



# **Practical Nursing/ Associate Degree Nursing Program Orientation**

**2011-2012**

## Welcome to the Nursing Program

Welcome to Mid-State Technical College and the Nursing program. You are about to begin a very exciting and challenging program. Nursing as a career will bring you great satisfaction and many rewards. This program will prepare you to work as a graduate practical nurse or graduate registered nurse and you will be eligible to take the national licensing test. If you pass this national test, then you will be a Licensed Practical Nurse or Registered Nurse.

There are employment opportunities for nurses in hospitals, clinics, nursing homes and home health agencies. As a graduate of this program you will be prepared to work in any of these areas.

As a student you will be encouraged to do your best. Nursing is a difficult program and the faculty will challenge you to succeed. Success does not come without a lot of hard work. You should know as you begin the program, the academic challenges that await you will be quite rigorous, and will require an investment of your time and dedication.

The nursing program is a mixture of classroom courses, hands-on practice in the skills lab, and required clinical days when students actually work with real nurses and real patients learning the role of the nurse. You are expected to keep up with assignments and be prepared for each class. Attendance at all scheduled class, lab and clinical times is expected.

The faculty and staff in the nursing program will do whatever we can to help you be successful in the program. However, the responsibility for studying and consistent attendance will remain with you.

We welcome you to Mid-State Technical College, and we are happy to have you here. We will work hard to help you meet your educational goals. From this day forward you will be a part of Mid-State Technical College. You are not just a student. You are a piece of the fabric of this institution. Be proud of what you do, be proud of your school, and enjoy this time of personal growth.

Welcome! The challenge and the satisfaction of nursing await you.

*Mary Moss RN MSN EdD*

Associate Dean of Nursing – Service and Health Division

# Introduction to Program Curriculum

### **VISION STATEMENT**

It is the vision of the Wisconsin Technical College System (WTCS)/Mid-State Technical College (MSTC) to be the premier provider of nursing education that prepares individuals for nursing practice and establishes a foundation for lifelong learning.

### **MISSION STATEMENT**

The WTCS/MSTC nursing faculty strive to provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis.

### **CORE ABILITIES**

ACTS with INTEGRITY  
COMMUNICATES EFFECTIVELY  
DEMONSTRATES EFFECTIVE CRITICAL and CREATIVE THINKING  
DEMONSTRATES GLOBAL and SOCIAL AWARENESS

### **PROGRAM OUTCOMES**

**At the completion of the 1st year, the PN graduate and ADN student will be competent in the following areas**

#### **PRACTICAL NURSE GRADUATE/ADN STUDENT**

- Adhere to standards of practice within legal, ethical, and regulatory frameworks of the licensed practical nurse
- Use effective communication skills recognizing lifespan considerations
- Provide safe caring interventions with diverse populations across the lifespan
- Assist with health assessment of individuals, families, and groups across the lifespan
- Participate in clinical decision-making within the LPN scope of practice
- Use principles of teaching and learning processes to reinforce teaching plans recognizing lifespan considerations
- Work cooperatively with others to provide holistic care
- Under supervision, manage and direct care within and across health care settings according to established protocols

**At the completion of the 2nd year, the ADN graduate will be competent in the following areas**

#### **ASSOCIATE DEGREE NURSE GRADUATE**

- Adhere to professional standards of practice within legal, ethical, and regulatory frameworks of the registered nurse
- Use effective communication skills incorporating lifespan considerations
- Assess health of individuals, families, and groups across the lifespan within the context of the community
- Make clinical decisions to assure safe and accurate nursing care
- Provide safe caring interventions with diverse populations across the lifespan
- Use teaching and learning processes to promote and restore health incorporating lifespan considerations
- Collaborate with others to respond to the needs of individuals, families, and groups across the health-illness continuum
- Manage care to facilitate continuity within and across health care settings

**Curriculum**

<i>Course Number</i>	<i>Course Name</i>	<i>Credits</i>
<b><u>Prior to Submitting "Intent to Enroll" Form</u></b>		
10-806-177	General Anatomy and Physiology	4 credits
10-806-179	Advanced Anatomy and Physiology (not required for PN students)	4 credits
10-809-188	Developmental Psychology	3 credits
10-801-195	Written Communication	3 credits
10-806-197	Microbiology (not required for PN students)	<u>4 credits</u>
Total		18 credits
<b><u>Prior to Beginning Nursing Core Courses</u></b>		
10-801-196	Oral/Interpersonal Communication	3 credits
10-809-196	Introduction to Sociology (not required for PN students)	3 credits
10-809-198	Introduction to Psychology (not required for PN students)	3 credits
	Elective(s) (not required for PN students)	<u>5 credits</u>
Total		14 credits
<b><u>Term (9 Credits)</u></b>		
10-543-101	Nursing: Fundamentals	2 credits
10-543-102	Nursing: Skills	3 credits
10-543-103	Nursing: Pharmacology	2 credits
10-543-104	Nursing: Introduction to Clinical Practice	2 credits
<b><u>Term (10 Credits)</u></b>		
10-543-105	Nursing: Health Alterations	3 credits
10-543-106	Nursing: Health Promotion	3 credits
10-543-107	Nursing: Clinical Care across the Lifespan	2 credits
10-543-108	Nursing: Introduction to Clinical Care Management	2 credits
<b>Total PN Program</b>		<b>32 credits</b>
PN Program Completion		
<b><u>Term (9 Credits)</u></b>		
10-543-109	Nursing: Complex Health Alterations I	3 credits
10-543-110	Nursing: Mental Health and Community Concepts	2 credits
10-543-111	Nursing: Intermediate Clinical Practice	3 credits
10-543-112	Nursing: Advanced Skills	1 credit
<b><u>Term (10 Credits)</u></b>		
10-543-113	Nursing: Complex Health Alterations II	3 credits
10-543-114	Nursing: Management and Professional Concepts	2 credits
10-543-115	Nursing: Advanced Clinical Practice	3 credits
10-543-116	Nursing: Clinical Transition	2 credits
<b>Total ADN Program</b>		<b>70 credits</b>
ADN Program Completion		

First set of numbers:  
10 – college level coursework

Second set of numbers:  
543 - Nursing program code  
800's – General Education codes

Third set of numbers:  
Specific to each course

## Information for nursing students considering an Online Nursing Course



In August 2004 the nursing programs in the Wisconsin Technical College System implemented one uniform curriculum in nursing. All of the course numbers and titles are exactly the same throughout the state technical college system. This allows for better transferability for courses. If an online course is not offered at MSTC, it may be taken online from another WTCS college and transferred back to MSTC.

