

PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

Updated April 2010



Mission:

School of Nursing

To graduate outstanding students who are ready and able to provide professional nursing services using theory and evidence based practice.

The contents of this student handbook are subject to change during the academic year. Any changes in policies will be posted on the Blackboard Nursing portal site online.

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College of Natural, Mathematical and Health Sciences

School of Nursing Practical Nursing Program

I. INTRODUCTION

Welcome to the Practical Nurse program of Lake Superior State University. You are to be commended in your decision to pursue a profession that combines caring, competence, communication, and compassion. This program will require strength, enthusiasm and commitment from you, but in return, the experience will be challenging, stimulating, and rewarding. The Dean, the nursing faculty and staff of LSSU are committed to your success as a student. Please be assured that we are available to assist you in every way possible to overcome and resolve difficulties that you may encounter while in the program.

This handbook describes the mission and philosophy of the Nursing School, as well as providing important information about policies and procedures specific to the practical nursing program. Some policies applicable to the Nursing program are different from the University policies. Please note that the standards set for nursing must be followed for the nursing program.

Practical Nursing Program Description

The School of Nursing offers a certificate program. This program is based on human needs theory throughout the life span and the belief that all aspects of society are influential factors in the health of human beings. These programs provide students with the opportunity to acquire knowledge, values, and skills necessary for the safe, effective practice of practical nursing.

Nursing Philosophy

The School of Nursing is an integral unit of Lake Superior State University. As such, the nursing program reflects the philosophy, mission, and goals of Lake Superior State University. The School of Nursing offers a practical nursing program designed to meet the needs of students to fulfill the role of practical nursing. The faculty in this program bases the curriculum on the following beliefs:

Human beings are integrated individuals with physiological, psychosocial, cultural, and spiritual dimensions. Human beings strive for understanding and mastery as they attempt to meet

basic human needs while progressing through the developmental stages of life. As open systems, human beings experience internal and external stressors to which they must adapt in order to attain and maintain health. Human beings have inherent dignity and have the right and responsibility to make choices as they cope with stressors and attempt to resolve problems.

Environment consists of all internal and external forces surrounding an individual which could affect life and development. Because internal and external environments are open systems, every aspect of the environment must be considered an influencing factor in health.

Health is a state and a dynamic process of being and becoming integrated and whole through life experiences (Roy) which involves the dimensions of physiological, psychosocial, cultural and spiritual. When the human being is able to cope with internal and external stressors which threaten any dimension, the individual maintains a state of health. When the human being is unable to cope with stressors or copes in a maladaptive manner, a state of illness may result. Illness then, results in a subjective feeling of not being well. While nursing assists clients to identify health care needs, clients ultimately are responsible for health care choices.

Nursing is a caring profession in which the practitioner facilitates health, wellness, and healing of individuals, groups and communities. The professional nurse uses objective data and the client's subjective experience in the processes of diagnosis and treatment of human experiences and responses to health and illness through the roles of provider of care, member of the profession and designer/manager/coordinator of care.

The nursing faculty believes that practical nurses have a valuable role in the health care setting. They assist Registered Nurses in the holistic care of patients by gathering and reporting information relative to the client, providing nursing care according to established plans of care and observing and reporting patient responses to interventions.

Learning is a continuous, life-long process. Within the School of Nursing, students are encouraged to work toward the highest level to which they are capable. Nursing educators act as a facilitator in the learning process by providing effective, appropriate, and comprehensive theory and clinical experiences to assist students in meeting their academic goals. While instructors assist student to meet their goals, it is the student who is ultimately responsible for his/her own learning.

Purpose of the Practical Nursing Program

It is the purpose of the practical nursing program to provide nursing students with the theoretical knowledge and technical skills required for safe effective practice as licensed practical nurses. The curriculum is structured from simple to complex using a nursing process framework and focuses on health promotion and maintenance throughout the life span.

Outcome objectives

Consistent with the Mission and the Purpose of the Program educational objectives have been developed.

Upon successful completion of the certificate program for practical nurses, the graduate will be able to:

1. Communicate effectively with clients and health team members to assist in assessing client needs with respect for physical, psychological, sociocultural and spiritual dimensions.
2. Assist in planning client care, identifying client needs and nursing measures necessary to promote, maintain or restore a state of health.
3. Provide safe and efficient basic care to clients with common, acute and/or chronic recurring physiological conditions, by carrying out nursing measures identified in the client's plan of care.
4. Provide assistance in evaluating the client's response to nursing care.
5. Demonstrate respect for clients' values, dignity, and personal rights.
6. Demonstrate appropriate professional behavior and dress.
7. Practice within the accepted professional, ethical and legal framework for licensed practical nurses.

Level Objectives

Once the student is admitted to either the practical nursing certificate track or the health care provider track, the following are the program objectives by semester.

	First Semester	Second Semester	Third Semester
ASSESSMENT	<ol style="list-style-type: none">1. Collects data from client interviews, observations, and health care records.2. Obtains and records subjective and objective assessment data.3. Reports assessment finding to the RN.4. Identifies special needs of the elderly client.	<ol style="list-style-type: none">1. Demonstrates the ability to obtain health data using appropriate communication techniques.2. Assesses basic physical, emotional, spiritual and socio-cultural needs of the adult client.	<ol style="list-style-type: none">1. Communicates effectively with clients and health team members to assist in assessing client needs with respect for physical, psychological, sociocultural, and spiritual dimensions.
PLANNING	<ol style="list-style-type: none">1. Identifies the PN's role in planning of	<ol style="list-style-type: none">1. Prioritizes nursing care	<ol style="list-style-type: none">1. Assists in planning client

