

# **Nursing Student Handbook**

**Class of 2010-2011**



# Welcome to the ARCC Nursing Program

The Nursing Student Handbook has been designed to help guide you through the Associate Degree Nursing Program. The content includes vital course, lab and clinical expectations, and student responsibilities. This information is designed to work in conjunction with the information contained in the course syllabi.

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 ARCC Student Handbook and Nursing Student Handbook. Program changes will be communicated through your Metnet e-mail account.

This handbook should be used as a supplement to the Anoka-Ramsey Community College Student Handbook.



This document can be made available in different formats upon request. Please call the nursing office at 763-433-1125 or 763-433-1450 (TTY).

The ARCC Student Handbook can be accessed at:  
<http://www.anokaramsey.edu/resources/pdf/studentervices/studenthandbook.pdf>

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# Creating and Maintaining a Climate of Professional Nursing

**You**, as the student, are the **most important part** of the nursing program. Your suggestions and ideas aid us in strengthening the program. Therefore, student input is greatly appreciated and carefully evaluated. Mechanisms for input may be through student government, student representation on committees, directly to faculty, director, dean, and through course and program evaluations.

We are committed to creating an environment that is built upon a foundation of mutual respect and fosters 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 space 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 fully present while in class, which includes active listening while others speak and participating in classroom discussion.
- Challenge your assumptions and seek to learn from the diverse experiences, backgrounds, 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 environment.
- Treat faculty, staff, and fellow students with respect.
- 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.

# Nursing Program Mission and Philosophy

## **PHILOSOPHY AND MISSION STATEMENT**

The Anoka-Ramsey Community College Associate Degree Nursing Program is committed to educating students who provide, promote, and teach health care to individuals, families, and populations.

The Nursing faculty believes that holism, caring and self-care are central to the practice of nursing.

## **ORGANIZING FRAMEWORK**

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

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

## **STUDENT EDUCATION OUTCOMES**

### Professional Behaviors

Adhere to standards of professional practice, demonstrate accountability, and practice nursing within legal, ethical, and regulatory frameworks with specified populations.

### Communication

Apply effective communication directed toward promoting positive outcomes and establishing a trusting relationship with specified populations.

### Assessment

Collect, analyze, and synthesize information from a variety of sources to establish a foundation for provision of nursing care with specified populations.

### Clinical Decision-making

Utilize effective clinical decision-making that results in finding solutions, individualizing care and assuring the delivery of accurate, safe care with specified populations.

### Caring Interventions

Exhibit caring behaviors and actions that assist individuals, families and populations in meeting their healthcare goals.

### Teaching and Learning

Provide health education to promote and facilitate informed decision-making, achieve positive outcomes, and support self-care activities with specified populations.

### Collaboration

Function as advocate, liaison, coordinator and colleague within the healthcare team to meet needs of the individual, family, population needs as well as organizational outcomes.

### Managing Care

Manage care, including human, physical, financial and technological resources in collaboration with the healthcare team.

# Registration Procedures

All nursing classes have controlled registration. It is your responsibility to ensure there are no restrictions (including clinical requirement holds) attached to your registration privileges, acquire a semester schedule and register each semester. All registration is done on-line. (See registration directions below.) Only students admitted to the nursing program and in good academic standing will be allowed to register for nursing classes.

Registration is only open to nursing students during the college's one-week priority registration dates. Students may register for both nursing courses and general education courses during that time. Once the registration period has ended, all changes in the nursing courses (NURS) must be approved by the Director. This will be limited due to clinical facility parameters. Due to the complex requirements of our clinical sites, final clinical placement will be determined by administration.

Pre-set course schedules will be e-mailed to students prior to registration. Students can select which schedule they prefer. However, you should choose a minimum of two possible schedules in case your first choice is full when you register. Only the pre-set schedules are options for registration. Schedule selection is on a first come, first served basis. If you do not register for an approved pre-set schedule, you will be changed to an open pre-set schedule at the discretion of the administration. This will result in you losing your preferred schedule.

Check the course schedule for payment deadlines so you don't get dropped from your courses due to non-payment. This could also have an impact on your choice of schedule.

## **Online Registration Instructions**

### Steps to Access the Instruction Screen

1. Go to <http://www.anokaramsey.edu>
2. Click "Current students" at top of page and follow on-line directions

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

# Program Communication

## **Student / Instructor Communication**

All nursing faculty and program support are available via e-mail. Instructors have faculty mailboxes in the nursing office accessible through the nursing support staff. All instructors have posted office hours. Appointment can be made via e-mail with individual instructors.

## **D2L (Desire to Learn) Usage**

Most nursing courses have a computer component using D2L. Training sessions on using D2L are regularly scheduled through the IT department. Dates and times for these sessions are available at <https://www.anokaramsey.edu/onlineProg/index.cfm>

## **Student E-mail Accounts**

All nursing students are required to initiate a college e-mail account. These accounts are available at no charge through MetNet. 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 college e-mail and are expected to check accounts daily.** Please note that information may not transfer if you forward your MetNet to your personal e-mail address. It is your responsibility to keep your account free and clear.

## **Student Mailboxes**

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

## **Name/Address/Phone Number 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 or on line at [www.anokaramsey.edu](http://www.anokaramsey.edu) **and** to the Nursing Program Secretary. Also inform **both** offices of any address or phone number change.

## **Drop Box**

A drop box is available on the Coon Rapids Campus outside of Suite A. This may be utilized for handing in assignments if approved by your instructor. Assignments must be placed in a manila envelope with the faculty name, student's name and clinical course number clearly identified on the outside. Reference requests to faculty and clinical requirements for the program secretary should be placed in the drop box. NO assignments or other documentation should be given to the faculty secretary.

# Academic and Behavioral Regulations

All students are expected to adhere to the Policies and Procedures in the ARCC Student Handbook as well as the Nursing Student Handbook. Nursing program policies have been designed to facilitate fair and equitable treatment for all students enrolled in the nursing program. **Policies are subject to change at any time as deemed necessary.** Major exceptions granted for any policy in this handbook must have the approval of the Dean of Educational Services for Nursing.

## **ARCC Statement of Non-Discrimination**

The Anoka-Ramsey Community College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, creed, disability, color, religion, national origin, sex, sexual orientation, age, marital status, veteran status, public assistance status or inclusion in any group or class protected by state or federal law.