### **What is the online component of the state WTCS seamless nursing curriculum?**

In the nursing curriculum there are theory courses, laboratory courses and clinical courses. The clinical courses will be completed at area hospitals and nursing homes. The lab courses will be held at the Mid-State Technical College Wisconsin Rapids Campus. However, it is possible for a student to take some or all of the theory courses online. This would mean the student would not come to campus, except for mid-term and final testing. He/she would be learning independently and emailing or sending materials to the instructor. Some students learn easily in an online format and some student find it extremely difficult.

**Please note:** Students who choose to take an online nursing course must remember to check their MSTC campus email and/or the clinical instructor's web page for announcements. One challenge online nursing students have found is keeping current with program information and changes.

### **What are the requirements to take an online course?**

- To increase your chance of success in an online course, a student should have had courses such as Introduction to Computers, or Introduction to Windows, and Introduction to the Internet.
- Once admitted to a nursing program, the student must meet all pre-requisites and co-requisites of the desired course.
- As a MSTC student, all the midterm and final exams must be taken on a Mid-State Campus. These exams are typically on the Wisconsin Rapids campus with offerings at our other campuses as staff schedules allow.

## Frequently Asked Questions

- 1. What does “online” mean?** The term “online” refers to taking a course using the Internet. The student would access the course syllabus and requirements by using a computer that has access to the Internet.
- 2. Can anybody take an online nursing course?** No. You must be admitted to a WTCS nursing program, meet the pre-requisites and co-requisites of the course, and receive a written authorization from the Associate Dean.
- 3. Are online courses for everyone?** Typically, individuals who have been successful in online classes are students who have computer and Internet experience, who work well independently, who are self directed and motivated. Students who need study groups, classroom discussion and class sessions do not enjoy online learning.
- 4. Once I meet the requirements, can all of the nursing courses be taken online?** No. Only the theory courses are available online. The lab and clinical courses must be completed prior to taking additional theory classes.
- 5. What is clinical?** Clinical is the term that refers to a course that meets off campus at a hospital, clinic, nursing home or other health care site. In these clinical experiences students apply the nursing techniques learned in the theory courses.
- 6. Is there a specific sequence to these online nursing courses?** Yes. The courses are developed so that a student would progress from introductory nursing knowledge to information that is more complex. Therefore, some courses are required before other courses.
- 7. Can Practical Nursing students take any online courses?** Yes. The PN students must follow the same recommendations and requirements as the ADN students.

### The following courses in the WTCS nursing programs are available online:

- ❖ 543-101 Nursing Fundamentals
- ❖ 543-103 Nursing Pharmacology
- ❖ 543-105 Nursing Health Alterations
- ❖ 543-106 Nursing Health Promotion
- ❖ 543-109 Nursing Complex Health Alterations I
- ❖ 543-110 Nursing Mental Health & Community Concepts
- ❖ 543-113 Nursing Complex Health Alterations II
- ❖ 543-114 Nursing Management and Professional Concepts

### There are disadvantages to taking an online course.

- Online or independent study courses sound really great, but the completion rate is often lower than face-to-face courses. Some students find the independent format very difficult. If you are a procrastinator, this may not be right for you.
- There is a nursing program policy that states a student may only attempt a course twice. A withdrawal (“W”) counts as one attempt.
- Previous and current nursing students find the peer support, study groups and repeated interaction a very important component of the nursing program. You may not have that with online courses.
- Groups of students form cohorts and progress through the nursing program sequence together. Students who choose online options will take an online course independently then join the cohort, then leave the group for another online course. This makes it difficult to gel with the group.

### **Required Textbook List by Semester**

(Refer to course syllabus for a complete bibliography of required textbooks)

#### **First Semester:**

##### **543-101**

- Fundamentals of Nursing Concepts, Processes, and Practice, Berman, Snyder Kozier & Erb, 9<sup>th</sup> Edition
- Encyclopedia and Dictionary of Medicine, Nursing and Allied Health, Miller-Keane and O'Toole, 7<sup>th</sup> Edition
- Nursing Diagnosis Handbook: An Evidence-based Guide to Planning, Ackley and Ladwig, 9<sup>th</sup> Edition

##### **543-102**

- Physical Examination and Health Assessment, Jarvis, Thomas and Strandberg, 5<sup>th</sup> Edition

##### **543-103**

- Pharmacological Aspects of Nursing Care, Reiss, Evans, & Broyles, 7<sup>th</sup> Edition
- MSTC Pharmacology Handbook.

##### **543-104**

- Davis's Drug Guide for Nurses, Deglin & Vallerand, 12<sup>th</sup> Edition
- Mosby's Diagnostic and Laboratory Test Reference, Pagana & Pagana, 10<sup>th</sup> Edition
- Medical Surgical Nursing with Clinical Management for Positive Outcomes, Black and Hawks, 8<sup>th</sup> Edition
- Pocket Guide to APA Style, Perrin, R., 4<sup>th</sup> Edition

#### **Second Semester:**

##### **543-105**

- Contemporary Nursing: Issues, Trends and Management, Cherry & Jacob, 5<sup>th</sup> Edition

##### **543-106**

- Essentials of Psychiatric Mental Health Nursing, Varcarolis and Halter, 2009
- Maternal and Child Nursing Care, London, Ladewig, Ball and Bindler, 3<sup>rd</sup> Edition

#### **Third Semester:**

##### **543-109**

- Medical-Surgical Nursing: Patient Centered Collaborative Care, Ignatavicius & Workman, 6<sup>th</sup> Edition

##### **543-110**

- Community Based Nursing: An Introduction, McEwen and Pullis, 3<sup>rd</sup> Edition
- Essentials of Psychiatric Mental Health Nursing, Varcarolis and Halter, 2009

#### **Fourth Semester:**

##### **543-114**

- Nursing Today: Transitions & Trends, Zerwekh & Claborn, 7<sup>th</sup> Edition

## Practical Nursing Program

### ESTIMATED PROGRAM COSTS FOR 2010-2011

Tuition: 32 credits x \$111.85/credit .....	\$ 3,579.20
Activity Fees: 32 credits x \$5.30/credit.....	169.60
Material Fees .....	150.00
**Graduation Fees .....	25.00
Textbooks (estimated) .....	950.00
Malpractice Insurance.....	15.00
**Licensure Exam/Temporary Permit/Graduation Pin (estimated) .....	285.00
Testing Fees .....	200.00
*Uniforms/Shoes/Supplies (estimated) .....	100.00
*Health Work required for Clinical session.....	175.00
<b>ESTIMATED TOTAL FOR PROGRAM</b>	<b>\$ 5,648.80</b>

All costs are subject to change.

