Changes to the RN-BSN student handbook can be made at any time. When changes are made, students will be notified through their ACC student e-mail via the D2L Nurses Lounge Sandbox.

Although we strive for accuracy, this handbook should not be considered an expressed or implied contract between ACC and any current or prospective Student.
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PROGRAM INFORMATION

A. Program Description and Occupational Information

Graduates receiving a Bachelor of Science Degree in Nursing (BSN) are provided a broader spectrum of career opportunities (including specialties) within the nursing profession. The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long-term and community-based health care settings, in the areas of Obstetric and pediatric, Medical Surgical, Psychiatric and Public Health Nursing. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The BSN degree is a step towards advanced nursing roles such as leadership or nurse educator positions.

B. Accreditation

Arapahoe Community College (ACC) is accredited by The Higher Learning Commission. The Commission can be reached at 312.263.0456 or by accessing website hlcommission.org. The College operates under the jurisdiction of the Community Colleges of Colorado (CCCS). ACC students regularly transfer credits to state colleges and universities within Colorado. Transfer information is available in the Academic Advising Office, Room M2010.

C. College Information

General information about Arapahoe Community College, including and not limited to academic calendar, hours of operation, student services, employee directory, crime statistics, catalogs, schedules, etc. can be accessed through the ACC website (link to: https: www.arapahoe.edu).

Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

D. Non-Discrimination Statement

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

E. Title IX: Sexual Misconduct, Discrimination, Harassment

Under Title IX of the Education Amendments of 1972, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” In addition to protecting students, faculty, and staff from discrimination and harassment based upon sex, gender identity, and sexual orientation, Title IX of the Education Amendments of 1972 also prohibits any form of discrimination based upon pregnancy or related conditions.

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator and Jennifer Husum, Associate Dean of Students for Equity and Compliance, as its Deputy Title IX/ Equal Opportunity/ADA Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, please contact Angela at 303.797.5715 or Jennifer at 303.797.5674, email eoandtitleIXcoordinator@arapahoe.edu or Arapahoe Community College, 5900 S. Santa Fe Drive, Littleton, CO 80120.
You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303.844.3417.

F. School of Health and Public Services

The Nursing Program is one of the health programs offered at ACC and is part of the School of Health and Public Services (HPS), ACC Instructional Division. The Dean of HPS is Dr. Darius Navran and the Vice President of Instruction is Rebecca Woulfe. Their offices are located in the Annex Building, Room 2000 (A2000) and are open during usual business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

G. Advisory Committee and Shared Governance

The Advisory Committee for the RN-BSN Nursing Program is composed of a representative group composed of respected nursing administrators and staff from several metropolitan health care institutions, faculty members, alumni, and students. The purpose of the committee is to review curriculum, policies, and procedures, and make recommendations to the faculty regarding their appropriateness to the current practice of nursing. The committee also provides accurate occupational information including trends in employment.

Student representation in the Nursing Program’s governance activities is achieved by student volunteer who serve on one of four Nursing Program committees including Faculty and Student Affairs, Curriculum, and Evaluation. Each Nursing Program committee has Nursing Program faculty and staff representation, and a volunteer student representative who has demonstrated leadership skills in their first year of the program. Students attend committee meetings and offer input to committee members about issues that impact student success and life within the program.

H. Faculty

The full-time ACC nursing faculty hold Doctorate of Nursing Practice (DNP) and Master of Science Nursing (MSN) degrees (or are enrolled in a Master of Science Nursing degree program) in an area of specialization: Medical-Surgical, Pediatrics, Maternity, Psychiatric Nursing, and Nursing Education. All have had experience as nurses and teachers prior to coming to ACC. For specific information about individual faculty, please see the Arapahoe Community College website or the faculty member.

I. Nursing Program Mission

The mission of Arapahoe Community College, Department of Nursing is to advance professional nursing practice by delivering high quality, accessible education which prepares learners to meet complex health and wellness needs of diverse clients and communities.

J. Philosophy and Core Values

The philosophy of the nursing faculty is in harmony with and supports the ACC mission statement. The philosophy of ACC’s Nursing Department is based on the following core values:

- **Life-long Learning** – Nursing practice is constantly evolving and information technologies are ever changing, the ability to adapt and grow professionally is essential.

- **Respect for Differences** – Everyone is shaped and influenced by unique life experiences. Diversity enriches the environments in which we live, work, and learn.

- **Culture of Caring** – Compassionate, culturally competent care better serves clients and communities and supports a holistic, patient-centered focus.

- **Integrity** – Honesty, ethical practice, respect, and personal accountability in all interactions, personal, professional and academic.

- **Quality** – Promoting a culture of inquiry and a mindset of continual quality improvement advances safe, evidence-based practice through the science of nursing.
Community – Fostering partnerships, teamwork and respectful communication with multiple disciplines as a collaborator and manager of care needs across the healthcare continuum.

K. Nursing Program Outcomes
Student Learning Outcomes
After completing the RN-BSN program, the graduate will be able to:

• **Quality care**: Apply research to promote best practice and use data to monitor the outcomes of care processes while using improvement methods to design and test changes to continuously improve the quality and safety of health care systems and deliver quality care to individuals and diverse populations.

• **Professionalism**: Demonstrate an enhanced commitment to professionalism that embraces excellence, caring, legal and ethical practice, civility, accountability, and life-long learning.

• **Communication**: Model effective communication and collaboration with colleagues/interdisciplinary groups and members of the community to promote health, safety and well-being.

• **Leadership**: Apply principles of leadership, and knowledge of quality improvement and organizational systems in designing, managing, and coordinating safe, quality, and cost-effective patient-centered care.

• **Critical Thinking/Practicum Reasoning**: Utilize a systematic process of critical inquiry using nursing, natural and behavioral sciences, humanities, and arts to make evidence-based practice decisions that improve the nursing care of individuals, families, groups, and communities.

GENERAL INFORMATION

A. Advising
Academic advising and general college information is available at all three ACC campuses and provides comprehensive services to assist new and current students to develop plans to complete Nursing Program courses, understand policies and procedures, and access campus resources to facilitate student success. Please refer to the Academic Advising hours for each campus on the ACC Website.

Nursing candidates and current students may also receive academic advising from the course faculty.

B. Sequence of Courses
Nursing courses are sequential as provided in the academic plan. MAT 135 and ENG 122 are prerequisites before taking NUR 303 – Research/Evidence Based Practice. All 300 level courses must be completed before starting 400 level courses. Certain courses require an active unencumbered RN license as noted on academic plan.

Students may take a nursing course at another college only with written permission of the Nursing Director and completion of required transfer paperwork of the school to which the student wishes to transfer.

C. Attendance Guidelines
Students must be registered for a class in order to participate in the class online.

*It is the responsibility of the student* to complete the withdrawal process should he or she wish to discontinue a course of study or attendance at the college. Please consult the ACC College Catalog for specific information regarding procedures, financial aid implications or academic standing information.

Nursing courses prepare students for safe client care and faculty expect students to participate in each course and practicum experience to develop the theoretical and practical components of the
baccalaureate professional nursing role. It is the responsibility of the student to notify the instructor prior to an absence in the course.

In the event an absence is necessary, the following procedures will apply:

**Theory/Didactic**: Students are expected to participate in all courses for which they are registered, except in cases of illness or other emergencies. Online course attendance policies are explained in individual course syllabi.

