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.

Associate Dean of Nursing – Service and Health Division
Introduction to Program Curriculum
Mid-State Technical College
Nursing Programs

WTCS NURSING VISION STATEMENT
The Wisconsin Technical College nursing programs provide a quality, dynamic learning environment which prepares a diverse workforce of nurses to meet community needs.

WTCS NURSING MISSION STATEMENT
The nursing programs within the Wisconsin Technical College System (WTCS) are committed to educational excellence. We prepare nurses with the knowledge, skills and attitude to enhance and restore the well-being of individuals, families, and the community by using the nursing process. We value:

- Diversity
- Evidence-based practice
- Holistic, patient-centered care
- Honesty, integrity and fairness
- Life-long learning
- Safe and cooperative work environments
- Partnerships with students, businesses, government, educational systems, and communities
- Wise use of technology and resources entrusted to us

MSTC NURSING PROGRAM OUTCOMES (Student Learning Outcomes)
At the completion of the 1st year, the PN graduate/ADN student will be competent in the following areas:

- Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to caring, advocacy, and quality care while adhering to evidence-based practice
- Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts
- Integrate knowledge of social, mathematical, and physical sciences, pharmacology, and disease processes while participating in clinical decision making
- Provide patient centered care under supervision by participating in the nursing process across diverse populations and health care settings
- Minimize risk of harm to patients, members of the healthcare team, and self through safe individual performance and participation in system effectiveness
- Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout the lifespan
- Use information and technology to communicate, manage data, mitigate error, and assist with decision-making

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

- Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence-based practice, caring, advocacy and quality care
- Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts
- Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision making
- Provide patient centered care by utilizing the nursing process across diverse populations and health care settings
- Minimize risk of harm to patients, members of the healthcare team and self through safe individual performance and participation in system effectiveness
- Lead the multidisciplinary health care team to provide effective patient care throughout the lifespan
- Use information and technology to communicate, manage data, mitigate error, and support decision-making
## Curriculum

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<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Prior to Beginning Nursing Core Courses (18 credits)</strong></td>
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<tr>
<td>10-806-177</td>
<td>General Anatomy and Physiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>10-806-179</td>
<td>Advanced Anatomy and Physiology (not required for PN students)</td>
<td>4 credits</td>
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<tr>
<td>10-809-188</td>
<td>Developmental Psychology</td>
<td>3 credits</td>
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<tr>
<td>10-801-195</td>
<td>Written Communication or English Comp I</td>
<td>3 credits</td>
</tr>
<tr>
<td>10-806-197</td>
<td>Microbiology (not required for PN students)</td>
<td>4 credits</td>
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<td><strong>Encouraged to complete Prior to Nursing Core Courses (14 Credits)</strong></td>
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<tr>
<td>10-801-196</td>
<td>Oral/Interpersonal Communication or Speech</td>
<td>3 credits</td>
</tr>
<tr>
<td>10-809-196</td>
<td>Introduction to Sociology (not required for PN students)</td>
<td>3 credits</td>
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<tr>
<td>or Race, Ethnic &amp; Diversity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-809-198</td>
<td>Introduction to Psychology (not required for PN students)</td>
<td>3 credits</td>
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<tr>
<td>or Elective(s)</td>
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<tr>
<td><strong>Term (9 Credits)</strong></td>
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<tr>
<td>10-543-101</td>
<td>Nursing: Fundamentals</td>
<td>2 credits</td>
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<tr>
<td>10-543-102</td>
<td>Nursing: Skills</td>
<td>3 credits</td>
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<tr>
<td>10-543-103</td>
<td>Nursing: Pharmacology</td>
<td>2 credits</td>
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<tr>
<td>10-543-104</td>
<td>Nursing: Introduction to Clinical Practice</td>
<td>2 credits</td>
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<td><strong>Term (10 Credits)</strong></td>
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<tr>
<td>10-543-105</td>
<td>Nursing: Health Alterations</td>
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<tr>
<td>10-543-106</td>
<td>Nursing: Health Promotion</td>
<td>3 credits</td>
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<tr>
<td>10-543-107</td>
<td>Nursing: Clinical Care across the Lifespan</td>
<td>2 credits</td>
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<tr>
<td>10-543-108</td>
<td>Nursing: Introduction to Clinical Care Management</td>
<td>2 credits</td>
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<td><strong>PN Program Completion</strong></td>
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<td><strong>Term (9 Credits)</strong></td>
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<tr>
<td>10-543-109</td>
<td>Nursing: Complex Health Alterations I</td>
<td>3 credits</td>
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<tr>
<td>10-543-110</td>
<td>Nursing: Mental Health and Community Concepts</td>
<td>2 credits</td>
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<td>10-543-111</td>
<td>Nursing: Intermediate Clinical Practice</td>
<td>3 credits</td>
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<tr>
<td>10-543-112</td>
<td>Nursing: Advanced Skills</td>
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<td><strong>Term (10 Credits)</strong></td>
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<tr>
<td>10-543-113</td>
<td>Nursing: Complex Health Alterations II</td>
<td>3 credits</td>
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<td>10-543-114</td>
<td>Nursing: Management and Professional Concepts</td>
<td>2 credits</td>
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<td>10-543-115</td>
<td>Nursing: Advanced Clinical Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>10-543-116</td>
<td>Nursing: Clinical Transition</td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>Total Nursing Credits</strong></td>
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<td>30 credits</td>
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**Total ADN Program 70 credits**

