



RN TO BSN COMPLETION PROGRAM

STUDENT HANDBOOK

2024-2025



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Please note that this handbook and agreements within are subject to change and revision during the course of instruction. This Student Handbook (Handbook) contains pertinent information affecting students, current through the date of its issuance.

To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System (CCCS) President's Procedures (SP's), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this document.

To access BPs and SPs, visit the [CCCS Policies & Procedures website](#).

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific processes, procedures, or practice will be followed, or benefit provided by the College.

The College reserves the right to modify, change, delete, or add to the information in this Student Handbook as it deems appropriate. Students will be notified of changes through their student email address and the updated Student Handbook will be posted to ACC's D2L BSN Resource Site (ACC).

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 Maternal Child Nursing, 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 RN-BSN Program is designed for Registered Nurses who wish to earn the baccalaureate nursing degree or for current nursing students (dual enrollment) who are enrolled in a Colorado Nursing AAS program who wish to earn the baccalaureate nursing degree. The focus of the program is to add value to nursing education through the interpretation of research, broaden perspectives of population and community care, enhance leadership and care coordination skills and promote life-long learning within the nursing profession. 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 [Higher Learning Commission](http://www.hlcommission.org/) (<http://www.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

The RN to BSN nursing program at Arapahoe Community College, located in Littleton, Colorado, is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

View the public information disclosed by the ACEN Board of Commissioners for the Accreditation at <https://www.acenursing.org/search-programs>.

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](#).

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 or related conditions, religion, genetic information, gender identity, gender expression, sexual orientation, sex characteristics, sex stereotypes, or any other protected class or category under applicable local, state, or federal law (as known as "civil rights laws"). 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 and FERPA

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 Johnson, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, please contact Angela at 303.797.5715, 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.

FERPA: The Nursing program follows all Family Educational Rights and Privacy Act (FERPA) of 1974 guidelines as required by federal law and [ACC](#)

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 Pamela Thompson, MSN and the Provost and Vice President of Instruction is Cheryl Calhoun, PhD. The Dean’s office is located in the Annex Building, Room 2000 (A2000) and is 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 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 cohort volunteers. The Nursing Program committees have Nursing Program faculty and staff representation, and a volunteer student representative who has demonstrated leadership skills in their first semester of the program. Students attend faculty meetings and offer input to committee members about issues that impact student success and life within the program.

H. Faculty

ACC nursing faculty teaching in the RN-BSN completion program hold Doctorate of Nursing Practice (DNP) and Master of Science Nursing (MSN) degrees and have an area of specialization: Medical-Surgical, Pediatrics, Maternity, Psychiatric Nursing, Leadership, Public Health, and Nursing Education. All have had experience as nurses and educators 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 program](#) 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. RN-BSN Nursing Program and End of Program Student Learning Outcomes

1. Retention/Graduation: At least 80% of the students enrolled in the RN-BSN will complete the nursing program within 100% of the program length from the date of the first nursing course.

Program completion rate calculation for students who complete the program of study on time begins with calculating enrollment on the first day of the first nursing course and ends with completion of course required for conferral of a certificate, diploma, or degree.

- a. RN-BSN full time:
≥ 80% of the students entering the program as an RN will complete the nursing program within 4 semesters of program entry date
 - b. RN-BSN part time:
≥ 80% of the students entering the program as an RN will complete the nursing program within 6 semesters of program entry date
 - c. BSN dual enrolled:
Students are expected to take at least one class in the BSN program prior to ADN/AAS graduation.
ELA: ≥ 80% of the dual enrolled students enrolled in the RN-BSN will complete the nursing program within 9 semesters of program entry date
2. Job Placement: At least 80% of graduates who return the post-graduate survey are employed within 12 months of completion RN-BSN
 3. Attainment of End of Program Student Learning Outcomes: At least 80% of graduates, who return the graduate survey, will rate average or above average 9-12 months after graduation their preparation to carry out the role of the Baccalaureate Nurse.

End of Program Student Learning Outcomes

After completing the RN-BSN program, the graduate will be able to:

- **Quality care:** Interpret research to employ best practice. Use data to monitor the outcomes of care processes. Propose an evaluation process to continuously improve the quality and safety of health care systems and deliver quality care to individuals and diverse populations.
- **Professionalism:** Formulate a plan that demonstrates an enhanced commitment to professionalism embracing excellence, caring, legal and ethical practice, civility, accountability, and professional development.
- **Communication:** Evaluate communication and collaboration with colleagues, interdisciplinary groups and members of the community to promote health, safety, and well-being across the lifespan and across the continuum of healthcare environments.
- **Leadership:** Evaluate the contribution of leadership, quality improvement principles, and impact of organizational systems in transforming, managing, and coordinating safe, quality, cost effective, patient-centered care.
- **Critical Thinking/Practicum Reasoning:** Integrate a systematic process of critical inquiry with nursing science, natural and behavioral sciences, arts and humanities to make evidence-based practice decisions to improve the care of individuals, families, populations, 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](#).

