



HPR123 PROGRAM GUIDE

ARAPAHOE COMMUNITY COLLEGE

Arapahoe Community College

Littleton Campus: 303-797-4222

Sturm Collaboration Campus: 303-660-3160

www.arapahoe.edu

Pre-Apprenticeship Program

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Nothing in this Program Guide is intended to create, nor shall be construed as creating, an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Guide.

ACC's Vision

To be the leader in Community College education in the state of Colorado.

ACC's Mission

To provide innovative and responsive educational and economic opportunities in an accessible, inclusive environment that promotes success for students, employees and the community.

ACC's Value Statements

Lifelong Learning

We uphold the highest academic standards and support the growth and success of each individual.

Integrity

We encourage the free exchange of ideas in an open environment that embraces honesty, respect and personal responsibility.

Community

We foster trusting relationships and respectful communication through collaboration with our students, employees and community partners.

Inclusion

We honor an open dialogue in a safe environment that respects and embraces individual differences.

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Program Information

Program Description

Welcome to the Pre-Apprenticeship Program at Arapahoe Community College. This program introduces health sciences with an overview of the five pathways that make up the health science cluster. The course addresses the foundation standards including health maintenance, employability skills, teamwork, healthcare systems, communications, and legal issues in healthcare through classroom, online and shadowing experiences provided through ACC and Centura Health partnering with Littleton Public Schools (LPS) and Douglas County School Districts (DCSD). Participation in this program is a pathway opportunity to the various ACC Allied Health Programs or apprenticeship opportunities through Centura Health.

You are the next generation of healthcare providers. As adult learners, you are expected to take responsibility for your own learning needs. Instructors encourage you to approach them at any time to discuss any concerns that you might have.

This guide is one of several resources to find answers to some of your questions. Use it in conjunction with the ACC [College Catalog](#) and the ACC Student Handbook for policies, your responsibilities and your rights (AP4-30a).

Mission Statement

To provide quality, evidence-based education and opportunities and explore a variety of healthcare specialties in a hospital or clinical setting that introduces firsthand knowledge for a career in the changing healthcare environment.

Orientation

Students will be required to attend on campus, program orientation day for their assigned campus. Expectations will be reviewed and discussed:

- ACC Littleton Campus: Date TBD 1:00pm – 3:00pm
- ACC Castle Rock Campus: Date TBD 7:30am – 9:30pm

Students new to ACC may also be required to attend a [Student Orientation](#), contact ACC Admissions for more information.

Progression

The Pre-Apprenticeship Program is a one-semester course. Classes are held in the Fall and Spring semester. Students must provide documentation required by the healthcare facilities on the dates determined by the Program. *All compliance documentation is REQUIRED prior to the first date of the semester. If compliance documentation is not complete you will be asked to drop the course. A list of compliance documentation can be found on the [ACC Pre-Apprenticeship website](#).*

Accreditation/Program Approvals

Arapahoe Community College (ACC) is accredited by The [Higher Learning Commission](#). The Commission can be reached at 312.263.0456 or by accessing their website. 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, Littleton Campus.

Advisory Committee

Respected staff from Centura Health, LPS, DCSD along with faculty from ACC Allied Health/Workforce review curriculum, policies, and make recommendations regarding appropriateness to industry standards. The Committee also provides information on employment trends and current healthcare practices.

School of Health and Public Services

The Pre-Apprenticeship Program is one of the health programs offered at ACC and is part of the School of Health and Public Services (HPS), ACC Instructional Division. The Dean of HPS is Dr. Darius Navran and the Provost and Vice President of Instruction is Dr. Rebecca Woulfe. Their offices are located in the Annex Building, Room 2000 (A2000).

General Information

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

Current students may also receive academic advising from the course faculty.

Catalog and Student Handbook

Students will be held accountable to the ACC Student Handbook and [College Catalog](#), including all college policies and procedures and system policies that are outlined. Students will be held accountable for the Student Code of Conduct, [AP 4-30a](#) as outlined in this Guide and per the college's disciplinary procedures, [SP 4-30](#).

Information Technology

The Pre-Apprenticeship Program use online resources as a learning and communication tool between faculty and students. Students will need access to a computer with an internet connection.

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.

