



# **NURSING PROGRAM**

# **STUDENT HANDBOOK**



## Table of Contents

<i>PROGRAM INFORMATION</i> .....	4
A. Program Description and Occupational Information .....	4
B. Accreditation .....	4
C. College Information .....	4
D. Non-Discrimination Statement.....	4
E. Title IX: Sexual Misconduct, Discrimination, Harassment .....	4
F. School of Health, Math and Science.....	5
G. Advisory Committee and Shared Governance.....	5
H. Faculty .....	5
I. Nursing Program Mission .....	5
J. Philosophy and Core Values .....	5
K. Nursing Program Outcomes.....	6
<i>STUDENT LEARNING OUTCOMES/ROLE SPECIFIC GRADUATE COMPETENCIES</i> .....	6
<i>GENERAL INFORMATION</i> .....	6
A. Advising .....	6
B. Sequence of Courses.....	7
C. Attendance Guidelines .....	7
D. Clinical .....	7
E. Communication and Conflict Resolution .....	8
F. Professional Appearance .....	8
G. Information Technology.....	9
<i>PROGRESSION AND RETENTION</i> .....	10
A. Assessment Testing.....	10
B. Progression.....	10
C. Grading .....	10
D. Academic Success Plan.....	10
E. Withdrawal .....	11
F. Graduation Requirements and Colorado State Board of Nursing Licensing.....	11
<i>READMISSION GUIDELINES</i> .....	11
A. Eligibility for Readmission .....	12
B. Process for Readmission .....	12
<i>HEALTH AND SAFETY GUIDELINES</i> .....	13
A. Health Declaration.....	13
B. Health and Safety Requirements.....	13
C. Reasonable Accommodations.....	14
D. Essential Skills and Functional Abilities for Nursing Students.....	14
E. Pregnancy.....	17
F. Insurance – Health and Injury.....	19
G. Safety Advisory and Guidelines.....	20
H. Safe Practice Responsibilities .....	21
I. Unsafe Practice.....	21
<i>DRUG SCREEN PROCESS</i> .....	21
A. Drug Screening Guidelines .....	21
B. “Reasonable Suspicion Based” Drug Testing .....	21
C. Readmission Guidelines related to Substance Abuse .....	22
<i>GUIDELINES FOR STUDENT CONDUCT</i> .....	22
A. Standards of Professional Conduct .....	22
B. Expectation in Reporting Unprofessional Conduct.....	23
C. Professional Boundaries .....	23
D. Health Insurance Portability and Accountability Act (HIPAA).....	24
E. Disciplinary Procedures.....	24
F. Academic Misconduct .....	24
G. Nursing Student Conduct and Demeanor .....	24
H. Clinical Misconduct .....	25

I. Student Due Process .....	25
<b>CLASSROOM, LABS AND CLINICAL INFORMATION.....</b>	<b>25</b>
A. Written Assignments .....	25
B. Examinations .....	25
C. Recording Device and Laptops .....	26
D. Cell Phones and Mobile Devices.....	26
E. On-Campus Labs.....	27
F. Clinical Rotations .....	27
<b>STUDENT FORMS.....</b>	<b>31</b>
NURSING PROGRAM STUDENT HANDBOOK AGREEMENT.....	31
ACC NURSING PROGRAM GUIDELINES AND EXPECTATIONS FOR CLINICAL STUDENT AGREEMENT .....	31
ACC NON-PAID COOPERATIVE EDUCATION STUDENT VERIFICATION FORM FOR WORKER'S COMPENSATION* .....	32
NURSING STUDENT CONFIDENTIALITY AGREEMENT .....	33
EXAM RESPONSIBILITIES .....	33
DISQUALIFYING OFFENSES .....	33
CONFIDENTIALITY AGREEMENT FOR SIMULATION.....	34
<i>Curriculum – Associate Degree Nursing .....</i>	<i>35</i>
ADMISSION REQUIREMENTS .....	35
First Semester .....	35
Second Semester .....	35
Third Semester .....	35
Fourth Semester .....	36
<b>Appendix.....</b>	<b>37</b>
<i>ANA Code of Ethics.....</i>	<i>37</i>
<i>American Nurses Association - Standards of Practice .....</i>	<i>38</i>
<i>Study Skills Guide - Day-to-Day Study Skills .....</i>	<i>39</i>
1. Tools.....	39
2. Reading Your Textbook.....	39
3. Taking Notes on Your Textbook.....	39
4. Listening to the Lecture .....	39
5. Taking Notes During a Lecture.....	39
6. Reviewing the Chapter or Subject.....	40
<i>Examinations.....</i>	<i>41</i>
Preparation .....	41
Taking an Examination .....	41
Computerized Tests.....	41
Standardized Tests.....	42
<i>ACC Nursing Program - Nightingale Honor Code .....</i>	<i>43</i>

## **PROGRAM INFORMATION**

### **A. PROGRAM DESCRIPTION AND OCCUPATIONAL INFORMATION**

Graduates receiving an Associate in Applied Science, Associate Degree Nursing (ADN) are eligible to apply for licensure as a registered nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long-term and community-based health care settings, in the areas of Obstetric and pediatric, Medical Surgical and Psychiatric 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 degree provides the graduate with an educational foundation for articulation into the university setting.

### **B. ACCREDITATION**

The Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC). Contact information for ACEN is: 3343 Peachtree Road NE, Suite 850 Atlanta Georgia 30326. The telephone number is 404.975.5000 and website is [Accreditation Commission for Education Nursing](http://www.nacsnursing.org)

The Nursing Program is approved by the Colorado State Board of Nursing (CSBON) located at 1560 Broadway, Suite 1350, Denver, CO 80202. The Board of Nursing's website is [State of Colorado Board of Nursing](http://www.csbson.com); the telephone number is 303.894.2430.

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

### **C. COLLEGE INFORMATION**

General information about Arapahoe Community College, including and not limited to academic calendar, hours of operation, student services, employee directory, crime statistics, catalogs, schedules, etc. can be accessed through the college's website at [www.arapahoe.edu](http://www.arapahoe.edu).

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

### **D. NON-DISCRIMINATION STATEMENT**

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

### **E. TITLE IX: SEXUAL MISCONDUCT, DISCRIMINATION, HARASSMENT**

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

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator and Jennifer Husum, Associate Dean of Students for Equity and Compliance, as its Deputy Title IX/ Equal Opportunity/ADA Coordinator with the responsibility to

coordinate its civil rights compliance activities and grievance procedures. For information, please contact Angela at 303.797.5715 or Jennifer at 303.797.5674, email [eoandtitleXcoordinator@arapahoe.edu](mailto:eoandtitleXcoordinator@arapahoe.edu) or Arapahoe Community College, 5900 S. Santa Fe Drive, Littleton, CO 80120.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone 303.844.3417.

## **F. SCHOOL OF HEALTH, MATH AND SCIENCE**

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

## **G. ADVISORY COMMITTEE AND SHARED GOVERNANCE**

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

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

## **H. FACULTY**

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

## **I. NURSING PROGRAM MISSION**

The mission of Arapahoe Community College, Department of Nursing is to provide excellent education that prepares the learner to become a member of the nursing profession, meeting the needs of diverse populations.

## **J. PHILOSOPHY AND CORE VALUES**

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

1. **Caring:** Characterized by genuine, warm, and sensitive providers of nursing care who demonstrate empathy, respect for self and colleagues, and therapeutic communication.
2. **Critical Thinking:** Characterized by self-directed providers of nursing care who make decisions based on self-reflection and clinical reasoning within their scope of practice. These providers are open-minded, thoughtful and appropriately creative when confronted with a variety of challenging situations.
3. **Holism:** Characterized by non-judgmental providers of nursing care. They understand, are sensitive to, accept and respect the spirituality, culture and diversity of clients and the communities in which they live. These providers are restorers and promoters of health for clients across the life span and demonstrate cultural competence.
4. **Nursing Role Development:** Characterized by responsible providers of nursing care who exemplify ethical and moral nursing practice. These providers are client advocates who exert assertive behaviors when necessary. They demonstrate adaptability and flexibility in the dynamic health care environment and are productive team members. At all times, they demonstrate the image and presence of a nurse

who is committed to the core values of the art and science of nursing. They are lifelong learners and dedicated to continuing their education.

