



**NURSING PROGRAM
STUDENT NURSE HANDBOOK
2011 – 2012**

Dear Nursing Students:

Welcome to the Aims Community College Nursing Program. Whether you are a new student to the Program or returning to complete the second year of the Program, this is no doubt a very exciting time for you. Along with the excitement, you are most likely experiencing a fair amount of anxiety as well. This is to be expected as you are entering, or completing, the educational process toward becoming a registered nurse.

This Student Nurse Handbook is designed to inform you of many of the policies, procedures, and requirements of the Nursing Program. You should familiarize yourself with this Handbook, as well as the Aims Community College Student Handbook. Additional requirements you will be held to will be outlined in each nursing course syllabus.

The registered nurse is a “professional.” Consequently, at graduation it is expected that you will be a critical thinker with a solid knowledge base which will enable you to know not only “what” the appropriate course of action is in a given situation, but also the “why” behind the action. You will be challenged every step of the way. **The nursing curriculum is rigorous. The theory, campus laboratory, and clinical experiences are designed to provide you with the necessary foundation to practice as a registered nurse. As such, the nursing faculty will strictly adhere to the policies, procedures, and requirements outlined in each nursing course syllabus and the Student Nurse Handbook.**

Because I want you to have a clear understanding of Program policies, procedures, and requirements, we will spend a fair amount of time in orientation going over the contents of the Student Nurse Handbook. If at any time you are unclear about a topic, please ask questions. The focus being placed on the Program requirements and expectations is not intended to in any way diminish your excitement about the Program, but rather to inform you of the expectations so that you will not be surprised during the course of the Program. At the end of the orientation meeting you will be given an “Acknowledgement of Receipt” of the Student Nurse Handbook form. You must bring the signed form to the first day of class. This form will be placed in your individual file in the Nursing Office.

It will take a concerted effort on your part to successfully complete the Program. It is necessary that you pay attention to detail, follow directions regarding assignments, and set aside an appropriate amount of time for reading, study, and comprehension of the complex material under study *all the way through the last week of the final semester of the Program*. This commitment to excellence is the expectation of the nursing profession, and you will be required to demonstrate this commitment throughout the educational process.

Aims Community College is a “learning-centered” institution rather than a “teaching-centered” institution. This means that you are expected to be an active participant in your educational success. The nursing faculty are here to guide and assist you as needed. If you are unclear about a concept under study, it is your responsibility to seek out faculty to assist you in your comprehension of the material. The faculty are eager to assist you. Each faculty member has office hours which will be posted but are also available on an appointment basis. Please take advantage of the knowledge and expertise of the faculty to assist you in successfully completing the Program.

Again, welcome. I am looking forward to this academic year with much excitement. I want each student to be successful and achieve his/her goal of becoming a registered nurse. In addition to the faculty, I am here for you.

