: WSC requires students to complete ASC 100 College Strategies 1 credit before or in semester 1. The credit total for WSC students is 43.

The Dakota Nursing Program is a collaboration among Bismarck State College, Dakota College at Bottineau, Lake Region State College, and Williston State College



## V. Paramedic to Nurse Bridge Curriculum at LRSC

### Description

The LRSC Paramedic to Nurse Bridge is a co-requisite group of three courses that makes the paramedic eligible to receive a Certificate in Practical Nursing. Upon successful completion of the three course bridge program, the student may choose to apply to continue into the Associate Degree Nurse Program, and/or apply to take the NCLEX PN.

### **NURS 201: Nursing Concepts Transition I for the Paramedic (3 credit Theory Course)**

Acquire an understanding of the multidimensional base of nursing knowledge including basic human needs, nursing process, nursing judgment, informatics, health promotion and disease prevention concepts. Gain knowledge of the role of the professional nurse within the interdisciplinary team, the vital importance of communication while providing safe and quality client care, and how nurses use evidence based information in their practice.

### **NURS 202: Nursing Concepts Transition II for the Paramedic (3 Credit Theory Course)**

Investigate safe and effective client care of the diverse bio-psychosocial individual along the health-illness continuum. Students will be involved in teaching and learning activities that enhance critical thinking skills, client management, evidence-based practice and quality improvement. Students will increase their understanding of nursing process and prioritization in the care of culturally unique clients across the lifespan in an ethical and legal manner.

\*\*\*NURS 201 & NURS 202 are online courses. Please schedule 18 hours of study time per week to complete required reading and assignments. Proctored testing will be on-campus.

### **NURS 203: Nursing Practice Transition for the Paramedic (3 Credit Lab/SIM/Clinical Course)**

Gain nursing skills in the laboratory and apply those skills in the clinical and simulation setting. Utilize the tools of informatics, nursing process, clinical reasoning, therapeutic communication, evidence based practice, and management concepts to provide safe and culturally sensitive client care for individuals across the lifespan in a variety of medical facilities.

\*\*\*NURS 203 is a lab/clinical course and will be scheduled on campus and at medical facilities.

## **V. Associate in Applied Science in Nursing Application Process/Admission Policy**

### **Requirements for articulation into the Associate in Applied Science Degree Program in Nursing (RN) directly from the PN program:**

1. Successful completion of the first year of the Dakota Nursing Program with a minimum GPA of 2.75 in all prerequisite courses and a minimum GPA of 2.75 in the 42 - 43 credit course requirements as defined in the PN curriculum. The student must maintain an overall GPA of 2.5 to be eligible to articulate into the AD program.
2. Students must complete application process for continuation to the AD program dated no later than March 5 of the year the student would be entering the 2<sup>nd</sup> year of the program. Students must have positive exit evaluations from clinical courses in the PN program.
3. Students must pass a preadmission examination. See ATI Nursing Review Program policy found later in this handbook. Candidates who do not meet the benchmark may repeat the preadmission exam one time after remediation as described in the ATI policy. If the candidate does not then meet the benchmark they are not eligible for progression into the AD program for the coming year.
4. Students must clear a background check and pass a mandatory drug screen to be completely admitted to the program.

**OR**

### **Requirements for Advance Standing Application toward the Associate in Applied Science Degree in Nursing (ADN)**

1. Applicant is:
  - a. A graduate from a state board approved PN program from an accredited College and current LPN with an active, unencumbered license to practice as a Licensed Practical Nurse in the state of North Dakota or multi-state area.  
OR
  - b. A graduate from a state board approved paramedic program and a current paramedic, of at least one year experience, with an active, unencumbered, license to practice as a paramedic in the United States of America AND have completed the LRSC Paramedic to Nurse Bridge Program.
2. See application form for detailed application requirements.

**Dakota Nursing Program Curriculum Guide for  
Internal Practical Nursing to Associate Degree Nursing  
And  
Incoming Advanced Standing LPN to Associate Degree Nursing or Paramedic to Associate  
Degree Nursing**

<b>Fall</b>		<b>Credits</b>
	NURS 224 Professional Role Development	2
	NURS 225 Alterations in Health I	3
	NURS 226 Maternal Child Nursing	3
	NURS 227 Clinical Application I	4
	MICR 202 Microbiology L/L	<u>4</u>
	<b>Total</b>	<b>16</b>
<b>Spring</b>		
	NURS 228 Alterations in Health II	4
	NURS 229 Health Promotion & Psychosocial Nursing	2
	NURS 237 Clinical Application II	5
	NURS 259 Role Transitions	1
	Communication Elective	<u>3</u>
	<b>Total</b>	<b>15</b>
	<b>Total for year</b>	<b>31</b>

The Physical Education Requirement for the AAS Degree in Nursing has been waived at BSC, DCB, and LRSC.

WSC requires a 2 credit wellness elective instead of a communication elective changing the total credits for the completion year to 30.

**Upon completion of this curriculum students will be eligible for an Associate in Applied Science of Nursing. (42/43 credits for year 1 and 30-31 credits for year two = total of 73 credits)**

The Dakota Nursing Program is a collaborative effort between BSC, DCB, LRSC, and WSC

## **VI. Articulation to RN to BSN Programs**

Articulation agreements enhance access to baccalaureate level nursing education. Students are able to continue on to BSN programs after completion of our Associate in Applied Science in Nursing degree. Many graduates can complete the BSN in an additional 1-2 years. The goal is to facilitate transfer of academic credit between the ADN and BSN programs.

Built on a commitment to collaboration, the Dakota Nursing Program has agreements in place with:

***Mayville State University***

***Minot State University***

***University of Mary***

***University of North Dakota – in progress***

There are also other in-state and out-of-state BSN programs into which students can transfer. Please ask faculty to assist in the process if you need help.

The articulation plans of study can be found on the Dakota Nursing Program website – [www.dakotanursing.org](http://www.dakotanursing.org).

## VII. PN and ADN Academic Policies and Procedures

### ATI Nursing NCLEX Review Program Policy

The Dakota Nursing Program requires students to purchase and complete an ATI Nursing Review Program. This program is complete with the review modules (books (PN) or eBooks (AD), Skills Modules, online practice assessments, proctored assessments, and the ATI review package). The program measures student’s comprehension and evaluates their knowledge in relation to the most current NCLEX test plan, nursing process, critical thinking and priority setting. The intent of the comprehensive assessment and review program is to increase student pass rates on the NCLEX licensure exam, lower program attrition, and contribute to program evaluation. The comprehensive program provides tools to help students prepare more efficiently, as well as increase confidence and familiarity with licensure test content. Because of the correlation between content mastery and its application to the clinical setting, the review program is part of each clinical course.

To assist with both clinical application and successful NCLEX testing, each student will receive an NCLEX blueprint correlation after completion of each exam. The student should review the results of the assessment to identify specific areas of content weaknesses which will direct individual study in the form of remediation.

Students have access to the ATI resources for 2 years after graduation.

To properly prepare for the proctored exams, students are expected to prepare by taking the designated ATI practice exam and then doing two hours of focused review. The student will take the practice exam (Form B) until they score 90% or greater. Students will not be eligible to take the corresponding ATI proctored exams until they score 90% or greater on the practice exam. To obtain points, the student must have done the focused review for two hours and the practice exam (Form B) must be at the 90% mark Sunday by 2359 the week it is due. Practice exams cannot be taken twice within 12 hours. If a student does not complete the practice exam and focused review they are unable to then take the proctored exam, that student and Nursing Program Director will decide on a written plan for completion, consequences (including discipline) for additional delay will be delineated in this written plan.

The lead instructor for NURS 122, 124, 126, 227 and 259 submit the practice exam scores to the gradebook. The local program director or delegated faculty will submit the proctored exam scores to the gradebook upon completion of remediation.

ATI Point Table	Contribution to Course Grade
<ul style="list-style-type: none"> <li>Completion of ATI Content Mastery Proctored Exam equal to or greater than a Proficiency Level 3 or</li> <li>Completion of Comprehensive Predictor at or above a 94% predicted probability.</li> </ul>	Grade =100% = 100 points Remediation encouraged
<ul style="list-style-type: none"> <li>Completion of ATI Content Mastery Proctored Exam equal to or greater than a Proficiency Level 2 or</li> <li>Completion of Comprehensive Predictor at a 92-93% predicted probability.</li> </ul>	Grade =91% = 91 points Remediation encouraged + 9 points after successful review = 100% = 100 points

<ul style="list-style-type: none"> <li>• Completion of ATI Content Mastery Proctored Exam equal to or greater than a Proficiency Level 1 or</li> <li>• Completion of Comprehensive Predictor at a 90-91% predicted probability.</li> </ul>	<p>Grade =83% <b>Remediation required</b> + 8 points after successful review = 91% = 91 points</p>
<ul style="list-style-type: none"> <li>• Completion of ATI Content Mastery Proctored Exam below a Proficiency Level 1 or</li> <li>• Completion of Comprehensive Predictor below a 90% predicted probability.</li> </ul>	<p>Grade =75% = 75 points <b>Remediation required</b> +8 points after successful review = 83% = 83 points</p>
<p><b>Critical Thinking Entrance and Exit Exams are not reflected in the student grade.</b> The entrance exam will be given upon a student’s entrance into the PN program or upon an advance standing student’s entrance into the AD program. The exit exam will be given near the conclusion of the AD program.</p>	<p>Critical thinking exams are used for program evaluation purposes.</p>
<p><b>Note</b> – Remediation for the <b>Comprehensive Predictor</b> is the same as remediation for any other ATI exam. You must remediate and retake the exam.</p>	

**NOTE: For those students who score at or below a proficiency level 1, remediation is required and the student will not pass the course until it is completed.** If remediation activities are late, the student will not receive the extra points, but will still need to do the remediation. Remediation is considered successful when the student completes the instructor’s directions for remediation, completes the work, and scores a level 2 or 3 on the retake. If the 1<sup>st</sup> retake score is a level 1 or below, the student will not receive the increase in grade. The student is not required to remediate or retake a 2<sup>nd</sup> time if unsuccessful; however, this is certainly encouraged by the faculty. The student is responsible for the cost of the 2<sup>nd</sup> retake.

A student with a score of level 2 on the first exam has the option of successfully completing the remediation activities for an increase in their grade.

Students receiving a Proficiency Level 2 or 3 are encouraged to use the ATI resources to remediate the questions they missed on the proctored exam.

**Remediation Activities:**

1. Meet with program director or nursing faculty to develop plan for remediation using ATI and/or other resources. Bring a copy of Proctored Assessment test results (blueprint) to guide the remediation. Students are encouraged to use the focused review tool. The procedure is as follows:
  - a. Complete the active learning templates associated with the focused review within one week after the proctored exam. Templates will be handwritten. Students are responsible for at least one hour of focused review remediation.
  - b. Complete online practice assessment (Form A) with a 90% or greater within 1 week after the exam. **The student must wait 12 hours between attempts if 90% is not achieved.** Print and submit the student transcript to the instructor.
  - c. Retake proctored exam within 1-2 weeks after the exam. The ATI price allows for one retake, the student does not have to do a 2<sup>nd</sup> retake. If the student chooses to retake a 2<sup>nd</sup> time, they will need to make additional payment to ATI.

2. Realize that remediation is ultimately the responsibility of the student.
3. Additional areas that a student may be required to complete for remediation are the DVDs and application case studies in the ATI materials. The program director or nursing faculty will make the decision on an individual basis whether the student needs to complete additional remediation assignments. Students will be given an incomplete until the assigned remediation is completed. Program director Nursing or faculty have responsibility for assessing student completion of ATI remediation assignments.
4. A student must complete all ATI preparation and remediation to complete the course. The student will receive an incomplete in the course until all remediation and retakes are completed. All remediation and retakes must be completed within 2 weeks of the end of the course or the student will receive a failing grade of D or F in that course.
5. Upon successful completion of remediation, the student will receive the points for remediation. (See ATI point table for the column labeled “contribution to course grade” for the numeric score the student will receive and also the update the student will receive after remediation.) **\*Students need to complete remediation within the stated timeframe or they will fail the designated course for failure to complete assigned work.**

**The PN Comprehensive Predictor is used as a tool in the application process for admission into the AD program.** The student applying to the AD program must receive an individual composite score showing a 92% predicted probability of passing the NCLEX PN® or greater. A student may be considered for admission after a successful retake, however, the internal student scoring less than 92% probability on the predictor on first attempt will not be considered for admission until after all qualified applicants meeting the application criteria and deadlines have been screened and accepted.

- Internal students achieving a score of less than 92% probability on first attempt will complete remediation and retake as described in this policies remediation activities area as usual.
- Incoming advance standing students achieving a score of less than a 92% predicted probability on first attempt will be required to wait 30 days until retaking the predictor during which time that student may remediate on the topics they failed.
- Comprehensive PN Predictor scores are valid for up to one (1) year prior to March 5<sup>th</sup> of the year of application. Students may have two attempts at passing the PN Comprehensive Predictor per application period.