5. **Safe practice:** Characterized by responsible providers of nursing care who demonstrate clinical excellence and safe, quality care. These providers practice legally and ethically to achieve positive client outcomes. They value the knowledge gained from other disciplines and apply it through the nursing process to make and evaluate appropriate and reasoned decisions, supporting safe practice.
6. **Information Management and Technology** Characterized by demonstration and understanding of data collection tools such as the medical record, shift report, and electronic infusion devices. These providers value the use of electronic devices, and utilize a variety of information sources such as online databases, hand-held computers, and professional journals to enhance the outcomes and efficiency of client care and safety.

## **K. NURSING PROGRAM OUTCOMES**

The Nursing Program Outcomes are as follows:

1. ACC's most recent annual licensure examination pass rate will be at least 80% for all first-time test takers.
2. Eighty percent of graduates will have employment as an RN within twelve months of graduation.
3. Eighty percent of graduates who respond will agree they are satisfied with Arapahoe Community College Nursing Program on the Graduate Employment and Follow-up Survey. Eighty percent of qualitative data will be of a positive nature.
4. Eighty percent of surveys returned by employers will state satisfaction with graduate preparation for entry level positions 12 months after graduation.
5. Eighty percent of students will complete their program within 12 months of the projected completion date.

## **STUDENT LEARNING OUTCOMES/ROLE SPECIFIC GRADUATE COMPETENCIES**

1. Provide safe, quality, evidence-based nursing care in a variety of healthcare settings to diverse client populations across the lifespan.
2. Engage in critical thinking and clinical reasoning to make client centered care decision.
3. Implement quality measures to improve client care.
4. Participate in collaborative relationships with members of the interdisciplinary team, the client, and the client's support persons.
5. Use information management principles, techniques, and systems, and client care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Provide leadership in a variety of healthcare settings for diverse client populations.
7. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse
8. Promote a culture of caring to provide holistic, compassionate, culturally-competent care.

## **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 prerequisites, understand policies and procedures, and access campus resources to facilitate student success. Please refer to the Academic Advising hours for each campus on the [ACC Website](#).

Nursing candidates and current students may receive academic advising from the course faculty and the Assessment and Retention Coordinator. The Nursing Program also provides peer mentors for nursing students.

## B. SEQUENCE OF COURSES

Nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next level of successive courses within the same cohort group.

A student admitted into a cohort must enroll in each nursing course at the college of admission. Students may take a nursing course at another college only with written permission of the Nursing Director and completion of required transfer paperwork of the school to which the student wishes to transfer.

## C. ATTENDANCE GUIDELINES

Students must be registered for a class in order to attend that class.

*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 classes prepare students for safe client care and Faculty expect students to attend each class, lab and clinical session to develop the theoretical and practical components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to an absence or anticipated late arrival. Lab and clinical hours are often not possible to make-up and students should not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives, or to meet the required hours of the course necessary for credit, the student cannot receive a passing grade.

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

**Theory/Didactic:** Students are expected to attend all classes, for which they are registered, except in cases of illness or other emergencies. Class attendance policies are explained in individual course syllabi. Announcements, important information, and handouts are given during class. Students who miss class are responsible for obtaining this information and material.

**Practice Lab:** Lab attendance is **mandatory**. In the event of an emergency, it is the student's responsibility to contact the course faculty to arrange appropriate make up. Arriving late, leaving early or being disruptive is unprofessional and unacceptable (see lab packet for further instruction).

Nursing lab attendance is required for clinical attendance. Failure to make up a missed lab may result in course failure. Students need to refer to each course syllabi for specific policies regarding missed lab time and grade penalties for absences. Excessive absences will result in an unsatisfactory grade and failure of the course.

## D. CLINICAL

### Clinical Attendance

In courses with clinical, participation and attendance are mandatory. If a student misses clinical due to an *unexcused absence*, course failure may result. Unexcused absences include:

- Failure to notify faculty of an absence or tardiness (no call/no show).
- Missed clinical hours due to the failure of the student to prepare, failure to comply with dress code or reasonable suspicion to believe the student did not follow the Code of Conduct or established expectations.
- Failure to complete clinical make-up hours once defined by the faculty.

### Clinical Make-Up

In accordance with guidelines set forth by the Colorado Board of Nursing, missed clinical hours must be made-up to attain 750 clinical hours upon completion of the nursing program and to ensure course outcomes. Clinical preparation time does not count toward the clinical hour requirement.

The make-up experience chosen is at the discretion of faculty and based on student needs, clinical site availability, and/or faculty/instructor availability. Make-up hours may include clinical experience, clinical simulation, or a combination of both.

Missing more than 2 days of clinical during a course may constitute an incomplete and/or clinical failure based on the inability of the student to meet course outcomes.

Missed clinical hours are subject to a fee-for-service and charged to the student by the college.

First clinical absence in the nursing program:

- The student will incur a fee-for-service of \$22.50 for each clinical hour missed and not volunteer in the nursing lab; or
- The student may volunteer for ½ of the missed clinical hours in the nursing lab in lieu of the fee-for-service.
- Subsequent clinical absences in the nursing program:
- The student will incur a fee-for service of \$22.50 for each clinical hour missed regardless of reason for absence.

## **E. COMMUNICATION AND CONFLICT RESOLUTION**

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

Should a student feel that he or she has been treated unfairly or unjustly and is unable to resolve the matter informally; the student may elect to file a complaint by following the process established through the Student

Grievance Procedure available in the [ACC Student Handbook](#). Please note grades and other academic decisions are not grievable unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the college's Civil Rights Grievance and Investigation Process.

## **F. PROFESSIONAL APPEARANCE**

Students must present themselves in a professional manner at all times while enrolled in the Nursing Program. Students must be in compliance with the professional dress code guidelines at all times to remain in the clinical setting. If there are exceptions, alternate styles of dress will be determined and described by the faculty member involved. A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance. The following guidelines are mandatory for students to remain in compliance with the dress code:

- Students are to wear the official Nursing Program uniform (purchased through an approved vendor, must be Cherokee purple) in all lab and clinical settings unless the setting or agency requires other attire. Picture ID badges are to be worn at all times above the waist with the picture facing forward in the clinical setting.
- The program-specified uniform scrub jacket with the ACC logo patch can be worn over the scrub top; no sweaters are allowed. A clean white tee-shirt may be worn with white shoes and socks, or a black tee-shirt may be worn with black shoes and socks; but the tee-shirt sleeves cannot extend or be visible beyond the uniform scrub top sleeves. Long sleeved white/black shirts may be worn under the uniform scrub top, if sleeves are tight fitting enough to be pulled up to allow for hand washing and aseptic techniques.
- The only jewelry that may be worn with the uniform is a wedding/engagement ring, small post earrings and a wristwatch. Earring gauges are not allowed. Necklaces must be kept under clothing and not be visible. In certain rotations, it may be advisable to not wear any jewelry at all. Medical alert jewelry is acceptable.
- No visible facial or body piercing jewelry or tattoos are allowed. No objects of any type may be worn in the tongue. If necessary, a small beige bandage is permitted to cover a visible piercing and all visible tattoos should be covered. In all cases, the student must be in compliance with the professional appearance policy of the clinical agency.
- Hair must be clean, natural in color (not pink, blue, etc.), worn back from the face while in uniform to meet health and safety standards. Extreme hair styles are not permitted in lab or clinical settings.



