Practical Nursing
Student Handbook

2023-2024

Contents

LPN Advisors

LPN Advisors are assigned by student last name

A, B, C, D, E, F, G, H
Mrs. Osborn, Mrs. Pottratz and Mrs. Rivere

I, J, K, L, M, N, O, P
Ms. Haase, Ms. Nussbaum and Mrs. Saugstad

Q, R, S, T, U, V, W, X, Y, Z
Mrs. Christian, Ms. Do and Ms. Solberg

Huron (all) Mrs. DeHaai

Getting the most from your LPN Instructor

- Communicate
- Take advantage of office hours
- Make appointments and be on time

Program Information

We are so excited to help you begin your pursuit of a career as a Licensed Practical Nurse. We hope you will find your work interesting, challenging, beneficial, and fulfilling to you and the patients assigned to your care.

As a member of the student body, you have been accepted into the program because you have demonstrated the ability and motivation necessary to complete the LPN curriculum. It is our primary purpose to offer you the opportunity to acquire the necessary knowledge, skills, and attitudes to succeed as an LPN. In the following pages you will find information useful to you while you are a student in the LPN program.

Contact List

Jaclyn Kramer, MSN, RN   Associate Dean of Curriculum & Instruction
    Office: HC 200   Phone: 605-367-5616

    Email: jaclyn.kramer@southeasttech.edu

Amber Langbehn, LPN   Health Core Associate
    Office: HC209   Phone: 605-367-5729

    Email: amber.langberhn@southeasttech.edu

Becca Christian, MSN, CLC, RN   Faculty
    Office: HC 209   Phone: 605-367-5569

    Email: becca.christian@southeasttech.edu

Brooklyn Rau   Health Records Administrative Assistant
    Office: HC 200   Phone: 605-367-6090

    Email: health.records@southeasttech.edu

Brittany Rivere, MSN, RN   Faculty
    Office: HC 231   Phone: 605-367-4634

    Email: brittany.rivere@southeasttech.edu

Doanh Do, BSN, CVRN-BC, CCRN, PCCN   Faculty
    Office: HC 231   Phone: 605-367-5376

    Email: doanh.do@southteasttech.edu

Dustin Pepper, BSN, CHSE, RN   Faculty/LPN Coordinator
    Office: HC205   Phone: 605-367-5686

    Email: dustin.pepper@southeasttech.edu

Jeanette Saugstad, BAN, RN   Faculty

Office: HC 206   Phone: 605-367-5693

Email: jeanette.saugstad@southeasttech.edu

Jennifer Pottratz, MSN, CHSE, RN   Faculty

Office: HC 208   Phone: 605-367-7768

Email: jennifer.pottratz@southeasttech.edu

Julie Sackett, LPN   Simulation Lab Specialist

Office: HC 233   Phone: 605-367-5516

Email: julie.sackett@southeasttech.edu

Kristi Duus   Nursing Programs Administrative Assistant

Office: HC 200D   Phone: 605-367-5728

Email: kristi.duus@southeasttech.edu

Megan Solberg, MSN, RN   Faculty

Office: HC 205   Phone: 605-367-4898

Email: megan.solberg@southeasttech.edu

Michelle Osborn, MSN, RN   Faculty, CNA/Clinical Coordinator

Office: HC 206   Phone: 605-367-5795

Email: michelle.osborn@southeasttech.edu

Sarah Nussbaum, MSN, RN   Faculty

Office: HC 206   Phone: 605-367-6048

Email: sarah.nussbaum@southeasttech.edu

Tori Haase, BSN, RN   Faculty

Office: HC 205   Phone: 605-367-7673

Email: tori.haase@southeasttech.edu

Program Information

The Nursing Program at Southeast Tech started in 2001, with an LPN Diploma program. Health care industries in the region requested the LPN program due to unmet staffing needs in many facilities. Since that time, the LPN program has grown substantially and now has classes starting three times each year, plus a part time evening and a part time day program. In January 2012, the first courses were started for the LPN to RN AAS Degree. The number of students and staff in the Nursing Program has grown each year. The Nursing Program strives to meet industry needs and standards by utilizing excellent faculty and staff, incorporating rigorous curriculum, a variety of clinical experiences, and excellent skills training.

Pinning Ceremony

At Southeast Tech, the pinning ceremonies and graduation ceremonies are separate events. The graduation ceremonies are held with the entire Southeast Tech graduating class and are usually held in the Sioux Falls Arena. The Nursing Program pinning ceremonies are held on the Southeast Tech Campus and the Huron Community Campus. Students will receive more information near the end of the program.