AD students purchase the Live NCLEX Review and attend the review at the end of spring semester. PN students have the option of purchasing the additional virtual review package. Nursing Program Directors discuss additional review options with those students scoring less than 92% on the Comprehensive Predictor to encourage extensive review before attempting to take the NCLEX PN® or NCLEX RN®

**Criterion Referenced Proficiency Levels Guidelines:**

Performances on content-specific course mastery examinations are based on Criterion Referenced Proficiency Levels. The Criterion Referenced Proficiency Levels are as follows:

The student meeting the criterion established for Level 3 is:

1. Very likely to exceed NCLEX standards in this content area.

2. Demonstrates a higher than expected level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.
3. Exceed most expectations for performance in this content area.
4. Demonstrates achievement of a level of competence needed for professional nursing practice in this content area that exceeds most expectations.
5. Meets benchmark and does not require remediation.

The student meeting the criterion established for Level 2 is:

1. Fairly certain to meet NCLEX standards in this content area.
2. Demonstrates a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.
3. Exceed minimum expectations for performance in this content area.
4. Demonstrates achievement of a satisfactory level of competence needed for professional nursing practice in this content area.
5. Meets benchmark and does not require remediation.

The student meeting the criterion established for Level 1 is:

1. Is likely to just meet NCLEX standards in this content area.
2. Demonstrates the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.
3. Meets the absolute minimum expectations for performance in this content area.
4. Demonstrates achievement of a minimum level of competence needed for professional nursing practice in this content area.
5. Does not meet benchmark and requires mandatory remediation.

The student scoring below the Proficiency Level 1:

1. Does not meet benchmark and requires mandatory remediation.

Minimum scores for proficiency levels vary for each assessment in the RN Content Mastery Series. The National Standard Setting Study – ATI establishes each assessment score based on the NCLEX Test Plan.

### **Attendance Policy**

The Dakota Nursing Program supports the college policy on attendance as stated in your college catalog. In addition, the nursing program implements strict attendance policies for classroom, lab and clinical experiences. Students are expected to attend all theory, lab, and clinical hours.

Regular, punctual attendance demonstrates safe and professional behavior and responsibility. In recognition of the fact that the primary learning takes place in the teacher-student relationship, the principle governing class attendance is that the student is expected to attend all regularly scheduled classes (classroom, laboratory, and clinical) and is responsible for meeting course objectives. Absences may make it impossible for a student to meet course objective and result in failure of the course. A student may be excused from class or clinical with the approval of the instructor. It is the student's responsibility to make arrangements to fulfill missed assignments with the appropriate faculty member. All makeup work may have a deduction in theory, lab, or clinical applications. All missed hours in lab or clinical need to be made up with an hour for each hour missed. Absences of more than four in any



classroom, lab, or clinical course may result in course failure. Upon the 2<sup>nd</sup> absence, a performance improvement plan will be implemented.

Absences Procedure:

1. Students will notify the **program director/site manager AND the lead course instructor (or clinical/lab instructor** if a lab/clinical is scheduled) 1 hour prior to a theory test, lab or clinical if unable to attend. (For a theory course absence, only the Nursing Program Director or site manager needs to be notified.) The Nursing Program Director will seek advice from the faculty on input related to this matter. "Notification" means that the student sends an email with the appropriate information or speaks directly to the nursing instructor or program director per telephone or in person. In the case of a clinical/lab day, the student must speak to the clinical instructor directly or if it is impossible to reach the instructor directly, the student must leave a phone message with the clinical instructor clearly stating their name and number.
2. Absences related to school sponsored activities, such as an athlete attending a basketball game in which he/she is participating are exempt from this policy. Program directors must be notified and work made up in advance of the scheduled absence when possible.

If a student has an unexcused **tardy**, or is unprepared for a clinical assignment, the student will be sent home by the clinical instructor and the day will be counted as an absence. The student will make up the missed lab or clinical as agreed upon with faculty in a timely manner.

If the student is tardy or leaves the classroom and/or lab early a total of three times, it will be counted as one absence. At that point the student will be required to meet with the Nursing Program Director and give a written explanation for the tardiness and provide a written plan for performance improvement. Leaving the classroom or arriving late to a classroom with more than a 30 minute absence will be counted as an absence.

**Background Check Policy**  
**Criminal Background Check Policy**

A. Applicability:

1. This Policy applies to all Dakota Nursing Program (DNP) applicants and students. This Policy is based upon state laws and upon the policies and procedures of professional licensing organizations and the State Board of Higher Education.

B. Policy:

1. Applicants must submit to and receive satisfactory results from a criminal background check as a condition of admission. Procedures which a student must follow in obtaining this background check are identified on the "Nursing Student Instructions for Background Check". An offer of admission is contingent upon the successful completion and clearance of the background check. Admission may be denied or rescinded, based on the results of the background check.
2. Currently enrolled students must complete the Criminal Background Disclosure Form as a condition of continuing enrollment in the DNP. Procedures which a student must follow in obtaining this background check are identified on the "Nursing Student Instructions for Background Check". Students may need to clear additional background checks and/or pass drug testing if required by an agency or facility prior to participation in a clinical experience. Students who refuse to submit to the background check or whose background check renders a student ineligible to participate or complete a clinical experience may be subjected to dismissal from DNP.

C. Rationale:

1. Health care providers are entrusted with the health, safety and welfare of clients; have access to controlled substances and confidential information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity and responsibility in health care services. Clinical facilities are increasingly required to conduct criminal background checks for security purposes on individuals who provide services with the facility. Clinical experiences are a required element in professional programs. Students who cannot participate in clinical experiences due to criminal or other adverse activities in their backgrounds are unable to fulfill the requirements of the professional program. Additionally, many health care licensing boards and agencies require individuals to pass a criminal background check as a condition precedent to licensure or employment. Therefore, it is in everyone's best interests to review the criminal backgrounds of applicants and students, and to resolve issues which result from negative information within the criminal background reports before the commitment of resources by the DNP, student or applicant.

D. Procedures:

1. Admission and Continuing Student Status:
  - a. Applicants who receive a letter offering admission will be notified that admission is contingent upon the successful completion of a criminal background check. The letter offering admission will specify a date by which the authorization to conduct a background check must be submitted to DNP. This authorization is a form which

includes a completed request for the criminal background record, with results to be submitted directly to DNP. DNP will designate an approved vendor to conduct the background check; a background check from any other vendor will not be accepted. The applicant or the current student, must pay the fees for each background check, including those additional checks required by a clinical agency or facility, and including drug testing. A current student must also complete the Criminal Background Disclosure Form within a time frame directed by DNP. DNP is also authorized to require the applicant or student to submit to a national background check, at a time and with a frequency which DNP may, in its sole discretion, determine is appropriate. If a student leaves the program and comes back into the program for any amount of time they must complete a criminal background check.

2. Review:

- a. If the background check report or the Criminal Background Disclosure Form contains negative information, the Review Committee may request that the applicant or student submit additional information relating to the negative information, such as a written explanation, court documents and police reports. The applicant or student will have 10 working days in which to provide this information. The Review Committee will review all information provided to it, and consider these factors, as well as others:
  - The nature and seriousness of the offense or event;
  - The circumstances surrounding the offense or event;
  - The age of the person when the offense or event occurred;
  - Whether the offense or event was an isolated or repeated incident;
  - The length of time that has passed since the offense or event;
  - The relationship between the duties to be performed as part of the educational program and the offense committed;
  - Past employment and nature of job performance;
  - History of academic conduct or misconduct;
  - Evidence of successful rehabilitation; and
  - Accuracy of the information provided by the applicant or student in the application materials or disclosure materials.
- b. The Review Committee will decide whether to withdraw the offer of admission or to dismiss the student from the program. The Review Committee may consult with other DNP administrators, faculty, affiliated clinical facilities, former teachers, employers, correctional officers, consulting professionals or other applicable resources in its decision making process. The Review Committee may or may not request that the applicant or student appear before it, in order for applicant or student to provide information to and answer questions of the Review Committee. The Committee's decision, if adverse to the applicant or student, may be appealed to the DNP Director within 5 working days of the date of the Committee's decision. The Director's decision is final, and non-appealable.

3. Confidentiality and Record Keeping:

- a. Background check reports, the Criminal Background Disclosure Form and other submitted information are confidential, and may be reviewed only by DNP administrators and faculty and affiliated clinical facilities in accordance with federal law, FBI regulations and the Family Educational Records and Privacy Act. These reports and

other information submitted by students will be maintained in a secure place by the Program Nursing Director. Only a letter rescinding or denying admission or a letter dismissing a student will be maintained in the student's academic file; other documents related to the mater will be maintained in a separate file by the Program Nursing Director.

- b. If a clinical agency requires a copy of the student's background check, the student will follow the program nursing director's directions on how to provide the clinical agency with a copy of the background check.
4. Other Provisions:
- a. Clinical placement is a prerequisite for graduation from the nursing program. The DNP makes no guarantee that the student who has negative information in his or her background check report and is nonetheless permitted to enroll or continue in the program will be able to be placed at a clinical facility. Inability to complete clinical requirements may result in dismissal from the program. Further, graduation from the DNP does not guarantee that the student can be registered, permitted or licensed under state law.
  - b. Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the program, or other disciplinary action.
  - c. An arrest for, or a charge or conviction of a criminal offense while a student is participating in the program may result in disciplinary action, including dismissal, and may be addressed through the student's home college.
  - d. An action by the Board of Nursing against the student's license such as a reprimand, encumbrance or suspension must be reported to the program by the student and may result in disciplinary action, including dismissal.
  - e. Applicants and students have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the DNP will inform them of the right- to review and challenge the content of the background information, and provide vendor's contact information to applicant or student so that applicant or student may contact vendor in order to challenge the accuracy of the report. DNP will refrain from making an adverse decision with respect to the applicant or student based on information in the background check until applicant or student has been afforded a reasonable time to challenge and correct the record, or has declined to do so.
  - f. The DNP reserves the right to request additional information such as but not limited to references from former teachers, employers and correctional officers, consulting professionals or other applicable resources for applicants arrested for, charged with, or convicted of a crime. Applicants to the DNP who have been convicted of a felony and have spent time in a correctional institution will not be admitted to the DNP during the time the sentence is being served or while on parole or probation. As with all students, applicants will be considered on an individual basis.

**The student is responsible for any costs associated with the background check and the costs are non-refundable.**

# DAKOTA NURSING PROGRAM

Bismarck State College • Dakota College at Bottineau  
Lake Region State College • Williston State College

## Internal PN to AD Student Criminal Background Disclosure Form

As a student in the Dakota Nursing Program, (please check one)

\_\_\_\_\_ I have not been arrested, charged, or convicted with any crime including any charges that were dismissed or differed since the date of my previous criminal background check.

\_\_\_\_\_ Since my previous criminal background check, I have been arrested, charged, or convicted of the following crime(s): (PLEASE DETAIL THE INFORMATION IN THE SPACE BELOW AND ATTACH SUPPORTIVE DOCUMENTS)

\_\_\_\_\_ I have not been reprimanded or had my license encumbered or suspended by any State Board of Nursing since admission to the PN year of the Dakota Nursing Program.

I understand that the disclosure of arrest and/or conviction information is required and could result in my termination from the program. I also understand that I will submit and pay for any additional background checks that the Dakota Nursing Program requests.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Name of Student (Printed or Typed)



## Book Requirements

Students are required to have a copy of each book and/or materials as required by the instructor for each course. Books will be used from semester to semester, so students are strongly encouraged to keep their nursing books until they have completed the nursing program. Students are also encouraged to keep their books as references after graduation.

The nursing department highly recommends that students keep their course syllabus from each nursing course. Graduates may need these materials for continuing their college education.

## Chain of Command

In assuring a positive environment for learning, the Dakota Nursing Program has detailed the appropriate steps to be taken to identify problems and give faculty and students an opportunity to solve them. When something becomes a problem for you in the Dakota Nursing Program, bring it to the attention of the people who are in a position to resolve it. Therefore problems should be addressed by following the steps detailed below:

- Step 1: The first step is to discuss the problem with your immediate instructor or clinical instructor in the area in which the problem occurred.
- Step 2: If you and the instructor/clinical instructor are unable to come to a satisfactory solution, you should communicate with the site manager and Nursing Program Director who will consult with the consortium director on the issue.
- Step 3: If you are still dissatisfied at Step 2, you should activate the grievance or appeal process as detailed in your nursing handbook/college handbook/catalog.

The concept of following the **chain of command** is a vital component to the nursing profession. It is a nurse's responsibility to be familiar with chain of command throughout his/her nursing career.