	<p>client care through collaboration and effective communication.</p> <p>2. Uses the nursing care plan to organize care activities for elderly clients.</p>	<p>needs for adult clients.</p> <p>2. Contributes to the development of nursing care plans for adults with common well-defined health problems.</p>	<p>care, identifying client needs and nursing measures necessary to promote, maintain or restore a state of health.</p> <p>2. Uses knowledge of normal values to identify deviations in health status.</p>
IMPLEMENTATION	<p>1. Provides safe and culturally sensitive basic care to elderly clients with common, well defined health needs.</p> <p>2. Describes the role of the licensed practical nurse as a member of the health care team.</p>	<p>1. Follows the nursing care plan in providing safe, efficient and culturally sensitive care to adults with common, well-defined health needs.</p> <p>2. Seeks appropriate supervision and learning experiences.</p>	<p>1. Provides safe and efficient basic care to clients by carrying out nursing measures indentified in the client's plan of care.</p> <p>2. Demonstrates respect for clients' values, dignity, and personal rights.</p> <p>3. Demonstrates appropriate professional behavior and dress.</p> <p>4. Practices within the accepted professional, ethical and legal framework for licensed practical</p>

			nurses.
EVALUATION	<ol style="list-style-type: none"> 1. Identifies own learning needs. 2. Is responsible for own actions, reporting actions and incident to the appropriate persons. 3. Identifies normal and abnormal findings. 	<ol style="list-style-type: none"> 1. Identifies personal strengths and weaknesses. 2. Suggests modifications in approaches to care of adult clients based on client responses to care. 	<ol style="list-style-type: none"> 1. Provides assistance in evaluating the client's response to nursing care.

II. ADMISSION TO THE PRACTICAL NURSING PROGRAM

Entrance Requirements

To provide adequate clinical experiences and to comply with State Board of Nursing requirements, a limited number of students are admitted each year. Therefore, applicants must provide evidence of academic preparation and demonstrate an ability to progress within the curriculum. For entrance into the practical nursing program, the following requirements must be met:

1. Completion of High School with an overall GPA of 2.3, or a comparable GED composite score, or a 2.3 GPA in college course work. GPA's are computed on academic courses only.
2. Acceptance for admission to Lake Superior State University. (Applications may be obtained by contacting the Admissions Office)
3. A TEAS test must be completed in part of the application process.
4. An ACT Math placement score of 21 or higher; or an LSSU placement score indicating successful completion of MATH 086- Introduction to Algebra, effective for 2011 cohort admission.
5. An ACT reading score of at least 19 or LSSU placement score indicating successful completion of ENGL 091.

Transfer students will be evaluated on an individual basis. Only those courses in which the student received a grade of "C" or better are transferable.

Students must submit a Practical Nurse Program Application to the nursing office by second Tuesday of April, each year, to be considered for admission into the fall program. A

maximum of 26 students will receive full admission to the practical nursing certificate and health care provider track based on the selection criteria below.

Selection Criteria

Applicants who meet the above admission requirements will be ranked according to the following criteria:

- Applications for admission will become available by the second Tuesday of March each year.
- Completed application package on file in the School of Nursing by second Tuesday of April each year.
- Completed TEAS testing.
- Admission score ranking student in the top 26 based on pre-admission course work GPA (BIOL 105, PNUR 101, MATH 086 or equivalent, PSYC 155), and TEAS test scores.
- Successful completion of PNUR 101 and clinical permit

The School of Nursing complies with the LSSU policy of equal opportunity (see LSSU Catalog). Qualified applicants are admitted without discrimination with regard to race, color, national origin or ancestry, gender, age, religion, height, weight, marital status, sexual preference, veteran status or disability (reasonable accommodations will be made within the Americans with Disabilities Act guidelines).

Physical Requirements

Students must pass a physical exam by the LSSU Health CARE Center provider. The LSSU Nursing Program has identified a list of physical requirements the students must be able to perform during clinical experiences, with or without reasonable adaptations:

Lift/Walk	Stand, lift (generally accepted, 50 pounds) and walk during most
Stand/Climb	of the clinical experience.
Stoop/Bend	Physical agility is required while working around tables and
Squat/Kneel	chairs in a client's room as well as stooping and/or bending to
Grasp/Handle	retrieve supplies from lower storage area.
Push/pull	Pushing and pulling of various medical equipment, drawing up
Reach	and dispensing medications. Ability to reach over ones shoulders or at waist level.

Hear/See	Use of special senses are required to assess the client and any
Touch/Smell	changes in client's condition/environment. Ability to hear normal voice tones, auscultatory sounds, monitor alarms and call lights is required. Ability to see and read thermometers, syringes, dials and cardiac/respiratory monitors and medication labels.

To be successful in the nursing curriculum and in the role of a practical nurse, the above physical requirements are necessary for the student to possess in order to perform the following list of competencies, with the appropriate educational instruction. These include, but are not limited to:

1. Assist clients with meals.
2. Move, position clients in bed.
3. Assist clients to walk with and without mechanical devices.
4. Lift, transfer, and transport clients using wheelchairs and stretchers.
5. Administer medications.
6. Provide direct client care and assist with activities of daily living.
7. Respond to emergencies.
8. Supervising nurse aides in the nursing home setting.
9. Have emotional stability and the ability to accept responsibility and accountability.
10. Oral and written ability with accuracy, clarity and efficiency.
11. Ability to learn, problem solve, and reach judgements.

Every effort will be made to ensure the safety of both students and patients during clinical rotations. With this in mind, if you have any known allergies or chemical sensitivities, you must notify your instructor immediately. Great effort to prevent exposure to an allergen or chemical irritant will be made; however, the University and its staff cannot guarantee that students working on clinical assignments at off campus locations will not be exposed to those allergens or irritants. Students should be proactive in determining whether or not allergens or chemical irritants may be present at a particular site.

