



**Nursing Program
Student Handbook**

2014-2015

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Rangely Campus • 500 Kennedy Drive • Rangely, CO
81648

Craig Campus • 2801 West 9th Street • Craig, CO 81625

<http://www.cncc.edu>

Letter to Students

CNCC Nursing Program
Academic Year 2014-15

Dear Students,

Welcome to the Nursing Program at Colorado Northwestern Community College. During your time here you will discover that nursing school is full of challenges and rewards. You will make new friends, some of whom may last a lifetime, and integrate the role of “nurse” into your existing identity. You will make a difference in the lives of your patients and their families as you grow in your capacity to minister to the needs of those who are ill or in need.

The CNCC Nursing Student Handbook has been developed to help guide you through the Nursing Program. Information on courses, expectations, and policies specific to the nursing program are included. The Nursing Program faculty and staff, as well as the college staff, are a resource for you and contact information is listed in this handbook. Let us know if we can answer any questions or be helpful in any way.

Nursing students must read and follow the policies in this handbook and sign the agreement form. It will be placed in your student record. Lack of knowledge about the contents of these documents is not a justification or defense for unacceptable or inappropriate actions. If you have questions about any of the material you read, please contact me.

I look forward to getting to know each of you. Always feel free to stop by my office for a visit. We love sharing in your excitement as you learn and grow and become our professional colleagues in nursing!

Kelly Martin-Puleo MS, RN, CNE

Director of Nursing Education Program (DNEP)

Office: 970-824-1118

kelly.martin@cncc.edu

Introduction

The Colorado Northwestern Community College (CNCC) Nursing Program Handbook is designed to supplement the CNCC College Catalog and student handbook and to outline guidelines and policies specific to the Nursing Program. Please refer to all three publications to clarify school and program policies and procedures.

The CNCC Nursing Program has been developed in accordance with criteria established by the Colorado State Board of Nursing (CSBON). The Program has received full approval by the Board and allows graduates of our program to take the National Council of the State Boards of Nursing Licensing Examination (NCLEX-RN). In addition, the Nursing Program at CNCC is fully accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League for Nursing Accrediting Commission (NLNAC), through fall 2016.

The Director of the Nursing Program (DNEP), in collaboration with Program faculty and College administration, reserves the right to revise policy guidelines and/or individual syllabi as needed if a change is necessary to improve the effectiveness and efficiency of the program or to comply with Colorado Community College System (CCCS), Colorado State Board of Nursing requirements and/or clinical agency requirements.

CNCC – CRAIG STAFF/FACULTY DIRECTORY2801 W 9TH STREET, CRAIG, COLORADO 81625

PHONE: (970) 824-1101

<http://www.cncc.edu>

FAX: (970) 824-1134

*To dial direct, dial 824-extension or 675-extension

	<u>Extension</u>	<u>Room</u>
ALDRICH, Tony (Facilities Manager).....	1123.....	060C
ALKEMA, Julie (Accreditation Coordinator & Nursing Instructor) ...	1146.....	220G-3
ARMSTRONG, Dana (Massage Therapy Program Director).....	1113.....	230-4 CTC BLDG
BOLES, Susan (IR/Assistant Registrar)	1151.....	150M
CAMP, Julia (Cosmetology Instructor).....	1141.....	100B CTC BLDG
DEITZ, Ryn (Instructor of Psychology/Sociology)	1117.....	250-12
DRECKMAN, Erica (Director of Cosmetology)	1140.....	100
DRENNEN, Michael (Web Design).....	1131.....	130B
DUGAN, Michele (Receptionist).....	1101.....	Reception
FAGAN, Kathy (Nursing Instructor)	1115.....	220G-1
GEORGE, Russell (CNCC President).....	675-3201.....	250D
GREENE-WALZAK, Melissa (Nursing Instructor)	1137.....	220G-5
HARPER, Sheila (ALAP Coordinator/Instructor)	1126.....	120C
HARVEY, Electra (Cosmetology Instructor).....	1142.....	100B CTC BLDG
HOLLOWAY, Jennifer (Mercantile Manager).....	1124.....	155A
JOHNSON, David (HIS/ENG Faculty)	1120.....	250-14
JOHNSON, Liz (CHE/BIO Faculty)	1119..	250-9
KELLIHER, Theresa (EMS Director)	1107.....	250-5
KOUCHERIK, Ed (Mine Training Instructor).....	1105.....	155A
MARTIN-PULEO, Kelly (Nursing Director)	1118.....	220F
MAY, David (Program Director Automotive & Diesel Tech).....	1108.....	230-3 CTC BLDG
MCDERMOTT, Darby (Adm. Asst. for Nursing) Fax – 824-5004	1104.....	220E
MIXON, Christine (Admin. Assist. to VP-Craig)	1109.....	130
MOORE, Desiree (Admissions Representative)	1100.....	150A
MORRIS, Mary (Director of Craig Comm. Ed & Public Information)	1135.....	101 BELL TOWER
OPPER, Char (Nursing Instructor).....	1116.....	220G-2
POWELL-CASE, Kathy (Business Faculty/Dept. Chair)	1112.....	250-11
ROBERTSON, Monty (Maintenance).....	1121.....	060B
SIMPSON, Kathy (Math/Biological Science Faculty)	1122.....	250-13
SOLOMON, Mary Karen (English/Humanities Faculty/ Dept Chair).....	1114.....	250J
(IT Technician).....	1127.....	150H
STILLION, Karen (Cosmetology Instructor).....	1139..	100B CTC BLDG
STODDARD, Jeff (Director of Marketing & Recruiting).....	675-3289.....	130C
TERRILL, Hannah (PT-Custodian).....	1159..	060
THEIMER, Donna (Dean of Instruction).....	1111..	250C
WHILDEN, Judi (Director of Early Childhood Education)	1154.....	250H
YAZZIE, Genevieve (Ceramics Adjunct Instructor).....	1149..	195
TBA (VP of Craig Campus) Fax – 824-1106	1103.. 130A.....	130A

ALAP (Room 120) Jan Rogers, Donna Stewart, Annette McCurdy 824-1128

Janine Rinker, David Morris

AUDIO BRIDGE 824-1136

BELL TOWER COURTESY PHONE 824-1138

Mercantile Fax 824-1156

COSMETOLOGY MAIN NUMBER (Appointment Number) 824-1145

Cosmetology Fax Machine 824-1729

Large Conference Room 255 675-3379

Small Conference Room 141 675-3378

MEEKER CENTER (Iris Franklin) 878-5227

----- PO Box 1542, Meeker 81641

Nowak, Kate (Executive Director Yampa Valley Partners) 824-1133

Nursing Conference Room 824-1158

SOUTH ROUTT CENTER (Julie Hoff) 736-2323

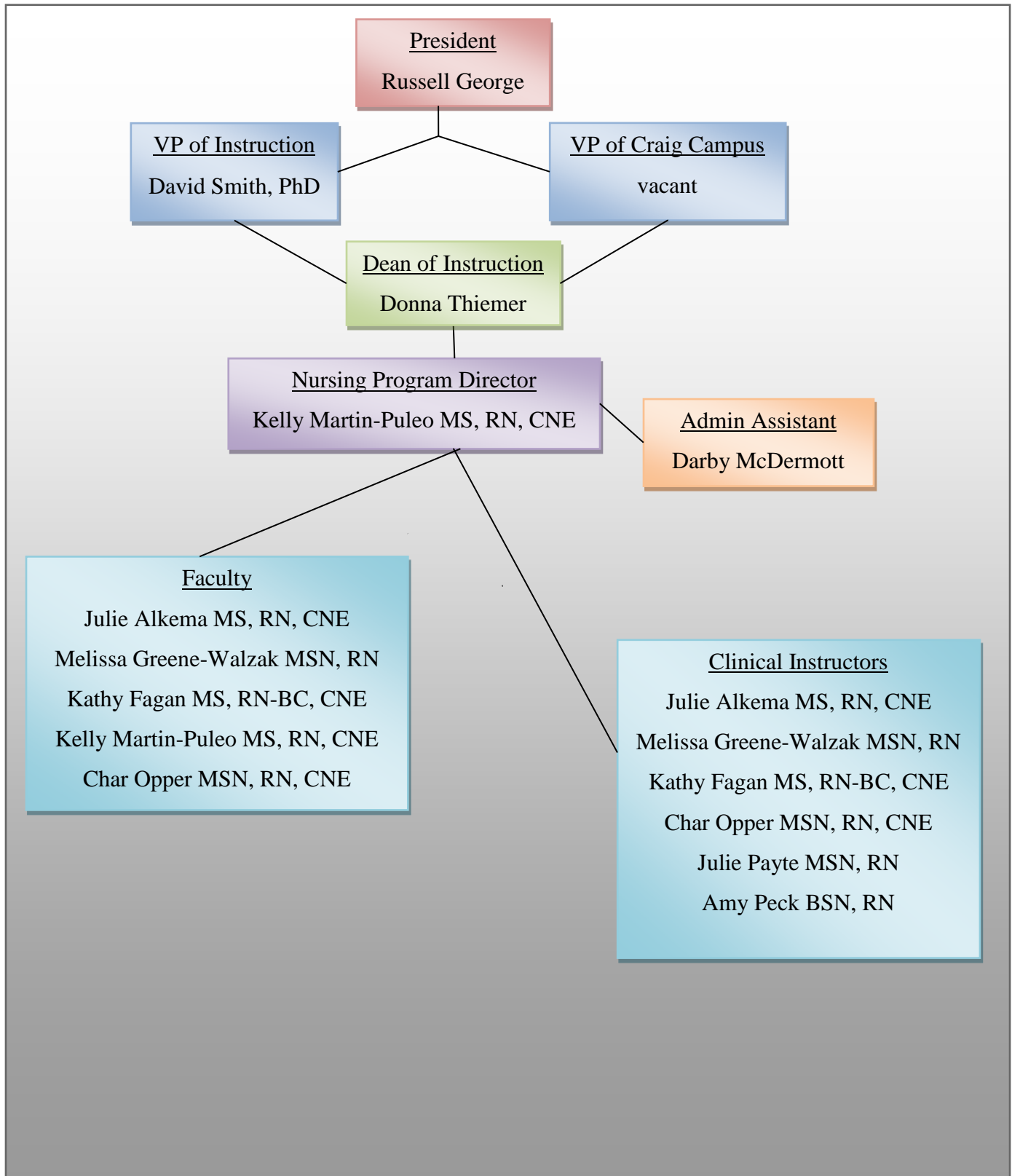
----- PO Box 124, Oak Creek 80467

STUDENT GOVERNMENT Room 130E 824-1144

Student Services Conference Room 150D 824-1150

Revised 2-21-14cm

CNCC Nursing Program Organizational Chart



Colorado Northwestern Community College Nursing Program

The CNCC Nursing Program is governed by the Colorado Community College System (CCCS). Decisions are made through a collaborative process with the Directors of Nursing Education Programs (DNEP) group and the CCCS administration. Our mission is “to provide quality education that prepares the learner to become a member of the profession of nursing, meeting the needs of a diverse population, in an ever-changing health care environment in both rural and/or urban settings”.