### D. Practicum Experience Attendance Policy

In courses with a practicum experience, participation and attendance are mandatory. If a student is unable to complete the practicum experience, course failure may result. Behaviors leading to course failure will include:

- Failure to notify faculty of an absence or tardiness (no call/no show) during practicum experience.
- Incomplete practicum experience hours due to failure of the student to find, a practicum site, reports or reasonable evidence of noncompliance with dress code, alleged violations of the Student Code of Conduct, or established expectations.

### E. Communication and Conflict Resolution

There is an expectation of mutual respect and civility between faculty and students. If an issue should arise, the student should schedule a meeting with the faculty member to discuss the issue. Quite often, issues can be resolved through direct communication between the faculty member and the student.

Should a student feel that he or she has been treated unfairly or unjustly and is unable to resolve the matter informally, the student may elect to file a complaint by following the process established through the Student Grievance Procedure available in the ACC Student Handbook. Please note grades and other academic decisions are not grievable unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the college’s Civil Rights Grievance and Investigation Process.

### F. Professional Appearance

Students must always present themselves in a professional manner while enrolled in the Nursing Program. Students must be in compliance with the professional dress code guidelines at all times to remain in the practicum setting. If there are exceptions, alternate styles of dress will be determined and described by the faculty member involved. The following guidelines are mandatory for students to remain in compliance with the dress code:

- **Picture ID badges** are always to be worn above the waist with the picture facing forward in the practicum setting.
- **Jewelry worn at the practicum setting** should be minimal. Small post earrings (single pair) and a wristwatch are acceptable. Earring gauges are not allowed. In certain practicum experiences, it may be advisable to not wear any jewelry. Medical alert jewelry is acceptable.
- **No visible facial or body piercing jewelry nor tattoos** are allowed. No objects of any type may be worn in the tongue. If necessary, a small beige bandage is permitted to cover a visible piercing and all visible tattoos should be covered. In all cases, the student must be in compliance with the professional appearance policy of the practicum agency.
- **Hair** must be clean, natural in color (not pink, blue, etc.), and worn back from the face while in uniform to meet health and safety standards. Extreme hair styles are not permitted in practicum settings. Closely trimmed beards, sideburns and mustaches are permitted but must meet facility policy for client safety.
• Makeup should be minimal.
• Gum chewing while in the practicum setting is prohibited.
• Clothing must be clean and wrinkle-free. Undergarments should be worn at all times and cannot be visible.
• Students are expected to maintain appropriate personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette smell. No cologne, after-shave, scented lotions and/or perfume are permitted.
• Fingernails must be clean and short with no nail polish. Artificial nails, nail wraps or extenders are not permitted in the lab or practicum setting.

Unacceptable Attire in the Practicum Setting and Sponsored Events:
• Thin, sheer, or see-through clothes.
• Sleeveless tops, sundresses, halter tops, tank tops, t-shirts, short shorts, mini dresses/skirts.
• Sweatpants, sweatshirts, track suits.

G. Information Technology

Courses within the Nursing Program use online resources as a learning and communication tool between faculty and students. Students will need access to a computer and network connection.

Mobile devices can be a valuable tool for healthcare education when used appropriately. Criteria for use of mobile devices during practicum experiences include the following guidelines:
• Professional behavior and proper technology etiquette should be observed at all times when using cell phones, IPods, IPads, mobile devices, laptops or other electronic devices.
• These may be used only when authorized by faculty and for practicum activities, not personal use.
• Cell phones/mobile devices or mobile device apps must be on “airplane mode” or “silent” during practicum experiences.
• No photos may be taken by students in the practicum environments. Exceptions will only be made if it is part of a course assignment and is approved by the practicum facility.
• No personal phone calls or texting are allowed at any time while in a client area.
• In the case of smart phones, students are expected to have equipment turned off if required by agency policy and are expected to go to designated areas for cell phone use when accessing information on their mobile device as needed.
• Staff at the practicum setting may ask to see what programs you are using at any time. Use of facility computers for personal use is prohibited.
• In accordance with HIPAA policy, confidentiality of client information must be protected at all times.
• Mobile devices should be disinfected/decontaminated as needed in order to prevent the transfer of pathogens.
• Students who violate client privacy by use of mobile devices will be subject to HIPAA infractions of the practicum agency.
• Social networking sites: when contributing to a social networking site, such as Facebook, Twitter, etc. it is important to remember that everyone can see and read what is written on the site. Keep your interactions professional and err on the conservative side when posting comments or sharing pictures. Never share client information. What may seem harmless to you may in fact identify the client or their family members and could be a violation of The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Remember your online presence reflects you as a professional. Be aware that your actions captured via images, posts or comments can reflect on you and many recruiters routinely search social networking venues when considering someone as a new hire. Postings which may result in having an adverse impact on the program or college or violating client privacy rights may be subject to disciplinary action.

PROGRESSION AND RETENTION

A. Progression
In order to progress through the Nursing Program, a student must achieve a theory grade of “C” or better in every required nursing course; and maintain satisfactory practicum performance. Students are expected to maintain professional behaviors identified for the Nursing Program. A student who does not achieve these standards must withdraw from the Nursing Program. Dual enrolled students who have failed a course within the AAS nursing program will not be allowed to continue taking courses in the RN-BSN program until the student has successfully completed and passed the failed course. If the student is enrolled through a different college, the student must provide a letter from that college stating the student is ready to resume dual enrollment nursing course work at ACC.

B. Grading
Individual course syllabi-guides will identify grading parameters. An “Unsatisfactory” practicum performance evaluation means the student does not pass the nursing course regardless of the theory grade. Students are expected to speak directly with the theory faculty member(s) about any concerns, i.e., grading course materials, disability accommodations, or special needs. It is the student’s responsibility to contact the appropriate faculty member in a timely manner if an issue or problem should arise.

C. Academic Success Plan
Students who do not achieve a passing grade on the first exam (if applicable) of any nursing course are strongly encouraged to complete an Academic Success Plan with the course faculty. The Academic Success Plan identifies student strengths and barriers to success and provides resources to promote future success. For subsequent exams, a student who falls below a 77% overall exam (if applicable) average will be encouraged to complete an Academic Success Plan.

D. Withdrawal
Students MUST discuss their grade and class status with faculty before withdrawing from a course. Students are required to withdraw from the course themselves through approved college processes. Students may only withdraw from ONE nursing course per semester, and only once during the Nursing Program.

E. Graduation Requirements
- A minimum of 120 credit hours with the last 30 hours to be earned at ACC
- Complete all courses required for the RN-BSN Completion Program
- Achieve a “C” or better in all required courses

READMISSION GUIDELINES
Students who meet the published readmission criteria below and follow the readmission procedure will be readmitted on a space available basis. Space is dependent upon attrition, faculty staffing, and legislative budgetary appropriations. Readmission cannot be guaranteed to every student who applies.

Readmission decisions are made at the discretion of the Nursing Program Director in consultation with the
A. Eligibility for Readmission

1. A student who withdraws from the program may be allowed readmission without reapplying if they are in good academic standing before withdrawing, the student commits to returning within one calendar year of withdrawal, and there is space available in the courses. The student must provide a written letter or email of intent to the Director of Nursing Program and must have met the criteria listed above. If a student does not meet the criteria listed, the student must reapply for readmission. The student is expected to complete the program within six semesters (not including the time they were absent from the program).

2. Students who have withdrawn, postponed, or dropped from the first semester courses for longer than 3 consecutive courses or students who have stopped out of the program for longer than 3 consecutive semesters, must re-apply to the RN-BSN Completion Program. If the student stops out for less than 3 consecutive semesters since the last course may continue in the program.