Nina K. Kirk, RN, MS
Associate Dean and Director
Nursing Education Programs

**Aims Community College Nursing Program
Student Nurse Handbook
2011-2012**

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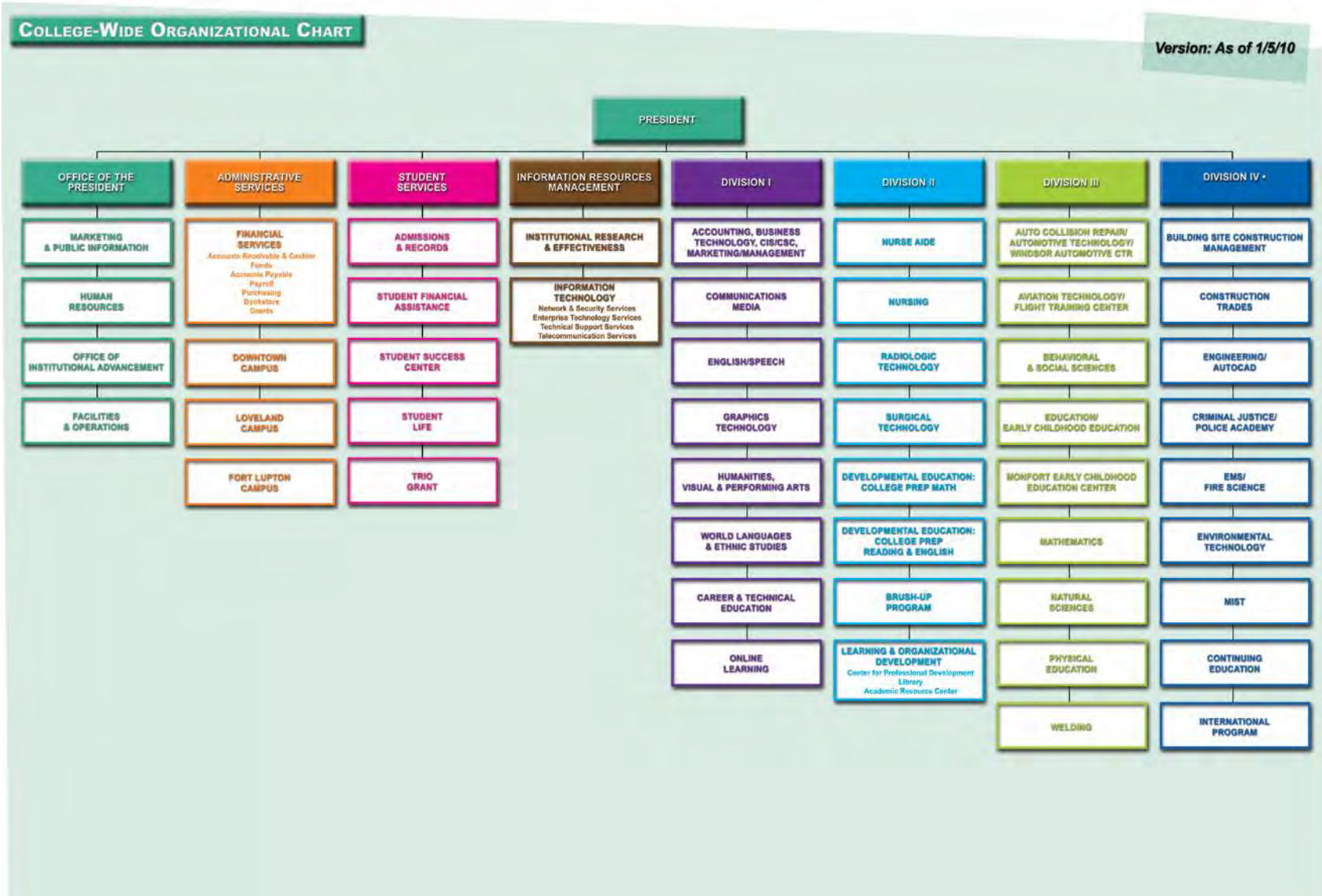
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Aims Community College – Nursing Program

Personnel

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Staff Specialist		Ext. 6424	
Laboratory Coordinator	Tae Stamper	Ext. 6345	tae.stamper@aims.edu
Library		Ext. 6227	
Bookstore		Ext. 6457	
Financial Aid	General Information	Ext. 6548	
Assessment/Testing Center		Ext. 6448	
Academic Resource Center (ARC)	Tutoring/Student Assistance	Ext. 6541	
Writing Lab	Tutoring/Student Assistance	Ext. 6328	
Student Life Office	Student Activities, Accident Insurance	Ext. 6450	
Disability Access Center		Ext. 6388	
Student Mediation, Assistance, and Advocacy Program (MAAP)		Ext. 6359	
Security		539-2171	

Organizational Charts

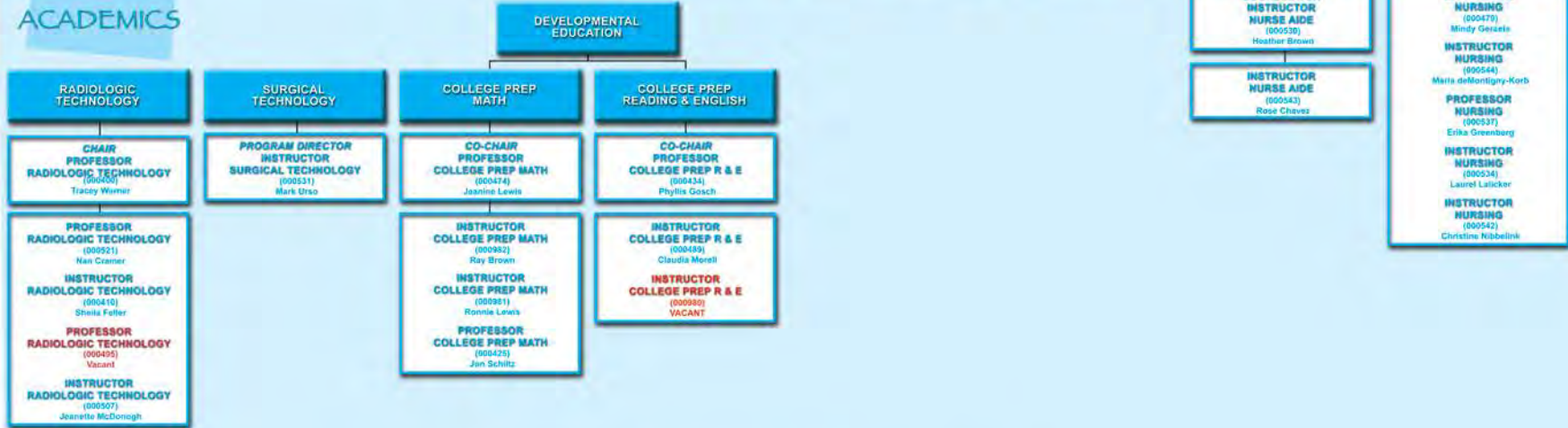


DIVISION II • ALLIED HEALTH & HUMAN SERVICES (AHHS)