Closely trimmed beards, sideburns and mustaches are permitted but must meet facility policy for client safety.

- Makeup should be minimal.
- Gum chewing while in the lab or clinical setting is prohibited.
- The uniform must be clean and wrinkle-free. Undergarments should be worn at all times and cannot be visible.
- A watch with a second hand, a calculator; a pair of bandage scissors; a stethoscope with a bell and diaphragm; gait belt; and pen with black ink are required.
- Students are expected to maintain appropriate personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette smell. No cologne, after-shave, scented lotions and/or perfume are permitted.
- White or black socks must be worn with the uniform. Uniform style shoes and laces must be clean and all white or black with low heels. No open toes, backless shoes or sandals may be worn. Clogs with non-porous top and back strap are permitted.
- Fingernails must be clean and short with no nail polish. Artificial nails, nail wraps or extenders are not permitted in the lab or clinical setting.
- Maternity uniforms must be made out of the same fabric and similar style as the current student uniform.
- Contact the supervising faculty for professional dress/appearance guidelines related to pediatric, psychiatric clinical settings.

#### **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.

When selecting clients in the clinical setting, attire must be professional (uniform or business attire) and the name badge must be worn at all times.

#### **G. INFORMATION TECHNOLOGY**

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

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, 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” during class, labs or clinical experiences.
- No photos may be taken by students in the clinical setting or lab environments. Exceptions will only be made if it is part of a course assignment.
- No personal phone calls or texting are allowed at any time while in a client area.
- In the case of smart phones, students are expected to have equipment turned off if required by agency policy and are expected to go to designated areas for cell phone use when accessing information on their mobile device when needed.

- If you are using a mobile device at the bedside of a client be sure to apologize for the interruption in care and explain how this will help in their care. Be respectful of the client at all times and ensure your entire attention is focused on the client when in their room.
- 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 be protected at all times.
- Mobile devices should be disinfected/decontaminated as needed in order to prevent the transfer of pathogens.
- Students who violate client privacy by use of mobile devices will be subject to HIPAA infractions of the clinical agency.
- Social networking sites: when contributing to a social networking site, such as Facebook, Twitter, etc. it is important to remember that everyone can see and read what is written on the site. Keep your interactions professional and err on the conservative side when posting comments or sharing pictures. **Never share client information.** What may seem harmless to you may in fact identify the client or their family members and could be a violation of The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Remember your online presence reflects you as a professional. Be aware that your actions captured via images, posts or comments can reflect on you and many recruiters routinely search social networking venues when considering someone as a new hire. Postings which may result in having an adverse impact on the program or college or violating client privacy rights may be subject to disciplinary action.

## **PROGRESSION AND RETENTION**

### **A. ASSESSMENT TESTING**

The ACC Nursing Program has implemented the Evolve Reach Powered by HESI Assessment for testing in the nursing curriculum. This testing will give the program faculty and student an opportunity to identify areas of weakness in learning and curriculum to better prepare the student to successfully pass the licensing examination.

Testing will evaluate critical thinking skills, content knowledge of some specialty classes, and a comprehensive assessment of the students learning at the end of the first year and second year. For students not meeting benchmarks with each test please refer to your syllabus for details regarding remediation. Remediation must be completed to complete the course.

### **B. 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; satisfactorily complete all on-campus labs (see lab packet for further information); and maintain satisfactory clinical 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.

### **C. GRADING**

Individual course syllabi/guides will identify grading parameters. An “Unsatisfactory” clinical 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.

### **D. ACADEMIC SUCCESS PLAN**

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

## E. WITHDRAWAL

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

## F. GRADUATION REQUIREMENTS AND COLORADO STATE BOARD OF NURSING LICENSING

Practical Nurse (PN): Students who successfully complete the requirements for a Practical Nursing certificate may apply to take the Practical Nursing licensing exam (NCLEX-PN). Students need to do the following to be able to take the NCLEX-PN:

1. Apply for graduation with a Practical Nurse certificate from ACC according to the information and deadlines published in the college schedule and catalog.
2. Request an official transcript through the [ACC Records Department](#) along with a letter from the Nursing department indicating your success in completing the certification to the student, to be provided by the student to the Colorado State Board of Nursing.
3. See the [Colorado Board of Nursing Website](#), for the complete application process, information and required forms.
4. Complete the application forms required by the State Board of Nursing and NCLEX and pay the required fees to take the NCLEX-PN exam.

Registered Nurse: Students who successfully complete the requirements for an Associate of Applied Science degree in Nursing may apply to take the Registered Nursing Licensing Exam (NCLEX-RN).

Students need to do the following to be able to take the NCLEX-RN:

1. Apply for graduation with an Associate of Applied Science degree from ACC according to the information and **deadlines published in the college schedule and catalogue.**
2. Request an official transcript sent from the ACC Records Department to the student, to be provided by the student to the Colorado State Board of Nursing.
3. See the [Colorado Board of Nursing Website](#), for the complete application process, information and required forms.
4. Complete the application forms required by the State Board of Nursing and NCLEX and pay the required fees to take the NCLEX-RN exam.

All certificate and degree requirements must be confirmed by the college to ensure each student has met the requirements to graduate from the practical nursing and/or the registered Nursing Program. Every effort is made to expedite this process; however, the process can take 2-3 weeks following the last date of the final course in the program. The winter break may delay this process for students completing the program in December.

Immunization and certification documents will be returned to fourth semester students at pinning practice; the Nursing Program will not retain copies, and will not provide this information after graduation. Students who want copies of their official nursing record can pay \$1.50 per page and make an appointment with the program administrative assistant to pick them up. The State application form is not returnable.

## 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, availability of clinical sites, faculty staffing, and legislative budgetary appropriations. Readmission cannot be guaranteed to every student who applies.

Readmission decisions are made at the discretion of the Nursing Program Director in consultation with the Retention Coordinator and Faculty. Students will be notified of their status by letter and email to the student's CCCS system email address prior to the semester in which readmission is requested.

Students approved for readmission to the Nursing Program will be subject to the most current Nursing Program Student Handbook, located on the ACC website.

## A. ELIGIBILITY FOR READMISSION

1. The minimum criteria for readmission to the first semester are the successful completion of NUR 109 with a grade of 77% or better, OR NUR 112 with a grade of 77% or better.
2. The minimum criteria for readmission to third semester are the successful completion of two of the following: NUR 206, NUR 211, and NUR 212, with a grade of 77% or better.
3. A student can only fail or withdraw from ONE nursing course in a semester and only one time. A student cannot progress to the next semester until all courses within that semester have been successfully completed.
4. If a student has a lapse in nursing education greater than six months from last clinical course completed to the next nursing clinical course attended, the student must demonstrate clinical skills competency to nursing faculty.
5. Readmission placement may occur only once and must occur within two calendar years from the time the last nursing course was taken and successfully completed.
6. Students who withdraw from the Nursing Program will be eligible for readmission once and at the discretion of the Nursing Program Director or designee.
7. The Nursing Program Director or designee reserves the right to deny a request for readmission if the student was dismissed for issues of academic integrity, unsafe client care, inappropriate conduct, and more than one failure from the Nursing Program.
8. The student must supply accurate and verified information to support readmission eligibility.