The BSN Academic Program Coordinator provides individualized RN-BSN program admission, progression, and graduation advising to all enrolled RN-BSN students. She can be contacted for program information and creation of an individualized academic progression plan at frances.robertson@arapahoe.edu. General program information may be obtained from the program administrative assistant at nursing@arapahoe.edu.

B. Sequence of Courses

Nursing courses are sequential as provided in the academic plan. MAT 1260 and ENG 1022 are prerequisites before taking NUR 3003 – Research/Evidence Based Practice. All required 3000 level courses should be completed before starting 4000 level course work. NUR4009 and NUR4010, which include practicum hours, require an active unencumbered RN license as noted on academic plan. NUR4011 Senior Seminar is the capstone course and should be completed in the final semester of the program.

Students may take an upper division nursing course at another college with written permission of the Nursing Program Chair or RN-BSN Academic Program Coordinator and completion of required transfer paperwork of the school to which the student wishes to transfer. General education courses required for BSN should be completed prior to the final semester of course work.

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.

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 secure a practicum site, noncompliance with dress code, alleged violations of the Student Code of Conduct or established expectations.

E. Lines of 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. If the issue is not resolved, involvement of the RN-BSN Academic Program Coordinator or Nursing Program Chair may be pursued.

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](#). Academic or instructional concerns, such as grading or course processes found in the course syllabus, should be directed initially to the Instructor or Faculty of that course. A Student could choose to escalate the concern beyond the Instructor or Faculty by contacting the RN-BSN Academic Program Coordinator, Nursing Program Chair, or Instructional Dean. Allegations that a decision was motivated by discrimination and/or harassment should be filed under the college's Civil Rights Grievance and Investigation Process.

F. Professional Appearance

Students will present themselves in a professional manner while enrolled in the Nursing Program. Students will comply 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 required 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 should be professional in appearance. No jewelry should be worn on cheek, eyelid, eyebrow, lips, tongue, or chin. Modest nose studs are permitted; nose rings/hoops are not allowed. Earrings can be worn in ears only and cannot exceed two earrings per ear. Jewelry such as chains and necklaces should not come into contact with patients, the work area, or be such that it may cause a safety issue. Gauges in ears are required to be plugged with flesh-colored plugs. Accessories such as scarves, bandanas, buttons, and pins should not be worn unless approved by the clinical site. Clinical Placement Coordinators will contact the clinical sites directly regarding exemptions for religious or cultural reasons.

Please note: Medical alert and wristwatches are not considered jewelry.

- Arm tattoos will be covered with long white or black sleeves; other visible body art may be requested to be covered depending upon facility discretion.
- Hair will be clean, well-groomed, and controlled so as not to compromise patient care. Beards, mustaches, and sideburns will be short, neat, well-trimmed, and follow the contours of the face for sanitary and safety purposes. Hairstyles should be neat and styled appropriately for a professional setting. Hair will be a natural color.
- Makeup should be appropriate for a professional setting.
- Gum chewing is not permissible when interacting with patients and in the lab setting.
- The uniform will be neat, clean, pressed, and in good repair.
- Students are expected to maintain appropriate personal hygiene, including oral care. Students will be free of offensive body odor, heavy scent of food, and/or tobacco. No cologne, after-shave, scented lotions and/or perfumes are permitted.

Unacceptable Attire in the Clinical and/or Lab 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 in the RN-BSN Nursing Program use online resources as a learning and communication tool between faculty and students. Students are required to have access to a computer and reliable network connection. Minimum technical requirements to access BrightSpace/Desire2Learn (D2L) the learning management system used by ACC and the Colorado Community College System (CCCS) can be found [here](#).

[Information technology resources](#) related to campus or personal hardware or software may be accessed online or by phone 24/7.

Criteria for use of mobile devices during clinical and classroom rotations: Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPods, iPads/Tablets, mobile devices, laptops or other electronic devices.
- These may be used only when authorized by faculty and for clinical activities, not personal use.
- Cell phones/mobile devices or mobile device apps must be on “airplane mode” or “silent” or “off” during class, labs or clinical experiences. Faculty may request that mobile devices and/or digital watches be placed in a secure location during testing.

- No photos may be taken by students in the clinical setting. Photos taken on the ACC campus should include only subjects who have given the approved ACC signed consent (i.e. photos for lab/simulation) or verbal consent for private photos. Photos of exams is strictly prohibited and considered to be a form of cheating. No personal phone calls or texting are allowed at any time while in a client area.
- Students are expected to have mobile devices turned off as if required by clinical agency policy and may be expected to go to designated areas for cell phone use when accessing information on their mobile device when needed.
- If students are authorized to use a mobile device at the bedside of a client for teaching, use should include explanation of how this will help ensure their entire attention is focused on the client when in their room. Facility iPads and/or other facility mobile devices are the preferred method for teaching purposes.
- Faculty or hospital staff 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, confidentiality of client information must always be protected.
- Mobile devices should be disinfected/decontaminated as needed to prevent the transfer of pathogens.
- Students who violate client privacy by use of mobile devices will be subject to HIPAA infraction consequences by the clinical agency.