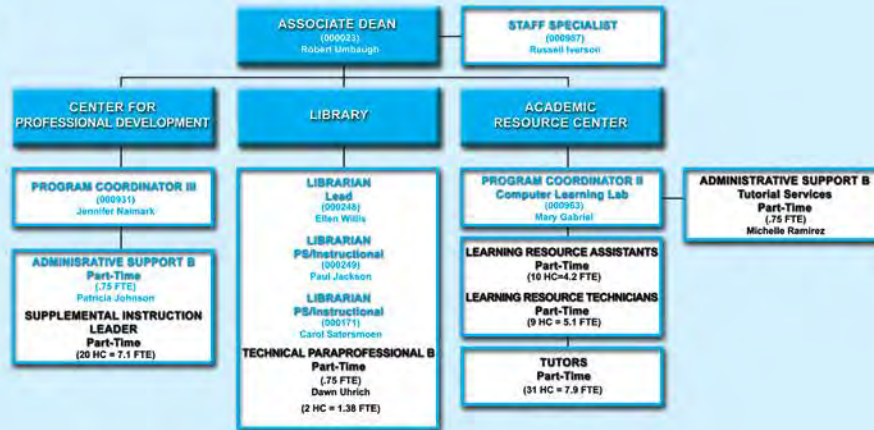
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ACADEMICS



LEARNING & ORGANIZATIONAL DEVELOPMENT



Aims Community College – Nursing Program

Mission Statement

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. (Reviewed 2011)

Statement of Philosophy

The Individual

The individual is unique and complex, a holistic being of biological, psychological, social, cultural, and spiritual dimensions. Each individual operates within a personally determined value system which is acquired and shaped through experience, personal judgments, and interaction with others. Individuals possess deliberative abilities and have the potential to make rational decisions about their lives, their health, and their own goals. Individuals possess inherent human rights and are deserving of respect and support in accordance with their basic needs. Each person is influenced by his/her genetic inheritance, biological make-up, culture, and the physical and social environment in which he or she exists.

Environment

Environment refers to the context in which nursing occurs, which ranges from the person's home to clinical agencies to society as a whole. A person's environment is a major determinant of health. It includes the spiritual, psychological, political, legal, ethical, physical, economic, spatial, and temporal aspects in which the individual, family, community, or healthcare system exist.

Health

Health is a dynamic state that is influenced by each individual's inherited characteristics and life experiences. At any given time, a person's health status is seen as being at a point on a continuum that extends from high-level wellness to the cessation of life. Human beings possess adaptive and recuperative abilities. An individual can alter his or her health status resulting in the individual moving in either a positive or negative direction on the health continuum in response to his or her own efforts and/or through intervention of the health care system. An individual who has achieved a reasonable level of understanding has the right to information regarding their health and is entitled to make choices about his/her health care status, and the care he/she will receive. Wellness is viewed as a dynamic state of physical, psychological, social, and spiritual well-being. Wellness is defined by the individual's perception of wellness and influenced by the presence of disease and the individual's ability to adapt.

Nursing Practice

As a member of the health care team within the discipline of nursing, the Licensed Practical Nurse (LPN) provides direct individualized care with shared responsibility for the care of the individual(s) under supervision of a professional nurse, MD, podiatrist, or dentist. The LPN performs therapeutic and preventive nursing measures in structured settings within traditional and alternative health care delivery systems. Associate degree education in one of the established entry points into professional nursing practice. At the associate degree level, nursing education is directed toward facilitating the student to develop basic knowledge, skills, and attitudes necessary for professional practice. Upon entry into practice, the associate degree graduate is prepared to function as a novice generalist in the roles of provider of care, teacher, manager of care, advocate, and member within the discipline of nursing.

The nurse provides direct care to patients with complex health needs, adjusting care as patient situations change; collecting and analyzing data from patients, families, and other health care resources; formulating appropriate nursing diagnoses; implementing therapeutic intervention; and developing/revising plans of care based on evaluation. The ADN-RN maintains professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health professionals. The ADN-RN manages the care of assigned patients and supervises care given by other licensed and unlicensed health personnel.