3. If a student defers initial admission (delays start of nursing classes), and it has been fewer than 3 consecutive semesters since initial application (including the semester the student applied), students must notify the department that they wish to begin coursework and ensure all requirements (application paperwork) is up to date. It has been greater than 3 consecutive semesters since the initial application (including application semester), the student must re-apply to the RN-BSN Completion Program.

4. A student will be dismissed from the program if they fail (earn a D or F) in any three nursing courses within the program.

5. A student will be dismissed from the program after a third withdrawal from any nursing course.

6. Readmission must occur within three semesters from the time the last nursing course was taken and successfully completed.

7. The Nursing Program Director or designee reserves the right to deny a request for readmission if the student was dismissed for issues of academic integrity, unsafe client care, inappropriate conduct, and more than one course failure in the Nursing Program.

8. The student must supply accurate and verified information to support readmission eligibility.

B. Process for Readmission

1. Consult with course faculty.

2. If requesting readmission following a nursing course failure, the student must contact the Director of Nursing Program via a dated letter or email requesting readmission to the Nursing Program. Letter/email must include the student’s current contact information including mailing and CCCS system email address, and telephone number. The student must explain why they believe they did not progress or pass the course, along with a plan of how the student will be successful in the future courses.

3. Deadline for submission is one month prior to the start of the course.

4. DEADLINE for submission of Readmission Packet is 5:00 pm on the Friday immediately following the last day of classes, per the Arapahoe Community College Schedule. **No late submissions will be accepted.**

5. The Nursing Program Director and faculty will consider the following for readmission:
   
   a. Cumulative GPA of courses completed with passing grade in the RN-BSN Completion Program.
   
   b. Student use of academic resources
   
   c. Academic Standing

   Students dismissed from the program as a result of disciplinary sanctions will be considered ineligible for readmission. (See Arapahoe Community College Student Handbook, Student Code of Conduct:
HEALTH AND SAFETY GUIDELINES

A. Health Declaration

It is essential that nursing students be able to perform a number of physical activities in the practicum portion of the program. At a minimum, students will be required to lift clients, stand for several hours at a time, and perform bending activities. Students who have chronic illnesses or conditions, must be maintained on current treatment, have documentation of this treatment, and provide a statement of ability to implement direct client care with no restrictions. The practicum nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program.

B. Health and Safety Requirements

1. All students entering nursing courses must meet all health and safety requirements to maintain enrollment status. Students will be required to provide a copy of their Immunization records prior to the start of their practicum courses NUR 409 and NUR 410. In circumstances of student illness, injury or other health limitation and through an interactive process, the faculty with Student Access Services staff will determine if a student can remain and/return to the practicum experience and meet the essential functions of the program.

2. Students unwilling or unable to provide documentation of compliance with health and safety requirements will not be permitted to continue in the online nursing courses and will be asked to withdraw from the classes.

3. In circumstances of student illness, injury or other health limitation and through the interactive process, the faculty with Student Access Services Office will determine if the student can remain and/return to the practicum experience and meet the essential functions of the program.

4. A current CPR certification in Basic Life Support for Health Care providers is required and needs to be provided to the nursing department once accepted into the program.

5. A completed criminal background check and evaluation for disqualifying offenses according to the Colorado Community College System (linked text: www.cccs.edu).

In addition to the above, students will not be able to attend practicum unless they have:

1. A random drug screen completed once accepted into the program.

2. Met the practicum facility requirements regarding Federal OSHA and HIPAA standards, which include annual testing on the standards and achieving a score of 100%, if applicable.

3. Completion of any facility requirements (i.e. computer or equipment orientation) by specified deadline.

For continuing students, the requirements cannot expire during an academic semester. Returning students must show compliance biennially for CPR classes, within one month prior to starting class for entrance into class. For example, if one starts in August, CPR are completed and documented by July. If one starts in January, CPR classes are completed in December.

Failure to complete these requirements will result in mandatory absence from practicum and may jeopardize the course grade. Health and safety requirements are subject to change without notice depending on practicum agency requirements.

C. Reasonable Accommodations

1. Students are expected to participate fully in activities required by the program and will be expected to
meet all program objectives/expectations/requirements.

2. Students requesting accommodations should first meet the Student Access Services Office in Room M2710 or call 303.797.5730. It is recommended students set up their intake appointment with Student Access Services prior to starting the Program. Specific information regarding the accommodation process can be accessed through the Student Access Services Office.

3. Students having a temporary medical condition, including pregnancy and related conditions, that inhibits or restricts their activities should connect with the Student Access Services Office. Documentation from the medical provider may be helpful, or in some cases required. Accommodations will be made if reasonable and possible.

4. If a student becomes unable to participate fully in the program’s activities and meet the essential functions of the program, the options for the student may include an incomplete or an administrative withdrawal. When a student is able to return to the course, program, or practicum experience, medical provider clearance may be required. This need may depend on previous conversations and documentation provided to Student Access Services. Specific questions or concerns regarding returning to a program or course, after medical-related extended absences or medical leave, should be directed to Student Access Services staff, who will work with the Nursing Program Director.

5. If a student requests accommodations for the practicum setting, an additional review is conducted. Through an interactive process, this additional review includes determination regarding whether or not there is an appropriate, reasonable accommodation needed for the student to demonstrate the ability to meet technical standards in the practicum setting. In addition, this review includes considerations of both patient and student safety.

6. When the faculty/instructor receives a letter provided by the Student Access Services Office, accommodations are provided to the student. In most cases, accommodations are not retroactive.

D. Essential Skills and Functional Abilities for Nursing Students

Individuals enrolled in the ACC Nursing Program must be able to perform essential skills. If a student believes that he or she cannot meet one or more of the standards without accommodations, the Nursing Program must determine, on a case by case basis and in collaboration with the Student Access Services Office, whether a reasonable accommodation can be made. A student is not required to disclose the nature of any disability to the Program.

<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motor Abilities</strong></td>
<td>Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.</td>
<td>Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.</td>
</tr>
<tr>
<td><strong>Manual Dexterity</strong></td>
<td>Demonstrate fine motor skills sufficient for providing safe nursing care.</td>
<td>Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.</td>
</tr>
<tr>
<td>Functional Ability</td>
<td>Standard</td>
<td>Examples of Required Activities</td>
</tr>
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<tr>
<td><strong>Perceptual/Sensory Ability</strong></td>
<td>Sensory/perceptual ability to monitor and assess clients.</td>
<td>• Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.).</td>
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<td></td>
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<td>• Tactile ability to feel pulses, temperature, palpate veins, etc.</td>
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<td>• Olfactory ability to detect smoke or noxious odor, etc.</td>
</tr>
<tr>
<td><strong>Behavioral/Interpersonal/Emotional</strong></td>
<td>• Ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner.</td>
<td>• Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td></td>
<td>• Capacity for development of mature, sensitive and effective therapeutic relationships.</td>
<td>• Work with teams and workgroups.</td>
</tr>
<tr>
<td></td>
<td>• Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</td>
<td>• Emotional skills sufficient to remain calm in an emergency situation.</td>
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<tr>
<td></td>
<td>• Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</td>
<td>• Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.</td>
</tr>
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<td></td>
<td>• Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct.</td>
<td>• Adapt rapidly to environmental changes and multiple task demands.</td>
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<td>• Maintain behavioral decorum in stressful situations.</td>
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<tr>
<td>Functional Ability</td>
<td>Standard</td>
<td>Examples of Required Activities</td>
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<tr>
<td><strong>Safe environment for patients, families and co-workers</strong></td>
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<tr>
<td>• Ability to accurately identify patients.</td>
<td></td>
<td>• Prioritizes tasks to ensure patient safety and standard of care.</td>
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<tr>
<td>• Ability to effectively communicate with other caregivers.</td>
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<td>• Maintains adequate concentration and attention in patient care settings.</td>
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<tr>
<td>• Ability to administer medications safely and accurately.</td>
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<td>• Seeks assistance when practicum situation requires a higher level or expertise/experience.</td>
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<tr>
<td>• Ability to operate equipment safely in the practicum area.</td>
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<td>• Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.</td>
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<tr>
<td>• Ability to recognize and minimize hazards that could increase healthcare associated infections.</td>
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<tr>
<td>• Ability to recognize and minimize accident hazards in the practicum setting including hazards that contribute to patient family and co-worker falls.</td>
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<tr>
<td><strong>Communication</strong></td>
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<tr>
<td>• Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</td>
<td></td>
<td>• Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</td>
</tr>
<tr>
<td>• Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</td>
<td></td>
<td>• Elicits and records information about health history, current health state and responses to treatment from patients or family members.</td>
</tr>
<tr>
<td>• Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</td>
<td></td>
<td>• Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</td>
</tr>
<tr>
<td><strong>Cognitive/Conceptual/Quantitative Abilities</strong></td>
<td></td>
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<tr>
<td>• Ability to read and understand written documents in English and solve problems involving measurement, calculation,</td>
<td></td>
<td>• Calculates appropriate medication dosage given specific patient parameters.</td>
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</table>
### Functional Ability

