

Practical Nursing Program

STUDENT HANDBOOK

School of Nursing

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STUDENT HANDBOOK

Mission Statement

The primary mission of the School of Nursing is to educate mindful professional nurses who are caring, competent and qualified to practice in constantly changing environments and with diverse populations. The School of Nursing offers a program leading to a one-year certificate in Practical Nursing. Graduates of the Practical Nursing program are qualified to take the National Council for Nursing Licensure exam (NCLEX-PN).

Philosophy of Nursing

The faculty of the School of Nursing believes that nursing is both a scientific discipline and a humanistic profession that promotes the highest possible level of health and well being among people. The practical nurse's role is to provide nursing care for clients at various states of health.

Beliefs about the Client

The faculty believes that clients are to be viewed holistically and that client health patterns, development of life experiences and other manifestations are influenced by interactions between the client and the environment. Each client is unique with dignity and worth. Each individual progresses through developmental stages from conception to death. Each individual has a hierarchy of needs that continually changes.

Philosophy of Practical Nursing Program

Beliefs about the Practical Nursing Student

As members of the University, the faculty assumes responsibility for admission and assistance of students who have potential for success; for selection and development of student learning experiences; and for support of students as they develop unique interests and abilities. The faculty are committed to the development of a multicultural learning environment which will promote the personal, intellectual, social and career development of all students, and enhance the sensitivity of the majority populations to the special needs of under-represented ethnic populations.

The faculty believe that learning is the process of integrating skills, attitudes, values, beliefs and insights into self within an atmosphere of academic inquiry. It is further believed that teaching is a process of assessing the needs and potential of students in an environment where the teacher serves as a facilitator of learning and critical thinking. The faculty support the right of the student to challenge and debate beliefs within the context of academic freedom and mutual professional respect.

The graduate practical nurse demonstrates the following entry-level competencies:

Assessment

1. Assesses basic physical, emotional, spiritual and socio-cultural needs of the healthcare client.
2. Collects data within established protocols and guidelines from various sources:
 - a. client interviews;
 - b. observations/measurements;
 - c. health care team members, family and significant others;
 - d. health records.
3. Utilizes knowledge of normal values to identify deviations in health status.
4. Documents data collection.
5. Communicates findings to appropriate health care personnel.

Planning

1. Contributes to the development of nursing care plans utilizing established nursing diagnoses.
2. Prioritizes nursing care needs of clients.

Implementation

1. Provides nursing care according to:
 - a. accepted standards of practice;
 - b. priority of client needs;
 - c. individual and family rights to dignity and privacy.
2. Utilizes effective communication in:
 - a. recording and reporting;
 - b. establishing and maintaining therapeutic relationships with clients, families and significant others.
3. Collaborates with health care team members to coordinate the delivery of nursing care.
4. Instructs clients regarding health maintenance based on client's needs and nurse's knowledge level.

Evaluation

1. Seeks guidance as needed in evaluating nursing care.
2. Adapts nursing approaches based on evaluation of nursing care.
3. Collaborates with other health care team members in the revision of nursing care plans.
4. Assists in the review and revision of nursing care plans to meet the changing needs of clients.

Member of the Discipline

1. Adheres to the scope of practice as outlined in the nurse practice act of the state in which licensed.
2. Describes the role of the licensed practical/vocational nurse in the health care delivery system.
3. Utilizes educational opportunities for continued personal and professional growth.
4. Identifies personal potential and considers career mobility options.
5. Identifies personal strengths and weaknesses for the purpose of improving performance.
6. Adheres to a nursing code of ethics.
7. Functions as an advocate for the health care consumer.

The Practical Nursing Program is part of the School of Nursing, which is located in the College of Health Sciences and Professional Studies. The Practical Nursing Department follows the same college rules and standards of operation designated by Northern Michigan University. There is additional information in this handbook that is pertinent only to the Practical Nursing Program.

*** Please read the handbook carefully.**

Practical Nursing Curriculum

Practical Nursing Program - Required Prerequisite Courses

		Credits
BI 104	Human Anatomy & Physiology	4
HN 210	Nutrition for Humans	4
HP 200	Physical Well Being	1
AH 101	Role Development in Nursing Practice	2
AH 102	Growth and Development	3
PN 103	Basic Pharmacology Skills	<u>1</u>
		15

Nursing Curriculum Courses

Fall Semester

PN 114	Fundamentals of Nursing-Lecture	4
PN 116	Fundamentals of Nursing-Clinical	4
NU 221	Pharmacology I	<u>2</u>
		10

Winter Semester

PN 122	Medical-Surgical Nursing I-Lecture <i>Taken during first 7½ weeks</i>	4
PN 126	Medical-Surgical Nursing I-Clinical <i>Taken throughout semester</i>	4
PN 142	Medical-Surgical Nursing II-Lecture <i>Taken during second 7½ weeks</i>	<u>4</u>
		12

Summer Semester

PN 132	Maternal-Child Nursing-Lecture <i>Taken during first 7½ weeks</i>	4
PN 136	Maternal-Child Nursing-Clinical <i>Taken during first or second 7½ weeks</i>	4
PN 146	Medical-Surgical Nursing II-Clinical <i>Taken during first or second 7½ weeks</i>	<u>4</u>
		12

Total Credits 49

Program Description

This program encompasses four semesters. The pre-nursing semester(s) courses provide a core of knowledge on which subsequent courses are based. Nursing courses in the second, third and fourth semesters require clinical rotations in hospitals and health agencies located in Marquette, Negaunee, Ishpeming and Iron Mountain. Transportation and cost to these facilities is the student's responsibility. Nursing courses will be held on campus, online, and within the aforementioned agencies.

Graduates of the program are prepared to work in various health care settings. Upon completion of the program, graduates are eligible to take the Practical Nursing licensure exam (NCLEX-PN). Graduates of NMUs PN Program are well prepared for a successful first time writing of the NCLEX-PN as demonstrated by a consistently high passing rate.

The program is approved by the Michigan State Department of Vocational Education and the Michigan Board of Nursing.

Admission Criteria

Admission to the University does not guarantee admission to the practical nursing program.

Admission to the practical nursing sequence of courses is limited. The School of Nursing Practical Nursing Program Admissions Committee reserves the right to select students to be admitted. **Admission into the nursing sequence is based upon a student's GPA in the prerequisite courses. Students who have the highest prerequisite GPA will be admitted first until the class is filled.** Meeting the minimum criteria for admission does not guarantee acceptance into the practical nursing program.

To be considered for admission into the practical nursing program, students must meet the following qualifications:

1. Must have met all NMU admission requirements and be in good standing.
2. Must have a minimum cumulative grade point average of 2.00 (C) in all the prerequisite college courses required in the program with no grade below a "C". In addition, students must have a cumulative NMU GPA of 2.00.
3. Must have successfully passed all required prerequisite nursing courses with a maximum of two attempts of two tries. This includes AH 101, AH 102, PN 103, BI 104, HN 210 and *NU 221 (*if taken prior to admission in the program).

Transfer Students

Students transferring to the NMU School of Nursing from another nursing program must provide proof of good standing from their previous program. Proof will be submitted to the Associate Dean of the School of Nursing at the time of application to the NMU Practical Nursing Program before admission to the NMU PN Program will be considered.

Retention in the Nursing Sequence

For a student to remain in the nursing sequence they need to meet the following conditions:

1. **Maintain a minimum overall GPA of 2.00 in all nursing courses and an overall NMU GPA of 2.00. Achieve a "C" in all nursing classes (NU and PN).**
2. Adhere to the University's Student Code and Practical Nursing Student Policies.
3. Demonstrate a pattern of safe clinical practice commensurate with their educational experience to date.

Readmission Criteria

Students who have failed any nursing courses more than twice are ineligible for readmission. When a nursing student wishes to be readmitted into the nursing sequence of courses after having a withdrawal or failure in a previously enrolled nursing course the student must initiate and complete the following steps.

Send a written request for readmission to the Practical Nursing Program Faculty.