Use your college email ____@student.cccs.edu. College business and course information will be delivered via college email. Consider downloading the Microsoft Outlook app to stay on top of your emails or consider forwarding your student email to another email address.

Proof read your emails for clarity. If your instructor cannot understand what you are asking, then they cannot help you.

Social Media

Students in the program must remain vigilant and take extra care to avoid violations of patient privacy and disclosure of sensitive or confidential information that they may encounter. All verbal, electronic, and written information relating to patients/clients and affiliates (agencies with which ACC has entered a contractual relationship to provide clinical experience opportunities for students) is considered confidential and is not to be copied or discussed or disclosed publicly. Patient information (Protected

Health Information) may only be disclosed consistent with the Health Insurance Portability and Accountability Act (HIPAA), state law, and the policies and procedures of ACC and its affiliates.

Examples of information that students must not disclose through social media include, but are not limited to, the following:

- Encounters with patients in clinical settings.
- Any patient identifying information, including, but not limited to patient name, address, birthdate, admission date, discharge date, date of death, telephone number, email address, web URL, IP address, social security number, medical record number, health plan number, account number, driver's license number, photographs, or any other characteristic that could uniquely identify the individual.
- Photographs of clinical sites, emergency scenes, or medical emergencies (even if no patients are in the photo).
- Confidential, non-public, or proprietary information about ACC or its employees, students, and affiliates.
- Express or imply sponsorship or endorsement by the Allied Health Programs or ACC, unless the student is officially authorized in writing to act in this capacity for this purpose on behalf of ACC.

Students should also not rely on social media privacy settings to protect the content they post.

Social media are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook), virtual game worlds (e.g., World of Warcraft), and virtual social worlds (e.g., Second Life).

Disclosure of sensitive or confidential information identified in this policy is considered to affect a substantial ACC or Colorado Community College System interest and subject to the ACC Student Code of Conduct. In addition, online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., within the Colorado Community College System or ACC's control (e.g., on System or ACC networks, websites or between System or ACC email accounts), or online behaviors that can be shown to cause a substantial on-campus disruption, are subject to Colorado Community College System Disciplinary Procedures, [SP 4-30](#) and the ACC Student Code of Conduct, [AP 4-30a](#). Otherwise, social media, online postings or other electronic communications are considered speech protected by the First Amendment to the Constitution.

Students in violation of the above may be considered as having violated the ACC Student Code of Conduct, [AP 4-30a](#) and may be subject to disciplinary action, up to and including expulsion and/or dismissal from the Pre-Apprenticeship Program.

Notice of Non-Discrimination

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.

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 Johnson, 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 Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, please contact Angela at 303.797.5715 or Jennifer at 303.797.5674, email eoandtitleIXcoordinator@arapahoe.edu or Arapahoe Community College, 5900 S. Santa Fe Drive, Littleton, CO 80120.

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

Progression and Retention

Program Requirements

Students must successfully complete the course comprising the Pre-Apprenticeship Program. All courses must be completed with a “C” (75%) or better to meet these requirements.

Additionally, students must successfully achieve the identified terminal competencies set forth and addressed in the evaluation tool (rubric).

Clinical Placement Requirements

The following items are necessary to secure a clinical placement:

1. A Criminal Background Check free of [disqualifying factors](#) completed by the third-party vendor contracted through ACC.
2. Current Vaccinations - Description with references are located in the Appendix Section of this guide
 - Documentation of 3 Hepatitis B vaccinations or immunity (titer)
 - Documentation of 2 MMR (Measles, Mumps, Rubella) vaccines or immunity (titer)
 - Documentation of 2 Varicella (chicken pox) vaccines or immunity (titer)
 - Documentation of Tdap vaccine within 10 years
 - Documentation of negative TB by one of the following methods (Must be done within 12 months of the Program completion date)
 - Negative results from a Tuberculin Skin Test (TB) **OR**
 - Negative chest x-ray for a previous positive TB test or history of vaccination **OR**
 - Negative TB blood test, QuantiFERON® or T-SPOT®
 - Fall and Spring students must have the current seasonal flu vaccine (Generally available September 1)
3. 75% average in the classroom portion of the course

Failure to complete any clinical requirements by the posted deadlines will result in the need for a student to drop the Pre-Apprenticeship Program. Students should review the readmission guidelines for more information.

