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Lake Superior
College
Department of
Nursing
Student
Handbook

Welcome to the Lake Superior College

Nursing Program

This Nursing Student Handbook has been designed and organized to help guide you through your selected Nursing Program. The content includes essential course, lab and clinical expectations, as well as student responsibilities.

It is important that you keep and refer to this handbook throughout the course of your program.

Students are accountable for current information in the LSC Student Handbook and Nursing Student Handbook. All program and policy changes will be communicated through your LSC e-mail account. Any program policy changes will supersede previous policies.

This handbook should be used as a supplement to the Lake Superior College Student Handbook. Nursing policies will supersede college policies when applicable.

Electronic access to the Lake Superior College student handbook is available at the following website: <http://blogs.lsc.edu/nursing/>

Updated: 04/19/17 DA

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Creating and Maintaining a Climate of Professional Nursing

Making the decision to enroll in college is both rewarding and demanding. You have chosen to enter into a highly challenging program which will require your full time and attention. Taking and successfully completing nursing programs requires a significant amount of time, studying, and preparation. We as faculty at Lake Superior College are here to help you be successful in your academic endeavors and to reach your professional goals. You, as a student, are an integral part of nursing programs at Lake Superior College.

Your suggestions and ideas aid us strengthening the program. Therefore, student input is greatly appreciated and carefully evaluated. Mechanisms for input may include course and program evaluations or directly communicating with faculty, program director or division dean.

We as faculty are committed to creating an environment that is built on fostering a climate in which student learning is enhanced to the fullest extent.

We value:

- Courses that are well-organized and in which the expectations and objectives are clearly communicated.
- An educational experience that is stimulating, engaging and intellectually challenging.
- An environment that celebrates and values diversity.
- A safe place in which to voice our thoughts and opinions.

As students, you play a vital role in the quality of your education. In order to create an environment that is conducive to learning it is the student's responsibility to:

- Be on time and fully present while in class, which includes active listening while others speak and participation in classroom discussion and activities.
- Challenge your assumptions and seek to learn from the diverse experiences, background and opinions that each person brings to the educational environment.
- Provide feedback in a professional and honest manner regarding factors that enhance or inhibit learning in the classroom or clinical setting.
- Accept feedback from faculty in a professional manner and learn from experiences.
- Treat faculty, staff, and fellow students with respect and civility.
- Be a positive ambassador and role model for nursing.

We hope to promote an environment that is conducive to the intellectual, professional, and personal development of every student.

Lake Superior College Department of Nursing Mission

Lake Superior College Department of Nursing is committed to preparing safe, competent entry level nurses who will be accountable for their clinical decisions, nursing actions, and professional behavior.

Lake Superior College Department of Nursing Philosophy

It is the belief of the Lake Superior College Department of Nursing that nursing is both a science and art with distinct knowledge, skills, values and ethics.

The practice of nursing must reflect these values and ethics as well as evidence based practice and critical reasoning in order to provide safe, competent and compassionate nursing care to all individuals across the lifespan and the wellness/illness continuum.

These core principles are necessary in order to adapt to the diverse and ever-changing roles of the nurse in a variety of health care settings and to provide care to clients with diverse social and cultural backgrounds.

The nursing process, critical reasoning and evidence based practice are the cornerstones of nursing education and practice. These principles will be integrated into each level of nursing education using a variety of teaching, learning and assessment activities.

End-of-Program Student Learner Outcomes

AS - Nursing

The student learner outcomes of the associate degree nursing program will be a practitioner who is able to:

- Adapt to the diverse and ever-changing roles of the professional nurse in a variety of health care systems
- Integrate critical reasoning and evidence based practice while providing safe and competent care to clients in all stages of development and at any point in the health/illness continuum
- Utilize the nursing process in meeting the health care needs of individuals of diverse sociocultural identities across the lifespan
- Interact effectively with clients, peers, and members of other health care disciplines utilizing current technologies
- Provide nursing care that is reflective of the client's inherent worth and dignity
- Assess patterns and activities that may lead to unsafe practice

End-of-Program Student Learner Outcomes Practical Nursing Program

The student learner outcomes of the Practical Nursing program will be a practitioner who is able to:

- Adapt to the diverse and ever-changing roles of the Practical Nurse in a variety of health care systems
- Integrate critical reasoning and evidence based practice while providing safe and competent care to clients in all stages of development and at any point in the health/illness continuum
- Utilize the nursing process at the Practical Nurse scope of practice in meeting the health care needs of individuals of diverse sociocultural identities across the lifespan
- Interact effectively with clients, peers, and members of other health care disciplines utilizing current technologies
- Provide nursing care that is reflective of the ethics and values of the nursing profession and to be mindful of each client's inherent worth and dignity
- Assess patterns and activities that may lead to unsafe practice



College-Wide Outcomes

The following learning outcomes describe the knowledge, skills, and responsibilities our students should acquire as a result of their studies at Lake Superior College.

Professional and Personal Responsibilities, including:

- Professional demeanor
- Initiative and accountability
- Adherence to organizational expectations
- Self-development and lifelong learning

Demonstrated through appropriate behaviors

Foundational Knowledge of the Intellectual, Social, and Natural World, through study in:

- Career-focused programs
- Liberal arts
- Sciences

Focused by engagement with discipline-specific questions, both contemporary and enduring

Intellectual and Practical Skills, including:

- Critical and creative thinking
- Information literacy
- Inquiry and analysis
- Quantitative literacy
- Synthesis and application
- Teamwork and problem solving
- Written and oral communication

Practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance

Social Responsibilities, including:

- Awareness and practice of sustainability
- Civic involvement
- Ethical reasoning and action
- Intercultural competence

Anchored through active involvement with diverse communities and real-world challenges

Registration Procedures

All nursing classes have controlled registration. It is your responsibility to ensure there are no restrictions (including clinical requirements holds) attached to your registration privileges. A nursing schedule will be sent to you via your LSC e-mail account. You must register each semester. Only students admitted to the nursing program and in good academic standing will be allowed to register for nursing classes.

Check the course schedule for payment deadlines. This will prevent you from being dropped from your courses due to non-payment.