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<tr>
<th>First set of numbers:</th>
<th>Second set of numbers:</th>
<th>Third set of numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – college level coursework</td>
<td>543 - Nursing program code</td>
<td>Specific to each course</td>
</tr>
<tr>
<td>800’s – General Education codes</td>
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<td>Rev. 3/14</td>
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</table>
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, Koziere & Erb
- Encyclopedia and Dictionary of Medicine, Nursing and Allied Health, Miller-Keane and O’Toole
- Nursing Diagnosis Handbook: An Evidence-based Guide to Planning, Ackley and Ladwig

543-102
- Physical Examination and Health Assessment, Jarvis, Thomas and Strandberg

543-103
- Pharmacological Aspects of Nursing Care, Reiss, Evans, & Broyles

543-104
- Davis’s Drug Guide for Nurses, Deglin & Vallerand
- Mosby’s Diagnostic and Laboratory Test Reference, Pagana & Pagana
- Medical Surgical Nursing & Assessment & Management of Clinical Problems, Lewis, Dirksen, Heit Kemper & Bucher
- Pocket Guide to APA Style, Perrin
- MSTC Pharmacology Handbook

Second Semester:
543-105
- Contemporary Nursing: Issues, Trends and Management, Cherry & Jacob

543-106
- Essentials of Psychiatric Mental Health Nursing, Varcarolis and Halter
- Maternal and Child Nursing Care, London, Ladewig, Ball and Bindler

Third Semester:
543-109
- Medical-Surgical Nursing: Patient Centered Collaborative Care, Ignatavicius & Workman

543-110
- Community Based Nursing: An Introduction, McEwen and Pullis
- Essentials of Psychiatric Mental Health Nursing, Varcarolis and Halter

Fourth Semester:
543-114
- Nursing Today: Transitions & Trends, Zerwekh & Claborn
# Practical Nursing Program

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (2016-2017)</th>
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<tbody>
<tr>
<td>Tuition: 32 credits x $128.40/credit</td>
<td>$4,108.80</td>
</tr>
<tr>
<td>Activity Fees: 32 credits x $6.29/credit</td>
<td>$201.28</td>
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<tr>
<td>Material Fees</td>
<td>$200.00</td>
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<tr>
<td>Textbooks (estimated)</td>
<td>$1000.00</td>
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<tr>
<td><strong>Licensure Exam/Temporary Permit/Graduation Pin (estimated)</strong></td>
<td>$305.00</td>
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<tr>
<td>Testing Fees</td>
<td>$240.00</td>
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<tr>
<td>*Uniforms/Shoes/Supplies (estimated)</td>
<td>$100.00</td>
</tr>
<tr>
<td>*Health Work required for Clinical session</td>
<td>$175.00</td>
</tr>
<tr>
<td><strong>NOTE:</strong> Expenses for these items are incurred in the first core course/semester.</td>
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</tr>
<tr>
<td><strong>NOTE:</strong> 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 $41.00 - $326.00.</td>
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</table>