<table>
<thead>
<tr>
<th>Standard</th>
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<tbody>
<tr>
<td>reasoning, analysis and synthesis.</td>
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<tr>
<td>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</td>
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<tr>
<td>Ability to comprehend three-dimensional and spatial relationships.</td>
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<tr>
<td>Ability to react effectively in an emergency situation.</td>
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</table>

### Examples of Required Activities

- Analyzes and synthesize data and develop an appropriate plan of care.
- Collects data, prioritize needs and anticipate reactions.
- Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.
- Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.
- Transfers knowledge from one situation to another.

### Punctuality/Work habits

<table>
<thead>
<tr>
<th>Standard</th>
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<tr>
<td>Ability to adhere to policies, procedures and requirements as described in the Nursing Student Handbook, ACC Student Handbook, college catalog and course syllabi.</td>
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<tr>
<td>Ability to complete online classroom and practicum assignments and submit assignments at the required time.</td>
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<tr>
<td>Ability to adhere to classroom and practicum schedules.</td>
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</table>

### Examples of Required Activities

- Participates in online class assignments punctually.
- Reads, understands and adheres to all policies related to online classroom and practicum experiences.
- Contact instructor in advance of any absence or late arrival.
- Understand and complete classroom and practicum assignments by due date and time.

### E. Pregnancy

If a student is pregnant or has a pregnancy related condition, the student may be granted accommodations through the interactive process and for as long as a medical provider deems them medically necessary. Nothing in these statements should be construed as a modification to the essential elements or functions of any academic program, course or practicum assignment.

- Students who are pregnant or have a pregnancy related condition, will be granted the same reasonable accommodations given to any other student with a temporary medical condition. Please see the Reasonable Accommodations section.
- Accommodations for pregnancy and related conditions may include, but are not limited to, allowance for makeup work, excused absences, extended deadlines, online learning options, and reasonable adjustments to a student’s educational environment, even if they are outside of the instructor or faculty’s typical practice, course syllabus or program handbook.
- Students are protected from any unwanted attention or reveal of a student’s pregnancy status without their consent.
• When a pregnant student returns to school, ACC will take reasonable step to ensure the student is returned to the same academic status as before the student's medical leave began to the extent possible.

• Breastfeeding students will be allowed reasonable time and space to express breast milk and in an appropriate location.

A student can seek accommodations from the Student Access Services Office, not through their instructor, faculty or practicum site/supervisor. Students who are pregnant or with related conditions are encouraged to seek assistance for accommodations as quickly as possible. ACC is limited in its ability to implement accommodations retroactively. Students seeking assistance during the semester of enrollment will have better options than those notifying ACC of their situation after the semester has ended.

If a student is concerned about harassment or discrimination on the basis of sex, please contact the Title IX Coordinator or Deputy Title IX Coordinator. Please see the ‘Non-Discrimination Statement’ section for their contact information.

Communicable Diseases: Pregnant students should avoid exposure to infectious diseases that could affect a developing fetus. Included in the list of diseases, but not limited to, are:

**Chickenpox (Varicella)** - Infectious exposures may occur in the pre-rash stage. A new vaccine is available. Immune titers are recommended, and vaccination if the titer is negative.

**German Measles (Rubella)** - Often occurs in asymptomatic cases (asymptomatic-no signs of the disease). A history of previous illness is not acceptable for assumption of immunity. Immune titer's or documentation of two doses of vaccine (MMR) are required for all nursing students. Female students should have the rubella vaccine at a time when pregnancy will not occur for at least three months.

**Measles (Rubeola)** - Occurs in epidemics in the winter. Immune titers or documentation of two doses of vaccine (MMR) if born after 1956 are required for all nursing students. This vaccine should not be given to pregnant women.

**Hepatitis viruses** - Many non "yellow" cases occur. An individual may have the hepatitis virus and not know it. Three doses of the Hepatitis B vaccine, or a negative titer, are required for all nursing students. At least one of the three doses must be documented before practicum experience in the program.

**Enterovirus** - Epidemics occur from June to November, with many asymptomatic cases. Titers are not indicated, and no immunizations are available.

**Cytomegalovirus (CMV or CID)** - This virus is carried by 10-30% of young children, often without related symptoms. Titers on personnel are not indicated, and no immunizations are available.

**Human Immunodeficiency Virus** - Precautions to prevent transmission of HIV are included in the following Universal Precautions recommendations.

**Tuberculosis (TB)** - The possibility of exposure to this disease has increased in recent years. The following must be documented. A negative TB skin test by the PPD intradermal, Mantoux method must be provided annually. If indicated, proof of a negative chest x-ray for Tuberculosis taken within five years of beginning the program must be provided. If students become symptomatic or convert to positive TB tests while in the Nursing Program, they must be assessed by their own health care provider or: Disease Control Service, City and County of Denver, Department of Health and Hospitals, 605 Bannock Street, Denver, CO 80204-4507, 303-436-7200.

F. Health and Injury

1. Students are responsible for their own transportation and vehicle insurance to and from the practicum site. No coverage is provided for any motorized vehicle not supervised or provided by the college.

2. Arapahoe Community College provides annual malpractice/liability insurance coverage for students enrolled in the Nursing Program as part of the registration fees.
3. Students are covered by Workers' Compensation while in the practicum setting. In the event of an injury the student must do the following:

**At Practicum-Site:**

1. Report incident to faculty

2. If applicable, follow through with agency requirements for on-site treatment and documentation. Provide a copy of agency documentation to ACC Human Resources. **Follow-up care needs to be provided by ACC Workers’ Compensation providers as listed below.**

3. If applicable, check client chart for history of Hepatitis B or any other communicable disease, if applicable.

**In addition, at ACC:**

1. Report to the Office of Human Resources, ACC Main Campus, Church Street Building, Room 1015, or call 303-797-5715 **within 48 business hours** of incident.


3. Complete Worker's Compensation form, available from the Office of Human Resources.

4. Arrange follow-up care through the ACC Office of Human Resources:
   - Human Resources will contact Concentra Medical Center to let hospital personnel know that you are on your way or to make an appointment for you and will provide you with a claim number.
   - Human resources will provide you with a list of Concentra Medical center sites. All work-related injuries are to be treated at any one of the 11 Concentra facilities (during regular business hours).
   - Upon treatment from Concentra, submit the necessary paperwork back to the Human Resources Office for further processing no later than 72 hours after the accident.