Procedures on Disclosure of Criminal History in the Nursing Program

Admission to Lake Superior State University's nursing programs shall not be denied solely on the basis of a prior felony or misdemeanor conviction, unless it prohibits the students ability to:

1. Obtaining a Canadian Work Visa* (a requirement outlined in the Student Handbook);
2. Crossing the Canadian/United States border for educational experiences;
3. Handling and distributing medications and controlled substances as a student nurse;
4. Driving self to field experiences required by the clinical rotations in the nursing programs; or

5. Participating in clinical experiences in a nursing home, county medical facility, or home for the aged.

Students will be asked to provide information indicating whether they have been convicted of the specific types of offences listed in the current guidelines issued by the Michigan Department of Community Health *when they apply to the nursing program*. They will also be required to sign a criminal history disclosure form and submit to a FBI-level criminal background check (with fingerprints). The cost of this is approximately \$70.00 and will be included as a special fee in appropriate courses.

After criminal background checks have been completed, they will be reviewed promptly by the Associate Dean of Nursing. Any student who cannot be placed in clinical settings based on the above guidelines will be dismissed from the nursing program. Any student who has concealed or falsified information will be dismissed from the nursing program. If there is any question about placing a student based on the above guidelines, the decision about continuing in the program will be made by the Dean of Nursing.

Students will be required to update their Disclosure form on an annual basis. An applicant or current nursing student who is convicted of a felon or type of misdemeanor noted below at any point in the must report it immediately to the Dean of the School of Nursing. Failure to report to the Dean of Nursing a change in the student's criminal background will result in a suspension of the student's clinical privileges. After review of the change in criminal background, faculty will determine whether the student may continue in the nursing program.

Examples of Crimes Involving Moral Turpitude: (source: MI Dept. of Community Health guidelines) Crimes involving a substantial misrepresentation of any material fact to the public, including:

- Crimes involving homicide, murder, manslaughter, mayhem, negligence homicide, assault;
- Crimes which involve a violent act or a threat of a violent act against any person or a crime;
- Criminal sexual conduct in any degree;
- Commercial activity involving child abuse, neglect or exploitation, kidnaping, adoption schemes and prostitution;
- Child abuse or neglect;
- Cruelty toward, or neglect;
- Robbery, armed robbery, burglary, receiving stolen property, concealing stolen property;
- Extortion;
- Obtaining property by false pretenses;
- Larceny by trick;

- Larceny by conversion;
- Embezzlement;
- Arson;
- Offenses involving narcotics, alcohol or controlled substances that result in a felony conviction. (Note: Minor in possession/consumption, drunk driving are felony offences in Canada)

* Note that *Minor in possession/consumption* and *drunk driving* are felony offenses in Canada. To our knowledge these offenses have not prohibited students from participating in Canadian clinicals, but Canadian authorities have required students to pay a special fee (essentially a fine) to obtain their Canadian Work Visa. These fees (if any) are the responsibility of the student.

III. COURSE SEQUENCES

The School of Nursing at Lake Superior State University offers a certificate program for practical nursing. The certificate program will prepare the graduate for immediate employment in the role of licensed practical nurse. Graduation from this program meets the eligibility requirement for writing the State licensing examination (NCLEX-PN) for practical nurses. An example of the full-time curriculum for the certificate program is shown on the following page.

Certificate Program for Practical Nursing

Full Time Curriculum

Summer Semester I, (12 credits)

PNUR 101	Introduction to Practical Nursing I	2 credits
BIOL 105	Function of the Human Body credits	4 credits
PSYC 155	Lifespan Development	3 credits
MATH	084, 085, 086 Pre- Algebra	

Fall Semester (12 credits)

PNUR 104	Introduction to Practical Nursing II	2 credits
PNUR 102	Drugs and Dosages	3 credits

PNUR 113 Fundamentals of Practical Nursing 7 credits

Spring Semester (13 credits)

PNUR 201 Medical Surgical Practical Nursing 10 credits

HLTH 208 Principles of Human Nutrition 3 credits

PNUR 107 Clinical Nutrition for Practical Nursing 1 credit

Summer Semester II, (12 credits)

PNUR 202 Ethical/Legal Aspects of Practical Nursing 2 credits

PNUR 203 OB Practical Nursing 5 credits

PNUR 204 Pediatric Practical Nursing 5 credits

Associate in Applied Science Degree:

Health Care Provider

The School of Nursing At Lake Superior State University offers an associate in applied science degree: Health Care Provider (HCP) program for practical nursing. The HCP program first prepares the graduate in the role of a licensed practical nurse. Upon completion of the fourth semester, the student is eligible to write the state licensing examination (NCLEX-PN) for practical nurses. The student continues course work to complete the degree and prepare for admission to the baccalaureate (BSN) nursing program.