1. Readmission for PN 114 Fundamentals of Nursing –Lecture **letter of intent must be received before July 31st or reapplication if PN 116 is needed.**
2. Readmission for PN 122/126 Medical-Surgical Nursing I **letter of intent must be received before October 1st.**
3. Readmission for PN 132/136 Maternal-Child Nursing **letter of intent must be received by March 1st before requested readmission.**
4. Readmission for PN 142/146 Medical-Surgical Nursing II **letter of intent must be received by October 1st of the year before requested readmission.**

The student who is seeking readmission will be required to demonstrate proficiency in a series of nursing procedures that are part of **all** successfully completed clinical nursing courses.

1. Each student will be mailed a list of nursing procedures that they must be “tested out” in when their letter of request for readmission is received.
2. Arrangements for “testing out” are the responsibility of the student after consultation with the assigned faculty adviser.
3. Faculty will decide which option is appropriate for each student:

Option One:

Practice nursing procedures

Video tape the procedures

Submit the video tape to the Practical Nursing Program office to be reviewed by faculty.

Option Two:

Test off with clinical instructor.

Testing:

The student requesting readmission will be required to take one or more tests prior to acceptance into the practical nursing course sequence. The number of tests required will depend on the number of clinical courses successfully passed by the student.

Potential Tests Required:

Fundamentals for Practical Nursing Students

Medical-Surgical Nursing

Maternal/Child Nursing for Practical Nursing Students

Students must obtain a 73% or better on any written examinations.

Readmission to the nursing sequence is also based on whether there are available openings in that course. The School of Nursing makes no guarantee that an opening will be available during any given time period.

Graduates of the Practical Nursing Program receive a certificate and a nursing pin. The pinning ceremony is planned by the students and is held at the end of the course sequence. The cost of the NMU nursing pin is a responsibility of the student.

GRADE APPEAL OR OTHER COMPLAINTS

The student must follow the policies found in the University's Student Handbook: Students Rights and Responsibilities, Student Code, University Policies and Related Documents.

Please note: The School of Nursing adheres to all University policies and procedures regarding formal complaints. The NMU Student Rights and Responsibilities document may be found at: <http://webb.nmu.edu/dso/SiteSections/OurServices/Handbook.shtml>

Definition of a Formal Complaint from a School of Nursing student:

A formal complaint is defined as a complaint brought by a student related to the conduct of faculty/staff/administrators within the School of Nursing which the student deems to be unfair and/or breaks University guidelines related to student rights as defined in either the NMU Student Rights and Responsibilities Guidelines or the School of Nursing Student Handbook. The written student complaint will be submitted to the Associate Dean of the School of Nursing after the student has tried to resolve it with the faculty/staff/administrators most directly involved.

This does not include a complaint from a student that concerns a grade that the student believes is incorrect or unfair. The section related to grade appeals can be found in the Student Rights and Responsibilities document, Section 1.2.1:

<http://webb.nmu.edu/dso/SiteSections/OurServices/HandbookSection1.shtml#section2>

Student Complaints

A formal complaint must be submitted in writing to the Associate Dean describing the Nursing Department or University policy and how they believe that it was not upheld. Supporting data must be attached to the complaint and should include information as to the location of the NMU Policy that they believe was broken. It may also include a variety of related documentation from faculty or other appropriate individuals or sources. The student has the option to meet with the Associate Dean when the complaint is reviewed.

The section of the Student Rights and Responsibilities document related to formal student complaints that are not grade related may be found in Sections 1.2.2 and 1.2.3 within the following document:

<http://webb.nmu.edu/dso/SiteSections/OurServices/HandbookSection1.shtml#section2>

REQUIREMENTS FOR CLINICAL COURSES

Immunizations, CPR, CBC Requirements/Documentation and Drug Screening

There are two (2) CertifiedBackground.com package codes that you need to utilize and complete. The first is package code **OE66lpn** for the Medical Document Manager (Student Immunization Tracker). The second is package code **OE66** for completion of your criminal background check (CBC). You will need to utilize both of these package codes to properly complete all LPN program admission requirements. You are responsible for all costs related to program requirements.

You will need to log onto www.certifiedbackground.com and create an account (Medical Document Manager – Student Immunization Tracker) using package code **OE66lpn**. All the following documentation must be uploaded to the Medical Document Manager at CertifiedBackground.com by **5pm on August 22, 2014: Documented proof of CPR certification; Measles, Mumps and Rubella (MMR) immunizations or positive titers; Tetanus, Diphtheria and Pertussis vaccines within past 10 years (usually given as Tdap); Varicella (Chicken Pox) proof of two doses of vaccine or positive titre or documentation of history of Varicella or Herpes Zoster by healthcare provider; Hepatitis B vaccination series or positive titre or declination form; annual Flu Vaccine or declination form; and annual TB Skin Test results.**

You may submit the Official State of Michigan Immunization Record (MICR) with vaccination dates and verification of vaccination completion for any of the following: MMR, Varicella, Tetanus/Diphtheria/Pertussis, Flu vaccine, Hepatitis B.

You will be removed from the program and will lose your placement to another student from the waiting list if you have not uploaded all documentation to the Medical Document Manager - Student Immunization Tracker at www.certifiedbackground.com by 5pm on August 22, 2014. The package code for the Medical Document Manager at certifiedbackground.com is OE66lpn. Make sure to keep a hardcopy file of all your immunization records and other additional requirements.

CPR

Nursing students must provide evidence of professional level one and two person rescue cardio pulmonary resuscitation (CPR) certification which also includes use of an automated external defibrillator (AED) for adults, children and infants, and choking rescue for adults, children and infants (American Heart Association Healthcare Provider course or American Red Cross for Professional Rescuers and Healthcare Providers course). CPR certification must be kept current throughout the nursing program and it is the student's responsibility to provide documentation of maintaining this currency.

Criminal Background Checks (CBC)

Criminal background checks are required of all students admitted to any nursing program. This requirement is a result of state legislation (Michigan Public Acts, 26, 27, 28 & 29 of 2006) which mandates that criminal background checks be completed by health care providers working in or for health care institutions. Students in the clinical programs are subject to this legislation, and therefore a criminal background check is a condition for participation in the clinical component of the nursing curriculum. Northern Michigan University School of Nursing contracts with CertifiedBackground.com and will only accept criminal background checks performed by this

company. Go to www.certifiedbackground.com and click on Students, your package code is: **OE66**. The results of your CBC will automatically be stored by certifiedbackground.com in their database and the School of Nursing will be able to access the database to confirm compliance with CBC requirements. **You must complete your criminal background check no later than August 1, 2014.**

It is the student's responsibility to know whether he or she is eligible for licensure. If you have been convicted of a crime, it is your responsibility to find out if your background will prohibit you from being licensed and to be employed in the health care industry. The School of Nursing faculty and staff are NOT able to provide legal advice. If you have any questions about your existing criminal background you may wish to discuss this with legal counsel before applying to the practical nursing program.

If you have a felony or misdemeanor record you may wish to go to the following website for additional information: <http://legislature.mi.gov/doc.aspx?mcl-333-20173a>

Specific crimes are listed. Convictions are detailed by clicking on the Legal Guide at: <https://miltcpartnership.org/Documents/LegalGuide.pdf>

Drug Screening

All students are required to obtain urine drug screen testing no later than **August 15, 2014** and results must be uploaded to the Medical Document Manager – Student Immunization Tracker no later than **August 22, 2014**. A medical review will be conducted for all positive urine drug tests. Refusal to test is considered a failed urine drug screen result. For further information regarding urine drug screen testing please refer to the LPN Programs Student Drug Screen Policy included as an attachment to this letter.

A photo ID (student ID, driver's license, or state ID) is required to have the urine drug test done. If a student is on prescription medicine, it is advised to bring the prescription with you.