5. For emergencies that occur after hours, if possible, seek treatment at: HealthOne/Swedish Medical Center, 501 East Hampden Avenue, Englewood, CO 80110.

All Non-paid Cooperative Education Students Worker's Compensation: **Practicum experiences are considered non-paid, cooperative education for Worker's Compensation purposes.**

**Purpose:** This is to notify you of a Worker's Compensation Workcomp Program that Arapahoe Community College has implemented for non-paid Cooperative Education students. Arapahoe Community College's designated providers are Concentra Medical Center and Swedish Medical Center in Englewood for all medical care associated work-related injuries and illnesses.

The purpose is two-fold, to assure the employees/students access to quality medical care and, at the same time, to assure that the employees/students receive necessary and appropriate medical care. Arapahoe Community College feels this goal can be met by Concentra Medical Center and Swedish Medical Center in Englewood.

This program requires all non-paid cooperative education students incurring work-related injuries and illnesses to receive their medical care from Concentra Medical Center and HealthOne/Swedish Medical Center in Englewood. Medical care received from providers other than Concentra Medical Center and HealthOne/Swedish Medical Center will be considered "UNAUTHORIZED" and may not be reimbursed by the insurance company. Life-threatening emergencies are, of course, an exception to the rule. In those instances, the closest medical facility should be accessed. For information concerning Worker's compensation claims call Arapahoe Community College Human Resources Office: 303-797-5715.

**G. Safety Advisory and Guidelines**

All nursing personnel and nursing students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has an infectious disease such as HIV, AIDS or HBV.
All rules of confidentiality are followed when working with clients. The following information is provided to reduce risks to students that may occur in health care settings (this may not be applicable to the practicum settings).

1. Radiation: Proper measures need to be taken when observing or working in areas of close proximity to radiation exposure.
   a. Leave client and stand behind a lead wall.
   b. Student is never required to hold or steady a client during radiation exposure.
   c. If student chooses to hold a client, protective gloves, and apron covering reproductive organs must be worn.
   d. Follow any other procedures expected/suggested by radiation department, i.e., wearing a monitoring device (film, badge, etc.).
   e. Students who are under 18 or are pregnant are not to observe or participate in radiation procedures.

2. Standard Precautions for Exposure to Body Fluids: All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens.
   a. Contaminated sharps shall not be bent, recapped or reopened. Shearing or breaking of contaminated needles is prohibited.
   b. Contaminated sharps must be placed in appropriate container as soon as possible.
   c. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
   d. When exposure is possible, personal protective equipment shall be used, as follows:
      • Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, mucous membranes, other potentially infectious materials, non-intact skin, when performing vascular access procedures and when touching contaminated items or surfaces.
      • Masks, eye protection and face shields shall be worn whenever splashes, spray splatter or droplets of blood other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
      • Gowns, aprons and other protective clothing shall be worn in occupational exposure situations and will depend upon the task and the degree or exposure anticipated.
      • Surgical caps or boots and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
      • Wash hands immediately after removal of gloves or other personal protective equipment.

3. Exposure Guidelines
   a. Students must wear appropriate protective clothing/equipment when performing any tasks that may involve exposure to body fluids or radiation.
   b. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the practicum instructor.
   c. Students exposed to body fluids shall follow hospital or practicum facility protocol.


DRUG SCREEN PROCESS

All students participating in the Nursing Program will be required to complete a random urine drug screen.

A. Drug Screening Guidelines

All newly admitted students will be required to submit to a urine drug screening as a condition of acceptance into the nursing program.

1. Students, when offered conditional admission to the Nursing Program, will be advised to prepay for a random drug screen through the Colorado Community College System contractor.

2. The drug screen is random and administered any time between receipt of the acceptance letter to start of the program.

3. The ACC Human Resources Department receives drug screen reports and notifies the Nursing Program if a student has passed or failed.

4. Students who fail the drug screen are disqualified from the Nursing Program.

   Below is a list of drugs that are being tested on the drug screen:

   ✓ Amphetamines (1000 ng/mL Screen)
   ✓ Barbiturates
   ✓ Benzodiazepines
   ✓ Cocaine Metabolites
   ✓ Marijuana Metabolites, (50 ng/mL Screen)
   ✓ Methadone
   ✓ Methaqualone
   ✓ Opiates (2000NG/ML Screen)
   ✓ Phencyclidine
   ✓ Propoxyphene

B. “Reasonable Suspicion Based” Drug Testing

This procedure refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Nursing Program. The Nursing Department may test students on a reasonable cause basis.

1. When a faculty/practicum instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait or confusion and these behaviors cause the faculty or practicum instructor to suspect the student is impaired by alcohol or drugs, the following actions will be taken:
   a. The instructor will remove the student from the client care or assigned work area and notify the practicum agency supervising personnel.
   b. The instructor will then follow facility policies regarding suspected alcohol/drug use.
   c. Drug screening will be required whether or not the student admits to drug or alcohol use.
   d. The Student will be required to pay all costs associated with the “Reasonable Suspicion Based” drug testing.

2. If the results of the test(s) are negative for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student must meet with the Nursing Program Director within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation if warranted, the Nursing Program Director will make a decision regarding a return to the practicum setting.
3. If the results of the test(s) are positive for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student will be suspended from the Nursing Program and administratively withdrawn from all nursing courses for two consecutive semesters.

4. The results of the positive drug screening will be reported to the State Board of Nursing.

5. If a student refuses “Reasonable Suspicion Based” drug testing:
   a. The instructor will remove the student from the practicum setting pending a full investigation through established college procedures and system policies.
   b. The instructor will arrange for transport from the practicum site. If the student refuses transportation, law enforcement will be contacted for assistance.
   c. The student will not be allowed to participate in the Nursing Program until the investigation is completed.

6. A refusal to test will be considered a positive result and will be subject to appropriate disciplinary action.

C. Readmission Guidelines related to Substance Abuse

Students who are administratively withdrawn from Nursing courses for reasons related to substance abuse will:

1. Submit a letter requesting readmission to the Nursing Program.
   a. Include documentation from a therapist specializing in addiction indicating status of abuse, addiction, recovery and/or documented rehabilitation related to the alcohol/drug abuse.
   b. Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe therapeutic care for clients in a practicum setting.

2. Repeat drug screening for alcohol/drug use immediately prior to readmission.

3. If a student, after being readmitted to the Nursing Program, has positive results on a drug/alcohol screening, the student will be permanently dismissed from the Nursing Program and may be subject to college disciplinary sanctions.
GUIDELINES FOR STUDENT CONDUCT

A. Standards of Professional Conduct

The Nursing Faculty believe standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the Nursing Program to adhere to these standards. Students practice within the boundaries of the Colorado State Board of Nursing policies, the ANA Code of Ethics for Nurses, the guidelines of the Arapahoe Community College Nursing Program and the policies and regulations of the healthcare agencies where they are assigned for practicum learning. In addition, students are subject to college authority and civil-criminal authority. Students enrolled in specialized programs, like the Nursing Program, are required to follow the standards specified in their respective program student handbook, the Arapahoe Community College Student Handbook, as well as local, state and federal laws.

Standards of professional conduct are those behaviors, along with nursing discipline specific skills or knowledge, vital for successful completion of the Nursing Program. The expectation is that students will adhere to the Standards of Professional Conduct in all settings – the online classroom, practicum facilities, the college and the community when representing the Nursing Program.