## Counseling/Advising

The Dakota Nursing Program follows the college policies on counseling and advising, as stated in your college catalog. All nursing students are assigned an advisor in the nursing department. This advisor is available to help the student select the best schedule of classes, which will meet the requirements of the sequence of study leading to a Practical Nursing Certificate and/or Associate in Applied Science Degree in Nursing. The faculty advisors are available to assist the student. The student should feel free to contact the advisor if he/she has questions or needs help of any kind. A schedule of office hours is posted at each faculty office.

It is expected that a student will meet with their advisor at least once each semester. Students must meet with a nursing advisor before registering or dropping any courses.

Unstructured advisement and general student advising will be conducted by individual faculty to assist the student in development of his/her maximum potential. Nursing faculty will schedule counseling sessions as needed with students who may need individual attention and direction.

## **Drug Screening Policy**

### **DRUG AND ALCOHOL SCREENING POLICY**

The Dakota Nursing Program maintains a no tolerance policy regarding substance abuse. Students must undergo drug screens as requested by the Dakota Nursing Program, a clinical agency; or if suspected to be under the influence of alcohol, narcotic prescription drugs or illegal drugs while on a lab/clinical rotation. Drug screens may be annual and/or random. Failure of the student to either take the drug test or show a clear drug screen will result in termination from the nursing program and all nursing courses.

**The student is responsible for any costs associated with drug test or screening and the costs are non-refundable.**

Students in the Dakota Nursing Program will be subject to drug and alcohol screening that includes:

- **Initial entry into a nursing program** - testing must be completed as directed within the time frame and by the company designated by the program director.
- **Additional drug and alcohol screen as required by a clinical agency** - testing will be completed in compliance with the agency policy where student is placed at the expense of the student. The student must release the reasonable drug test results to their college's program director. Failure to release information will result in dismissal from the nursing program.
- **Reasonable suspicion** - testing must be completed as directed by the program director.

### **CHEMICAL IMPAIRMENT PROCEDURE**

#### **Reporting of Chemical Impairment:**

To assist in providing a drug and alcohol free environment:

- All faculty and students have a duty to report concerns about possible chemical impairment.
- Students who suspect chemical impairment should report their concerns to a nursing faculty member immediately. The nursing faculty will investigate and if appropriate, initiate the drug and alcohol testing protocol for the student.

Common signs and symptoms of chemical impairment include, but are not limited to the following:

- **Physical** - Physical complaints, tremors, nervousness, slurred speech, unsteady gait, flushed face, watery eyes, dilated or pinpoint pupils, excessive use of mouthwash/breath mints
- **Behavioral** - Poor judgment, disorganization, missed deadlines, patient complaints, poor hygiene, mood swings, irritability, excessive talking, poor recall, irrational statements, drowsiness, isolation, anger, euphoria, long breaks, frequent trips to locker room/restroom, early arrival or late departure
- **Academic or Clinical Performance** - Poor grades and/or significant decline in GPA, absenteeism/tardiness or any pattern of impairment in an individual's ability to meet standards of performance, competency, and safety in the classroom or clinical area

### **ACTIONS FOR SUSPECTED CHEMICAL IMPAIRMENT WITHIN THE CLASSROOM OR CLINICAL ENVIRONMENT**

**When a faculty member/preceptor becomes aware of suspected chemical impairment she/he will:**

- Notify the appropriate program director or their faculty contact and immediately remove student from the clinical site or classroom to a private area. (Inform the student why they are being removed.)



- When possible, have a second person/witness present (i.e. other faculty member/preceptor or hospital staff).
- State the sign(s) and behavior(s) observed and allow the student to explain.
- Question the student regarding the use of any substance and, if used, what, when, and how much was used and by what route it was taken.
- If the student denies use of any substance and/or the faculty member determines that reasonable suspicion exists, the student must submit to a drug and/or alcohol test immediately.
- The student will be accompanied to the designated testing area for that facility. A faculty member or a designee will remain with the student until the test is completed.
- After the test is completed, the faculty member will ensure the student has a safe ride home. If there is a concern for the student's personal safety, the police will be contacted.
- A college incident report will be completed by the faculty member.
- Faculty members must also act in accordance with the individual agencies/clinical sites' substance abuse policies and procedures.
- The student will not be allowed to return to the classroom or clinical environment until the results are evaluated.

### **Drug Screen Results**

- The college Nursing Program Director will receive the drug screen results
- Immediately upon receipt of a positive drug test or student refusal to submit to drug testing, the student must be immediately removed from the clinical setting and is dismissed from the program.
- In the event that the positive drug test included prescription medication(s), the student is removed from the clinical setting until further investigation is completed. If it is determined that there has been a misuse of the prescribed medication(s), the student is dismissed from the program.
- The program director must be notified if the individual enters treatment. If the student enters treatment, they are removed immediately and dismissed from the program.

Following dismissal, the student can be referred to the college counselor to discuss a chemical dependency evaluation. The student will be responsible to follow-up with their own healthcare and treatment plan.

### **English Proficiency Policy**

Orig.2012, rev.11/16

A certain level of English proficiency is necessary for academic success in nursing as well as for patient safety. In addition to general college English proficiency requirements, all applicants for whom English is not their native language (including International and/or U.S. residents) or who have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the Dakota Nursing Program. These requirements are available in the procedure manual.

Nursing students for whom English is not their native language should be aware that they may not be able to complete the program of study within the described time frame. Students are encouraged to consult the nursing advisor before submitting the nursing program application. This gives the opportunity to discuss requirements and to make arrangements to either take the TOEFL exam if applicable or seek assistance to be successful on the TOEFL exam in the future.

ESL nursing students who have met the English proficiency requirements but who have difficulty in the nursing program may be required to meet with an advisor on a regular basis during their program of study concerning their progression. The goal is to increase the probability of success in the program and on the licensing examination.

**Reference:**

A Minimum English Proficiency Standard for The Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) (2009). Retrieved July 12<sup>th</sup>, 2015 at [https://www.ncsbn.org/TOEFL\\_iBT\\_Proficiency\\_Standard\\_Process.pdf](https://www.ncsbn.org/TOEFL_iBT_Proficiency_Standard_Process.pdf)

### **Exam and Review Procedure**

**Purpose:** To provide testing consistency and an optimal testing environment for all nursing students.

**Procedure for Testing:**

1. Students will sit in front of the computer screen keeping strict eye contact on their own test. Security measures will be in place to prevent cheating.
2. A test proctor is to remain in the testing room or have video surveillance at all times.
3. There will be no discussion between students during the exam.
4. All books, bags, purses, cell phones, smart watches, drinks etc. will be unavailable to the student. All cell phones and smart watches should be turned off, and stowed away.
5. There should be no office machines in use or other activities in the rooms that generate noise and interfere with concentration.
6. After completion of the examination, students will pick up any belongings they want and quietly leave the room without speaking to any other students.
7. If the instructor is not present at the site, the technician is responsible for maintaining the order and integrity of the classroom during examinations and reviews.
8. If the technician feels a student is cheating during an exam, the technician will contact the program director or on site faculty at **once**.

**Reviewing and Remediation of Exams**

1. Test results are available to the student immediately upon selecting submit on the online exams.
2. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes; they can only read the exam key and discuss questions with other students or the faculty.
3. Individual review:
  - a. All students earning less than 76% on an exam must make an appointment with the local faculty for a review of the test.
  - b. The student is encouraged to use the Loma Linda Test Analysis Tool to determine what may have influenced the grade earned.
  - c. The faculty will then discuss with the student the results of the Test Analysis Tool to assist the student with strategies for improvement on the next exam.
  - d. Students who do not follow this policy will be contacted by the faculty for a discussion of the importance of remediation for success in the nursing program and a program improvement plan may be initiated for non-adherence to policy.

### **Student Responsibilities**

If a student has concerns regarding a question(s) after reviewing an exam key, the following process must be followed:

1. The student must contact the instructor via email
2. Students who disagree with an answer may complete the steps below to explain rationale for their chosen answer
3. Contact must be made via email to the instructor within 48 hours of the initial review of the exam key. The letter or email will contain the student's
  - a. Full name, Campus site, and Course name/number
  - b. Question # with correct answer on the exam
  - c. Student's chosen answer on the exam
  - d. Rationale for the student's chosen answer
  - e. Page number in text or other EBP resource to support the student's chosen answer

Adjustments to examinations can be made at the discretion of the instructor. The instructor will notify the student of their decision.

The student is responsible for keeping silent about the exam answers until all sites have taken the exam. This means there is to be no talking or writing about the exam with another student. If a student discusses or gives answers to a student who has not taken the exam, this will be viewed as cheating, (academic dishonesty).

Only students with documented disabilities who have been evaluated and approved by Student Support Services or designated department on each campus will be provided with special testing arrangements.

### **Program and Course Communication**

Students will establish their college email account for program and course communication. Students are responsible to have a working college email account, follow campus policies on email and check their email daily during the semester. Email and course announcements are used extensively within the Blackboard Learning Management System. Students are expected to check the courses' site daily for communications from faculty.

- It is the expectation of the Dakota Nursing Program that nursing faculty and students respond to communications from other faculty or students within 24 to 48 hours during a work week.
- Faculty and students must identify themselves **professionally** with each contact (mail, email, or telephone). This includes **first and last name as well as identification of location within the consortium.**

## Grading/Evaluation Policies

The following grading policies apply to all nursing courses in the nursing curriculum. Course and clinical grades are based on a variety of activities and assignments designated by the faculty. The criteria by which grades for each theory and clinical course are determined are included in course syllabi distributed to students. Students have access to and should review the learning management system grading calculation method.

Students are responsible to know what their grades are during the course. Please review the gradebook frequently. If an assignment or exam in the student's gradebook says the assignment or exam has not been submitted or has not been entered, it is then treated as a fact that the student did not do the assignment or exam unless the student has written proof that they did in fact complete and submit such assignment/exam as outlined in the directions. Make sure your assignments are submitted well before the due date to assure timely submission.

1. **Grades:** Grades are given for both theory classes and clinical performance of clinical nursing courses. Students must earn a minimum grade of "C" with a maintained 2.5 GPA or better in all required courses of the program. Students who fail a theory or clinical course will be dismissed from the nursing program. A final grade of D or F is considered to be a failed grade. Any time a student has unsatisfactory averages, he/she should contact the instructor for guidance.
2. **Grading Scale:**
  - a. The following grading scale is used for all NURS courses:
    - 92.0 - 100.00 = A
    - 84.0 - 91.99 = B
    - 76.0 - 83.99 = C
    - 68.0 - 75.99 = D
    - Below 68 = F

**There will be no rounding up of grades for any reason.**  
**There is no extra credit offered.**
  - b. See Blackboard Gradebook- Help tab for more information on how the final grade and grade-to-date is calculated
3. **Clinical Grades:** Grades are awarded in clinical courses based on the student's ability to apply knowledge and skill to client care, to meet the clinical objectives for the course, and to give safe, reliable nursing care. The clinical instructor evaluates student performance after every clinical experience. Periodic written evaluations on student progress will be individually reviewed and signed by each student during student evaluation sessions. Responsible members of the health team may also contribute their observations of students' performance to be added to the evaluation of students.
4. **Incomplete Grades:** Incomplete grades will be given to a student only when extreme circumstances have prevented the student from completing all work by the end of the term, and will be given at the discretion of the faculty as written in the student's home campus college catalog. An incomplete grade must be made up within four weeks of the end of the semester following that in which the incomplete grade was received. Work not completed by that time will be converted to the grade indicated by the instructor.
5. **Active Learning:** In addition to educational strategies such as reading, listening, and

reflecting, when appropriate this class makes use of learning techniques commonly known as active learning. Students should expect to participate in active learning techniques such as discussions and presentations, small group activities, writing, problem-solving, movement, case studies, role-playing, etc. These activities promote analysis, synthesis, and evaluation of class content in order to improve student learning outcomes.