Directions for Criminal Background Check

Student should retain electronic copies of the completed Criminal Background Check results. A link will be sent to you from [CastleBranch](#), the contracted third-party vendor, with the electronic results. Should the background check reveal any [disqualifying factors](#), the student will be offered the opportunity to respond to the concern and then may be required to drop or withdraw from the program. Questions regarding your background check should be directed to [CastleBranch](#) at the contact information provided with the receipt. Questions regarding possible disqualifying information should be directed to Dean of Students Office at 303.797.5730.

Drop and Withdrawal

Students who drop a class by the census date are eligible for tuition refund. Please see the [College Catalog](#) for specific information about drop and withdrawal. The census dates vary and is published in the course syllabus for HPR123. Students considering a withdrawal, after the census date, should discuss class status with their HPR123 Instructor and CTE Coordinator at their school district before withdrawing.

Students are responsible for withdrawing themselves from the course. Failure to do so will result in a grade of "F" for the course(s).

Grading

The Course syllabus will identify specific grading requirements. Students who fail to pass or complete the course will receive a failing grade. Any grading concerns should be discussed with the instructor in a timely manner. Grades can be viewed online in D2L.

All assignments must be completed by the end of the semester. Final grades will be determined by:

- The student's ability to meet course objectives and assignments
- Class attendance and punctuality
- Completion of assignments and required surveys
- Attendance and punctuality at the clinical facility
- Completion and presentation of final project

Incomplete Grade

Students who are unable to complete the program may request an incomplete grade if eligibility requirements are met. See the [College Catalog](#) for requirements. Students have one semester, following the incomplete to achieve the course requirements. The student must contact the CTE Coordinator at their home school and the ACC Allied Health Director to determine space availability after submitting necessary documentation.

Academic Expectations

The relationship between ACC and Centura is based on a high degree of trust. Students entering the Pre-Apprenticeship Program have, at all times, an obligation to conduct themselves in a manner that reflects honesty, integrity and respect for others.

All students who have entered the Pre-Apprenticeship Program should have developed the qualities of honesty and integrity, and each student should apply these principles to their academic and subsequent professional career. Students are expected to have achieved a level of maturity that is reflected by appropriate conduct at all times.

Areas of focus and integrity include, but are not limited to the following:

- **Academic Honesty** Students are expected to 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, unauthorized collaboration, illegitimate possession and/or use of examinations and falsification of official records.
- **Professional Conduct** As future health professionals, students are expected to adhere to the highest standards of professionalism. Examples of unprofessional conduct include: misrepresentation of effort, credentials, or achievement in either the academic or clinical setting; any action which compromises the quality of patient care; violation of patient's confidentiality; and other conduct which falls below that which befits a health professional.
- **Alcohol and Drug Use** Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a health provider and thus is considered unprofessional conduct.
- **Respect for the Rights and Property of Others** Students are expected to conduct themselves in a manner that recognizes the rights and property of others. Examples of inappropriate behavior

include theft, damage to school or personal property of others, disruption of education or other activities on campus/healthcare facilities, illegal use of school/healthcare facilities, harassment or physical assault, and any conduct, which threatens the health, or safety of others.

Readmission Guidelines

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

Readmission decisions are made at the discretion of the Allied Health Director in consultation with the faculty. Students will be notified of their status by email to their ACC student email address prior to the semester in which readmission is requested.

Eligibility for Readmission

A student who withdraws from the program may be allowed readmission without reapplying, if they are in good academic standing before withdrawing, and there is space available in the courses. Students will be required to complete a new criminal background check for readmission.

The Allied Health Director or designee reserves the right to deny a request for readmission, if the student was dismissed for issues of academic honesty, unsafe client or lab care, inappropriate conduct, and more than one course failure of HPR123.

Process for Readmission

1. Contact the Allied Health Director to schedule a meeting. The student must explain why they believe they did not progress or pass the course, along with a plan of how the student will be successful in the future courses.
2. The Allied Health Director or course instructor will consider the following for readmission:
 - a. Cumulative GPA
 - b. Student use of academic resources
 - c. Current Academic Standing

Students dismissed from the program as a result of disciplinary sanctions will be considered ineligible for readmission. See the ACC [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

Health Declaration

The essential functions of this course includes clinical shadowing experiences at clinical facilities. Students who have chronic illnesses or conditions, must be maintained on current treatment, have documentation of this treatment, and provide a statement of ability to implement direct client care with no restrictions. The job shadowing, clinical experience may also place the student under considerable mental and emotional stress as they observing real life situations and job duties. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program.