## B. PROCESS FOR READMISSION

1. Consult with course faculty.
2. Schedule and complete an exit interview with the Nursing Program Director. The exit interview may include a member of the nursing faculty. The interview will address the issues that contributed to the student's withdrawal from the program. Input from the student and faculty as well as any other relevant sources will be included.
3. Meet with the Nursing Assessment and Retention Coordinator to establish a Readmission Plan for Success.
4. After an exit interview with the Nursing Program Director and a meeting with the Assessment and Retention Coordinator, submit the following to the Nursing Program Director:
  - a. A dated letter requesting readmission to the Nursing Program. Letter must include the student's current contact information including mailing and CCCS system email address, and telephone number.
  - b. Any documentation required as discussed in the exit interview.
  - c. A copy of the Readmission Plan for Success developed with the Assessment and Retention Coordinator.
  - d. All students must reapply to the program, if failure of a course is within the first semester of the program (limited space availability is the reason why one must reapply). The application process is the same as initial application. Contact Sheila Hochberg, if you have questions.
5. DEADLINE for submission of Readmission Packet is 5:00 pm on the Friday immediately following the last day of classes, per the Arapahoe Community College Schedule. **No late submissions will be accepted.**
6. The Nursing Program Director, the Assessment and Retention Coordinator, and faculty will consider the following for readmission:
  - a. Cumulative GPA for prerequisites for all readmission requests, **and** for First Semester MAT 103 and HPR 108; Second Semester MAT 103, HPR 108, NUR 109, NUR 112; Third Semester MAT 103, HPR 108, NUR 109, NUR 112, NUR 150, NUR 106, and BIO 216; and

Fourth Semester MAT 103, HPR 108, NUR 109, NUR 112, NUR 150, NUR 106, BIO 216, NUR 212, NUR 206, NUR 211.

- b. Admission test scores
- c. Student use of academic resources
- d. Clinical space available
- e. 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 clinical portion of the program. At a minimum, students will be required to lift clients, stand for several hours at a time and perform bending activities. Students who have chronic illnesses or conditions, must be maintained on current treatment; have documentation of this treatment and be able to implement direct client care with no restrictions. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program.

### **B. HEALTH AND SAFETY REQUIREMENTS**

1. All students entering nursing courses must meet all health and safety requirements to maintain enrollment status. Students meet these requirements by providing a completed Nursing Program Immunization Form and Physical Assessment/Health Statement (including history and physical exam) signed by a physician or designated health care professional.
2. Students unwilling or unable to provide documentation of compliance with the health and safety requirements will not be permitted to attend nursing courses and will be asked to withdraw from the classes. A physician's note or other documentation will not negate the need to complete the requirements due to the need to protect client safety (for temporary medical condition that inhibits or restricts activities, please see "C Reasonable Accommodations #2 below).
3. In circumstances of student illness, injury or other health limitation and through an interactive process, the faculty with Student Access Services Office will determine if a student can remain and/return to the clinical experience and meet the essential functions of the program.
4. Students must provide proof of current health insurance coverage.
5. A current CPR certification in Basic Life Support for Health Care providers is required.
6. A completed criminal background check and evaluation for disqualifying offenses according to the [Colorado Community College System](http://www.cccs.edu) (linked text: [www.cccs.edu](http://www.cccs.edu)).
7. A completed Nurse Entrance Test.
8. Current Colorado Board of Nursing Certified Nurse Aide (CNA) card.
9. Health and safety requirements defined in the current Nursing Program Application at the time student is admitted.

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

1. A random drug screen, to be completed during the first semester of the Nursing Program.
2. Met the clinical facility requirements regarding Federal OSHA and HIPAA standards, which include annual testing on the standards and achieving a score of 100%.

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

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

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

### C. REASONABLE ACCOMMODATIONS

1. Students are expected to participate fully in activities required by the program and will be expected to meet all program objectives/expectations/requirements.
2. Students requesting accommodations should first meet the Student Access Services Office in Room M2710 or call 303.797.5730. It is recommended students set up their intake appointment with Student Access Services prior to starting the Program. Specific information regarding the accommodation process can be accessed through the Student Access Services Office.
3. Students having a temporary medical condition, including pregnancy and related conditions, that inhibits or restricts their activities should connect with the Student Access Services Office. Documentation from the medical provider may be helpful, or in some cases required. Accommodations will be made if reasonable and possible.
4. 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 withdraw. Once a student is able to return to the course, program or clinical assignment, medical provider clearance may be required, depending on previous conversations and documentation provided to Student Access Services. Specific questions or concerns regarding returning to a program or course, after medical-related extended absences or medical leave, should be directed to Student Access Services, who will work with the Nursing Program Director.
5. Reasonable accommodations afforded students in a classroom environment do not automatically transfer or apply to a clinical setting. Should a student request accommodations for the clinical setting, an additional review is conducted. Through an interactive process, this additional review includes determination regarding whether or not there is an appropriate, reasonable accommodation needed for the student to demonstrate the ability to meet technical standards in the clinical setting. In addition, this review includes considerations of both patient and student safety.
6. Once the faculty/instructor is in receipt of a letter provided by the Student Access Services Office, accommodations are provided to the student. In most cases, accommodations are not retroactive.

### D. ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

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

Functional Ability	Standard	Examples of Required Activities
<b>Motor Abilities</b>	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,

<b>Functional Ability</b>	<b>Standard</b>	<b>Examples of Required Activities</b>
		providing care in confined spaces such as treatment room or operating suite.
<b>Manual Dexterity</b>	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.
<b>Perceptual/Sensory Ability</b>	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> <li>•Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.</li> <li>•Visual acuity to read calibrations on 1 cc syringe, asses color (cyanosis, pallor, etc.).</li> <li>•Tactile ability to feel pulses, temperature, palpate veins, etc.</li> <li>•Olfactory ability to detect smoke or noxious odor, etc.</li> </ul>
<b>Behavioral/Interpersonal/Emotional</b>	<p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner.</p> <ul style="list-style-type: none"> <li>•Capacity for development of mature, sensitive and effective therapeutic relationships.</li> <li>•Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</li> <li>•Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</li> <li>•Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct.</li> </ul>	<ul style="list-style-type: none"> <li>•Establish rapport with patients/clients and colleagues.</li> <li>•Work with teams and workgroups.</li> <li>•Emotional skills sufficient to remain calm in an emergency situation.</li> <li>•Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.</li> <li>•Adapt rapidly to environmental changes and multiple task demands.</li> <li>•Maintain behavioral decorum in stressful situations.</li> </ul>

Functional Ability	Standard	Examples of Required Activities
<b>Safe environment for patients, families and co-workers</b>	<ul style="list-style-type: none"> <li>•Ability to accurately identify patients.</li> <li>•Ability to effectively communicate with other caregivers.</li> <li>•Ability to administer medications safely and accurately.</li> <li>•Ability to operate equipment safely in the clinical area.</li> <li>•Ability to recognize and minimize hazards that could increase healthcare associated infections.</li> <li>•Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient family and co-worker falls.</li> </ul>	<ul style="list-style-type: none"> <li>•Prioritizes tasks to ensure patient safety and standard of care.</li> <li>•Maintains adequate concentration and attention in patient care settings.</li> <li>•Seeks assistance when clinical situation requires a higher level or expertise/experience.</li> <li>•Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>•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).</li> <li>•Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</li> <li>•Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</li> </ul>	<ul style="list-style-type: none"> <li>•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.</li> <li>•Elicits and records information about health history, current health state and responses to treatment from patients or family members.</li> <li>•Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</li> <li>•Establishes and maintain effective working relations with patients and co-workers.</li> <li>•Recognizes and reports critical patient information to other caregivers.</li> </ul>