CNCC Mission Statement

The mission of Colorado Northwestern Community College is to enhance people’s lives through education. To this end, CNCC will:

1. Provide accessible, affordable, quality education in safe, rural, small-town environments;
2. Prepare our students to achieve their educational, workplace, and personal goals;
3. Offer educational programs that respond to evolving workforce environments;
4. Offer excellent, two-year general education transfer degrees;
5. Provide unique learning, leadership, and recreational experiences in the diverse natural environments of Northwest Colorado;
6. Value and promote life-long learning;
7. Value and promote diversity, including cultural and ethnic diversity, and diversity of thought and opinion;
8. Provide holistic and broadly-based student support;
9. Manage fiscal and overall resources to best serve institutional goals and responsibilities;
10. Provide campuses and facilities with innovative technology;
11. Continue to reach out to the Northwest Colorado community and beyond in order to create meaningful and mutually beneficial partnerships.

CNCC Vision Statement

CNCC will be the college of choice for students seeking place-based education in Colorado. We will take full advantage of the surrounding rivers, deserts, and mountains to enhance our curriculum and provide unique learning opportunities. Our recreational, cultural, and athletic activities will engage students and complement our classroom goals. Innovative teaching, outreach education, and continual assessment will ensure that our students have the skills to further their education, succeed at meaningful careers, and prosper in a complex and increasingly diverse world. Our partnerships with local business, industry, and government will serve as the engine for the economic and cultural development of Northwest Colorado.

CCCS Nursing Program Curriculum Framework

The Nursing Faculty of the Colorado Community College system share the belief in the importance of incorporating professional standards, guidelines, and competencies as the basis for the nursing curriculum. Nursing program curricula must reflect current nursing practice and be based on current nursing and healthcare initiatives. A curriculum built in this manner provides an evidence-based curriculum to meet today's healthcare needs and evidenced in both the Colorado Nurse Practice Act and the expectations of the ACEN.

In keeping with sound curriculum design principles and the expectations of ACEN, Program Student Learning Outcomes are used to organize the course student learning outcomes. These Student Learning Outcomes are the basis for all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress. They are also the basis for evaluating program outcomes.

The terms used in developing this curriculum include:

Student Learning Outcomes (SLOs): Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of the nursing program; characteristics of the student at the completion of the program. Learning outcomes are measurable learner-oriented abilities that are consistent with standards of professional practice. (ACEN glossary)

Course Student Learning Outcomes: Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of the nursing program; characteristics of the student at the completion of a course. Learning outcomes are measurable learner-oriented abilities that are consistent with standards of professional practice. (ACEN glossary)

Competencies: Competency statements used to evaluate students' achievement of the course/program outcomes. The competencies (expectations) that demonstrate the students have attained the student learning outcomes. These are the knowledge, skills, and attitudes that students need to achieve the course outcomes that build to achieve the program student learning outcomes.

Program Outcomes: Performance indicators that reflect the extent to which the purposes of the nursing education program are achieved and by which program effectiveness is documented. Program outcomes are measurable consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Program Outcomes include program completion rates, job placement rates, licensure pass rates, and program satisfaction. (ACEN glossary)

Student Learning Outcomes

The Student Learning Outcomes are:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in critical thinking and clinical reasoning to make patient-centered care decisions.
3. Implement quality measures to improve patient care.
4. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and the patient's support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Provide leadership in a variety of healthcare settings for diverse patient 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.

Nursing Program Outcomes

Nursing Program Outcomes are developed as performance indicators to provide evidence that the CNCC nursing program is meeting its mission and goals. Program Outcomes show the effectiveness of the educational program and serve as a mechanism to guide program development and revisions. Program Outcomes have been developed using the Accreditation Commission for Education in Nursing (ACEN) criteria and guidelines. The following Nursing Program Outcomes are congruent with the mission and philosophy of CNCC and the Nursing Program. At completion of their program of learning:

- 80% of the students will complete their program within 18 months of the projected completion date;
- 85% of the students will successfully score at or above the National average score on the RN Exit Exam;
- Graduate performance on the NCLEX-RN will be at or above the national pass rate;
- 90% of graduates will have employment as a registered nurse within nine months of graduation as measured on the graduate survey tool;
- 80% of graduates will rate the program as average or above average as measured on the student exit evaluation.

CNCC Associate Degree of Applied Science in Nursing Curriculum

2014-2015

<u>Prerequisite Courses</u>	<u>Credits</u>
ENG 121 English Composition I	3
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
PSY 235 Human Growth & Development	3
BIO 204 Microbiology	<u>4</u>
Total	18
<u>First Year-1st Semester</u>	
NUR 109 Fundamentals of Nursing	8
NUR 112 Basic Concepts of Pharmacology	2
HPR 108 Dietary Nutrition	1
MAT 103 Math for Clinical Calculations	<u>3</u>
Total	14
<u>First Year-2nd Semester</u>	
NUR 106 Medical and Surgical Nursing Concepts	9
NUR 150 Obstetric and Pediatric Nursing	<u>7</u>
Total	16
<u>Summer</u> (or prior to admission)	
BIO 216 Pathophysiology	4
<u>Optional course to receive a certificate of practical nursing</u>	
NUR 169 Transition into Practical Nursing	5
<u>Required course for LPNs entering 3rd semester</u>	
NUR 189 Transitions from LPN to AD	4
<u>Second Year-3rd Semester</u>	
NUR 206 Advanced Concepts of Medical-Surgical Nursing I	8
NUR 212 Pharmacology II	2
NUR 211 Nursing Care of Psychiatric Clients	<u>4</u>
Total	14
<u>Second Year-4th Semester</u>	
NUR 216 Advanced Concepts of Medical-Surgical Nursing II	6
NUR 230 Leadership, Management and Trends	5
Elective- Arts & Humanities or Social & Behavioral Science	<u>3</u>
Total	14
Program Total	80

Associate of Applied Science Degree and Licensure

The Nursing Program is a two-year curriculum following successful completion of prerequisite coursework and admission to the Nursing Program. The Program prepares students for entry-level professional nursing practice as a Registered Nurse. As members of a profession, Registered Nurses practice within the scope of practice as outlined in the Colorado Nurse Practice Act.

Upon successful completion of the Nursing Program, the student is awarded an Associate of Applied Science (AAS) Degree in Nursing. Graduates are then eligible to submit an application to the Colorado State Board of Nursing to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of the exam grants licensure for practice as a Registered Nurse.

The program offers an "exit option" course at the completion of the first year. This is for students who choose to exit or are unable to complete the two-year program. Students completing the first year of their program must successfully complete NUR 169 to be eligible to apply for the NCLEX-PN exam for practical nursing licensure.

Accreditation

Colorado Northwestern Community College is accredited by the Higher Learning Commission of North Central Association of Colleges and Schools (www.ncahlc.org). CNCC received full accreditation Aug. 8, 2003 and completed a successful comprehensive review in 2012-2013.

Accreditation Commission for Education in Nursing (ACEN)

The CNCC Associate Degree Nursing Program received full initial accreditation through the Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League for Nursing Accrediting Commission (NLNAC) in fall 2011. The next comprehensive review will occur in the fall of 2016.

The ACEN can be contacted at the following address:

3343 Peachtree Road NE, Suite 500

Atlanta, GA 30326

www.nlnac.org

404-975-5000 Office

404-975-5020 Fax

Nursing Advisory Board

The Advisory Board for the Nursing Program is composed of nursing administrators, staff and physicians from local health care institutions, community members, faculty members, and students. The purpose of the committee is to make Program recommendations regarding appropriateness to the current practice of nursing and the local workplace needs. Advisory Board meetings are held twice during the academic year. A student representative is invited to every meeting, but students are welcome to attend as requested.

Faculty

Full time faculty members hold a Master of Nursing Degree with a specialization in Nursing Education and are Certified Nurse Educators by the National League for Nursing. Instructors have specialty training in areas including: Leadership and Management, Medical-Surgical, Intensive Care, Emergency and Trauma Care, Obstetrics, Neonatal Intensive Care, Pediatrics, Pediatric Intensive Care, Psychiatric, Post Anesthesia Care, Home Health Care, and Hospice.