Health and Safety Requirements

1. All students taking HPR123 must meet all health and safety requirements to maintain enrollment status. Students will be required to provide a copy of their Immunization Form records prior to the start of the clinical, job shadowing portion of the course. In circumstances of

student illness, injury or other health limitation and through an interactive process, the faculty with Student Access Services staff will determine if a student can remain and/return to the lab experience and meet the essential functions of the program.

2. Students unwilling or unable to provide documentation of compliance with health and safety requirements will not be permitted to continue may be asked to drop or withdraw from the classes.
3. In circumstances of student illness, injury or other health limitation and through the interactive process, Instruction with Student Access Services Office will determine if the student can remain/return to the clinical experience and meet the essential functions of the program.
4. A completed criminal background check and evaluation for [disqualifying factors](#) according to the [Colorado Community College System](#) (linked text: www.cccs.edu).

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

1. Met the clinical facility requirements regarding Federal OSHA and HIPAA standards, which include annual testing on the standards and achieving a score of 100%, if applicable.
2. Completion of any facility requirements (i.e. computer or equipment orientation) by specified deadline.

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 M2720 or call 303.797.5730. It is recommended students set up their intake appointment with Student Access Services prior to starting the Program. Specific information regarding the accommodation process can be accessed through the Student Access Services Office.
3. Students having a temporary medical condition, including pregnancy and related conditions, that inhibits or restricts their activities should connect with the Student Access Services Office. Documentation from the medical provider may be helpful, or in some cases required. Accommodations will be made if reasonable and possible.
4. If a student becomes unable to participate fully in the program's activities and meet the essential functions of the program, the options for the student may include an incomplete or an administrative withdrawal. When a student is able to return to the course, program, or clinical experience, medical provider clearance may be required. This need may depend on previous conversations and documentation provided to Student Access Services. Specific questions or concerns regarding returning to a program or course, after medical-related extended absences or medical leave, should be directed to Student Access Services staff, who will work with the Allied Health Director.
5. If a student requests accommodations for the clinical setting, an additional review may be conducted. Through an interactive process, this additional review includes a 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. When the faculty/instructor receives a letter provided by the Student Access Services Office, accommodations are provided to the student. In most cases, accommodations are not retroactive.

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 guide.
- 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.

Essential Skills and Functional Abilities for Pre-apprenticeship Students

Introduction

The Pre-Apprenticeship Program has adopted the following essential skills and functional abilities. These apply to all students in the Pre-Apprenticeship program. Individuals enrolled in HPR123 must be able to perform these essential skills and functional abilities. If a student believes that they cannot meet one or more of the standards without accommodations, the program director 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 anyone in the academic program.

Functional Abilities and Examples of Required Activities

Observation

Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

The student must be able to observe lectures in person and maneuver through online and in-person content, demonstrations, and shadowing experiences at the clinical sites. The student must be able to observe health assessments and interventions, diagnostic specimens, and digital readings that determines a client's condition and the effect of therapy.

Communication

Communication includes the ability to communicate in English with accuracy, clarity and efficiency with their instructor, and members of the clinical facility (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). Required communication abilities include speech, hearing, reading, writing, language skills, and computer literacy.

The student must be able to communicate professionally and civilly to peers, instructors, preceptors, and clinical facility staff. The student must follow directions from instructors and preceptors and engage in dialogue about patient care and health care practices.

Motor Skills

The student must have sufficient gross and fine motor skills, physical endurance, mobility, vision, and tactile abilities for their clinical shadowing experiences.

Behavioral and Interpersonal Skills

A student must have the ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner and have the capacity for the development of mature, sensitive and effective relationships. Their interpersonal abilities should be sufficient for interaction with individuals, and groups from various social, emotional, cultural and intellectual backgrounds.

They must have the ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism and the capacity to demonstrate ethical behavior, including adherence to the [student code of conduct](#).