**\*NOTE:** Expenses for these items are incurred in the first core course/semester.

**\*\*NOTE:** Expenses for these items are incurred in the final core course semester (anticipating graduation). An additional expense at graduation is the nursing pin. Prices vary depending on pin quality; the current range is \$35.00 - \$200.00.

## Associate Degree Nursing Program

### ESTIMATED PROGRAM COSTS FOR 2010-2011

Tuition: 70 credits x \$111.85/credit .....	\$ 7,829.50
Activity Fees: 70 credits x \$5.30/credit.....	353.50
Material Fees .....	350.00
**Graduation Fees .....	25.00
Textbooks (estimated) .....	1,200.00
***Malpractice Insurance.....	30.00
**Licensure Exam/Temporary Permit/Graduation Pin(estimated) .....	285.00
Testing Fees .....	375.00
*Uniforms/Shoes/Supplies (estimated) .....	200.00
*Health Work required for clinical session.....	175.00
ESTIMATED TOTAL FOR PROGRAM	\$ 11,162.50

All costs are subject to change.

**\*NOTE:** Expenses for these items are incurred in the first core course/semester.

**\*\*NOTE:** Expenses for these items are incurred in the fourth/final core course semester (anticipating graduation). An additional expense at graduation is the nursing pin. Prices vary depending on pin quality; the current range is \$35.00 - \$200.00.

**\*\*\*NOTE:** Malpractice insurance fees are paid ½ for the first year of the program (with the first semester core course) and ½ for the second year (with the third semester core course).

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## Financial Aid

**A comprehensive financial assistance program is provided for MSTC students. Types of aid available at MSTC include:**

- Agency Support (i.e. DVR, DWD)
- College Work-study
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Local Scholarships (MSTC Foundation)
- Native American Grants
- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Veterans Benefits
- Wisconsin Higher Education Grant (WHEG)

Grants do not need to be repaid, and loans begin to be repaid by the student when the student leaves college. Approximately 70% of MSTC students receive some type of financial assistance. The Free Application for Federal Student Aid (FAFSA) is available on MSTC's website. Spanish version FAFSA applications are available by contacting the Financial Aid Office.

**Contact: Financial Aid Office 715-422-5501**

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## Important Email Information

Program and course information will be communicated to students via their Mid-State Technical College e-mail address. IT IS IMPORTANT TO ACCESS YOUR MSTC E-MAIL FREQUENTLY. To assure privacy, faculty will not use personal email. Please make sure you know how to log onto the MSTC system to access your email and use the student center in MyMSTC.

In addition, communication from both the nursing department and various other departments within MSTC is still sent through the postal mail. As such, we MUST have your current address. It is the student's responsibility to make sure the college has the most up to date home address and phone numbers. You may submit changes to the campus office using the Biographical Information Change Form found on our web site at <http://www.mstc.edu/pdf/BiographicalInfoChangeForm.pdf> .



### **What are the expectations of the nursing program?**

Touching lives...meeting needs. Today's nurses do it every working day. But in order to be a nurse you must be prepared. Nursing is a professional career that requires intensive preparation to meet the growing health care needs. In the nursing programs, the expectations of students are very high.

Students should have a strong academic base in math and science. It will help you tremendously to complete as many of the general education courses as you can before taking the nursing courses.

Once the student is in the nursing core courses, the time commitment is quite extensive. The nursing program consists of a combination of theory, lab and clinical courses. The theory courses meet primarily in a classroom setting. The lab courses meet in one of the nursing skills labs. In the skills lab, students will learn techniques, skills, and will practice these skills on manikins and other students before using these techniques on patients. There are also clinical courses. Clinical is the term that refers to a course where students go to a hospital, clinic, nursing home or other health care site to apply the nursing techniques learned in the theory and lab courses. In a clinical course, students are assigned patients to care for with the instructor and the staff nurse closely supervising them.

The classroom courses meet 4 hours per week. The lab courses meet 6 hours per week, and the clinical courses meet 12-16 hours per week. This may add up to approximately 20-24 hours per week of class, clinical or lab time. It is also an expectation that the student spend an additional 20 hours per week of study time. As you can see, you will need to make a significant commitment of time to be successful in this nursing program.

#### **Nursing Program Expectations/Requirements:**

- Code of Conduct – enjoy people, be considerate and pleasant to others
- Must earn 80% or higher test average and course average
- Good time management skills
- Good writing skills
- Good study habits
- Regular attendance is expected
- No unexcused absences
- No tardiness
- Assignments turned in on time
- Work with faculty if you have questions or need assistance.

**Student Responsibilities (some examples but not limited to):**

- Students are responsible for all costs/expenses associated with accident or injury while in the program.
- Students are responsible for travel and personal arrangements (i.e. child care) to get to clinical locations.
- Students may be assigned to clinical locations outside of your city of residence. Every effort will be made to place you as close to home as possible.
- Students are recommended to have health insurance. Basic health insurance policies are available for purchase through the college. If you are interested, please contact the Student Affairs Office.
- Students in the clinical setting must practice within the scope of practice of a student nurse regardless of prior/current job functions.
- For students with a criminal background, the nursing program will check two clinical sites in an effort to place the student in a clinic. If unsuccessful in placing a student after two attempts, student will be withdrawn from the program.
- Students need to complete all required health work and an approved CPR course to be able to participate in a clinical rotation.

**What happens once I graduate from the nursing program?**

A student who completes all of the nursing program requirements and graduates from an approved nursing program may seek employment and use the title “graduate nurse” for up to 90 days. This graduate must take the licensing exam within those 90 days. The licensure is mandatory. Licensure may not be possible if the individual has had a felony conviction.

If the graduate passes the NCLEX-PN exam, then he/she is a Licensed Practical Nurse. If the graduate passes the NCLEX-RN exam then he/she is a Registered Nurse. If the graduate is not successful on the licensing examination, then he/she may only work in a CNA or nurse intern role and may repeat the licensing examination every 45 days. Once the licensing exam is passed, the individual may work as a nurse.

Career opportunities include staff nurse positions for LPNs and RNs in hospitals, nursing homes, clinics, home health offices and others health care agencies. With further education, advanced opportunities exist such as a school nurses, public health nurses, nurse practitioner, nurse educator or nurse manager. There are many nursing opportunities available in health care throughout central Wisconsin.