<b>Functional Ability</b>	<b>Standard</b>	<b>Examples of Required Activities</b>
<b><i>Cognitive/ Conceptual/ Quantitative Abilities</i></b>	<ul style="list-style-type: none"> <li>•Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</li> <li>•Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</li> <li>•Ability to comprehend three-dimensional and spatial relationships.</li> <li>•Ability to react effectively in an emergency situation.</li> </ul>	<ul style="list-style-type: none"> <li>•Calculates appropriate medication dosage given specific patient parameters.</li> <li>•Analyzes and synthesizes data and develop an appropriate plan of care.</li> <li>•Collects data, prioritize needs and anticipate reactions.</li> <li>•Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</li> <li>•Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</li> <li>•Transfers knowledge from one situation to another.</li> <li>•Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy procedural manuals.</li> </ul>
<b><i>Punctuality/ Work habits</i></b>	<ul style="list-style-type: none"> <li>•Ability to adhere to policies, procedures and requirements as described in the Nursing Student Handbook, ACC Student Handbook, college catalog and course syllabi.</li> <li>•Ability to complete classroom and clinical assignments and submit assignments at the required time.</li> <li>•Ability to adhere to classroom and clinical schedules.</li> </ul>	<ul style="list-style-type: none"> <li>•Attends class and clinical assignments punctually.</li> <li>•Reads, understands and adheres to all policies related to classroom and clinical experiences.</li> <li>•Contact instructor in advance of any absence or late arrival.</li> <li>•Understand and complete classroom and clinical assignments by due date and time.</li> </ul>

## **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 clinical assignment.

- Students who are pregnant or have a pregnancy related condition, will be granted the same reasonable accommodations given to any other student with a temporary medical condition. Please see the Reasonable Accommodations section.
- Accommodations for pregnancy and related conditions may include, but are not limited to, allowance for makeup work, excused absences, extended deadlines, online learning options, and reasonable

adjustments to a student's educational environment, even if they are outside of the instructor or faculty's typical practice, course syllabus or program handbook.

- Students are protected from any unwanted attention or reveal of a student's pregnancy status without their consent.
- When a pregnant student returns to school, ACC will take reasonable step to ensure the student is returned to the same academic status as before the student's medical leave began to the extent possible.
- Breastfeeding students will be allowed reasonable time and space to express breast milk and in an appropriate location.

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

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

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

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

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

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

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

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

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

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

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

## F. INSURANCE – HEALTH AND INJURY

1. Students are expected to carry their own health insurance. Each student is solely responsible for all costs related to the purchase of health insurance and medical expenses associated with any personal illness or accident during or outside of school activities.
2. Students are responsible for their own transportation and vehicle insurance to and from clinical. No coverage is provided for any motorized vehicle not supervised or provided by the college.
3. Arapahoe Community College provides annual malpractice/liability insurance coverage for students enrolled in the Nursing Program as part of the registration fees, payable in the first and third semesters.
4. Students are covered by Workers' Compensation while in the clinical setting. In the event of an injury the student must do the following:

### At Clinical Site:

1. Report incident to clinical instructor.
2. 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. 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: *Clinical Experiences are considered non-paid, cooperative education for Worker's Compensation purposes.*

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

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

This program requires all non-paid cooperative education students incurring work-related injuries and illnesses to receive their medical care from Concentra Medical Center and HealthOne/Swedish Medical Center in Englewood. Medical care received from providers other than Concentra Medical Center and HealthOne/Swedish Medical Center will be considered "UNAUTHORIZED" and may not be reimbursed by the insurance company. Life-threatening emergencies are, of course, an exception to the rule. In those instances, the closest medical facility

should be accessed. For information concerning Worker's compensation claims call Arapahoe Community College Human Resources Office: 303-797-5715.

## **G. SAFETY ADVISORY AND GUIDELINES**

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

1. Radiation: Proper measures need to be taken when observing or working in areas of close proximity to radiation exposure.
  - a. Leave client and stand behind a lead wall.
  - b. Student is never required to hold or steady a client during radiation exposure.
  - c. If student chooses to hold a client, protective gloves, and apron covering reproductive organs must be worn.
  - d. Follow any other procedures expected/suggested by radiation department, i.e., wearing a monitoring device (film, badge, etc.).
  - e. Students who are under 18 or are pregnant are not to observe or participate in radiation procedures.
2. Standard Precautions for Exposure to Body Fluids: All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens.
  - a. Contaminated sharps shall not be bent, recapped or reopened. Shearing or breaking of contaminated needles is prohibited.
  - b. Contaminated sharps must be placed in appropriate container as soon as possible.
  - c. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
  - d. When exposure is possible, personal protective equipment shall be used, as follows:
    - Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, mucous membranes, other potentially infectious materials, non-intact skin, when performing vascular access procedures and when touching contaminated items or surfaces.
    - Masks, eye protection and face shields shall be worn whenever splashes, spray splatter or droplets of blood other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
    - Gowns, aprons and other protective clothing shall be worn in occupational exposure situations and will depend upon the task and the degree or exposure anticipated.
    - Surgical caps or boots and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
    - Wash hands immediately after removal of gloves or other personal protective equipment.
3. Exposure Guidelines
  - a. Students must wear appropriate protective clothing/equipment when performing any tasks that may involve exposure to body fluids or radiation.
  - b. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
  - c. Students exposed to body fluids shall follow hospital or clinical facility protocol.

## H. SAFE PRACTICE RESPONSIBILITIES

Safe practice is described in the Nurse Practice Act. Students must practice with appropriate knowledge, skills and ability. To insure compliance with the Nurse Practice Act, and to protect both the client and the student, the following **guidelines for safe clinical practice** have been established:

1. Only those activities discussed in class and/or practiced in lab may be performed. Remember, it is your responsibility to know your level of ability in performing each skill. Regardless of the number of times you have performed a skill, you must check with your instructor prior to performing the skill by yourself without supervision.
2. Supervision is required unless otherwise directed by the instructor. Interventions/interactions are limited to assigned clients unless directed otherwise by the instructor.
3. The student will prepare for client care including procedures by consulting appropriate references before attending clinical.
4. The student has the responsibility to consult with the instructor if there is any uncertainty regarding safe practice.
5. All policies and procedures established by the clinical site must be adhered to.

## I. UNSAFE PRACTICE

Unsafe practice includes noncompliance with the guidelines for safe practice as described above. It also includes, but is not limited to, the failure to implement safe care as evidenced by lack of knowledge, use of poor judgment, omissions of procedures/treatments/medications, and commission of errors.

If the faculty has reasonable cause to believe a student is unable to practice with reasonable skill and client safety, the student may be suspended from the clinical setting for the remainder of the day; such an action may result in academic consequences and/or disciplinary sanctions.

## DRUG SCREEN PROCESS

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

### A. DRUG SCREENING GUIDELINES

All newly admitted students are required to submit to a urine drug screening as a condition of acceptance in the Nursing Program.

1. Students, when offered admission to the Nursing Program, will be advised to prepay for a random drug screen through the Colorado Community College System contractor.
2. The drug screen is random, and is administered any time between orientation to the nursing program and the first day of clinical rotation in the first semester.
3. The ACC Human Resources Department receives drug screen reports and notifies the Nursing Program if a student has passed or failed.
4. Students who fail the drug screen are disqualified from the Nursing Program.

### B. "REASONABLE SUSPICION BASED" DRUG TESTING

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

1. When a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait or confusion and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following actions will be taken:
  - a. The instructor will remove the student from the client care or assigned work area and notify the clinical agency supervising personnel.
  - b. The instructor will then follow facility policies regarding suspected alcohol/drug use.

- c. Drug screening will be required whether or not the student admits to drug or alcohol use.
  - d. The Student will be required to pay all costs associated with the “Reasonable Suspicion Based” drug testing.
2. If the results of the test(s) are negative for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student must meet with the Nursing Program Director within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation, if warranted, the Nursing Program Director will make a decision regarding a return to the clinical setting.
  3. If the results of the test(s) are positive for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student will be suspended from the Nursing Program and administratively withdrawn from all nursing courses for two consecutive semesters.
  4. The results of the positive drug screening will be reported to the State Board of Nursing
  5. If a student refuses “Reasonable Suspicion Based” drug testing:
    - a. The instructor will remove the student from the clinical setting pending a full investigation through established college procedures and system policies.
    - b. The instructor will arrange for transport from the clinical site. If the student refuses transportation, law enforcement will be contacted for assistance.
    - c. The student will not be allowed to participate in the Nursing Program until the investigation is completed.
  6. A refusal to test will be considered a positive result and will be subject to appropriate disciplinary action.