A student will demonstrate this by establishing rapport with patients/clients and colleagues, working with teams and workgroups. While limited in the pre-apprenticeship program, as student must remain calm in an emergency situation. Their behavioral skills must demonstrate the exercise of good judgment and prompt completion of all responsibilities.

Drugs and Alcohol

The use of drugs classified as “controlled, dangerous substances” unless prescribed by a healthcare provider for an identified therapeutic effect, is prohibited. Although possession and use of marijuana is legal in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, or involved in college activities at an off-campus location. Any student suspected of such use will be removed from classroom/clinical area and will be required to undergo reasonable suspicion based drug testing.

The use of alcohol and/or other drugs will not be condoned in the classroom or clinical facility. If at any time a question of inebriation or impairment becomes an issue, the student will be removed from the classroom or facility.

Reasonable Suspicion Based Drug Testing at Clinical locations

This process 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 Program. The program may test students on a reasonable cause basis.

When an instructor or preceptor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait or confusion and these behaviors cause the instructor to suspect the student is impaired by alcohol or drugs, the following actions will be taken:

1. The instructor will remove the student from the public area.
2. The instructor will then follow the clinical facility’s policies regarding suspected alcohol/drug use.
3. Drug screening will be required whether or not the student admits to drug or alcohol use.
4. The Student will be required to pay all costs associated with the “Reasonable Suspicion Based” drug testing.

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 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 Allied Health Director will make a decision regarding a return to the clinical setting.

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 program, pending a full investigation through established college procedures and system policies.

If a student refuses “Reasonable Suspicion Based” drug testing:

1. The instructor will remove the student from the clinical setting pending a full investigation through established college procedures and system policies.
2. The instructor will arrange for transport from the clinical site. If the student refuses transportation, law enforcement will be contacted for assistance.
3. The student will not be allowed to participate in the Program until the investigation is completed.

A refusal to test will be considered a positive result and will be subject to appropriate disciplinary action, [SP 4-30](#).

Readmission Guidelines related to Substance Abuse

Students who are administratively withdrawn for reasons related to substance abuse will submit a letter to the Allied Health Director requesting readmission to the Pre-apprenticeship program.

Include documentation from a therapist specializing in addiction indicating status of abuse, addiction, recovery and/or documented rehabilitation related to the alcohol/drug abuse. Student may be referred to an assistance program as condition for readmission to the program.

Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function and perform effectively in the clinical setting.

If a student, after being readmitted to the program, has positive results on a drug/alcohol screening, the student will be permanently dismissed from the program and may be subject to college disciplinary sanctions, [SP 4-30](#).

Guidelines for Student Conduct

Professional Behaviors

Clinical Evaluation is based upon these behaviors.

Students in the ACC Pre-Apprenticeship Program are representing the College, their school district, and themselves. Certain expectations are made upon them when they are involved in any activity related to the program. These activities may occur within the classroom, clinical facilities, the college and the community. Professional behaviors are those aspects of a professional that are not related to discipline-specific skills or knowledge but are no less important for successful clinical practice.

The following information describes the professional behaviors for students in the Pre-Apprenticeship Program:

1. Commitment to Learning The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning.
2. Interpersonal Skills The ability to interact effectively with classmates, patients, families, colleagues, other health care professionals, instructors and the community, and interact effectively with diverse populations, peers, colleagues, clients, etc.
3. Communication Skills The ability to communicate effectively (i.e. speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. Use of Constructive Feedback - The ability to identify sources of feedback and seek feedback, and to effectively use and provide feedback for improving personal interaction and skills.
5. Problem Solving -The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
6. Responsibility -The ability to fulfill commitments and to be personally, accountable for actions and outcomes.
7. Respect Opinions - Students shall not insult, slur or degrade instructors, other health professionals, or students. (This ethics statement does not infringe upon a student's right to raise questions and request clarification but does modify the manner in which the question or clarification is brought forth).