Online Registration Instructions To Register For Classes

You are assigned to groups to keep all sections even for labs and clinicals

To register go to the LSC home page: <http://www.lsc.edu/>

Click on your student portal

Select E-Services

Enter student ID and PIN

*Click **Login now***

*Click on **Courses & Registration** on the left hand side*

*Click **Quick Add (Register)***

Select the semester that you are registering for

Enter all of the 6 digit course ID #'s that are on your registration sheet

*Click **Register Now***

Enter your PIN again

You should now be registered for all of your correct courses and sections in one easy step!

Please do not register for any other sections than what is on your registration sheet. If you register for the wrong section you prevent others from getting into their proper sections.

Program Communication

Student/Faculty Communication

All nursing faculty and program support are available via LSC e-mail. Faculty can be found in the on-line directory. Instructors have faculty mailboxes in the campus mailroom located on the second floor. All instructors have posted office hours. Appointments can be made via LSC e-mail with individual instructors. Do Not report clinical absence via e-mail.

D2L (Desire to Learn)

Most nursing courses have a computer component using D2L.

Student e-mail accounts

All nursing students are required to initiate a college e-mail account. These accounts are available at no charge. E-mail is the official means of communication for the nursing program. Course information, clinical assignments, program announcements, registration information etc. are frequently sent via e-mail. **Students are responsible for all information sent via their LSC e-mail and are expected to check accounts daily. E-mails sent from other accounts will not be acknowledged.**

Name/address/phone number change

Students who have legally procured a name change must present legal proof of this change within two weeks after the date of the legal action to the Records Office and to the Nursing Program Administrative Assistant. Change of phone number and address must also be submitted to both offices.

Note: Mail from LSC is not forwarded to a new address by the post office. Mail is returned to LSC and a hold is placed on the student's record.

Kaplan

It is the student's responsibility to contact Kaplan with any name changes. LSC staff and faculty cannot do this for students. Kaplan access needs to be purchased each semester of the program unless repeating a course.

Student Participation in Faculty/Advisory and Curriculum Committee Meetings

The nursing faculty will ask for student volunteers from each nursing class to participate in the faculty meetings and advisory committee meetings throughout the year. We will take 1 student representative and 1 alternate student from each cohort. If more than 2 volunteer, the faculty will determine which students will represent the class.

The purpose of the student participation is that students will have a voice at the faculty/advisory committee meetings. Student representatives are asked to bring forth class concerns and to also return information to their classmates from the meetings.

We ask that those who volunteer, to please be committed to the process by attending meetings and reporting back to their classmates. If you are unable to attend, it is your responsibility to notify the alternate and ask them to attend.

We will also ask for students to volunteer to participate in our curriculum meetings. We will take 1 student representative and 1 alternate student from each cohort. If more than 2 volunteer, the faculty will determine which students will represent the class.

Student Representative Responsibilities

- Director of Nursing will notify student representatives of upcoming nursing faculty/advisory committee meetings via Microsoft outlook.
- Curriculum Committee leaders will notify student representative of upcoming curriculum meetings.
- Should a student representative be unable to attend a meeting they will need to contact the alternate to attend in their place.
- Student representatives to bring forth concerns from their cohort. Please discuss topics with your group of fellow students.
- Student representative to email director of nursing concerns prior to scheduled meeting and to also attempt to have a solution.
- Student representative to report back to the cohort they represent in a means that notifies all students in the cohort.
- Student representatives are not to represent individual student concerns or performances. Such as representing a student who has failed a skill or course.

Academic and Behavioral Regulations

LSC Statement of Non-Discrimination

Lake Superior College is an equal opportunity educator. All persons are eligible for enrollment regardless of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission.

Academic Standing

To remain in your nursing program, students must:

- Complete all the nursing courses sequentially with a minimum grade of “C” (82%) in each course.
- Students must pass in class proctored exams at a set percentage prior to other course grades and extra credit is added. See individual course outlines.
- Maintain a minimum grade of “C” in program required general education courses
- Nursing courses may only be taken a maximum of two times. This includes a letter grade, I, NC, or W.
- Complete prerequisites and co-requisites at specified times
- Provide up-to-date immunization records, CPR certification, and criminal background check. It is the students responsibility to monitor need to renew immunizations/CPR/background checks.
- Meet the clinical performance criteria
- Show evidence of providing safe patient care

Students may be dismissed from the nursing program if the student has compromised patient safety or fails to adhere to program or facility policies. The nursing program performance evaluations are congruent with NLN Core Competencies, QSEN practice standards for healthcare institutions, Student Learner Outcomes, College Wide Outcomes, and community agencies.

Satisfactory Progress Policy

- Performance Contracts may be established for unsatisfactory conduct/progress as deemed necessary by the instructor.
- Background Study Clearance is required for clinical placement.
- A clinical site has the right to refuse to have a student on-site. This may result in the inability to complete the Nursing Program.
- Confidentiality: All students have a legal and ethical obligation to protect the privacy of patients and protect the confidentiality of their health information. The discussion centering on confidential patient information (such as clinical examples) must remain within the clinical or classroom setting. Photocopying of any medical record (chart) information is not permitted. Discussions cannot take place in areas that the public or health care persons not directly involved in your patient's care can overhear. Breach of Confidentiality may result in course failure and or dismissal from the Nursing Program.
- Students are strongly encouraged to notify the Program Director of situations that may impact the student's ability to successfully participate in classes or clinical courses.
- Recorded lectures are also confidential.
- It is expected that the LSC Student Code of Conduct will be followed. This Code of Conduct applies in classrooms and any clinical setting used for students. <http://www.lsc.edu/policies/> Student Code of Conduct Policy #3.6 & 3.61
- Students will also be held to the Code of Ethics for Nursing. American Nurses Association (ANA) <http://www.nursingworld.org/codeofethics>

Grading Policy

The grade for each nursing course will be determined according to the grading policy as stated in the course syllabus. Final grade determination is under the authority of the instructor. Grades are not rounded.

Grading Scale for Nursing Theory Courses is as follows

- **A** = 93 - 100
- **B** = 87 - 92
- **C** = 82 - 86 (*82 minimum percentage necessary to pass any Nursing course*)
- **D** = 75 - 81
- **F** = 74 or below

- Grading scale for clinical courses is based a point scale system as outlined in clinical evaluation tool.
- Successful completion of nursing courses taken in *each* semester is necessary to progress to the next. Clinical courses may be taken *only* if the related theory class prerequisite(s) are taken prior to or concurrently with the clinical course.
- A student who does not complete or fails a nursing course may repeat the course on a space available basis.
- Unsuccessful completion or failure (grade lower than C), of two nursing courses will result in dismissal from the program.
- Extra credit points will not total more than 5% of the total course points.