H. Social Networking

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 interactions professional and err on the conservative side. 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. Students may not post names of patients or clinical partners in any social media interactions. 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, up to and including dismissal from the program. The National Council for State Boards of Nursing (NCSBN) has provided guidance for nurses specific to social media use: https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf

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 or withdrawn from 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 or re-enrolled in the AAS program. 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 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 assignment or 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 assignments a student who falls below a 77% overall grade 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.

E. Graduation Requirements

- A minimum of 120 credit hours with a minimum of 30 credits 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 Chair in consultation with the Readmissions Committee. Students will be notified of their readmission status via email to the student’s CCCS system email address prior to the semester in which readmission is requested.

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 RN-BSN Program Coordinator and must have met the criteria listed above. If a student does not meet the criteria listed, the student must reapply for readmission.
2. Students who have withdrawn, postponed, or have otherwise not maintained continuous enrollment for longer than 3 consecutive semesters must re-apply to the RN-BSN Completion 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. If 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 may be dismissed from the program if they fail to progress (earn a D or F) in any three nursing courses within the program. Re-admission must be requested.
5. A student may be dismissed from the program after a third withdrawal from any nursing course. Re-admission must be requested.
6. The Nursing Program Chair or RN-BSN Academic Program Coordinator 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/or three or more course failures or withdrawals in the Nursing Program.
7. The student must supply accurate and verified information to support readmission eligibility.

B. Process for Readmission

1. Consult with RN-BSN Academic Program Coordinator.
2. If requesting readmission following nursing course failure, the student must contact the RN-BSN Academic Program Coordinator via email requesting readmission to the Nursing Program. 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 readmission request is one month prior to the start of the course. ***No late submissions will be accepted.***
4. The Nursing Program Chair and Readmissions Committee 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: Responsibilities and Rights: AP 4-30a](#) and CCCS System Presidents Procedures, Student Disciplinary Procedures, SP 4-30.)

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, depending on the practicum site, students may be required to lift clients, stand for several hours at a time, and perform bending activities. Students who have chronic illnesses or conditions may be requested to 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 facility mandated health and safety requirements to maintain enrollment status. Students will be required to provide a copy of their Immunization records

including seasonal flu and COVID-19, OSHA/HIPAA Updates, and AHA CPR Course Completion prior to the start of their practicum courses (NUR 4009 and NUR 4010). In circumstances of student illness, injury or other health limitation and through an interactive process the student must supply an authorization from the medical provider to return to the practicum experience and meet the essential functions of the program. Disability Access Services may be consulted for reasonable accommodations by student request.

2. Students unwilling or unable to provide documentation of compliance with health and safety requirements will not be permitted to continue in the RN-BSN nursing courses and will be asked to withdraw from the classes.
3. A current AHA CPR course completion in Basic Life Support for Health Care Providers is required and must be provided to the nursing department before beginning the practicum courses (NUR4009 and NUR4010).
4. A completed criminal background check and evaluation for disqualifying offenses through the [approved CCCS vendor](#) within 3 months prior to beginning the practicum courses. Dually enrolled students who are continuously enrolled at ACC may use ADN background check results, unless an update is required by the practicum site.

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

5. Completed a random drug screen (included with background check package) before beginning the practicum courses (NUR4009 and NUR4010). Dually enrolled students who are continuously enrolled at ACC may use ADN background check results, unless an update is required by the practicum site.
6. 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.
7. Completed any facility requirements (i.e. computer or equipment orientation) by specified deadline.
8. Completed additional criminal background check and/or drug screen required by clinical agency. Students are responsible for any costs incurred.

For continuing students, the requirements cannot expire during an academic semester. Returning students must show compliance biannually for BLS CPR classes, within one month prior to starting class for entrance into class.

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 contact [Disability Access Services](#) . It is recommended students set up their intake appointment with Disability Access Services prior to starting the Program. Specific information regarding the accommodation process can be accessed through the [Disability Access Services](#).
3. Students having a temporary medical condition, including pregnancy and related conditions, that inhibits or restricts their activities should connect with [Disability Access Services](#). Documentation from the medical provider may be helpful, or in some cases required. Accommodations will be made if reasonable and possible.
4. Should a student become 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. Once a student is able to return to the course, program, or practicum experience, medical provider clearance may be required. Specific questions or concerns regarding returning to a program or course, after medical-related extended absences or medical leave, should be directed to Disability Access /Service staff, who will work with the Nursing Program Chair.

