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STUDENT HANDBOOK
Please read the handbook carefully.

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

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 one-year program leading to a certificate in Practical Nursing. Graduates of the PN 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 possessing inherent dignity and worth. Each client has a hierarchy of needs that continually changes as they progress through the developmental stages from conception to death.

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 is committed to the development of a multicultural learning environment, which will promote the personal, intellectual, social and career development of all students. Faculty recognize the importance of cultural sensitivity and emphasize this throughout the program.

The faculty believes 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 supports the right of the student to challenge and debate beliefs within the context of academic freedom and mutual professional respect.

COMPETENCIES

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

Assessment
1. Assesses basic physical, emotional, spiritual and socio-cultural needs of the client’s health care.
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. Prioritizes nursing care needs of clients
2. Achievement and re-evaluation of care planning goals

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

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. Demonstrates the role of the licensed practical/vocational nurse in the healthcare 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 improving performance
6. Adheres to the American Nurse Association (ANA) Code of ethics
7. Functions as an advocate for the healthcare consumer

### PRACTICAL NURSING CURRICULUM

**PN Program - Required Prerequisite Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 104</td>
<td>Human Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>(BI 201/202, or BI 207/208)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HN 210</td>
<td>Nutrition for Humans (HN 301 A &amp; B)</td>
<td>4</td>
</tr>
<tr>
<td>AH 102</td>
<td>Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>AH 171</td>
<td>Medical Terminology or OIS 171</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 (*16)</td>
</tr>
</tbody>
</table>

*Students admitted prior to Fall 2016 will have to complete HP 200 Physical Well Being.

### Nursing Curriculum Courses

#### Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 127</td>
<td>Fundamentals of Nursing-Lecture</td>
<td>4</td>
</tr>
<tr>
<td>PN 128</td>
<td>Fundamentals of Nursing-Clinical</td>
<td>6</td>
</tr>
<tr>
<td>AH 107</td>
<td>Clinical Pharmacology (or NU 221 (see below))</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td><strong>NU 221</strong></td>
<td>Pharmacology I (with permission from instructor)</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Winter Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 137</td>
<td>Health &amp; Illness Concepts Across the Lifespan</td>
<td>8</td>
</tr>
<tr>
<td>PN 138</td>
<td>Health &amp; Illness Concepts – Clinical</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14</td>
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</table>

#### Summer Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PN 139</td>
<td>Obstetrics – Lecture</td>
<td>3</td>
</tr>
<tr>
<td>PN 140</td>
<td>Health &amp; Illness Concepts of Women, Child &amp;</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Family – Clinical</td>
<td></td>
</tr>
<tr>
<td>HP 200</td>
<td>Physical Well Being</td>
<td>*1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5-6</td>
</tr>
</tbody>
</table>

### Total Credits

| Total Credits | 47 |

### Course Repeat Policy

If you are repeating a course, please notify the Registrar's Office at 906-227-2278, or e-mail records@nmu.edu. You can also print and fill out the “course repeat” form and return it to the Registrar's Office, 2202 C.B. Hedgcock Building. This information is needed so that your record can be
properly adjusted. NMU counts the most recent grade in a course even if that grade is lower than the previous one. Withdrawing from a course and taking the course again is not a repeat. Most recent grades in anatomy and physiology will be used for scoring. To meet the pre-requisite requirement, students must complete BI104, OR a combination of either BI201 and BI202, OR BI207 and BI208. If BI201/202 were previously completed, BI207 may be taken to replace the grade in BI201, and BI208 may be taken to replace the grade in BI202. These replacement grades will be considered within the School of Nursing for purposes of admission, but the grade will not be replaced by the University on the student’s transcript. Note: “C-” is not acceptable grade for prerequisite courses in School of Nursing programs. Students must have grade of “C” or higher for prerequisite requirement to be met.

Program Description

This program encompasses three semesters of coursework. The pre-nursing semester(s) courses provide a core of knowledge on which subsequent courses are based. Nursing courses in the second and third 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. Graduates of NMU’s PN Program are well prepared for a successful first time completion of the National Council of State Boards of Nursing (NCLEX)-PN as demonstrated by a consistently high passing rate.

The Michigan State Department of Vocational Education and the Michigan Board of Nursing are the approval agencies for the program.

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 and maintenance of a 2.0 or better at NMU. Students who have the highest GPA in prerequisite coursework 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 passed all required prerequisite nursing courses with a minimum GPA of 2.0 (C) and within a maximum of two attempts. This includes AH 102, BI 104 or equivalent, HN 210 or equivalent,
AH 107, *NU 221 (*with permission from instructor) and AH 171 or OIS 171. Any exceptions would need to be made through conversation with PN Program Coordinator and Associate Dean of School of Nursing.