Re-entry to the program

Re-entry to the nursing program will be considered individually, based on a student appeal **sent to the director of the nursing program**. Faculty will consider if a remedial action plan is appropriate for the student, including the reason for not completing the course, availability of class and clinical placement, and any other relevant information. As condition for re-admission, the student could be asked to repeat a theory and/or clinical course complete a Special Topics (directed study) course, provide requested documentation or any other option determined to assist the student to be successful.

- The student who is out of the program for 1 year or more will follow the program planner in place upon their return.
- Any policy/program changes will supersede previous policies
- Students are notified of any nursing department policy changes via LSC email
- Students will need to resubmit required paperwork including background check, CPR/First aid certifications etc.
- Students may apply for program re-entry once.

Lake Superior College Department of Nursing Test Policy:

Standard 4.3 The curriculum is developed by the faculty and regularly reviewed to ensure integrity, rigor, and currency.

Standard 4.7 Evaluation methodologies are varied, reflect established professional and practice competencies, and measure the achievement of the end-of-program student learning outcomes.

Standard 4.11 Learning activities, instructional materials, and evaluation methods are appropriate for all delivery formats and consistent with the end-of-program student learning outcomes.

Faculty Responsibilities:

- I. All nursing courses will administer on-ground proctored exams which will constitute the **minimum required percentage** score for exam grades which must be met in order to pass the course.
 - 75% for Practical Nursing Program;
 - 80% for Associate Degree Nursing Program.
- II. All nursing courses will administer on-ground proctored exams with a minimum of 50 points (unless scheduled class time does not allow for it). These exams may include Integrated Kaplan tests if faculty chooses to.
- III. All nursing courses will administer an on-ground proctored cumulative final exam with a minimum of 50 points.
- IV. Faculty will utilize and provide to students a **test blue print** for all exams greater or equal to 50 points. It is recommended that the study guide include the following:
 - a. Subject matter. Example, “Cardiac Arrhythmias”.
 - b. Weight of each subject matter. Example, 10 points of 60 points; 10% of 100 points.
 - c. Percentage of alternate test items. Examples: multiple-response, fill-in-the-blank, hotspot, drag-and-drop, and graphic option.
- V. After administering exams faculty will complete test analysis reports. It is recommended that faculty aim for the following statistical data to ensure test rigor.
 - a. **Reliability Coefficient (KR20)** is 0.5 or greater. Please, recognize that the smaller the test sample (number of students) the smaller the KR value. The opposite does not apply. Therefore, if at all possible attempt to run statistical analysis for the whole class versus section by section.
 - b. Review exam questions and consider revising:
 - i. Questions with a **point biserial** value less than 0.2. Please note that you should focus on the lowest point biserial values first. It is recommended that questions with a negative point biserial or 0.00 are revised if higher than knowledge level on Bloom’s Taxonomy.
 - ii. Questions which have been answered correctly by less than 30% of the **total group**. This may be due to variety of different reasons and prompt further analysis and consideration.

Test Committee Recommendations and Guidelines:

- In class proctored exams will be administered with the use **Scantron** forms for statistical analysis whether digital or hardcopy.
- Faculty will incorporate 10-15% of alternate test items on every exam.
- Exam items should be designed and analyzed to see if they directly relate to the course objectives.
- It is recommended that there is minimal representation (less than 20% of exam) of Remembering and Understanding Blooms taxonomy level questions unless it is warranted by the course objectives.

Test Review Committee Responsibilities (TRC):

- TRC will review the exams for validity and rigor and make recommendations on continued use of questions and/or alterations to questions.
- It is recommended one exam per course will be reviewed (each semester) per year.
- TRC will review test items with a point biserial value less than 0.2.
- Make recommendation to increase the Reliability Coefficient KR20 value greater than 0.50.

General Testing Rules:

- Approximate timing of exams and quizzes is calculated at 1.5 min per question (Example 50 questions x 1.5min = 75 min). Please note that NCLEX exam allows approximately 1.3 min per questions; therefore, in the final semester of the nursing programs faculty may choose to enforce the 1.3 min per question rule.
- No personal items of any sort are allowed within students reach. Per faculty discretion, students may be asked to place all personal belongings in the back of the room (out of sight).
- All mobile devices must be switched off during tests and stowed.
- No bathroom breaks during tests.
- Writing utensils: maximum of 2 pencils are allowed per student. No other writing utensils.
- Additional rules per faculty may apply, and must be adhered to.
- If space allows students will be asked to sit every other seat.
- Once done with the exam student must exercise caution in discussing test-items.
- Any disclosure of information related to exam/test/quiz items from one section to another will be considered an academic dishonesty behavior for all involved with consideration for termination from the nursing program.

Clinical Evaluation Policy

- A student who demonstrates serious and or repeated safety violations in the clinical area will be IMMEDIATELY removed from the clinical site and may fail the rotation. This may also result in dismissal from the program.

Please refer to the clinical evaluation tool for examples of behaviors:

- Failure to hand in written work by the set date may result in failing the rotation
- Clinical evaluations will be given only after all work is received and corrected by the instructor. Clinical evaluations need to be reviewed and signed by student and instructor at the end of each rotation. The student's signature only indicates they have seen the evaluation. The student may write on or submit an attachment to the evaluation to document a specific disagreement with the evaluation.

Academic Warning

Students must maintain an average of “C” and/or satisfactory performance in theory, lab, or clinical coursework. If the student is failing to meet the standard, the student will be notified. In clinical, the student will have weekly evaluative feedback from their clinical faculty. If at any time the student’s behavior is unsatisfactory/unsafe, the student will be notified. Students having concerns about academic progress should make an appointment with their nursing instructor and nursing program director as necessary.

Nursing Program Petition Process

A Nursing Progression Committee meeting will be called at the discretion of the faculty/director. A student has the right to file a petition with the Director of Nursing to be reviewed by the committee members. This meeting will result in corrective action, a student contract or in requiring the student to exit the program. A student contract (see appendix) may remain in effect for the remainder of the program.