6. **Assignments/Quizzes/Clinical Paperwork:** All assignments must be completed and submitted on time in the manner specified by the faculty. Students may fail the course if all assignments are not completed. Late/makeup work will not be accepted (student will receive a 0%) unless previously arranged with the instructor.
7. **Exams:** Students will notify the **program nursing director/site manager AND the lead course instructor** 1 hour prior to missing the scheduled exam for the day. Failure to notify these individuals or missing more than 1 exam day may result in an admonition notice. Any exams that are not made up in one week will receive a 0% for a grade on that exam. Students must make up the exam before or on the next date they are scheduled to be on campus. In the cases of extenuating circumstances the lead instructor and program nursing director may extend the deadline for exams. It is the student's responsibility to contact the nursing program nursing director to arrange a makeup exam. "Notification" means that the student sends an email with the appropriate information to the lead nursing instructor and program nursing director prior to one hour before the exam is scheduled.
8. **Course Assessment Exams:** Course assessment examinations are mandatory for all nursing students. Make-up examinations are not offered. These examinations are required for progression/successful completion in the nursing program.
9. **Records of Grades:** The faculty strongly endorses the idea that each student is responsible for knowing his/her own academic status based on grades from learning activities. Grades are recorded in the Blackboard gradebook. All gradebook questions must be addressed by the student to the lead instructor at midterm and then again during the week before finals. There will be no changes accepted to the gradebook regarding absent or late/missed assignments or late/missed exams during finals week. It is the student's responsibility to know what their grades are and contact the instructors or their Nursing Program Director for a plan to improve.
10. **Clinical Exclusions:** Students may not:
  - a. Administer medications without appropriate licensed oversight
  - b. Take verbal provider orders or transcribe provider orders
  - c. Administer blood or blood products
  - d. Administer chemotherapy
  - e. Care for patients requiring airborne isolation where a N95 respirator mask is required
  - f. Witness consents
  - g. Titrate drugs
  - h. Perform skills or procedures that the student does NOT have the educational foundation to perform safely
  - i. Perform any skill that is excluded by the clinical facility in regard to nursing students
11. **Clinical Restrictions:** Students are not to bring children to the clinical site or laboratory. These experiences require full attention and participation. Hazardous equipment and supplies may be accessible to children during laboratory experiences. Clinical site policies restrict children for safety reasons. Students may not leave the clinical site anytime (including during breaks)

during the scheduled clinical hours; this includes visiting their car unless approved by the clinical instructor. Students may not smoke on breaks during clinical hours. Students will follow clinical facility policy on access to cell phones during clinical rotations. There are no cameras allowed in a clinical facility unless used for a clinical purpose

- 12. Skills Practice and Skills Check-off:** All students are required to practice their skills in the laboratory before they complete their skills re-demonstration. Practice time will be determined individually with the expectation that the student must be proficient in the skill before re-demonstrating it.

Students are expected to be prepared to re-demonstrate the assigned skill any time during the lab on the day the re-demo is scheduled. If a student is not prepared for the skill re-demonstration, this is considered a failed skill. All failed skills will be made up outside of class with the assigned instructor. The student failing a skill must redo that demonstration until they pass but the first grade they received will be the grade for that skill. It is the student's responsibility to make an appointment and arrange a make-up date/time with the lead lab instructor on your campus within one week to demonstrate any failed skills, to demonstrate any make-up skills, or to make up a lab. Failure to do so will be considered unsafe behavior and will result in a zero for the skill.

A student failing five nursing skills on separate days is demonstrating unsafe performance and may withdraw or will be dismissed from the program. Note: the failed skills may be the same skill reattempted multiple times or any combination of different skills. For example: the student fails Sterile technique twice, NG insertion once, then they fail catheter insertion once, and then they fail IM injection once for the fifth failed skill and at that point will leave the program.

Students must successfully demonstrate competence in performing specific skills in the laboratory before they are able to perform them in clinical.

- 13. Classroom Etiquette:** It is expected that students will show sensitivity to their peers as well as instructors by avoiding any activity that may cause distraction during class. Incivility will not be tolerated and is an unsafe behavior. Cell phone use (texting or talking), cameras, side conversations, and children are not allowed in the classroom.

Nursing is a profession and thus requires professional behavior. It is expected that students will act in a professional manner displaying commitment to learning in the classroom, lab, all clinical areas, all college areas, and at all times in the public (including social networking sites when representing the college or the profession of nursing.)

- 14. Course study expectations:** Commitment to learning is important to success. For every semester credit hour you are taking in a class, three hours needs to be set aside in your weekly schedule to read, study and devote towards your education outside of class.

For example: NURS 225 (3 credit) x 3 hours = 9 hours/week to study (minimal recommended study hours per week.)

This formula should be factored in for all of your classes, and soon you will see that many hours need to be devoted to becoming a successful nursing student.

- 15. Academic Dishonesty:** Academic honesty is held in the highest regard within the Dakota

Nursing Program. Academic dishonesty will be addressed following the policies outlined in your college catalog. Dishonesty may result in failure of the course and dismissal from the Dakota Nursing Program.

- 16. Student Role in Evaluation of Teaching, Course, and Program Evaluation:** The Dakota Nursing Program student will evaluate faculty teaching and curriculum in the classroom, lab and clinical settings. The evaluations are an important source of information for both individual faculty and for program evaluation.
- Evaluations are conducted at the end of each semester, at graduation exit evaluation and at 1 year post-graduation..
  - Surveys of students regarding specific topics are conducted periodically as needed.
  - Student Focus groups are conducted within the program periodically. The results of the focus groups are used in program evaluation.
  - Program improvement and development depend on evaluations by faculty, students and alumni.

### **Grievance Policy**

Student grievances concerning grades or suspension/dismissal may be appealed if the student feels he/she has valid reasons for appeal. All written appeals must be signed and dated by the student.

#### Unsatisfactory Grade Appeal:

1. A student, who believes an unsatisfactory final grade does not represent fairly the quality of work done, may appeal in writing the grade to the instructor no later than 10 working days after the end of the semester in which the grade occurred.
2. The instructor may uphold or deny the appeal and must respond to the student in writing within 72 hours during the workweek. A copy of the response must go to the student's Nursing Program Director and the consortium director during this same timeframe.
3. If the appeal to the instructor does not resolve the issue, the student may appeal to the program director. Such an appeal must be made within 10 working days of the instructor's appeal reply. The program director will consult with the consortium director and must respond to the appeal within 72 hours of the usual workweek.
4. If this does not resolve the issue, the student may follow the procedure for Academic Appeals found in your college handbook/catalog.

#### Suspension/Dismissal Appeal:

1. A student, who believes they have been unfairly suspended or dismissed from the Dakota Nursing Program, may appeal to the Consortium Director within 10 working days notification of the suspension or dismissal.
2. The Consortium Director may uphold or deny the appeal and must respond to the student in writing within 72 hours of the usual workweek.
3. If this does not resolve the issue, the student may appeal to the Academic Officer at their home campus. Such an appeal must be made within ten workdays of the Consortium Director's appeal reply. The Academic Officer must respond to the appeal within 72 hours of the usual workweek.
4. Students seeking readmission into the program shall follow the readmission procedure found in this handbook.

### **Inclement Weather or other Campus Closures Procedure**

Due to the Dakota Nursing Program covering a large part of ND, we follow a specific protocol in regard to weather. While it may be a blizzard is occurring in Bismarck one day it may be beautiful in Williston.

The instructor who is teaching the class should go ahead and present if their home campus is open. For another campus that is closed for the day, students may utilize Tegrity so they do not get behind. So if the campus is open, class goes on. If your campus is closed, then you will use Tegrity.

The instructor and program directors from any campuses that are closed for the day need to be in communication with students and deal with any make up on a campus by campus basis. If a campus is closed, the IVN department at that campus is also closed and the IVN delivery mode for that course is cancelled. The campus program director is the best person to judge the weather at each site.

To summarize:

- If your campus is open - come in for class unless you hear from your faculty or program director.
- If your campus is closed – Tegrity the class.

It is the student's responsibility to communicate with your campus program director or clinical instructor to make up any class/lab/or clinical time.

\*\*\*Campus sites that are open will administer exams. If your site is closed, your exam will be delayed so your site can all take it together. If you are located at a satellite site, your campus program director and site manager will work together to make the decision on when to administer the exam.

If you have any questions about what is happening with the weather, call your local program director/site manager or in the case of a clinical day - call your clinical instructor. As with almost every other situation in life - communication is the key in successfully dealing with the weather situation.

Sometimes it is not safe for you to attend class if you are driving from a distance to your campus. You need to be prudent in your decision whether you are coming in or not. Most of you have worked in medical facilities and know how to judge the weather when deciding whether to come in for work or not.

Remember that we are not only preparing you academically to be nurses, we are also preparing you to be responsible employees in the workplace.

### **Dakota Nursing Program Math Guidelines Dimensional Analysis**

Originated 5-4-12, Rev 6-2014, 12-2014

The Dakota Nursing Program uses "factor labeling" or "dimensional analysis" (DA) in medical math calculations. This stepwise approach makes solving almost all problems a consistent process with a tendency for decreased errors.



**Dakota Nursing Program (DNP) Math Guidelines:**

1. Adhere to the Joint Commission *Do Not Use* list.  
[http://www.jointcommission.org/assets/1/18/Do\\_Not\\_Use\\_List.pdf](http://www.jointcommission.org/assets/1/18/Do_Not_Use_List.pdf)
2. Use a leading zero when your answer is less than one. Correct-(0.5 mg) Incorrect-(.5 mg). Always put a zero in front of a decimal.
3. Avoid trailing zeroes on any answer. Correct-(0.5 mg) Incorrect-(0.50 mg)
4. The answer's label will be provided, please just input the numerical answer and do not repeat the label when you submit your answer.

**Using the Dimensional Analysis Method**

1. Determine the unit(s) needed for the answer, and place it as the unknown on one side of the equation.
2. On the other side of the equation, write a fraction with the unit(s) needed for the answer on top (numerator) with the corresponding unit(s) on the bottom (denominator).
3. To start cancelling out the unwanted units(s), multiply the first fraction with a second fraction that contains the same unit(s) in its numerator as the denominator of the first fraction. Again, put the corresponding unit(s) in the denominator.
4. Keep doing step 3 until all the unnecessary unit(s) can be cancelled on the right side of the equation. The remaining unit of measure on the right side of the equation should match the unknown unit of measure on the left side of the equation.
5. Solve the equation.
6. If the last decimal place is  $\geq 5$ , then round the preceding number up.
  - a. Ex: 1.57 = 1.6    1.45 = 1.5    0.686 = 0.69
7. If the last decimal place is  $< 5$ , drop the last decimal to round down.
  - a. Ex: 0.543 = 0.54
8. Do **not** round too early. Do all your calculations and round at the completion of the entire problem. (With the exception of client weight – see next point.)
9. If the problem has the weight of a client in pounds, change that to kg and round that part to hundredths (nearest 2 decimal places) (i.e. 23 pounds = 10.45 kg). The weights are figured out and rounded before starting the problem.
10. Follow the test, quiz or worksheet directions on rounding in the problem. If they do not specify **then** follow the guidelines below.
  - a. To figure out what and when to round, ask yourself which unit your number is representing (i.e., tablets, drops, ml, etc.).
  - b. With ml answers, you need to imagine what type of syringe will be used to administer the drug.
  - c. mL – The instructor will provide rounding instructions.
  - d. Drops (gtts) - round to the nearest whole number (i.e., 26.125 would be rounded to 26). This is because it is impossible to have a part of a drop be administered.
  - e. Units – round to the nearest whole number
  - f. Capsules – round to the nearest whole number
  - g. With tablets, if your answer is a whole number, just leave it. If your answer is not a whole number, round it up or down to the nearest whole number or 0.5. This is because a tablet can usually be easily broken in half, but not into 0.125<sup>th</sup> of a tablet. Tablets that are scored may be rounded to the nearest 0.5 or more rarely to the nearest 0.25 tab.

- h. At the conclusion of your calculations take a big picture look to see if it makes sense. If it doesn't make sense, clarify and verify until you are comfortable with it. (Ex: an answer that would involve giving 4 or more tablets of something would definitely be a red flag and should be checked by another qualified person.)

NCLEX FAQ - Do calculation items have a decimal place? - Yes, unless the item requests that the candidate records their answer using a whole number. If asked to record to one (or two) decimal places, the candidate must enter the decimal point for the answer to be correct.

NCLEX FAQ - When should a candidate round a calculation item? - Answers to calculation items should be rounded at the end of the calculation.

**Math Remediation** (Orig. spring 2015)

- a. Remediation will be directed by faculty at the local site
- b. Students will remediate if they obtain 90% or below on the quizzes and worksheets.
- c. If a student's score is 60% or below on a quiz or worksheet, they will meet with the instructor and retake until they get 90%.
- d. Students obtaining less than 76% on a math exam will remediate and retake the test until obtaining a minimum grade of 76% to pass. The score of the original exam will be the documented gradebook score.
- e. If a student does not adhere to the remediation process, the disciplinary process begins.

**Nursing Graduate Pinning**

The pinning ceremony is a special nursing tradition. A nursing program pin is presented to the nursing student near the end of their program. Pinning ceremonies (date/location) are scheduled by the nursing departments at each campus. Students and faculty will work together to plan the celebration. The Nursing Program Director or site manager must give full approval to the program and presentation.

**Progression Requirements**

- 1. Students must receive a passing grade of "C" or better in all required general education and nursing courses. Students who fail to meet progression requirements will be allowed to repeat nursing courses one time only.
- 2. Students must maintain current CPR certification and health requirements.
- 3. Students in the Dakota Nursing Program are expected to act in a professional and ethical manner.