National Student Nurse Association

The National Student Nurse Association (NSNA) is an organization with a membership of 60,000 nationwide. The NSNA mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. <http://www.nsna.org>

Program Admission Requirements

Admission to the Nursing Program is governed by standard admission procedures developed by the Colorado Community College System. Colorado Northwestern Community College accepts all students who comply with College admission requirements. In order to assure quality clinical learning experiences and safe student/faculty ratios, admission to the Nursing Program is limited. Students are admitted to the Nursing Program once/year following a review of admission criteria. Beginning with the nursing cohort admitted in 2010, selection and admission to the nursing program is based on criteria that attempts to correlate admission criteria with success in the program and ultimately, success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Nursing Program follows the CNCC policy of nondiscrimination in employment and education.

Assessment Testing

Assessment testing is required of all students as mandated by CNCC policy. Students who are reading at college level and obtain Accuplacer scores should have the basic skills necessary for enrollment in program course work. Reading: RC-80 or greater, English SS95 or greater and WP8-12, Mathematics: EA 61 or greater, Science: department standard.

The Test of Essential Academic Skills (TEAS) measures basic essential skills in the academic content area domains of Reading, Mathematics, Science, and English and Language Usage. These entry level skills are deemed important for Nursing Program applicants to demonstrate in relation to the rigor of the nursing curriculum. Prospective students must take the TEAS test and score at or above a predetermined cut score dictated by Assessment Technologies, Inc. prior to being considered for admission to the nursing program, or at the discretion of the Director of the Nursing Education Program (DNEP).

Documentation

Students must adhere to required student documentation for clinical practice upon due date. Students without current documentation will not be allowed to go to a clinical site under any circumstance. Missing clinical may result in clinical failure.

The Nursing Program maintains files of student progress. These files contain copies of a personal data sheet, acknowledgment forms, current BLS certification, FERPA release forms, annual TB testing and other immunizations, OSHA & HIPPA attestation, transcripts, clinical evaluations, health forms, and any special documentation pertinent to each individual student. These files are maintained for regulatory purposes. These records are maintained for three (3) years following graduation and are confidential records in accordance with national FERPA standards. If you need access to these files please contact the Administrative Assistant or Program Director.

*Please keep personal copies of all your immunizations, transcripts, health forms, and BLS cards. The Nursing Office is not responsible for lost paperwork or providing you with additional copies of your paperwork.

Documentation that will be discussed and signed at the student orientation includes:

- ✓ Current Personal Data Form: *See Appendix C.*
- ✓ Acknowledgement of Nursing Program Policies Form: *See Appendix D.*
- ✓ Acknowledgment of Workmen's Compensation Form: *See Appendix D.*

Confidentiality

CNCC students and faculty follow all HIPPA guidelines. A signed CNCC patient confidentiality form is required prior to beginning the first clinical nursing practicum and is enforced throughout the duration of the program. Clinical agencies may require an additional confidentiality statement.

Computer Access

Students are required to have access to a computer and the internet throughout the program. You will have a student e-mail address assigned to you and are required to check your e-mail for messages at least daily. The current version of Microsoft Word software is essential to be able to download/view CNCC forms and other paperwork or to send assignments electronically.

Contact Information

Each student must notify the Administrative Assistant in writing if there is a change in the student's address, phone number, or e-mail. Forms are available from the Administrative Assistant. This must be done within 48 hours of the change. *See Appendix C.*

Deadlines

A great deal of information is required by the various clinical agencies that provide learning experiences for the student nurses at CNCC. Organization and currency of this information is necessary. Therefore, **deadlines are strongly enforced**. Failure to comply with deadlines may result in missed clinical days. These days are not subject to make up and thus will result in clinical failure. Please respect our dedication to providing you with a diverse and challenging student nurse experience. Adhere to deadlines.

Criminal Background Check and Drug Screen

Screening of a criminal background check and drug screen is required for acceptance into the CNCC Nursing program.

- ✓ Students are required to immediately report any legally disqualifying events that occur while in the program, such as any misdemeanor or felony, to the nursing program director. Non-disclosure is grounds for dismissal from the program.
- ✓ CNCC or clinical facilities may request criminal background check or drug screen on students at any time. Facilities that provide training or other services for the nursing program may require additional background and/or drug screening and, based on the results, refuse to have a student work in that clinical setting. The nursing program director has the right to terminate the student's clinical experience and/or fail the student in that course. *See Appendix A.*

American Heart Association BLS for HealthCare Provider*

A current copy of certification by the American Heart Association must be on file **at least 3 weeks in advance of the fall semester of the nursing program** and throughout the nursing program.

*Current certification is required to participate in all CNCC clinical learning experiences. Students will not be permitted in the clinical area if BLS certification is expired.

Health Insurance

The College does not provide insurance coverage for students. Each student is encouraged to have sufficient health insurance at enrollment. For students requiring health insurance, such as athletes, the College will provide the student with an optional plan that may be purchased by the student through an insurance vendor.

Health Summary

A physical exam by a health care provider is required for admission to the nursing program. All students must have a current and complete health summary on file. In addition, students must meet minimum technical standards to engage in direct client care. *See Appendix B.*

Immunizations: Protection against communicable diseases is required by the college and in compliance with the CNCC Nursing Program clinical learning agencies.

The following immunizations are required and must be on file prior to entry into the nursing program:

- ✓ Diphtheria-Tetanus: series or current Td booster every 10 years with a one-time dose of Tdap.
- ✓ Hepatitis B series: OR positive titer OR declination.
- ✓ Varicella: (chickenpox) Vaccination or positive history of chickenpox OR positive titer.
- ✓ Influenza: unless documented allergy/pregnancy. Note that H1N1 may also be required in season.
- ✓ MMR (Measles-Mumps-Rubella): times 2 OR positive titer indicating immunity for each disease. Students who were born after January 1, 1957 must have a record of two MMR doses given after the age of one year or proof of immunity for all three diseases.
- ✓ Meningococcal Vaccine: may be waived unless living in dormitories.
- ✓ Tuberculin skin test:
 - a. Either a two-step TST or proof of negative TST documented yearly for 2 years. (If the student has proof of a single two-step TST in the preceding year, a one-step TST should be done).
 - b. If the results are positive the student will be expected to obtain a chest x-ray at their own expense and comply with medical recommendations for appropriate follow-up
 - c. Students will not be permitted in the clinical area if TB testing is more than a year old.
- ✓ The following immunizations are recommended but not required.
 - Pneumovax (if indicated)
 - Hepatitis A
- ✓ Please note that the costs of immunizations are incurred at the student's expense.

Schedule and Work Recommendations

Due to the rigorous nature and demands of the nursing program, students are urged to avoid working more than 16 hours per week. Clinical shifts may be 8 to 12 hours and may include days, evenings, nights, holidays, and weekends. Clinical shifts may be subject to change each semester. In addition, clinical shifts are scheduled at a variety of clinical sites that may necessitate travel and lodging. Therefore, students' personal commitments must remain flexible to accommodate program requirements. Reliable transportation is needed due to the distance of some clinical sites.

Please note: To progress satisfactorily through the Nursing Program, the faculty recommends students devote a minimum of 1-2 study hours/week per credit hour taken (i.e., students taking 12 credits should plan to study a minimum of 12-24 hours/week).

Program Performance Expectations

Certain behaviors are expected as the student nurse transitions into the role of the professional Registered Nurse. These behaviors are consistent with safe and ethical professional nursing practices in the classroom and in the clinical setting.

ANA Code of Ethics for Nurses

The CNCC Nursing Program faculty and students are expected to adhere to the ethical standards of the American Nurses Association's Code of Ethics for Nurses. This Code provides guidance for carrying out nursing responsibilities consistent with the ethical obligations of the profession and with the high quality expected in nursing care. *See Appendix E.*

National Student Nurses Association, Inc. Code of Academic and Clinical Conduct

The NSNA Code of Academic and Clinical Conduct is based on the understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed on us. The Statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment, but can assist in the holistic development of the person. *See Appendix F.*

The NSNA Bill of Rights and Responsibilities for Students of Nursing

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item # 4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

See Appendix G.

Conflict of Interest

In congruence with the American Nurses Association Code of Ethics (2010), the CNCC Nursing Student will avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of the student, Colorado Northwestern Community College, and the Nursing Program or undermine the public's, including clinical agencies, trust in CNCC and the Nursing Program. Clinical agencies include but are not limited to: hospital, clinic, physician office, or any other setting where CNCC student nursing practice occurs.

Ways to mitigate conflicts of interests:

- Avoid them entirely
- Disclosure of information - notify the nursing program where you may have an actual or potential for role conflict or conflict of interest.
- Recusal - Just as a judge would recuse him or herself from a case when personal conflict of interest may arise, it may be appropriate for a student to recuse him or herself from a situation that may affect the student (or other) directly.

Program Progression Requirements

Program progression requirements are a set of behaviors that are introduced at orientation. These must be adhered to in order to successfully progress and complete the Nursing Program. *Any student who does not follow these or any program requirements shall be subject to disciplinary action, up to and including dismissal from the Nursing Program and dismissal from Colorado Northwestern Community College at the collaborative discretion of the faculty, clinical coordinator, and program director.*

1. Students must maintain a "C" or better in each required course (nursing and non-nursing). In NUR courses, comprehensive test scores of 77% or higher is required for successful completion.
2. In congruence with CNCC Academic policies, professional conduct and courtesy are expected in all classes, conferences, labs, and clinical experiences. Tardiness, extensive conversations, extraneous noise (including cell phones and pagers) etc. are distracting to others in the learning environment. *See Appendix H. (Learning Agreement).*
3. Students are expected to notify the course instructor in advance of impending absences, tardiness, or early departure. This is the student's responsibility. **Unexcused absences or chronic tardiness may adversely affect your grade.**
4. A faculty member has the authority to ask a student to leave or have the student removed from an academic activity upon observing student behavior that demonstrates irresponsible, unsafe, or unprofessional conduct in class, labs, or clinical experiences.
5. The Student must safeguard the patient's right to privacy by maintaining confidentiality of information concerning the patient. As part of this, the student must understand and comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times.
6. Safe nursing practice is expected at all times. Any mistake, accident, or unusual occurrence involving a student must be reported immediately to the instructor and to the appropriate health team member so that prompt action can be taken to initiate treatment or to alleviate harm.
7. Students must comply with all policies of individual clinical sites to which they are assigned.
8. Plagiarizing, lying, cheating, falsifying documentation, or helping someone else violate reasonable standards of academic behavior are grounds for disciplinary action.