The Nursing Progression Committee is a decision-making body of the nursing department that meets on an as-needed basis regarding unsatisfactory/unsafe behavior.

The committee may include, but is not limited to:

- Faculty representatives from both first and second years of the program
- Director of Nursing Programs

- If the student is unsatisfied with the Nursing Progression Committee decision, the student has the right to follow the petition policy of LSC.

Academic Failure/Course Withdrawal

If a student is not able to continue in the nursing program, the student must formally withdraw from nursing courses. (Refer to the add/drop/withdraw section of the LSC Student Handbook).

A student who withdraws from the nursing program must also inform the instructors.

*Please note: If you drop out of the program and/or fail a nursing course, you **MUST** meet with the Director of Nursing Programs right away. Your name will then be placed on a list for returning students and you will be notified by the Director on Nursing Programs when you can register for the next available spot. Return to the program and/or a nursing course is dependent on space availability which is why it is critical that you notify the Director of the Nursing Programs your intent to return as early as possible.

Academic Integrity

Academic integrity is based upon honesty. All students are expected to be honest in their academic endeavors. Academic integrity means not lying, cheating, or stealing. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations,

and other acts of academic dishonesty are contrary to the academic purposes for which the College exists. All academic work should be performed in a manner which provides an honest reflection of the knowledge and abilities of each student. Any attempt to present works or productions of another as one's own will result in no credit for the project, and may result in a failing grade for the course and other disciplinary actions. (Refer to LSC Student Code of Conduct).

Plagiarism

Students that plagiarize on assignments, quizzes or tests will suffer the consequences outlined in the Lake Superior College Student Handbook (policy 3.6.1). Consequences can range from a zero for the assignment, quiz or test, failure of the course, dismissal from the nursing program and possibly dismissal from Lake Superior College. Severity of the consequence will be determined by the nursing instructor and/or nursing faculty.

Conduct

Each nursing student represents the Lake Superior College Nursing Department at all times. Students therefore, are expected to conduct themselves in such a manner that will reflect positively on themselves, the nursing program and the college. Discretion and good judgement shall be exercised at all times. (Refer to LSC Student Code of Conduct).

The classroom, clinical settings and the nursing lab are the places where most of the students' formal nursing instruction takes place. It is important that the environment in each of these areas be conducive to learning. It is the faculty's belief that the rights of all students, staff, faculty and patients be preserved. Predicated on these points, the faculty reserve the right to ask a student who is disruptive and displaying an attitude not consistent with professional standards, or is impaired, to leave the classroom, lab or clinical setting.

Classroom and post-clinical discussions should be considered as privileged/confidential information and is not to be discussed outside of the learning environment.

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

Unprofessional/Unacceptable Behavior

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

- Interference with the learning of others
- Smoking at clinical sites and/or in an LSC nursing student uniform
- Not following specific clinical facility policies and procedures
- Use of internet or flash drives at clinical sites for personal use
- Tardiness
- Interruptions/inappropriate talking during class
- Intimidation of students and/or faculty (angry, hostile, or violent behavior)
- Inappropriate/provocative dress/appearance

- Use of cell phones (including text messaging) during class or lab time
- Fabrication of data
- Sleeping in class
- Sexual harassment
- Use of vulgar/obscene language or body language
- Use of electronic devices for non-classroom activities during class/clinical time
- Any other behavior deemed by nursing faculty as unacceptable and which interferes with the learning or safety of others
- See statement on social media

If an instructor identifies a student who is demonstrating any unprofessional/unacceptable behavior, the instructor will identify the behavior and may request that the student leave the class. If a student is asked to leave class, the student will be counted as absent for the missed class time. Excessive or extreme occurrences of unacceptable behavior will result in a Progressions Committee meeting.

Substance Abuse

Students will be held to the LSC Drug and Alcohol Free Campus Policy. Symptoms of alcohol and/or drug use will result in dismissal from classroom, lab, or clinical site.

Attendance Policy

Nursing Program policies are based on standards expected in industry. Lake Superior College Nursing programs are preparing you for industry.

Attendance is expected in all classes, lab, and clinical experiences. Promptness (being on time) is an important aspect of professional behavior. Absence should be for serious illness or emergencies only. Whenever possible, schedule outside appointments around your school schedule.

Class/Lab Attendance:

- Attendance will be taken and recorded in compliance with the LSC policy. Attendance and punctuality are critical to success in the program.
- It is the **student's** responsibility to arrange for missed classroom or lab content. Daily quizzes/extra credit, in-class participation points may not be made up.
- Late Examination/Quiz Policy:
 - a. Students are expected to take exams at the scheduled time.
 - b. If unable to take the test at the scheduled time, students must call or email their instructor **before** the exam to report their absence. Failure to do so will result in a zero (0) for the exam.
 - c. Make-up exams are to be completed by or on the next class day or as negotiated with the instructor.

- d. An alternative version make-up exam may be given.
 - e. Failure to take the exam at the scheduled make-up time may result in a zero (0) for the exam.
 - f. Course syllabus may have additional policies.
 - g. A 10% deduction in points may be applied for any test/quiz taken after the schedule date and time
- Lab courses require that classes that are missed will be made up by the student. Lab skills will need to be made up if absent.
 - Cell phones cannot be used in the classroom unless negotiated in advance with the instructor. Cell phones are **never** to be utilized during exams/quizzes.

Clinical Attendance:

- Students are required to attend the Mandatory Facility Safety Orientation. Attendance must be documented or student will not be allowed to start clinicals.
- For a clinical absence, you **must** call the nursing station at least one hour before the scheduled starting time, **OR** the alternative phone number provided by the individual clinical instructor. Document the name of the person you spoke to when leaving the message. Failure to call for a clinical absence may result in failing the rotation (**NC/NS=No Call/No Show**). The student may utilize the Nursing Program appeal process to request permission to continue in the clinical.
- All scheduled clinical simulation days will follow the rules for clinical attendance.
- Clinical absences are not to be communicated via email or to the instructor's office phone number on campus.
- Attendance at each Clinical Orientation is mandatory. If absent for a clinical orientation, the student will withdraw from the clinical course or utilize the appeal process to continue. Clinical attendance during the appeal process is recommended based on instructor discretion.
- PN - Students are limited to two (2) clinical absences per semester for the Practical Nursing programs. Absences beyond two must be made up. If a student has more than two clinical absences during the semester an incomplete will be given for the last clinical rotation of the semester until the make-up days are successfully completed. Requiring more than one make up days may result in failure of the last clinical rotation.
- AS/AST - Students are limited to one (1) clinical absences per semester for the AS/AST programs. Absences beyond one must be made up. If a student has more than one clinical absences during the semester an incomplete will be given for the last clinical rotation of the semester until the make-up days are successfully completed. Requiring more than one make up days may result in failure of the last clinical rotation.