5. Reasonable accommodations afforded students in a classroom environment do not automatically transfer or apply to a practicum setting. If a student requests accommodations for the practicum setting, an additional review is conducted. This additional review includes determination of an appropriate, reasonable accommodation needed for the student to demonstrate technical standards in the practicum setting. This review includes considerations of both patient and student safety.
6. Once the faculty/instructor is in receipt of a letter provided by Disability Access Services, 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 as required by the practicum setting. 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 Disability Access Services, whether a reasonable accommodation can be made. A student is not required to disclose the nature of any disability to the Program.

Functional Ability	Standard	Examples of Required Activities
<i>Motor Abilities</i>	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	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.
<i>Manual Dexterity</i>	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
<i>Perceptual/Sensory Ability</i>	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.). • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.

Functional Ability	Standard	Examples of Required Activities
<p style="text-align: center;"><i>Behavioral/ Interpersonal/ Emotional</i></p>	<ul style="list-style-type: none"> • Ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner. • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct. 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.
<p style="text-align: center;"><i>Safe environment for patients, families and co-workers</i></p>	<ul style="list-style-type: none"> • Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the practicum area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the practicum setting including hazards that contribute to patient family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when practicum situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.

Functional Ability	Standard	Examples of Required Activities
Communication	<ul style="list-style-type: none"> • 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). • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. • Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors. 	<ul style="list-style-type: none"> • 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. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. • Establishes and maintain effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. • Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation. 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific patient parameters. • 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.

Functional Ability	Standard	Examples of Required Activities
<i>Punctuality/ Work habits</i>	<ul style="list-style-type: none"> • Ability to adhere to policies, procedures and requirements as described in the Nursing Student Handbook, ACC Student Handbook, college catalog and course syllabi. • Ability to complete online classroom and practicum assignments and submit assignments at the required time. • Ability to adhere to classroom and practicum schedules. 	<ul style="list-style-type: none"> • 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 Disability Access Services, 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.

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.
2. Bring copies of agency report and any billings related to treatment.
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 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, COVID-19 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:
 - e. 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.
 - f. 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.
 - g. 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.
 - h. Surgical caps or boots and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
 - i. 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.

H. 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 prior to beginning the practicum courses (NUR 4009 and NUR 4010).

1. Students, when eligible to register for NUR4009 or NUR4010, 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 within three months before registration for NUR 4009 or NUR 4010. Students who are continuously enrolled at ACC may be able to use their admission drug screen unless update is required by the practicum agency.
3. The ACC Student Services Department receives drug screen reports and notifies the Nursing Program if a student has passed or failed.
4. Be aware that although marijuana/cannabis use is not considered a criminal offense in Colorado, it remains so under Federal law, and, if present in the drug screen, will disqualify the student from participation in the ACC Nursing Program.
5. 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 (2000 ng/mL Screen)
- ✓ Phencyclidine
- ✓ Propoxyphene

I. “Reasonable Suspicion Based” Drug Testing

This procedure refers to the use 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 member or preceptor 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 preceptor will remove the student from the client care or assigned work area and notify the Course Faculty and/or Program Chair.
 - b. The preceptor 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 Chair 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 Faculty member/Program Chair will remove the student from the practicum setting pending a full investigation through established college procedures and system policies.
 - b. The preceptor/Faculty member 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 up to and including possible dismissal from the nursing program.

Readmission Guidelines related to Substance Use

Students who are administratively withdrawn from Nursing courses for reasons related to substance use disorder 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 Program Chair.

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.

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 Grievance Procedure*, SP 4-31; *Civil Rights Grievance and Investigation Process for Students*, SP 4-31a; and *Sexual Misconduct Procedure*, SP 4-120a.

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.

G. Nursing Student Conduct and Demeanor

Online format classes will be conducted through ACC's Littleton Campus. Practicum experiences will occur at various sites. 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 RN-BSN Academic Program Coordinator. During this experience, it is expected that students will conduct themselves in accordance with the expectations set forth in 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. The Nursing Program Director must be informed of any violations occurring during enrollment in the program.

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, sexual identity, 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, 7th edition. 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". The [ACC Library and Learning Commons](#) also provides an online library guide for APA requirements.

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 late assignment submission.

B. Examinations

1. Students are expected to take all exams or quizzes as scheduled and should contact the faculty on or before the day of the exam or quiz 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 may 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 or assessment should make an appointment with the course faculty as soon as possible or before the next scheduled examination or assessment.

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 requests the student does not return, the student, may face disciplinary action up to and including course failure and dismissal from the program.

Assignments

Students will secure their own practicum experience in collaboration with faculty. **All practicum experiences must be approved by faculty prior to starting the experience.** Students must hold an active unencumbered RN license from the state in which they are practicing prior to starting the practicum experience. Students are responsible for providing their own transportation to the practicum site.

Student data including, but not limited to, full name, last four digits of social security number, date of birth, address, CCCS email address, and telephone may be required by the practicum agency in order to facilitate access to client data records. Compliance documentation will be supplied to the agency with student permission. The Nursing Department follows all applicable HIPAA and FERPA regulations to ensure student privacy.