The baccalaureate degree nurse is distinguished from the associate degree nurse in the breadth and depth of care of the group and community as client and in leadership and research expectations.

The Profession of Nursing

Nursing is a humanistic, service discipline founded on knowledge from the sciences, humanities, and human experience. It is a scholarly profession that utilizes theories from nursing and other disciplines to guide its practice for the promotion of health, care of the sick, and support to individuals and families in the final stages of life. The focus of nursing care is to meet the needs of the individual who functions as a member of a family, culture, and society. Whatever affects any part of an individual affects the whole, hence the emphasis for the holistic nursing approach. Nursing provides education and supportive, recuperative care for individuals needing assistance in attaining or maintaining health or coping with illness. An emphasis of nursing care is promotion of the highest level of wellness achievable by the individual and society as a whole. An attitude of empathetic caring is an essential element of effective nursing care. The nursing process is utilized by nurses within their roles, as they work cooperatively with patients, families, and groups in finding solutions to individual and community health problems. Nurses provide care without bias to all persons needing their service regardless of the individual's race, creed, culture, religious orientation, or health status. Nursing requires continuous updating of its knowledge base and treatment modalities in an effort to promote an evidence-based practice in response to emerging health care problems, scientific discoveries, and new technologies in the profession. The discipline of nursing encompasses a wide range of technical skills and scientific knowledge.

Teaching/Learning/Nursing Education

Learning is the acquisition of knowledge, understanding, and skills as demonstrated in the change of behavior that persists. Learning is the cultivation of the potential of the individual and is more effectively achieved when learning opportunities are integrated and meaningfully related to the learner's interests and level of achievement. The potential for education can exist in any situation, but the responsibility for learning lies solely with the learner.

The nursing education process is seen as a cooperative effort requiring extensive interaction between students and faculty. A variety of teaching learning strategies is utilized to meet individualized needs of students in both the academic and practice settings. Curriculum content is designed to proceed from the simple to the complex, and progresses from the known to the new material.

Nursing education is seen as a continuous, life-long process through which individuals expand learning, enhance practice ability, or qualify for advanced employment positions. Specific processes are provided to facilitate progression from the practical nurse to the associate degree professional nurse and then to the baccalaureate nurse level and are defined and validated through the Colorado Articulation Model.

Graduates of an education program offered by the Nursing Program will possess knowledge of the history, development, accomplishments, and direction of the nursing profession. They will be informed regarding the unique roles, competencies, and responsibilities expected from individuals prepared at all levels. Graduates will also be aware of advance practice positions and opportunities available to individuals prepared with baccalaureate and graduate credentials in nursing. (Reviewed 2011)

Aims Community College – Nursing Program
Organizing Framework

PHILOSOPHICAL CONSTRUCTS				
Individual, Environment, Health, Nursing Practice, Profession of Nursing, Teaching/Learning/Nursing Education				
Nursing Courses	1st semester NUR 109 NUR 112	2nd semester NUR 106 NUR 150	3rd semester NUR 206 NUR 211 NUR 212	4th semester NUR216 NUR 230
Curricular Threads*	Holistic Care Caring Interventions Health-Illness Continuum Nursing Process Professionalism Communication Teaching/ Learning Lifelong Learning	Holistic Care Caring Interventions Health-Illness Continuum Nursing Process Professionalism Communication Teaching/ Learning Lifelong Learning	Holistic Care Caring Interventions Health-Illness Continuum Nursing Process Professionalism Communication Teaching/ Learning Lifelong Learning	Holistic Care Caring Interventions Health-Illness Continuum Nursing Process Professionalism Communication Teaching/ Learning Lifelong Learning
Nursing Roles*	Provider Manager Professional Member	Provider Manager Professional Member	Provider Manager Professional Member	Provider Manager Professional Member

***For each of the four semesters, Curricular Threads and Nursing Roles emphasis is demonstrated in bold lettering.**

Reviewed 2011

AMERICAN NURSE'S ASSOCIATION
Standards Of Nursing Practice

STANDARDS OF PRACTICE: “The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components... Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse’s decision-making.” (ANA, Scope and Standards of Practice, 2nd edition, 2010, pages 9-10)

1. Assessment
2. Diagnosis
3. Outcomes Identification
4. Planning
5. Implementation
 - a. Coordination of Care
 - b. Health Teaching and Health Promotion
 - c. Consultation
 - d. Prescriptive Authority and Treatment
6. Evaluation

STANDARDS OF PROFESSIONAL PERFORMANCE: “The Standards of Professional Performance describe a competent level of behavior in the professional role... All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.” (ANA, Scope and Standards of Practice, 2nd edition, 2010, pages 10-11)

7. Ethics
8. Education
9. Evidence-Based Practice and Research
10. Quality of Practice
11. Communication
12. Leadership
13. Collaboration
14. Professional Practice Evaluation
15. Resource Utilization
16. Environmental Health

Source: Nursing, Scope and Standards of Practice, 2nd edition, (2010), American Nurses Association.