- If two (2) absences occur in the same rotation for any program, this may result in failure of the course, as the student may not be able to meet the course objective.
 - In case of a serious illness, injury, surgery or child birth, a doctor's written release with no limitations is needed in order to return to clinicals and possibly to continue in the program. Use the "Permission to Return to Clinicals" form or healthcare provider written letter.
 - Tardiness, arrival to the clinical at the start time, or early departures from clinical sessions will be reflected in the clinical grade.
 - Snow days: If the college closes due to weather, clinicals & classes are canceled. Listen for the radio/TV announcement that Lake Superior College is closed (not Lake Superior Schools). Closures are announced around 6 am. If college classes are not canceled but you are unable to get to clinical due to weather conditions, it is still considered a clinical absence. Please use good judgment regarding driving in poor weather conditions.
 - Nursing program faculty recommends student's sign up for the STAR alert system.
 - A "NO CALL/NO SHOW" at any time in the clinical rotation will result in the failure of the rotation and a rating of NC (no credit) in all categories for that day. The student will be required to file a written appeal to the Nursing Progression Committee for consideration of continuing in the course.

Employment While Enrolled in the Nursing Program

Many students hold part-time jobs while attending classes. School must be a student's primary priority while enrolled in the program. Faculty and administration suggest that if students work, they work no more than 20 hours per week. Each student should individually evaluate academic success in relation to work, family and school. **No special consideration will be given to students who have work/school conflicts.**

Graduation and Licensure Requirements

Graduation Requirements

- Complete all college courses and total credits as identified on the Program Planner with a grade of “C” or better.
- Complete all make-up activities as per policy.
- Complete and submit program Nursing Abilities.
- Submit all required fees
- Turn in all facility provided ID badges.
- Students must submit an “Application for Graduation” to the Records Office by the deadline date that occurs during the semester prior to your final semester. (Follow Graduation Application Process at the student portal).

Registration for Licensure

LSC’s nursing programs prepares graduates to sit for either the RN or PN NCLEX licensure for MN. Should a student decide to take their NCLEX exam for another state/country, the student will need to research the requirements for that state/country. Also students taking their NCLEX in another state will need to provide appropriate documents for the Director of Nursing to sign for release to take the exam.

Application for licensure process will be discussed during your final semester. During this meeting, the process to register at the Minnesota Board of Nursing for NCLEX will be explained. There are additional fees for license application and testing. NCLEX Exam registration is through Pearson Vu AND the Minnesota Board of Nursing.

NCLEX Preparation

Multiple opportunities exist for students electing to use review courses and/or media in preparing for the NCLEX exams. Information relating to a review course is available through nursing faculty and the director of nursing programs.

Requirements for Clinical Courses

Procedure

*Newly admitted students without the required documentation on file will be dropped from the program and their seat will be offered to a student on the waiting list. Clinical facilities require that the nursing program submit evidence of this documentation. It is the **student's** responsibility to make sure all requirements are up-to-date.*

Submitting Required Documentation

In order to maintain updated records and to ensure each student is eligible to enter the clinical setting, all students must submit official documentation to the nursing program administrative assistant. Requirements that expire during the semester **MUST** be completed and submitted prior to the start of the clinical rotation in order to be deemed "in compliance."

Minnesota background check will be completed annually while in the program. The program administrative assistant will monitor all program clinical requirements and check compliance to clear students for clinical. Documentation will not be accepted by faculty. Students may have an extra fee for background check for behavioral health clinical.

Penalties for Non-Compliance:

Students who are not in compliance will not be permitted to participate in any clinical experience for the involved semester and may be exited from the course. Days missed due to non-compliance with required clinical paperwork will result in a documented clinical absence and may affect the student's ability to successfully complete the clinical or nursing program.

Required Documentation:

- Students need to upload all the following information to The Clinical Coordination Partnership (TCCP). <https://dev-studentpassport.clinicalcoordination.org/index.php?action=LoggedOut>
- All documents submitted will be reviewed by LSC site administrator. Please make sure all copies submitted are clear and have your name identified as your documents. Students are required to have on file the following current information:
 - a. History & Physical Examination Form.
 - b. Immunization status.
 - c. Two step Mantoux results.
 - d. Copies of both front and back of CPR card. The only

acceptable forms are:

American Heart Association: BLS Healthcare Provider (this course does include the required first aid) OR

American Red Cross: BLS/CPR for Healthcare Provider (this course does NOT include the required first aid)

- e. Copies of both front and back of First Aid card (PN & AD).
- f. MN/WI Dept of Health background studies.
- g. National Background Check
- h. Current LPN license (AST students only)
- i. Proof of NA registration (PN & Professional Programs)

NOTE:

- **“Heart saver”, “Family and friends” and online CPR certifications do not meet CPR requirement.**
- **Also Immunization Records: A completed immunization form must be on file by the start of clinical (a specific date will be given during program orientation). If a student does not have the required immunizations, a clinical site may refuse to accept the student at its facility.**
- **The Nursing Program does not guarantee an alternative facility placement, and if no alternative facility placement is available, the student cannot complete the clinical requirements of the program and therefore will be not be eligible to progress in the Nursing Program. This policy includes students who are conscientious objectors to immunizations.**

National and MN/WI Department of Health Background Checks

Students in the Allied Health and Nursing Division with direct patient contact will be required to obtain one to three background studies (MN, WI & National). Lake Superior College shall make available to Allied Health and Nursing Division students pertinent screening information from applicable screening authorities used by clinical. Intent to enroll in or acceptance by any Allied Health and Nursing Program is not a guarantee of clinical placement.