Preparation

Success in the practicum setting depends a great deal on the student's preparation. **Early collaboration with course faculty is required to assure compliance with legal requirements and educational goals.** Students are responsible to contact the practicum facility and discuss expectations during the experience. In addition, students are expected to be thoroughly prepared for the practicum experience.

Practicum Site Responsibilities

- a. Arrive at the facility at least 15 minutes prior to the beginning of the practicum day.

- b. Confidentiality must be respected at all times. No portion of the client's or facility's confidential 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. Student assignments must not contain client identifiers, i.e. names or initials, etc.
- c. Any violation of HIPAA regulations may result in disciplinary action up to and including course failure and dismissal from the program.
- d. Each student must become familiar with and follow policies and procedures of the facility.

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.



ARAPAHOE COMMUNITY COLLEGE

BACHELOR OF SCIENCE NURSING COMPLETION PROGRAM (RN-BSN)

GENERAL EDUCATION REQUIREMENTS

SUBJECT AND COURSE NUMBER	COURSE NAME	CREDITS
ENG 1022	English Composition II: CO2	3
MAT 1260	Introduction to Statistics: MA1	3
GT-HI1	History Course	3
GT-AH 1,2 or 3	Arts and Humanities Courses	6
GT-SS 1, 2, or 3	Social Sciences Course	3

ACADEMIC PLAN: BACHELOR OF SCIENCE – NURSING

Catalog Year: 2024/2025

Total Credits: 120 Credits

The RN-BSN Program is designed for Registered Nurses who wish to earn the baccalaureate nursing degree or for current nursing students (dual enrollment) who are enrolled in a Colorado Nursing AAS program who wish to earn the baccalaureate nursing degree. The focus of the program is to add value to nursing education through the interpretation of research, broaden perspectives of population and community care, enhance leadership and care coordination skills and promote life-long learning within the nursing profession.

REQUIRED COURSES

General Education Courses

- Arts / Humanities GT-AH1-AH3 (3 Cr.) Available Fall, Spring, Summer
- Arts / Humanities GT-AH1-AH3 (3 Cr.) Available Fall, Spring, Summer
- ENG 1022 - English Composition II: GT-CO2 (3 Cr.) Available Fall, Spring, Summer
- History GT-H11 (3 Cr.) Available Fall, Spring, Summer
- MAT 1260 - Introduction to Statistics: GT-MA1* (3 Cr.) Available Fall, Spring, Summer
- Social / Behavioral Science GT-SS3 (3 Cr.) Available Fall, Spring, Summer

Major Courses

- NUR 3001 - Integration into Baccalaureate Nursing Practice (3 Cr.) Available Fall, Spring, Summer
- NUR 3002 - Trends in Nursing Practice (3 Cr.) Available Fall, Spring, Summer
- NUR 3003 - Research / Evidence Based Practice (3 Cr.) Available Fall, Spring, Summer
- NUR 4008 - Legal and Ethical Issues Related to Professional Nursing Practice (3 Cr.) Available Fall, Spring, Summer
- NUR 4009 - Leadership in the Nursing Profession (3.5 Cr.) Available Fall, Spring, Summer
- NUR 4010 - Community Health Nursing Practicum (6 Cr.) Available Fall, Spring, Summer
- NUR 4011 - Senior Seminar (3 Cr.) Available Fall, Spring, Summer
- Upper Division Nursing Elective (3 Cr.) Available Fall, Spring, Summer
- Upper Division Nursing Elective (3 Cr.) Available Fall, Spring, Summer

Pre-requisite

- Associate Degree 71.5 Credits

Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

- ENG 1022 - English Composition II: GT-CO2 (3 Cr.)
 - Pre-Requisite: ENG 1021 - English Composition I OR ENG 131 - Technical Writing I
- MAT 1260 - Introduction to Statistics: GT-MA1* (3 Cr.)
 - Pre-Requisite: MAT 0250 - Quantitative Literacy (4 Cr.)/MAT 0300 - Algebraic Literacy (4 Cr.)
- NUR 3001 - Integration into Baccalaureate Nursing Practice

- Requirement: Department approval and/or NUR 3002 Trends in Nursing Practice
- NUR 3002 - Trends in Nursing Practice
 - Pre-Requisite: NUR 3001 - Integration into Baccalaureate Nursing Practice and/or Department
- NUR 3003 - Research / Evidence Based Practice
 - Pre-Requisite: ENG 1021 - English Composition I: GT-CO1*
 - Pre-Requisite: MAT 1260 - Introduction to Statistics: GT-MA1*
 - Pre-Requisite: NUR 3002 - Trends in Nursing Practice or NUR 3010 Integration into Baccalaureate Nursing Practice
- NUR 4008 - Legal and Ethical Issues Related to Professional Nursing Practice
 - Requirement: Department approval
- NUR 4009 - Leadership in the Nursing Profession
 - Pre-Requisite: NUR 3003 - Research / Evidence Based Practice
 - Requirement: Department approval - Must be licensed to practice in one of the 50 states prior to clinical practicum
- NUR 4010 - Community Health Nursing Practicum
 - Pre-Requisite: NUR 3003 - Research / Evidence Based Practice
 - Requirement: Departmental approval - must be licensed to practice in one of the 50 states prior to clinical practicum
- NUR 4011 - Senior Seminar
 - Co-Requisite: NUR 4010 - Community Health Nursing Practicum
 - Pre-Requisite or Co-Requisite: NUR 4009 - Leadership in the Nursing Profession OR NUR 4010 - Community Health Nursing Practicum
- Upper Division Nursing Electives
 - Pre-Requisite: NUR 3001 - Integration into Baccalaureate Nursing Practice or NUR 3002 Trends in Nursing Practice