MGH/DLP Occupational Medicine Clinic is used exclusively for student urine drug screening. There are two (2) clinic locations:

Peninsula Medical Center
1414 W. Fair Avenue, Suite 35
Marquette, MI 49855
906-225-4556

Doctors Park Building
710 South Lincoln Ave. Ste. 800
Escanaba, MI 49829
906-786-0440

Marquette General Health System/Duke LifePoint (MGHS/DLP) utilizes the same lab and urine drug screen panel that is required for our students. Consequently, if you are a MGHS/DLP employee and had urine drug screen testing done as part of your employment it is not necessary to repeat the urine drug screen testing at this time. If you had your urine drug screen testing completed through MGHS/DLP:

1. After 9/1/2012, please obtain a copy of your results from MGHS/DLP Human Resources and upload to the Medical Document Manager at certifiedbackground.com.
2. Prior to 9/1/2012, please submit your name to Associate Dean/Director of the School of Nursing and verification of your urine drug screen result will be obtained from MGHS/DLP.

You will **NOT** be allowed to participate in a clinical course without providing documentation of these records, and you will be removed from the program and will lose your placement to another student from the waiting list if you do not complete your urine drug screen testing no later than August 15, 2014. Results must be uploaded to the Medical Document Manager (Student Immunization Tracker) at www.certifiedbackground.com by **5pm on August 22, 2014**. Again, the package code for the Medical Document Manager at certifiedbackground.com is OE66bsn. Please make sure to keep a hardcopy file of all your immunizations and other testing results.

Immunizations/Vaccinations and TB Skin Test

1. **Measles, Mumps and Rubella (MMR):** record of two (2) doses or a positive laboratory titre. MMR is a live vaccine.
2. **Tetanus, Diphtheria, Pertussis:** record of immunization within past ten (10) years. Usually given as a combined vaccine, such as Tdap or DTP. If no documentation is available than you may obtain a Tdap vaccine or obtain proof of positive laboratory titres.
3. **Varicella:** record of two (2) doses of Varicella vaccine, or a positive laboratory titre, or documentation of history of Varicella or Herpes Zoster by a healthcare provider (must have healthcare provider signature and date). Varicella is a live vaccine.
4. **Hepatitis B:** It is required that students complete the hepatitis B vaccination series. It is required that a minimum of two of the three immunizations be completed prior to the student entering any clinical setting. Because of the timing required between doses, it is strongly recommended that students begin the immunization series immediately upon receiving this letter, if not already begun or completed.
 - If no documentation of immunization is available then a laboratory titre is obtained. If the titre is positive then no further immunization is required. If the titre is negative or equivocal, the student should receive a dose of Hep B vaccine, and then repeat the titre in four (4) weeks. If the repeat titre is positive then no further immunization is needed. If the repeat titre is negative or equivocal, the student should receive the remaining two (2) doses of Hep B vaccine or sign a declination form.
5. **TB Skin Test:** Proof of negative tuberculin skin test within the last year; or for positive results, documented proof of a negative chest x-ray. TB skin test is required annually while in the nursing program. If receiving immunizations/vaccinations and your TB skin test at the same time, please note that the TB skin test should be done **before** receiving immunizations/vaccinations using live vaccine.

Exceptions and Past Positives:

1. **Pregnancy-** Students who are pregnant must present physician documentation of pregnancy. If they wish to have a TB skin test, they need to present physician approval for testing. Within one month of delivery (upon return to clinical setting) the student needs to have a TB skin test result on file. (Students must fill out a TB Symptom Questionnaire)
2. **Past Positive-** Students who have a past positive TB skin test need to provide current medical documentation of status. Students must also complete a TB Symptom Questionnaire yearly.

6. **Flu Shot:** Flu vaccines are required on an annual basis.

- For those who have a contraindication to receiving the flu vaccine, i.e.: allergy to flu vaccine, there is a Declination Form that is available from the Associate Dean/Director of the School of Nursing. However, please be aware that students may not be allowed in the clinical setting without current flu vaccine status and NMU will not offer alternate clinical experiences to those who have declined the flu vaccine. Consequently, the declination form should only be used if there is a true contraindication to receiving the flu vaccine. Flu vaccines are given on an annual basis.

Latex Allergy

Please advise the School of Nursing office if you have been diagnosed with a latex allergy so the necessary accommodations can be made.

REMINDER: There are two (2) certifiedbackground.com package codes that you need to utilize and complete. The first is package code **OE66lpn** for the Medical Document Manager (Student Immunization Tracker), and the second is package code **OE66** for completion of your criminal background check (CBC). You will need to utilize both of these package codes to properly complete all LPN program admission requirements. You are responsible for all costs related to program requirements.

Again, urine drug screen testing must be completed no later than **August 15, 2014**. All documentation of CPR, urine drug screen results, TB skin test and immunizations/vaccinations must be uploaded to the Medical Document Manager – Student Immunization Tracker at www.certifiedbackground.com by **5pm on August 22, 2014**. Criminal background checks must be completed no later than **August 1, 2014**.

It is understood that there is considerable cost associated with these requirements. The NMU School of Nursing must rely on clinical partnerships with outside agencies, and in doing so, must comply with clinical agency requirements related to immunizations/vaccinations, TB testing, CBC and drug screening. I have worked with the management of the MGHS/DLP Occupational Medicine Clinic and the NMU Health Center to ensure our nursing students are receiving services at the lowest possible prices.

Once a letter of provisional acceptance into the nursing program has been received, all students must reveal to the Associate Dean of the School of Nursing any criminal behaviors which have resulted in criminal conviction. The conviction will be evaluated to determine if it will prevent the student from being in a clinical facility. Should that happen it is expected that the student will be expelled from the program.

In addition to criminal background checks, students must remember that while in the clinical settings they must comply with all policies. This may include drug testing, immunization requirements and other required health information as the agency may require. For any questions regarding these requirements please contact the Associate Dean of the School of Nursing.

**Northern Michigan University
School of Nursing
PN Program**

STUDENT DRUG SCREEN POLICY

In order to maximize safety and quality of patient care, area healthcare facilities have implemented policies mandating drug screening for all patient care providers, including nursing students and nursing faculty. This in turn creates the need for a NMU practical nursing (PN) program drug screening policy. This policy affects currently enrolled NMU PN nursing students

PRE-CLINICAL SCREENING

1. Students will receive information pertaining to the drug screening policy with their letter of provisional acceptance to the PN program. By signing and returning the letter of provisional acceptance to the PN program, the student also agrees to meet all compliance requirements, including urine drug screening.
2. Drug screening will be conducted by Marquette General Hospital/Duke LifePoint (MGH/DLP) Occupational Medicine Clinics in Marquette, MI or Escanaba, MI. Drug screening from any other lab/clinic will not be accepted. The fee for testing is the responsibility of the student.
3. Students entering the nursing program must complete urine drug testing no earlier than 30 days and no later than 7 days prior to the start of classes. Drug screens performed outside of this time frame will not be accepted and the student will need to re-test at their own expense.
4. Students are required to submit for drug screening once prior to beginning the NMU PN program (see #3 above). Further drug screening while enrolled in the NMU PN program may be required by the healthcare facility where clinical courses are held.
5. All urine drug screening results will be reviewed by the Associate Dean and Director of the School of Nursing at NMU.
6. Any student not enrolled in NMU nursing courses for more than one semester must submit for drug screening as if newly enrolled into the PN program.
7. Please refer to Section II of this document for further information regarding failed drug screening results and refusal to submit to drug screen testing.
8. Please refer to Section III of this document for information regarding progression in the PN program if a failed drug screen occurs.

I. REFUSAL TO SUBMIT TO DRUG SCREENING/FAILED DRUG SCREEN RESULTS/TAMPERING OF SPECIMEN FOR DRUG SCREENING

1. For students who have received letters of provisional acceptance to the PN program but have not yet begun to take their core nursing courses, refusal or failure to complete drug testing by the due date specified will result in revocation of acceptance to the PN program. A student from the waiting list will be moved into the vacant spot in the program.
2. For students currently in the nursing program, refusal to submit to drug screening as requested by the Associate Dean and Director of the School of Nursing at NMU will be viewed as a failed drug screen result. Thus, the student will be prohibited from participating in clinical nursing courses and any co-requisite theory/lab nursing courses for a period of one calendar year. Students will be sent a registered letter noting their non-compliance with policy and subsequent removal from the NMU PN program for one calendar year.
3. Failed drug screening results will result in the student's removal from clinical nursing courses and any co-requisite theory/lab nursing courses for a period of one calendar year. Students will be sent a registered letter noting their removal from nursing courses for one calendar year due to failed urine drug screen results.
4. Any student suspected of, or found tampering with a urine specimen for drug screening will have such activity documented and reported by the MGH/DLP Occupational Medicine Clinic staff to the Associate Dean and Director of the School of Nursing. This information will be reviewed for consideration of disciplinary action up to and including dismissal from the nursing program.
5. DUTY TO REPORT – In the event the NMU student, who has failed drug testing results, is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA). If the student is a licensed/registered health professional in a state other than Michigan, the report will be made to the appropriate state's department of regulating and licensing affairs.