**Staff & Faculty**

*Associate Dean*

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*Counselor*

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For an appointment with Brian please call  
the Student Affairs office at  
715-422-5445

# Introduction to Program Policies and Activities

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## **Background Information Disclosure Form Caregiver Background Check**

The ADN Program at MSTC requires a Caregiver Background Check for all students. This includes three parts:

- A Department of Justice Check that looks for legal convictions in Wisconsin.
- A Department of Health and Family Services Check that looks for suspended or restricted licenses as a result of misconduct.
- A Background Information Disclosure (BID) Form that each student fills out prior to program acceptance. It is the student's responsibility to notify the Associate Dean of ANY charges or convictions that occur after the completion of the BID form. See the attached form.

You completed all three (3) parts of the Caregiver Background Check when you were admitted to the nursing program.

**Remember:** Any arrests or new charges must be reported to Dr. Mary Moss, Associate Dean of Service and Health within five (5) working days. Failure to do so may result in program dismissal.

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Where the Caregiver Criminal Background Check materials show a conviction(s) or pending charge(s), Student Affairs will require the applicant to sign a "Notice of Release of Conviction(s) Report" form. If the applicant refuses to sign the notice document, he/she will not be accepted into the program.

Any student with a conviction(s) or pending charge(s) who enrolls in a nursing clinical course, will be identified in a letter sent to the Human Resources Administrator at the facilities which provide clinical. The letter will be distributed each semester and will include: student's name, program of study, conviction(s) and/or pending charges, statute(s) involved, dates (of convictions), and disposition of charge. The clinical site determines if the student is able to attend, or not attend, at that site.

If the student is not accepted after two attempts for clinical placement, the student will be notified that they are not eligible to complete the clinical portion of the program.



MSTC Nursing Program

Orientation Handbook



MSTC Nursing Program

Orientation Handbook

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**Mid-State Technical College Academic Honesty Policy**  
**Approved and Effective May 15, 2002**

The Mid-State Technical College Board of Directors, administration, faculty and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work and projects. Therefore, a student who has been found to be dishonest, fraudulent or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including suspension.

**Academic honesty is expected of all nursing students and abuse will result in the lowering of a grade OR failure of a module/test and/or course, or dismissal from the program.**

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**Grading Scale**

Below is the grading scale used for all nursing courses

95 - 100%	A
93 - 94%	A-
91 - 92%	B+
87 - 90%	B
85 - 86%	B-
83 - 84%	C+
80 - 82%	C
79.0%	C-
78.0%	D+
77%	D
76%	D-
<76%	F (or not passing clinical)

You must have 80% course average to pass a nursing course.

You must have 80% test average to pass a nursing course.

Grades will not be rounded. A student must have a SOLID 80% to pass nursing courses.

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**Progression/Readmission**

All students who decrease to less than 4 core nursing courses in one semester, students who are retaking a course or who are applying for readmission to the nursing courses, are considered Out of Sequence. Out of Sequence students are admitted to the next course on a space available basis.

**Confidentiality Statement**

**Nursing Programs**

Confidentiality is essential in nursing practice. In August 2002, the federal government passed the Health Insurance Portability and Accountability Act (HIPAA) that restricts the use and disclosure of any personal health information. Any violations result in civil and criminal penalties.

As a nursing student I recognize the importance of absolute confidentiality in the career I have chosen. I pledge my oath that I will never discuss, photocopy, duplicate or disclose matters pertaining to the patients, clients, citizens, children, cooperating program providers, and other persons with whom I work in the course of my academic program at Mid-State Technical College without direct permission. I further pledge my oath of confidentiality to the families of those persons and to any issues connected with them. This oath is binding with the exception that I may use such confidential information for the express purpose of facilitating learning and taking extreme care to remain as discreet as possible while diligently protecting the identity of persons involved. (Additionally, I will have signed parent permission forms for any photographs I take as part of assigned course work.)

I pledge to abide by the confidentiality policies of the facility in which I am placed for off-campus educational experiences.

I realize that any breach of confidentiality is very serious and will result in immediate disciplinary action, including the possibility of program dismissal. Since disclosure of confidential information is a legal infraction, that breach of confidentiality will be reported to the management of the health care agency where the infraction occurred. That authority may elect to pursue further legal action.

Areas of confidentiality may include, but are not limited to the following examples:

- Confidentiality must be maintained at all times in regard to clients, client records, and other information obtained in the clinical area.
- Students are to only share health care information about an individual with other persons who have a need to know the person's health status such as instructor, physician, nurse manager, and nursing staff.
- Discussion of a client's condition or personal affairs is confidential and will only be held in the presence of the client, the client's family, nursing staff, and/or instructor. This includes no discussion about a client in public areas of the health care facility or agency.
- Students will not give information concerning clients or hospital news to; newspaper reporters, lawyers, photographers, or others not connected with the health care agency. Any person seeking information will be referred to the agency staff.
- Students will not use computer records to identify private confidential information about any individual unless it is directly related to providing nursing care.
- Students will maintain confidentiality in consultation, teaching and writing.
- Students will ensure privacy before engaging in a discussion
- Students will release information only with client written authorization.
- Students will use professional judgment when the information discussed will be harmful to the client's health or well being.
- Students will use professional judgment when deciding how to maintain the privacy of a minor client, a mental health client, or an elderly cognitively impaired client.
- Students will protect the privacy of client written documentation they may have at all times.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## **AMERICAN DISABILITIES ACT (ADA) STATEMENT**

If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations so contact Disability Services as soon as possible. It is MSTC's goal to assist you in your individual educational plan.

This is a listing of personal abilities that are needed to function as a nurse. If you are lacking in any of these abilities, it is your responsibility to notify the ADA Counselor in Student Affairs to receive assistance.