### **C. READMISSION GUIDELINES RELATED TO SUBSTANCE ABUSE**

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

1. Submit a letter requesting readmission to the Nursing Program.
  - a. Include documentation from a therapist specializing in addiction indicating status of abuse, addiction, recovery and/or documented rehabilitation related to the alcohol/drug abuse.
  - b. Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe therapeutic care for clients in a clinical 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 clinical 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 classroom, lab, clinical 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 clinical assignments.
- **Professional Appearance:** Adheres to established dress code in all clinical 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 clinical staff, clients and their families.

**B. EXPECTATION IN REPORTING UNPROFESSIONAL CONDUCT**

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

**C. PROFESSIONAL BOUNDARIES**

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

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

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

#### **D. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

All verbal, electronic and written information relating to clients and contracted clinical 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 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

#### **Students Will Affirm the Following Statement Regarding Academic Misconduct:**

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

#### **G. NURSING STUDENT CONDUCT AND Demeanor**

In-seat and online/hybrid format theory/didactic and lab classes will be conducted at ACC's Littleton Campus. Clinical learning will occur at various clinical sites in the Denver Metropolitan area. It is expected that students will conduct themselves in accordance with the expectations set forth in the Nursing Student Handbook and the ACC Student Handbook.



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

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

## **H. CLINICAL MISCONDUCT**

A student may be dismissed from a clinical site for violating the guidelines in the 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 clinical site.
- Performing unsafe practices or acting outside the scope of a student nurse.
- Appearing under the influence of alcohol or drugs.
- Failure to meet uniform requirements.
- Failure to call and to attend a scheduled clinical rotation.
- Two tardy arrivals or one incident of leaving early from a clinical assignment for any reason without permission of the clinical instructor.
- 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 clinical 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 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.

## **CLASSROOM, LABS AND CLINICAL INFORMATION**

Faculty believe the student will derive the greatest benefit from class if they prepare by completing the activities identified by faculty prior to attending class. Assigned reading, work book exercises, critical thinking exercises, computer programs, videotapes, etc. enhance learning and are expected to be completed prior to class.

Students are expected to come prepared for class and to maintain professional behavior in the classroom. Arriving late, leaving early, or being disruptive is unprofessional and unacceptable.

### **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.

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

### **B. EXAMINATIONS**

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

- a. Students must take an alternate exam in the testing center by the date and time designated by the faculty. If the student does not take the alternate exam by the date/time designated by the faculty, the student will receive a grade of zero of that exam.
  - b. Grade penalties will be utilized when exams are not taken at the scheduled time; the grade penalties are defined in each course syllabus, typically a reduction of the exam grade by 2 points if the first exam is not taken at the scheduled date/time; and a reduction of the exam grade by 10 points if the second exam is not taken at the scheduled date/time. If the third exam is not taken at the scheduled date/time, the result is a reduction of the exam grade by 25 points.
2. Refer to course syllabi for further exam policies.
  3. Students must notify faculty prior to scheduled exam if they are unable to take said exam. Failure to notify faculty may result in a zero on the exam.
  4. If a student is so late to an examination that other students have left the area, an alternate test will be scheduled. Alternate examinations may be given in the Instructional Testing Center during regular Testing Center hours.
  5. Unscheduled quizzes may be part of the course grade. See individual course syllabi for policies related to unscheduled quizzes.

Scantron answer sheets (8.5" x 11" with 50 questions per side) and # 2 pencils are required for all paper and pencil multiple-choice exams. Test results will be available to students at the faculty's discretion. If calculators are allowed during testing, they will only include arithmetic functions and will be provided by the faculty.

Computer-generated course examinations will be administered in each semester. The number of examinations administered per semester will vary and instructions for getting registered through the Smarttesting website will be provided at the beginning of the semester by the Assessment and Retention Coordinator or faculty. Test results are available to students upon completion of the examination. Calculators are available through the website.

Instruments that store information are not allowed at any exams. Hand-held (personal data assisted) computers may not be used. Electronic devices including cell phones, dictionaries, headphones, or any other printed materials are not allowed during testing.

Students are expected to initiate interactions with the course faculty regarding their academic standing. Any student not achieving a grade of C or greater on an exam is **REQUIRED** to make an appointment with the theory faculty as soon after the review of the examination as possible or before the next scheduled examination. The theory faculty may refer the student to the Nursing Retention Coordinator for further counseling about test-taking skills or tutoring needs regarding content. Tutoring is available through the Student Success Center through Peer Mentors for students who are having difficulties.

The ACC Nursing Program requires participation in all assessment testing examinations for all students. Students are made aware of assessment tests required each semester by the Nursing Assessment and Retention Coordinator or the course faculty.

### **C. RECORDING DEVICE AND LAPTOPS**

Nursing Program faculty may give permission for students to record classroom/lab sessions based on the following policy. Classroom and lab materials are the property of the faculty and Arapahoe Community College and are protected by federal copyright. These materials may not be published or quoted without the express consent of the faculty and without giving proper identification and credit to the faculty. Students who wish to record classroom/lab sessions may do so with faculty permission. These recordings may be used only by the student for the purpose of enhancing their individual study (understanding) of the material presented in class. Students are allowed to use laptop computers in the classroom or academic purposes only (i.e. taking notes, downloading resources or files).

### **D. CELL PHONES AND MOBILE DEVICES**

All cell phones and mobile devices must be turned off or set to vibrate during instructional and skill practice time. Cell phones must be turned off completely during testing. It is not acceptable for a student to leave class to answer a call unless prior arrangements are made regarding an emergency situation. Calls from work are not considered an emergency situation. Return calls must be made at break or after class is over.

## E. ON-CAMPUS LABS

Students should prepare for lab by reading the objectives for lab experience, and by completing any additional assigned reading and/or viewing of audio-visuals related to specific skills prior to the lab experience. Students who come to lab and are not prepared will be asked to leave.

Lab activities will consist of viewing demonstration of technical skills, discussing the skill and clarifying questions. Students will be expected to practice each skill a minimum of three times during the lab class as well as on their own time as needed to gain proficiency in each skill. Students will participate in group discussion to problem solve and adapt procedures to various client situations.

All students must demonstrate selected psychomotor/technical skills satisfactorily to the instructor in the lab before these skills are performed in the clinical setting. Testing proficiency of lab skills will be done for selected procedures with satisfactory performance determined by the nursing instructor. Failure to do so will prevent the student from attending clinical and from continuing in the course (see lab packet for further instructions).

Students are responsible for helping keep the lab in order and for returning equipment to appropriate storage areas when the lab is completed.

## F. CLINICAL ROTATIONS

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

### Assignments

Faculty will assign students to their clinical rotations. Students are prohibited from contacting Unit Managers or any clinical facility personnel to change clinical assignments. Student assignments may include day, evening, and weekend assignments as well as 8, 10 and 12 hour shifts. Student learning will be considered in the assignment of clinical rotations; however, living near a certain clinical facility is generally not a consideration for clinical assignments. Student clinical assignments may change at any time for any reason including individual student learning needs, administrative reasons, or clinical facility availability. Students are responsible for providing their own transportation to the clinical facility.

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

### Preparation

Success in the clinical setting depends a great deal on the student's preparation for client care. Students are expected to be thoroughly prepared to care for their clients. Preparation needs to occur prior to the beginning of each assigned shift.