Health Care Provider

Full-time Curriculum

Summer Semester I, (12 credits)

PNUR 101 Introduction to Practical Nursing I 2 credits

BIOL 105 Function of the Human Body credits 4 credits

PSYC 155 Lifespan Development 3 credits

MATH 084, 085, 086 Pre- Algebra

Fall Semester (12 credits)

PNUR 104	Introduction to Practical Nursing II	2 credits
PNUR 102	Drugs and Dosages	3 credits
PNUR 113	Fundamentals of Practical Nursing	7 credits

Spring Semester (13 credits)

PNUR 201	Medical Surgical Practical Nursing	10 credits
HLTH 208	Principles of Human Nutrition	3 credits
PNUR 107	Clinical Nutrition for Practical Nursing	1 credit

Summer Semester II, (12 credits)

PNUR 202	Ethical/Legal Aspects of Practical Nursing	2 credits
PNUR 203	OB Practical Nursing	5 credits
PNUR 204	Pediatric Practical Nursing	5 credits

Fall semester II (14 credits)

BIOL 121	Human Anatomy and Physiology I	4 credits
ENGL 110	First-Year Composition I	3 credits
MATH 102	Intermediate Algebra	4 credits
SOCY 101	Introduction to Sociology	3 credits

Spring Semester II (14 credits)

BIOL 122	Human Anatomy and Physiology II	4 credits
ENGL 111	First-Year Composition II	3 credits
CHEM 104	Life Chemistry	3 credits
Or NSCI 110	Chemistry in Society	
PSYC 101	Introduction to Psychology	4 credits

IV. ACADEMICS

Advising

Purpose: The purpose of student advisement is to promote academic achievement through student/faculty interaction, course planning and academic advisement.

Procedure: A nursing faculty advisor will be assigned to all incoming practical nursing students by the school secretary, who distributes and maintains updated advisee lists. The student is encouraged to meet with his/her advisor on a routine basis, but must meet with their advisor at least once each semester for registration advisement.

Student Responsibility: It is the advisee's responsibility to:

1. develop a master plan for program completion
2. keep advisor informed of progress in meeting plan.
 - a. changes in plan for completion
 - b. academic difficulty
 - c. remedial action undertaken
3. bring draft course schedule to faculty member for approval each semester

Advisor Responsibility: It is the advisor's responsibility to:

1. advise students of policies which may have an impact on their plan of study during advisor/student appointments
2. assist students with academic problems to develop goals and strategies to improve grades
3. refer students to appropriate campus or community services
4. review course schedule selected by students, assisting as necessary

Career Services, Disability, Counseling and Learning Centers

Lake Superior State University maintains a counseling center and a learning center which provide extensive services designed to help students decide and meet their career goals. These services include:

1. A comprehensive testing program with a wide variety of standardized aptitude, achievement, intelligence and occupational interest test offered to students as part of SERV 125 Career Planning and Decision making, a one credit course.
2. Test result evaluation and counseling sessions.
3. A free tutoring service to assist students having difficulty in any academic area.
4. Assistance to students with learning disabilities.
5. Optional courses in study skills and student success strategies.

In addition to academic and vocational counseling offered through Career Services, personal counseling is available through the Counseling Center to discuss any personal, social or adjustment problem the student may have while on campus.

Courses with Theory and Laboratory/Clinical Components

The theory and laboratory/clinical components of a course are considered to be interdependent. Students must demonstrate satisfactory performance in the laboratory/clinical setting as well as in the classroom in order to progress in the program. If a student receives a failing grade in either component, the grade for the class will be “C-” or less and the entire class must be repeated before the student will be allowed to progress.

Laboratory/Clinical performance is graded on a pass/fail basis. Lab and clinical grades are based on specific behavioral objectives for each course. In order to pass the lab and clinical portion of a class, the student must earn a grade of “satisfactory” on the final clinical evaluation tool and skill check offs.

Grading

Grading Scale

A+ 98%-100%	4.0	B- 80%-81%	2.7	D 62%-67%	1.0
A 92%-97%	4.0	C+ 78%-79%	2.3	D- 60%-61%	0.7
A- 90%-91%	3.7	C 72%-77%	2.0	F 0%-59%	0
B+ 88%-89%	3.3	C- 70%-71%	1.7		
B 82%-87%	3.0	D+ 68%-69%	1.3		

These are the School of Nursing minimal grading standards. See course syllabus for additional requirements.

*NOTE: Less than a 72% is not a passing grade and results in a failure of the class.

Written Assignments

All written assignments must be typed and must demonstrate college level spelling and grammar. An instructor may elect to decrease the grade on an assignment if it is not in accordance with college standards. Assignments must be turned in on the stated due date. Assignments turned in late will have points deducted.

Faculty *may*, at their discretion, permit student to re-submit selected papers which have been graded as unsatisfactory. When papers receive a numerical/letter grade, the highest grade which can be assigned to the revised work is 72%.

Examinations

Nursing faculty may use a variety of examination formats to test theoretical knowledge and practical skills. The instructor will announce examination dates but quizzes may be unannounced. All exams are to be completed at the regularly scheduled time. Failure to compete exams during the regularly scheduled time will result in a zero grade for that exam, unless an excused absence has been obtained.

If a student must miss a scheduled test, they must contact the course instructor PRIOR to the test and request an excused absence. It is up to the individual instructor to determine whether the absence is to be excused or not and if the test can be made up and the type of exam to be offered.

Progression Requirements

To progress in the nursing program students must:

1. Achieve a grade of 72% or better in each course in the nursing curriculum. Courses must be taken in sequence. If you fail or with draw from a course, you will need to apply for readmission to the program, and must repeat that course before continuing on to the next course in the sequence. Readmission will depend on clinical space available.
2. Adhere to the policies of the University and the School of Nursing.
3. Maintain the attendance requirements.
4. Demonstrate a pattern of safe clinical practice commensurate with your educational training.
5. Satisfactorily complete the nursing program within three years from the time of enrollment in the first nursing course. A lapse in progression of the normal practical nursing student schedule requires readmission to the program. Students who have withdrawn from the program for a period of one year or longer may have to repeat previously taken courses.

Probation, Academic

University policies concerning academic probation will be followed (see University Catalog).

Probation, Non-Academic

A student may be placed on probation for other than academic reasons. These may include (but are not limited to): Cheating, dishonesty or unethical behavior. The student must comply with the terms of probation, which may include counseling, or be dismissed from the program. There terms of probation will be determined by the faculty of the School of Nursing.