ESTIMATED TOTAL FOR PROGRAM: $6,330.08

All costs are subject to change.
Associate Degree Nursing Program

ESTIMATED PROGRAM COSTS FOR 2016 - 2017

Tuition: 70 credits x $128.40/credit .................................................................$ 8,988.00
Activity Fees: 70 credits x $6.29/credit..............................................................440.30
Material Fees ........................................................................................................380.00
Textbooks (estimated) ...........................................................................................1,400.00
**Licensure Exam/Temporary Permit/Graduation Pin (estimated) .....................325.00
Testing Fees ...........................................................................................................500.00
*Uniforms/Shoes/Supplies (estimated) ..................................................................200.00
*Health Work required for clinical session ............................................................175.00

ESTIMATED TOTAL FOR PROGRAM $ 12,408.30

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 $41.00 - $326.00.

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

Please also stop in the foundation office (next to the bookstore) and ask about scholarships.

Contact: Financial Aid Office 715-422-5501
Website: http://www.mstc.edu/paying-for-college/financial-aid

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 REGULARLY. 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, some 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/sites/default/files/files/Registration/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
- 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 recommended to have health insurance. Information on basic health insurance policies are available through the college. If you are interested, please contact the Student Affairs Office.
- 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 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 is a graduate nurse. This graduate must take the licensing exam within a few months after graduation. 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**  
Colleen Kane  
715-422-5510

### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Level</th>
<th>E-mail</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Akey, RN, MS</td>
<td>4th Sem. Lead</td>
<td><a href="mailto:sue.akey@mstc.edu">sue.akey@mstc.edu</a></td>
<td>715-422-5508</td>
</tr>
<tr>
<td>Gina Brandl, RN, MSN</td>
<td>2nd Sem. Clinical</td>
<td><a href="mailto:gina.brandl@mstc.edu">gina.brandl@mstc.edu</a></td>
<td>715-422-5509</td>
</tr>
<tr>
<td>Diana Broniec, RN, MSN</td>
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<td><a href="mailto:diana.broniec@mstc.edu">diana.broniec@mstc.edu</a></td>
<td>715-422-5338</td>
</tr>
<tr>
<td>Molly Dorhorst, RN, MSN</td>
<td>2nd Sem. Clinical</td>
<td><a href="mailto:molly.dorhorst@mstc.edu">molly.dorhorst@mstc.edu</a></td>
<td>715-422-5548</td>
</tr>
<tr>
<td>Dawn Ede, RN, MSN</td>
<td>2nd Sem. Lead</td>
<td><a href="mailto:dawn.ede@mstc.edu">dawn.ede@mstc.edu</a></td>
<td>715-422-5432</td>
</tr>
<tr>
<td>Tammie Ellingson, RN, MSN</td>
<td>1st Sem. Lab/Clinical</td>
<td><a href="mailto:tammie.ellingson@mstc.edu">tammie.ellingson@mstc.edu</a></td>
<td>715-422-5423</td>
</tr>
<tr>
<td>Deb Johnson-Schuh, RN MSN</td>
<td>3rd Sem. Lead/ Clinical</td>
<td><a href="mailto:deb.johnson-schuh@mstc.edu">deb.johnson-schuh@mstc.edu</a></td>
<td>715-422-5613</td>
</tr>
<tr>
<td>Deb Krings, RN, MSN</td>
<td>2nd Sem. Class/Clinical</td>
<td><a href="mailto:debra.krings@mstc.edu">debra.krings@mstc.edu</a></td>
<td>715-422-5360</td>
</tr>
<tr>
<td>Greg Leonhard, RN, MSN</td>
<td>3rd &amp; 4th Sem. Clinical</td>
<td><a href="mailto:gregory.leonhard@mstc.edu">gregory.leonhard@mstc.edu</a></td>
<td>715-422-5615</td>
</tr>
<tr>
<td>Linda Olsen, RN, MS</td>
<td>2nd &amp; 4th Clinical</td>
<td><a href="mailto:linda.olsen@mstc.edu">linda.olsen@mstc.edu</a></td>
<td>715-422-5370</td>
</tr>
<tr>
<td>Ann Ruesch, RN MSN</td>
<td>1st Sem. Clinical</td>
<td><a href="mailto:ann.ruesch@mstc.edu">ann.ruesch@mstc.edu</a></td>
<td>715-422-5612</td>
</tr>
<tr>
<td>Cindy Sebastiani, RN, MSN</td>
<td>1st Sem. Clinical</td>
<td><a href="mailto:cindy.sebastiani@mstc.edu">cindy.sebastiani@mstc.edu</a></td>
<td>715-422-5482</td>
</tr>
</tbody>
</table>