II. GUIDELINES FOR READMISSION TO THE PRACTICAL NURSING PROGRAM

Students with failed drug screen results will be removed from the nursing program for one calendar year. The one year timeframe is consistent with local healthcare agency policy and cannot be shortened.

In order to resume progression in the NMU PN nursing program after one calendar year following a failed drug screen result or refusal to submit to drug screening, the student must complete the following:

1. Complete an approved substance abuse treatment program and/or AODA (Alcohol and Other Drug Abuse) counseling at the student's expense.
2. Have the substance abuse treatment program/AODA counselor provide the program/counseling completion statement directly to the Associate Dean and Director of the School of Nursing at NMU.

3. Any licensed professional wishing to gain reentry to the program must re-submit a recent copy of his/her unencumbered license for review by the Associate Dean and Director of the School of Nursing.
4. Submit for urine drug screening at MGH/DLP Occupational Medicine Clinic as stipulated in section one, *Pre-Clinical Screening*, of this document. This cost is the responsibility of the student.
5. A second failed drug test result will permanently render the student ineligible for re-enrollment to the PN program at Northern Michigan University.
6. DUTY TO REPORT – In the event a student receives a second failed drug screen result and the student is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA), or appropriate state where licensure is held.

III. CONFIDENTIALITY

HIPPA Guidelines will be followed regarding student drug screen test results.

Approved by SON faculty: 10/18/13

Transportation

Students must provide their own transportation to and from clinical facilities. Other transportation options include car pooling and bus transportation. Some clinic sites are within walking distance of the University.

Driving/Transporting Clients

Students are not to transport clients in the student's personal motor vehicles. Students must be aware of and adhere to any pertinent clinical agency policies.

Dress Code Guidelines

Your standard of personal care and dress are a representation of you, the School of Nursing and the profession of nursing. Professional individuals set examples for others and students are expected to be neat, clean and well-groomed which include the following:

1. Nails will be clean, short, smooth, and natural color to ensure client and student safety.
2. Hair will be controlled so that asepsis is maintained for both the student and client and of natural color.
3. For asepsis and safety, jewelry will be limited to only plain wedding rings, watches and one pair of pierced earrings which are small, post-type (no loops) and worn **only** in the ears.
4. Shoes must provide good support and meet the expectations of each clinical facility. No open toed or high heel shoes are permitted. Shoes and shoelaces must be clean and in good repair.
5. Clothing must be loose enough to provide ease of movement in clinical activities.
6. Clothing must be clean, ironed or wrinkle free.
7. Jeans or sweats may not be worn for clinical experiences including times when obtaining information from an agency for clinical assignment.
8. Underwear should not be visible.
9. Tattoos and other body art will be covered by clothing.
10. Check with clinical instructor regarding use of name tags.
11. Strong odors (perfume, after shave, etc.) should be avoided.

Uniforms

Clinical instructors will provide specific information regarding dress in the course syllabus. For most clinical courses, the student will wear the required hunter green scrub top, scrub pants, in addition to the School of Nursing patch which will be purchased from the Rettig Nursing Training Center for the fee of \$5.00 and will be worn on the right sleeve. Some clinics allow students to wear lab coats over street clothes in selected situations or over uniforms in clinical settings.

Guidelines for wearing hunter green scrub uniform

1. White socks or hose are required
2. Some students may choose to wear a white top (no t-shirts) underneath the scrub top so that modesty and a professional appearance are maintained.
3. White sweaters or matching hunter green scrub jackets are acceptable.

How to Order Uniforms

Uniforms are first needed for PN 116. Orders can be placed at Strictly Business, 907 N. Third Street, Marquette. Payment must be made when order is placed. If your order is made as part of a group, the cost is substantially less than if ordered individually. Strictly Business Website: www.sbuniforms.com. Also, stethoscopes may be obtained at the Student Nurses Association (SNA) sale in the early Fall (if interested you may e-mail SNA at SNA@nmu.edu).

Name Tags

Picture name tags are required in all clinical settings beginning with PN 116. Most clinics use your NMU Wildcat Express Card inserted into a plastic ID holder. The plastic ID holder can be purchased for a nominal fee from the university bookstore. Some clinics may require a different name tag. Specific information for those requirements will be given to the students by the instructor.

Required Clinical Equipment

1. Bandage scissors. Available from Strictly Business, a pharmacy and online.
2. Stethoscope. Available from uniform shops and online or SNA sale in fall.
3. Watch with a sweep second hand.
4. NMU student ID with plastic ID holder (purchased at NMU Bookstore)
5. Pocket calculator
6. Black pen
7. Penlight

ATTENDANCE

Didactic/Lecture Course Attendance

Requirements for class attendance are at the discretion of the faculty. Students are responsible for course material covered and all assignments made during class sessions. The student will assume the responsibility for contacting the faculty to ascertain the nature of any assignments or make-up examinations for an excused absence.

Make-up Examinations

Students are responsible for notifying the faculty member who is administering an examination **prior** to the time the exam is scheduled if he or she is unable to be present for the exam. If the faculty member cannot be reached, the student **must** leave a message on the faculty member's office telephone and notify him or her via e-mail.

Within two school days following the student's return to school, he/she must contact the faculty member regarding the make-up examination. Scheduling of make-up examinations is at the discretion of the faculty member.

An alternative test may be given in place of the original test. Any breach of the above or an unexcused absence may result in a reduction of the student's score.

Clinical Course Attendance

Attendance is required for all clinical conferences, seminars, and practice. A minimum number of required attendance days are determined by the faculty member teaching the clinical course. Absences exceeding the allowed number identified by the faculty of record may be reflected in the student's grade and/or may require repetition of the course. Please review specific course syllabus.

It is the responsibility of faculty to protect clients and students. Therefore, faculty will exclude students from the clinical area due to illness, injury, lack of preparation for practice, inappropriate attire or any situation deemed unsafe. Absences may or may not be made up and are at the discretion of the faculty.

Clinical Absences

Students are responsible for notifying faculty and/or clinical agency of absences from required clinical experiences prior to the scheduled time for the experience. Students are expected to follow guidelines provided by individual courses. Approval of the faculty member should be obtained prior to any anticipated absence e.g. for such reasons as illness, crisis in the family or death of a family member. It is within the faculty member's prerogative to determine the acceptability of the student's absence.

Pregnancy

The student who is pregnant when she enters the program or becomes pregnant while in the program is responsible for providing the practical nursing program with written permission from her doctor to continue in the program. The decision should be based on the understanding that in a health care environment, the pregnant student may be exposed to health hazards that may be damaging to her or to her fetus. If the pregnant student has lifting restrictions, she will not be allowed to attend clinical practicum experiences until the lifting restrictions have been removed. The pregnant student will be expected to meet the stated conditions and objectives that are required of all students.

Absence Authorization

Students representing an official University or College organization, group or athletic team who plan to attend an event which necessitates absence from a required experience must obtain approval from the appropriate faculty member a minimum of one week prior to the event. Whenever feasible, faculty will attempt to facilitate the student's participation in the event and will arrange make-up of the missed experiences or exams.

Weather Emergencies

In the event of inclement weather, faculty in the Practical Nursing Program shall follow the University's inclement weather policy. If however, the instructor and students are in the clinical setting before classes are canceled, the instructor shall use reasonable judgment in deciding to give students the option to remain in clinic. If the instructor gives students the option to remain and all students choose to do so, the faculty member will also remain in the clinical setting. Call: 227-BRRR (227-2777) for recorded message regarding weather and school closing.