Dismissal

Students are expected to follow the standards of behavior and conduct as identified in the University Catalog and this Student Handbook. Reasons for dismissal from the nursing program include, but are not limited to:

1. Two failing grades in any nursing course or nursing courses.
2. Failure to achieve and maintain an overall GPA of 2.0.

3. Unsafe clinical practice, as identified by the clinical instructor, that could jeopardize life, impede recovery, or interfere with the maintenance of the patient's current health status. The student will be provided with documentation and counseling prior to dismissal.
4. Unprofessional conduct when involved in University-related activities may lead to dismissal from the practical nursing program. Behaviors constituting unprofessional conduct include but not limited to: dishonesty, breach of confidentiality, privacy, substance abuse (see School of Nursing Substance Abuse Policy) and any other conduct which may prohibit licensure by the Michigan Board of Nursing upon graduation or result in loss of licensure as a practical nurse.
5. Academic dishonesty. Any student caught cheating, no matter how insignificant the incident, will automatically fail the course in which the cheating occurred. In addition, the nursing faculty reserves the right in severe cases to recommend expulsion from the University (see University Catalog).
6. Absence(s) which prevent meeting the course objectives.
7. Physical, psychological or emotional instability to a degree which prevents the student from meeting course requirements/objectives or which jeopardizes the safety of patients.
8. Students being dismissed from the nursing program will have an exit interview where criteria for readmission will be determined.

Readmission

Petitions for readmission must be in writing to the Associate Dean of Nursing for review by the Practical Nursing Committee. Students will be readmitted only if there is evidence that the problem(s) which caused the withdrawal or dismissal have been resolved and the student has a chance for success. Readmission will also depend on space available in the program at that time.

Applications for Readmission should include:

1. A description of the reason for withdrawal or dismissal from the Program.
2. What specific problem(s) or situation(s) prevented the student from succeeding initially.
3. How the student has resolved those problem(s) or proposes to solve the problem(s) which interfered with achievement of their academic goals.
4. What commitments the student has made to increase their chances of academic success.
5. Documentation of completion of any exit-interview recommendations.
6. What courses the student would be taking if readmitted.

Student Appeals Procedure

If a student believes s/he has been unfairly treated, they have the right to appeal. The School of Nursing has the following procedure for student appeals. The student must initiate the appeal using the following steps:

1. Arrange to meet with instructor within 10 school days to identify and/or discuss problem.

2. If unresolved, student and instructor to meet with course coordinator within three school days.
3. If problem still unresolved, appeal can be made within three school days to the Practical Nursing Committee. Student will need to write a letter of appeal to chairperson of the committee.
4. Practical Nursing Committee will submit findings to the Nursing Faculty Committee within five school days. The student will be notified of the nursing faculty's decision in writing within three working days of the faculty meeting.
5. If not satisfied with the decision, a meeting with the Associate Dean of the School of Nursing should be scheduled within three school days after receiving the nursing faculty decision.
6. If not satisfied with the decision, an appeal may be made to the Dean of the College of Natural, Mathematical and Health Sciences within three school days of the decision of the Associate Dean. If unresolved following a meeting with the Dean, an appeal may be made to the Provost.

Graduation Requirements

1. Fulfillment of the university's requirements for the degree of Associate in Applied Science: Health Care Provider or Practical Nursing Program Certificate.
2. Successful completion of all courses in the practical nursing curriculum; an overall grade point average of 2.0 or above and a grade of C (72% or better) in nursing and nursing support courses.
3. Meet with faculty advisor to complete a degree audit and intent to graduate form, submitting both forms to the registrar's office the fall semester before graduation.

Licensure: National Council Licensing Examination for Practical Nurses (PN-NCLEX)

The licensing board of the state in which the graduates write the examination grants the individual a license to practice as a licensed practical nurse (LPN). A notarized application, supported by credentials showing that the applicant has completed an approved practical nursing program accompanied by a stated fee must be submitted by a designated date prior to the date of examination. This deadline may differ between states.

V. LAB AND CLINICAL REQUIREMENTS

Dress Code requirements

Procedure: (Rationale) Personal neatness and good grooming habits reflects positively on the individual, the School of Nursing and the nursing profession. Adhering to the dress code contributes to maintaining asepsis, promotes patient safety, and complies with agencies' policies. Complying with standards of personal care and dress also contributes to positive interpersonal relationships between clients and agency staff.

Dress Code Requirements: Students are expected to be neat and well-groomed. This includes the following:

1. Hair will be neat, clean, and controlled so that asepsis is maintained when providing care for the client. Below-shoulder-length hair will be pulled back and secured so that it does not fall below the shoulders and remains motion free.
2. Jewelry will be limited to wedding rings, watches and one pair of pierced earrings which are small, post-type and worn only in the ears. Dangly and loop earrings are to be avoided for the student's and client's safety. Based on asepsis issues, instructors reserve the right to have students remove all jewelry.
3. All white leather shoes must be clean, in good repair and provide good support. Clogs and platform shoes are not permitted for safety and mobility reasons. White socks or flesh colored nylons are to be worn.
4. The official student uniform is a ceil blue scrub top, slacks and lab coat that can be purchased at the LSSU Campus Book Store. In efforts to maintain a professional appearance the pants must straight-legged and hemmed to not touch the floor. It is recommended that students purchase two scrub sets since many clinical days are back to back which can make laundering in between difficult. In addition, the student must purchase a short (hip length) ceil blue lab coat. The student uniform is to be worn only during clinical assignments. Uniforms must be clean, wrinkle-free and in good repair. Uniform shirts and lab coats must have the practical nurse school badge securely attached to the left upper sleeve. Students are allowed to wear a plain white long sleeve t-shirt under the ceil blue scrub shirt if setting temperatures support such layering. The official school name pin must be worn on the left chest area at all times while in uniform, and can be purchased at the Campus Shoppe.
5. Perfume or cologne is not to be worn in the clinical area due to possible allergies of patients, agency staff, peers, etc. Fingernails are to be short, clean and polish-free to ensure client and student safety. No acrylic, nail decorations or artificial nails.
6. Jeans, jean-like material, or ball caps are not to be worn for any contact associated with clinical experiences including those times when students are obtaining data from an agency for a clinical assignment(s).