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

Assistance with problems, grievances or questions regarding Title IX, Section 504 and the ADA may be obtained in the Office of Educational Services, College Services, Room 232 on the Coon Rapids Campus.

## **Academic Standing**

### Academic Progression Policy

To remain in the associate degree nursing program, students must:

- Complete all the nursing core courses sequentially with a minimum grade of “C” in each of the courses.
- Maintain a minimum grade of “C” in program required general education courses.
- Complete prerequisites and co-requisites at specified times.
- Provide up-to-date immunization records, CPR certification, and criminal background check.
- Meet the clinical performance criteria.
- Show evidence of providing safe patient care.

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

### Academic Warning

Students must maintain an average of “C” and/or satisfactory performance in theory, lab, or clinical. If the student is failing to meet the standard, the student will be notified. In clinical, the student will have a mid-term conference with their clinical faculty. In theory or theory/lab courses, the student will be notified according to the college academic warning policy. If at any time the student’s behavior is unsatisfactory/unsafe, the student will be notified and/or conferenced. By mid-semester students not meeting the minimum academic standards will receive an academic alert letter. Students having concerns about academic progress should make an appointment with their full-time nursing faculty mentor.

A Nursing Progression Committee meeting will be called at the discretion of the faculty/administration. This meeting will result in 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 the first and second years of the program
- The student's current clinical and theory instructors
- Dean/Director
- A counselor, at the request of a student, faculty, or dean/director

### **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 ARCC Student Handbook). A student who withdraws from the nursing program must also inform the instructor(s). Students who withdraw or fail academically will be considered for readmission according to the nursing program readmission policy.

### **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. To cheat on an examination, to steal the words or ideas of another, corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the College exists. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. Any attempt to present as one's own the ideas, works or productions of another will result in no credit for the project, and may result in a failing grade for the course and other disciplinary sanctions. (See Student Conduct Code in the ARCC Student Handbook.)

### **Conduct**

Each nursing student represents the Anoka-Ramsey Community College Nursing Department at all times. Students, therefore, are expected to conduct themselves in such a way that will reflect favorably on themselves, on the nursing program, and on the school. Discretion and good judgment shall be exercised at all times. (See Student Conduct Code in the ARCC Student Handbook.)

The classroom, clinical settings, and the nursing lab are the places where most of the students' formal nursing instruction takes place. It is important that the environment in each of these areas be conducive to learning. It is the faculty's belief that the rights of all students, staff, and patients must be preserved. Predicated on these two 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. A critical incident report will be completed by the instructor and signed by the student.

**Classroom discussions should be considered as privilege/confidential information and is not to be discussed outside of the classroom.**

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.

**NOTE: All cellular phones, beepers, and pagers must be turned off in the classroom, lab and clinical sites. Earphones must be worn when using the computers in the nursing lab.**

## **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 ARCC nursing student uniform
- Not following specific clinical facility policies and procedures
- Use of internet or flash drives at clinical facilities
- Tardiness
- Interruptions/inappropriate talking during class
- Intimidation of students and/or faculty (angry, hostile, or violent behavior)
- Inappropriate/provocative dress/appearance
- Use of pagers or cell phones (including text messaging) during class time
- Fabrication of data
- Sleeping in class
- Sexual harassment
- Use of vulgar/obscene language or body language
- Use of internet for personal reasons
- Use of IPODs or other electronic entertainment devices
- Any other behavior deemed by nursing faculty as unacceptable and which interferes with the learning or safety of others

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. A critical incident report will be completed by the instructor and signed by the student. Excessive or extreme occurrences of unacceptable behavior will result in a Progressions Committee meeting.

## **Substance Abuse**

Instances of substance abuse inhibit learning, jeopardize how to assess safety and pose a liability to the patient, the student, and the college. Substance abuse will not be tolerated. It is the ethical responsibility of students to seek help for themselves first. Student assessment and/or treatment interventions for suspected abuse may be stipulated by program officials. Counseling and referral services are available on both campuses. Refer to ARCC Student Handbook.

## **Attendance Policy**

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

### Theory/Class Attendance

ARCC students are expected to attend all class sessions. There is a strong relationship between class attendance and academic success. Faculty establishes participation expectations for each course, and will outline such expectations in the course syllabus. It is the student's responsibility for all required work in each course, including work missed because of an absence. It is the student's responsibility to notify the instructor of an absence, obtain appropriate assignments and make up all work missed, in advance, whenever possible. (ARCC Student Handbook)

If a student will be absent for a test, the instructor must be notified **prior** to the test. It is the student's responsibility to arrange for makeup, if the test may be made up. (See course syllabi for testing requirements for each course.)

### Lab Attendance

Attendance at lab is mandatory. The instructor teaching the lab must be notified of an absence **prior** to the beginning of the assigned lab. The student must contact the instructor via e-mail within two business days of the missed lab to arrange for make-up. All absences **must** be made up within one week of contacting the instructor. Lack of compliance will result in a 10 point deduction from the cumulative point total achieved for the course for each week the lab is not completed. If a lab makeup is not complete within a 2 week time period students will not be allowed to attend clinical and this will be counted as a clinical absence. Failure to complete all labs will result in an incomplete course grade. Anyone over 15 minutes late will not be allowed in the lab. Nursing ID badges are required for access to the open nursing lab.

### Clinical Attendance

Attendance at clinical is mandatory. A student with more than one absence from clinical will be required to meet with the Nursing Progressions Committee and may be exited from the course. Students must notify their clinical instructor / clinical facility at least 30 minutes prior to the clinical start time. Clinical make-up must be initiated by the student within two business days of the absence and completed within a week. Consequences for an unexcused absence will be determined by the Nursing Progressions Committee.

Students are expected to be on time for their clinical experiences. Tardiness is considered a breach of professional standards for nursing students. If you are late to clinical by 15 minutes or more and have not notified the instructor, you will be sent home and the experience will be identified as a clinical absence. Cases of repeated tardiness will be referred to the Nursing Progressions Committee. Excused absences include documented illness, family emergency, or prior approval by the dean/director.

### **Employment While Enrolled in the Nursing Program**

Many students hold part-time jobs while attending classes. School must be a student's primary priority while enrolled in the program. Student employment is secondary and faculty will not compromise the quality of the learning experience to adjust to student job demands. **No special consideration will be given to students who have work/school time conflicts.**

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

### **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.

**Students who receive less than the passing standard on an assignment that meets a Minnesota Board of Nursing Ability will have one opportunity to pass after remediation.** The original score will be retained for the purposes of the course grade. If the student does not pass on the second attempt, they will meet with the Nursing Progressions Committee.