Student Support Services

Student support services include a variety of academic and guidance services to help students meet the challenges of the college experience and prepare for the future. From academic advising to career exploration, from personality profiling to placement testing, from peer tutoring to job and health fairs; students at CNCC are offered support that encourages them to excel and honors the choice of their own path. More information is available on Crossroads.

Academics:

Adult Learning Assistance Program (ALAP) 824-1126

Student Support Services:

Jennifer Holloway 824-1103

Family/Social:

Low cost counseling: Craig Mental Health 826-6541

Steamboat Mental Health 879-2141

County Department of Social Services

Moffat 824-8282

Routt 879-1540

Money/Time/Work:

Financial Aid Office Merrie Byers 675-3204

Workforce Centers: Craig 824-3246

Steamboat 879-3075

Health/Medical:

Northwest Colorado Community Health Center

745 Russell St. 824-8233

Dental Coalition (sliding fee) 824-8000

Trapper Fitness Center (free to students) 824-6932

Nursing Faculty

- ✓ Full time faculty office hours are indicated on the course syllabi and posted. Appointments may also be made.
- ✓ Contact information for faculty is indicated on each course syllabus.
- ✓ Faculty mailboxes are located in Student Services and are checked on a regular basis.

CNCC Library & Learning Resource Center

The main CNCC Library is located on the Rangely campus but available resources can be accessed on-line through Crossroads and through the Learning Resource Center on the Craig Campus. The library provides reference and Interlibrary Loan services, including prompt delivery of materials via the Statewide Courier System. The CNCC-library homepage has an electronic forms page for your convenience.

A computerized card catalog, ACLIN, and computerized periodical indexes and full text articles make it easy to find materials for your research. In addition, the library has access to Medline (OCLC/EBSCO), Pub MED, CINAHL with Full Text, and Medscape which are online resources to abstracts and full text articles for quick and free research information.

Remote Access passwords for the library:

User ID: s5498747

Password: p0130771

(Case Sensitive)

Adult Learning Assistance Program

The Adult Learning Assistance Program (ALAP) is located on the first floor/west wing of the Academic Building. ALAP has staff available to meet with students to address their learning needs. The academic support program offers classes such as the Study Skills class for students who need help with reading test questions, critical thinking, time management, etc. Small group tutorials and individual walk-in assistance or peer tutoring is also available.

Student Success Program

If students are in need of additional services, they or faculty may request additional tutoring and counseling through the Student Success Program. For more information, please contact:

Student Success and ADA Coordinator

Toll Free: 800-562-1105. Ext 205

500 Kennedy Drive, Rangely, CO 81648

Academic Policies*

Learning depends on class attendance, participation, and preparation. Nursing courses are different than many of those taken before in that each subsequent course builds on prior learning. In addition, nursing is different from many other careers. The knowledge you gain in class, laboratory, and clinical experiences provides the foundation for your future nursing practice and responsibilities.

The faculty recognizes and appreciates the multiple roles and responsibilities of students in accordance with adult learning theory. Students are encouraged to consider the value of higher education in comparison with personal commitments. At times, it may be necessary for students to withdraw from the Nursing Program when other commitments require a higher priority than their educational commitments.

*Academic Policies are listed in alphabetical order.

Academic Integrity

Definition: Intentional act of fraud in which an individual claims credit for work belonging to another individual.

Purpose: To identify policy related to cheating, plagiarism, or knowingly furnishing false information.

General Information:

Examples of cheating include, but are not limited to:

- a. Looking at another individual's work with the intent to use it on tests, assignments, or presentations.
- b. Bringing notes to a testing situation on paper or electronic device, not allowed by the instructor.
- c. Sharing or posting course work/assignments for classroom/clinical on the internet other than organized group study guides for tests or authorized by the instructor.
- d. Assisting others in cheating or plagiarizing.

Examples of plagiarism include, but are not limited to:

- a. Submitting of another individual's work as one's own whether it was obtained from print or electronic source.
- b. Unauthorized collaboration.
- c. Forging an academic document.
- d. Taking someone's ideas during class discussion without citing the individual and circumstances of the lecture.
- e. Paraphrasing without citing the source.
 - a. Submitting in whole or substantial portions written or oral academic work without appropriate citation.

Policy:

- a. Upon entrance into the program, all students will be required to sign a document that attests to the reading and understanding of all academic policies including that on

academic integrity. This is in effect for the entire program of study. Students will be made aware of any change in the policies/handbook in writing via email.

- b. The signed form should be turned in to the administrative assistant to be kept in the student's file.
- c. Students should also read the Colorado Northwestern Community College Student Handbook sections on student conduct: Cheating, Plagiarism, Academic Integrity, and Discipline as these apply to all CNCC Students.

Sanctions and Disciplinary Action for Academic Dishonesty: Faculty members reserve the right to enforce sanctions for academic dishonesty. Such sanctions include, but are not limited to:

- a. Lowering grades or complete failure for assignments, tests, or the entire course.
- b. Withdrawing student from course at any time at the discretion of the nursing department.
- c. Students identified as violating academic honesty will be subject to disciplinary action up to and including dismissal from the program.
- d. Students who observe academic dishonesty can file a written report and turn it into the instructor, program director, or other trusted member of the faculty.
- e. Students may appeal sanctions for academic dishonesty reports made against them. Students should first appeal against the person writing the sanctions against them. If the student is not pleased with the result of the appeal, the student may then appeal to the Dean of Student Affairs.

Accommodation

Definition: To outline the process of accommodation for students with disabilities.

Purpose: To provide reasonable accommodation to qualified students.

Policy: It is the policy of the nursing program at CNCC to provide reasonable accommodation to qualified students with disabilities so they can meet these required technical standards.

Whether or not a requested accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process that the student is required to initiate with Sheila Harper, ALAP Director. Students who want to receive accommodations must apply for and provide appropriate documentation to the Support Services Office. Refer to the links on the CNCC website for application and further information.

Attendance: Classroom & Lab

Definition: Attendance and participation in class is expected. Students are responsible for preparing for class by completing reading and class assignments prior to the scheduled class time.

Purpose: To outline student responsibilities regarding attendance in class and in clinical sessions.

General Information: The faculty and staff of the CNCC Nursing Program value your time and presence. Therefore, attendance with punctuality is **required** for all theory, lab, simulation, and clinical experiences.

- ✓ Attendance is monitored by the instructor.
- ✓ Students are expected to plan ahead for traffic and weather.
- ✓ Students may not 'trade' or schedule any clinical experience without discussion and prior approval of the Clinical Instructor and Clinical Coordinator.

Policy:

- a. Two excused absences *are permitted per semester per course*. Excused absences are defined as an absence in which the student has notified the instructor in advance of the occurrence. This includes the day of the absence or a collaboratively discussed, planned absence.
- b. Individual instructors will have preferences regarding how they want to be contacted in case of an absence. It is the student's responsibility to be aware of these preferences and to keep contact information up to date per policy. Always leave a number where you can be reached.
- c. Permission must be received to make up assignments or a test.

Sanctions and Disciplinary Action for noncompliance with this policy:

- a. A third absence or tardy will result in a decrease of one letter grade for the course per discretion of the instructor and nursing program director especially when a pattern of adverse behavior has been established.
- b. **If absence or tardiness is demonstrated as an adverse pattern of behavior, the student is expected to actively engage in a learning agreement with faculty.**
- c. Failure to meet the requirements of a learning agreement may result in dismissal from the nursing program.

Attendance: Clinical

Clinical Attendance Policy: Clinical absence is strongly discouraged as the schedule and policies of clinical agencies create barriers to make-up days. The amount of clinical hours that a student must experience is mandated by the Colorado State Board of Nursing and the CNCC Nursing Curriculum.

However, if you must be absent from a clinical experience, you must

- ✓ Notify the clinical instructor at least one hour prior to the start of the clinical shift.
- ✓ If unable to reach clinical instructor directly, leave a voice message with a contact number where you can be reached.

Clinical make-up Policy

- a. Make-up clinical days may be arranged for students with extenuating circumstances and when approved by the faculty.
- b. Extenuating circumstances are defined as follows:
 - Significant illness or hospitalization of self or immediate family
 - Death in the immediate family
 - Jury Duty
 - Military Duty
 - Mandated court appearances

- Extenuating circumstances not covered in this list must have the approval of the program director in order to qualify for a clinical make-up day.
- c. Supportive documentation such as a note from a health care provider, copy of court appointment, etc. may be required.
 - d. Student must contact the clinical instructor to arrange clinical make-up time.

Sanctions and Disciplinary Action for noncompliance with these policies:

- a. Missing equal to or an excess of 16 clinical hours without a verifiable excuse or an advanced and reasonable plan for makeup may constitute a clinical failure. Note that students who fail clinical may be ineligible for readmission to the nursing program at CNCC.
- b. If additional faculty time is required for makeup of an excused or unexcused absence for *any portion* of a course (theory, lab, simulation, or a clinical make-up), the student may be charged for the instructor time. The fee charged to the student will be at a rate of \$40/hour.
- c. If a student fails to contact the clinical instructor and/or clinical coordinator prior to the absence, this will be considered a 'no call / no show' and will result in clinical failure.

Cell Phones

Definition: Cell phones include any device that can make or receive calls.

Purpose: To decrease the likelihood that cell phones would create distraction in the learning environment.