(<http://publicsafety.nmu.edu/Departments/PublicSafety/SiteSections/PublicSafety/InclementWeather.shtml>)

Student Safety

Faculty consider the student's safety when planning clinical experiences. Students are expected to assume responsibility for their own safety by adhering to the guidelines listed below and discussing with the faculty any situation which the student believes to be unsafe prior to exposing him/herself to risk.

1. Students leaving clinical after dark should travel in groups.
2. Students should carry a minimum amount of money and valuables. Only the amount of money necessary during clinical should be carried in pockets. Purses, cell phones and computers should be left locked in a vehicle or at home when possible.
3. Students should be alert and observant for risks so that suspicious situations can be avoided. If the student observes a suspicious situation to or from clinic, the student should leave immediately and contact the appropriate authorities.
4. Students should be prepared for winter emergencies when driving to class or clinical.

NURSING TECHNOLOGY CENTER (NTC) LAB & CLINIC POLICIES

The NTC safety manual is available in the NTC. NMU Safety policies are available on-line (www.nmu.edu/publicsafety).

Latex Allergy Management

Students who have been identified as having a latex allergy/sensitivity or have been medically advised to avoid latex should coordinate with each clinical instructor and the NTC Director to plan for his/her safety. NMU's School of Nursing will try to provide a latex free environment; however, latex is not always easily identified in an academic environment. It is necessary for the student to monitor their environment for possible risk of exposure. Students may request latex allergy carts at clinical sites.

Invasive Procedure Policy

This policy pertains to student's practicing invasive skill on one another.

No student shall perform an invasive procedure on another student or volunteer. Invasive procedures are any nursing procedures that involve entry into any body cavity and/or invades the integrity of the skin or body cavity, unless identified in the exceptions (noted below) to this policy. Only mannequins or other instructional aids shall be used for such practice.

Exceptions:

- Oral and ear assessments
- Oral and tympanic temperatures
- Oral feeding
- Nasal exams
- Vaginal exams (graduate students)
- TB skin test under faculty supervision
- Blood glucose checks

Guidelines for Student Performance of Invasive Procedures in the Community Setting

DEFINITIONS:

1. Invasive procedure: Any nursing procedure that involves entry into any body cavity and/or invades the integrity of the skin
2. Supervisors: overseeing or participation in the work of another individual in which the following conditions exist:
 - a. continuous availability of direct communication in person or by radio, telephone or telecommunication between the supervised individual and the licensed health professional
 - b. availability of the licensed health professional on a regularly scheduled basis to review the practice of the supervised individual, to provide consultation to the supervised individual, to review records, and to further educate the supervised individual in performance of the individual's functions
 - c. provision by the licensed supervising health professional of predetermined procedures and drug protocol

GUIDING PRINCIPLES: (State of Michigan Public Health Code, Act 368 of 1978, 333.16109 Definitions)

1. The agency preceptors make the ultimate decision about whether the student may or may not complete an invasive procedure in their agency.
2. Faculty supervision is required for invasive procedures unless otherwise specified (see exceptions). The preceptor determines the level of supervision after consultation with the faculty member. The decision needs to take into consideration the State of Michigan Public Health Code, the agency procedures, the preceptor's comfort level with the procedure being performed in the agency, and the student's competence.
3. If the agency preceptor or designated agency representative desires faculty presence onsite while the student is performing the procedure, the faculty member should be notified by the student. The faculty member is available by phone or beeper during scheduled clinical hours.
4. Students are required to verify their knowledge surrounding the care provided with the faculty member prior to performing any invasive procedure.
5. Any untoward effects or related incidents must be reported as soon as possible to the faculty member. The agency and University incident report will be completed OR the University incident policy will be followed. Students must have access to the agency emergency policies and equipment.
6. Course faculty will provide agency preceptors with a list of procedures that the student may/may not do.

Procedure for Management of Exposure to Blood-Borne Diseases Policy

The NTC has a safety policy and procedure for management of accidental exposure to blood. The procedure is posted in each lab room. The NTC Safety Policy can be viewed at: <http://webb.nmu.edu/Nursing/SiteSections/Resources/Rettig/Resources.shtml>

Health Insurance

Health insurance is strongly recommended. Northern Michigan University and affiliated health care agencies assume no responsibility for injuries and/or illnesses incurred while performing learning opportunities as a student nurse.

Malpractice Insurance

NMU provides nursing students with malpractice insurance when the student is performing learning opportunities on behalf of, or under the direction of NMU. Students are strongly encouraged to carry their own professional liability insurance. Additional information on the University insurance coverage and independent professional liability coverage is available in the School of Nursing.

SCHOOL OF NURSING GRADING POLICY

The school of nursing grading scale and grading policy for theory/lecture courses are as follows:

A	94 - 100	C	73 - 76
A-	90 - 93	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 - 82	D-	60 - 62
C+	77 - 79	F	< 60

THE STUDENT MUST EARN THE EQUIVALENT OF $\geq 73\%$ TO PASS THE COURSE. SCORE PERCENTAGES OF ≥ 0.50 ARE ROUNDED UP. SCORE PERCENTAGES OF ≤ 0.49 ARE ROUNDED DOWN.

NCLEX-PN Review Course

Students must attend a two day NCLEX-PN review course that will be scheduled at the end of the program. The cost of the comprehensive review course may or may not be included in your fees charged for your final semester. This will help further prepare students to be successful in the PN licensure exam after graduation.

Course and Faculty Evaluations

For teaching faculty, the evaluation of the instructor shall include student evaluations from each course, including courses that were taught outside the faculty member's department. The collection of student evaluations shall be prescribed so that the anonymity, security, completeness, and integrity of the student responses are preserved.

Students will also be requested to complete an evaluation of every nursing course.

Evaluations may be completed in paper/pencil or electronic format at the discretion of the course instructor.

The final student evaluations shall be collected not earlier than the final week of the class nor later than the end of the final exam week.

Faculty access to student evaluation materials will be prevented until after grades for the course have been submitted and the time period of posting grades has concluded.

ACADEMIC AND PROFESSIONAL POLICIES AND INFORMATION

ACADEMIC POLICIES

Policy on Making Copies of Student Work

Periodically throughout a student's academic career, a faculty member may request to copy the student's paper or academic product. Faculty must obtain written permission of the student.

Academic Integrity

The School of Nursing abides by the University Rules as set forth and adheres to the Students Rights and Responsibilities and Student Code. It is the student's responsibility to review these rules. These are included within the NMU Student Handbook: Students Rights and Responsibilities, the Student Code, and University Policies and Related Documents are available on NMU's website and from the Dean of Students Office, 2001 Hedgcock (906-227-1700).

<http://webb.nmu.edu/dso/>

Academic Dishonesty Policy

It is the policy of the School of Nursing that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of the School of Nursing wish to remind students that academic dishonesty will not be tolerated.

No student shall during the course of an exam offer any information of any kind to another student, receive any information of any kind from another student, or copy any information from another student, or have in his/her possession any tool, written material, or device which has not been authorized by the instructor giving the exam.

- No student shall submit as his/her own work any work containing ideas or materials from another without full acknowledgment of the author and the source. This shall include materials submitted as scholarly papers, written nursing care plans, logs, case studies, and all other written assignments. Specific citations of references shall follow the guidelines of the APA.
- No student shall upon reviewing his/her test results (during a test review period) attempt to alter them in any manner or copy the questions.
- No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.

NURSING STUDENT CLINICAL PRACTICE:

Clinical grades are based on the clinical objectives for each clinical course. Failure to meet clinical objectives means failure in the clinical course.

Evaluation of Unsafe, Unprofessional and Weak Clinical Practice

A nursing student practices within the regulatory boundaries of the Michigan's Public Health Code follows professional standards of practice, School of Nursing policies, course objectives and College, University and clinical agency policies, procedures, and unit specific protocols.

A nursing student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. To resume the clinical experience, the student who has been removed must comply with the stipulations prescribed by the faculty for re-entry to the clinical experience.