### Incomplete Course Grade

Incomplete grades for nursing courses must be made up by the end of the first week of the next semester's courses in order to continue in the nursing program. This relates to program sequencing, student learning, and patient safety. (See ARCC Student Handbook for information regarding grades.)

### Late Paper Policy

Students will lose 10 percent of the total points possible on a written assignment each school day that a paper is late, i.e., 5 points per school day would be lost on a 50 point paper; 1.5 points per school day would be lost on a 15 point paper. Only days that the nursing department is officially holding classes will be counted.

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

## **Grievance Policy**

A grievance is a claim regarding alleged improper, unfair, arbitrary, or discriminatory treatment. Students who have a grievance should follow the procedures outlined in the ARCC Student Handbook.

## **Leave of Absence**

The Nursing Program requires that all students be enrolled every semester or be on an approved Leave of Absence (LOA) for medical reasons with documentation from healthcare provider.

- A LOA form must be completed by the student and signed by both the student and the dean of the program.
- Students may be granted a leave of absence from the academic program **not to exceed one year** from date of LOA for medical reasons.
- A LOA may only be granted by the dean/director.
- A student granted an LOA may restart the program within one year, with permission, at the beginning of the same course the student had withdrawn from, paying full tuition.
- To return from an LOA the student must submit a request in writing to the dean/director by the date indicated on the LOA letter.
- Documentation of ability to resume the academic program may be required.
- A student not returning in the designated time frame forfeits the privilege of guaranteed return and must reapply, using criteria current at the time of reapplication.

## **Nursing Readmission**

### Readmission Policy

- Students may apply for readmission once.
- Readmission is allowed on a space available basis as determined by the dean/director.
- Readmission by the student must be requested within 6 months from the last day of the semester not successfully completed.
- Priority for readmission will be based on the students standing GPA.
- Students who fail due to patient safety issues will be readmitted based on the decision of the Nursing Progressions Committee.
- Auditing courses will be an individual student decision. Tuition is required for audited courses. (Faculty recommend sitting in on courses that have been passed to keep information current.)
- Readmitting students will be permitted to register only with permission forms signed by the dean/director.
- Students readmitting into the program will have a hold put on their registration and will be registered into an open schedule once priority registration has closed.

### Readmission Process

- Students will be sent a letter and a readmission form by the nursing program secretary.
- All readmission forms must be returned completed to the program secretary within 6 months from the last day of the semester not successfully completed to be considered for readmission.
- Students will be called to set up a readmission meeting with the dean/director.
- A readmission contract will be drawn up indicating the course(s) the student will need to retake.

# Graduation and Licensure

## **Graduation Requirements**

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

## **Application for Graduation**

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

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

## **Registration for Licensure**

Application licensure process will be discussed with the dean/director 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.

## **Graduation/Pinning Ceremony**

The nursing program conducts a special pinning ceremony for program graduates. Nurses’ pinning ceremonies have a long tradition in nursing and symbolize the transition from the student to the nurse role. Each student is “pinned” on their uniform by a member of the faculty with a special school nursing pin purchased by the student. Pinning is usually held the evening before graduation, but does not replace the graduation ceremony. The pinning ceremony for fall graduates will take place on the Cambridge Campus in December. The ceremony for spring graduates will take place on the Coon Rapids Campus in May. ARCC holds a graduation ceremony on both campuses at the end of spring semester only. Students are encouraged to participate in both ceremonies.

## **NCLEX-RN Preparation**

Multiple opportunities exist for students electing to use review courses and/or media in preparing for the NCLEX-RN. Information relating to a review course is available through the Dean of Educational Services and the nursing faculty.

# Requirements for Clinical Courses

All students must submit updated clinical requirement documentation to the program secretary no later than ten days prior to registering for classes or a hold will be placed on your registration.

## **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 alternate list.* Clinical facilities require that the nursing program submit evidence of this documentation 4 weeks prior to the start of any clinical. Healthcare facility computer training will not be allowed if documentation is not on file. You must complete computer training prior to the first clinical day. If you have not completed computer training, you will not be allowed to attend clinical and this will count as an unexcused clinical absence.

It is the **student's** responsibility to make sure all requirements are up-to-date. The following clinical requirements must remain current to continue in the nursing program.

- Immunization records (yearly mantoux and current tetanus)
- BLS for Healthcare Providers CPR certification
- Clear criminal background check

## 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 program secretary. Requirements that expire during the semester **MUST** be completed and submitted no later than ten days prior to registering for that semester's courses to be deemed "in compliance."

Criminal background checks will be completed annually while in the program. The program secretary will monitor all program clinical requirements and check compliance to clear students for clinical. Documentation will not be accepted by faculty.

## 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. Student's not completing a clinical course will not be allowed to continue in the program. **Please note:** It is the **student's** responsibility to keep track of requirements and submit documentation to the program secretary in a timely manner.

## **Immunizations**

Proof of immunity is required by the clinical facilities in which the program schedules students' clinical experiences. It is the student's responsibility to provide this documentation on the Pre-Clinical Participation Health Record form. The Health Record form is mailed after acceptance into the program and must be returned at the required orientation. Call the Nursing Program Secretary at 763-433-1125 if you do not have a form.

This includes:

- a) A negative Mantoux or chest x-ray (**Mantoux requires a yearly update.**) Some clinical sites require an updated Mantoux more frequently. New students must have a two-step mantoux on file prior to beginning the program. Subsequent mantoux can be a one-step.
- b) Titers showing immunity to measles (rubeola), rubella, and mumps (MMR.)
- c) Titer showing immunity to chicken pox.
- d) Titer showing immunity to Hepatitis B or a signed waiver on file.
- e) Diphtheria/Tetanus (must be within the last ten years.)

## **CPR Certification**

Proof of current CPR certification is required of all nursing students. A copy of both sides of your current CPR card is acceptable. It is required that your CPR certification be current for the entire semester. As you progress in the program, proof of re-certification must be presented to the nursing secretary 10 days **prior** to registering for the semester in which your card expires.