Prior to actual experience, each student is responsible for researching pertinent information regarding the individual clients they are assigned and practicing anticipated procedures in the learning lab. Students will initiate data collection at the clinical site. To visit the clinical site the student must wear appropriate business attire with lab coat and photo ID. Blue jeans, mini-skirts, tight pants, shorts, etc., are not appropriate. Students must obtain pertinent information from the chart, research the information and prepare the clinical packet. Please see individual course *"Nursing Program Guidelines and Expectations for Clinical."*

The faculty will determine whether the student has adequately prepared to care for clients safely. If a student has a lapse in nursing education greater than six months, from the last clinical course completed to the next nursing clinical course attended, the student must demonstrate clinical skills competency to nursing faculty. The student must be well groomed and have a professional appearance. If the student is not sufficiently prepared, or appears unprofessional, the student **will be sent home, resulting in a clinical absence**. Failure to be prepared may result in delivering unsafe care and may jeopardize the physical well-being of the client jeopardizing the physical or emotional well-being of the client may constitute a clinical failure.

## **Clinical Site Responsibilities**

- a. Arrive on the unit at least 15 minutes prior to the beginning of the shift. Receive report and make initial assessment of the client. Provide care at the appropriate educational level. Be prepared to participate in nursing care planning conferences and to communicate changing client needs and/or pertinent facts, observations and nursing care given to your reference nurse and complete your charting.
- b. Client confidentiality must be respected at all times. No portion of the client record may leave the facility. This includes but is not limited to any type of client print out, summary, or lab report. Obliterating or cutting off identifying information is not adequate. All client information gathered by students should respect this confidentiality. Student papers must not contain client identifiers, i.e. names or initials, etc.
- c. Any violation of HIPAA regulations may result in a clinical failure.
- d. Each student must become familiar with policies and procedures of the institution, which are available on each nursing unit.
- e. Students are responsible for informing the instructors of individual learning needs if these are not met through given assignments.
- f. When post conference is scheduled, students are responsible for being on time and participating in the planned activities.
- g. Students are expected to provide safe client care in the clinical setting.

## **Medication Administration Guidelines**

Students are expected to function at the level of education and experience according to each semester competencies. Students are accountable to demonstrate competencies of previously learned content. All students must review the clinical agency's medication policies prior to administering medications in the unit.

- All students must follow the principles of safe medication administration.
- All students must follow the clinical agencies policies and procedures for medication administration.
- All students must demonstrate competency in calculating medications prior to administering the medication. Students unable to calculate accurate doses may receive a clinical warning or unsatisfactory rating related to unsafe clinical practice.
- All students must report all medication errors to the instructor immediately.
- All medications given to infants and children must be approved by the instructor.
- The instructor reserves the right to limit a student's medication administration experience.
- Some clinical agencies may require students only administer medication while accompanied by their clinical instructor.
- Students must administer all medications, including oxygen, only under the supervision of the clinical instructor or RN.
- Students must check two client identifiers (name and birth date), allergies, and look up all pertinent information on the medication before administering medication.

## **List of Procedures Students CANNOT Perform in Clinical**

- Witness any consent forms.
- Perform any task that requires certification or advanced "instruction" (i.e., arterial blood gas (ABG) puncture, chemotherapy, remove PICC lines, telemetry;
- Take physician orders, verbal or phone. Transcribe chart orders.
- Initiate invasive monitoring, regulate epidural analgesia, solely monitor client following conscious sedation.

- Witness or sign out controlled substances in any medication delivery system.
- End of shift controlled substance count, if applicable. Have narcotic keys in their possession, if applicable.
- Verify blood administration and/or witness blood administration forms.
- Perform any invasive procedure on each other (i.e., injections, catheterization, IV starts) in any setting/
- Any skill/procedure not covered in a nursing lab.
- Any task outside RN scope of practice as identified by facility.
- Any task not allowed by students as identified by facility.

### **Clinical Expectations**

Students should be mentally and physically prepared to provide client care safely for each clinical; being sufficiently prepared includes obtaining client information AND completing all necessary written prep work prior to each clinical day.

- Submit all written clinical prep work at beginning of scheduled shift and all other assignments on time.
- Be responsible for TOTAL client care for each one of your clients (VS, assessment, bath/hygiene, medication administration, nursing interventions).
- Perform only those skills that have been checked off to perform in the school's nursing lab. Perform all skills under the supervision of a clinical instructor or RN, unless otherwise directed by clinical instructor. *Do not perform any procedures listed in the Nursing Program Student Handbook as prohibited.*
- Chart each client's VS, physical assessment, nursing interventions on a designated form or computer record and report all information to assigned RN.
- Report all abnormal observations/changes in client's status to RN and clinical instructor.
- Suspend judgment and do not engage in gossip. Keep all information about clients and staff confidential and do not repeat or discuss what is shared with anyone outside of the group.
- Participate in post-conference; balance verbal comments so a level of appropriate participation is achieved.
- Be active and responsible for learning. Take an active role and be responsible for seeking out new learning opportunities.
- Maintain a positive attitude, be responsible, take accountability for your actions, work together as a team and develop focus on developing professionally.
- Treat everyone including clients, staff, peers, and clinical instructor with respect, dignity, and professionalism.

### **Additional Clinical Expectations for NUR 211: Psychiatric Nursing**

- Perform only those skills have been checked off in the school's nursing lab.
- Report safety issues ***immediately*** on the part of clients to charge nurse and clinical instructor (i.e. suicidal ideation, checking medications, medication side and adverse effects, etc.)
- Talk with clients out in the open areas as opposed to in their rooms or behind closed doors.
- Do not administer, but be knowledgeable of, all medications along with major side effects, drug interactions the client is taking.
- Report all abnormal observations/changes in client's status to RN and my clinical instructor. Be aware of safety protocols.
- Follow HIPAA guidelines and protect clients' identity and privacy. Do not answer a client's telephone. Do not remove any portion of a client record from the hospital and do not include any client identifiers in your paperwork.

## **Smoking and Tobacco Use**

Since none of the clinical 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 clinical facility, preceding or during a clinical shift. If there is any detectable odor of smoke on a person or their clothing, the student will be released from clinical and incur an unexcused absence.

# STUDENT FORMS

## 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 Nursing Program Student and ACC Student Handbook, which I can access online through the ACC website or request a hard copy from the appropriate offices. I do elect to abide by these policies in pursuit of my goal to become a graduate nurse.

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

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

---

Student Signature

Date

---

Printed Name

S Number

## ACC NURSING PROGRAM GUIDELINES AND EXPECTATIONS FOR CLINICAL 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, health assessment, proof of vaccinations, 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 Nursing Student Handbook, along with the clinical agencies policies and procedures.
3. I will follow Professional Appearance Guidelines as outlined in the ACC Nursing Student Handbook
4. I understand if I am tardy, I may be issued a mandatory absence and this will count against my clinical 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 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 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

**ACC NON-PAID COOPERATIVE EDUCATION STUDENT VERIFICATION FORM FOR WORKER'S COMPENSATION\***

*\*Clinical 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.

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Student Signature	Date
Printed Name	S Number



## **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

## **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

## **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 clinical 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

## CONFIDENTIALITY AGREEMENT FOR SIMULATION

As a student in this nursing program, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All patient information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of ACC policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of hospital policy and may be a violation of HIPAA and other state and federal laws.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation manikins are to be used with respect and be treated as if they were live patients.
- Video recordings/photos may be used for follow-up instruction, orientation to the simulated environment, ACC website/Facebook page.

By signing below, I acknowledge that I have read and understand the above Agreement and agree to abide by the terms of this Agreement.