Policy: Cell phones must be turned to vibrate mode in class and lab and must be turned off in testing setting. Smart phones used as PDAs must have the phone function turned off in clinical areas and in any other areas designated by individual clinical agency policies. Please note that in relation to cell phones and other electronic devices, clinical agency policy must be followed. Some clinical agencies will not allow students to carry cell phones during clinical.

Dismissal from the Nursing Program

Definition: Dismissal pertains to leaving the course of study with or without eligibility to be readmitted.

Purpose: To clearly identify dismissible offences.

Policy: The following circumstances are grounds for immediate dismissal from the Nursing Program. A student may be asked to immediately withdraw from the program and may be ineligible for readmission following any of these circumstances.

1. Consumption of alcoholic beverages or the use of drugs (except under a doctor's written permission) prior to or during classroom, laboratory, or clinical experiences.
 - ✓ If a student appears to be under the influence of alcohol or drugs in a classroom, clinical, clinical orientation, seminar, or laboratory learning experience, that student will be required to submit to blood and urine alcohol/drug screening and sent home. The student will not be allowed to drive.

- ✓ Blood drug/alcohol testing will be done at the student's expense and must be done within 45 minutes of being approached by a faculty person for the results to be accurate.
 - ✓ Refusal to submit to drug/alcohol testing will be considered an admission of guilt and the student will be removed from clinical and dismissed from the nursing program.
2. A pattern of behavior that demonstrates a lack of integrity including but not limited to cheating, plagiarism, or any form of dishonesty. (See Academic Dishonesty policy)
 3. Verbal or physical abusive behavior toward patients, faculty, staff, or students.
 4. Unprofessional and disruptive behavior in any setting.
Violation of the Student Code of Conduct: Students are expected to adhere to the rights, freedoms, and responsibilities outlined in the NSNA Student Code of Conduct, the Colorado Northwestern Community College Student Handbook, and the current college catalog. Students who violate the Student Code of Conduct are subject to the disciplinary sanctions outlined in the CNCC student handbook.
 5. Termination of Clinical Experience: If a student is demonstrating a pattern of unsafe performance, lack of accountability, or inconsistency in performance in the clinical area at the expected level of the course, the clinical experience may be terminated by the instructor, even if there are days remaining in the clinical experience. This may be necessary based on patient acuity, the critical need for patient safety, and clinical facility concerns and may result in a clinical failure.
 - a. Any clinical failure will result in a failure of the course. Clinical failure may lead to ineligibility for readmission to the Nursing Program.
 - b. If a clinical agency/facility requests that a student NOT return to their facility (to complete a current or future clinical) for any reason, the Nursing Program may terminate the clinical experience resulting in clinical/course failure and dismissal.
 6. Colorado Northwestern Community College does not tolerate sexual harassment. Sexual harassment will be considered a violation of the Student Code of Conduct and subject to disciplinary action. Sexual harassment in the educational environment may occur between students, administrators, faculty, staff, visitors, or other persons on campus or at college related activities (i.e., off-campus educational experiences).
 7. Inability to meet Technical Standards Policy. *See Appendix B.*

Email Addresses

Purpose: To enhance relevant communication within the Nursing Department.

General Information:

- a. Electronic communication will facilitate information in a timely and consistent manner.
- b. Students are given a college assigned email address as part of the college community.

Policy:

- a. Students must access their student email account upon entering the program.
- b. It is the student's responsibility to check his/her email address on a daily basis. Important student announcements and program information will be sent to all nursing students via email.

- c. In compliance with FERPA (The Family Educational Rights and Privacy Act), college correspondence will be conducted through your college assigned email account. Once admitted to the nursing program, the college faculty and staff will no longer respond to your private/personal email address. If you have never accessed the student email system, you MUST activate your account.

Examination Policy

Purpose: To describe the system for the examination process and grade reporting.

Policy:

Classroom / Computerized Exams

- a. A missed exam without prior discussion with the instructor is initially graded as zero (0).
- b. When a valid reason exists for having missed an exam and the instructor was notified ahead of time, the student and instructor may negotiate a plan for a make-up exam.
- c. In the event that extenuating circumstances result in the inability to contact the instructor, the student should contact the instructor as soon as possible to arrange for a make-up exam. Note that the provision of a makeup exam is at the discretion of the instructor.
- d. Missed exams are expected to be made up as soon as possible and will be rescheduled at the instructor's discretion.
- e. Corrected exams will be returned to students within two class periods following an examination. Students will be allowed a brief period of time to review missed items.

Standardized Testing:

- a. ATI standardized computer testing is performed throughout the nursing program to assist the students and faculty to evaluate student competency and to be successful on the National Council Licensure Examination (NCLEX), a comprehensive computerized test required for licensure.
- b. The standardized test scores count as an exam and are calculated accordingly. Total points are figured into the final grade for the course.
- c. Standardized testing may occur outside of scheduled class time. Students will be made aware of standardized test dates and times in the syllabus of the course with adequate time to plan for the test.
- d. Attendance to standardized testing is mandatory. Many of the tests are proctored exams requiring faculty/staff attendance. If a student misses a scheduled test for any reason, a makeup may be rescheduled. However, the student may be required to compensate the faculty or staff member for their time at a rate commensurate to their pay scale.

Final Exams

- a. **Final exams cannot be taken early.**
- b. If the final exam is missed, the student may receive an incomplete for the course if it was an excused absence. Making up of a final exam will be at the discretion of the program director.
- c. Final exam results will be made available after all finals for all courses have been completed.

Family Educational Rights and Privacy Act (FERPA)

Policy: The Family Educational Rights and Privacy Act (FERPA) grant students who are enrolled in an institution of postsecondary education the right to inspect, review, and challenge their educational records. Colorado Northwestern Community College has the responsibility of maintaining and protecting the confidentiality of students' official educational records. CNCC also supervises the access to and/or release of educational records of its students. FERPA now covers enrolled and former students, including deceased students. For more information, see the CNCC College Catalog.

Grading Scale and Standards

Purpose: To describe the system for grading and grade reporting.

Definition: Grades for theory and combined theory/lab courses are given using the following scale:

A = 90 - 100

B = 83 - 89

C = 77 - 82

D = 70 - 76

F = Below 70

Grievance Procedure: Follow the appeals process as outlined in the Academic Policies found in the current CNCC Course Catalog available on Crossroads.

Infants in the Classroom

Purpose: CNCC recognizes that family responsibilities occur 24 hours a day and that there may be special circumstances in which bringing an infant to the classroom may be necessary. Newborns in particular may benefit from the parents presence especially during the first 12 weeks of life.

Definitions: Infant is defined in this policy as a newborn/infant in the first 12-20 weeks of life.

Policy: The following guidelines are set forth to guide the circumstances in which infants may occasionally be present in the classroom:

- a. Parent agrees to assume responsibility for the infant at all times and should not ask another student or staff to watch the child.
- b. The parent shall ensure that the child's presence does not disrupt his or her work, nor does it interfere with the workplace or classroom activities and disrupt the learning environment for other students or staff.
- c. The student parent is still expected to observe the guidelines as listed in the classroom learning agreement.
- d. The parent must ensure that the presence of the infant does not pose a safety risk for the child or other students.

- e. Parents should make every attempt to schedule an alternate child care arrangement for their infant during class time.
- f. The student parent is expected to notify and discuss with the instructor in advance if an infant is going to be present in the classroom.
- g. Under no circumstances shall a student bring the infant or other children to clinical. The student will be asked to go home for the day should this occur and require a makeup day.
- h. Unusual or emergent circumstances must be discussed with the instructor and program director as soon as possible.

Learning Agreement

Definition: Students are expected to be aware of and actively engage in the behaviors outlined in the Learning Agreement. *See Appendix H.*

Purpose: Students and faculty of the CNCC Nursing Program are expected to assist in maintaining a civil and collegial classroom and clinical environment that is conducive to teaching and learning.

Policy: Students will be asked to sign a document at orientation and the beginning of the third semester that attests to the reading, understanding, and compliance with these behaviors. Please forward any concerns or questions regarding these statements to the course instructor or program director.

Sanctions and Disciplinary Action for noncompliance with this policy:

- a. The student will first be reminded of the signed learning agreement.
- b. Any further noncompliance with this policy may result in disciplinary action, a learning contract, or dismissal from the program.

Progression (Remediation Plan)

Definitions: In order to progress satisfactorily through the Nursing Program, students must consistently demonstrate safe, responsible, accountable, and professional behavior. They are also required to meet the following academic standards:

- A grade of "C" or better in all academic courses (nursing and non-nursing).
- Demonstration of ongoing 'Satisfactory' progression and performance in all clinical courses.

Purpose: To set standards for satisfactory progress in the nursing program.

Sanctions and Disciplinary Action for noncompliance with this policy:

- a. A student who does not achieve these standards must withdraw or be terminated from the nursing program.
- b. When a student receives a grade of "U" (Unsatisfactory) in the clinical setting or demonstrates inadequate performance in the classroom, the student may be asked to complete a plan for remediation. A remediation plan is designed as a supportive mechanism to outline expected behaviors for the student at-risk of failure or unsatisfactory performance.

- ✓ The student and the instructor are expected to develop a collaborative plan for improvement.
 - ✓ A remediation plan may necessitate a meeting with the program director, classroom/clinical instructor, and clinical coordinator.
- c. The student will be expected to show significant progress in the areas of concern outlined in the plan in order to progress through classroom/clinical experiences.
 - d. A grade of "U", indicating continued inconsistent and unsatisfactory performance, unsafe behavior, and/or failure of progressive development of clinical learning in the subsequent clinical experiences will result in an unsatisfactory grade and a clinical failure. If asked to leave the program because of a clinical failure, the student may be ineligible for readmission to the Nursing Program.