Minnesota and Wisconsin state laws require all students in the Allied Health and Nursing Division must participate required background screening (Minnesota Department of Human Services/DHS/ background study and Wisconsin Department of Justice Background Study). Any individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside, will not be permitted to participate in clinical placement, resulting in failure to progress in the program of study.

National background studies due to agreements with Lake Superior College clinical partners may also be required for direct patient contact. Eligibility to participate in direct patient contact is determined solely by Lake Superior College clinical partners. If a student is disqualified from having direct patient contact as a result of any background study, and this disqualification is not set aside or expunged, he/she will **not be permitted to participate in direct patient care** in their program of study resulting in failure to progress in their program of study. It is the student's responsibility to pursue the set-aside and/or expungement of any background study disqualification NOT the program director, Lake Superior College, and/or clinical partners. Any costs incurred are the responsibility of the student.

Clinical partners have the right to refuse to have a student on site. Allied Health and Nursing programs do not guarantee an alternative facility placement, and if no alternative facility placement is available, a student cannot progress in a program. Lake Superior College shall notify students of screening results and/or adverse events as required, including a student's eligibility to participate in patient care.

Individual Professional Liability Insurance

Students are covered under liability insurance while attending nursing courses at Lake Superior College. The cost for this coverage is included in course fees.

Health Insurance

Students in nursing programs at Lake Superior College are expected to carry their own health insurance. Medical costs incurred while enrolled in the nursing program are the responsibility of the student.

Sensitivity/Allergy to Latex of other Elements

When working in the clinical or nursing lab settings, students may be exposed to latex or other allergens. For students with known sensitivity/allergy to latex or any other element in the lab or clinical environment it is recommended that the student obtain consultation from your health care provider about your sensitivity/allergy, risks and treatment options. Emergency care and costs are the responsibility of the student.

Small Pox Vaccination

Students who get a small pox vaccination while in the program will not be allowed in the clinical setting until the scab has fallen off. Small pox vaccination is not a requirement of the nursing program but students have been immunized while in the program usually to meet a military requirement while serving in the guards.

Class Schedule

Class and clinical hours may be scheduled any time and any day of the week. Program schedules will be posted as early as possible and are subject to change. Those changes will be communicated to students via their LSC e-mail.

It is highly recommended that students refrain from making work schedules or appointments during finals week until the finals week schedule has been posted.

Clinical Site Requirements and Expectations

Lake Superior College uses several hospitals, long-term care facilities, group homes and clinics for providing optimum clinical experiences. The college establishes clinical-use contracts with each facility that stipulates mutual expectations for both services and regulations. It is the intent of the college that students represent LSC in a positive professional manner while enrolled in nursing programs. Important guidelines and clinical expectations include the following:

Professionalism and Confidentiality

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

- Preparation for both lectures and clinicals
- Effective communication (both verbal and non-verbal)
- Enthusiasm/positive attitude
- Effective teamwork/cooperation
- Acceptance of constructive feedback
- Recognition of the impact of one's behavior on others, especially patients
- Accountability/legal and ethical responsibilities
- Not to place patients full name on clinical worksheets
- At no time is it permitted to access a non-patient assignment chart, personal chart, and/or family members chart while in the clinical as a student from LSC.
- **Students who violate these responsibilities – particularly standards of patient confidentiality as stated below – may be subject to immediate dismissal from the nursing program and may not be allowed to reapply.**

Patient information is not to be discussed with anyone not directly concerned with the patient's care. All patient information is confidential. Removing patient care plans, medical records or photocopying sections of the patient chart are not allowed. Students are permitted in the healthcare facility only during clinical hours and specified preparation hours.

Preparation for Clinical Practice

Prior to clinicals, students are required to complete the hospital or healthcare organization specific orientation process. Students are expected to be prepared for clinical experiences in order to provide safe care. Should the student come to the clinical unit unprepared, he or she may be sent home. The missed clinical time will count as an absence, and will also be reflected in the student's clinical grade. Incidents of inadequate preparation indicating a lack of accountability for patient care and the student's learning may result in a Nursing Progression Committee meeting. Many clinical facilities require students to access and document patient information via electronic documentation methods. Students must adhere to facility, LSC and HIPAA regulations.

Dress Code for Clinical Experiences

Professional behavior is expected of nursing students at all times. As part of professional behavior, the student nurse is expected to be professionally dressed and groomed for all clinical, lab and community assignments. Clothing must allow a wide range of movement with modesty. Uniforms to be worn for any clinical experience are to be clean, neat and pressed. The following items are required for clinicals:

- **Top:** White top with 2 large front pockets.
Females: can wear over a white shell top or turtleneck if V-neckline.
Males: wear over white T-Shirt.
- **Pants:** Pants will be solid navy blue uniform pant/slacks, and sit at the waist (No stretch, jersey or jean).
- **Skirt:** Solid navy blue, ankle length, (cannot touch the floor), no slits.
- **Lab Coat:** White lab coat to cover the length of the uniform top but not knee length.
- **Shoes:** Comfortable uniform or athletic shoes of any color. No high-tops, clogs, or open-toe/open heel shoes. Please keep shoes/laces clean and in good repair.
- **Socks:** White (no footlets) or white/neutral nylons.
- **Head Scarves:** Head scarves that are required for cultural beliefs may be worn at clinical. The scarf must be short (shoulder length and solid navy blue or white in color).
- **Patch:** Purchase two (2) at LSC Bookstore.
Patch is to be applied to upper left chest of both the lab coat and uniform top.
- Other uniform concerns due to cultural/religious affiliations to be brought to the Director of Nursing Programs by the individual student.

Dress Code for Non-patient Care Activities

For pre-clinical sessions at area health care facilities, the official program white lab coat will be worn over appropriate professional street attire. Jeans of any kind are not allowed. During lab classes, in place of a uniform, a lab coat is to be worn over street clothes. Hats are not to be worn in the skills lab.

Nursing Photo ID Badge

LSC picture ID name tag will have: first name, last initial, and title. Pay fee at Business office, then present receipt to LSC Student Life. Students may be required to purchase additional name tags for clinical sites. Students will be responsible for any additional fees at individual clinical sites. St. Luke's Hospital requires a picture ID taken at their facility for all students participating in clinical rotations. St. Luke's hospital ID badge **MUST** be returned to director of nursing programs upon completion or withdrawal of program.