---

Student Signature

Date

---

Printed Name

S Number

## CURRICULUM – ASSOCIATE DEGREE NURSING

For students admitted to Nursing Program

Fall 2015 or After

### Colorado Community College System - AAS (ADN) Nursing

#### ADMISSION REQUIREMENTS

Course Number	Course Name	Credits
BIO 201	Anatomy and Physiology I	4
HPR 108	Nutrition (or HWE 100)	1
PSY 101	General Psychology *	3
ENG 121	English	3
PSY 235	Human Growth and Development	3

**Total Credits: 14**

#### FIRST SEMESTER

Course Number	Course Name	Credits
NUR 109	Fundamentals of Nursing	6
NUR 112	Basics of Pharmacology	2
BIO 202	Anatomy and Physiology II	4
MAT 103	Math / Clinical Calculations	3

**Total Credits: 15**

#### SECOND SEMESTER

Course Number	Course Name	Credits
NUR 106	Medical and Surgical Nursing Concepts	6
NUR 150	Nursing Care of Obstetric and Pediatric Clients	7
BIO 204	Microbiology	4

**Total Credits: 17**

#### THIRD SEMESTER

Course Number	Course Name	Credits
BIO 216	Pathophysiology	4

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
<b>NUR 206</b>	Advanced Concepts of Medical Surgical Nursing I	6.5
<b>NUR 212</b>	Pharmacology II	2
<b>NUR 211</b>	Nursing Care of Psychiatric Clients	4

**Total Credits: 16.5**

**FOURTH SEMESTER**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
<b>NUR 216</b>	Advanced Concepts of Medical Surgical Nursing II	5
<b>NUR 230</b>	Leadership, Management and Trends	4

**Total Credits: 9**

**Total Program Credits: 71.5**

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
<b>NUR 189</b>	Transition from LPN to AD	4
<b>NUR 169</b>	Transition into Practical Nursing	4

# Appendix

## ANA CODE OF ETHICS

### Provision 1

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

### Provision 2

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

### Provision 3

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

### Provision 4

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

### Provision 5

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

### Provision 6

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

### Provision 7

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

### Provision 8

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

### Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

To access the ANA Code of Ethics with Interpretive Statements:

[American Nurses Association Code of Ethics](#)

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

## **AMERICAN NURSES ASSOCIATION - STANDARDS OF PRACTICE**

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:

1. The collection of data about the health status of the client is systematic and continuous. The data are accessible, communicated and recorded.
2. Nursing diagnoses are derived from health status data.
3. The plan of nursing care includes goals from the nursing diagnosis.
4. The plan of nursing care includes priorities and the prescribed nursing approaches or measures to achieve the goals defined from the nursing diagnosis.
5. Nursing actions provide for client participation in health promotion, maintenance and restoration.
6. Nursing actions assist the client to maximize his/her health capabilities.
7. The client's progress or lack of progress toward goal achievement is determined by the client and the nurse.
8. The client's progress or lack of progress toward goal achievement directs reassessment, reordering of priorities, new goal setting, and revision of the plan of nursing care.

# STUDY SKILLS GUIDE - DAY-TO-DAY STUDY SKILLS

## 1. TOOLS

- Use a separate loose-leaf-type notebook or binder for each class. 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, attend classes regularly! If you miss due to illness, be sure you make up 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

- 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. Avoid taping lectures. Develop your listening skills until you can take notes. If you do use a tape, you should take notes from the tape.
- 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.
- Use laboratory form or teacher form for laboratory notes.

An example might be:

(1) aim-object

(4) results

(2) apparatus

(5) conclusion

(3) method

- 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 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.



## EXAMINATIONS

### PREPARATION

- The surest way to do well on an examination is to keep up with your notes and reading and to review your chapter summary often.
- Do not cram--spend several short periods preparing.
- Review your text by skimming the material--stop and reread the most difficult passages.
- Review your text and lecture notes.
- Make sure you practice Math Calculations.
- If you have practice problems, rework every third problem.
- Spend most of your time on your chapter and subject summary.
- Fix in your mind the main ideas.
- Memorize the factual data: dates, time frame, people, vocabulary, etc.
- Stop, reflect, and organize the material in your head.
- Review--go over chapter headings and lecture main points converting them to question form.
- Can you answer each question in a clear, logical manner, recalling facts, figures, and support data? If so, you are ready.
- Do they emphasize facts, concepts, or general ideas?
- Are they essay, objective, or both?
- Ask the instructor if the test will be essay, objective, or both.

### TAKING AN EXAMINATION

- Relax!! Tension brings mental blocking.
- Look over the entire test before you begin.
- Bring a watch. Set a time schedule and plan time at the end to review your answers.
- Read the directions and questions carefully. Be sure you understand what the instructor wants and that you communicate what you know.
- Read every word. Circle key terms. Example: Show (three) ways. . .
- Work hardest and longest on those items that have the most points.
- Use good reasoning techniques in answering the question. Check for grammar or logic clues in the question. See if one question gives information that helps with a later question. Be aggressive in answering. Do not expect your instructor to read your mind.
- Make guesses as logically and intelligently as possible.

### COMPUTERIZED TESTS

- Be aware of eye fatigue.
- When doing practice questions, do small amounts (i.e. 20-25 questions) at a time, working up to 50-75 questions.
- Complete computerized tests in a quiet environment with minimal distractions, if completing at home.
- Try to complete 100 questions, minimum per week, to build confidence and comfort in taking these tests, to prepare for the National Licensing Exam.

## **STANDARDIZED TESTS**

- These tests help assess learning and are not based on course examinations.
- Use basic test taking skills to answer questions (see above) if content is unfamiliar.
- Review test report after completing the examination and then print out report at home and compile in a notebook for reference.
- Review rationales for questions missed before leaving testing environment.
- Go to assessment testing website, review report and recommendations for improvement.
- Compile in a notebook for future reference.

## **ACC NURSING PROGRAM - NIGHTINGALE HONOR CODE**

“We, the incoming Arapahoe Community College Associate Degree Nursing class, come together, joined as a community of learners, to pledge our commitment to the highest standards of the nursing profession. We pledge our commitment to work together and to support each other to excel. We commit ourselves to ethical behavior, to honesty, integrity, accountability, and professionalism in all areas of our learning. As future professional RN’s, we affirm our responsibility to work hard and to gain the required nursing knowledge, while always upholding the ethics of the nursing profession. We pledge to treat peers, faculty, staff and clients with dignity and to respect their values and beliefs. We pledge honesty in all interactions, and we commit ourselves to continue our nursing education, always adhering to these principles so that we may best care for our clients and our communities and be living role models of excellence in nursing.”

As we begin our studies in the Arapahoe Community College Nursing Program, we begin to be responsible for the integrity and the ethics of the profession of nursing. We are responsible for upholding the School of Nursing’s Nightingale Honor Code, which is the visible marker of the honor and the ethics required of professional nurses. Our responsibility goes well beyond passively knowing the code. We are responsible for living the code. Being an honorable nursing student, and growing towards being a professional nurse, means being an active guardian of the integrity of the school and what it stands for. ANY dishonorable act undermines the honor of all of us and therefore will not be tolerated. The first and most critical element of the School’s honor code is to be honest. The community of learners and teachers that make up the Arapahoe Community College Nursing Program demand students act as nurses, and be honest in all of their academic work. The Nightingale Honor Code is based on:

1. The integrity of one’s word
2. Displaying intellectual and academic honesty
3. Respecting and considering others and their property

We will be asked in a Nightingale Honor Code ceremony to affirm our willingness to be bound by the Code. Each of us entering professional nursing will answer a roll call and pledge our intent to the Arapahoe Community College Nursing Program Nightingale Honor Pledge as a sign of commitment to guarding the honor code, and to guarding the profession of nursing. This pledge will serve as a symbol of our commitment to the “Peak of Excellence” of the Arapahoe Community College Nursing Program until we graduate and take the NIGHTINGALE PLEDGE at our Pinning Ceremony.