### Administrative Assistant  
Dawn Baker  
715-422-5303  
Dawn.Baker@mstc.edu

### Counselor  
Brian Sadler  
brian.sadler@mstc.edu

For an appointment with Brian please call  
the Student Affairs office at  
715-422-5445
Technology at Mid-State Technical College & The Nursing Department
Welcome New Nursing Students

The Nurses’ Station is a Blackboard web site that contains important nursing program information and program policy updates. There are also resources related to your nursing courses. So it is important that you login.

You need to enroll yourself in the MSTC Nurses Station on Blackboard to get valuable and timely resources associated with your nursing education.

Enroll Yourself in the MSTC Nurses Station on Blackboard

- Login to Blackboard
- Click on the Courses tab at the top of the screen
- Click on the Program Information Folder
- Mouse over the course ID MSTC_Nurses_Station and drop down on the menu that appears
- Click Enroll and follow the instructions
- The Access Code to enroll is mstcnurse1
Welcome to the MSTC Nurses Station

The Nurses Station is a website devoted to supporting nursing students. There are program and course support materials. There are tips and strategies. We made these items available to help your learning. We hope that you find this helpful.

Once you are enrolled in the nursing clinical courses you should receive access to this website. You maintain access to this website as long as you remain enrolled in nursing courses. Use this information to get and stay organized.

Please check it out! We built it for you!

Go to http://mstc.blackboard.com

- Type in your college user name and password. This is the same to get onto any college computer.
- Click “login” and under courses click on “MSTC Nursing Station”

The menu is on the left side of the screen

- Current announcements or opportunities
- Professional Conduct – reminders on what we expect of you
- Course information – look for your specific course. Faculty will identify items to help you in that specific course. Tip: You cannot get into courses you haven’t had yet, but you can go back to courses that you have already completed.
- The handbooks are located under the resources heading
- Library – click on this and it will link you to the MSTC library and accessible databases.
- Sadler Says - There are tips for studying and time management from Brian
- Bulletin Board – this is a spot that students can place announcements if they wish.
- Advising and Registration Materials – these are materials that you will need when it comes time to register for your next semester
- APA – Assistance for students who struggle with APA style
- Practice Math tests – Here we have placed practice math tests that will help you to determine if you are prepared for the required math test in each semester.
- Mosby videos – Skills Lab courses have required videos that you must watch prior to lab demonstrations. If you have a computer that is able to stream videos, you can watch these from home. If not you may need to do them at the library or on campus.
- Clinical agencies – Here you can find information about the clinical agencies that you will be going to
- Scholarships and Job Opportunities – If we are notified of any scholarships or any potential job opportunities we will post the information here.
- Skills Lab and Computer lab open hours - Check the open lab hours before you make a trip to campus.
- MSNA and Nursing Student Council - Keep up to date on what is happening in MSN and what your representatives are doing in Nursing Student Council.
- Links to commonly used sites
- Student to Students – these are items that students have developed and want to share with other students.
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. For information on the process, please check the nursing homepage.

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 or video conference at the Marshfield campus. 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 students 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.
Nursing Program 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
- 543-114 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.
Technology Requirements for Online Courses

Computer Hardware Requirements
In order to have a successful experience using Blackboard your computer needs to have Windows XP, Vista, or 7 or Max OSX Leopard or Snow Leopard. Computers purchased since 2002 should be fine.

Computer Software Requirements
Some courses do require specialized software. For example, if you are taking a course in Microsoft Office, you will need Microsoft Office software. A student version of the software is available at a low cost for students in the Wisconsin Integrated Software Catalog. For other courses, Microsoft Office is recommended but not required. You will need software that does word processing, spreadsheets, and presentations. Open Office http://www.openoffice.org/ is a free open source option that is compatible with Microsoft Office.

Internet Requirements
Broadband Connection to the Internet is not required, but it is preferred and will save you time in your online course. Internet Web Browsers compatible with Blackboard include Internet Explorer 8, Mozilla Firefox, and Safari.