Failure to comply with the dress code will result in the student being asked to leave the clinical setting, resulting in an unsatisfactory mark for that clinical day missed.

Attendance

Students are responsible for acquiring knowledge, skills and values necessary for the safe practice of nursing. Clinical and laboratory attendance is required to meet course objectives and to demonstrate safe practice of nursing. Absence or tardiness makes it impossible to evaluate the student's ability to meet course objectives and may result in course failure.

All absences from clinicals must be made up. The date, time and type of make up will be determined by the faculty member. The student will be responsible for any additional costs which may be incurred for making up clinical time. If the absence is a non-excused absence, *the student will not be allowed to make up the clinical time and will receive a failing grade for the course.*

The nursing student is expected to make accurate and honest judgments about his/her state of health as a reason for not attending the laboratory and/or the clinical sections of nursing courses. When illness does not permit attendance, it is the responsibility of the student to notify the University laboratory instructor or the clinical agency **prior** to the scheduled laboratory or clinical time.

Clinical make-up policy: All excused clinical hours must be made up. It is the responsibility of the student to contact the instructor regarding make-up of all clinical absences. The student will be responsible for any additional costs which may be incurred for making up clinical time. There is no guarantee that students will be able to make up clinical experiences within that semester.

Clinical Preparation

Nursing courses with a clinical component may require students to collect assessment data in advance, one or more days before the assigned clinical times. Adequate time needs to be budgeted to permit safe practice.

Books, Uniforms and Supplies

Textbooks and supplies for each nursing course will be available at the LSSU Campus Shoppe, a local designated company or a supplier of one's choice. Equipment which needs to be purchased includes two hospital student uniforms, watch with second hand, sphygmomanometer, penlight, bandage scissors, CPR shield, goggles and laboratory kits. All students must purchase a stethoscope and should consult faculty for an appropriate selection. Name pins (ID) are required and will be ordered through the Cisler Center. (See Additional Costs in Practical Nursing Program).

Evaluations

1. Clinical evaluation is based on performance in the clinical area according to behavioral objectives as defined by the course syllabus.

2. All nursing students will have mid-semester clinical evaluations and a written end-of course summary evaluation. Additional evaluations may be initiated by faculty or the student at any time.
3. Students must receive a satisfactory grade on the clinical evaluation to receive a passing grade for the class.
4. Although the clinical component of each course is unique, the student is expected to apply all nursing knowledge acquired in previous courses.

Clinical Responsibilities

Nursing students are expected to:

1. Follow the policies of the participating agency where they are assigned for clinical experiences.
2. Be knowledgeable about the fire safety procedures of each agency.
3. Adhere to parking policies of each agency.
4. Maintain confidentiality of all information concerning clients.
5. Conduct themselves in a professional manner at all times
6. Access patient information only as it applies to their clinical assignment that day.

Other clinical policies include:

1. Personal articles including extra money and credit cards should not be brought to the clinical area.
2. Personal phone calls should not be made or received on agency phones. A pay phone is usually available. Cell phone usage is prohibited in many clinical agencies.
3. Smoking may be permissible only in designated areas of the clinical agencies. No smoking is permitted in classes or conferences.
4. No gum may be chewed in the clinical agencies.
5. Students checking out laboratory equipment are responsible for any losses or damages incurred. Lab equipment checked out must be returned by the following Monday.
6. Any required skill check-offs must be satisfactorily completed prior to performing the skill in the clinical setting.

Clinical Requirements

Clinical sessions provide the student with the opportunity to apply the theoretical knowledge and practical skills learned in the classroom and laboratory. Students will be working in professional settings with actual clients, therefore, students must observe the following rules to protect the clients and to appropriately represent the University:

Health Requirements

The student is required to submit the following credentials to the School of Nursing with the PN application packet.

1. Documentation of up-to-date immunizations or verification of immunity to: tetanus-diphtheria, measles, mumps, and rubella, varicella, and hepatitis B.

2. All students prior to entering clinical nursing courses must provide documentation of a baseline two-step tuberculosis testing (Mantoux). Thereafter, students with negative results will provide annual documentation of tuberculosis testing. In the event of a positive test result, the student must provide documentation of receiving preventive therapy prior to starting or returning to the clinicals setting. Students who have past documented positive tuberculosis test must provide documentation of negative chest x-ray results, thereafter provide documentation of x-ray results every two years or have an annual health assessment by a certified nurse practitioner or physician verifying freedom from active tuberculosis.
3. Health assessment completed at the LSSU Health CARE Center.
4. Students are to obtain a flu vaccine yearly when it is available.

Other:

1. Evidence of current CPR for the Professional Rescuer certification.
2. Record of signed Body Fluid Exposure and Protection, Substance Abuse, Confidentiality and Privacy, and Criminal Background policy forms.

Health Policies

HIV and Hepatitis: The School of Nursing follows Center for Disease Control Guidelines for Standard Precautions. Nursing students are required to wear protective gloves when handling any blood or body fluids. Masks and goggles will be worn when any danger of splashing exists. CPR shields and goggles must be carried by the student at all times during clinical experiences. These items can be purchased at LSSU Campus Book Store.