The faculty responsible for the clinical experience will also review the clinical practice of a student who exhibits weaknesses that may lead to unsafe and/or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations for the student to attain to remedy those weaknesses in the current and/or subsequent semester.

Rationale: Faculty of the School of Nursing have a legal and professional responsibility to assure the public, other nursing students, the University and the nursing profession that students can practice safely and professionally in the various clinical practice settings commensurate with their educational experience. The Policy on Student Clinical Practice embodies that accountability by defining unsafe practice and/or unprofessional practice and unsafe, unprofessional and/or weak practice, and by providing procedures to be followed when a judgment of unsafe, unprofessional and/or weak clinical practice is made.

Definitions of Unsafe Practice, Unprofessional Practice and Weak Practice with Potential for Unsafe and/or Unprofessional Practice

It is not possible to enumerate all forms of inappropriate behavior which would raise serious questions concerning a nursing student's status as a health professional in training. The following are examples of behaviors which would constitute a violation of safe practice and professional standards.

- **Unsafe Practice**

Unsafe nursing student behavior fails to achieve standards of care, violates the Michigan's Public Health Code, violates the ANA Standards of Practice and may call into question the professional accountability of the student. The behavior causes harm or has the potential to cause harm to a client or other person. Depending on the degree of actual or potential harm a client may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe.

Examples of unsafe practice include but are not limited to the following:

1. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
 2. Demonstrating behavior that puts a client at risk of harm by violating a standard of care.
 3. Acting in a manner that could cause serious harm to self or others, including but not limited to inadequate preparation for a clinical experience.
 4. Performing acts of omission or commission that could cause harm to clients including but not limited to physical abuse, placing clients in hazardous positions or circumstances, mental or emotional abuse, medication errors or the inability to provide the ordered treatment or care.
 5. Failing to provide accurate, inclusive, written and verbal communication or falsely documenting any clinical record, written assignment or student log.
 6. Attempting activities without adequate orientation knowledge, assistance or supervision.
- **Unprofessional Practice**
Unprofessional student practice behavior violates the ANA Code of Nurses, violates the Michigan's Public Health Code and/or calls into question the professional accountability of the student.

Examples of unprofessional practice that violates the ANA Code of Conduct for nurses include but are not limited to the following:

1. Failing to notify the agency and/or clinical instructor of absence or lateness.
 2. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
 3. Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect the privacy of clients during personal care.
 4. Engaging in behavior that is disrespectful to a client.
- **Weak Practice with Potential for Unsafe and/or Unprofessional Practice**
Weak practice behavior with potential for unsafe and/or unprofessional practice in providing nursing care to clients includes behavior that fails to achieve the standards of care, violates the Michigan Public Health Code, violates the ANA Code for nurses and/or ANA standards of Practice or call into question the professional accountability of the nursing student.

Examples of Weak Practice with Potential for Unsafe and/or Unprofessional Practice include but are not limited to the following:

1. Difficulty or inability to apply theoretical knowledge to specific clinical situations.

2. Difficulty or inability to successfully organize care and to document clinic assignment.
3. Difficulty or inability to correctly interpret laboratory and/or diagnostic results.
4. Difficulty or inability to determine priorities in completing clinical assignments.
5. Difficulty or inability to communicate with clients, families, peers or other health care personnel.
6. Difficulty or inability to complete assignments.
7. Requiring frequent guidance and instruction and cannot be left unsupervised.

Procedures Related to Nursing Student Clinical Practice

- **Unsafe or Unprofessional Clinical Practice**

Note: Depending upon the degree of actual or potential harm, a one-time deviation from safe and professional practice may be sufficient to warrant failure of the course and/or suspension from the program.

When a professor has reason to conclude that a student has practiced unsafely or unprofessionally, the professor will notify the student in writing of the reasons. A copy of the written notification will be forwarded to the Associate Dean. Included in this written notification will be a description of:

1. The description of the unsafe/unprofessional practice in which the student is engaged.
2. Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk.
3. The time and date by which the corrective actions must be achieved.
4. Any modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice including but not limited to restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience and/or alteration in clinical agency site.

Students removed from the clinical experience who, in the professor's judgment, have taken specific corrective actions prescribed to remedy unsafe and/or unprofessional practice will be permitted to resume the clinical experience ***contingent upon the availability of clinical placements and adequate resources.***

Students achieving corrective action will either pass the course or pass the course with identified improvement activities prescribed by the current and subsequent clinical professor.

A copy of the record of the judgment of unsafe and/or unprofessional practice will remain in their student record. If no further instances of unsafe and/or unprofessional practice occur, the record of unsafe and/or unprofessional practice will be removed at the time any potential for litigation expires.

The actions to be taken if the specific corrective actions prescribed are not achieved include failure of the course or failure of the course and recommendation for discipline under the University Code of Conduct. Students who fail a clinical course due to unsafe and/or unprofessional practice may pursue reentry to the course by notifying the Associate Dean of the School of Nursing within one week for rescheduling the class. This does not preclude an appeal through the University Grievance Procedure. Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional may appeal the professor's judgment through the University Grievance Procedure.

Preceptors and Clinical Partners

In some clinical situations students function in a preceptored situation. The School of Nursing has come up with the following definitions:

Clinical Partners: “Staff members from a community agency or hospital unit who work with nursing students for a designated specialty experience rotation”.

- Clinical partners spend limited time with students and may provide feedback to the course instructor but do not participate in evaluation of the student.

Preceptor: “An experienced registered nurse or other experienced professional, paired in a one-to-one relationship with a nursing student, who actively participates in the education and mentoring of the nursing student in a clinical setting”.

- Preceptors must be trained, evaluated and hold necessary credentials.

PROFESSIONAL INFORMATION

Code of Ethics for Nurses

When engaged in nursing functions, the student must do so within legally prescribed bounds and is accountable for his/her actions. The student has the obligation to adhere to the standards of ethical practice and conduct which are stated in the American Nurses' Association's Code of Ethics for Nurses and the ANA Standards of Practice.

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 healthcare 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.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2008.

NURSING PRACTICE STANDARDS for the LICENSED PRACTICAL/VOCATIONAL NURSE – NFLPN The Spirit of Care...The Heart of Nursing

“*Nursing Practice Standards*” is one of the ways that NFLPN meets the objective of its bylaws to address principles and ethics and also to meet another Article II objective, “To interpret the standards of practical (vocational) nursing.”

In recent years, LPNs and LVNs have practiced in a changing environment. AS LPNs and LVNs practice in expanding roles in the health care system, “*Nursing Practice Standards*” is essential reading for LPNs, LVNs, PN and VN students and their educators, and all who practice with LPNs and LVNs.

NURSING PRACTICE STANDARDS for the LICENSED PRACTICAL/VOCATIONAL NURSE

PREFACE

The Standards were developed and adopted by NFLPN to provide a basic model whereby the quality of health service and nursing service and nursing care given by LP/VNs may be measured and evaluated.

These nursing practice standards are applicable in any practice setting. The degree to which individual standard are applied will vary according to the individual needs of the patient, the type of health care agency or services and the community resources.

The scope of licensed practical nursing has extended into specialized nursing services. Therefore, specialized fields of nursing are included in this document.

THE CODE FOR LICENSE PRACTICAL/VOCATIONAL NURSES

The Code, adopted by NFLPN in 1961 and revised in 1979, provides a motivation for establishing, maintaining and elevating professional standards. Each LP/VN, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.

INTRODUCTORY STATEMENT

Definition

Practical/Vocational nursing means the performance for compensation of authorized acts of nursing which utilize specialized knowledge and skills and which meet the health needs of people in a variety of settings under the direction of qualified health professionals.

Scope

Licensed Practical/Vocational nurses represent the established entry into the nursing profession and include specialized fields of nursing practice.

Opportunities exist for practicing in a milieu where different professions unite their particular skills in a team effort: to preserve or improve an individual patient's functioning and to protect health and safety of patients.

Opportunities also exist for career advancement within the profession through academic education and for lateral expansion of knowledge and expertise through both academic/continuing education and certification.