The nursing faculty of the Dakota Nursing Program has a responsibility to prepare graduates who are able to practice nursing in a safe and competent manner. Students whose practice or performance behavior is unsafe in either the clinical or classroom may be subject to discipline or dismissal.

Faculty may:

- 1. File a Conference Form. See specifics under conference form.
- 2. Give an Admonition Notice (see specifics under Admonition Notice and Admonition form) with accompanying Performance Improvement Plan (PIP).
- 3. Give a Critical Behavior Notice for serious, chronic, unprofessional, or unsafe behaviors (see specifics under Critical Behavior Notice and Critical Behavior form) with accompanying Performance Improvement Plan (PIP).

4. The clinical instructor may choose to send a student home with an unexcused absence for unprofessional behaviors. The student would also be given an admonition notice or critical behavior and would be placed on a Performance Improvement Plan (PIP).

**The student is expected to act in a professional manner with the assistance of faculty input. If a student has acquired 1-2 critical behavior notices during the program, they will be dismissed from the program. If a student is placed on a Performance Improvement Plan (PIP) during the course of the nursing program, this action plan will remain in effect until completion of the program.**

Conference Form:

1. A conference form is used by faculty to make note of positive events or not so positive issues with students. Conference forms are not disciplinary forms. They are used to keep track of events for either positive reinforcement or to document trends. These forms are kept in the student's file. The information on a conference form should be discussed with the student.

# DAKOTA NURSING PROGRAM

Bismarck State College • Dakota College at Bottineau • Lake Region State College • Williston State College

## Conference Form

Program: \_\_\_PN \_\_\_ADN \_\_\_Paramedic Bridge Date: \_\_\_\_\_

Student Name: **Example - VOID**

Course Number and Name: \_\_\_\_\_ Theory \_\_\_Clinical \_\_\_Lab

<b>S</b>	<b>Situation:</b>
	Exam Performance:
	Attendance/Punctuality:
	Skill Competency:
	Clinical Performance:
	Professional Behaviors:
	Health Requirements:
	Other (specify):
<b>B</b>	<b>Background:</b>
<b>A</b>	<b>Assessment:</b>
<b>R</b>	<b>Recommendation:</b>
	<b>Due Date for Follow Up:</b>
	<b>Consequences:</b>

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

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

Student signature indicates confirmation of receipt of this notice.

**Admonition Notice:**

- 1. Person responsible to complete form:** Any nursing faculty (clinical instructor, nursing instructor, Nursing Program Director, or nursing director). Faculty needs to include a full description of the event and recommendations. Faculty will address behavior causing admonition notice and parameters of the Performance Improvement Plan with the student within 48 hours of a normal workweek or before the next clinical.
- 2. Person who needs to sign off on the form and place in student's file:** Completed copy must be signed by Nursing Program Director.
- 3. Situations in which an admonition notice is appropriate include but are not limited to:**
  - a. A student demonstrates unsatisfactory performance in the lab/clinical area
  - b. Performing without adequate preparation and knowledge
  - c. Ignoring advice or directions given by faculty or staff with no adverse complications
  - d. Failure to report significant data to appropriate source with no adverse complications
  - e. Unprofessional behavior or attitude exhibited in the classroom, laboratory, or clinical.
  - f. Failure to follow agency/university protocol or policies with no adverse complications.
  - g. Excessive classroom, lab, or clinical absences
  - h. A combination of any two admonition notices will result in one Critical Behavior

## Admonition Notice

Student: **Example – VOID** Date of Incident: \_\_\_\_\_

Campus: \_\_\_\_\_ Site: \_\_\_\_\_

Please check the appropriate incident situation below and make a full description of the incident with recommendations for student improvement.

*Situations in which an admonition notice is appropriate include but are not limited to:*

a. A student demonstrates unsatisfactory performance in the lab/clinical area	
b. Performing without adequate preparation and knowledge.	
c. Ignoring advice or directions given by faculty or staff	
d. Failure to report significant data to appropriate source	
e. Unprofessional behavior or attitude exhibited in the classroom, laboratory, or clinical	
f. Failure to follow agency/university protocol and/or policies	
g. Excessive classroom/lab/clinical absences	
h. Clinical absence without notifying the clinical instructor before the start of the clinical day.	
i. Other	

FULL DESCRIPTION OF INCIDENT (may use back of form)

A Performance Improvement Plan must accompany each admonition notice.

The instructor may choose to send a student home with an unexcused absence for unprofessional behaviors.

**Clinical Instructor/Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Student signature on this form signifies the student received the form it does not signify agreement with the incident description. The student is welcome to respond in writing with that response then attached to this form in the student's file. The response must be submitted within 10 working days or 2 weeks from the date the student receives the admonition notice.

Copies: Student & Nursing Program Director - ***A combination of any two admonition notices may result in one critical behavior notice.***

### **Critical Behaviors:**

1. Person responsible to complete form: The Nursing Program Director or nursing director. Faculty needs to include a full description of the event and recommendations. Faculty will address behavior causing critical behavior notice with the student within 48 hours of a normal workweek or before the next clinical.
2. Person who needs to sign off on the form and place in student's file: Completed copy must be signed by Nursing Program Director. In the event the occurrence happens at a satellite site, the Nursing Program Director will use scanning and emailing to communicate the written form and teleconference, AV conference or travel to be at the meeting with the student in person.
3. When a behavior/situation occurs in clinical or lab that merits a possible critical behavior, the instructor will send a student home with an unexcused absence and report the incident immediately to the Nursing Program Director.
4. All of the situations include but are not to be limited to those noted in the admonition section of this handbook that have led to an adverse complication, or are a continued unprofessional behavior, or are deemed a serious behavior by the Nursing Program Director.
5. Upon receipt of a critical behavior notice, a student is considered to be on probation.
6. Faculty consultation and approval will be required prior to returning to classes or clinical.
7. A subsequent critical behavior will result in failure of the course, and dismissal from the nursing program and all nursing courses.

### **Professional Misconduct/Dismissal:**

Professional misconduct is defined as behavior that jeopardizes or potentially jeopardizes clients or anyone else the student is in contact with during their time in the nursing program including but not limited to colleagues, faculty, and college/clinical agency staff.

The following examples are additional reasons for dismissal from the nursing program:

1. If a person is found to be under the influence of alcohol, prescription narcotic drugs and/or illegal drugs while on clinical. Students may not consume alcohol within 12 hours of a clinical rotation.
2. Positive drug screen
3. Failure to disclose a positive background check or inability to complete clinical objectives because of a positive background check.
4. Blatant breach of confidentiality
5. Student actions or lack of action that cause a serious adverse complication. That would include death of a client, injury to a client requiring a longer hospital stay, or injury to another student, instructor, or medical facility staff or visitor.

6. Physical or verbal abuse
7. Behavior that may disrupt the normal activities of the school or clinical agencies, or violates their established policies and procedures.
8. Scholastic dishonesty
9. Accumulation of two critical behaviors
10. The licensed nurse whose license to practice nursing is encumbered, revoked or suspended is dismissed from the nursing program. The licensed nurse who voluntarily surrenders his/her license to practice nursing must withdraw from the nursing program until such time as his/her license is active and unencumbered. It is the student's responsibility to report all licensure issues to the Nursing Program Director as they happen.

**At any time a student may be terminated from the nursing program and all nursing courses for unsafe care (failure to follow agency or college policies and procedures) or failure to progress in the clinical area.**



### Critical Behavior Notice

Student: **Example – VOID** Date of Incident: \_\_\_\_\_

Campus: \_\_\_\_\_ Site: \_\_\_\_\_

1. Unsatisfactory performance in any one critical behavior at any time will result in immediate dismissal from the clinical area for that day. 2. Faculty consultation and approval will be required prior to returning to the clinical area. 3. A subsequent unsatisfactory performance in any one critical behavior will result in failure of the clinical component of the course.

***All of the situations to include but are not to be limited to those noted in the admonition section of this handbook, that have led to an adverse complication, or are a continued unprofessional behavior, or are deemed a serious behavior by the Nursing Program Director***

Please check the appropriate incident situation below and make a full description of the incident with recommendations for student improvement.

a. A student demonstrates unsatisfactory performance in the lab/clinical area.	
b. Performing without adequate preparation and knowledge.	
c. Ignoring advice or directions given by faculty or staff.	
d. Failure to report significant data to appropriate source.	
e. Unprofessional behavior or attitude exhibited in the classroom, laboratory, or clinical.	
f. Failure to follow agency/university protocol and/or policies.	
g. Excessive classroom/lab/clinical absences.	
h. Clinical absence without notifying the clinical instructor before the start of the clinical day.	
i. Failure to maintain confidentiality.	
j. Suspected or found to be under the influence of alcohol, prescription narcotic drugs and/or illegal drugs while in clinical/classroom/lab. Students may not consume alcohol within 12 hours of a clinical rotation.	

FULL DESCRIPTION OF INCIDENT (may use back of form)

A Performance Improvement Plan must accompany each critical behavior notice.

Program director: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature on this form signifies the student received the form **and notification that they are on probation;** **it** does not signify agreement with the incident description. The student is welcome to respond in writing with that response then attached to this form in the student’s file. The response must be submitted within 10 working days or 2 weeks from the date the student receives the critical behavior.

# 1. DAKOTA NURSING PROGRAM

Bismarck State College • Dakota College at Bottineau • Lake Region State College • Williston State College

Orig. 7/2015

## Performance Improvement Plan

Student Name: <b>Example - VOID</b>	Course Number and Name: _____
PLAN FOR IMPROVEMENT	COMMENT/DATE
What is the problem to be addressed?  What objective/Program SLO or Professional behavior is not being met?	
What is the desired outcome or goal?	
What is the agreed upon plan for improvement?  Student plan and resources:  Faculty support activities:	
How will the goal or desired outcome be measured? What should the student be able to achieve or demonstrate after completing the planned activities?	
When must the student achieve this?	<b>Planned Review</b> Date: _____
Student Signature: _____ Date: _____  Issuing Faculty Signature: _____ Date: _____  Review Date: _____	
Upon Review: has improvement been achieved? Outcome/Goal met? Next steps?	

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Issuing Faculty Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PERFORMANCE IMPROVEMENT PLAN**

Purpose: to ensure consistency in student development and evaluation.

Procedure:

1. The Performance Improvement Plan (PIP) will remain in effect until completion of the nursing program. If the behaviors are observed in any part of any subsequent nursing course, the student may be dismissed from the program without further warning.
2. When a student is placed on a PIP, the nursing faculty consults with the Nursing Program Director to develop the plan before the faculty meets with the student. The PIP is a part of the students file at that point.
3. The student meets with the faculty as required by the PIP.
4. The Nursing Program Director is part of the student's exit evaluation of the course in which the PIP was initiated.

## **Probation/Suspension:**

The Dakota Nursing Program has a responsibility to the community to graduate safe, reliable, qualified practitioners.

**Probation:** A student who does not meet the academic requirements is placed on probation in the Dakota Nursing Program.

Academic: Written notice of academic probation will be given if a student's grades are unsatisfactory at midterm. The student must make a written plan for improvement and discuss it with the Nursing Program Director or faculty. If a student's grades fall below satisfactory after midterm, written warning may not be provided.

Clinical: Clinical probation occurs when a student fails to progress in the administration of client care. It is initiated by one or more clinical instructors, when in their evaluation; a student is not satisfactorily meeting the objectives of clinical experience. When a student is placed on clinical probation, he/she must show improvement within a specified time during the course in order to continue in the program.

## **Suspension/Dismissal:**

Academic: Academic suspension from the program will result if a student receives an unsatisfactory grade for a nursing course or required general education course at the end of the semester. Students may request to reapply to the program and repeat nursing courses only once. Permanent dismissal from the program will result upon a second failure of a nursing course or failure of a second nursing course. A grade of D or F is considered a failing grade.

The general education courses of the curriculum guide must be taken prior to, or as scheduled in the curriculum guide. If they are not taken as scheduled in the curriculum guide or are not passed with a C or better, the student will be dismissed from the nursing program. All general education courses in a semester are prerequisites for the courses in the next semester as listed on the curriculum schedule.

### Clinical:

1. A student exhibiting behavior in the clinical setting which is deemed by the instructor to be unsafe to the mental, emotional or physical welfare of staff, clients, self or others shall be subject to immediate suspension from the clinical segment of the course, or portion thereof, in which the unsafe behavior is exhibited. Students failing to progress in clinic skills and knowledge are also subject to immediate suspension from the clinical course.
2. The instructor is to immediately notify the Nursing Program Director who then notifies the Nursing Director of the Nursing Program of the suspension.
3. A meeting will be conducted between the instructor, Nursing Program Director, and student. The suspension may be temporary or permanent, based on the circumstances of the incident.

4. Students, who, in the opinion of their instructor, are unprepared for academic or medical reasons for their clinical assignments, may be removed from giving client care and may be graded unsatisfactory for that clinical day. These incidents will be reported by faculty to the Nursing Program Director before the end of the student's clinical day.