Unprofessional Behaviors

Students who demonstrate unprofessional behaviors risk immediate termination from the Program. Unprofessional behaviors include, but are not limited to:

- Performance of skills for which they have not been trained
- Failure to meet required professional behavior standards
- Behavior that creates a threat to the welfare of the patient/client
- Behavior that is discourteous or disrespectful
- Failure to adhere to classroom and facility policy and/or procedures
- Repeated failure to follow instructions
- Arguing with peers, instructors, health care providers, patients, families, faculty and college staff
- Use of offensive language
- Failure to follow attendance procedures
- Failure to alter behavior after constructive feedback
- Failure to meet uniform requirements
- Two (2) tardy arrivals to clinical assignment.
- Leaving early from a clinical assignment or leaving the unit without notifying staff or instructor
- Request by faculty or staff to leave from and/or not return to a facility
- Making any schedule change (including trade with another student) without permission of the instructor
- Failure to complete facility specific requirements by the posted due date (e.g. vaccinations, flu shots, Criminal Background Check)
- Any behavior that may adversely affect future use of clinical site
 - Any demonstration of confrontational, unprofessional, aggressive, or non-productive communication - Student will be notified once of behavior.

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.

Disciplinary Procedures

When a student is alleged to have violated any of the requirements or guidelines outlined in this Program Guide 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](#) which includes information about *Student's 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](#).

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, unauthorized

collaboration, and illegitimate possession and/or use of examinations. See *Student Rights and Responsibilities: Student Code of Conduct*, [AP 4-30a](#) for a detailed explanation of academic misconduct.

Student Due Process

In cases of alleged student misconduct, the instructor 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, [AP 4-30a](#) or this program guide and requirements may be subject to disciplinary sanctions up to and including program dismissal and college expulsion. Students should review the Disciplinary Procedures, [SP 4-30](#), for more detailed information.

Classroom

Classroom Attendance

Regular class attendance and participation is required by ACC and Centura. Online attendance will be determined by online activity in D2L, and based upon the number of credits assigned to that specific class.

Arriving late or leaving early or being disruptive is unprofessional and unacceptable. Students who miss four (4) hours or more of the traditional class (including tardiness) may be asked to withdraw from the program. Students enrolled in the hybrid program that miss 2 hours or more of lab may be asked to withdraw from the program.

Students are not allowed to use electronic devices/laptops for non-class use. Cell phones must be kept on silent and are not allowed to be used in class unless instructed to do so in class. Cell phone use in a clinical facility setting is forbidden. Students are responsible for class material missed due to absence or tardiness. Online students are expected to access their class platform regularly throughout the semester.

Students should self-monitor the time spent online in the hybrid classes. All students are required to activate and utilize their ACC student e-mail account. Children are not allowed in classroom or at clinical sites.

Class Preparation:

Students derive the greatest benefit from class when they prepare by completing the activities identified by the instructor prior to attending class. Assigned reading, learning exercises, computer programs, videos, etc. enhance learning and are expected to be completed prior to class or per instructor directions.

Lab Interactions

Professional Appearance for Lab/ Clinical Courses

- The Pre-Apprenticeship uniform consists of a top with Centura and home school logo and professional pants. The pants should be hemmed so that the pant legs do not touch the floor.
- Uniforms must be clean, wrinkle-free and fit properly. The uniform fit must allow freedom of movement. Students must wear appropriate undergarments.

- ACC/Centura Pre-Apprenticeship student ID badge will be worn at all times at the clinical facilities. The ID should be worn at eye level.
- **Only** a clean black or white tee-shirt may be worn under the uniform top.
- Shoes must be all white or black leather or vinyl and cannot be canvas or be open to expose socks (e.g. Crocs®). Shoes and laces must be clean.
- All hair should be clean and groomed and within the spectrum of natural hair color. Hair will be worn up or pulled back and away from face. Hair will not obstruct student's vision. This applies to both male and female students. Mustaches and beards will be clean and neatly trimmed.
- Nails will be short and neatly manicured and not interfere with provision of patient care. Acrylic nails and nail polish are not allowed in the clinical setting.
- One small stud earring in each ear lobe is allowed. Plain band rings may be worn. **No other jewelry may be worn.** Visible body piercing must be removed or replaced with a clear stud and should not be seen at an 18" distance. Tattoos larger than 1" should be covered.
- Maternity uniforms must be made out of the same fabric and similar style as the current student uniform.
- Good personal hygiene is imperative. Personal hygiene habits that are offensive to patients/clients, such as breath and body odors, must be controlled while in the clinical areas.
- Perfumes or colognes may be offensive or harmful to some patients. Students should avoid using perfumes or colognes in lab and in the clinical setting. Instructors will notify students if the problem exists.
- Tobacco odors are unacceptable in the lab or clinical area. Secondhand smoke is offensive and physiologically dangerous to some patients.
- The use of e-cigarettes or vapor pens anywhere in the clinical settings is **forbidden**.
- No gum chewing is permitted when working with clients.