Help With Blackboard
For help with course content, contact your instructor.

For 24/7 help with technical questions, contact the Help Desk at 877.469.6782 or turn in a help desk ticket by going to http://www.mstc.edu/support/index.htm.

For technical questions during regular business hours:
Stephanie Knuth
715.342.3129
stephanie.knuth@mstc.edu

Lea Ann Turner
715.422.5480
leaann.turner@mstc.edu

If you do not need immediate help, you may also e-mail online@mstc.edu and we will get back to you during regular business hours.
Readiness for Your Online Course
Mid-State Technical College

Online Readiness

The purpose of this activity is to:

- Increase your awareness of online learning expectations.
- Determine your readiness for taking an online course
- Practice navigating an actual online course

10 Myths About Online Learning

What Are the 10 Myths About Online Education? (Place your mouse over the bolded phrases to learn the truth.)

- Myth #1 - I can do assignments anytime
- Myth #2 – Online courses do not follow the regular semester
- Myth #3 – I can "hide" and remain anonymous in an online class
- Myth #4 – Personal attention doesn't exist in an online class
- Myth #5 – Online classes are easier
- Myth #6 – Broken computers are acceptable excuses
- Myth #7 – The college will provide me with a computer for this class
- Myth #8 – I will be taught how to use a computer as part of my online class
- Myth #9 – Procrastination is OK in online classes
- Myth #10 – I can cram all my work into one login session

MSTC Online Learning FAQ’S

When does my online course start?
You will be able to log into Blackboard the day following your registration for an online course. Follow the instructions to access the Online Student Orientation, which will assist you in learning how to use Blackboard to successfully complete your course. Your course will be available on the course start date. It is important for you to check the start date of your course and access your course on the first day. Once you enter your course, you will see a welcome announcement from your instructor. If you do not access your online course on the first day, you may be considered a no-show and subject to withdrawal from the course.
What about textbooks?
You may purchase your textbooks from the Campus Bookstore - http://www.mstc.edu/students/bookstore.htm. The bookstore website will have a list of books for your course that can also be ordered online from other sources if you are unable to come to campus.

Do I have to use the MSTC e-mail account assigned to me?
Your MSTC email account is the account you will use for your online course(s) and the College's means of communicating with you. It is your responsibility to open and read your e-mail regularly.

Whom do I contact if I have questions?
If you need assistance with technical issues in Blackboard such as logging in, contact the MSTC Help Desk at 877.469.6782. If you are experiencing other technical issues with your online course, send an email to online@mstc.edu. Questions about course content need to be directed to your instructor.

Do I need special software?
For most of your online courses, you may use any word processing software. There are a few courses, such as Microsoft Office, that require specialized software. Educational discounted software can be found at WISC Software, wisc.edu/wisc.

Do I need High Speed Internet?
Broadband connection to the Internet is preferred. MSTC works to provide high quality content including streaming video and interactive web-based content in many online courses. Accessing courses with a slow Internet connection can prevent the viewing of certain content. It is your responsibility to find a way to access the content if your home Internet access is limited.

What Internet browsers can I use?
The latest versions of Internet Explorer, Safari, or Mozilla Firefox work well with Blackboard. If using Chrome, you may find some problem viewing videos.

Dropping an Online Course
It is your responsibility to drop a course you no longer plan to complete. Once you login to the course, it is your responsibility to drop the course; you will not automatically be dropped. To drop an online course you will need to login to the student center on MY MSTC. The first section you see is Academics, click on the drop down arrow on the box, and choose Enrollment-Drop. Check the class you want to drop and follow through until you get a success message.

Is Tutoring Available for Online Students
Tutoring is available for online students either on campus or via the computer.

I have a disability. Are there services available for online courses?
MSTC will work to accommodate the needs of online learners with disabilities. For more information visit our Disability Services area or visit http://www.mstc.edu/students/disabilityservices.htm
Introduction to Program Policies and Activities
Criminal Background Statement of Understanding and Release of Information

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City, State</td>
</tr>
<tr>
<td>Phone number:</td>
<td></td>
</tr>
</tbody>
</table>

Dear Prospective MSTC student,

The Wisconsin Caregiver Law requires students to complete a Background Information Disclosure form (BID) and undergo a criminal background check prior to placement in a clinical or practicum site. Clinical/practicum sites have the right to refuse a student's placement based on pending charges and conviction records. MSTC will make two attempts to place a student at a clinical/practicum site, but pending charges and criminal convictions may impact a student's ability to complete a program, get licensed, and/or obtain employment. Information about the Wisconsin Caregiver Law is contained on the Wisconsin Department of Health Services website.