**Appeal of Suspension/Dismissal:** If a student feels he/she has valid reasons to appeal a suspension/dismissal, he/she may follow the grievance process.

**Safety to Practice: Practice Statement**

*One essential element of safe nursing practice is a nurse's functional ability: the competence and reliability with which a nurse is able to practice at any given time.*

(ND Board of Nursing Practice Statement, 2006)

**Readmission and Transfer into the Nursing Program**

Students seeking readmission or transfer admission are considered on an individual basis based upon space availability.

**Requirements for Readmission**

1. The student must notify the campus program director of the nursing program, **IN WRITING**, of his/her desire to re-enter the program. The letter needs to address the previous reason for discontinuance and how the student plans to be successful if readmitted. The student may and is encouraged to have a personal interview with the Nursing Program Director.
2. The student will have a minimum nursing course (NURS) GPA of 2.75 to be considered for readmission to the program the next term that the withdrawn or failed course is offered.
3. Students with nursing course (NURS) GPA that is less than 2.75 will need to consult with the Nursing Program Director for a plan to increase the GPA so the student can reapply for reconsideration for beginning entry into the program.
4. The readmission request will be decided on by the leadership team with input from the campus nursing admission and progression committee. The Nursing Program Director will then inform the student whether they need to repeat the entire program or whether they will be re-admitted to the program at their withdrawal point.
5. Each student will be permitted only one re-admittance to the Dakota Nursing Program.
6. If an AD student withdraws out of or fails the program, they must successfully pass the NCLEX PN and have a clear and active license to be readmitted into the AD program.
7. If the nursing courses are more than 12 months old, the Nursing Program Director and/or leadership team may request that the students repeat the course(s) or that they take a validation (course evaluation) exam. Students must pass the validation exam at an acceptable level determined by the nursing department. (ATI proctored exams must be passed at a level 2 or 3. A level 1 or below 1 is not acceptable.)  
The student may also be required to show competence by demonstration of selected nursing skills. If the student does not pass the skills, they will need to re-take the respective clinical course. The student will also be required to retake the accompanying co-requisite clinical course with a previously failed theory course.
8. A student who has been out of the nursing program for two years or more will apply for admission as a beginning student. No credit will be given for nursing courses previously taken. Science courses more than seven years old will be evaluated on an individual basis.

9. Readmission is dependent upon space availability and curriculum placement. If the number of readmission requests exceeds space availability, the readmission applicants will be accepted on a first come, first in basis as they qualify.
10. Students seeking readmission will be admitted under the catalog of the current academic year.
11. A DNP student who has failed a nursing course twice or has failed two nursing courses or has any combination of failures/withdrawals/dismissals twice, (within the PN and AD program) will not be readmitted to the program for a third time.
  - Example One: Student fails NURS 120 and returns the next year and fails NURS 127. This is two fails and the student would not be readmitted
  - Example Two: Student fails NURS 120 and then returns the next year and completes PN program and goes into AD program and fails NURS 225. This is two fails (within the PN and AD program) and the student will not be readmitted.
12. The student who has had a previous failure/withdrawal/dismissal in any other nursing program and is admitted into the program will only be allowed one course failure and then will not be admitted a second time into the program. The student who has had two previous failures/withdrawal/dismissals in any other nursing program will not be admitted into the nursing program.

### **Transfer Admission**

A transfer admission request is an applicant who requests to enter the program and transfer in nursing courses (under two years old) from another program. Applicants who have studied in other programs over two years ago will simply apply to begin the program as a new student.

1. Submit a written request for transfer and a letter verifying good standing in the nursing program from the director of the previous nursing program.
2. Complete an application to the nursing program with all transcripts.
3. Nursing courses should not be over two years old; if so, these will need to be repeated. Nursing courses will be evaluated on an individual basis.
4. Students who have made a "D", "F", or withdrawn from two nursing courses from another college or university will not be considered for transfer to the nursing program.
5. Note: Students seeking to transfer from one Dakota Nursing Program to another will contact the nursing director at their campus to initiate the process.

### **Student Employment**

The Dakota Nursing Program follows your college policy on student employment and college work-study, as stated in your college catalog/handbook.

It is recommended that students work no more than 24 hours per week. Maintaining the required GPA in all required courses should receive priority over outside employment. Arrangements should be made, if possible, to have one day of the weekend to rest and relax for the sake of one's health.

### **Student Illness or Injury**

The Dakota Nursing Program strives to provide quality education and quality client care in a safe environment. For the protection of students, client, clinical personnel, and faculty, the following policies must be followed:

1. Report any injury incurred in the classroom, lab, or clinical area to the Nursing Program Director or site manager immediately.

2. Students will notify the Nursing Program Director immediately of any illnesses, planned or unexpected surgery or other procedures, or any other issues that may impact safe and effective client care or cause the student to be unsafe to self or others. If the student is deemed to be unsafe or unable to finish the clinical requirements, that student may be dismissed from the program. Non-notification of the Nursing Program Director of such illness, surgery, procedure, or other illness may result in a critical behavior notice.
3. A student who is unable to meet the objectives of any course due to any reason, including but not limited to physical, mental, or emotional problems, may be dismissed from the program. Students are expected to provide safe and effective care for clients and care for clients who require lifting, moving, or transfer clients or equipment.
4. Students who are ill during the class/lab/clinical day may be sent home at the discretion of the instructor.
5. If the student is absent due to illness or injury for greater than 1 week duration (classroom, lab, or clinical), the student must provide written medical clearance before returning to class.
6. Students who become impaired in their ability to adequately perform in the classroom or clinical environment due to misuse of prescription drugs may jeopardize a safe environment. Accordingly, student misuse of prescription drugs in the classroom/clinical/laboratory, on or off the College campus, will be cause for a critical behavior notice or immediate suspension.
7. Students who have prescriptions for medications that may alter their ability to perform in the classroom or clinical environment must notify the Nursing Program Director upon admission to the program or when the student begins such a prescription.
8. A student with a potentially communicable illness (including draining wounds) will be required to furnish written medical clearance before returning to the classroom, lab, or clinical.
9. A student with a cast, crutch, cane, splint, sling, drainage device or other device that impairs mobility or motion will not be allowed in the clinical area. Written medical clearance will be required before returning to the clinical area. Greater than four absences may result in a suspension from the program.

### **Student Organizations and Committees**

A number of college organizations and committees are available for student participation. Refer to your college handbook/catalog.

1. A nursing student elected by their classmates is eligible for participation as a representative to the nursing faculty meetings.
2. Students in the Dakota Nursing Program are encouraged to join a local association for nursing students - Student Nurses' Organization (SNO). The Student Nurses' Organizations will follow the by-laws of their local chapter. The SNO faculty advisor attends each SNO meeting.

The SNO groups at the DNP campuses have been involved in many community services from taking BPs at a local screening, raising money through raffles for local charities and assisting people from their communities to acquire needed medical equipment.

The objectives of the Student Nurses' Organization (SNO) include to:

- a. Promote and encourage participation in community affairs.
- b. Represent and promote nursing students and nursing to the faculty and the community.
- c. Promote students' participation in interdisciplinary activities.
- d. Promote and encourage recruitment activities and promote cooperation and networking among students.

3. Along with your local SNO, students are encouraged to join the National Student Nurses Association (NSNA). Each college of nursing within the Dakota Nursing Program can establish their own chapter of NSNA to enhance their SNO. The activities and membership in NSNA is to enhance and not replace SNO. NSNA is your professional connection to nursing at the national and state level. This association is for nursing students enrolled in college or university programs leading to an associate degree, diploma, or baccalaureate degree in nursing.

When you become a member of NSNA you also are a member of your state organization, Nursing Student Association of North Dakota (NSAND). NSAND has members from nursing programs in the state. They have an annual convention and a mid-year meeting which is held in conjunction with the North Dakota Nurses Association. They also have an annual service project, scholarships, individual recognition awards, and chapter awards.

To join NSNA go to: [www.nсна.org](http://www.nсна.org) and click on MEMBER SERVICES. The cost for ND is \$30.00 for new members, \$35 to renew your membership, and \$60 for two years

4. Students, maintaining academic standing, are also encouraged to participate in other campus organizations.

### **Guidelines for Student Representatives at Nursing Faculty and Student Affairs Meetings**

Student Representatives to the Nursing Faculty and Student Affairs meetings:

1. Are encouraged to attend all Faculty and Student Affairs meetings. If the representative cannot attend, their alternate may attend if one had been designated.
2. Are not voting members of the Faculty and Student Affairs Committee.
3. Are expected to report back to their class with appropriate information from the meeting.
4. May initiate comments and class concerns relating to the nursing class and the nursing program. The Chain of Command must be followed at all times.
5. May make suggestions and comments relating to planning, assessment, evaluation, curriculum, etc. as the faculty moves through these processes to improve the nursing programs.
6. Are expected and required to maintain a professional manner at all times. Information which may be confidential in nature may not be shared with anyone.
7. May suggest agenda items as appropriate.



## **Student Pregnancy**

During the clinical rotation students may be assigned to areas that have potential to be dangerous for a pregnant person or developing fetus. Students who are known to be pregnant will not be assigned to such areas. For the well-being and safety of a pregnant student, the following policy must be followed.

1. A student who is pregnant must:
  - a. Disclose pregnancy to the nursing program director and provide the estimated date of delivery calculated by her health care provider upon acceptance into the program or as soon as the student is aware of the pregnancy.
  - b. Observe any pregnancy precautions/policies while in the clinical area according to that agency's policy.
  - c. Disclose any change in the student's health status by immediately notifying the Nursing Program Director.
2. After a pregnant student discloses the pregnancy to the nursing program director, the nursing program director and student shall coordinate to ensure that the student completes the required number of clinical and laboratory hours and maintains satisfactory classroom attendance.
3. Childcare arrangements will need to be in place once student returns to class after delivery. Children/newborns are not allowed in college classrooms/labs/clinical areas.

## VIII. Clinical Policies

### Procedure Title:     **Biohazards/Infectious Wastes**

The student nurse (SN) will come in contact with biohazards/infectious waste material when working in clinical settings and will be taught to properly discard this material.

#### Procedure:

1. The SN will properly discard hazardous/infectious waste according to the policy of the clinical institution in which he/she is practicing. Hazardous/infectious includes:
  - a. Any material that is “saturated” or has free flowing blood or body fluids that can drip, splash, or flake from a dressing or container.
    - blood/blood components
    - semen/vaginal secretions
    - amniotic fluid
    - synovial fluid
    - pericardial/peritoneal fluid
    - cerebral spinal fluid
  - b. Disposal Sharps
    - Used
    - Unused
  - c. Potentially Infectious: Sputum/Urine/Feces/Vomit may or may not be “visibly” contaminated with blood.
  - d. Disposable item (pad, dressing, etc.) contaminated with the following that may be found in any quantity from clients known/suspected of a highly communicable disease.
    - Blood
    - Excretions
    - Exudate
    - Secretions
  - e. General waste “**non**” red bag waste
    - Cotton balls/Band-Aids
    - Gloves
    - Nasal secretions
    - Tears
    - Sweat
    - Paper products
2. In the clinical laboratory setting, the SN will dispose of any used sharps in the proper sharps container provided by the college. When the sharps container is full the SN notifies the nursing instructor, who will dispose of the container.

**Procedure: Biohazards/Infectious Waste Exposure Control Plan**

**Purpose:** All student nurses (SN) shall fill out an Exposure Report at the place where exposure occurred. This report will be investigated by the institution where incident occurred as well as by the Dakota Nursing Program.

**OSHA Definition:** Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

**A. Procedure: Exposure Occurrence at an institution**

1. Should an exposure occur, the SN will follow the steps for reporting an exposure per institutional policy (institution where exposure occurred). This paper work must be completed within 24 hours of incident and given to the immediate Clinical Instructor as well as the immediate supervisor of the place of exposure. The Clinical Instructor will in turn notify the Dakota Nursing Program - Program Director as soon as possible. This may be done per telephone conversation or in person.
2. The SN and Clinical Instructor will submit a copy of all incident reports to Dakota Nursing Program's Program Director no later than 24 hours after the incident along with any reports or actions.
3. All Exposure Reports shall be kept confidential.
4. A SN desiring medical counseling or further information on medical management concerning an exposure to HIV (AIDS) or Hepatitis B (HBV) viruses should direct concern to Dakota Nursing Program's Nursing Program Director.
5. A SN may be seen at the doctor's office or, if after hours, at the Emergency Room at their local hospital if deemed necessary by the Clinical Instructor or Dakota Nursing Program's Program director.