**Functional Ability Categories and Representative Activities/Attributes for the Nursing Program**

<b>Gross Motor Skills:</b>	<ul style="list-style-type: none"> <li>Move within confined spaces</li> <li>Maintain balance in multiple positions</li> <li>Reach above shoulders (e.g., IV poles)</li> <li>Reach below waist (e.g., plug electrical appliance into wall outlet)</li> <li>Reach out front</li> </ul>
<b>Fine Motor Skills:</b>	<ul style="list-style-type: none"> <li>Pick up objects with hands</li> <li>Grasp small objects with hands (e.g., IV tubing, pencil)</li> <li>Write with pen or pencil</li> <li>Key/type (e.g., use a computer)</li> <li>Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)</li> <li>Twist (e.g., turn objects/knobs using hands)</li> <li>Squeeze with finger (e.g., eye dropper)</li> </ul>
<b>Physical Endurance:</b>	<ul style="list-style-type: none"> <li>Stand (e.g., at client side during surgical or therapeutic procedure)</li> <li>Sustain repetitive movements (e.g., CPR)</li> <li>Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)</li> </ul>
<b>Physical Strength:</b>	<ul style="list-style-type: none"> <li>Push and pull 50 pounds (e.g., position client, move equipment)</li> <li>Support 50 pounds of weight (e.g., ambulate client)</li> <li>Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)</li> <li>Carry equipment/supplies</li> <li>Use upper body strength (e.g., perform CPR, physically restrain a client)</li> <li>Squeeze with hands (e.g., operate fire extinguisher)</li> </ul>
<b>Mobility:</b>	<ul style="list-style-type: none"> <li>Twist</li> <li>Bend</li> <li>Stoop/squat</li> <li>Move quickly (e.g., response to an emergency)</li> <li>Climb stairs</li> <li>Walk</li> </ul>
<b>Hearing:</b>	<ul style="list-style-type: none"> <li>Hear normal speaking-level sounds (e.g., person-to-person report)</li> <li>Hear faint voices</li> <li>Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)</li> <li>Hear in situations when not able to see lips (e.g., when masks are used)</li> <li>Hear auditory alarms (e.g., monitors, fire alarms, call bells)</li> </ul>

<b>Visual:</b>	See objects up to 20 inches away (e.g., information on computer screen, skin conditions) See objects up to 20 feet away (e.g., client in room) Use depth perception Use peripheral vision Distinguish color and color intensity (e.g., color codes on supplies, flushed skin/paleness)
<b>Tactile:</b>	Feel vibrations (e.g., palpate pulses) Detect temperature (e.g., skin, solutions) Feel differences in surface characteristics (e.g., skin turgor, rashes) Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks) Detect environmental temperature
<b>Smell:</b>	Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses or noxious smells)
<b>Environment:</b>	Tolerate exposure to allergens (e.g., latex gloves, chemical substances) Tolerate strong soaps Tolerate strong odors
<b>Reading:</b>	Read and understand written documents (e.g., flow sheets, charts, graphs) Read digital displays
<b>Math:</b>	Comprehend and interpret graphic trends Calibrate equipment Convert numbers to and from metric, apothecaries', and American systems (e.g., dosages) Tell time Measure time (e.g., count duration of contractions, CPR, etc.) Count rates (e.g., drips/minute, pulse)  Read and interpret measurement marks (e.g., measurement tapes and scales) Add, subtract, multiply, and/or divide whole numbers Compute fractions and decimals (e.g., medication dosages) Document numbers in records (e.g., charts, computerized data bases)
<b>Emotional Stability:</b>	Establish professional relationships Provide client with emotional support Adapt to changing environment/stress Deal with the unexpected (e.g., client condition, crisis) Focus attention on task Cope with own emotions Perform multiple responsibilities concurrently Cope with strong emotions in others (e.g., grief)
<b>Analytical</b>	Transfer knowledge from one situation to another

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<b>Thinking:</b>	Process and interpret information from multiple sources Analyze and interpret abstract and concrete data Evaluate outcomes Problem solve Prioritize tasks Use long-term memory Use short-term memory
<b>Critical Thinking:</b>	Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information Make decisions independently Adapt decisions based on new information
<b>Interpersonal Skills:</b>	Establish rapport with individuals, families, and groups Respect/value cultural differences in others Negotiate interpersonal conflict
<b>Communication Skills:</b>	Teach (e.g., client/family about health care) Influence people Direct/manage/delegate activities of others Speak English Write English Listen/comprehend spoken/written word Collaborate with others (e.g., health care workers, peers) Manage information

### 3.3.2 Health Work Orientation Policy

Students in health programs at MSTC provide direct care to people coping with stress and illness, and who are vulnerable to disease. There are also occupational hazards that students will be exposed to during clinical experiences. To minimize the health and safety risks and to assure that students meet the health requirements of clinical agencies, the following health criteria are expected to be current prior to starting each clinical course:

#### **ALL HEALTH PROGRAM STUDENTS MUST HAVE:**

1. **PPD TB skin test or Quantiferon TB Blood Test:**

The student will need two TB skin tests:

One TB skin test *must be within the past year of the start of the semester.*

One TB skin test *must be within 30 days of the start of the semester.*

A student may substitute a Quantiferon Gold test for ONE TB skin test.

The TB skin test will be good for 1 year from the start of the semester and updated annually.

If a TB skin test is positive, a chest X-ray must be done. A copy of the chest X-ray results must be submitted.

2. **Communicable Disease:** All students must have documentation of the following titers showing immunity or documentation of 2 vaccines given at least one month apart.

- a. Rubella (German measles)
- b. Varicella (Chicken pox)
- c. Rubeola (Red measles)
- d. Mumps

NOTE: The COMPUTER PRINTOUT of the titer results or the immunization record should be attached to the pre-clinical health form or the student WILL NOT BE ALLOWED to participate in clinical.

Individuals who test non-immune, borderline or equivocal to any of the above must be immunized

**THE HEPATITIS B VACCINATION SERIES** is voluntary but highly recommended for all nursing students. This series consists of three vaccinations and a post-series antibody. Students who have not had the Hepatitis B immunization series must have a declination form on file with the college.

**ALL COSTS ASSOCIATED WITH THESE REQUIREMENTS AND RECOMMENDATIONS  
ARE THE STUDENT'S RESPONSIBILITY**

## Uniform Policy

### Student Uniform:

Professional appearance includes dress appropriate for the nursing care situation. The MSTC uniform consists of the following:

- ▶ Approved identified uniform
- ▶ Short sleeved White Swan Fundamentals wine colored scrub shirt (white turtleneck or T-shirt is acceptable to wear under scrub shirt)
- ▶ MSTC name pin - must be visible on the uniform (name pin will be ordered through the school)
- ▶ White lab coat or white warm-up jacket (optional) – to be worn over uniform top.

Uniforms are worn at all times when providing nursing care during regular scheduled clinical sessions, unless otherwise specified by instructor. In selected areas students will be wearing clothing to meet the needs of the clinical unit.

For the clinical session, MSTC full nursing uniform includes:

- ▶ White or matching wine colored pants
- ▶ Clean, well pressed uniform
- ▶ Neutral or white-colored hose or socks
- ▶ Clean white shoes (no open toed shoes)
- ▶ Watch with second hand (digital is acceptable)
- ▶ MSTC name pin and any other institutional required nametag

NOTE: For students who are pregnant, an approved maternity top may be substituted for the usual uniform. All other aspects of the uniform remain the same.

### Professional Appearance:

The MSTC ADN program has developed the following guidelines for appropriate student appearance in response to concerns about infection control. It has been found that loose, hanging hair, poor hygiene, and hand/nail decorations promote an environment for bacterial growth that can place individuals at risk for infections.