Readmission

Purpose: To inform students of the policy/process for re-admission into the nursing program.

Policy:

- a. Students may be readmitted to the Nursing Program following withdrawal or failure as determined by nursing readmission guidelines.
- b. Individualized recommendations will be developed by the director based on specific student circumstances. The potential student will have a faculty/director interview. The student will need to follow the specific recommendations developed in order to be considered for readmission to the program.
- c. Students who have failed in a nursing program other than CNCC and who receive a "D" or "F" in any nursing course in the CNCC Nursing Program will not be eligible for readmission to the CNCC program.
- d. Students readmitted to the program may be required to complete a competency test or an independent study course to validate continued competence in courses already passed. This course will be developed to meet the individual learning needs for review of material previously learned.
- e. Any NUR course older than three years must be re-taken. Any science course older than seven years must be re-taken.
- f. Readmission cannot be guaranteed to every student who applies.
- g. **To be considered for readmission, students must follow the readmission guidelines in effect at the time of application.**
- h. Students who are readmitted must meet the graduation requirements of the class to which they are admitted.

Repeating Courses

Purpose: To outline the conditions for repeating a nursing course following failure or withdrawal.

Policy:

- a. If a student is dismissed from the program following academic failure of one or more of the required courses in a semester, the student must apply for readmission prior to repeating a failed nursing course.

- b. If the student fails the same or any other course in the nursing curriculum, they will be ineligible to return to the nursing program a third time.
- c. If the student fails the clinical portion of any class, it may render them ineligible to be readmitted into the nursing program especially in cases in which patient safety was determined as a primary reason for clinical failure. Decisions of clinical failure and eligibility to reapply to the nursing program will be collaboratively discussed with the student, nursing faculty, clinical coordinator, and program director.
- d. Individualized recommendations will be developed by the director based on specific student circumstances. The potential student will have a faculty/director interview. The student will need to follow the specific recommendations developed in order to be considered for readmission to the program.

Sexual Harassment

Definition: Sexual harassment in the educational environment may occur between students, administrators, faculty, staff, visitors or other persons on campus, clinical sites, or at other college related activities (i.e., off campus educational experiences). Unwelcome and unwanted behaviors may include, but are not limited to:

- a. Sexual flirtation or prolonged staring
- b. Sexually suggestive looks, gestures, or sounds
- c. Sexually explicit statements, jokes, or anecdotes
- d. Pressure for dates
- e. Sexually demeaning comments that infer that one sex is inferior to another
- f. Deliberate physical contact such as patting, pinching, or cornering
- g. Pressure for sexual activity
- h. Requests for sex in exchange for grades or favors, or to avoid poor grades or discipline

Purpose: Colorado Northwestern Community College does not tolerate sexual harassment. Sexual harassment will be considered a violation of the Student Conduct Code and subject to disciplinary action.

Policy: Because behavior cannot be expected to change unless there is awareness of the need for change, any student offended is strongly encouraged to let the person know that they find the behavior unwelcome and unwanted. If the behavior continues after the request for a change, consult with the Nursing Program Director or the Dean of Instruction. The student does have a right to appeal any disciplinary decision. (See CNCC Academic Policies).

Snow Policy

Purpose: Due to distances/routes traveled by students, the Director and/or instructor may decide to cancel class, lab, or clinical experiences due to hazardous weather conditions.

Policy:

- a. Cancellation calls will be initiated by the individual instructor, program director, or administrative assistant to the students involved.

- b. **Students may be asked to call others in the student cohort.** Make up of content/time will be made on a situational basis based on the student's ability to meet educational and clinical objectives and instructor discretion.
- c. Because students travel from many geographic areas, and weather may be inclement in one area and not in another, it may be necessary for the student to make the decision of traveling or not, so as not to jeopardize personal safety. If the student is unable to drive to class/lab/clinical, the student must notify the instructor (and clinical site when appropriate) as soon as possible. This may be considered as an excused absence.

College-wide policy: It may be necessary to close the CNCC campus for emergency or weather related reasons. The President or designee will notify the media when the campus is to be closed, Day closures will be announced on local radio between 0700 and 0800. Evening closures will be announced before 5:00 pm. Closure at the Craig campus will be announced in KRAI 93.7.

Tobacco

Definition: Tobacco products include all smoke and smokeless products.

Purpose: To outline the policy regarding the use of tobacco products while in class, lab or clinical.

Policy: CNCC is a Smoke Free Campus. There will be no tobacco products of any kind in the classroom, lab, or clinical settings. Specific agency policies must be followed. A student may be asked to leave the classroom, lab or clinical area if there is an aroma of smoke on their person. This will be counted as an absence and the student will then follow up in accordance with the absence policy.

Withdrawal

Purpose: To identify conditions related to withdrawal, probation and suspension.

Definition: Withdrawal includes the voluntary or involuntary actions that lead to a student leaving the course of study for any reason.

Policy: Students are encouraged to discuss their class status with the course instructor and the Nursing Program Director prior to withdrawing from the course. Students who are withdrawn failing may be considered as having failed the class, for purposes of readmission. Students must adhere to the CNCC Course Withdrawal Policy as outlined in the current CNCC College Catalog.

CNCC Clinical Program Guidelines, Expectations, & Policies

The CNCC Nursing Faculty and Program embrace the Colorado Council of Nurse Educators (CCNE) Policy Statement on the Essential Clinical Expectations for the Student Nurse.

Student nursing practice includes assessment, analysis, planning, implementation, and evaluation. The process integrates cognitive, affective, and psychomotor skills. Competency statements developed by the Colorado Council on Nursing Education (CCNE) are designed to reflect current educational outcomes. The faculty in Colorado has identified the following nursing roles: provider, advocate, teacher, manager, and member of the profession. The Registered Nurse license granted upon successful completion of the NCLEX-RN exam is non-restrictive. Because practice is not limited to any particular area, the learning experiences of the student must be broad enough to cover all clinical areas, knowledge, and practical skills expected of a job entry-level nurse (CCNE, n.d).

To achieve these competencies, skills must be learned and practiced at job entry levels. Clinical practice is evaluated utilizing the clinical evaluation tools for each course. A general overview of the Essential Clinical Expectations for the Student Nurse is as follows:

- Establish and maintain a professional nursing relationship with the client and/or family.
- Independently perform health assessment, interviewing, and examination.
- Provide physical care for persons of all ages, size, gender, race, national origin or disability, whether conscious and helpful, or unconscious and helpless. This includes, but is not limited to, helping the client move in bed, move out of bed, and assist in walking.
- Provide client care with compassion and respect for human dignity. No nursing student or faculty may refuse to treat a patient solely because of their diagnosis
- Use nursing knowledge, skills, and established protocols to safely perform nursing measures according to the needs of the client/family.
- Perform a variety of sterile and non-sterile nursing procedures safely and accurately on clients.
- Use a variety of technical and mechanical equipment safely and accurately.
- Assume responsibility for nursing care of the client/family in structured settings.
- Implement a variety of strategies to educate the client/family, according to their needs.
- Use critical thinking to review and analyze data to identify potential, emerging, and/or actual client/family problems.
- Develop nursing care goals with the client/family.
- Document client data, nursing care, and client/family responses.
- Assume responsibility for professional self-development.
- Assume accountability for quality nursing practice.
- Function as a member of the health care team, in compliance with the Nurse Practice Act and its Rules and Regulations.

Clinical Progression

Definition: Students are expected to demonstrate behaviors that signify progression in learning and the development of safe clinical practice according to progressive course student learning outcomes. This includes behaviors that demonstrate an increase knowledge base, improved written and verbal communication, advancing professional behaviors and clinical skills including depth of assessment, intervention, and evaluation. Students are also expected to demonstrate a deeper sense of professional responsibility and accountability.

Purpose: To outline the process for clinical progression.

Policy:

- a. The clinical faculty member and student are required to complete a Clinical Evaluation of clinical experiences.
- b. If a student receives an 'Unsatisfactory' grade in the clinical setting for the day or week, the student may be asked to complete a learning contract developed by the student and faculty.
 - o The follow-up for this plan will be completed with instructors in subsequent clinical experiences.
 - o The student will be expected to show significant progress in the areas of concern outlined on the plan in order to pass subsequent clinical experiences.

Sanctions and Disciplinary Action for noncompliance with this policy:

- a. A *failing or "U"* grade in subsequent clinical experiences signifies that an adverse pattern of behavior is developing and threatens clinical progression. Establishing an adverse pattern of behavior may result in an unsatisfactory grade and a clinical failure.
- b. A clinical failure results in an automatic failure of the nursing course, and therefore removal from the nursing program.
- c. A student that fails a clinical course may not be readmitted to the CNCC Nursing Program at the discretion of the nursing faculty, clinical coordinator, and program director.

Critical Behaviors

Definition: Clinical nursing behaviors are expected in all clinical experiences including lab and simulation. Critical behaviors are deemed necessary to professional and safe practice.

See Appendix J for the Critical Incident Inventory.

Purpose: To outline critical behaviors expected to achieve satisfactory completion of clinical.

Policy: For Satisfactory Achievement in Clinical Nursing Courses the student will:

- a. Engage in patient, resident, or client care only when the student's physical or emotional condition is not a threat to patients, residents, or clients and/or others.
- b. Perform nursing interventions in a safe and accurate manner according to school and clinical agency policies.
- c. Engage in nursing practice in accordance with the student's level of preparation, course clinical guidelines, legal limitations, agency policy, Colorado Nurse Practice Act and ANA Code of Ethics for Nurses.

- d. Communicate with faculty and health team members honestly and accurately including reporting errors, omissions, or commissions to appropriate persons in a timely manner.
- e. Maintain confidentiality of patient, resident, or client information as dictated by HIPAA regulations.
- f. Seek appropriate supervision and/or consultation in the planning and provision of nursing care.