Standards of Professional Conduct include:

- **Confidentiality**: Respects the privacy of clients and respects privileged information.
- **Communication**: Effectively uses various methods of communication to interact appropriately with various constituents.
- **Accountability**: Accepts responsibility and answers for one’s actions and resulting outcomes; seeks out constructive feedback in order to improve skills and interpersonal interactions.
- **Dependability**: Displays reliability and is trustworthy.
- **Responsibility**: Fulfills commitments and executes duties associated with the nurse practitioner’s role.
- **Active Learner**: Identifies sources of learning to improve and grow knowledge, skills and understanding.
- **Veracity**: Exhibits truthfulness; adheres to precision and honesty.
- **Critical Thinking and Problem Solving**: Recognizes and defines problems in a logical and thoughtful manner; develops fact-based solutions and effectively evaluates outcomes;
- **Respectfulness**: Treats others with consideration and courtesy; reads and adheres to agency policies and procedures.
- **Punctuality and Promptness**: Presents oneself on time and ready to begin at prescribed times for classroom and practicum assignments.
- **Professional Appearance**: Adheres to established dress code in all practicum and professional settings.
- **Ethical and Legal**: Adheres to the ANA Code of Ethics and operates within the standards of care established for the role of student nurse.
- **Safety**: Prevents or minimizes risks for physical, psychological or emotional jeopardy, injury or damage.
- **Civility**: Practice reflective, courteous, empathetic behaviors when interacting with classmates, instructors, college and practicum staff, clients and their families.

B. Expectation in Reporting Unprofessional Conduct
During the course of study in the Nursing Program, a student may observe behaviors in others that appear to violate standards of academic or professional integrity or actions that have a potential to harm another person. Each student has the responsibility to report any questionable activity or behavior to the instructor or Nursing Director.

C. Professional Boundaries

Students enrolled in the Nursing Program are expected to learn and understand the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between student and faculty and between student and client. Students unclear of proper behavior or of an appropriate response should consult the instructor for guidance.

1. Faculty and students will maintain a professional relationship:
   a. Students should not expect an instructor to act as a personal counselor or therapist. Students may seek counseling referrals through the Dean of Students Office, located in the Student Engagement Center, M2720, 303.797.5730 or counseling_services@arapahoe.edu.
   b. Students should not ask or expect an instructor to join an individual, group or class in any social situations while the course is in progress.
   c. Students should not offer an instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank an instructor.

2. Students will maintain a professional nurse-client relationship:
   a. Professional Boundaries: Students providing nursing care should strive to inspire the confidence of the client. Students must treat all clients, as well as other health care providers, professionally. Clients should expect those providing nursing care to act in their best interests and respect their dignity. The student should never attempt to obtain personal gain at the client’s expense and should refrain from inappropriate involvement in a client’s personal relationships.
   b. Boundary violations can result when there is confusion between the needs of the student and those of the client. These may be characterized by excessive personal disclosure by the student, secrecy or reversal of roles and may cause additional distress to the client.
   c. Students should not care for a family member, friend or acquaintance as it may be a conflict of interest; this is a general standard of practice in health care professions.

D. Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic and written information relating to clients and contracted practicum agencies is considered confidential and is not to be copied or discussed openly. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality may result in disciplinary action, up to and including dismissal from the course, program or college.

E. Disciplinary Procedures

The relationship between nurse and client is based on a high degree of trust. Students entering nursing have a particular obligation, therefore, to conduct themselves in a manner that reflects honesty, integrity and respect for others.

Students in the Nursing Program should display the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. Students are expected to achieve a level of maturity that is reflected by appropriate conduct at all times.

When a nursing student is alleged to have violated any of the requirements or guidelines outlined in the RN-BSN Nursing Student Handbook or in the ACC Student Code of Conduct, the college will adhere to the student disciplinary procedure. All students should review the ACC Student Handbook, Student Rights and Responsibilities: Student Code of Conduct, AP 4-30a; Student Disciplinary Procedure, SP 4-30; Student
Any nursing student found to be in violation of requirements or guidelines outlined in the Nursing Student Handbook or the ACC Student Handbook, including academic misconduct or Student Code of Conduct, may be subject to discipline up to and including program dismissal and expulsion from the college.

F. Academic Misconduct

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violate these standards include but are not limited to: plagiarism, cheating, illegitimate possession and/or use of examinations and falsification of official records. See Student Rights and Responsibilities: Student Code of Conduct, AP 4-30a for a detailed explanation of academic misconduct.

Students Will Affirm the Following Statement Regarding Academic Misconduct:

“In submitting this exam, I hereby affirm this is my work alone and I have neither received nor given assistance to another student on this exam. I understand all evaluation materials are secure and no questions in whole or in part were copied, photographed, or transmitted to any other person.”

G. Nursing Student Conduct and Demeanor

Online format classes will be conducted through ACC’s Littleton Campus. Practicum experiences will occur at various sites in the Denver Metropolitan area. It is expected that the student will find their own practicum experience within guidelines provided in the course syllabi and share the proposal with their course faculty and the ACC BSN Coordinator. During this experience, it is expected that students will conduct themselves in accordance with the expectations set forth in the Nursing Student Handbook and the ACC RN-BSN Student Handbook.

Nursing students shall not commit or omit any act which constitutes a violation of any law, rules, regulations, procedure or directives of the nursing department, its staff or faculty.

In the online setting and at the practicum site, students shall not use insulting, threatening, profane or uncomplimentary language which defames or demeans in any way to include the age, race, sex, religion, ethnic origin, or nationality of any individual, organization or group including staff, faculty, hospital staff, other students or the program.

H. Practicum Misconduct

A student may be dismissed from a practicum site for violating the guidelines in the RN-BSN Nursing Student Handbook or the ACC Student Code of Conduct. Some examples of such behavior include, but are not limited to:

- Intentionally or recklessly causing physical harm to any person at a practicum site.
- Appearing under the influence of alcohol or drugs.
- Failure to meet uniform requirements per practicum agency recommendations.
- Failure to call and to attend a scheduled practicum rotation without notifying the contact person at the facility (a rotation that was arranged between the agency and the student).
- Failure to maintain client or facility confidentiality, privacy and safety.
- Failure to communicate pertinent client information to staff/instructor.
- Any behavior that may adversely impact future use of practicum site.

I. Student Due Process
In cases of alleged student misconduct, faculty will report the matter to the Dean of Students Office. Students will be provided with notice from the Dean of Students Office and an opportunity to be heard regarding the alleged misconduct. Those found in violation of the Student Code of Conduct or RN-BSN Nursing Student Handbook guidelines and requirements may be subject to disciplinary sanctions up to and including program dismissal and college expulsion. Students should review the Disciplinary Procedures found in the ACC Student Handbook for more detailed information.

ONLINE CLASSROOM AND PRACTICUM INFORMATION

A. Written Assignments

Directions, explanations, and guidance regarding the preparation and evaluation of written assignments will be discussed in each course. Written papers will be expected to follow the professional standards of a formal college paper using the APA format. It is recommended that students utilize the American Psychological Association (APA) manual (APA, 2013) standards for format, style, citations and references. An APA tutorial is available for students by going to [APA Style](#) and searching “APA style free tutorial” then selecting “Basics of APA style tutorial”.

All deadlines for written assignments must be met unless the course instructor has granted an extension. Extension of the published deadlines may be granted by the instructor due to hardship emergencies only. To be granted an extension, contact the instructor prior to the deadline. Failure to meet this deadline may result in points deducted for each day late. Please see instructions in each course syllabus for specific grade penalties for paperwork turned in late.