- Certification must be the BLS Healthcare Provider Course from the American Heart Association. (This provides certification for 2 year).
- ARCC offers opportunities for certification and re-certification through the Continuing Education department and through credit classes in the Wellness (HPER) department.
- On-line certification or re-certification is not accepted.

**NOTE: “Heartsaver” and “Family and Friends” Certifications do not meet this requirement.**

## **Criminal Background Check**

As providers of direct patient care, students must participate in a yearly background study. This study will be completed on-line at the new student nursing orientation and at the end of the first year of the program. You must have a cleared study to progress in the nursing program. Students receiving anything other than a cleared blue study should contact the Director of Nursing on how to proceed.

### **NOTICE TO STUDENTS ABOUT CRIMINAL BACKGROUND STUDIES**

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

## **Individual Professional Liability Insurance**

Each nursing student **must** carry professional liability insurance while enrolled in the nursing program. This insurance is available through the college and is charged **one time each year** during the first and third semester registration. Full payment of semester fees includes liability insurance.

## **Health Insurance**

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

## **Nursing Assistant Registered or Test Out (2-Year RN Students only)**

A photocopy of the nursing assistant registry card that was awarded after successful completion of the competency evaluation must be submitted. Students not currently registered, but with previous nursing assistant training, may choose to test out of the NA, R exam. A listing of schools that offer the NA, R test-out may be obtained from the Counseling Center or from our nursing program website. Proof of listing on the registry must be submitted to the nursing program at the nursing orientation to maintain a place in the nursing program. See nursing web page or <http://www.health.state.mn.us/divs/fpc/directory/natraining sites.cfm> for a list of sites.

## **Math Competence**

Nursing students must demonstrate competence in mathematical problems related to drug dosages. Competence can be demonstrated by:

1. Taking the Nursing Math Test-Out with a score of 90% or higher, or,
2. Completing the course, Math 0110, with a grade of A.

If you choose to take the Nursing Math Test-Out, schedule the test by calling the Cambridge Campus at 763-433-1825 or the Coon Rapids Campus at 763-433-1240. The test-out may be taken one time only and must be completed prior to your first course in nursing. It is highly recommended that you take the test-out well in advance of starting the program because if you do not pass, you must take Math 0110 prior to, or concurrent with, your first nursing course.

If you choose to take Math 0110, Mathematics for Health Sciences, you must receive a letter grade of A. Note: The ARCC Math Placement (Assessment) Test is required prior to taking any mathematics course. The prerequisite for Math 0110 is a grade of C or better in Math 0100 (transfer course that is equivalent or higher) or a score on the Math Assessment Test which would allow you to register for Math 0200 or higher. Please take this test well in advance of your planned registration in the course.

## **Mathematics**

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

## **Sensitivity/Allergy to Latex or Other Elements**

When working in the clinical setting or nursing lab, students may be exposed to latex and other allergens. 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. Inform the program secretary in writing of your plan to handle a reaction, including a life-threatening reaction. Emergency care and costs are the responsibility of the student.

# Clinical Site Requirements and Expectations

Anoka-Ramsey Community College uses several hospitals, long-term care facilities, home health care agencies, 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 ARCC favorably both in professional attire and performance while in an affiliating clinical facility. Important guidelines and clinical expectations are as follows:

## 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 team work/cooperation
- Acceptance of constructive criticism
- Recognition of the impact of one's behavior on others, especially patients
- Accountability/legal and ethical responsibilities
- ***Students who violate these responsibilities—particularly standards of patient confidentiality as stated below—may be subject to immediate expulsion from the nursing program and not 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 and must not go beyond the unit walls. Removing patient care plans, medical records or photocopying of documents in the patient's chart, and/or the patient care plan is not allowed. Flash drives are not allowed to be used at clinical sites. A healthcare facility is legally responsible for information printed about a patient; this privacy must be protected. One should never make any statements or comments to a patient's family, a police officer, or the press that you would not be willing to repeat in court under oath. Students are permitted in the healthcare facility **only** during clinical hours and specified preparation hours. Students are not allowed to call a patient, a nursing station, or access a patient's electronic medical records from areas other than the clinical unit to obtain confidential data. Student's friends or family members (including children) are not allowed at the pre-clinical prep or in class. (Patient refers to a recipient of care.)

Students are not allowed to act in the role of the student nurse in any clinical situation not authorized by the college.

## Preparation for Clinical Practice

Prior to all clinicals, students are required to complete the hospital or healthcare organizations specific orientation process. Students are expected to be prepared for clinical experiences in order to provide safe care. Should a student come to the clinical unit unprepared, she or he will be sent off the unit; it will be documented as a missed clinical experience. Incidents of inadequate preparation indicate a lack of accountability for patient care and the student's learning, and may result in a progressions meeting. Many clinical facilities require students to access and document patient information on an electronic medical record. Students must adhere to hospital, ARCC, and HIPPA regulations.

## Dress Code for Clinical Experiences

The dress code may vary according to clinical facilities, including jewelry modifications. Nursing uniforms are required while on duty in clinical facilities. The official ARCC uniform includes Caribbean blue scrub top with the ARCC logo, white uniform pants, white socks, and white duty shoes (male and female) – this means no clogs, no tennis with colors, no open toes and/or heels. White hose (no knee highs) with a white skirt may be substituted for pants and socks for female students. The uniform must be clean and pressed. Students may wear a white knit shirt under the Caribbean blue scrub top. Skirts

must be to the middle of the knee or below. A Caribbean blue warm-up jacket with the ARCC logo may be worn over the scrub top. Each student must wear an ARCC photo ID badge.

Students may wear the Caribbean blue jacket with the ARCC logo and their ARCC photo ID badge over professional casual clothes for pre-clinical assessment. Jeans are not to be worn under a warm-up jacket and closed-toe shoes (no sandals) should be worn. No cropped/Capri or torn pants will be allowed. Pants must not touch the ground and must be worn at the waist.

### **Dress Code for Non-Patient Care Activities**

When students enter the hospital for activities other than patient care, neat professional casual attire under a buttoned Caribbean blue jacket is acceptable (no jeans, shorts or sandals.) Nursing student photo ID badges are required.