Nursing students who are pregnant or receiving medical treatment with corticosteroids or immunosuppressant medications will not be assigned to known clients with communicable diseases. It is the student's responsibility to inform faculty of personal health conditions.

Students must **immediately** report any exposure to blood or body fluids in the clinical or laboratory area to their instructor and follow the School of Nursing exposure policy guidelines.

Substance Abuse

Any student who is suspected of being under the influence of drugs or alcohol will be immediately asked to leave the clinical area or classroom, and the guidelines of the School of Nursing Substance Abuse Policy will be followed.

Professional Liability Insurance

All students are required to carry professional nursing liability insurance while enrolled in the practical nursing program. Students will obtain insurance coverage through a University group policy via a special course fee.

Health Insurance

The School of Nursing strongly recommends that all students carry health insurance while enrolled in the nursing program. Students may purchase coverage through the University or a private plan. Treatment for injuries occurring during clinical experiences is the student's responsibility.

Transportation

Students will be assigned to clinical nursing experience requiring travel off campus. Transportation to and from clinical agencies and parking costs are the responsibilities of the student.

Work Permits/Visa

For U.S. residents, work permit/visas are required from Canadian immigration prior to clinical experiences in Ontario. Proof of identification and a letter from the School of Nursing are needed to obtain a work permit. Students who have been convicted of a felony (including DWI) may not be able to obtain a Canadian work permit and/or visa and therefore would not be able to fulfill the clinical practice requirements. Work permits/visas must be returned to Canadian Immigration at the end of the semester.

Passports

As of spring 2009, ALL persons, including U.S. citizens, traveling between the U.S. and Canada by **land** are required to present a valid passport or other documents as determined by the Department of Homeland Security.

Off-campus Expectations

Some clinical experiences may be assigned at agencies outside of the Sault Ste. Marie area. Any expenses incurred for overnight stays are the student's responsibility. Students are expected to conduct themselves in a professional manner at **all times** including clinical experiences which require overnight stays.

Privacy and Confidentiality

Faculty at Lake Superior State University's Department of Nursing believe that the professional registered nurse and licensed practical nurse are held to the highest standard when it comes to protecting the dignity and rights of the clients they serve. To emphasize this important concept, all clinical courses in Lake State's Nursing Program have a course objective that addresses the program's expectation that the nursing student adheres to this standard during their clinical practice experiences.

Confidentiality is a key element in respecting the dignity and rights of clients. It is the student's responsibility to safeguard the client's right to privacy by judiciously protecting information of a confidential nature during clinical experiences, discussion of clinical experiences in pre and post conferences, in the classroom when appropriate, when accessing assigned client documentation (in client hard chart or by computer), and in written coursework

(that pertains to the clinical experience). Further, clinical experiences are graded on the fact that the nursing experience is identified and/or discussed, however, the client can never be identified.

Additionally, all nursing students in Lake Superior State University's nursing programs are made aware of their responsibilities regarding privacy and confidentiality by signing the Department of Nursing's Privacy and Confidentiality Policy. Further, the student is made aware that any breach in privacy/confidentiality or respect for the dignity and rights of a client is justification for clinical failure, at any point during the semester, resulting in a failing course grade. The student will be required to follow appropriate confidentiality guidelines at all clinical agencies.

VII. GENERAL INFORMATION

Student Nurse's Code of Conduct

Purpose: The purpose of the Code of Conduct is to foster and enhance professionalism, create standardization, communicate expectations, and provide direction to all members of the LSSU School of Nursing (students, faculty, and staff).

In regard to the above, all members of the LSSU School of Nursing community have a shared duty to:

- 1) Realize the need for strict confidentiality both within and outside the University and community settings.
- 2) Treat all people with respect, dignity, fairness, and courtesy while enhancing personal and professional diversity and creativity.
- 3) Foster learning within the School of Nursing while recognizing differences in achievement, experiences, and aspirations.
- 4) Promote a safe and healthy environment conducive to learning in University and clinical settings.
- 5) Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- 6) Conduct self with integrity and comply with all applicable laws, University policies and procedures, and professional and/or School of Nursing guidelines.
- 7) Communicate in a manner that is direct, timely, and honest in relation to verbal, visual, written, and electronic information.
- 8) Provide knowledgeable, theory-based, and client-centered nursing care.
- 9) Conduct oneself in a way that promotes respect for the profession and development of the whole person, while encouraging excellence in activity and accomplishment.
- 10) Enable all individuals to benefit from an atmosphere of ethical conduct by maintaining honesty, self-integrity, responsibility, and accountability for their actions.
- 11) Recognize that all members of the School of Nursing (students, faculty, and staff) share in the responsibility and authority to challenge and make known to the proper authority, acts of apparent academic dishonesty including:
 - a) Plagiarism (see definition as outlined in the University Catalog)
 - b) Cheating (see definition as outlined in the University Catalog)
 - c) Falsification of data

- d) Aiding and abetting dishonesty
 - e) Falsification of academic records and official documents
 - f) Inappropriate nurse-patient relationships
- 12) Refuse to engage in, or condone, any form of discrimination on the basis of race, gender, age, religion, national origin, sexual orientation, physical appearance, or disability.
 - 13) Not to attend classes or clinical activities while under the influence of mind-altering substances including alcohol, illicit drugs, or over the counter or prescription medications.
 - 14) Adhere to the dress code as described in the Nursing Program Student Handbooks.