B. Examinations

1. Students are expected to take all exams as scheduled and should contact the faculty on or before the day of the exam when they are unable to take the exam at the scheduled date/time (unless an emergency exists) and arrange a date to take an alternate exam in the college testing center if applicable.

2. Refer to course syllabi for further exam policies.

3. Students must notify faculty prior to scheduled exam if they are unable to take the exam during the time allotted. Failure to notify faculty may result in a zero on the exam.

4. If a student is late in taking an examination an alternate test will be scheduled.

5. Unscheduled quizzes may be part of the course grade. See individual course syllabi for policies related to unscheduled quizzes.

Instruments that store information are not allowed at any exams. Hand-held (personal data assisted) computers may not be used unless authorized by course faculty. Electronic devices including cell phones, dictionaries, headphones, or any other printed materials are not allowed during testing unless authorized by course faculty. Students are expected to initiate interactions with the course faculty regarding their academic standing. Any student not achieving a grade of C or greater on an exam is REQUIRED to make an appointment with the course faculty as soon after the review of the examination as possible or before the next scheduled examination.

C. Practicum Rotations

Students are guests in the practicum facilities and must abide by agency policies and procedures. If for any reason the agency representative asks a student to leave the facility or does not invite a student back, the student may fail the course or be dismissed from the program, depending on the offense and previous incidents.
Assignments

Students will find their own practicum experience. Students are expected to have an active unencumbered RN license prior to starting the practicum experience. Students are responsible for providing their own transportation to the practicum facility.

Student data including, but not limited to, full name, last four digits of social security number, date of birth, address and CCCS email address, and telephone may be required by the practicum facilities, in order to facilitate access to client data records. The following documentation may also be requested from the practicum agency Rubella, Rubeola, Hepatitis B and Varicella; current Tetanus, PPD/TB and CPR certification. Every effort will be made to maintain and assure student privacy, per the facility requirements.

Preparation

Success in the practicum setting depends a great deal on the student’s preparation. Students are responsible for contacting the practicum facility (from which they have chosen) and discuss expectations during the experience. In addition, students are expected to be thoroughly prepared for the practicum experience.

Practicum Site Responsibilities

a. Arrive on the unit at least 15 minutes prior to the beginning of the practicum day.

b. If working with clients, confidentiality must be respected at all times. No portion of the client’s information may leave the facility. This includes but is not limited to any type of client print out, summary, or lab report. Obliterating or cutting off identifying information is not adequate. All client information gathered by students should respect this confidentiality. Student papers must not contain client identifiers, i.e. names or initials, etc.

c. Any violation of HIPAA regulations may result in a practicum failure.

d. Each student must become familiar with policies and procedures of the institution

Smoking and Tobacco Use

Since none of the practicum sites allow smoking and many do not allow even the smell of smoke on one’s person while working in the facility, the ACC Nursing Program has established a “NO SMOKING” policy (this also includes vaping). No smoking is allowed either in the practicum facility nor preceding or during a practicum shift. If there is any detectable odor of smoke on a person or their clothing, the student will be released from the practicum setting and incur an unexcused absence.
### Bachelor of Science Nursing Completion Program (RN-BSN)

#### General Education Requirements

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<tr>
<th>SUBJECT AND COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 122</td>
<td>English Composition II: CO2</td>
<td>3</td>
</tr>
<tr>
<td>MAT 135</td>
<td>Introduction to Statistics: MA1</td>
<td>3</td>
</tr>
<tr>
<td>GT-HI1</td>
<td>History Course</td>
<td>3</td>
</tr>
<tr>
<td>GT-AH 1,2 or 3</td>
<td>Arts and Humanities Courses</td>
<td>6</td>
</tr>
<tr>
<td>GT-SS 1, 2, or 3</td>
<td>Social Sciences Course</td>
<td>3</td>
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</tbody>
</table>
**BACHELOR OF SCIENCE NURSING COMPLETION PROGRAM (RN-BSN)**

**ACADEMIC PLAN**

**FULL TIME COMPLETION – SUMMER START**

<table>
<thead>
<tr>
<th></th>
<th>SUMMER</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
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</table>
| **NUR 301** | Integration into Baccalaureate Nursing Practice  
(8 weeks) 3 credits | Health Care Elective  
(7 weeks) 3 credits | **NUR 408**  
Legal and Ethical Issues Related to Professional Nursing Practice  
(8 weeks) 3 credits |
| **NUR 302** | Trends in Nursing Practice  
(8 weeks) 3 credits | ***NUR 410**  
Community Health Nursing/Practicum  
(15 weeks) 6 credits | ***NUR 409**  
Leadership in the Nursing Profession  
(10 weeks) 3.5 credits |
| *NUR 303* | Research/Evidence Based Practice  
(7 weeks) 3 credits | | ***NUR 411**  
Senior Seminar  
(7 weeks) 3 credits |
| Health Care Elective  
(7 weeks) 3 credits | | |
| **12 credits** | **9 credits** | **9.5 credits** |

- Courses are subject to cancellation depending on enrollment numbers
- Part Time Progression Plan may include summer classes

* ENG 122 and MAT 135 courses must be completed prior to starting NUR 303  
** 300 level courses must be completed prior to start of 400 level classes  
*** Students must have an active unencumbered RN license to proceed with these classes (see handbook).  
**** Healthcare electives will be 7-week courses unless the course is Emergency Preparedness. Emergency Preparedness is an 8-week course available to students from both the RN-BSN and ESA disciplines.
# BACHELOR OF SCIENCE NURSING COMPLETION PROGRAM (RN-BSN)

## ACADEMIC PLAN

### FULL TIME COMPLETION – FALL START

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## Bachelor of Science Nursing Completion Program (RN-BSN)

### Academic Plan

**Full Time Completion – Spring Start**

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BACHELOR OF SCIENCE NURSING COMPLETION PROGRAM (RN-BSN)

ACADEMIC PLAN

PART TIME COMPLETION

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
</tr>
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<tbody>
<tr>
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A. RN-BSN NURSING PROGRAM STUDENT HANDBOOK AGREEMENT

I have received, read, and understand the policies and statements contained in this Nursing Program Student Handbook. I understand while I am enrolled in the Nursing Program, I will be subject to the current RN-BSN Nursing Program Student Handbook and ACC Student Handbook, which I can access online through the ACC website or request a hard copy from the appropriate offices. I do elect to abide by these policies in pursuit of my goal to become a graduate nurse.

I understand violations of standards, regulations, or code of conduct may result in disciplinary sanctions up to and including expulsion and/or program dismissal.

I am aware this Nursing Program Student Handbook does not cover every policy. I will avail myself of the ACC Catalog, Student Handbook and other publications. I indicate my willingness to adhere to these policies and statements by my signature.

________________________________________________________________________________
Student Signature  Date

________________________________________________________________________________
Printed Name  S Number
B. ACC RN-BSN NURSING PROGRAM GUIDELINES AND EXPECTATIONS FOR PRACTICUM STUDENT AGREEMENT

As a student enrolled in the ACC Nursing Program I agree to the following:

1. I will complete all requirements to participate fully in the Nursing Program (i.e. background clearance, proof of vaccinations and drug test, etc. (see complete list located under Health and Safety Requirements).

2. I will provide safe client care in accordance with the guidelines provided the ACC RN-BSN Nursing Student Handbook, along with the practicum agencies policies and procedures.