Nursing Student Organization

The STC Nursing Student Organization is open to all students enrolled in the Southeast Tech Nursing programs. Meetings are set at the beginning of each semester. Please contact your faculty with questions.

Program Grading Scale

LETTER GRADE	PERCENT
A	92.5-100%
B	88.5-92.49%
C	84.5-88.49%
D	80-84.49%
F	<79%

Student Learning Outcomes, based on the Quality and Safety Education for Nurses (QSEN)

1. **Patient Centered Care -** The student will determine the practical nursing care associated with the holistic well-being of the patient based on respect for the patient's preferences, values, and needs.

2. **Teamwork and Collaboration -** The student will practice as a collaborative member of the healthcare team through coordination of care.

3. **Evidenced Based Practice -** The student will associate best current evidence and clinical expertise for delivery of optimal healthcare.

4. **Quality Improvement** - The student will examine data to continuously improve the quality and safety of practical nursing care.

5. **Safety** - The student will demonstrate the delivery of safe and effective patient care.

6. **Informatics** - The student will appropriately utilize technology and informatics relative to patient-centered care.

Ironside, P.M. Exploring the Complexity of Advocacy: Balancing Patient-Centered Care and Safety. (n.d.). Retrieved May 21, 2007, from http://qsen.org/competencies/pre-licensure-ksas/

Student Guidelines

The Nursing Program has established the following guidelines in addition to the policies of Southeast Technical College and those outlined in the Health Handbook. Please refer to the Health Handbook for health record requirements.

General Expectations of Students

Students accepted into the LPN program are nursing professionals. Therefore, professional behavior is expected during all school activities. This includes lecture, lab, clinical, and preceptor experiences.

All LPN students will be evaluated on a regular basis by LPN instructors and staff concerning professional and ethical behavior.

Students attending Southeast Technical College are expected to comply with all pertinent state laws and take responsibility for their conduct.

Students must have proof of being a current CNA.

The primary means of communication with students, outside of class, is the STC email system. Therefore, students are expected to check STC email frequently.

Professional language is expected at all times. Loud comments and boisterous behavior are not appropriate. Voice levels should be moderated, and appropriate judgment should be used in choice of words. No profane language will be tolerated. Tactfulness is expected.

Students are expected to maintain confidentiality at all times. This includes, but is not limited to, information learned verbally or in written format. Students are only permitted access to patient records that are relevant to a patient currently under their care. Students must sign an agreement to maintain confidentiality, which will be kept on file for each student. Any breaches of confidentiality will be considered grounds for immediate disciplinary action, including possible dismissal from the program.

Honesty in all communication is expected. Dismissal from the program may result if a student is dishonest, steals, cheats, comes to class/clinical intoxicated or under the influence of alcohol or controlled substances, or inappropriately uses social media (including any remarks about your patients or sharing any patient information). Dismissal may also result from a student making any disparaging remarks about your school, nursing program, students, faculty members and/or staff.

If a student is absent, it is the student's responsibility to find out what material was covered, and what can or should be made up.

Disruptions such as talking during the instructor and/or peer presentations, excessive movement around the classroom, or other behavior deemed disrespectful or unprofessional will not be allowed.

General Course Guidelines and Grading

Course specific requirements will be in the course syllabi.

Students who fail the same nursing course twice, or failure from a total of two nursing courses may result in dismissal from the nursing program.

Health, Illness and Injury Guidelines and Procedures

See Health Handbook.

Students must notify the classroom and/or clinical instructor as early as possible of any illness that will cause an absence from the clinical site or the classroom. The instructor must receive notification at least 10 minutes before the starting time of clinical experience and/or class.

Students need to contact faculty member within one business day regarding any injury sustained while in the role of a Southeast Tech student.

Failure to comply with affiliate agreements regarding immunizations and physical requirements will result in you not attending clinical. Clinical will not be made up and you will receive a zero for a missed clinical day.

Clinical Guidelines

Students will receive a final clinical schedule for the courses once clinical sites have been finalized for a course or a semester. Clinical Agency Policies must be followed when in the clinical area.