Aims Community College – Nursing Program

The American Nurses Association's Code Of Ethics

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 individual 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.

Source: Guide to the Code of Ethics for Nurses, Interpretation and Application, 2010
Reissue. American Nurse's Association.

Aims Community College – Nursing Program

Student Learning/Educational Outcomes

Upon graduation with an Associate in Applied Sciences degree with a Nursing major, the graduate will demonstrate the following competencies and be eligible to sit for the NCLEX-RN.

1. Provide physical and psychosocial care for clients of all ages, gender, race, national origin, or disability.
2. Perform safe and effective nursing care according to the needs of the client/family/significant other in a variety of settings.
3. Recognize that health and illness are not exclusive of each other and exist as an ever-changing state encompassing physical, mental, spiritual, and social well being.
4. Utilize the nursing process to maintain and promote the health of clients throughout the lifespan, applying critical thinking and evidenced based knowledge to guide care.
5. Demonstrate professional nursing roles as defined in the NLN Competencies.
6. Demonstrate accountability for practice within the ethical, legal, and regulatory framework of nursing.
7. Demonstrate the use of current technology in the coordination and provision of client care.
8. Establish and maintain a therapeutic relationship utilizing effective communication skills when interacting with clients, families, and members of the health care team.
9. Integrate teaching-learning principles by developing, presenting, evaluating, and modifying client teaching plans.
10. Demonstrate a commitment to lifelong learning.

Aims Community College – Nursing Program

Associate Degree with PN Exit Option Degree Requirements

<u>GENERAL EDUCATION COURSES PREREQUISITES:</u>	<u>CREDITS</u>
BIO 105 Basic Anatomy and Physiology	4
BIO 201 Anatomy and Physiology I.....	4
BIO 202 Anatomy and Physiology II.....	4
ENG 121 English Composition.....	3
PSY 235 Human Growth and Development.....	3
BIO 216 Pathophysiology.....	4
<u>FIRST SEMESTER:</u>	
NUR 109 Fundamentals of Nursing.....	8
NUR 112 Basic Pharmacology.....	2
HPR 108 Dietary Nutrition.....	1
MAT 103 Math for Clinical Calculations.....	3
<u>SECOND SEMESTER:</u>	
NUR 106 Medical and Surgical Nursing Concepts.....	9
NUR 150 Nursing Care of Obstetric and Pediatric Clients.....	7
<u>SUMMER SESSION:</u>	
NUR 169 Transition into Practical Nursing (PN Option).....	5
<i>Total Credits for PN Exit Option (Certificate):</i>	
	57
NUR 189 Transition from LPN to ADN.....	4
<u>THIRD SEMESTER:</u>	
NUR 206 Advanced Concepts of Medical-Surgical Nursing I.....	8
NUR 211 Nursing Care of Psychiatric Clients.....	4
NUR 212 Pharmacology II.....	2
<u>FOURTH SEMESTER:</u>	
NUR 216 Advanced Concepts of Medical-Surgical Nursing II.....	6
NUR 230 Leadership Management and Trends.....	5
Elective: Humanities or Social Sciences.....	3
<i>Total Credits for ADN:</i>	
	80

Aims Community College - Nursing Program

Evaluation and Progression Policy

I. THEORY EVALUATION

The student's grade is based upon the percentage earned using the Grading Policy outlined in each course syllabus.

Grade equivalents used in nursing courses are as follows. **No rounding will occur.**

- A: 90-100%
- B: 83-89.99%
- C: 77-82.99%
- D: 70-76.99%
- F: <70%

II. LABORATORY EVALUATION

A. Campus Laboratory

1. Satisfactory performance of technical skills is defined as the ability to safely perform each of the critical elements set for each technical skill.
2. Each technical skill will be demonstrated by faculty in the campus laboratory. The student must then practice the skill in a supervised simulated laboratory.
3. The student will independently practice in the campus laboratory each week until the skills test /“check off” is satisfactorily completed.
4. The student is expected to skills test /“check off” with the faculty during the designated timeframe. The student should have completed sufficient practice to be prepared to skills test. In the event that the student is unsuccessful on the initial skills test, the student will be required to remediate and schedule retesting with the faculty.
5. Required technical skills must be successfully demonstrated /“checked off” in the campus laboratory prior to the student being eligible to attend and perform technical skills in the clinical experience setting.
6. **Attendance is mandatory** for all on-campus laboratory sessions. The student is expected to come prepared and participate in all on-campus laboratory sessions.
7. Laboratory Evaluation will be graded as follows:
 - “S” – Satisfactory performance
 - “U” – Unsatisfactory performance
8. The student must achieve a minimum of 77% using the grading criteria established in the course syllabi on laboratory written assignments. Failure to achieve 77% will result in an

Unsatisfactory in the laboratory component of the course and thus the student will be unable to successfully complete the course with a grade of “C” or better and progress to the next sequential nursing course or graduate.