A student with a criminal record is strongly encouraged to make an appointment with an MSTC Program Counselor. This allows the student to confidentially discuss any pending charges or convictions and the potential impact of those on future goals.

Criminal background checks for MSTC are conducted by a private vendor. There is a fee for this service, which is the student's responsibility. The fee is paid directly to the vendor by the student. You will find that this vendor provides you with features to help you organize and store information which will be accessible to you throughout your career.

Your signature indicates that you understand the Wisconsin Caregiver Law requirements (http://www.dhs.wisconsin.gov/caregiver/StatutesINDEX.HTM) and that you give permission for MSTC to release conviction information to a clinical or practicum site. By signing below, you acknowledge the following:

- I am aware that my criminal background check will be released to a clinical or practicum site.
- I am aware that my conviction record could affect successful course completion, graduation, and/or employment after graduation.

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Signature (if younger than 18)</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Background Information Disclosure Form  
Caregiver Background Check

The ADN Program at MSTC requires a Caregiver Background Check for all students.

At MSTC, the process of collecting conviction information is completed through a private vendor called ‘Certified Background’. There is a fee for this service that is your responsibility. The fee will be paid directly to the vendor.

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

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.

Reminder:

Each student will pay a fee to Certified Background and the State & National Caregiver background checks will be provided. This must be completed in order to be considered for clinical placement.
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.

Grading Scale

Below is the grading scale used for all nursing courses

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>95 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>93 - 94%</td>
<td>A-</td>
</tr>
<tr>
<td>91 - 92%</td>
<td>B+</td>
</tr>
<tr>
<td>87 - 90%</td>
<td>B</td>
</tr>
<tr>
<td>85 - 86%</td>
<td>B-</td>
</tr>
<tr>
<td>83 - 84%</td>
<td>C+</td>
</tr>
<tr>
<td>80 - 82%</td>
<td>C</td>
</tr>
<tr>
<td>79.0%</td>
<td>C-</td>
</tr>
<tr>
<td>78.0%</td>
<td>D+</td>
</tr>
<tr>
<td>77%</td>
<td>D</td>
</tr>
<tr>
<td>76%</td>
<td>D-</td>
</tr>
<tr>
<td>&lt;76%</td>
<td>F (or not passing clinical)</td>
</tr>
</tbody>
</table>

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.

Progression/Re-admission

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 health and service occupations. 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.

I understand the importance of absolute confidentiality in the Service and/or Health career I have chosen. I agree to never discuss, photocopy, duplicate, or disclose matters pertaining to 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 that I will provide confidentiality to the families of those persons and to any issues connected with them. This includes my commitment to not discuss a patient or their care in public areas of the healthcare facility or agency including, but not limited to, the cafeteria, elevator, parking lots and stairwells.

This agreement 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. I agree to protect, at all times, the privacy of client written documentation that I may utilize in the course of my studies. This includes hard copy and electronic formats. I understand that patient information may not be stored within or transmitted from any personal electronics including computers, laptops, and cell phones nor from or through any social media outlets such as Facebook and YouTube.

Additionally, I will have signed permission forms for any photographs I take as part of assigned course work. The signature of a parent, legal guardian, or other adult representative will be required for anyone under the age of 18, who is incapacitated, or is unable to make decisions independently.

I pledge to abide by the confidentiality policies of facility in which I am placed for off-campus education experiences. I realize that any breach of confidentiality is very serious, regardless of whether it is intentional or accidental, and will result in immediate disciplinary action, including the possibility of program dismissal. Since disclosure of confidential information is a legal infraction, any breach will be reported to the management authority where the infraction occurred. That authority may elect to pursue further legal action.