Clinical Experience

Clinical Sessions

The clinical site is an extension of the classroom; all college policies, procedures, and the clinical site policies apply.

Student clinical assignments will be given out by the instructor. Clinical placements are limited and special requests cannot be accommodated. Students who are unable to accept the clinic assignment will be asked to drop/withdraw. Centura Health will assign students to clinical rotations.

Clinical assignments may change at any time for reasons that may include student learning needs, administrative reasons, or clinical facility availability. Students are responsible for providing their own transportation to clinical facilities.

A facility, instructor or preceptor has the right to terminate a student's presence at any point in time that it is determined that the student's behavior is unsafe and/or unsatisfactory. The student will receive a failing grade and may be dismissed from the program.

All assignments must be completed in order to pass the course.

Attendance/Responsibilities

Clinical attendance is **mandatory** to achieve the objectives of the program. Students are responsible for preparing for clinical shadowing by completing assignments online and in class.

The full 45 hours class and clinical attendance is required for completion of the program. Students who do not pass will received an “F” or will be asked to withdraw from the program. It is the student’s responsibility to know the withdraw deadline for the course.

In the event of absence, the student must notify the instructor prior to the assigned clinical shadowing time. Students must meet the *Essential Skills and Functional Abilities* listed in order to participate in the shadowing experience. **There are no make-up days for clinical shadowing.** Makeup assignments are determined by the instructor.

Clinical Shadowing Attire

ACC/Centura Pre-Apprenticeship student ID badge and uniform will be worn at all times at the clinical facilities. The ID should be worn at eye level.

Students who arrive late or do not meet uniform requirements will be issued a mandatory absence. A valid reason for missed clinical assignments is required. Under no circumstances may a student change a clinical assignment without prior instructor or program permission.

Clinical Responsibilities

- This is a shadowing experience only. Students are not allowed to perform any skills or services in any clinical setting that has been provided through ACC and or Centura Health.
- Respect patient confidentiality at all times. Any violation of HIPAA regulations may result in clinical failure. Removal of any documents (this includes copies, written client information, or any other form of duplication) from the facility is expressly **FORBIDDEN**.
- Use of Social Media to share any part of your clinical experience is **FORBIDDEN** and a HIPAA violation.
- ACC/Centura Pre-Apprenticeship student ID badge will be worn at all times at the clinical facilities. The ID should be worn at eye level.
- Complete all surveys and discussion with in the designated timeframe.
- Remain on facility grounds during assigned shift.
- Tobacco, vapor, and e-cigarettes use, at clinical facilities, is forbidden. .
- Arrive at the facility 15 minutes prior to the beginning of the shift. Clinical hours are 7:30am-9:30am (Sturm Campus) or 1:00p-3:00p (Littleton Campus).
- Students will meet the their instructor/preceptor in the lobby of the facility, unless otherwise noted. Arriving late may result in a mandatory absence and or not being able to participate in the clinical experience.
- Instructor will notified Centura Representative, the ACC Director of Allied Health for any no shows of (preceptors) and /or CTE Coordinators, LPS/DCSD for (students) who no show at the clinical site.

- Students may not use cell phones during clinicals. If a student is caught with their cell phone in a clinical area – the student will be excused from the clinical setting by the clinical instructor and receive “0” points for the day.
- If there is an emergency that prevents the student from attending a scheduled clinical, the student **MUST** notify the CLINICAL instructor.
- Debriefings or post conference will occur through online discussions or in the classroom setting monitor by your instructor.
- In the event a student is contacted by a clinical facility and/or staff from a facility, the student should immediately re-direct contact to their Instructor.
- Follow all the professional behaviors as listed in the Program Guide

Safe Practice Responsibilities

Students must function within the Pre-Apprenticeship scope of practice at all times. The student has the responsibility to consult with the clinical instructor if there is any uncertainty regarding safe practice. All policies and procedures established by the clinical site must be followed. Each student is required to obtain, read, and signed the Centura waiver. Students will not perform any invasive procedures/tasks (i.e. Blood Glucose Monitoring, suctioning).