Student Clinical Chart Credentials (Title)

- AS – Nursing: LSC SN
- PN – Practical Nursing: LSC SPN

Parking

Parking at clinical site facilities is limited. Students are expected to follow institution policies regarding parking.

Required Equipment

Bandage Scissors

Wrist-watch with a second hand or digital read-out

Stethoscope

Simple Calculator

Personal Hygiene

Pay close attention to personal hygiene. Daily grooming includes brushing teeth, shower, shampoo, deodorant and, for males, shaving or closely trimmed beards. Perfume, aftershaves or any scented products are not allowed in the clinical area.

Hair & Nails

Hair is to be off the collar, neatly cut and styled. Long hair may be in a braid or in a simple contained fashion. No additional adornments. Dyed hair must be a naturally occurring color.

Nails must be neat, well trimmed, and short (to end of fingertips). Nail polish and artificial nails are not permitted due to infection control risks.

Jewelry

The only jewelry permitted to be worn are a wedding ring, watch and one pair of small post earrings worn in the ears. Other visible forms of pierced jewelry are not permitted.

Tattoos

Students will follow clinical site facility policies regarding the covering of tattoos. Most policies state all tattoos must be covered.

Gum chewing

No gum chewing in clinical areas – unless permitted by **EACH** individual clinical instructor.

Smoking

Facility policies related to smoking will be followed.

Smokers need to control the odor from smoking on clothing and breath. The cigarette pack is not to be visible with the uniform.

Cell phones/Personal Digital Devices

Students may utilize personal digital devices as clinical tools, in specified areas only. Use of the phone, texting or camera functions of the device during clinical is strictly prohibited. Students who are found to be in violation of this policy will be subject to disciplinary action which may range from immediate dismissal from the clinical area and a no pass score for the clinical day, to dismissal from the program depending on the gravity of the infraction.

Social Media

At no time is it acceptable to share via social media any information about clinical experiences, fellow students, instructors, lab activities, instructor lectures and demonstrations.

Pregnancy

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

Students who are pregnant should consult with their faculty member well in advance of their clinical assignment.

Clinical Dismissal

The physical and emotional welfare of patients and their families is our top priority. Students must consistently demonstrate physical and mental competence when in clinical areas in order to deliver safe patient care. Facility policies and procedures must be reviewed prior to performing skill/procedure on patients. Therefore, a student may be dismissed from the clinical area who:

- Demonstrates clinically unsafe nursing practice which jeopardizes or has the potential to jeopardize patient welfare. A student who has demonstrated unsafe clinical behavior will be removed from the clinical area for the remainder of the day.
- Demonstrates unsafe performance of clinical skills. Students are accountable for all skills previously learned. Remediation of skills may be required if students are unable to perform safely at clinical sites.
- Demonstrates clinically unsafe nursing practice by failing to look up facility policy or procedure prior to performing skill.

Weight Bearing/Lifting

Student nurses must be able to sufficiently lift or bear weight to accomplish common health occupation functions such as moving and lifting patients in bed, wheelchair or stretcher. Students need to be able to move or support greater weight than the student themselves (25 pounds frequently, 50 pounds less often).

Clinical Failure

If a student demonstrates unsatisfactory/unsafe behavior or performance, the student is at risk of clinical failure. The faculty will identify in verbal and written format the student behavior and document on the clinical evaluation tool. Written documentation and concerns will be brought forward by the faculty to the Nursing Progression Committee who will make the decision regarding student status.

Alternative Learning Experiences

A variety of experiences may be utilized by faculty to meet course objectives. Such experiences may include but are not limited to, independent learning projects, and scheduled time in the nursing simulation lab.

Infection Control Policy

Students are responsible for following the Infection Control Policy of the facility to which they are assigned. Violations of the Infection Control Policies will be reflected in the clinical evaluation tool and may result in the failure of the clinical rotation.

Travel to Clinical Sites

The nursing program utilized a variety of clinical sites in the Duluth/Superior area. Students are responsible for arranging their own transportation to and from the clinical site and for covering the cost of travel.

Technical Standards
For
Entry-Level Nursing Programs

These technical standards are required abilities for effective performance in MnSCU nursing education programs. The standards are compatible with the scope of practice as

defined by the Minnesota State Board of Nursing. The examples show how a standard may be applied in entry-level nursing education programs. The examples listed are for illustrative purposes only and not intended to be a complete list of all tasks in an entry-level nursing program.

Reasonable accommodations to meet standards may be available for otherwise program-qualified individuals with disabilities. Contact the college/university's Disability Services Office as soon as possible for more information if you think you may need an accommodation for a disability.

Capability	Standard	Examples
INTELLECTUAL		
Cognitive Perception	The ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations. Students must be able to independently and accurately assess or contribute to the assessment of a client	Identify changes in client health status Prioritize multiple nursing activities in a variety of situations
Critical Thinking Careful thought, reasoned judgment. Differentiated from personal opinion and superficial memorization of facts by the ability to obtain and use an appropriate quantity and quality of data for a given situation. Critical thinkers question assumptions, routines, and rituals, reconsider "known facts" when new information becomes available and develop new "rules" when old ones fail or unavailable.	Critical thinking skills demanded of nurses require the ability to learn and reason, to integrate, analyze and synthesize data concurrently. Students must be able to solve problems rapidly, consider alternatives and make a decision for managing or intervening in the care of a client.	Able to make effective decisions in the classroom and in the clinical sites Develop/contribute to nursing care plans that accurately reflect client concerns Able to make decisions reflective of classroom learning in the clinical sites

Capability	Standard	Examples
MOTOR SKILLS		

Motor Skills	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client	Position clients Reach, manipulate, and operate equipment, instruments and supplies, e.g. syringes, sterile equipment, and monitors Perform/use electronic documentation Lift, carry, push and pull Perform CPR
Mobility	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client	Propel wheelchairs, stretchers, etc., alone or with assistance as available Transport supplies to client room Work around bedside with other personnel Lift a child Move and lift clients in and out of bed, wheelchair or cart Assist with transfer and walking of patients who may require substantial support
Activity Tolerance	Ability to tolerate lengthy periods of physical activity	Move quickly and/or continuously Tolerate long periods of standing and/or sitting