Revised by the Senior Issues in Nursing Class, 2002

Student Responsibilities

Students accepted into the practical nursing program, are responsible for:

- Transportation to and from clinical experiences requiring travel off campus and any parking or other travel costs incurred with these clinical experiences.
- Keeping the School of Nursing informed of changes in names, addresses and telephone numbers.
- Complying with the School of Nursing criminal background check policy.
- Annual CPR certification and liability insurance prior to onset of fall classes.
- Knowledge of the content in the Practical Nursing Program Student Handbook.
- Additional costs incurred by enrollment in the nursing program including: student uniform, immunizations, and equipment/supplies.

Students must also meet the employment requirements of affiliating agencies related to immunization, vaccine and physical abilities (see specific physical requirements). Therefore, all nursing students are required to have a health assessment done by the LSSU Health CARE Center on admission to the practical nurse track. Annual follow-up appointments will occur for the purpose of documentation of changes in health status, TB testing, yearly flu vaccines, and any other student health requirements necessary to remain in the practical nursing program at LSSU.

Additional Costs in Practical Nursing Program (approximate costs that may be incurred in US funds):

White leather nursing shoes with closed toes and heels.....	up to \$75.00
2 clinical PN nursing uniforms.....	up to \$150.00
Pen light.....	\$3.00
CPR re-certification (annually).....	up to \$25.00
CPR shield.....	\$8.95

Goggles.....	\$5.00
Watch with second hand.....	up to \$30.00
Stethoscope (Littman Classic II or equivalent)	up to \$120.00
Scissors.....	\$4.00
Bridge toll per semester.....	up to \$120.00
Clinical parking per semester.....	up to \$84.00
Immunizations.....(if not fully immunized)..	up to \$200.00
Laboratory kits.....	up to \$60.00
Graduate pin.....	variable
Criminal Background Check (covered in special course fee).....	\$70.00
Out-of-town clinical experiences (selected semesters).....	up to \$250.00

Graduate Practical Nurse Pin

The practical nursing pin, which signifies the completion of the program, represents the student’s level of education in nursing. The pin, which bears the colors of the LPN program and LSSU’s name, was designed in 2002. The graduating student may purchase the LSSU practical nursing pin through the Campus Shoppe prior to graduation and is typically presented to the graduates at the practical nurse pinning ceremony.

Employment

The nursing curriculum demands a heavy time commitment as well as time flexibility. Outside employment beyond minimal hours is discouraged for full-time students. Each year a Career Day is held to provide information about jobs available for students and graduates.

Career Services

Centralized placement and career counseling services are offered by the University on a full-time basis. The Center for Career and Employment Services will help the student prepare a resumé and plan a job-search campaign. It also maintains a permanent file of graduates’ employment references and credentials which can be made to prospective employers who make inquiries. The graduate must notify the center to have his/her file activated. Business, industry and civil service agencies annually send representatives to campus to interview graduates and potential graduates seeking employment. The center publicizes the arrival of these representatives and arranges appointments for interview with interested students. The Center for Career and Employment Services has an extensive pamphlet library of employment information covering

jobs in business, industry civil service and public service organizations. A library of graduate school information and catalogs are maintained for those who decide to seek higher level degrees. The center also maintains a list of part-time and full-time job opportunities in the community for those students who desire employment while attending Lake Superior State University.

Financial Aid

Lake Superior State University strives to reward scholarship and to meet the needs of the many students who apply for financial assistance. If it is determined that “financial need” exists in a situation, University, State and Federal aid programs may enable students to receive a “financial aid package.” This package could include a combination of a scholarship, grant, loan and/or work-study assistance.

Students who have excellent high school or community college academic records are encouraged to apply for scholarships regardless of “need.” The ability of the Financial Aid Office to meet one’s need is contingent upon funds being available, the application and other required forms being received on time, and whether one meets the qualifications for the various types of aid.

Scholarships and Awards:

Academic Achievement Award

An academic Achievement Award is given annually to a graduate of the Practical Nursing program who consistently demonstrates outstanding scholarship and accumulates the highest grade point average in the nursing major. An award is available for each of the tracks--- practical nursing certificate and health care provider.

I-500 Parking Committee LPN Award

The purpose of this award is to benefit an PN nursing student entering his/her third semester (summer semester II) of learning who demonstrates a dedication to working in the nursing field. This award was established by the I-500 Parking Committee. Proceeds are derived from parking fees for the annual I-500 snowmobile race held the first Saturday in February in Sault Ste. Marie, Michigan.

Waybrant Family Licensed Practical Nurses (LPN) Scholarship

The purpose of this award is to benefit a practical nursing student entering his/her third semester of learning who demonstrates a dedication to working in the nursing field. The donor, Clifford “Rube” Waybrant of Pickford, Michigan, established this scholarship in recognition of the quality of care of his wife, Bernice, in the Long Term Care Unit of War Memorial Hospital.

ANA Code of Ethics for Nurses

The American Nurses' Association adopted a Code of Ethics in 1950, and it was revised in 1968, 1976, and 2001. This code is designed to provide guidance for nurses by stating principles of ethical concern. The following section presents the code and a commentary on each of its parts.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Copyright: American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Silver Spring, MD: American Nurses Publishing, 2001

**Acknowledgement of Practical Nursing Program
Student Handbook**

I acknowledge with my signature below that:

- 1) I have been shown how to access the PN Nursing Program Student Handbook;
- 2) I have reviewed, understand, and agree to abide by the School of Nursing Policies found within the student handbook.

Printed Name: _____

Signature: _____

Date: _____

(inside back cover)
Place Your Healing Touch In My Hands

Help me as I care
for my patients today,
Be there with me,
O Lord, I pray
Make my words kind
--it means so much--
And in my hands place
Your healing touch
Let your love shine
through all that I do,
So those in need
may hear and feel You.

Unknown Author