Sanctions and Disciplinary Action for noncompliance with this policy: Noncompliance with any of the preceding clinical behaviors may result in clinical failure, especially when a pattern of unsafe or unprofessional behavior is established. If asked to leave the program because of a clinical failure, the student may not be permitted to reapply to the CNCC Nursing Program at the discretion of the faculty, clinical coordinator, and program director.

Injury/Accidental Exposure

Purpose:

- a. To provide a protocol for students in the Nursing Program to receive appropriate treatment after exposure to a blood borne pathogen.
- b. To provide systems and processes to minimize occupational exposure to blood borne pathogens
- c. To comply with the OSHA Blood borne Pathogen Standard 29 CFR1910.1030

Policy:

- a. Students are covered under Workman's Compensation for clinical injury and exposure to infectious disease in the clinical area.
- b. Students are NOT covered at the college, including nursing lab or classroom locations.
- c. **To comply with Worker's Compensation coverage it is critical that the facilities listed in the CNCC Human Resource Letter for any required follow-up care. If a facility other than these is used, payment for services rendered may be the responsibility of the student. See Appendix I.**
- d. If a student sustains an injury or is accidentally exposed to an infectious disease (needle stick, exposure to TB, etc.) in the clinical area, the student must notify the instructor immediately.
 - ✓ In the case of a needle stick, this is considered an emergency, and immediate care must be sought.
 - ✓ An incident report will be filled out according to agency policy and immediate treatment will be at the facility, if available.
 - ✓ If treatment is not available at the facility and the injury is an emergency, use the nearest emergency room.
 - ✓ If the incident is not an emergency, use the facility listed in the CNCC Human Resource Letter found in this handbook. *See Appendix I.*
 - ✓ The student must fill out a Worker's Compensation form in the office of Human Resources (Rangely) or the Nursing Office at the CNCC Craig Campus within 24 hours of the incident (unless over a weekend).

e. A signed copy of the Student Workmen's Compensation Acknowledgement Form must be on file with the Nursing Program. See *Appendix D*.

Personal Appearance in Clinical Setting: (Adapted from the Alliance for Clinical Education, 2009)

- ✓ **Hair:** Must be clean, trimmed, well-groomed, and off the face and shoulders. Beards, mustaches, and sideburns must be neat, trimmed, and well groomed. Extreme hairstyles or unnatural exotic colors are not permitted.
- ✓ **Hygiene:** Personal body odor may be offensive to clients and others. Regular bathing and the use of non-scented or lightly scented deodorant are expected.
- ✓ **Jewelry:** Watches with a second-hand indicator are part of the uniform. Jewelry should be professional in appearance and the amount of jewelry worn should not be excessive. Visible body piercing with adornments other than ears is not acceptable. Jewelry should not come in contact with patients, the work area, or be such that it may cause a safety issue.
- ✓ **Cosmetics:** Heavy use of makeup, lotions, perfumes, and after shaves is not acceptable
- ✓ **Smoking, other tobacco use & breath issues:** Clinical and school policies are non-smoking. Agency policy is to be followed regarding locations for smoking. Tobacco odors and second hand smoke are offensive, physiologically dangerous to patients and employees, and unacceptable in the clinical area. Breath mints must be used by students who smoke and by other students as needed.
- ✓ **Chewing gum:** Is not permitted when interacting with patients.
- ✓ **Clothing:** Clean, non-wrinkled school scrubs/uniform in accordance with agency/school guidelines are acceptable. Instructors are to wear lab coats/ scrub jackets with CNCC insignia and faculty name badges are to be worn in the clinical areas to distinguish them from students. Clinical instructors may determine if the uniform or personal appearance is not professional and the student may be sent off the unit. This will constitute an unexcused absence.
- ✓ **Identification:** All students and instructors must wear picture school issued ID badges and when required, clinical agency ID, which are to be clearly visible and above the waist at all times.
- ✓ **Tattoos:** Tattoos should be covered if possible. Please consult with clinical instructor and/or comply with clinical agency policy when necessary.
- ✓ **Body piercings** should be removed or covered. Please consult with clinical instructor and/or comply with clinical agency policy when necessary.

- ✓ **Footwear:** Socks or hose must be worn. Sandals, open toe shoes, beach, shower shoes, or flip flops are not acceptable. Open heel foot wear, such as clogs, must follow agency policy. Footwear selection must be safe, clean, professional, and in good repair.
- ✓ **Nails:** Artificial nails and overlays are not allowed in patient care areas per Center for Disease Control. Nails must be short and clean.

Required Clinical Materials/Equipment

- ✓ Approved CNCC Student Uniform
- ✓ Official CNCC Student Picture Name Tag
- ✓ Other facility name tags, as required
- ✓ Stethoscope
- ✓ Watch with second hand
- ✓ Pen light
- ✓ Bandage Scissors

- ✓ Consistent access to internet, college issued email & MS Word (must submit .doc or .docx format)
- ✓ CNCC nursing students are required to maintain and bring a clinical notebook to all clinical experiences. The notebook, at minimum, will contain:
 - Current Clinical Schedule
 - Current Course Syllabus
 - Clinical Activity Portfolio (CAP) - course specific
 - Current CNCC Clinical Packet
 - Sufficient copies of all clinical guidelines and forms - see *CNCC Clinical packet*

Safe Nursing Practice

Definition: Safe nursing practice is determined by compliance with the Policy Statement on the Essential Clinical Expectations for the Student Nurse (CCNE).

Purpose: To identify conditions related to the provision of safe nursing practice.

Policy:

- a. Safe nursing practice is expected at all times.
- b. Any mistake, near miss (defined as a mistake identified before it becomes an incident), accident, critical incident or unusual occurrence involving a student must be reported immediately to the instructor and to the appropriate health team member so that prompt action can be taken to initiate treatment or to alleviate harm.
- c. Concealing mistakes is in direct conflict with the ANA Code of Ethics and Code for Student Nurses. Concealing mistakes may lead to disciplinary action and/or the student's inability to progress in the Nursing Program (see Dismissal Policy in this Handbook).
- d. **A CNCC near miss form must be completed signed and reviewed by the student and the instructor together on the same day as the event.**

Also see "CNCC Safe Practice Guidelines" in Clinical Packet.

Simulated Clinical Practice

Definition: Using simulation as a teaching strategy is an exciting, effective approach to involve students in active, experiential learning. Since nursing is a practice based discipline, involving students in controlled clinical situations provides increased opportunities to:

- a. Apply and synthesize knowledge in a realistic, nonthreatening setting
- b. Practice clinical judgment & decision making
- c. Achieve deliberate practice of skills and care in a safe, controlled environment
- d. Acquire and apply data from physical exam, labs, and reports
- e. **Integrate clinically complex decision making with psychomotor skills.**
- f. Demonstrate the ability to problem solve, prioritize, make decisions, and take appropriate action
- g. Practice team interaction with a focus on leadership and communication skills
- h. Practice delegation
- i. Prepare for the realities of practice
- j. Analyze actions and learn from/correct mistakes

Purpose: To outline policies to achieve a satisfactory simulation experience.

Policy:

- a. Simulation is considered part of the clinical experience. All rules and policies that relate to clinical are also expected for simulation.
- b. Simulation experiences may require advanced preparation and reading. Preparation will be assigned prior to your simulation experience.
- c. You are required to wear your clinical uniform or other professional scrub attire to simulation. You do not need to purchase additional scrubs.

Appendix

Appendix A. Criminal Background Check Disqualifying Offenses

The Colorado Community College System (“CCCS”) and the State Board for Community Colleges and Occupational Education authorize the nursing programs to conduct a background investigation of all student applicants. The clinical sites used in the nursing programs require background checks of all potential interns. The purpose is to maintain a safe and productive educational and clinical environment. New students who refuse to comply with the background investigation will not be allowed to enter a CCCS Nursing Program.

An Applicant will be disqualified from a CCCS nursing program based on the following guidelines:

- Any violent felony convictions of homicide. (No time limit)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders. (No time limit)
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis.

Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant’s burden to produce substantial evidence that proves the crimes charged are incorrect.



Appendix B. Technical Standards Policy

CNCC encourages students to self report any functional ability deficit that would require accommodation to perform essential laboratory or clinical nursing functions. To successfully participate in clinical experiences, students enrolled in the nursing program must be able to meet the following minimum standards, with or without accommodation, for successful completion of the program:

- ✓ **Observation:** The student must be able to observe lectures, demonstrations, and practice situations in nursing. She/he must be able to observe health assessments and interventions, diagnostic specimens, and digital/waveform readings to determine a client's condition and the effect of therapy. Observation necessitates the functional use of vision, hearing, tactile, and somatic senses.
- ✓ **Communication** - A student must be able to communicate effectively with clients, teachers, and all members of the health care team. He/she must communicate with clients to elicit information regarding history, mood and activity, and to perceive nonverbal communications. Communication includes speech, hearing, reading, writing, and computer literacy. A student must be able to report to the health care team, express appropriate information to clients, and teach, explain, direct, and counsel people.
- ✓ **Motor** - A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities, and sense of smell to carry out nursing procedures. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., slide preparation) and perform patient care procedures (e.g., tracheostomy care, urinary catheterization, use of oxygen oximetry, and glucometer). He/she must be able to execute motor movements reasonably required to provide routine and emergency care and treatment to patients. Examples of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and opening of obstructed airways.
- ✓ **Intellectual, conceptual, integrative, and quantitative abilities** - The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. He/she must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings, and diagnostic studies. The student must be able to use this information to develop a diagnosis, establish priorities, and monitor treatment plans and modalities. In addition, he/she must be able to comprehend three-dimensional and spatial relationships.