3. I will follow Professional Appearance Guidelines as outlined in the ACC RN-BSN Nursing Student Handbook

4. I understand if I am tardy, I may be issued a mandatory absence, and this will count against my practicum hours which are required for successful completion of the course.

5. I will adhere to the Standards of Professional Conduct as outlined in the ACC RN-BSN Nursing Student Handbook along with the standards of behavior in the ACC Student Code of Conduct. I understand violations may result in disciplinary action up to and including expulsion from the college and/or program dismissal.

6. I understand while I am enrolled in the ACC Nursing Program, I will be subject to the current RN-BSN Nursing Student Program Handbook and ACC Student Handbook which I can access online through the ACC website or request a hard copy from the appropriate offices.

I have read and understand the above and by my signature acknowledge my willingness to comply with and follow the guidelines, expectations, policies and procedures required of a nursing student in the ACC Nursing Program.

________________________________________________________________________________
Student Signature  Date
________________________________________________________________________________
Printed Name  S Number
C. ACC NON-PAID COOPERATIVE EDUCATION STUDENT VERIFICATION FORM FOR WORKER’S COMPENSATION*

*Practicum Experiences are considered non-paid cooperative education for worker’s Compensation purposes.

I have been notified by the Cooperative Education office of the procedure to follow in the event I incur a work-related injury or illness while working in a non-paid cooperative education or internship position connected with the college. I understand that Arapahoe Community College has designated Concentra Medical Center and Swedish Medical Center in Englewood as the primary provider for all work-related injuries and illnesses. I understand if I do not receive my medical care for work-related injuries or illnesses from Concentra Medical Center or Swedish Medical Center in Englewood, I will be financially responsible for that care.

I have received my student identification card and I have been informed that phone or written authorization is required from Arapahoe Community College Human Resources Department 303-797-5741 (Campus Police Department after hours 303-797-5800) before I access care for non-emergency, work-related injuries and illnesses.

_________________________________________  _______________________________________
Student Signature                  Date

_________________________________________  _______________________________________
Printed Name                      S Number
D. NURSING STUDENT CONFIDENTIALITY AGREEMENT

I understand that in the course of my assignment as a nursing student, I may come into the possession of health information. I have a legal and ethical responsibility to safeguard the privacy of all clients and to protect the confidentiality of the clients’ health information. I understand the facilities in which I may be placed must assure the confidentiality of human resources, payroll, fiscal, research, internal reporting, strategic planning, communications, computer systems and management information, collectively, with client identifiable health information.

In the course of my assignments, I understand I may come into the possession of this type of confidential information. I will access and use this information only when it is necessary to perform my job-related duties in accordance with the Arapahoe Community College and health care facility privacy and security policies. I understand that by signing this Agreement, I will comply with this Nursing Student Confidentiality Agreement.

____________________________________________________________________________
Student Signature  Date

____________________________________________________________________________
Printed Name  S Number

E. EXAM RESPONSIBILITIES

I affirm the following regarding academic honesty:

In submitting this exam, I hereby affirm this is my work alone and I have neither received nor given assistance to another student on this exam. I understand all evaluation materials are secure and no questions in whole or in part were copied, photographed, or transmitted to any other person.

____________________________________________________________________________
Student Signature  Date

____________________________________________________________________________
Printed Name  S Number
F. DISQUALIFYING OFFENSES

I understand the Colorado Community College System (CCCS) Disqualifying Offenses for Nursing Programs may be different than Disqualifying Offenses for some health care facilities and/or hospitals. As a student, I understand I may be assigned to a practicum rotation with stricter disqualifying offenses than those required by the CCCS for admission; and could impact my progress in the Nursing Program.

____________________________________________________________________________
Student Signature                                      Date

____________________________________________________________________________
Printed Name                                          S Number
APPENDIX

ANA CODE OF ETHICS

Provision 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2
The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4
The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5
The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7
The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.
To access the ANA Code of Ethics with Interpretive Statements:
American Nurses Association Code of Ethics

Nurses provide care to clients using a set of generic standards that guide and direct their nursing practice. The following standards are approved by the American Nurses Association:

I. The collection of data about the health status of the client is systematic and continuous. The data are accessible, communicated and recorded.

II. Nursing diagnoses are derived from health status data.

III. The plan of nursing care includes goals from the nursing diagnosis.

IV. The plan of nursing care includes priorities and the prescribed nursing approaches or measures to achieve the goals defined from the nursing diagnosis.

V. Nursing actions provide for client participation in health promotion, maintenance and restoration.

VI. Nursing actions assist the client to maximize his/her health capabilities.

VII. The client's progress or lack of progress toward goal achievement is determined by the client and the nurse.

VIII. The client's progress or lack of progress toward goal achievement directs reassessment, reordering of priorities, new goal setting, and revision of the plan of nursing care.
STUDY SKILLS GUIDE - DAY-TO-DAY STUDY SKILLS

1. Tools
   • Use a separate loose-leaf-type notebook or binder for each course. Keep your notebook neat and organized. Divide the notebook into chapter or subject sections or exams.
   • Do not be afraid to mark, underline, or make notes in your textbook. It is yours.
   • If you are given a course syllabus or outline, use it. It is important. Most important, participate in the courses regularly! If you miss homework due to illness, be sure to communicate with your faculty and arrange making up the assignments.

2. Reading Your Textbook
   • Read your assignment before the lecture on the subject.
   • First, preview the chapter; look at introduction, chapter headings, graphs, illustration, and summary.
   • Now read assignment front to back underlining the main idea and key words as you read.
   • The main idea is often, but not always, contained in the first or last sentence of the paragraph.
   • Number in the margins to indicate the sequence of points the author makes in developing the main idea.
   • Use the margin for questions you have on the material.

3. Taking Notes on Your Textbook
   • Be sure you label your notes well: chapter, page numbers, and dates.
   • Put your textbook notes on the right side of your notebook, leaving the left side for lecture notes on the same subject.
   • Turn your chapter headings into questions, leaving plenty of space for answers.
   • Fill in data necessary to answer the question in short, concise lists or sentences.
   • Make a short vocabulary list; look up meanings of any words you do not understand.
   • Write a short summary of the chapter.
   • If you have a syllabus or study manual for the course, coordinate that material and questions with what you have learned from the text.

4. Listening to the Lecture (if applicable)
   • Prepare for what you expect to hear. Read text, notes on text, review course outline.
   • Listen for the main trend in the title and opening paragraph.
   • Listen for the enunciation of the main point and for important divisions of a lecture.
   • Listen for repetition of important ideas.
   • Listen very closely after a dramatic pause.
   • Listen for a summary at the close of the lecture.

5. Taking Notes During a Lecture
   • Label the date and topic on your page and write down any questions you wish answered.
   • Never try to take word for word notes. You will not grasp the meaning and will be too busy writing to listen. Develop your listening skills until you can take notes.
   • Notes should be a condensation of what you hear.
   • Underline the main ideas in a lecture and then list 1, 2, 3, . . etc., and other data under the main ideas. Use a separate line for each point.
• Leave generous space for additional material or explanations. Make notes to yourself in the margins. Ask questions about any part of the lecture you did not understand. Jot down everything the teacher writes on the board.

6. Reviewing the Chapter or Subject
   • Combine your text notes and lecture (if applicable) notes on the chapter or subject into a summary.
   • Review your summary at least once a week to keep the material fresh in your mind.

NOTE TO THE STUDENT: All this seems very time consuming, but once you get into the habit of treating a chapter or subject in this manner, you will be surprised how little time it takes to be well organized. Your goal is to organize the material so that it will be complete and make sense to you.