**Hair:** Hair must be clean, neatly combed, and controlled. Hair that is longer than shoulder length must be fastened at the nape of the neck to prevent accidentally falling into treatment area.

**Facial Hair:** Beards and mustaches must be clean, neat, and well trimmed.

**Personal Hygiene:** Cleanliness - Regular bathing, use of deodorants, and oral hygiene is essential. Clinging perfumes and tobacco odors are not acceptable.

Fingernails - Nails should be well manicured, short and clean. Nail Polish or artificial nails are not allowed because they promote an environment for bacteria, placing patients at risk for infection.

**Miscellaneous:** General - Wedding rings, small earrings and a watch are acceptable. **ANY** other visible jewelry or body piercing is not acceptable. This jewelry must be removed before entering the clinical area. Any visible tattoos must be covered before entering the clinical area. No visible cleavage is permitted.

Gum chewing and smoking - Not permitted in the clinical area and in many cases smoking is not permitted in the organization.

Unit Specific Policies may also apply.

## Latex Allergy Policy

**Purpose:** The purpose of this policy is:

- to guide MSTC personnel in providing consistent education regarding latex allergy to students
- guide MSTC personnel in providing a reasonably latex free environment in campus labs and classrooms.

**Definition:** Latex is a milky fluid found in milkweeds, poppies and plants yielding rubber. It is a component of many medical devices including, but not limited to: surgical gloves, exam gloves, catheters, IV administration kits, endotracheal tubes, anesthesia supplies and dental supplies.

**Reason for the Policy:** In recent years, latex allergy has been recognized as a significant problem for health care workers as well as patients. Latex allergy in the workplace can result in potentially serious health problems for workers. Workers in the health care industry are at risk for developing a latex allergy at any time due to the repeated use of and exposure to latex containing products.

### Policy Statements:

1. All students and staff will be provided with education regarding latex safety. All students will be required to sign verification of receipt of those educational materials.
2. All students and staff will be assessed through the use of a latex questionnaire to determine an individual's potential or known allergy, or sensitivity to latex.
3. On any MSTC campus, in any service and health lab or classroom, all reasonable accommodation will be made to provide students with a latex safe environment. A reduced latex environment will be our goal since a totally latex free environment is not possible.
4. Students with a known or suspected latex allergy will be referred to their health care provider for treatment and counseling regarding a health care career. Students will be provided information on how to avoid latex containing products and will be asked to sign the Latex Allergy Waiver Form. This form will be placed in the student file in the program office.

This policy has been adopted from Northcentral Technical College Latex Allergy Policy, with permission.

## Latex Allergy Policy Continued

### Risk Factors for Developing Latex Allergies:

1. History of swelling or reaction after wearing latex gloves.
2. History of nasal congestion, swelling itching, sneezing, wheezing, hives or shortness of breath after an exam where latex gloves were used (for example dental or gynecological).
3. History of a reaction after handling rubber products such as Band-Aids, rubber balls or condoms.
4. Frequent exposure to latex in current or previous work settings.
5. History of having multiple surgical procedures in the past.
6. History of contact dermatitis or common allergies such as hay fever, asthma, hives or eczema.
7. History of food allergies that cross react with natural latex such as apples, apricots, avocados, bananas, buckwheat, carrots, chestnuts, dates, kiwis, nectarines, figs, grapes, hazelnuts, melons, plums, potatoes, pineapples, papayas, passion fruit, tomatoes, wheat, pears, peaches, mangoes, celery, or cherries.

### Types of Reactions that Occur in Latex Allergies:

Reactions are listed from least severe to most severe

1. Irritated Contact Dermatitis that is usually reddened, dry irritated areas on the skin, often the hands. This reaction is caused by skin irritation from wearing gloves and possibly by exposure to other workplace products and chemicals. Irritated contact dermatitis is not a true allergy but may develop into a chronic allergy.
2. Type 4 Sensitivity or allergic contact dermatitis is the most common latex allergy. This reaction develops from exposure to chemicals added during the processing of latex. This reaction may be delayed, usually beginning 24-48 hours after contact. Symptoms include a red, itchy rash, that may present as vesicles or blisters on the skin. These symptoms do not involve the entire body but are usually limited to areas of the skin contacted by the latex.
3. Type 1 Sensitivity is also referred to as a true latex allergy. This is the more serious of the reactions to latex. The allergic reaction results from exposure to latex components, although the amount of exposure is not known. Exposure to airborne allergens can increase the severity of the reaction. Latex proteins adhere to the powder particles in the latex gloves during processing. These proteins become aerosolized when powdered gloves are changed. A Type 1 Reaction usually occurs within minutes of exposure to latex, but it can occur within a few hours of exposure. Symptoms range from mild reactions (skin redness, hives and itching) to severe reactions (sneezing itchy eyes, scratchy throat, wheezing, and respiratory distress and in rare cases shock).

### References:

National Institute of Occupational Safety and Health. (1998, September), Preventing Allergic reactions to Natural Rubber in the Workplace. Available at: <http://www.cdc.gov/niosh/latexalt.html>

Haynes, L.C., Ludgar, J.(November 2002) Nursing Students' risk for latex allergy: Implications for nurse educators. Journal of Nursing Education. 41 (11), 471- 475.

The United States Air Force Medical Service. ( 1998, July 3) Allergy Protocol. ( Instruction 44-39)

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

<b>Latex Sensitivity Questionnaire</b>		
Do you have swelling or itching of your lips after blowing up balloons?	Yes	No
Have you ever experienced any swelling or itching after contact with Band-Aids, rubber balls or condoms?	Yes	No
Have you ever experienced any swelling or itching after a dental, vaginal or rectal exam?	Yes	No
Do you have a history of contact dermatitis or common allergies such as hay fever, asthma, hives, or eczema?	Yes	No
Do you have any food allergies to tropical fruits, nuts or melons? If yes, please explain:	Yes	No
Do you have a history of unexplained nasal congestion, itchy watery eyes, or chest congestion when in a health care setting? If yes, please explain:	Yes	No
Have you had multiple surgical procedures as an infant?	Yes	No
Have you ever experienced an unexplained allergic reaction during or after a surgical procedure? If yes, please explain:	Yes	No
Do you wear latex gloves regularly or are you otherwise exposed to latex on a regular basis?	Yes	No
Do you have a rash, itching, cracking, chapping, scaling or weeping of the skin after wearing latex gloves?	Yes	No
When you wear, or are around others who wear latex gloves, have you noted any of the following:		
➤ Itchy, red eyes, sneezing episodes, runny or stuffed nose, itching of the nose or palate?	Yes	No
➤ Shortness of breath, wheezing, chest tightness or difficulty breathing?	Yes	No
➤ Other acute reaction, including generalized or severe swelling or shock?	Yes	No

**Note:** If you answered yes to one or more of these questions, please speak with your physician about the potential of allergy to latex.