STANDARDS

Education

The Licensed Practical/Vocational Nurse

1. Shall complete a formal education program in practical nursing approved by the appropriate nursing authority in a state.
2. Shall successfully pass the National Council Licensure Examination for Practical Nurses.
3. Shall participate in initial orientation within the employing institution.

Legal/Ethical Status

The Licensed Practical/Vocational Nurse

1. Shall hold a current license to practice nursing as an LP/VN in accordance with the law of the state wherein employed.
2. Shall know the scope of nursing practice authorized by the Nursing Practice Act in the state wherein employed.
3. Shall have a personal commitment to fulfill the legal responsibilities inherent in good nursing practice.
4. Shall take responsible actions in situations wherein there is unprofessional conduct by a peer or other health care provider.
5. Shall recognize and have a commitment to meet the ethical and moral obligations of the practice of nursing.
6. Shall not accept or perform professional responsibilities which the individual knows (s)he is not competent to perform.

Practice

The Licensed Practical/Vocational Nurse

1. Shall accept assigned responsibilities as an accountable member of the health care team.
2. Shall function within the limits of educational preparation and experience as related to the assigned duties.
3. Shall function with other members of the health care team in promoting and maintaining health, preventing disease and disability, care for and rehabilitating individuals who are experiencing an altered health state, and contributing to the ultimate quality of life until death.
4. Shall know and utilize the nursing process in planning, implementing, and evaluating health services and nursing care for the individual patient or group.
 - a. Planning: The planning of nursing includes:
 - 1) assessment/data collection of health status of the individual patient, the family and community groups.
 - 2) reporting information gained from assessment/data collection
 - 3) the identification of health goals.
 - b. Implementation: The plan for nursing care is put into practice to achieve the stated goals and includes:
 - 1) observing, recording and reporting significant changes which require intervention or different goals.
 - 2) applying nursing knowledge and skills to promote and maintain health, to prevent disease and disability and to optimize functional capabilities of an individual patient.
 - 3) assisting the patient and family with activities of daily living and encouraging self-care as appropriate.
 - 4) carrying out therapeutic regimens and protocols prescribed by personnel pursuant to authorized state law.
 - c. Evaluations: The plan for nursing care and its implementations are evaluated to measure the progress toward the stated goals and will include appropriate person and/or groups to determine:
 - 1) The relevancy of current goals in relation to the progress of the individual patient.
 - 2) The involvement of the recipients of care in the evaluation process.
 - 3) The quality of the nursing action in the implementation of the plan.
 - 4) A re-ordering of priorities or new goal setting in the care plan.
5. Shall participate in peer review and other evaluation processes.
6. Shall participate in the development of policies concerning the health and nursing needs of society and in the roles and functions of the LP/VN.

Continuing Education

The Licensed Practical/Vocational Nurse

1. Shall be responsible for maintaining the highest possible level of professional competence at all times.
2. Shall periodically reassess career goals and select continuing education activities which will help to achieve these goals.

3. Shall take advantage of continuing education and certification opportunities which will lead to personal growth and professional development.
4. Shall seek and participate in continuing education activities which are approved for credit by appropriate organizations, such as the NFLPN.

Specialized Nursing Practice

The Licensed Practical/Vocational Nurse

1. Shall have had at least one year's experience in nursing at the staff level.
2. Shall present personal qualifications that are indicative of potential abilities for practice in the chosen specialized nursing area.
3. Shall present evidence of completion of a program or course that is approved by an appropriate agency to provide the knowledge and skills necessary for effective nursing services in the specialized field.
4. Shall meet all of the standards of practice as set forth in this document.

GLOSSARY

Authorized (acts of Nursing)

Those nursing activities made legal through State Nurse Practice Acts.

Lateral Expansion of Knowledge

An extension of the basic core of information learned in the school of practical nursing.

Peer Review

A formal evaluation of performance on the job by other LP/VNs.

Specialized Nursing Practice

A restricted field of nursing in which a person is particularly skilled and has specific knowledge.

Therapeutic Regimens

Regulated plans designed to bring about effective treatment of disease.

Career Advancement

A change of career goal.

LP/VN

A combined abbreviation for Licensed Practical Nurse and Licensed Vocational Nurse. The LVN is title used in California and Texas for the nurses who are called LPNs in other states.

Milieu

One's environment and surroundings.

Protocols

Courses of treatment which include specific steps to be performed in a stated order.

NATIONAL FEDERATION OF LICENSED PRACTICAL NURSES, INC.
605 Poole Drive, Garner, NC 27529 · 919/779-0046 · Fax: 919/779-5642 · www.nflpn.org

NMU POLICIES AND INFORMATION

RIGHTS AND RESPONSIBILITIES

Americans with Disabilities (ADA) Policy

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 C.B. Hedgcock (227-1700). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.

Disability Services

(located in the Dean of Students Office)

C.B. Hedgcock

Room 2001

Phone: 906-227-1737

E-mail: disserv@nmu.edu

Website: <http://www.nmu.edu/disabilityservices/>

Nondiscrimination Policy

Northern Michigan University does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation or veteran status in employment or the provision of services, and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

Debra LaMere

Interim Director Human Resources

158 Services Building

E-mail: dlamere@nmu.edu

Office: 906-227-2330 Fax: 906-227-2334

Janet L. Koski

Interim Equal Opportunity Officer

Administrative Assistant

EEO/AA Specialist/Human Resources Generalist

E-mail: jakoski@nmu.edu

Office Phone: 906-227-2420 Fax: 906-227-2334

Tobacco-free Policy

Northern Michigan University is committed to providing a healthy environment for students, faculty, staff and visitors. In the hopes to promote a healthier lifestyle and safer campus NMU will join over 800 universities and colleges by going tobacco-free beginning Aug. 1, 2014. The policy will cover all university property and university-owned vehicles. The only excluded areas include:

- Public sidewalks and roadways bordering the campus
- Personal vehicles driven or parked on campus that have the windows fully closed
- NMU Golf Course

The tobacco-free policy will prohibit the use of all tobacco products as defined by the American College Health Association which includes all tobacco-derived or containing products, including cigarettes, vapor cigarettes (e-cigarettes), cigars, cigarillos, hookah-smoked products and oral tobacco (spit and spitless, smokeless, chew, snuff). <http://www.nmu.edu/tobaccofree/policy>

Student Handbook

The Northern Michigan University Student Handbook (<http://webb.nmu.edu/dso/SiteSections/OurServices/Handbook.shtml>) contains information on Students Rights and Responsibilities, the Student Code and University Policies and Related Documents. This publication is available in the office of the Dean of Students, 2001 C.B. Hedgcock (227-1700). The Handbook details NMU Rules and Regulations and grievance procedures.

STUDENT SERVICES AND ORGANIZATIONS

Northern Michigan University, as a regional institution, serves students with varied educational, professional, and vocation objectives. In order to meet the unique needs of all students and enhance their opportunities for learning, the University provides numerous services outside the classroom. Information regarding student services is available from the office of Dean of Students, 2001 C.B. Hedgcock (227-1700). Some of the services most frequently used by students are described below.

Academic Advisement Center: 3302 C.B. Hedgcock, 227-2971

This center provides a variety of services that enhance the academic success of students. In addition, the center provides academic counseling to students who are unsure of their academic direction or who wish to change their major field of study.

Counseling Center: Personal and Career Counseling 3405 C.B. Hedgcock, 227-2981

The center offers services that facilitate students' personal development, helping them to better participate in the NMU learning community. The staff of professional psychologists and counselors provides a variety of services, including individual counseling, group counseling, and skill training in assertiveness, stress management, and test-performance anxiety.

Health Center: Gries Hall, Ground Floor, 227-2355

The professional staff consists of physicians, registered nurses, a pharmacist, a medical technologist, a dietician, and auxiliary personnel. A complete range of medical and minor surgical services is available.

Career Services: 3302.3 C.B. Hedgcock, 227-2800

This office offers assistance with job placement, coordinates referrals for full-time jobs and internships, provides individual advisement regarding job search strategies, and offers placement workshops. In addition, this office houses a career information library.