Capability	Standard	Examples
COMMUNICATIONS		
Communication	Communicate in English with others in oral and written form Able to communicate with clients and members of the health care team in order to plan and deliver safe care	Utilize oral and written communication skills sufficiently for teaching/learning and for interaction with others Read, understand, write, and speak English Explain treatment procedures Initiate and/or reinforce health teaching Document client responses Clarify communications received
Interpersonal Relationships	Interact with clients, families, staff, peers, instructors, and groups from a variety of social, emotional, cultural and intellectual backgrounds	Establish rapport with clients, families, and colleagues Respond in a professional/therapeutic manner to a variety of client expressions and behaviors

Student Records

Student academic and classroom management records are kept according to MnSCU policy (See LSC Student Handbook). Student files include health records, immunization record, CPR certification, student background study, written course evaluation, student contracts, and release of information requests, are kept in the nursing office while the student is in the program and for two years after graduation.

Restrictions for Disclosing Student Information

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

Letters of Reference

References for employment, awards, scholarships and other educational opportunities may be requested from individual faculty members as the need arises. Students are responsible for contacting the faculty member of their choice for the recommendation. Additional background information such as the student's college activities and professional or leadership positions may be beneficial in preparing the recommendation. Instructors may require a personal meeting with the student prior to agreeing to provide a recommendation. Allow at least two weeks for completion of the reference letter. If letter is to be mailed, provide a stamped addressed envelope.

Services and Resources

Electronic Resources

The Nursing skills lab includes access to computer stations that are available for use by students for independent, group and/or instructor-assigned activities. Students should be sure to properly log-in and log-out when utilizing these resources. Students may also use the computer lab located in the learning center or library. LSC has several other student computer resources available. LSC policies regarding computer use will be followed.

Nursing Labs

Lab sessions are scheduled weekly to demonstrate nursing skills and related principles. These lab courses are coordinated by nursing faculty and are directly related to concurrent theory classes.

The nursing lab assistant is available to help students with equipment and supplies. Open lab sessions will be posted. Students are not allowed in the nursing lab without supervision.

The equipment in the nursing skills lab is vital to the learning of our students. This equipment must be treated with care and respect. Replacement of damaged equipment is time consuming and costly. It is the expectation of the nursing department faculty that the

skills lab be treated similar to a clinical site and that the lab rules of etiquette be followed at all times.

Libraries

The Harold P. Erickson library provides access to electronic information systems, print materials and audio, visual, and computer resources. The electronic information system includes PALS (State Library Information Network), online CD-ROM databases and internet resources including the interlibrary loan program. Over 80 nursing related and evidence based practice journals are available through the library.

Scholarships

Several scholarships are available to nursing students at Lake Superior College. Please see the LSC Foundation site at the student portal for information.

Student Nurse Organization

The Student Nurses Association at Lake Superior College is an active club that allows students to have opportunities in personal and professional growth, leadership and community service. Please see the LSC Clubs & Organization site at the student portal for information on the LSC Nursing Club.

Updated: 5/17/17 DA

Appendices and Web Links

Student Accountability Form

Student Authorization for Faculty Reference

Student Request for Faculty Reference

Authorization for Release of Student Information

Nursing Student Contract

Voluntary Student exit from Program Guidelines and Form

Permission to Return to Clinical Form

Web links:

Allied Health and Nursing Division Requirements:

<http://blogs.lsc.edu/alliedhealthnursing/>

Student Portal: <http://explore.lsc.edu>

D2L Information: <https://lsc.ims.mnscu.edu/>

Minnesota Board of Nursing:

<http://www.state.mn.us/portal/mn/jsp/home.do?agency=NursingBoard>

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

Registration Information: <http://www.lsc.edu/admissions>

Lake Superior College Policies: <http://lsc.edu>

LSC Nursing Club Facebook Page

NURSING STUDENT CONTRACT

Student _____ Date _____

I _____ agree to comply with the provision of this contract listed below.

Concerns have been identified by the Nursing Progression Committee that warrants a Nursing Student Contract. This contract identifies behaviors that must be present or behaviors that must change in order for you to progress in the nursing program. Refer to Academic Standards and Progression Policies listed in the LSC Nursing Student Handbook.

You have been asked to meet with the Nursing Faculty because it has been determined that you are a student at risk. The following statement(s) describe the faculty concern:

Safety: _____

Academic: _____

Conduct: _____

Other: _____

Identified behaviors expected to change:

- 1.
- 2.
- 3.
- 4.

If you are not in compliance with this contract it will result in the following consequences:

- 1.
- 2.

I understand that this contract will be placed in my nursing file for the duration of the program.

Student Signature _____ Date _____

Instructor of Nursing

Instructor of Nursing

Instructor of Nursing

Instructor of Nursing

Director of Nursing

**Lake Superior College
Nursing Program
Permission to Attend/Return to Clinical Courses**

To the Student:

Good physical and emotional health is necessary to participate in clinical course assignments. You are required to discuss your physical and emotional health status with your physician. In some situations, facility policy may supersede physician decision. If you have experienced an event which may place limitations on your clinical performance or be a potential safety hazard to clients, a physician's permission is required to participate in clinicals. Examples include:

- Surgical procedure
- Injury
- Infection
- Emotional instability
- Pregnancy/Delivery

To the Physician:

Lake Superior College has contracts with local hospitals, long term care facilities and group homes to provide students with learning experiences involving patient/client care. **Client safety is imperative.** Please use the following information to determine if this student can be in a clinical area:

- Each clinical day is six to eight hours in length
- Lifting and transferring of clients is usually required
- The student cannot have any physical limitation (i.e. lifting restriction)
- Walking and standing are involved with most activities
- Students are expected to complete job-related tasks comparable to the work of a staff nurse. Students are supervised by clinical instructors from the college.

Please indicate your recommendation regarding this student's ability to attend/return to clinical assignments:

Student's Name: _____

Reason for absence from clinical assignment: _____

_____ **May attend/return to clinical assignments on** _____

_____ **Has NO limitations**

_____ **Has the following limitations:**

_____ **Should not attend/return to clinical assignment.**

Signature of Physician

Date