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

## Standard Precautions

### Guidelines for the Practice of Standard Blood and Body Fluids Precautions

#### Service & Health Division

- **What are Standard Precautions and why do I need to know about them?**

Standard Precautions are a method of infection control in which all human blood and human body fluids are treated as if known to be infectious and harmful to you. In this way, you can protect yourself from being unknowingly infected simply by being informed and following the proper guidelines.

You need to be concerned with Standard Precautions because you could needlessly expose yourself to an infectious ---- and possibly even fatal --- disease.

**Remember:** Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions regularly. They should be standard for all patients.

- **What kinds of disease could I contract from exposure to body fluids?**

There are an unlimited number of diseases that can be spread by contact with blood and/or body fluids. Hepatitis B and AIDS (Acquired Immunodeficiency Syndrome) are the most serious viruses that could infect you.

Prevalence is the number of people living with HIV infection at the end of a given year. At the end of 2006, an estimated 1,106,400 persons (95% confidence interval 1,056,400-1,156,400) in the United States were living with HIV infection, with 21% undiagnosed.<sup>1</sup>

Incidence is the number of new HIV infections that occur during a given year. In 2008, CDC estimated that approximately 56,300 people were newly infected with HIV in 2006<sup>1</sup> (the most recent year that data are available). Over half (53%) of these new infections occurred in gay and bisexual men. Black/African American men and women were also strongly affected and were estimated to have an incidence rate that was 7 times as high as the incidence rate among whites. Visit the HIV incidence page for more details.

Although there is no cure for HIV infection, there are treatment options that can help people living with HIV experience long and productive lives. CDC and other government agencies continue to work on a variety of treatment-related activities, including:

- HIV/AIDS clinical research and drug trials;
- vaccine research;
- development of treatment guidelines and best practices; and
- creating and implementing treatment-related prevention strategies that can help stop new infections

Taken from [www.cdc.gov](http://www.cdc.gov)

- **What exactly is AIDS?**

AIDS (Acquired Immunodeficiency Syndrome) is caused by a virus that can destroy the body's immune system, the system that fights infections. Without the immune system's protection, the body is left defenseless. As a result, serious life threatening infections can develop. No effective vaccine has been developed nor is one on the horizon. There is no cure for AIDS.

The Standard Precautions Guidelines exist to protect you against infectious viruses and bacteria. The precautions you should take will depend on your potential for contact with blood and/or other body fluids.

- **What are some actual steps that I can take to protect myself?**

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used at Mid-State Technical College.

**PROTECTIVE BARRIERS**

- **Wear Gloves:**

- When touching blood or body fluids, mucous membranes, or non-intact skin of any individual.
- When handling items or surfaces soiled with blood or body fluids.
- During invasive (body entering) procedures, including starting of intravenous IV lines and the drawing of any blood specimens (phlebotomy).

- **Wear Gowns:**

- During procedures or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.

- **Wear Masks and Protective Eyewear:**

- During procedures or clean-up processes that are likely to generate droplets of blood or body fluids.

- **Injury Prevention:**

- Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in Sharps Management System container.
- To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- Use extra caution when working in, around or with sharp objects, instruments or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools and equipment.

**If an accident occurs or if any spill/mess of blood or body fluid occurs, immediately notify:**

- ✓ **Your Instructor**
- ✓ **MSTC Custodian**
- ✓ **Main Office**

**Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you. Do not gamble with your life.**

## Health Careers Hazards and Risks Information Sheet

Persons working in health care facilities are exposed to some special occupational hazards. It is important that persons considering a health career be aware of possible risks associated with these occupations before a decision on a career is made.

As students at Mid-State Technical College, your instructors will teach you procedures and techniques (some involving protective garments or equipment) to prevent or minimize these risks. However, *only you* can consistently follow these preventative precautions to protect yourself. This is your responsibility!

If accidental injury or exposure to risk occurs, MSTC has policies established to assist in minimizing the residual effects to your health. MSTC instructors will guide you in the follow-up procedures, but you need to adhere to the rules for reporting and recording incidents that occur either in the classroom or during clinical experience in a health facility.

All health careers include these general risks:

- Muscle strain/back injury: from lifting and moving patients and/or equipment.
- Stress illnesses: from long hours of standing or walking, PM and night shifts, minimal breaks, life and death situations, etc.
- Inflicted wounds: from instruments, broken glass, needle points, and equipment.
- Electrical injuries: from equipment "shorts" or misuse.
- Falls: from slipping on wet floors, tripping over cords, use of step stools, etc.
- Contact with infectious diseases: including AIDS and Hepatitis.
- Allergic reactions: due to use of latex, chemicals, solutions, treated papers/fabrics, etc.
- Burns: equipment burns and fire hazards.

In recent years, latex allergy has been recognized as a significant problem for health care workers as well as patients. Latex allergy in the work place can result in potentially serious health problems for workers. Workers in the health care industry are at risk for developing a latex allergy at any time due to the repeated use of and exposure to latex containing products. As a result, all incoming students will be assessed to determine a potential latex sensitivity. Students who have a latex allergy or develop a latex allergy while in the program may find it difficult to complete all of the program requirements. **Mid-State Technical College or any clinical agency cannot guarantee a completely latex free environment.** Students with concerns MUST contact the Associate Dean, and their health care provider, to discuss the implications of a latex allergy. *All health occupations workers are at risk of developing a latex sensitivity/allergy.*

NOTE: There may be additional health hazards and risks not listed here. This handout lists only common risks and is not meant to be all-inclusive. As an MSTC student, you are expected to recognize possible hazardous situations and to take measures to assure your own safety. If at anytime you question the safety of a situation, please contact your instructor and seek advice.

The Most Common Risks Associated With Nursing Include:

- Most serious risks involves exposure to blood/body fluid
- Needle injuries/blood splatters
- Bruises/injuries from disruptive patient behavior
- Back injuries

## **Mid-State Student Nurse Association (MSNA)**

MSNA is the student organization for all nursing students at Mid-State Technical College. For more information, check out their website at [www.mstc.edu/students/studlifeorgs.htm](http://www.mstc.edu/students/studlifeorgs.htm).