Transfer Students

Students transferring to NMU’s School of Nursing from another nursing program must provide proof of good standing from their previous program. Proof must 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 Practical Nursing 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/or 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.

Completion of Program

Graduates of the Practical Nursing Program receive a certificate, a nursing pin (which is purchased by the student), and will be eligible to sit for the NCLEX Licensure exam. 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 and NCLEX Licensure exam fee are the responsibility of the student.

Readmission Criteria

The PN program was revised in Fall 2015. Readmission is limited to those new admissions to the program after the Fall 2015 date. If the student has failed any nursing courses more than twice, they would be ineligible for readmission.

The students who wish to be readmitted into the revised PN program after having a withdrawal or failure in previously enrolled nursing course must initiate the following steps:
1. Send a written request for readmission to the PN program faculty describing how they might be successful if allowed back into the program.
2. Students writing a letter seeking readmission to PN 127 Fundamental of Nursing Lecture or PN 128 Fundamentals of Nursing Clinical must be received prior to April 1st of the academic semester desiring to enter.
3. Student writing a letter seeking readmission to PN 137 Health and Illness across the Lifespan Lecture or PN 138 Health and Illness across the Lifespan Clinical must be received prior to October 1st of the academic semester desiring to enter.
4. Readmission to PN 139 Obstetrics Lecture or PN 140 Health and Illness Concepts of Women, Child and Family Clinical must be received prior to March 1st of the academic semester desiring to enter.
*Please note: A written request does not guarantee readmission to the program, but that you will be considered, and it is contingent upon availability within the clinical sites.

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 Student Handbook is found on the NMU Dean of Students website. Further information is available from the Dean of Students office: 2001Hedgcock (906)227-1700.

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 Section 1.21 of the NMU Student Handbook: Grade Appeals

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 within the NMU Student Handbook.
REQUIREMENTS FOR CLINICAL COURSES

Requirements of all Clinical Off-site Organizations

Placement in all off-site clinical settings require that the student meet any clinical requirements and orientation processes deemed necessary by the contracted off-site organizations in addition to those listed in this handbook. The faculty will try to avoid a student being placed in an “off-site” clinic where they are currently employed. The experience offered by off-site clinical settings are educational opportunities provided to the NMU Practical Nursing Program, and does not certify completion or competence in any procedures, but may provide proof of attendance.

CPR, CBC, Drug Screening, Immunization Documentation

Northern Michigan University School of Nursing contracts with CastleBranch.com to process criminal background checks (CBC), drug screening, CPR, and immunization requirements.

The CastleBranch.com package code that you need to utilize and complete is OE66pn. This code will provide you with the Medical Document Manager (Student Immunization Tracker) as well as your criminal background check (CBC). You are responsible for all costs related to program requirements.

Log onto www.CastleBranch.com and choose PLACE AN ORDER at the top of the screen to create an account (Medical Document Manager – Student Immunization Tracker) using package code OE66pn. Go to “to-do lists,” click on the item required to upload, then “browse” your computer for the proper documentation, click “open,” “attach document,” and “submit.” All of the following documentation must be uploaded at CastleBranch.com by 5pm on August 22, 2018:

Cardiopulmonary Resuscitation (CPR) Certification
1. Criminal Background Check (CBC) (Due August 15, 2018)
2. Urine Drug Screening
3. Measles, Mumps, and Rubella (MMR) immunization or positive titres
4. Tetanus, Diphtheria, and Pertussis (within past 10 years) – usually given as Tdap
5. Varicella (Chicken Pox) – proof of 2 doses, positive titre, OR documentation of history of Varicella or Herpes Zoster by healthcare provider
6. Hepatitis B vaccination series, positive titre, OR declination form
7. Annual Two-step TB Skin Test and Results - must be repeated during the program, if the test expires prior to 6/18/2018
8. Annual Flu Vaccine or Declination form (flu only is not due until November 15, 2017)

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.CastleBranch.com by 5pm on August 22, 2018. The package code for the Medical Document Manager at CastleBranch.com is OE66pn. Make sure
to keep a hardcopy file of all your immunization records and other additional requirements.

CPR
Nursing students must provide evidence of a 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 from American Heart Association Basic Life Support/BLS Provider 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.