B. Simulation Experience

1. Attendance is mandatory. The student is expected to come to Simulation Laboratory experiences having completed the designated written assignment. The student who has not completed his/her written assignment, or the write-up is illegible, will be sent home.
2. The Clinical Dress Code is to be followed for Simulation Laboratory experiences.
3. Stethoscope, paper, pencils, and appropriate textbooks should be brought to the Simulation Laboratory experiences.
4. Care plans, when assigned, are to follow the format outlined in the course syllabus.
5. The student will receive an Unsatisfactory for the Simulation Laboratory experience for any of the following:
 - a. failure to complete written, legible assignment(s),
 - b. failure to dress appropriately,
 - c. failure to bring expected equipment and texts,
 - d. failure to be actively and appropriately engaged,
 - e. failure to complete assigned care plans,
 - f. failure to achieve a minimum of 77% using the grading rubric for each simulation experience. Grading rubrics may be found in the course syllabi.
6. Failure to achieve a Satisfactory grade for the Simulation Experience will result in the student being unable to successfully complete the course and progress to the next sequential nursing course, or graduate.

III. CLINICAL EXPERIENCE EVALUATION

Performance in the clinical experience is evaluated on a Satisfactory/Unsatisfactory basis using the appropriate course Clinical Evaluation Tools.

1. Satisfactory clinical performance is characterized by:
 - a. safe performance of the clinical outcomes of nursing care.
 - b. completion of clinical outcomes, as defined in the course syllabus for each nursing course.
 - c. safe performance of clinical outcomes, including those which have been previously mastered.

2. Unsatisfactory clinical performance that will result in clinical failure may be characterized by any or all of the following:
 - a. failure to complete the clinical outcomes for each course. (*Student must demonstrate progression in the ability to perform clinical outcomes which were units of study in previous nursing courses as well as demonstrate progression throughout the course in units currently under study*).
 - b. unsafe practice. (Incidences of unsafe practice are cumulative throughout the Program. See Procedure for Clinical Evaluation, 12).
 - c. excessive absences from the clinical experience as defined by the course attendance requirements.
 - d. work submitted late and/or incomplete.

3. Using the Clinical Evaluation Tool, student performance is evaluated weekly (“formative evaluation”). Different levels of performance are described as:

B: Beginning level: minimally meets clinical outcomes and requires close supervision and guidance.

I: Intermediate level: consistently meets clinical outcomes but seeks continued guidance and validation from instructor.

A: Advanced level: consistently meets clinical outcomes and demonstrates a desire to increase knowledge base.

N/O: No Opportunity: if a student is unable to complete a clinical outcomes because the opportunity to meet the outcome was unavailable, the student will not be held responsible.

U: Unsatisfactory: defined above. See III.2.

N/P: Non Progression: if the student fails to demonstrate progression in the ability to perform clinical outcomes which were units of study in previous nursing courses and/or fails to demonstrate progression throughout the course in units currently under study, the student will receive an N/P grade which is equal to an Unsatisfactory Clinical Experience grade.

4. “Summative Evaluation” (*completed at the end of the clinical experience*) will be based on overall Satisfactory (S) or Unsatisfactory (U) Performance.
 - The student is required to satisfactorily pass all areas of the Summative Evaluation to satisfactorily pass the clinical component of the course. Failure to achieve a satisfactory evaluation for all clinical outcomes located on Clinical Evaluation Tool will result in a failing grade for the course and the student being unable to progress to the next sequential nursing course or graduate.
 - Any student who receives a Satisfactory grade in clinical will receive the letter grade earned for the course’s theory evaluation component, using the “Grading Policy” located in each nursing course syllabus. Any student who receives an Unsatisfactory in clinical performance will receive a "D" grade for the nursing course in which he/she is currently enrolled, provided the grade earned in the theory component is at least a "C" grade.