Student Signature: ___________________________ Date: _________________

Program: ____________________________________________
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Representative Activities/Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Motor</strong></td>
<td>Move within confined spaces</td>
</tr>
<tr>
<td>Skills:</td>
<td>Maintain balance in multiple positions</td>
</tr>
<tr>
<td></td>
<td>Reach above shoulders (e.g., IV poles)</td>
</tr>
<tr>
<td></td>
<td>Reach below waist (e.g., plug electrical appliance into wall outlet)</td>
</tr>
<tr>
<td></td>
<td>Reach out front</td>
</tr>
<tr>
<td><strong>Fine Motor</strong></td>
<td>Pick up objects with hands</td>
</tr>
<tr>
<td>Skills:</td>
<td>Grasp small objects with hands (e.g., IV tubing, pencil)</td>
</tr>
<tr>
<td></td>
<td>Write with pen or pencil</td>
</tr>
<tr>
<td></td>
<td>Key/type (e.g., use a computer)</td>
</tr>
<tr>
<td></td>
<td>Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)</td>
</tr>
<tr>
<td></td>
<td>Twist (e.g., turn objects/knobs using hands)</td>
</tr>
<tr>
<td></td>
<td>Squeeze with finger (e.g., eye dropper)</td>
</tr>
<tr>
<td><strong>Physical</strong></td>
<td>Stand (e.g., at client side during surgical or therapeutic procedure)</td>
</tr>
<tr>
<td>Endurance:</td>
<td>Sustain repetitive movements (e.g., CPR)</td>
</tr>
<tr>
<td></td>
<td>Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)</td>
</tr>
<tr>
<td><strong>Physical</strong></td>
<td>Push and pull 50 pounds (e.g., position client, move equipment)</td>
</tr>
<tr>
<td>Strength:</td>
<td>Support 50 pounds of weight (e.g., ambulate client)</td>
</tr>
<tr>
<td></td>
<td>Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)</td>
</tr>
<tr>
<td></td>
<td>Carry equipment/supplies</td>
</tr>
<tr>
<td></td>
<td>Use upper body strength (e.g., perform CPR, physically restrain a client)</td>
</tr>
<tr>
<td></td>
<td>Squeeze with hands (e.g., operate fire extinguisher)</td>
</tr>
<tr>
<td><strong>Mobility</strong></td>
<td>Twist</td>
</tr>
<tr>
<td></td>
<td>Bend</td>
</tr>
<tr>
<td></td>
<td>Stoop/squat</td>
</tr>
<tr>
<td></td>
<td>Move quickly (e.g., response to an emergency)</td>
</tr>
<tr>
<td></td>
<td>Climb stairs</td>
</tr>
<tr>
<td></td>
<td>Walk</td>
</tr>
<tr>
<td><strong>Hearing</strong></td>
<td>Hear normal speaking-level sounds (e.g., person-to-person report)</td>
</tr>
<tr>
<td></td>
<td>Hear faint voices</td>
</tr>
<tr>
<td></td>
<td>Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)</td>
</tr>
<tr>
<td></td>
<td>Hear in situations when not able to see lips (e.g., when masks are used)</td>
</tr>
<tr>
<td></td>
<td>Hear auditory alarms (e.g., monitors, fire alarms, call bells)</td>
</tr>
<tr>
<td><strong>Visual</strong></td>
<td>See objects up to 20 inches away (e.g., information on computer screen, skin conditions)</td>
</tr>
</tbody>
</table>
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)

Tactile:
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

Smell:
Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses or noxious smells)

Environment:
Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
Tolerate strong soaps
Tolerate strong odors

Reading:
Read and understand written documents (e.g., flow sheets, charts, graphs)
Read digital displays

Math:
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)

Emotional Stability:
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)

Analytical Thinking:
Transfer knowledge from one situation to another
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

Critical Thinking:
Identify cause-effect relationships
Plan/control activities for others
Synthesize knowledge and skills
Sequence information
Make decisions independently
Adapt decisions based on new information

Interpersonal Skills:
Establish rapport with individuals, families, and groups
Respect/value cultural differences in others
Negotiate interpersonal conflict

Communication Skills:
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
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:

If you do not have the healthwork submitted to Certified Background by the Due Date, you will not be able to attend clinical.

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 TB skin test.

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

   A student may need to complete a TB questionnaire.

   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.
   - Rubella (German measles)
   - Varicella (Chicken pox)
   - Rubeola (Red measles)
   - Mumps

   NOTE: Documentation of the titer results or the immunization is required.