Note: CPR certification must be completed through the American Heart Association. CPR completed through American Red Cross cannot be accepted. Online and Heart Saver courses are also not accepted.

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 CBC is a condition for participation in the clinical component of the nursing curriculum. Northern Michigan University School of Nursing contracts with CastleBranch.com and will only accept CBCs performed by this company. The results of your CBC will automatically be stored by CastleBranch.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 15, 2018.

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 healthcare 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](http://legislature.mi.gov/doc.aspx?mcl-333-20173a)

Specific crimes are listed. Convictions are detailed by clicking on the Legal Guide at: [https://miltcppartnership.org/Documents/LegalGuide.pdf](https://miltcppartnership.org/Documents/LegalGuide.pdf)

Note: If you have had a Castle Branch CBC processed for NMU in the past, you may not need an additional report. Please contact the PN Program Coordinator.

Drug Screening
All students are required to obtain urine drug screen testing no later than August 15, 2018 and results must be uploaded to Castle Branch – Student Immunization Tracker no later than 5pm on
August 22, 2018.  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 Program’s 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.

UP Health Systems - Marquette 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

UP Health Systems – Marquette utilizes the same lab and urine drug screen panel that is required for our students. Consequently, if you are a UP Health Systems - Marquette 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 UP Health Systems - Marquette:

1. After 9/1/2012, please obtain a copy of your results from UP Health Systems - Marquette Human Resources and upload to the Medical Document Manager at CastleBranch.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 UP Heath Systems - Marquette.

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, 2018. Results must be uploaded to www.CastleBranch.com by 5pm on August 22, 2018. Again, the package code for CastleBranch.com is OE66pn. Please make sure to keep a hardcopy file of all your immunizations and other testing results.

Immunizations/Vaccinations and TB Skin Test
Upload your Official State of Michigan Immunization Record (MCIR) with vaccination dates and verification of vaccination completion for any of the following: MMR, Varicella, Tetanus/Diphtheria/Pertussis, Flu vaccine, Hepatitis B. You will need to upload a document for each requirement. Make sure to keep a hardcopy file of all your immunization records and other additional requirements.

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, DTP or TD. If no documentation is available, a Tdap vaccine or proof of positive laboratory titres is required.
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, a laboratory titre is obtained. If the titre is positive, 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, 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 two-step tuberculin skin test within the last year. The second test is required one to three weeks after the first test. A one-step TB skin test is required annually while in the nursing program. If you have a positive TB skin test or a positive QuantiFERON Gold blood test in the past, then you must present documented proof of a negative chest x-ray on admission and complete a TB Symptom Questionnaire yearly. If receiving immunization/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:**
   - **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. TB skin testing in pregnancy has not been proven safe nor has it been proven to present risk. If a clinical site requires TB testing during pregnancy, a QuantiFERON Gold blood test can be safely used. Within one month after delivery (upon return to clinical setting) the student needs to have a TB test result on file. Students must fill out the TB Symptom Questionnaire.
   - **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 verifiable contraindication to receiving the flu vaccine. Flu vaccines are given on an annual basis.
   - **Flu Vaccine** usually becomes available in the fall of each year. Consequently, documentation of your 2017/2018 Flu Vaccine or declination form must be uploaded to the Medical Document Manager – Student Immunization Tracker no later than **November 15, 2018**.

**REMINDER**: You are responsible for all costs related to program requirements.
Urine drug screen testing must be completed by **August 15, 2018** and uploaded no later than **August 22, 2018**. All documentation of CPR, TB skin test and immunizations/vaccinations must be uploaded by **5pm on August 22, 2018**. Criminal background checks must be completed no later than **August 15, 2018**.

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. NMU has worked with the management of the UP Health Systems - Marquette Occupational Medicine Clinic and the NMU Health Center to ensure that 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. If a conviction does occur, 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.
In order to maximize safety and quality of client care, area health care facilities have implemented policies mandating drug screening for all client care providers, including nursing students and nursing faculty. This in turn creates the need for a NMU Practical Nursing program drug screening policy. This policy affects currently enrolled NMU Practical Nursing students.

I. PRE-CLINICAL SCREENING

1. Students will receive information pertaining to the drug screening policy with their letter of provisional acceptance to the Practical Nursing program. By signing and returning the letter of provisional acceptance to the Practical Nursing program, the student also agrees to meet all compliance requirements, including urine drug screening.

2. Drug screening will be conducted by UP Health Systems-Marquette 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 by the specified due date. Drug screens performed outside of this timeframe 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 Practical Nursing program (see #3 above). Further drug screening while enrolled in the NMU Practical Nursing 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 Practical Nursing 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 Practical Nursing program if a failed drug screen occurs.