Program Outcomes

- Quality Care: Interpret research to employ best practice. Use data to monitor the outcomes of care processes. Propose an evaluation process to continuously improve the quality and safety of health care systems and deliver quality care to individuals, and diverse populations.
- Professionalism: Formulate a plan that demonstrates an enhanced commitment to professionalism embracing excellence, caring, legal and ethical practice, civility, accountability, and professional development.
- Communication: Evaluate communication and collaboration with colleagues, interprofessional groups and members of the community to promote health, safety and well-being across the lifespan and across the continuum of healthcare environment.
- Leadership: Evaluate the contribution of leadership, quality improvement principles, and impact of organizational systems in transforming, managing, and coordinating safe, quality, cost effective, person-centered care.
- Critical Thinking/Clinical Reasoning: Integrate a systematic process of critical inquiry with nursing science, natural and behavioral sciences, arts and humanities to make evidence-based practice decisions to improve the care of individuals, families, populations, and communities.

Notes

- Background check and drug screen must be successfully passed prior to enrolling into NUR 4009 and NUR 4010 clinical practicum courses.

- Courses are subject to cancelation depending on enrollment numbers.
- If Associate Degree is less than 71.5 credits, balance of credits may be satisfied with elective credits or credits for prior learning.
- Out of state students will require authorization by the State Board of Nursing in their state of residence in order for ACC to provide instruction. In addition, depending on the state, limitations may exist with ACC providing an education experience to them.
- Students must be accepted into the program prior to enrollment and will need to enroll into NUR 3001 or NUR 3002 initially as part of the major nursing coursework.
- Students must complete a minimum of 25% of the 120 credits required for the degree at Arapahoe Community College in order to earn this degree from ACC.

EXAMPLE OF COURSE SEQUENCE FULL-TIME TRACK (4 Semesters includes General Education Requirements)

Semester 1

- ENG 1022 - English Composition II: GT-CO2 (3 Cr.)
- MAT 1260 - Introduction to Statistics: GT-MA1 (3 Cr.)
- NUR 3001 - Integration into Baccalaureate Nursing Practice (3 Cr.)
- NUR 3002 - Trends in Nursing Practice (3 Cr.)

Semester 2

- Arts / Humanities GT-AH1-AH3 (3 Cr.)
 - ~Recommended Arts / Humanities Course(s)~
 - HUM 1015 - World Mythology: GT-AH2* (3 Cr.)
 - LIT 1015 - Introduction to Literature I: GT-AH2* (3 Cr.)
 - LIT 2005 - Ethnic Literature: GT-AH2* (3 Cr.)
 - PHI 1011 - Introduction to Philosophy: GT-AH3* (3 Cr.)
 - PHI 1012 - Ethics: GT-AH3* (3 Cr.)
 - PHI 1014 - Comparative Religions: GT-AH3* (3 Cr.)
 - PHI 2020 - Philosophy-Death & Dying: GT-AH3* (3 Cr.)
- History GT-HI1 (3 Cr.)
 - ~Recommended History Course(s)~
 - HIS 1310 - Western Civilization: Antiquity-1650: GT-HI1* (3 Cr.)
 - HIS 1220 - United States History Since the Civil War: GT-HI1* (3 Cr.)
 - HIS 2135 - Colorado History: GT-HI1* (3 Cr.)
 - HIS 2145 - U.S. History since 1945: GT-HI1* (3 Cr.)
 - HIS 2015 - 20th Century World History: GT-HI1* (3 Cr.)
- NUR 3003 - Research / Evidence Based Practice (3 Cr.)
- Upper Division Nursing Elective (3 Cr.)
 - ~Recommended Elective(s)~
 - NUR 3004 - Informatics and Healthcare Technology (3 Cr.)
 - NUR 3005 - Emergency Preparedness (3 Cr.)
 - NUR 3006 - Gerontology (3 Cr.)
 - NUR 3007 - Behavioral Health (3 Cr.)

Semester 3

- NUR 4008 - Legal and Ethical Issues Related to Professional Nursing Practice (3 Cr.)
- NUR 4010 - Community Health Nursing Practicum (6 Cr.)