Behavioral and social attributes

A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of clients. A student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Reasonable Accommodation

It is the policy of Colorado Northwestern Community College to provide reasonable accommodation to qualified students with disabilities so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. It is the individual students' responsibility to request such services and to provide appropriate current documents of the need for such services.

Appendix C. Personal Data Change Form



Personal Data Change Form

Please print legibly and return to the Nursing Office within 48 hours of the change in information.

Old Information

Name: _____

Address: _____

Phone Number (s): _____

Other:

New Information

Name: _____

Address: _____

Phone Number: _____

Appendix D: Nursing Student Handbook Acknowledgment



Nursing Student Handbook Acknowledgement

I have read and understand the policies and guidelines in the Nursing Handbook 2018-2019. I agree to abide by these policies and guidelines at all times while a student in the Nursing Program at Colorado Northwestern Community College.

Student Name (print) _____

Student Signature _____ Date _____

Workers Compensation Acknowledgement

I have read and am fully aware of the College procedure regarding medical treatment for work-related injuries and illnesses.

Student Name (print) _____

Student Signature _____ Date _____

Appendix E: ANA Code of Ethics for Nurses

The CNCC faculty pledge to comply with the American Nurses Association's Code of Ethics for Nurses which they believe provides guidance for practicing and students of nursing in carrying out nursing responsibilities consistent with the ethical obligations of the profession and with high quality in nursing care.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individuals and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association (2010). Guide to the Code of Ethics for Nurses: Interpretation and Application. Retrieved from, <http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.aspx>

Appendix F: NSNA Code of Academic and Clinical Conduct

A CODE FOR NURSING STUDENTS: As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance reserving the right to challenge and critique rules and regulations as per school grievance policy.

Appendix G: Bill of Rights and Responsibilities for Students of Nursing

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

Appendix H: Learning Agreement

Students and faculty of the CNCC Nursing Program are expected to assist in maintaining a classroom and clinical environment that is conducive to teaching and learning. By signing this document, I agree to the following:

- I understand that promptness is expected. I will be on time for the beginning of all classes and will return from breaks promptly.
- I will be mentally alert and physically present at all times.
- I will return phone calls only during scheduled breaks.
- I will keep cell phones on vibrate and off during testing. Computers will only be used for classroom work in progress.
- I agree that all information shared by other students and instructors will remain confidential. I will not repeat or discuss what is shared with anyone.
- I agree that I will not engage in 'side-bar' discussions.
- I agree that I will direct my comments to the front of the room.
- I agree to participate in all discussions, activities, and exercises.
- I agree to be open to new ideas and experiences and take risks and step outside of my comfort zone.
- I agree to maintain a positive attitude.
- I agree to give supportive feedback and make corrections without invalidating anyone.
- I agree to suspend judgment and be responsible for my actions.
- I agree to be responsible for learning as much as I can from this experience. I also agree to ask for what I need from my facilitators and my fellow students.
- I agree to get better acquainted with my fellow students so we can all identify ways to support one another, work together as a team and develop professionally.
- I agree to become familiar with the guidelines and policies of the CNCC Nursing Student Handbook.

Signature _____ Date _____

Appendix I: Worker's Compensation Coverage

TO: All CNCC Clinical and Practicum Student Interns
FROM: CNCC Human Resources Department
RE: Worker's Compensation Coverage & Designated Medical Provider

CNCC provides Worker's Compensation coverage to students under the following conditions:

- Student association with the "employer" is placed by CNCC;
- Student does not receive remuneration from "employer"; and
- On-the-job training is not performed on CNCC campus or CNCC extension facility.

Work-related injuries and illnesses must be treated by one of CNCC's designated medical providers (listed below). Emergencies and/or serious injuries occurring after-hours (when the designated medical facility is closed), should be seen in the emergency room, with follow-up care provided by a designated medical provider. **If an unauthorized medical provider is used, the student is may be liable for costs incurred.**

By law, all work-related injuries and illnesses must be reported to the Human Resources Office (Kim Tucker at 675-3353) within three (3) working days, 72 hours of the occurrence.

Mountain Medical Specialists

595 Russell St.
Craig, CO 81625
826-0911
Hours: Mon-Thurs: 8 am-5 pm; Fridays: 8 am-4 pm

Steamboat Medical Group

1475 Pine Grove Rd. Suite 102
Steamboat Springs, CO 80487
970-879-0203

Steamboat Springs Family Medicine

501 Anglers Dr. Suite 201
Steamboat Springs, CO 80487
970-871-1323

Appendix J. Critical Incident Inventory

Critical incidents are defined as “violations of generally accepted professional practices” and are categorized as:

- a. Professional behaviors (inappropriate dress; tardiness; inappropriate cell phone use; posting unprofessional pictures or statements on social media sites; or conduct deemed inappropriate by Instructor and/or others; violation of Clinical Agency, and/or CNCC policy).
- b. Dependent nursing interventions (failure to carry out physician orders safely and competently; failure to comply with instruction of agency staff or clinical instructor).
- c. Independent nursing interventions (failure to perform patient care safely and competently).

This inventory is not intended to include every critical incident. Any critical incident committed other than those listed here will be evaluated at the discretion of the Clinical Instructor:

1. Medication Administration:

- Wrong patient, dose, time route, or drug (0.5 – 1.0)
- Forget to hang IVPB or IVF (1.0)
- Wrong O2 dose or failure to restart O2 (1.0)
- Incorrect procedure for preparing or administering medication (0.5-1.0)
- Incorrect documentation or failure to document giving drug (0.5)
- Failure to dispose of equipment and supplies in accordance with OSHA/Agency policies (0.5-1.0)
- Failure to evaluate and document desired therapeutic response (1.0)
- Lack of preparedness related to medications (0.5-1.0)

2. Assessment: (dependent/independent)

- Failure to do routine vital signs as scheduled (0.5-1.0)
- Failure to complete baseline or periodic assessments per schedule (1.0)
- Omission of clinically significant assessment data (i.e. pedal edema) (0.5-1.0)
- Incorrect documentation or failure to document assessment data on all required forms (0.5-0.75)
- Failure to identify and document appropriate nursing diagnoses and patient education (0.5-1.0)
- Lack of preparedness related to patient assessment, diagnosis, intervention, and/or evaluation (0.5-1.0)

3. Procedures: (dependent/independent)

- Lack of appropriate knowledge regarding procedure (0.5-1.0)
- Failure to comply with generally accepted guidelines on how to perform nursing procedures (0.5-1.0)
- Failure to carry out physician, instructor, or primary nurse order (0.5-1.0)
- Failure to prepare patient for procedure as set forth by agency policy (0.5)
- Incorrect documentation or failure to document nursing procedure on all required forms (0.5-0.75)

4. Professional Behavior:

- Breach of patient confidentiality (1.0)
- Demonstrated unprofessional conduct (i.e. use of profanity, chewing gum, excessive loudness, confronting staff/peers, patients/caregivers, posting unprofessional pictures or statements on social media sites) (0.25-1.0)
- Absence without prior notification to instructor (1.0)
- Tardiness (based on 10 min. rule) (0.25)
- Breach of uniform guidelines as set forth in Student Handbook (0.25)
- Smoking in non-designated areas while on hospital grounds (0.25-1.0)
- Leaving unit prior to completion of duties (1.0)

Critical Incident Report (After two incidents)

Student: _____ Course: _____

Clinical Area: _____ Weight of Incident: _____

A. Incident Observed:

Instructor's Name: _____

B. Student's Account of Incident or Comments:

Student's Signature: _____

C. Action:

Date of Conference:

Student Signature:

Faculty Signature:

CNCC Academic Calendar 2014-15

FALL SEMESTER 2014

August 18, Monday (Faculty return).....	All Campus Convocation
August 21, Thursday.....	New students arrive-Rangely Campus
August 22, Friday.....	New student testing & advising-Rangely Campus
August 23, Saturday.....	Mandatory New Student Orientation-Rangely & Craig Campuses
August 24, Sunday.....	Continuing students arrive-Rangely Campus
August 25, Monday.....	Classes Begin
August 27, Wednesday.....	Last day to register for semester-length class
September 1, Monday.....	Labor Day – no class, college closed
September 10, Wednesday.....	Last day to Add/Drop semester-length class
October 13-17, Monday-Friday.....	Mid-terms
November 17, Monday.....	Spring preregistration begins
November 20, Thursday.....	Last day to Withdraw from semester-length class
November 24-28, Monday-Friday.....	Fall Break for Faculty/Students
November 27, Thursday.....	Thanksgiving Day – college closed
December 15-17, Monday-Wednesday.....	Finals
December 19, Friday.....	Grades due by 12:00pm
December 18-January 9.....	Winter Break for students
December 25-January 1.....	College closed

SPRING SEMESTER 2015

January 2, Friday.....	Staff return
January 8, Thursday.....	Faculty Return; New Students arrive/testing/orientation
January 9, Friday.....	New student advising/registration
January 11, Sunday.....	Continuing students arrive
January 12, Monday.....	Classes Begin
January 14, Wednesday.....	Last day to register for semester-length class
January 28, Wednesday.....	Last day to Add/Drop semester-length class
March 2-6, Monday-Friday.....	Mid-terms
March 23-27, Monday-Friday.....	Spring Break for Faculty/Students
April 6, Monday.....	Summer & Fall preregistration begins
April 13, Monday.....	Last day to Withdraw from semester-length class
April 10, Friday.....	Honors Banquet, Craig Campus at 6:00pm
April 14, Tuesday.....	Honors Banquet, Rangely Campus at 6:30pm
May 4-6, Monday-Wednesday.....	Finals
May 8, Friday.....	Grades due by 12:00pm
May 8, Friday.....	Nursing Pinning Ceremony, Craig Campus at 6:00pm
May 9, Saturday.....	Faculty/Staff lunch at 12:00pm
May 9, Saturday.....	Commencement at Rangely Campus at 2:00pm