II. 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 Practical Nursing 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 Practical Nursing 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 Practical Nursing 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 UP Health Systems - Marquette 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 Licensing and Regulatory 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 licensing and regulatory affairs.

III. 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 Practical 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 Alcohol and Other Drug Abuse (AODA) 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. A recent copy of an unencumbered license must be submitted for review by the Associate Dean and Director of the School of Nursing.

4. Submit for urine drug screening at UP Health Systems - Marquette Occupational Medicine Clinic as stipulated in section one, Pre-Clinical Screening, of this document. The cost of the drug screen is the responsibility of the student.

5. A second failed drug test result will permanently render the student ineligible for re-enrollment to the Practical Nursing 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.

IV. CONFIDENTIALITY

HIPAA Guidelines will be followed regarding student drug screen test results.
Transportation
Students must provide their own transportation to and from clinical facilities. Other transportation options include carpooling 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 nor are they permitted to be passengers in client’s 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. Nail polish of any kind is not permitted.
2. Hair will be off the collar, clean, and of natural color so that asepsis is maintained for both the student and client.
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 with, but prevent mid-section or cleavage from showing.
6. Clothing must be clean, ironed or wrinkle free and free of pet hair and/or excessive lint.
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, aftershave, etc.) should be avoided.
12. Facial hair (beards and mustaches) must be clean and neatly trimmed.

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 scrubs, in addition to the School of Nursing patch, which must 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. Students must follow all clinic off-site dress code policies.

Guidelines for wearing hunter green scrub uniform:
1. White socks or hose are required
2. Some students may choose to wear a neutral solid color top (no t-shirts) underneath the scrub top so that modesty (no midriffs or cleavage) and a professional appearance are maintained.
3. White sweaters or matching hunter green scrub jackets are acceptable. Zipped and/or hooded sweatshirts of any kind are not permitted. The sweater or matching hunter green scrub jacket do not need to have a PN Program patch as long as the student’s PN student badge is visible.
4. Students will not wear student attire (nursing scrubs) for work purposes.

How to Order Uniforms
Uniforms are first needed for PN 128 and can be purchased at the NMU bookstore.

Name Tags
Picture name tags are required in all clinical settings beginning with PN 128. 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. You will also need the tag that says PN student. Some clinics may require a different name tag. UPHS Marquette ID Badges are the property of UPHS Marquette and will be returned to Human Resources or volunteer Service upon students completion of placement. Specific information for those requirements will be given to the students by the instructor.

REQUIRED CLINICAL EQUIPMENT

1. Bandage scissors. Available from a pharmacy and online.
2. Stethoscope. Available from uniform shops and online.
3. Watch with a sweep second hand.
4. NMU student ID with plastic ID holder and PN Student tag (purchased at NMU Bookstore)
5. Pocket calculator (may use a calculator phone app)
6. Black pen
7. Penlight
8. Drug book or app

ATTENDANCE

Didactic/Lecture Course Attendance
Requirements for class attendance is mandatory and make-up work will be assigned. 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. Please review specific course syllabi.

**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 the specific course requirements in each 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 for an absence from 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 healthcare 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 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 cancelled, the instructor shall use reasonable judgment in making a decision 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 students’ 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, and out of sight, or at home when possible. Use caution with laptops in vehicles during extreme temperatures.
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 students practicing invasive skill on one another.
1. No student shall perform an invasive procedure on another student or volunteer.
2. Invasive procedures are any nursing procedure that involves 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.
3. Only mannequins or other instructional aides shall be used for such practice.
4. Exceptions to the policy include the following procedures:
   a. Oral and ear assessments
   b. Oral and tympanic temperatures
   c. Oral feeding
   d. Nasal exams
   e. Vaginal exams (DNP students)
   f. TB skin test administration with supervision
   g. Glucose checks with supervision

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

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 on-site 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 and on page 36 and 37 of this PN Student Handbook.

Health Insurance
Health insurance is strongly recommended and may be required for certain clinical placements in the nursing program. 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. Students needing follow-up care from such injury are strongly encouraged to utilize the NMU Health Center for care.