Absences due to illness (vomiting, diarrhea, elevated temperatures or any contagious illness) may require doctor's verification. Students may wear a mask for the common cold. Treated infections after 24 hours of antibiotics are not contagious. Clinical make-up instructions will be provided at the beginning of the course.   Students who have had surgery or have an injury must provide documentation from their physician that they are able to participate in clinical. Documentation must be provided before they are at the assigned clinical site.

Grade may be lowered due to clinical absences because credit for clinical experience cannot be given when you miss the experience.

Absences due to snow days: If STC is closed or the Associate Dean Curriculum & Instruction of Nursing cancels clinicals there is no drop in grade. However, the day may be rescheduled or completion of an alternative format clinical may be required. The lead clinical instructor and/or clinical coordinator will communicate with you whatn needs to be completed.

Promptness is expected. If a student is late for a clinical experience, the instructor has the option to dismiss the student from the clinical area without allowing them to participate that day.

Student/patient relationships must be professional only. Students are to have a therapeutic relationship with patients. It is not appropriate to spend time strictly socializing during clinical experiences.

If you will be late or absent for clinical, you must send an email with three individuals copied: your clinical instructor, the nursing programs Administrative Assistant kristi.duus@southeasttech.edu and the clinical course lead. You are not required to call your instructor or the course lead. In the event you need to call, the Nursing Program Administrative Assistant may be reached at 605-367-5728; please leave a detailed message including first and last name, student ID number, clinical site, and instructor *prior to the start of clinical. For emergency contact, you may give site and school contact information.

Clinical paperwork may be available for reviewing 2 weeks after submission of the assignment

Grading in the clinical portion of the course is based on performance at the clinical site, as well as written assignments. The performance grade equals 65% of the clinical grade, the assignments (care plans, paperwork, etc.) equal 35%.

Students will be sent home from clinical for any of the following reasons:

Under the influence of any drugs or alcohol	Refusal to comply with dress code regulations
Unprofessional conduct toward a patient, staff member, clinical instructor, or other students	Any infectious disease (i.e. strep, pink eye, pneumonia, influenza)
Working overnight the previous night	Any patient care outside of scope of practice
Being emotionally unfit to take care of patients	Performing any procedure without instructor permission or instructor presence if procedure is invasive.
Giving any form of medication without the instructor present	Any violation of confidentiality

Instructors have the right to send students home for violations listed above, or if the instructor determines that the student's behavior may be harmful to the clinical site, patients, or other students. If asked to leave, students must do so in a respectful, courteous manner and the issue will be discussed at a later time on campus with the Instructor and the Associate Dean of Curriculum & Instruction of Nursing.

Appearance Guidelines for Lab and Clinical

		Classroom	Clinical or Practicum	Lab
Actions Uniform (see below for details)	**Southeast Tech scrubs**	Able to wear any scrubs	Required	Required
	STC Student ID name badge	Required	Required	Required
	White shoes and socks	Not required	Required	Required
	White long sleeve under scrub top or blue lab coat over scrub top	Permitted	Permitted	Permitted
	Fleece Jacket (STC Nursing Blue Fleece ONLY)	Permitted must have scrub top on underneath fleece jacket	No	Permitted must have scrub top on underneath fleece jacket
	Sweatshirts	Permitted must have scrub top on underneath if sweatshirt removed	No	No
	Headbands and scrunchies	Permitted	Permitted Must be a solid neutral color (Black, brown, white or clear). Headbands are not to be over 2" in width	Permitted Must be a solid neutral color (Black, brown, white or clear). Headbands are not to be over 2" in width
	Hair of a naturally occurring color	Required	Required	Required
	Fingernails	No restrictions	Fingernails are to be natural, length no longer than the tip of the finger, and clean. No artificial fingernails allowed.	Fingernails are to be natural, length no longer than the tip of the finger, and clean. No artificial fingernails allowed.
	Tattoos	Instructor discretion	COVERED & NOT VISIBLE	COVERED & NOT VISIBLE
	Watch with second	Not Required	Required	Required

	hand (no digital watches)			
	Wedding band / engagement ring	Permitted	Permitted	Permitted
	Any other type of jewelry	Permitted	No	No
	Cell phone	Scheduled breaks only	Scheduled breaks only	Scheduled breaks only
	Taking photos	Instructor discretion	No	No
Supplies (see below for details)	**Bandage scissors**	Not Required	Required	Required
	Stethoscope	Not Required	Required	Required
	Black pen	Not Required	Required	Required
	Pen light	Not Required	Required	Required
	Passwords	Not Required	Required	Required
	Blood Pressure Cuffs	Not Required	Required	Required
	Black Fanny Pack	Permitted	Permitted	Permitted
	Textbooks	Required	See course syllabi	Required