Procedure for Clinical Evaluation

1. The student must complete his/her Clinical Evaluation Tool as assigned.
2. Clinical outcomes are discussed weekly with the clinical instructor. If the student has questions concerning clinical outcomes applicable to a learning experience, he/she should seek clarification from the instructor.
3. The student should submit written assignments based on clinical outcomes as outlined by clinical instructor.
4. The student must be supervised by the clinical instructor or an RN on his/her first performance in the clinical setting of any technical skill. After the first performance of the skill in a patient care situation the amount of clinical instructor/RN supervision necessary for performance of the skill should be determined jointly by the clinical instructor and the student. Students are encouraged to actively seek out technical learning experiences.
5. The clinical instructor will record comments concerning progress toward attainment of clinical outcomes and return comments to the student weekly using the Clinical Evaluation Tool. The clinical instructor will discuss strengths and areas for improvement of the student’s clinical performance utilizing the Clinical Evaluation Tool.
6. The clinical instructor will provide the student with weekly verbal and written feedback concerning strengths and areas for improvement of overall clinical performance.
7. If the student demonstrates “unsafe” clinical performance or has difficulty satisfactorily completing clinical outcomes, he/she will be referred to the course team leader for additional individual instruction and remediation.
8. If the student demonstrates consistent unsatisfactory clinical performance as determined through the above procedure, a conference is scheduled by the clinical instructor with the student and the teaching team.
9. If the unsatisfactory performance is validated in this conference, the student is given notice of the failing performance in the clinical experience component of the course and

will be unable to progress to the next sequential course, or graduate.

10. A student failing the course due to “unsatisfactory” clinical performance may opt to protest this decision. Within three days of the notification of failure the student must submit an appeal in writing to the Nursing Program Director. A student contesting a clinical failure through grievance may attend theory, laboratory, and clinical (*this does not include dismissal for “unsafe practice”*) until a decision is reached following the “Student Grievance Procedure” (see Aims Community College Student Handbook). Please note the process is time sensitive; missed deadlines will bar a grievance. Clinical assignments will be modified to protect patients.
11. The student has the right to attend “non-clinical” courses both during and after the grievance procedure. “Non-clinical” courses such as Math, Nutrition, and Pharmacology may be completed and a grade awarded.
12. A student failing the course due to “unsafe practice” will be denied the right to return to the clinical experience. **NOTE:** Unsafe practice is defined as an incident where a patient has been placed at risk. On the third incident of unsafe practice, *cumulative throughout the entire Nursing Program*, the student will be dismissed from the Program. However, there may be an incident or behavior severe enough which could result in immediate dismissal, which will be at the sole discretion of the Director of Nursing Education Programs.

IV. PROGRESSION

A. Nursing Courses:

1. Nursing courses must be taken in sequence, i.e. first semester: NUR 109 and NUR 112; second semester: NUR 150 and NUR 106; third semester: NUR 206, NUR 211 and NUR 212; and fourth semester: NUR 216 and NUR 230. MAT 103 and HPR 108 courses must be taken concurrently with NUR 109. A student who is unsuccessful at completing any nursing course, math or nutrition, within a semester may not progress to subsequent courses and must apply for readmission to the Nursing Program.
2. A grade level of “C” (77%) must be achieved in all courses in order to progress to the next sequential nursing course.
3. A student who has failed to achieve a “C” in a course may repeat a nursing course **one** time only. In order to repeat the course, the student must submit an Application for Readmission, and be readmitted by the Nursing Admission Committee.

4. “Withdrawal-failing” from a nursing course, math or nutrition will be considered the same as failure of said course. The student must submit an Application for Readmission. Upon failure (grade below “C”) or “withdrawal/failing” from two (2) nursing courses, math or nutrition, or failing the same course twice, the student is ineligible to apply for readmission to the Nursing Program.

B. Nursing Transition Courses:

1. A student who successfully completes the first year of the Aims Nursing Program may take NUR 169, Transition to Practical Nursing, at Aims Community College the summer immediately following completion of the first year. If successful in NUR 169, the student will earn a Practical Nursing Certificate.
2. A student who successfully completes the first year of the Aims Community College Nursing Program may take NUR 169 at another Colorado community college the summer immediately following completion of the first year and, if successful, transfer NUR 169 back to Aims to earn a Practical Nursing Certificate.
3. If a student does not take NUR 169 the summer immediately following successful completion of the first year of the Aims Community College Nursing Program and is unsuccessful in the second year of the Program, the only option for the student is to apply for readmission to take NUR 169 at Aims. This same student will not be eligible to take NUR 169 from another Colorado community college and then transfer the course back to Aims to earn a Practical Nurse Certificate.
4. LPNs that meet the Standards for Admission, Readmission, Transfer of Credit, and Graduation Requirements and are recommended for admission by the Nursing Admission Committee must satisfactorily complete NUR 189 Transition from LPN to ADN. NUR 189 must be taken during the spring or summer immediately prior to entering the third semester of the Nursing Program at Aims Community College. Interested LPNs are encouraged to take NUR 189 at Aims if the course is offered. If taken at another institution, transfer approval is required by the Associate Dean and Director of Nursing Education Programs. Admission to the second year of the Program is contingent on space availability.