### **Nursing Photo ID Badge:**

Nursing students are required to have a nursing photo ID badge in addition to the Student/Tech ID card. Individual pictures will be taken at no charge during the nursing orientation for nursing photo identification badges. These must be worn at all times while in a clinical facility. Additionally, some health care facilities require that nursing students wear a temporary hospital photo ID badge. For security reasons, any nursing student ID badge must be surrendered at the end of each semester or when a student is exited from the program. These badges will be reissued the following semester for clinical. The badges are the property of ARCC and the college will determine the process and the charge for reissuing a second nursing ID badge.

Nursing student ID badges must be worn to gain access to the campus open nursing labs.

Nursing student ID badges must be turned in to the course faculty at the beginning of the final exam every semester. If the student is not in compliance, no grade for the course will be entered and transcripts will be held. Students will be dropped from the next semester nursing courses resulting in a loss of course placement.

For any student exiting the program prior to completion, the badge must be turned in to the program secretary. The consequence for noncompliance is the placement of a hold on your transcript.

### **Hair & Nails**

Hair length past the collar may be caught with an appropriate clip or band at the back of the neck as long as the hair is not long enough to hang forward over the shoulder. Otherwise, long hair must be worn up on the head. Hair must have a neat professional appearance and color. Moustaches, beards and sideburns must be kept neatly trimmed. Fingernails should be short (no longer than 1/8 inch), clean, and free of any polish. No artificial nails are allowed.

### **Jewelry/Body Art**

The only jewelry allowed during the clinical experience is a wedding ring and conservative post or loop earrings, one per ear and of ½" diameter or less. No other visible body piercing or body art is permitted in the clinical area. This includes tongue piercings. Individual clinical facilities may have additional restrictions on jewelry/body art that must be followed.

### **Perfume/Cologne**

No scented products shall be used prior to the clinical experiences (this includes strong smelling soaps and lotions).

### **Smoking**

Students are not allowed to smoke while in uniform as many patients and family members have allergies and/or sensitivities to strong odors or smoke. No smoking is allowed on clinical site grounds. Students may be dismissed from the clinical site if the odor of cigarette smoke is detected.

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

### **Other Required Materials for Clinicals**

All students are required to have the following items with them for every clinical experience, plus any materials specified by faculty:

- Watch with a second hand
- Black ballpoint pen
- Bandage scissors
- Stethoscope

### **Pregnancy**

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

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

Students must submit a physician release form to return to clinicals following delivery.

### **Clinical Dismissal**

The physical and emotional welfare of patients and their families has the highest priority. Students must consistently demonstrate physical and mental competence when in clinical areas in order to deliver patient care safely. 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 clinically unsafe behavior will be relieved of clinical responsibilities and referred to the nursing lab for evaluation and/or assistance.
- Demonstrates unsafe performance of clinical skills. Students are accountable for all skills previously learned. The student may be sent to the nursing lab with a form which must be completed by the laboratory personnel and returned to the faculty member when the student can adequately perform the skill. Skill(s) then must be evaluated by a faculty member.
- Demonstrates behavior which jeopardizes or potentially jeopardizes the operation and management of the health care facility. This behavior may be related to many factors; e.g. physical or mental health problems, knowledge deficits, problem-solving skills deficits, anxiety, use of chemicals, oral or written communication skills, etc.

### **Clinical Failure**

If a student demonstrates unsatisfactory/unsafe behavior or performance, the student is at risk of clinical failure. The faculty will identify and document the student behavior and the student may be asked to meet with a Nursing Progressions Committee. Documentation from faculty and written evaluation(s) will be provided to the Nursing Progressions Committee who will make the decision regarding student status. If the decision is made to suspend or dismiss a student for all subsequent clinical experiences, the student will receive a failing grade for the nursing course.

### **Alternative Learning Experiences**

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

### **Infection Control Policy**

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

### **Travel to Clinical Sites**

The nursing program utilizes a variety of clinical sites, some of which are at area hospitals and some of which may require travel to the site via car or public transportation. Students are responsible for arranging their own transportation to and from the clinical site and for covering the cost of travel.

Clinical site assignments will not be changed due to transportation issues.

### **Preceptorship Experiences**

The curriculum includes a preceptorship experience. Students will work with a nurse on a 1:1 basis and will be expected to be flexible to accommodate the preceptor's work schedule. Precepted experiences may occur on all shifts and could include weekends. Students will be held to the same standards as in clinical with an ARCC instructor. Communication with the preceptor and instructor is of the utmost importance.

# Technical Standards for Entry-Level Nursing Programs

Technical standards have been developed that describe required abilities for effective performance in MnSCU nursing education programs. The standards are compatible with the scope of practice 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.

<b>INTELLECTUAL</b>		
Capability	Standard	Examples
<b>Cognitive Perception</b>	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.	<ul style="list-style-type: none"> <li>Identify changes in client health status</li> <li>Prioritize multiple nursing activities in a variety of situations</li> </ul>
<b>Critical Thinking</b> 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	<ul style="list-style-type: none"> <li>Able to make effective decisions in the classroom and in the clinical sites.</li> <li>Develop/contribute to nursing care plans that accurately reflect client concerns.</li> <li>Able to make decisions reflective of classroom learning in the clinical sites.</li> </ul>
<b>MOTOR SKILLS</b>		
Capability	Standard	Examples
<b>Motor Skills</b>	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client.	<ul style="list-style-type: none"> <li>Position clients</li> <li>Reach, manipulate, and operate equipment, instruments and supplies e.g. syringes, sterile equipment, monitors</li> <li>Perform/use electronic documentation</li> <li>Lift, carry, push and pull</li> <li>Perform CPR</li> </ul>

<b>Mobility</b>	Ambulatory capability sufficient to maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a client	<ul style="list-style-type: none"> <li>• Propel wheelchairs, stretchers, etc., alone or with assistance as available</li> <li>• Transport supplies to client room</li> <li>• Work around bedside with other personnel</li> <li>• Lift a child</li> <li>• Move and lift clients in and out of bed, wheelchair or cart</li> <li>• Assist with transfer and walking of patients who may require substantial support</li> </ul>
<b>Activity Tolerance</b>	Ability to tolerate lengthy periods of physical activity	<ul style="list-style-type: none"> <li>• Move quickly and/or continuously</li> <li>• Tolerate long periods of standing and/or sitting</li> </ul>