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. Specific healthcare facilities may require proof of personal malpractice insurance coverage.
SCHOOL OF NURSING GRADING POLICY

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
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<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
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<tr>
<td>D+</td>
<td>67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
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<tr>
<td>D-</td>
<td>60 - 62</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
</tr>
</tbody>
</table>

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

HESI NCLEX-PN Review Course

Students must attend a two-day HESI 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 Practical Nursing 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 no earlier than the final week of the class or 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 students shall intentionally or unintentionally participate in academic dishonesty. If a student is uncertain about an issue of academic honesty, s/he should consult the faculty member to resolve questions in any situation prior to the submission of any academic work. This regulation does not preclude an academic penalty imposed by a faculty member as provided for in Student Rights and Responsibilities, Section 1.2.3.

Cheating
No students shall, during the course of a quiz or examination, (1) offer information of any kind to another student; (2) take and/or receive information of any kind from another student, or from the quiz or examination responses made by another student; or (3) have in their possession any tool, written material, or other device which may be of assistance to them in taking the quiz or examination, and which has not been authorized by the person proctoring the quiz or examination.

No students shall take, steal, or otherwise procure in an unauthorized manner any piece or pieces of writing or information which contain the questions or answers to an examination scheduled to be given to any individual or group enrolled in any course of study offered by the University.

No students shall complete or attempt to complete any academic exercise for another individual without proper authorization. No students shall allow another person to complete or attempt to complete any academic exercise on his/her behalf.
**Complicity**
No students shall knowingly participate in, or otherwise facilitate, the academic dishonesty of another student.

**Falsification**
No students shall submit as their own any work or assignment, which contains content falsified by the student or content the student, knows to be false. No students shall provide false or misleading information to influence academic requirements, including but not limited to grades, attendance, academic exercises or deadlines.
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 Public Health Code and 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, and 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 will participate in a preceptor situation. The School of Nursing has come up with the following definition:

Preceptor: “An experienced baccalaureate prepared registered nurse, or other experienced professional, paired in a one-to-one relationship with a nursing student, who actively participates in the education, mentoring, and evaluation of the nursing student in a clinical setting”. The preceptor will be asked to provide feedback regarding the student’s performance and feedback will be directed to the clinical instructor. 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 unique attributes of every person.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Social Media Policy
1. Nurse must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view posting.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.
“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 LICENSED 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 healthcare 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 reordering 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.
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: 906-227-1700
E-mail: disserv@nmu.edu
Website: http://www.nmu.edu/disabilityservices/

Nondiscrimination Policy
Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU 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.

Rhea Dever
Director Human Resources
105 Cohodas
E-mail: rdever@nmu.edu
Office: 906-227-2333  Fax: 906-227-2334

Janet Koski
Director of Diversity, Equity and Inclusion
Administrative Assistant
Equal Opportunity Officer and Title IX Coordinator
Email: jakoski@nmu.edu
Office Phone: 906-227-2420  Fax: 906-227-2334
Tobacco-free Policy
Northern Michigan University Tobacco-free 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](http://www.nmu.edu/tobaccofree/policy)

Student Handbook

STUDENT SERVICES AND ORGANIZATIONS
Northern Michigan University, as a regional institution, serves students with varied educational, professional, and vocational 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, online catalog services, reference, and information services, on-line database 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 seven 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 sna@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 Director/Associate Dean and the 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:
   a) Hepatitis B surface antigen
   b) HIV antibody

Label specimens: “Rush – Needlestick” and sent to UPHS or affiliated 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 affiliated 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.

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 form on page 38 of this PN Student Handbook shall be completed. The Health Center and/or the affiliated 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:
   a) HIV antibody
   b) Hepatitis B surface antibody

Label specimens: “Rush – Needlestick” and send to UPHS or the affiliate laboratory.

If the exposed person has not completed Hepatitis B vaccination, obtain informed consent and test for:
   a) HIV antibody
   b) Hepatitis B surface antibody (anti-HBs)
   c) Hepatitis B surface antigen (HBsAg)
   d) Hepatitis B core antibody (anti-HBc)
   e) SGOT (AST)

Label specimens: “Rush – Needlestick” and send to UPHS or the affiliate laboratory.
7. For greatest effectiveness, Hepatitis B immune globulin (HGIg), when indicated, should be given as soon as possible after exposure, preferable within 24 hours. Its value beyond seven days after exposure is unclear.

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

8. When indicated, recommended a Hepatitis B vaccine. This is injected in the deltoïd 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 the past five years.
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 an 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.

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

Students wanting to enter any Practical Nursing program at Northern Michigan University are strongly advised to consult with 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 healthcare 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:

1. Avoid all contact with latex
2. Carry auto-injectable epinephrine
3. 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 healthcare 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