- **UNIFORM** Students who do not meet the dress code/uniform requirements will receive a 25% reduction in clinical and 50% reduction in lab grades.
    - **General**
        - Must be clean, wrinkle-free, and free of tears or stains
        - Must fit properly, not too tight, not too loose to reveal inappropriate anatomy
    - **Bottoms**
        - Should be hemmed to ensure they do not drag on the floor
        - Must come up to the waist (NO low-rise scrub pants permitted)
    - **Undergarments**
        - Must be WHITE
        - Undershirt should not hang lower than the scrub top
        - Underwear should not be visible either above the scrub shirt or pants
    - **Shoes**
        - Must be **ALL WHITE**
            - No other color combination of colors with white will be permitted
        - Must be close-toed and full heel (no straps or low heel back such as clogs permitted)
    - **Badge**
        - Must ALWAYS wear Southeast Tech ID name badge when in a **clinical or lab area**
        - Students doing clinical rotations at Veterans Administration Medical Center (VA) are also required to wear the VA name badge when at the facility

- o **Watches**
  - ▪ Must have second hand; NO digital watches
  - ▪ Watches that send or receive messages are **NOT PERMITTED**
- o **Hair**
  - ▪ Should be clean, neatly combed and styled so it does not fall forward
    - • Hair that is shoulder-length or longer must be put up
    - • Bangs longer than eyebrow-length must be pinned back
    - • Mustaches or beards must be kept neatly trimmed and close to the face
  - ▪ Must not touch the collar of the uniform
  - ▪ Accessories must be a solid neutral color (black, brown, white or clear)
    - • No feathers or non-hair type extensions permitted
    - • Headbands are not to be over 2" in width
- o **Hygiene**
  - ▪ Personal cleanliness, use of deodorant and good oral hygiene is an expectation
  - ▪ No perfume or cologne is permitted
  - ▪ No odor from tobacco use is permitted
  - ▪ Minimal amount of makeup may be worn
- • **ACTIONS**
  - o **Cell phones**
    - ▪ Must be in your backpack on silent or airplane mode for the duration of lab and clinical
    - ▪ Must not be on your person or make noise for the duration of lab and clinical
    - ▪ Must only be used when indicated by faculty (during scheduled breaks, authenticating)
- • **SUPPLIES** and equipment MUST be in working order
- • **OTHER**
  - o Chewing gum must not interfere with patient care and is up to the instructor's discretion to determine if it is permitted or if it must be discarded
  - o Chewing tobacco is not permitted

Advanced Standing Guidelines

The applicant must submit a request for advanced standing in the LPN program along with transcripts, course outlines, skill competencies, clinical evaluations, and other material requested by the Associate Dean of Curriculum & Instruction of Nursing.

After the Associate Dean of Curriculum & Instruction of Nursing has evaluated the material and determined there is possible equivalency to Southeast Tech LPN courses, the Associate Dean of Curriculum and Instruction of Nursing will meet with the Director of Student Services. A final determination of advanced standing will be made.

If there is space available in the class, the applicant will then proceed through the admissions process as outlined in the admissions policy and procedure.

If it is unclear to the Associate Dean of Curriculum & Instruction of Nursing if there is course equivalency, the Associate Dean of Curriculum & Instruction of Nursing may suggest credit by examination. The Associate Dean of Curriculum & Instruction of Nursing will make the final decision.

All students graduating from the Southeast Tech LPN Program must successfully meet all course and clinical requirements and competencies.

A student accepted, as an advanced standing student, must take at least 25% of the required Southeast Tech LPN program credits at Southeast Tech.

Advanced standing placement is given only if there is space available in the class.

Student Engagement

Nursing students are invited and encouraged to attend the Nursing Faculty meeting to voice their concerns or opinions. Students can attend the first 10 minutes of the meeting. The meetings are held every other week when possible on Friday during the fall and spring semester. To be added to the agenda please contact the nursing program Administrative Assistant at kristi.duus@southeasttech.edu.

Disclaimer: All policies, procedures, dates, and times in this handbook are subject to change under the discretion of the Dean of Curriculum and Instruction, Associate Dean of Curriculum and Instruction of Nursing, Nursing Program Employees, and Southeast Tech Administration.