**B. Exposure Occurrence in classroom**

1. Should an exposure occur while in a classroom setting, the SN must report the incident to the immediate Clinical Instructor.
2. The SN must fill out an Incident Report form within 24 hours of the incident and give it to the Clinical Instructor.
3. The Clinical Instructor must fill out the Risk Management Incident Report. All paper work must be turned into the Dakota Nursing Program Nursing Program Director within 24 hours. The Nursing Director will receive copies.
4. All paper work for an exposure will be obtained from the Dakota Nursing Program Director.

**Blood/Body Fluid Precautions**

Students are required to follow standard blood and body fluid precautions during clinical experiences. This includes the use of gloves, protective eyewear, face shields, gowns, and masks when appropriate. Use of standard precautions is intended to protect both the student and their clients.

## Health Policies

The Dakota Nursing Program follows the college policies on health concerns regarding AIDS, AIDS-related complex, Hepatitis B, health insurance and measles/rubella immunity, etc. See your college catalog/handbook for detailed information.

### Liability Insurance

The Dakota Nursing Program carries student liability insurance. Insurance verification is on file in the office of the Nursing Program Director. This charge may be noted on your student fees.

### Acquired Immune Deficiency Syndrome

This policy must be applied individually, taking into account the psychological, physical, and behavioral characteristic of the individual involved. Students who know or suspect they are infected with the AIDS virus are strongly encouraged to seek assistance from their healthcare provider for medical treatment and counseling services. The college shall not publicly reveal the identity of an individual known to be HIV positive.

Routine screening of students for HIV viral infection is not recommended. HIV screening shall not be a requirement for admission and/or attendance at the college.

Students diagnosed as HIV positive shall follow their respective clinical agency's policy regarding any client care restriction. Students caring for HIV positive clients in the clinical setting shall follow current CDC guidelines and the respective agency guidelines.

### Table on Clinical Requirements (Immunizations and CPR)

**All students and faculty/instructors must show evidence of the following:**

Requirement	Comments
<ul style="list-style-type: none"> <li>• Presenting evidence of two doses of measles (rubella), mumps, and rubella vaccine no less than one month apart (2 MMR immunizations), or</li> <li>• Proof of a recent positive blood titer for measles, mumps and rubella.</li> </ul>	A clinical institution may require that you provide further evidence of immunization, of which you will be obligated to complete before the start of the clinical experience.
Chicken pox vaccine x2 or positive blood titer or sign a date they had the disease (Physician documentation of disease is required if a clinical site requires it).	The vaccine is approved for susceptible adolescents and adults, especially those in close contact with persons at high risk for serious complications (e.g., health care workers, family contacts of immunocompromised persons). Students must show evidence of Chicken Pox vaccine x 2, a positive blood titer or sign a date they had the disease (Physician documentation of disease is required if a clinical site requires it).
Hepatitis B x3 or positive antiHBS titer or student declination of vaccine	If required by the clinical site, students are required to have had the vaccine or a positive titer. Declination is not accepted at some sites. The best defense against Hepatitis B is vaccination. It is <u>strongly recommended</u> that you receive vaccination to protect you from this

	disease. This vaccination is given in 3 separate vaccines over a period of 6 months, so it is imperative to begin the regime as early as possible. (see OSHA Fact Sheet at: <a href="https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact05.pdf">https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact05.pdf</a> )
If the clinical agency requires students and faculty to receive an influenza vaccine, the requirement will be met by students and faculty by obtaining the influenza vaccine annually with a deadline of November 1st. Exceptions will be the same as those accepted by the clinical agency for their own employees.	*Exceptions to the seasonal influenza <b>may</b> be made for students and instructors who have medical contraindications, such as egg allergy, history of Guillian-Barre within six weeks of influenza vaccination, and anaphylaxis after influenza vaccination, and those that have submitted concerns and have been granted an exemption by the clinical facility DON.
Negative reading of a tuberculosis test within the past 12 months.	Some institutions require a 2 <sup>nd</sup> TB test within 3 months of the first. You are required to comply with all policies of your clinical sites.
CXR result if TB test is positive – follow policy of clinical site.	Nursing students assigned for clinical experiences are required to have an annual negative TB test or a negative chest X-ray on file. Students who are positive reactors must have verification of a negative chest X-ray on file before functioning in the clinical units. This testing/verification must be repeated annually, or as required by the clinical institution. Please contact the Nursing Program Director <u>before</u> testing if you might possibly be pregnant.
Students entering the Dakota Nursing Program must show evidence of current training in: <ul style="list-style-type: none"> <li>American Red Cross CPR for the Professional Rescuer (PR)/Health Care Provider</li> <li><u>or</u></li> <li>American Heart Association BLS Provider for Health Care Providers to include infants, children and adults.</li> </ul>	The Dakota Nursing Program provides a list of CPR providers prior to the clinical experience. A nominal fee is usually charged for a CPR course. Evidence will consist of written notification with the effective date and words <b>American Heart Association</b> and/or <b>Red Cross</b> on it. A student without evidence of current Basic Life Support for the Health Care Provider will not be assigned to a clinical area and will be subject to suspension. Clinical hours missed are subject to makeup. Students must maintain BLS certification for the Health Care Provider throughout the nursing program. <b>Online courses will not be accepted.</b>
<b>Complete Immunization Verification form and attach all required evidence to that form.</b>	

### HIPAA Certification

Students must successfully complete HIPAA training (including examination) before beginning onsite clinical experiences. All students (PN, Paramedic Bridge, and AD) must complete this certification annually.

### Housing/Transportation

The Dakota Nursing Program follows the college policies on housing found in your college catalog/handbook.

Students are responsible for their own transportation related to the clinical experience. Students and faculty will not transport clients in their own automobiles, as there is no liability coverage in the event of accidents.

Students are responsible for all expenses related to clinical experiences. This includes room, board, travel and other personal expenses. If a clinical experience requires an overnight stay, the faculty will make available to the student a listing of reasonably priced accommodations at the site.

**Policy: Student Incident/Near Miss Report (may include Medication Errors)**

When an incident which may include a medication error has occurred during a clinical rotation, the student and instructor are responsible to complete the required paperwork. Grading for the day will reflect the seriousness of the error on the student performance evaluation in the safety and medication areas. **An admonition notice will be generated from the instructor.**

The instructor and the student will sign off on paper work completed at the facility on the date of the incident. Facility policies will be followed. The Dakota Nursing Program's Incident/Near Miss Report (see following page), medical facility, and North Dakota state forms will be completed and signed by both the student and instructor.

## Dakota Nursing Program

Bismarck State College • Dakota College at Bottineau • Lake Region State College • Williston State College

### \_\_\_ Incident Report \_\_\_ Near Miss Report (Please check appropriate situation)

(Must be filled out within 24 hours of incident and given to Clinical Instructor)  
(Medical facility and state forms will also be completed as appropriate)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Incident (give exact location): \_\_\_\_\_

Property involved [ ] Equipment involved [ ] Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of events leading up to incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe what happened—Why it happened. If property or equipment was damaged, describe:

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses: \_\_\_\_\_

Saw a physician: Yes No Date: \_\_\_\_\_ Name of Physician: \_\_\_\_\_

Reported to Clinical Instructor: Yes No

Reported to Charge Nurse: Yes No

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

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

## Uniform, Supplies and Equipment

Upon acceptance into the nursing program, students are required to purchase the following equipment for use in their clinical nursing courses:

- ✓ Designated Uniform/scrub set
- ✓ Watch with a second-hand
- ✓ Bandage scissors
- ✓ Penlight
- ✓ Stethoscope
- ✓ Blood pressure cuff
- ✓ Name badge
- ✓ Professional shoes (described on following page) with uniform
- ✓ Black dress slacks and specified shirt
- ✓ Dress shoes to wear with black slacks
- ✓ Optional per site: White lab coat (not to be worn during acute clinical)
- ✓ Optional per site: Long sleeved cover-up in the same color as scrubs
- ✓ Optional per site: Polo shirt as designated at your site

Nursing students are expected to maintain a professional appearance at all times when they are in the clinical area. Uniforms/scrub suits are to be worn **only** in the clinical area. The following guidelines should be followed:

### **Uniform:**

**During clinical,** the standard uniform for the nursing student is scrub pants and top of a predetermined color and style, which is professional in appearance. Students may wear a short sleeved t-shirt under uniform if approved by program director at your site. Several clinical sites do not allow t-shirts under scrubs. Please follow the policies at your clinical site and do not wear t-shirts if they are prohibited. All clothing worn in the clinical setting should be non-revealing, clean and properly fitting. Students may not wear the white lab coat during an acute clinical. White lab coats **will be worn per site requirements.** **When collecting data** prior to a scheduled clinical, the student will wear a clean white lab coat, either hip or knee length (with nametag). Students will wear dress clothes composed of black slacks, program designated polo shirt, and dress shoes. t-shirts, jeans/denim of any color and sweatshirts are not acceptable clothing in the clinical area.

**Name Badge:** The name badge must be worn to identify the student in the clinical area at all times. The name badge will be ordered through the Dakota Nursing Program. The student is responsible for the cost of the name badge.

**Program Patch:** The Nursing Program patch will be worn on the scrub uniform sleeve/lab coat sleeve on the left side and 2 inches down from the top of the shoulder.

**Personal Grooming:** Hair must be clean, well groomed, and well controlled so that it does not hang in the eyes or around the face. Hair, shoulder length and longer, needs to be pulled back. If hair is pulled back from the face and fastened, it may touch the shoulders and/or uniform. Beards and mustaches must be trimmed neatly.



Extreme hairstyles and/or colors are inappropriate for the clinical area. Makeup should appear natural; excessive use of cosmetics is inappropriate. Extremes may be offensive to some clients.

No jewelry is to be worn except a watch and wedding ring. If ears are pierced, one small plain set of posts or studs may be worn. Cartilage piercing or spacer/expander jewelry items (Nose/eyebrow/tongue rings etc.) are not acceptable in the clinical area at any time. It is not acceptable to cover the piercing/spacer jewelry with band aids. They must be removed before coming to any of the clinical areas.

Nails must be clean and well-trimmed. Clear nail polish only. No artificial nails will be permitted in the clinical area. Artificial nails can harbor and transmit harmful organisms. There is to be no gum chewing, no tobacco chewing, no smoking in the clinical area, nor smoking prior to the start of the clinical, where the smell of smoking is on the clothing. Information regarding smoking cessation programs or other options is available upon request from the nursing faculty.

Visible tattoos may be requested to be covered during clinical by the Nursing Program Director.

Fragrances, such as those in colognes, after shave, and perfumed lotions can cause nausea and allergic reactions in the client and therefore are not to be worn in the clinical area. Note: In addition to the clinical area, if any of your classmates are allergic to perfumes, please be considerate and not use them in the lab and classroom.

**Shoes:** Students will wear a supportive shoe which is conservative and professional looking, in a predominately solid color with clean laces. No open toe or heel (complete foot needs to be enclosed) shoes are to be worn. Socks or hosiery must be worn, no bare feet/legs. Hose/socks color should coordinate with shoe/scrubs color. Shoes are to be kept clean and only worn for clinical and lab.

Students will be sent home to correct any odor that is offensive, including smoke, perfume or other fragrances. The clinical instructor has the right to determine whether a student's appearance is appropriate for the clinical area. The instructor has the right to send the student home if his/her appearance is not appropriate. Failure to comply with this may be grounds for an admonition notice or critical behavior.

**All institutional clinical policies that are more stringent in requirements will override the Dakota Nursing Program policy.**

## VIII. Clinical Policies

### Confidentiality Policy

Students and faculty members have access to health information and/or medical records of clients and in some cases, employees of medical facilities with whom the nursing program contracts for clinical activities. Information specific to student colleagues, faculty, clients, employees or subjects from any source and in any form, including, but not limited to, paper records, oral communication, clinical examination, pictures, audio/ video recordings, electronic display, course materials and research data files is strictly confidential. Access to confidential information is permitted only on a need-to-know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use, disclosure or request.

Students, faculty, and staff of the DNP shall respect and preserve privacy, confidentiality and security of confidential information, regardless of the academic course/classroom, laboratory or clinical agency to which the student or faculty is assigned.

All students are fully responsible for following regulations of the HIPAA guidelines. The summary of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule can be found at: <https://www.hhs.gov/sites/default/files/privacysummary.pdf>

**Violations of this policy include, but are not limited to:**

- accessing confidential information that is not within the scope of your current assignment;
- misusing, disclosing without proper authorization, or altering confidential information;
- disclosing to another person your sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas;
- using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas;
- intentional or negligent mishandling or destruction of confidential information;
- leaving a secured application unattended while signed on to the computer;
- attempting to access a secured application or restricted area without proper authorization or for purposes other than official business;
- failing to take proper precautions for preventing unintentional disclosure of confidential information;
- an example would be photocopying a chart and bringing it home to do paperwork;
- discussing confidential information to another person using any method of communication, examples include but are not restricted to face-to-face, telephone, or posting/discussing confidential information via text messages, electronic mail, and/or any electronic social network sites (e.g., Facebook, Twitter, etc.); See National Council of State Boards of Nursing social media information at the following link: <https://www.ncsbn.org/2930.htm>;
- discussion regarding confidential matters held in the elevator, hallways, employee dining room/cafeteria, etc., as even casual conversation with other employees may be overheard and thereby violate client/resident's right of privacy. (Do not discuss any part of your clinical experience with anyone in any location except as a learning experience with the DNP faculty and students in the clinical conference.);
- taking unauthorized pictures or audio/video recordings involving confidential information, and transmitting them electronically;
- disregard for the handheld electronic device policy in this handbook.