- Social / Behavioral Science GT-SS3 (3 Cr.)
 - ~Recommended Social / Behavioral Science Course(s)~
 - ANT 1001 - Cultural Anthropology: GT-SS3* (3 Cr.)
 - ECO 1001 - Economics of Social Issues: GT-SS1* (3 Cr.)
 - GEO 1006 - Human Geography: GT-SS2* (3 Cr.)
 - PSC 2020 - Introduction to Political Science: GT-SS1* (3 Cr.)
 - PSC 1011 - American Government: GT-SS1* (3 Cr.)
 - PSC 2025 - Comparative Government: GT-SS1* (3 Cr.)
 - SOC 1002 - Introduction to Sociology II: GT-SS3* (3 Cr.)

Semester 4

- Arts / Humanities GT-AH1-AH3 (3 Cr.)
 - ~Recommended Arts / Humanities Course(s)~
 - HUM 1015 - World Mythology: GT-AH2* (3 Cr.)
 - LIT 1015 - Introduction to Literature I: GT-AH2* (3 Cr.)
 - LIT 2005 - Ethnic Literature: GT-AH2* (3 Cr.)
 - PHI 1011 - Introduction to Philosophy: GT-AH3* (3 Cr.)
 - PHI 1012 - Ethics: GT-AH3* (3 Cr.)
 - PHI 1014 - Comparative Religions: GT-AH3* (3 Cr.)
 - PHI 2020 - Philosophy-Death & Dying: GT-AH3* (3 Cr.)
- NUR 4009 - Leadership in the Nursing Profession (3.5 Cr.)
- NUR 4011 - Senior Seminar (3 Cr.)
- Upper Division Nursing Elective (3 Cr.)
 - ~Recommended Elective(s)~
 - NUR 3004 - Informatics and Healthcare Technology (3 Cr.)
 - NUR 3005 - Emergency Preparedness (3 Cr.)
 - NUR 3006 - Gerontology (3 Cr.)
 - NUR 3007 - Behavioral Health (3 Cr.)

EXAMPLE OF COURSE SEQUENCE FULL-TIME TRACK (Three Semesters for students who have completed General Education Requirements)

Semester 1

- NUR 3001 - Integration into Baccalaureate Nursing Practice (3 Cr.)
- NUR 3002 - Trends in Nursing Practice (3 Cr.)
- NUR 3003 - Research / Evidence Based Practice (3 Cr.)
- Upper Division Nursing Elective (3 Cr.)
 - ~Recommended Elective(s)~
 - NUR 3004 - Informatics and Healthcare Technology (3 Cr.)
 - NUR 3005 - Emergency Preparedness (3 Cr.)
 - NUR 3006 - Gerontology (3 Cr.)
 - NUR 3007 - Behavioral Health (3 Cr.)

Semester 2

- NUR 4010 - Community Health Nursing Practicum (6 Cr.)
- Upper Division Nursing Elective (3 Cr.)
 - ~Recommended Elective(s)~
 - NUR 3004 - Informatics and Healthcare Technology (3 Cr.)

- NUR 3005 - Emergency Preparedness (3 Cr.)
- NUR 3006 - Gerontology (3 Cr.)
- NUR 3007 - Behavioral Health (3 Cr.)

Semester 3

- NUR 4008 - Legal and Ethical Issues Related to Professional Nursing Practice (3 Cr.)
- NUR 4009 - Leadership in the Nursing Profession (3.5 Cr.)
- NUR 4011 - Senior Seminar (3 Cr.)

EXAMPLE OF COURSE SEQUENCE PART-TIME TRACK (includes required General Education)

Semester 1

- ENG 1022 - English Composition II: GT-CO2 (3 Cr.)
- MAT 1260 - Introduction to Statistics: GT-MA1 (3 Cr.)
- NUR 3001 - Integration into Baccalaureate Nursing Practice (3 Cr.)

Semester 2

- NUR 3002 - Trends in Nursing Practice (3 Cr.)
- NUR 3003 - Research / Evidence Based Practice (3 Cr.)
- Upper Division Nursing Elective (3 Cr.)
 - ~Recommended Elective(s)~
 - NUR 3004 - Informatics and Healthcare Technology (3 Cr.)
 - NUR 3005 - Emergency Preparedness (3 Cr.)
 - NUR 3006 - Gerontology (3 Cr.)
 - NUR 3007 - Behavioral Health (3 Cr.)

Semester 3

- NUR 4008 - Legal and Ethical Issues Related to Professional Nursing Practice (3 Cr.)
- NUR 4009 - Leadership in the Nursing Profession (3.5 Cr.)

Semester 4

- Arts / Humanities GT-AH1-AH3
 - ~Recommended Arts / Humanities Course(s)~
 - HUM 1015 - World Mythology: GT-AH2* (3 Cr.)
 - LIT 1015 - Introduction to Literature I: GT-AH2* (3 Cr.)
 - LIT 2005 - Ethnic Literature: GT-AH2* (3 Cr.)
 - PHI 1011 - Introduction to Philosophy: GT-AH3* (3 Cr.)
 - PHI 1012 - Ethics: GT-AH3* (3 Cr.)
 - PHI 1014 - Comparative Religions: GT-AH3* (3 Cr.)
 - PHI 2020 - Philosophy-Death & Dying: GT-AH3* (3 Cr.)
- NUR 4010 - Community Health Nursing Practicum (6 Cr.)