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 and commission of errors.

If the faculty/preceptor has reasonable cause to believe that a student is unable to attend clinicals because of concerning behavior presented by the student, the faculty may remove the student from the clinical area. This student will be referred to the Dean of Students Office and the college’s disciplinary process.

Clinical Facilities

Are determine by Centura Health.

Clinical Expectations

Students, complete this electronic document in the HPR 123 D2L shell.

Attendance:

- Arrive at the clinical facility 15 minutes prior to the start of the shift. Students are required to stay on facility grounds throughout the 2 hour shift.
- Students arriving after assignments are considered tardy and may be issued a mandatory absence.
- 45 hours of classroom and clinical time is required for the program, absences may not be made up.
- Inform Clinical Instructor, if an emergency requires you to leave an assignment early.

Professional Attire and Appearance:

- School issued Student ID and uniform must be worn at all times at all clinical sites. Students are expected to maintain a professional appearance in all clinical settings. Failure to conform to uniform requirements will result in a zero or unsatisfactory on the clinical evaluation and the student may be asked to leave the facility.
- Cell Phones are not allowed at clinical facilities.
- The use of tobacco, e-cigarettes, and vapor pens is forbidden.

Students are not allowed in other parts of the clinical setting without a preceptor. The use of social media related to the clinical experience is not allowed. This includes references to or postings about clinical sites on social media (Facebook, Twitter, etc.). In the event that staff from a facility contacts a student, the student should immediately inform the facility staff that all communication must include the ACC Instructor.

Grounds for an Unsatisfactory Grade and Dismissal from the Program

Students must successfully complete the course comprising the Pre-Apprenticeship Program. All courses must be completed with a "C" (75%) or better to meet these requirements. Additionally, students must successfully achieve the identified terminal competencies set forth and addressed in the evaluation tool (rubric).

Students are expected to demonstrate professional behaviors at all times. Grounds for an unsatisfactory clinical grade will also be based reported unprofessional behaviors and violations of the guidelines outlined in this program guide.

- I have read the above expectations, reviewed the site details in HPR 123, and reviewed the program guide for my performance and appearance as a student of the ACC Pre-Apprenticeship Program. I indicate my willingness to adhere to these expectations and statements by my signature. I recognize that the original signed document is electronically stored in D2L.

Student Printed Name and Date

Student Signature and Date

Worker's Compensation

501, Clinical Experiences are considered non-paid, cooperative education for Worker's compensation purpose.

Purpose:

This is to notify you of a Worker's Compensation Work-Comp 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 that 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 Swedish Medical Center in Englewood. Medical care received from providers other than Concentra Medical Center and Swedish Medical Center will be "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, please call: Arapahoe Community College Human Resources, 303-797-5741.

Injury – Workers Compensation

Students are covered by Workers' Comp while in the clinical setting. In the event of an injury the student must do the following:

At Clinical Site:

- 1) Report the incident to the clinical instructor or preceptor immediately.
- 2) Follow through with agency requirements for on-site treatment and documentation. Provide a copy of documentation to ACC Human Resources. **Follow-up care needs to be provided by ACC Workers' Compensation providers as listed below.**

In addition, you must:

- Report to the Office of Human Resources, Church Street Building 303-797-5741 **within 48 business hours** of incident.
- Bring copies of agency report and any billings related to treatment.
- Complete Workers' Compensation claim form, available from the Office of Human Resources.
- 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.

- 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.

All work-related injuries are to be treated by:

Concentra Medical Center, 1212 South Broadway, Suite 150, Denver, CO 80210,
(Located on Broadway North of Evans) Hours: 7:00a.m.-6:00p.m. (Monday-Friday)

For emergencies that may occur after hours, please seek treatment at:

Swedish Medical Center, 501 East Hampden Avenue, Englewood, CO 80110

Worker's Compensation Verification Form

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 that if I do not receive my medical care for work-related injuries or illness 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 303-797-5741 (ACC Campus Police after hours 303-797-5800) before I access care for non-emergency, work-related injuries and illnesses.

Please Print Name

Signature of Student and Date

Signature of Cooperative Education Coordinator and Date