Students/faculty violating this policy may lose their agency privileges, may be suspended, receive an admonition notice or critical behavior or may be dismissed from the nursing program. Unauthorized release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties. Knowledge of any student/faculty member in violation of these policies should be reported to the Nursing Program Director. A clinical facility policy on confidentiality and electronic devices will supersede this confidentiality policy and the policy on handheld electronic devices.

### **Handheld Electronic Device Policy**

Examples of handheld electronic devices are:

iTouch/Personal Digital Assistant (PDA)/Smartphone/Handheld Computers/phone (You are required to have an iTouch, iPhone or Android device upon which to access your electronic clinical references.

#### **Policy: Handheld Electronic Device Use**

Students are required to have a handheld electronic device for nursing courses and are responsible for repair or replacement of their handheld electronic device if it is non-operational, lost or stolen.

##### **I. Classroom Usage**

Electronic devices must be turned off and stowed out of student reach during an exam.

Calculators are allowed and classroom calculators will be provided to the student for exam purposes by the college. Do not use your handheld electronic device as a calculator during an exam. Students with special accommodations requiring a special device must have documented approval from the nursing director's office.

Students will use professional behavior in assuring that use of any electronic device in the classroom is not disruptive to any member of the class or disrespectful to the faculty. Students will silence all electronic devices during class.

##### **Audience Response System (ARS)**

We may use an audience response system in some of the theory courses. If we do use this system, you are allowed to use your web enabled phone/computer/handheld electronic device/iTouch for this purpose. Please note that all information you transmit is subject to editing by the instructor. Students must realize that any data transmitted via ARS may be seen by other students. It is expected that all information shared will adhere to the college's code of conduct and the highest professional principles.

##### **II. Clinical/Lab Usage**

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether at the college, at clinical, on break, or anywhere else. This includes proper management of confidential client information. If there are any questions/concerns about whether or not certain data can be shared, students should not share any information until clarified. It is important to err on the side of caution.

A. The student will not use any electronic device for the purposes of transmitting confidential material that is related to clinical or client interactions. This includes computers, phones, and any other such handheld electronic device.

B. Students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material.

- C. It is a privacy violation to record other students without their permission in the lab, classroom or clinical.
- D. Telephone, texting, and camera functions must be turned off during clinical and lab sessions. Electronic devices must be in airplane mode with no transmission in or out of the device per wireless communication during clinical and lab sessions.
- E. With the exception of specified course required activities, sending or receiving text or other messages on the electronic device during class, clinical or lab is not permitted.
- F. Using the internet for personal, non-school related functions is strictly prohibited. Inappropriate use of electronic devices or violation of HIPAA guidelines is cause for an admonition notice, critical behavior or dismissal from the nursing program.
- G. If you need to give a contact number to a family member, give them the facility name and number where you are scheduled for clinical that day. They are not to call unless there is an emergency situation.

III. Handheld Device Hygiene

Infection control precautions must be maintained when using handheld electronic devices in client care areas.

- A. Wash hands before using handheld device.
- B. Avoid using device with contaminated gloves, plan ahead for procedures.
- C. Wipe down handheld device using solutions ONLY recommended by manufacturer.
- D. Avoid areas that can possibly contaminate device, e.g., laying device on bedside tables or client bed.
- E. Avoid, if possible, taking device into isolation rooms. Help minimize transmission of organisms by placing device in sealed Ziploc lab specimen bag or leaving device with instructor outside of isolation rooms.
- F. Think before using in clinical setting. Remember that handheld devices can be a source of organism transfer if brought home and used with family and friends.

### Professional Conduct

All nursing students are expected to adhere to the principles of the American Nurses Association Code of Ethics with Interpretive Statements (2015). The Code of Ethics for Nurses communicates a standard of professional behavior expected throughout the total program and in each individual nursing course. Therefore, in addition to suspension for academic failure, the faculty and administration of the Dakota Nursing Program reserve the right to place on probation, suspend or dismiss any student enrolled in the nursing program for unethical, dishonest, illegal, or unprofessional conduct that is inconsistent with the Code of Ethics for Professional Nurses and Students. The Code of Ethics is found at the following link: <http://www.nursingworld.org/codeofethics> The print copy can also be purchased at this same link.

Students are also expected to learn and abide by the following guidelines, ND Nurse Practice Act, and ND Standards of Practice found in the links below:

Professional Behaviors and Values Table – **See page 64 of this handbook.**

North Dakota Nurse Practices Act - <http://www.legis.nd.gov/cencode/t43c12-1.html> ND Standards of Practice for LPN and RN - <http://www.legis.nd.gov/information/acdata/html/Title54.html>

Standards that will guide your practice upon licensure are:

National Association of Licensed Practical Nurses (NALPN) Nursing Practice Standards for the Licensed Practical/Vocational Nurse - <http://nalpn.org/wp-content/uploads/2016/02/NALPN-Practice-Standards.pdf>

ANA Standards for Practice for the Registered Nurse – See page 144 for a summary of the standards. The full description can be found at: <http://nursesbooks.org/Main-Menu/Standards/Nursing-Scope-and-Standards-3rd-Ed.aspx>

**Professional Behavior and Values**

<p><b>Table 2.2 – Behaviors Implying the *Presence* of Professional Values</b></p> <p><b>Value: Placing the clients’ welfare first</b>                  Is accessible and prompt in answering clients’ request                  Priority of activities reflects clients’ needs                  Explains treatments and procedures; keeps client well informed, is responsible and reliable when needs are identified by clients, staff, or faculty                  Calls and makes appropriate arrangements if unable to be on time or present for clinical</p> <p><b>Value: Commitment to nursing and to nursing department policies.</b>                  Present and willing to learn; complies voluntarily with rules and policies of the nursing department                  Demonstrates enthusiasm for clinical; appears to enjoy nursing                  Looks and acts in a professional manner (i.e., is neat and clean; behaves in a professional way)                  Pleasant to staff, peers, and faculty                  Gives appropriate information to other nurses                  Completes charts and records.</p> <p><b>Value: Cooperation</b>                  Able to disagree diplomatically                  Knows when to stop arguing and start helping                  Takes criticism constructively                  Accepts the roles of others and works in appropriate capacity in response to others                  Deals with stress and frustration without taking it out on others                  Objectively handles conflict with others; tries to see both sides of issues</p> <p><b>Value: Intellectual and personal integrity</b>                  Readily admits mistakes and oversights                  Forthright with peers, staff, and faculty                  Selects appropriate response to clients even if preferring to focus on something else                  Observes safe techniques even when not being supervised                  Accepts responsibility for errors and tries to take appropriate corrective action                  Statements appear to be based on fact and believable; does not provide information or facts unless known to be correct                  Does own work and does not represent the work of others as being original                  Respectful of faculty, staff, peers, and clients</p>	<p><b>Table 2.3 – Behaviors Implying the *Absence* of Professional Values</b></p> <p><b>Value: Placing the client’s welfare first</b>                  Unreliable in completion of tasks                  Difficult to find when needed                  Elicits hostility from clients and others                  Displays hostility toward difficult clients                  Justifies doing things “just for the experience,” without taking clients’ needs into consideration                  Approach is “who is right,” not “what is right”                  Fails to make appropriate arrangements if unable to be on time or present for clinical</p> <p><b>Value: Commitment to nursing and to nursing department policies</b>                  Chronically tardy or absent                  Skips clinical or other obligations if not supervised                  Passes off assignments or tasks to others when possible                  Chronic malcontent and complainer                  Sloppy                  Gives inappropriate information to others                  Chronically deficient in upkeep of charts and records                  Feels existent policies are irrelevant, unimportant, and nonobligatory</p> <p><b>Value: Cooperation</b>                  Argumentative or stubborn                  Sullen or arrogant with faculty, peers, staff, and clients                  Uncommunicative with staff and faculty                  Hostile responses to frustrating situations                  Passive-aggressive behavior when dissatisfied</p> <p><b>Value: Intellectual and personal integrity</b>                  Lies or fabricates data to cover up mistakes and oversights                  Fails to use safe techniques when not being supervised                  Blames others for own shortcomings                  Provides data without appropriate checks for correctness                  Sneaks away or does not show up if unsupervised                  Represents the work of others as being original                  Disrespectful and rude to faculty, staff, peers, or clients</p>
	<p>Novotny, J., &amp; Griffin Quinn, M., (2006), <i>A Nuts-and-Bolts Approach to Teaching Nursing</i>, New York, Springer</p>

## **ANA Standards of Practice for the Registered Nurse**

The six Standards of Practice describe a competent level of nursing care as demonstrated by the nursing process.

1. **Assessment** – The registered nurse collects comprehensive data pertinent to the health care consumer’s health and/or the situation.
2. **Diagnosis** – The registered nurse analyzes the assessment data to determine the diagnoses or the issues.
3. **Outcomes Identification** – The registered nurse identifies expected outcomes for a plan individualized to the health care consumer or the situation.
4. **Planning** – The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
5. **Implementation** – The registered nurse implements the identified plan. Elaborating this standard are four others: 5A. Coordination of Care, 5B. Health Teaching and Health Promotion, 5C. Consultation, 5D. Prescriptive Authority and Treatment.
6. **Evaluation** – The registered nurse evaluates progress toward attainment of outcomes.

The nine Standards of Professional Performance describe a competent level of behavior in the professional role.

7. **Ethics** – The registered nurse practices ethically.
8. **Education** – The registered nurse attains knowledge and competence that reflects current nursing practice.
9. **Evidence-Based Practice and Research** – The registered nurse integrates evidence and research findings into practice.
10. **Quality of Practice** – The registered nurse contributes to quality nursing practice.
11. **Communication** – The registered nurse communicates effectively in a variety of formats in all areas of practice.
12. **Leadership** – The registered nurse demonstrates leadership in the professional practice setting and the profession.
13. **Collaboration** – The registered nurse collaborates with the health care consumer, family, and others in the conduct of nursing practice.
14. **Professional Practice Evaluation** – The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
15. **Resource Utilization** – The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
16. **Environmental Health** – The registered nurse practices in an environmentally safe and healthy manner.

***American Nurses Association  
Nursing: Scope and Standards of Practice 2<sup>nd</sup> Edition, 2010***





## Dakota Nursing Program

### Nursing Student Handbook Signature Form

This Nursing Student Handbook contains valuable information for your journey through the Nursing Program. It is vital that you read this handbook and follow the policies outlined within.

- Please note the separate confidentiality policy and form that requires an additional signature. A copy of this form with your signature is shared with clinical agencies when you start clinical.
- Please also note the separate acknowledgement form related to understanding the Role of the Student Nurse and Essential Functions of the Student Nurse Documents that require your signature. The nursing program director needs to be made aware of any conditions that may impact your practice as a student nurse.

I have received a copy of the Dakota Nursing Program Student Handbook and I understand that I am responsible for following the information, policies, and guidelines written within.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please return this completed form to the Nursing Office on or before September 1<sup>st</sup>.**

## Dakota Nursing Program

### Nursing Program Confidentiality Statement and Handheld Electronic Device Use Signature Form

Please refer to the “Dakota Nursing Program Confidentiality Policy” and the “Handheld Electronic Device Policy” found in the Students Professional Role Policies and Expectations area of this handbook.

I have read the “Dakota Nursing Program Confidentiality Policy” and the “Handheld Electronic Device Policy” found in the Students Professional Role Policies and Expectations area of this handbook.

As a condition of my clinical assignments, I accept the principle that I have the responsibility to maintain the client /resident’s trust and confidence. Each clinical site guarantees to its client/resident the right to expect that all communications and records pertaining to all aspects of their care will be treated as confidential. I, as a student, will maintain the confidentiality that each clinical site guarantees.

This trust applies to everyone, on and off duty. Students/Faculty are charged with the responsibility of carrying this out by not disclosing any matters concerning a client/resident with other employees, students, friends, and/or relatives both in and out of the facility, unless required as a necessary part of the job.

Violation of this policy is serious and would result in an admonition notice, critical behavior or dismissal from the Dakota Nursing Program.

I agree to maintain strict confidentiality, as stated above, for any client/resident in my care including agreement to follow HIPPA and maintain strict confidentiality when using a handheld electronic device.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please return this completed form to the Nursing Office on or before September 1<sup>st</sup>.**