### COMMUNICATIONS

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

### SENSES

Capability	Standard	Examples
<b>Hearing</b>	Auditory ability sufficient to hear normal conversation and/or assess health needs	<ul style="list-style-type: none"> <li>• Ability to monitor alarms, emergency signals, auscultatory sounds e.g. B/P, heart, lung, and bowel sounds, and cries for help, telephone -interactions/ dictation</li> <li>• Communicates with clients, families and colleagues</li> </ul>
<b>Vision</b>	Visual ability sufficient for observation, assessment, and performance of safe nursing care.	<ul style="list-style-type: none"> <li>• Observes client responses</li> <li>• Discriminates color changes</li> <li>• Accurately reads measurement on client-related equipment</li> <li>• Read medication label</li> <li>• Read syringe accurately</li> <li>• Evaluate for a safe environment client expressions and behaviors</li> </ul>
<b>Tactile</b>	Tactile ability sufficient for physical assessment, inclusive of size, shape, temperature and texture	<ul style="list-style-type: none"> <li>• Performs palpation e.g. pulse</li> <li>• Performs functions of physical examination and/or those related to therapeutic intervention, e.g. insertion of a catheter</li> </ul>

<b>PSYCHOSOCIAL</b>		
Capability	Standard	Examples
<b>Psychosocial Behaviors</b>	Possess the emotional health required for full use of intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities	<ul style="list-style-type: none"> <li>• Demonstrate professional abilities of trust-worthiness, empathy, integrity, confidentiality</li> <li>• Be able to change, and display flexibility</li> <li>• Learn to function in the face of uncertainties and stressful situations</li> </ul>
<b>ENVIRONMENTAL</b>		
Capability	Standard	Examples
<b>Environmental Adaptability</b>	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>• Work with chemicals and detergents</li> <li>• Tolerate exposure to odors</li> <li>• Work in close proximity to others</li> <li>• Work in areas of potential physical violence</li> <li>• Work with infectious agents and blood-borne pathogens.</li> </ul>

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

# Affiliated Hospitals/Facilities

## Clinical Sites:

Anoka-Metro Regional Treatment Center ..... Phone: 763-712-4000  
3300 - 4th Avenue North, Anoka, MN 55303

Cambridge Medical Center ..... Phone: 763-689-7700  
725 South Dellwood, Cambridge, MN 55008

Camilia Rose Convalescent Center ..... Phone: 763-755-8400  
11800 Xeon Boulevard NW, Coon Rapids, MN 55448

GracePointe Crossing Gables East ..... Phone: 763- 689-2323  
548 First Avenue W, Cambridge, MN 55008

GracePointe Crossing Gables West ..... Phone: 763-689-1474  
800 Second Avenue NW, Cambridge, MN 55008

Mercy Hospital..... Phone: 763-236-6000  
4050 Coon Rapids Boulevard, Coon Rapids, MN 55433

Park River Estates Care Center..... Phone: 763-757-2320  
9899 Avocet Street NW, Coon Rapids, MN 55433

St. Cloud Hospital..... Phone: 320-255-5735  
1406 Sixth Avenue N, St. Cloud, MN 56303-1901

St. Paul Children's Health Care ..... Phone: 651-220-6121  
345 North Smith Avenue, St. Paul, MN 55102

Unity Hospital ..... Phone: 763-236-5000  
550 Osborne Road, Fridley, MN 55432

## Preceptorship sites:

Additional facilities may be used for preceptored experiences, such as Abbott Northwestern Hospital, Children's Health Care-Minneapolis, Hennepin County Medical Center, Kanabec Hospital, Mercy Hospital-Moose Lake, Monticello-Big Lake Community Hospital, North Memorial Health Care, Regency Hospital, and Regions Hospital.

A number of community facilities are used each semester. This list may be modified.

# Student Records

Student academic and classroom management records are kept according to MnSCU Policy (See ARCC Student Handbook.) Student files include health records, immunization status, CPR certification, student background study, written course evaluations, 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 ARCC 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 held may be beneficial in preparing the recommendation. Instructors may require a personal meeting with the student prior to agreeing to provide a recommendation. Allow two weeks for completion of the reference letter. Request for reference letters should be put in an envelope with the instructor's name and be placed in the drop box outside the nursing offices. Reference letters will be mailed or placed in a sealed envelope in the student's mailbox. (See Student Authorization for Faculty Reference in the appendix.)

# Services and Resources

## Electronic Resources

The Nursing lab includes a computer lab adjacent which is available for use by students for either independent, group, and/or instructor-assigned activities. Students may utilize the computer lab during posted hours. Students should be sure to log-in and log-out when utilizing these resources.

Earphones must be worn when using the computers in the nursing lab.

## Nursing Labs

Lab sessions are scheduled weekly to demonstrate nursing skills and related principles. These labs are coordinated by nursing faculty and are directly related to concurrent theory classes. **Students need to spend a minimum of 2 hours per week in the open nursing lab participating in learning activities, in addition to scheduled lab time.** Students should sign in to document open practice time. A schedule of open lab sessions is posted at l/nursing/nursing lab/nursing lab hours (for the Coon Rapids campus only) and on the door of all nursing labs.

Nursing lab coordinators are available to reinforce practice and demonstration of nursing skills on the Cambridge and Coon Rapids campuses. Students must make individual arrangements for supervised practice scheduled during open lab. Nursing student tutors are also available in the open labs to assist with practice.

## Libraries

The library is essentially an instructional information center that stores information in an organized manner and provides services, equipment and professional staff to assist students in accessing information. A professional librarian is available to provide bibliographic instruction to all classes by appointment. A librarian or library staff is available to assist students during all hours of operation.

### Coon Rapids Campus Library

The Coon Rapids Campus has over 40,000 books and subscribes to 250 journals. The most recent issues are displayed in the magazine reading area. Past issues are stored in the stacks or on microfilm. A microform reader/printer is available in the library.

Students may borrow books, videos, and journal articles from 300+ libraries from throughout the state of Minnesota using the MnPALS and MnLINK library catalog for research papers and class assignments. MnPALS, MnLINK, and other databases are accessible via the Internet 24 hours a day, 7 days a week. Material requests and renewals can be handled online.

The EBSCO database provides electronic access to over 270 nursing journals, many of which are full-text. Additionally, students have online access to full-text articles from the PROQUEST newspaper database. Please contact the library for passwords.

An Anoka-Ramsey Community College photo ID card is required to check-out library material. Watch for designated times at the start of every semester for picture-taking for your ARCC ID card. This is a separate ID from the nursing ID badge required for nursing students.