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

3. **Current T-Dap** (tetanus, diphtheria and pertussis)

4. **Flu shot for the current flu season by October 1st**

**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 wine colored or burgundy solid color (may wear a white or black shirt under the scrub shirt)
► MSTC name pin - must be visible on the uniform (name pin will be ordered through the school)

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
► Clean work shoes (no open heels or open toes)
► Watch with second hand (digital is acceptable)
► MSTC name pin and any other institutional required nametag
► Length of the hem of pants should not drag on floor.

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:
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 (limit 2 pairs of earrings). Any visible tattoos should be covered if able 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.
Uniform Policy Continued

Local and Online Retailers:

**Wine Colored Top & White Pants or Matching Wine Colored Pants**

<table>
<thead>
<tr>
<th>Retailer</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTC Bookstore</td>
<td>A Building by the Campus Office</td>
<td>(715) 422-5434</td>
</tr>
<tr>
<td></td>
<td>1101 West Upham Street Marshfield, WI 54449</td>
<td>(715) 387-3768</td>
</tr>
<tr>
<td>Wal-Mart</td>
<td>250 Crossroads Drive Plover</td>
<td>(715) 345-7855</td>
</tr>
<tr>
<td></td>
<td>2001 North Central Avenue Marshfield</td>
<td>(715) 486-9440</td>
</tr>
<tr>
<td></td>
<td>4331 8th Street South Wisconsin Rapids</td>
<td>(715) 423-1900</td>
</tr>
</tbody>
</table>

**Online Retailers:**
(See Note: If ordering online, please check the sizing information, shipping policy and the return policy prior to ordering to ensure you will not lose out on time and money if you order an incorrect size.)

  White Swan Fundamentals Wine Scrubs in unisex, men's or ladies' styles in tops, pants and jackets. Sizes from XXS to 5XL; pants in regular, petite and tall lengths.
  White Swan Fundamentals Women’s Shaped Mock Wrap Scrub Top
- http://www.amazon.com/
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:


**Latex Sensitivity Questionnaire**

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

**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 routinely. 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.

  **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 (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 than 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 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. 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.

The organization is part of the
- National Student Nurses' Association, Inc. (NSNA), www.nsna.org
- Chapter of the Wisconsin Student Nurses' Association (WSNA), 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 2016

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 begins to ensure the most current information. If you buy your syllabi too early, it may not be current. If you are taking an online course, do not purchase a syllabus in the bookstore.

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 to Certified Profile. Schedule an appointment for late December or early January for TB Skin Testing and lab work if you have not already had these done.

You will also need documentation of two MMR’s, two Varicella, a Tdap & Flu vaccine 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 to Certified Profile. The card must be signed and both sides of the card scanned in.

Ministry Orientation paperwork (all 3 forms) MUST be turned in to your instructor (even if you are not going to a Ministry Facility this semester) by 1600 on Monday, January 18, 2016.

UNIFORMS: You will be required to wear the MSTC student nurse uniform whenever you are on a clinical rotation (see the page on uniform policy). An orientation session for the long-term care and hospital clinicals will precede each clinical experience. Read about clinical before the orientation and bring your syllabus to orientation.

The Mid-State Student Nurses Association is actively recruiting members. Please consider joining. Meetings are usually held monthly.

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. The course is also offered via telepresence at the Marshfield Campus on Tuesday class time.

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 9:00-12:00 pm and Wednesday 10:00 – 1:00 pm
**Group B:** Monday 2:00 pm- 5:00 pm and Wednesday 1:00 pm- 4:00 pm
**Group C:** Tuesday and Wednesday 10:00 – 1:00 pm
**Group D:** Tuesday and Wednesday 1:00 – 4:00 pm
**Group E:** Monday 9:00 - 12:00 pm and Wednesday 8:00 – 11:00 am on the Marshfield Campus

543-103 Nursing: Pharmacology
Class meets every Tuesday from 10:00 a.m. to 12:00 p.m. or Wednesday from 8:00 a.m. to 10:00 a.m. throughout the semester. The course is offered via telepresence at the MF Campus on Tuesday, 10:00-12:00 pm. 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. 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. There may be opportunities for evening clinicals at some facilities.
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**
- Student Resources
- Student Services
- Faculty Home Page

**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.