Olson Library

Services available from the library include access services to library materials, on-line catalog services, reference, and information services, on-line data base searching, interlibrary loan, and government documents. Specific nursing information can be found on the library web site under "Course Guides". The library provides an instruction program to develop self-reliant library users. The library is open 7 days a week during the academic year. For information regarding hours contact the library (227-2260) or check the website.

Student Nurses Association (SNA)

The Student Nurses Association (SNA) is dedicated to serving all NMU students interested in the field of nursing. Activities include community service, fundraisers, nursing social activities, the NMU Health Fair and local blood drives. The SNA provides support and encouragement to its students and exposes them to information about pertinent nursing opportunities and national organizations. We function as a resource for information that student nurses may not otherwise receive in clinic or the classroom, including speakers with experience in various fields of nursing. Our aim is to promote professional and social unity among the nursing students and to facilitate a positive contribution to the field of nursing. For more information, email jlantz@nmu.edu.

PROCEDURE FOR MANAGEMENT OF EXPOSURE TO BLOOD-BORNE DISEASES

GENERAL:

1. Significant exposure is defined as percutaneous or permucosal (ocular or mucous membrane) exposure to blood or other body fluids containing visible blood.
2. If possible, the wound or exposed area shall be immediately and thoroughly washed with soap and water.
3. The Associate Dean and NMU Health Center shall be notified as soon as possible.
4. A Northern Michigan University Incident Report for Accident/Injury/Illness shall be completed.
5. If the source client is identifiable, they shall be informed of the incident and requested to be tested. After informed consent is obtained, the source client's blood should be tested for the following:
 - Hepatitis B surface antigen
 - HIV antibody

Label specimens: "Rush – Needlestick" and send to Marquette General Hospital or affiliate laboratory.

NOTE: If the source client is a Northern Michigan University student or faculty member, he/she will be requested to report to the NMU Health Center or the affiliate laboratory for testing. These lab fees only (Hepatitis B surface antigen and HIV antibody), will be paid by the Health Center if performed at the Health Center. If performed elsewhere, student may be responsible for cost.

6. The exposed student/faculty member will also be referred to the Health Center for counseling and testing or to the employee health service at the affiliate. If the exposed person refuses to accept referral, a "Documentation of Refusal to Accept Referral" shall be completed (Attachment 2). The Health Center and/or the affiliate employee health service shall be notified of the exposed person's refusal to accept a referral.

If the exposed person has completed Hepatitis B vaccination, obtain informed consent and test for:

- HIV antibody
- Hepatitis B surface antibody

Label specimens: “Rush – Needlestick” and sent to Marquette General Hospital or the affiliate laboratory.

If the exposed person has not completed Hepatitis B vaccination, obtain informed consent and test for:

- HIV antibody
- Hepatitis B surface antibody (anti-HBs)
- Hepatitis B surface antigen
- Hepatitis B core antibody (anti-HBc)
- SGOT (AST)

Label specimens: “Rush – Needlestick” and sent to Marquette General Hospital or the affiliate laboratory.

7. For greatest effectiveness, Hepatitis B immune globulin (HBIG), when indicated, should be given as soon as possible after exposure, preferably within 24 hours. Its value beyond seven days after exposure is unclear.

The dose is 0.06 ml/kg, to a maximum of 5 ml, IM

8. When indicated, recommend a Hepatitis B vaccine. This is injected in the deltoid muscle, and can be given simultaneously with HBIG, but not at the same site. Primary vaccination comprises three IM doses of vaccine, with the second and third doses given 1 and 6 months after the first.
9. Recommend a Tetanus booster, 0.5 ml IM, if the injury is from a discarded or soiled sharp instrument, and the exposed person has not received a Tetanus booster vaccine in the past five years.

4/20/2010

NORTHERN MICHIGAN UNIVERSITY
Practical Nursing Program
School of Nursing
College of Professional Studies

DOCUMENTATION OF REFUSAL TO ACCEPT REFERRAL

Date: _____ Date of Birth: _____

Name: _____

Address: _____

Reason for Referral: _____

I have been advised to go to the NMU Health Center or affiliate employee health service immediately for counseling and testing because of the above mentioned reason(s). Even though it has been recommended that I do so, I do not plan to go now for the following reason(s):

The following possible risks of not accepting or acting upon the referral have been explained to me:

I hereby release Northern Michigan University from any and all liability arising out of or connected with my decision not to follow the above medical recommendation.

Signature: _____ Date: _____

I witness the fact that the individual signed the above and said he/she read and understood the same.

Witness= Signature: _____ Date: _____

c: NMU Health Center

NMU School of Nursing
 Student Application Information Form
 Core Performance Standards

Potential PN Students: Please read the following statements carefully.

Nursing is an occupation which involves daily contact with individuals and requires ability to perform a wide variety of activities. Some individuals might not be suited to perform the activities of a registered nurse. Many hospitals require physical examination, laboratory testing and x-rays prior to hiring and individual to rule out pre-existing conditions which could cause problems in performing the expected duties. If you have any condition which might impair your ability to perform the activities required of a practical nurse, you might wish to reconsider applying for admission to the nursing major. Indicated below are core performance standards for admission and progression in the PN program.

CORE PERFORMANCE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in client rooms, work spaces and treatment areas, administer cardio-pulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment, position clients, administer medications orally and parenteral.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hears monitor alarms, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observes client responses; recognizes subtle physical changes.
Tactile	Tactile ability sufficient for physical assessment and performance of skilled nursing activities.	Performs palpation, functions of physical examination and/or those activities related to therapeutic nursing interventions, e.g. insertion of a catheter or starting an IV.

Student Applicants with Possible Latex Allergies

Students wanting to enter any Practical Nursing program at Northern Michigan University are strongly advised to consult and be tested by a physician who specializes in Allergy and Immunology prior to starting the program. The physician can determine and advise the student regarding contact dermatitis and/or latex allergy.

Natural rubber latex allergy is a serious medical problem and a disabling occupational disease among health care workers. Allergic reactions to latex range from skin disease to asthma and anaphylaxis that can result in chronic illness, disability, career loss, hardship, and death. There is no treatment for latex allergy except complete avoidance of latex. Early diagnosis and latex avoidance are essential because continued exposure can lead to advanced allergic symptoms that disrupt careers and everyday living, and create serious barriers to health care. Latex-sensitized persons should take the following precautions:

- a) avoid all contact with latex
- b) carry auto-injectable epinephrine
- c) wear a medical ID bracelet

Although latex gloves are the most prominent source of latex allergen, many other products contain latex including:

- Blood pressure cuffs, medication vials, and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Avoidance of latex in health care facilities used for clinical training of health occupation students is not possible. Non-latex gloves are available, however they do not provide as effective a barrier to bacteria, viruses, or blood.

The risk of progression from skin rash to more serious reactions is unknown. However, a skin rash may be the first sign that a worker has become allergic to latex and that more serious reactions could occur with continuing exposure.

An individual with a latex allergy who is starting career training is advised to select a career outside the health occupations.

I have read and understand the above information. I agree to keep Northern Michigan University and affiliated clinical agencies, free and harmless of all liability of any suits, claims, actions, or financial obligations of whatsoever kind or character as a result of my decision to enter a program of health occupations.

Signature _____ Witness _____

Date _____ Date _____

NMU SCHOOL OF NURSING
Making Copies of Student Work

Permission to Make Copies of Student Papers

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. thesis, practicum, paper, model, slide) related to the discipline and completed for academic credit excluding exams. The Faculty of the School of Nursing are requesting that students provide permission to copy student work for the following purposes:

1. As examples for accreditation and licensing bodies;
2. For the explicit purpose of using the paper/product as a positive example for student learning including placing that paper/product on reserve in the library or the Department;
3. Papers/products completed for research practicum or thesis work will be bound and placed in the Library or Nursing office for the purpose of allowing the general public to have access.

Thank you for your cooperation in this matter.

cc: Student's File

I give the Faculty of the School of Nursing permission to copy course papers/products under the conditions described in the preceding paragraphs.

Signature

Witness

Date

Date