Hours of operation: Academic year, when classes are in session: Monday-Thursday 7:30am-8pm; Friday 7:30am-4pm; Saturday 9am-1pm; closed Sundays and Holidays. Summer hours will be posted at the library by the start of summer semester. Phone 763-433-1150, or access the library homepage for more information at: <http://www.anokaramsey.edu/library/coonrapids.cfm>

### Cambridge Campus Library

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

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

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

Reference Assistance is available from 8:00 a.m. – noon Monday through Friday, 1:00 p.m. – 4:30 p.m. Monday through Thursday, and 4:30 – 7:00 p.m. Monday and Wednesday. Assistance is also available by e-mail from any of the Pathfinders. Students may check the list of RESERVES for a particular class by selecting RESERVES in WebPALS and entering the instructor's last name.

Hours of operation:

Academic Year: Monday – Thursday 8:00 a.m. – 9:00 p.m.; Friday 8:00 a.m. – 4:30 p.m.; Saturday 10:00 a.m. – 2:00 p.m.; closed Sundays and Holidays. Summer hours will be posted at the library by the start of summer semester. Phone 763-433-1950 for more information.

### **Bookstore**

The bookstore is located on the lower level of the Cambridge Campus Center Building and on the lower level of the Coon Rapids Campus College Services Building. Textbooks and college supplies are sold for student convenience. A list of the required nursing textbooks and materials is posted to direct purchase of items needed. The bookstore has sole discretion as to the titles and quantities of texts purchased from students for resale. (See ARCC Student Handbook)

### **Advising/Counseling**

The Cambridge campus counseling office is located in the Campus Center Building and the Coon Rapids counseling office is located on the upper level of College Services Building. College advisors/counselors are available for academic advising and/or personal counseling. (See ARCC Student Handbook.) Appointments should be made in advance through the counseling secretary either in person or by calling 763-433-1830 (Cambridge) or 763-433-1230 (Coon Rapids.)

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

This service is offered to international and minority students to:

- Help in matching educational and life goals
- Provide information about academic progress and degree requirements
- Help in understanding academic policies and procedures
- Help find and use campus resources
- Assist in overcoming education issues

- Help with decision-making and career direction
- Help to understand and plan how to do well in school
- Help to choose courses and other educational experiences (student groups, etc.)
- Help to find on-campus and off-campus resources

### **Academic Support Center/Peer Tutoring**

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

### **Access Services**

Students, who believe they have a disability which requires special testing, tutoring, a designated reader, etc., are encouraged to contact Access Services. Faculty must receive official documentation from Access Services each semester for special accommodations.

It is the student's responsibility to seek special accommodations, including permission to tape lectures. The Director of Access Services may be reached at 763-433-1350. Refer to ARCC Student Handbook for further information.

Access Services is located in the counseling and advising area on both campuses.

### **Career Information**

The Career Center is located on the upper level of the Cambridge Campus Center and across from the counseling offices in the upper level of Coon Rapids College Services. Students seeking information on additional education and careers in the nursing profession can utilize college resources to research options. A file of employment opportunities is kept in the Coon Rapids Nursing Lab. New listings are updated on the bulletin board outside the Coon Rapids nursing lab by the lab coordinator.

### **Financial Aid**

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

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

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

### **Scholarships**

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

- Alliss Opportunity Grants – These grants are for students out of high school and/or other postsecondary institutions at least seven years who have not yet earned a bachelor's degree. Grants cover tuition and books for one course during your first term of enrollment. The Alliss Grant requires a separate application and cannot be used with the Pell grant or the Minnesota State grant for the same credits. The student is responsible for the college application fee and all other fees associated with the course. For more information, or an application form, contact the Records Office.
- College Foundation Scholarships – The Cambridge and Coon Rapids Foundations award over \$120,000 in scholarships to students each year. Scholarship criteria may include academic success, leadership skills, major field of study, or potential for success. Financial need may not be a

consideration. At the Cambridge Campus, applications are available in the Student Services Office. At the Coon Rapids Campus, applications are available in the Career Center, Financial Aid Office and the Foundation Office. Applications must be received by the Foundation Office by March 31 of each year. Recipients are selected in May.

- Community-Based Scholarships – Community agencies, businesses and other organizations sponsor many scholarships. Contact the Financial Aid Office for additional information.

For further information, see the ARCC Student Handbook.

### **Student organizations and Leadership Opportunities**

ARCC offers a variety of student organizations. Students can enjoy many opportunities to build friendships and rewarding experiences. Nursing student organizations provide opportunities in fellowship, personal and professional growth, leadership, and community service. Opportunities for involvement in student organizations and student representation on committees are available campus wide. See listing in ARCC Student Handbook. Those specific to nursing include Student Nurses Association and Nurses Christian Fellowship.

### **Student Representation on Nursing Program Committees**

A second-semester student from each campus will be selected by the first-year students on their respective campuses to represent them at the monthly Nursing Division meetings. The Coon Rapids representative will be selected at the end of spring semester, the Cambridge Campus representative will be selected at the end of fall semester. Students must have at least a B average in Nursing and Anatomy & Physiology and be recommended by recent instructor(s) to be eligible.

Students serving as representatives on the Advisory Board will be recommended and chosen by the nursing faculty. She/he will serve during their third and fourth semesters. One student from each campus will be selected.

The responsibility of the student representatives is to communicate student concerns and input to the Nursing Division and Advisory Board. The student will be present only at the beginning of the meeting to discuss agenda items of interest to students.

# Academic Affairs/Administrative Offices

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

## Dean of Educational Services

Paul, Sheila

## Office

F219, Cambridge Campus

## Telephone

763-433-1898

The dean is responsible for oversight of the nursing program which includes student appeals and complaints.