The organization is part of the

- National Student Nurses' Association, Inc. (NSNA), [www.nsna.org](http://www.nsna.org)
- Chapter of the Wisconsin Student Nurses' Association (WSNA), [www.wsna.net](http://www.wsna.net)

### **The Purpose of the MSNA is:**

- a. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- b. To provide programs representative of fundamental and current professional interests and concerns, and
- c. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

### **Ten Reasons to Join WSNA & NSNA**

1. Scholarships
2. Networking
3. Fun
4. Publications
5. Knowledge
6. Growth
7. Discounts
8. Friends
9. Contests
10. A Great Future

# Introduction to First Semester

## FIRST LEVEL NEWSLETTER - SPRING 2012



Welcome to the first semester of the nursing program! To begin your nursing education on the right foot, this page is a must read!

**COURSE SUPPLIES:** Buy your course syllabi and books the week before classes start. Course syllabi are copied a few weeks before each course to ensure the most current information. If you buy your syllabi too early, it may not be current.

**COME TO CLASS PREPARED!** For the first day of each course, read the complete introduction to the course in the syllabus. Complete the first assignments (learning activities) listed in the syllabus and be ready for discussion the first day of class.

**YOU ARE EXPECTED TO COMPLETE THE REQUIRED READING BEFORE YOU COME TO CLASS.**

**HEALTH REQUIREMENTS\*:** All health work **MUST BE SUBMITTED BY MONDAY, January 23, 2012.** Schedule an appointment for late December or early January for TB Skin Testing and lab work if you have not already had these done. The clinical sites require two TB tests given within one year prior of the start of clinicals. Therefore, you will need documentation of one TB test given after December 16, 2010 **AND** one given after December 16, 2011.

You will also need documentation of either two MMR's and two Varicella vaccinations, or blood tests (titers) to show that you have immunity to Measles (Rubeola), Mumps, Rubella, and Varicella (chicken pox). Keep copies of your immunization dates and immune status for your own records.

**CPR REQUIREMENTS\*:**

A copy of your current CPR certification card **MUST** also be turned in with your health work **BY MONDAY, January 23, 2012.**

Ministry Orientation paperwork **MUST** be turned in with the health work (even if you are not going to a Ministry Facility this semester) **BY MONDAY, January 23, 2012.**

**\* NOTE: IF HEALTH WORK IS NOT SUBMITTED BY THE DUE DATE, YOUR CLINICAL GRADE WILL BE DECREASED FOR EACH DAY IT IS LATE.**

**UNIFORMS:** You will be required to wear the MSTC student nurse uniform whenever you are on a clinical rotation. Uniforms may be purchased from J&L Uniforms in Wisconsin Rapids or Marshfield and GEM Uniforms in Stevens Point. An orientation session for the long-term care and hospital clinicals will precede each clinical experience. Read about each before each orientation and bring your syllabus to class.



JOIN  
IN THE  
FUN

The Mid-State Student Nurses Association is actively recruiting members. Please consider joining. Meetings are usually held the first Monday of each month.

***HAVE A GREAT SEMESTER!***

## Overview for the First Semester

Welcome to the first semester nursing courses! The nursing program requires that the student participate in self-directed, independent study where the student accepts responsibility for learning specific objectives within a defined period of time. The learner must assume an active role by setting priorities for all personal activities, thus allowing adequate time to prepare for discussions and clinical laboratories to meet course objectives. Sessions will only be meaningful if the student has prepared himself/herself prior to attending discussions or clinical lab.

### **543-101 Nursing: Fundamentals**

Class meets every Tuesday from 8:00 – 10:00 am or Wednesday from 2:00 – 4:00 pm throughout the semester. An online section of this course is also offered.

### **543-102 Nursing: Skills**

This class will consist of 6 scheduled hours per week. You will be assigned to one of the following lab groups. (subject to change based on scheduling availability)

**Group A:** Monday and Wednesday 8:00 – 11:00 am

**Group B:** Tuesday and Wednesday 11:00 am – 2:00 pm

**Group D:** Tuesday 8:00 – 11:00 am and Wednesday 11:00 am – 2:00 pm

**Group E:** Tuesday and Wednesday 2:00 – 5:00 pm

### **543-103 Nursing: Pharmacology**

Class meets every Tuesday from 12:00 p.m. to 2:00 p.m. or Wednesday from 12:00 pm – 2:00 pm throughout the semester. An online section of this course is also offered.

### **543-104 Nursing: Introduction to Clinical Practice**

Clinical will be scheduled at various health care agencies. Clinical is scheduled for Thursdays and Fridays. This course runs to the end of the semester. Hours for long term care clinical are 6:30 am - 12:30 pm and hospital clinical hours are typically 7:00 am – 1:00 pm. Times may vary slightly depending on the agency.

## Are you ready to start the Clinical and Core Courses?

1. Do you have enough time to allow 20-24 hours per week for class, lab and clinical plus at least 20 hours per week for studying? This alone accounts for 40 hours per week.
2. Is your job flexible enough to allow this school schedule or have you made plans to cut down at work?
3. Will you have health insurance if you cut down at work?
4. Have you checked into Financial Aid and started filling out those forms?
5. Do you have a reliable vehicle to get you to clinical sites? Some of the clinical assignments will be outside of your city of residence. It is your responsibility to get yourself to the clinical site.
6. Do you have reliable day care if you need it? On clinical days you will need day care starting at about 6:00 am. What is your back up plan in case you lose your day care or your child is sick at school?
7. What are your support systems? You will need a lot of support to complete this program.

**For example:** How will you manage your time and who will help you? There are 24 hours in a day and 7 days per week. **You will have 168 hours per week.** If you spend:

- 24 hours/wk at school
- 12-15 hours/wk driving to and from school
- 20 hours/wk studying plus extra time to write papers and meet with teachers
- 56 hours/wk sleeping

115 hours per week for only these activities

How are you going to fit in a work schedule, family time, playing with the kids, grocery shopping, making meals, cleaning the house, cutting the grass and maybe watching some tv?

My point is that something that you currently do, you will need to give up when you start school. Can someone help you with child care or grocery shopping or meal preparation? Plan your time well and utilize your support systems and it will increase your chance of success in this program.

Many nursing instructors have home pages which may include tips, articles, or practice exams. Feel free to go on the Mid-State Technical College website to view any of this information.

[www.mstc.edu](http://www.mstc.edu)

- **MSTC Programs**
- **Faculty home pages in right upper corner**
- **Health**

**First Semester Instructors:**

- **Tammie Ellingson**
- **Ann Ruesch**
- **Cindy Sebastiani**

# Welcome

If there is anything the faculty and staff of the Nursing Program can do to improve your educational experience just let us know. We are pleased to have this opportunity.