Semester 5

- History GT-HI1 (3 Cr.)
 - ~Recommended History Course(s)~
 - HIS 1310 - Western Civilization: Antiquity-1650: GT-HI1* (3 Cr.)
 - HIS 1220 - United States History Since the Civil War: GT-HI1* (3 Cr.)
 - HIS 2135 - Colorado History: GT-HI1* (3 Cr.)

- HIS 2145 - U.S. History since 1945: GT-HI1* (3 Cr.)
- HIS 2015 - 20th Century World History: GT-HI1* (3 Cr.)
- Upper Division Nursing Elective (3 Cr.)
 - ~Recommended Elective(s)~
 - NUR 3004 - Informatics and Healthcare Technology (3 Cr.)
 - NUR 3005 - Emergency Preparedness (3 Cr.)
 - NUR 3006 - Gerontology (3 Cr.)
 - NUR 3007 - Behavioral Health (3 Cr.)

Semester 6

- Arts / Humanities GT-AH1-AH3 (3 Cr.)
 - ~Recommended Arts / Humanities Course(s)~
 - HUM 1015 - World Mythology: GT-AH2* (3 Cr.)
 - LIT 1015 - Introduction to Literature I: GT-AH2* (3 Cr.)
 - LIT 2005 - Ethnic Literature: GT-AH2* (3 Cr.)
 - PHI 1011 - Introduction to Philosophy: GT-AH3* (3 Cr.)
 - PHI 1012 - Ethics: GT-AH3* (3 Cr.)
 - PHI 1014 - Comparative Religions: GT-AH3* (3 Cr.)
 - PHI 2020 - Philosophy-Death & Dying: GT-AH3* (3 Cr.)
- NUR 4011 - Senior Seminar (3 Cr.)
- Social / Behavioral Science GT-SS3 (3 Cr.)
 - ~Recommended Social / Behavioral Science Course(s)~
 - ANT 1001 - Cultural Anthropology: GT-SS3* (3 Cr.)
 - ECO 1001 - Economics of Social Issues: GT-SS1* (3 Cr.)
 - GEO 1006 - Human Geography: GT-SS2* (3 Cr.)
 - PSC 2020 - Introduction to Political Science: GT-SS1* (3 Cr.)
 - POSC 1011 - American Government: GT-SS1* (3 Cr.)
 - PSC 2025 - Comparative Government: GT-SS1* (3 Cr.)
 - SOC 1002 - Introduction to Sociology II: GT-SS3* (3 Cr.)

STUDENT FORMS

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 baccalaureate prepared 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 RN-BSN 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

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](#)

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015.

AMERICAN NURSES ASSOCIATION (ANA)- STANDARDS OF PRACTICE AND STANDARDS OF PROFESSIONAL PERFORMANCE

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:

ANA Standards of Practice

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

Standard 1. Assessment

The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.

Standard 2. Diagnosis

The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.

Standard 3. Outcomes Identification

The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning

The registered nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.

Standard 5. Implementation

The registered nurse implements the identified plan.

Standard 5A. Coordination of Care

The registered nurse coordinates care delivery.

Standard 5B. Health Teaching and Health Promotion

The registered nurse employs strategies to promote health and a safe environment.

Standard 6. Evaluation

The registered nurse evaluates progress toward attainment of goals and outcomes.

ANA STANDARDS OF PROFESSIONAL PERFORMANCE

The Standards of Professional Performance describe a competent level of behavior in the professional role, including activities related to ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, professional practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

Standard 7. Ethics

The registered nurse practices ethically.

Standard 8. Culturally Congruent Practice

The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.

Standard 9. Communication

The registered nurse communicates effectively in all areas of practice.

Standard 10. Collaboration

The registered nurse collaborates with healthcare consumer and other key stakeholders in the conduct of nursing practice.

Standard 11. Leadership

The registered nurse leads within the professional practice setting and the profession.

Standard 12. Education

The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

Standard 13. Evidence-based Practice and Research

The registered nurse integrates evidence and research findings into practice.

Standard 14. Quality of Practice

The registered nurse contributes to quality nursing practice.

Standard 15. Professional Practice Evaluation

The registered nurse evaluates one's own and others' nursing practice.

Standard 16. Resource Utilization

The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.

Standard 17. Environmental Health

The registered nurse practices in an environmentally safe and healthy manner.

[Access to ANA Scope & Standards 2015 Chapter 1](#)

American Nurses Association, (2015). Nursing: Scope and Standards of Practice, (3rd ed.). pp. 4-6. Washington, D.C.: American Nurses Publishing.

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.