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

## Director of Allied Health

Natasha Baer

## Office

C234, Coon Rapids Campus

## Telephone

763-433-1707

## Nursing Faculty

<u>Name</u>	<u>Position</u>	<u>Office</u>	<u>Campus</u>	<u>Telephone</u>
Becker, Mary Kay R.N., M.S.	Nursing Faculty	B225	Coon Rapids	763-433-1313
Clark, Betsy, R.N., M.S.	Nursing Faculty	B221	Coon Rapids	763-433-1116
Deno, Fern, R.N., M.S.	Nursing Faculty	B233	Coon Rapids	763-433-1192
Dickey, Sharon, R.N., M.S.	Nursing Faculty	B227	Coon Rapids	763-433-1399
DiFabio, Betsy, R.N., M.S.N.	Nursing Faculty	B219	Coon Rapids	763-433-1183
Dropkin, Kyla, R.N., M.S.N.	Nursing Faculty	B232	Coon Rapids	763-433-1169
Fauskee, Pam, R.N., M.A.	Nursing Faculty	E204	Cambridge	763-433-1886
Foss, Char R.N., M.S.	Nursing Faculty	B226	Coon Rapids	763-433-1144
Hoolihan, Rosemary, R.N., M.S.	Nursing Faculty	B223	Coon Rapids	763-433-1383
Kohler, Sandra, R.N., M.S.N.	Nursing Faculty	B221	Coon Rapids	763-433-1603
Miller, Linda, R.N., M.P.H.	Nursing Faculty	B222	Coon Rapids	763-433-1286
Robinson, Sandra, R.N., M.S.	Nursing Faculty	B224	Coon Rapids	763-433-1389
Snell, Colleen, R.N., M.S.	Nursing Faculty	B221	Coon Rapids	763-433-1149
Stoderl, Donna, R.N., M.S.	Nursing Faculty	B220	Coon Rapids	763-433-1175
Tefer, Cheryl, R.N., M.S.	Nursing Faculty	B216	Coon Rapids	763-433-1146

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

## Administrative Support

	<u>Office</u>	<u>Campus</u>	<u>Telephone</u>
Career Program Advisors	Campus Center	Cambridge	763-433-1830
Career Program Advisors	Career Center	Coon Rapids	763-433-1230
Tina Venneman, Faculty Secretary	C222	Cambridge	763-433-1877
Julie Beedle, Faculty Secretary	B229	Coon Rapids	763-433-1246
Bonnie Severson, Program Secretary	E204	Cambridge	763-433-1125

## Nursing Lab Coordinators

	<u>Office</u>	<u>Campus</u>	<u>Telephone</u>
Pat Giese, RN	B277	Coon Rapids	763-433-1349
Conni Strait, RN	B275	Coon Rapids	763-433-1724
Debra Mayer, RN	E251	Cambridge	763-433-1914

# Appendices and Web Links

Student Accountability Form

Student Authorization for Faculty Reference

Request for Faculty Reference

Critical Incident Form

Nursing Student Contract

Leave of Absence Form

Voluntary Student Exit from Program Guidelines and Form

## **Web links:**

Nursing Program Website: [http://webs.anokaramsey.edu/nursing\\_program/](http://webs.anokaramsey.edu/nursing_program/)

ARCC Student Handbook: [www.anokaramsey.edu/resources/pdf/student\\_services/studenthandbook.pdf](http://www.anokaramsey.edu/resources/pdf/student_services/studenthandbook.pdf)

College Catalog: <http://www.anokaramsey.edu/resources/pdf/catalog/catalog.pdf>

D2L Information: [www.anokaramsey.edu/onlineProg](http://www.anokaramsey.edu/onlineProg)

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.anokaramsey.edu/Admissions/>



Anoka Ramsey Community College  
Nursing Program  
Student Accountability Form

I, \_\_\_\_\_(please print name), have read and am aware that I am responsible for the information included in the 2011 Nursing Student Handbook.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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

Additional Suggestions/Comments:



Anoka-Ramsey Community College  
Nursing Program  
Request for Faculty Reference

Date Requested: \_\_\_\_\_

To (Faculty): \_\_\_\_\_

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

Student Contact Information: \_\_\_\_\_

I am requesting a professional reference for the following (circle one)

Employment / Scholarship / Award / Educational opportunity:

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Contact person and address:

Specific areas to address include: (attach information sheet and/or resume)

The deadline for this recommendation is (allow a minimum of two weeks):

(date) \_\_\_\_\_

I have signed a release waiver for release of information with the Nursing Program at Anoka-Ramsey Community College

Signed \_\_\_\_\_

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

Anoka-Ramsey Community College  
Nursing Program  
Critical Incident Form

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

Incident Date \_\_\_\_\_

Time \_\_\_\_\_

Location of Incident \_\_\_\_\_

Critical Incident Description:

Student Comments:

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

(This becomes a part of the nursing student file.)

Anoka-Ramsey Community College  
Nursing Program

**NURSING STUDENT CONTRACT**

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

I \_\_\_\_\_ agree to comply with the provisions of this contract listed below.

*Concerns have been identified by the nursing faculty/administration 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 ARCC 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) describes 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*  
\_\_\_\_\_  
*Dean of Educational Services*

\_\_\_\_\_  
*Instructor of Nursing*  
\_\_\_\_\_  
*Instructor of Nursing*  
\_\_\_\_\_  
*Director of Nursing*

**Anoka-Ramsey Community College  
Division of Nursing**

**NURSING STUDENT LEAVE OF ABSENCE CONTRACT**

**Student Name** \_\_\_\_\_ **ID#** \_\_\_\_\_

**Requirements of Readmission**

Students may be granted a leave of absence from the academic program by the Dean//Director of Nursing **not to exceed one year** for medical reasons. Students granted an LOA may restart the program within one year, with permission, at the beginning of the same course the student had withdrawn from, paying full tuition. Students must indicate a return term to guarantee readmission.

**To return from a LOA, the student must submit a request in writing to the Dean/Director of Nursing by the date indicated on the LOA letter.** Students will be required to provide documentation of ability to resume the academic program. A student not returning in the designated time frame forfeits the privilege to reapply internally and must reapply through the external process, using criteria current at the time of reapplication.

All students must comply with the current health and liability requirements to be allowed back into the nursing program.

If the student is not in compliance with the provisions of this contract, it will result in dismissal from the nursing program.

NOTE: Students will need special permission from the Dean/Director to register for these nursing courses.

**Course(s) to be completed**

Semester/Year of Planned Return \_\_\_\_\_ Campus \_\_\_\_\_

Nursing: \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

I agree to abide by the provisions of this contract.

\_\_\_\_\_  
Student Name (Please print)

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

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date

## Voluntary Student Exit from Program Guidelines

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

- Meet with faculty mentor and faculty will notify program secretary.
- Turn in Nursing ID Badge to the Nursing Office or Faculty Mentor.
- Formally withdraw from courses (to prevent an F on your transcript)
- Indicate desire for readmission (as per readmission policy)

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