C. Non-Nursing Courses:

1. A minimal grade of “C” must be achieved in all prerequisite courses (or approved equivalent or substituted courses), i.e., BIO 201, BIO 202, BIO 216, ENG 121, and PSY 235.
2. MAT 103 and HPR 108, or any approved substitution, must be completed prior to the second semester of nursing courses.
3. A minimal grade of “C” must be achieved in the humanities or social/behavior science elective course.
4. A student who has a deficiency in the required 16 credit hours of science coursework will be required to make-up the deficiency before being allowed to progress to the third semester of the Program.

D. Student progression to graduation:

1. The student is responsible for all graduation requirements listed in the College Catalog for all students of the College. An Application for Graduation must be completed the semester prior to the anticipated graduation semester. Applications may be obtained from the Admissions and Records office or printed from the Aims website at <http://www.aims.edu/student/admissions/graduation.htm> .
2. The student is responsible to update his/her plans each semester for completing the Nursing Program, and counsel with his/her assigned advisor when problems arise. Revisions must be completed before registration for the next semester.
3. The student is responsible for checking the required curriculum in relation to their progress toward completion of the Program. Advisor consultation should be sought at any point when questions arise.
4. A student who fails a nursing course in the Program may not take the failed course at another institution and then transfer that course back to Aims for the purpose of graduating from Aims Community College Nursing Program.

V. READMISSION

1. In considering applications for readmission, the Nursing Admission Committee will consider the following factors:
 - a. rationale for failure to progress in the Nursing Program.
 - b. length of interim since last enrollment in nursing with primary consideration for changes in the Nursing Program and the interim not to exceed one year.
 - c. educational and work experiences during the interim.
 - d. number of students currently enrolled in the course.
 - e. faculty input.
2. There is no guarantee of readmission.
3. A student who is readmitted must meet the Graduation Requirements of the College Catalog, applicable for the year of readmission.
4. If a student is recommended for readmission by the Nursing Admission Committee, the student must meet all written stipulation(s) for readmission which will be outlined in the letter notifying the student of readmission. The stipulation(s) will be determined based on increasing the student's likelihood for success upon returning to the Program.
5. A student is eligible to be considered for readmission one time.
6. Failure (grade below "C") or "withdrawal/failing" from two (2) nursing courses, math or nutrition, or failing the same course twice, the student is ineligible to apply for readmission to the Nursing Program.

7. A student is ineligible to apply for readmission if he /she is or has previously been enrolled in a program with a clinical component and was expelled/banned from one of our clinical affiliates. In this event, the student is banned from all programs at the College with a clinical component. Any attempt to seek entry, enrollment or matriculation into these programs after such a dismissal is done at the student's own risk. The student will be removed from the program at the time that the expulsion/banning is discovered, and all tuition fees paid to that point shall be forfeited by the student.

Aims Community College – Nursing Program

Protocol for Students Banned from Clinical Sites

Students enrolled in two or more programs concurrently (and are banned from a clinical site in one program) and the clinical sites do not overlap, should be left in the program barring unusual circumstances.

If the student intends to attempt entry into another program which requires clinicals, and they have been banned from a clinical site in another Aims program, they may be denied admission into that program.

The deans will advise banned students. The student will immediately be referred to the dean of the appropriate program area after being banned from the site to be advised of the information.

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1. If a student is banned from a clinical site, the affected program director/chair will inform program coordinator in AHS of such as soon as reasonably possible.
 2. Program coordinator in AHS will have a registration hold placed on that student. (This bars the student from registering for any Aims class)
 3. Chair refers student to appropriate dean for advising information about programs and will be advised about the hold and the advising requirement to lift the hold (may be accomplished at this time).
 4. If the student tries to register before meeting with the dean the hold will stop the student.
 5. In order to lift the hold the student must meet with the appropriate dean of the program affected (clinical ban).
 6. The dean advises the student with appropriate forms and information regarding program completion or entry of a new clinical based program.
 7. The hold may be lifted.
 8. The student bears the ultimate responsibility of not applying for entry into another clinical- based program at Aims. If they apply per the advisement, they may be removed.

Aims Community College – Nursing Program

Professional Civility and Conduct Requirements

The following are requirements for students in the Aims Community College Nursing Programs in all settings. Any student who does not follow these requirements shall be subject to disciplinary action and the potential failure of the course, and/or dismissal from the Program.

1. Professional conduct and courtesy toward clients, other students, and faculty are expected in all classes, conferences, laboratory sessions, and clinical experiences.
2. The student must safeguard the client's right to privacy by maintaining confidentiality of information concerning the client. As part of this, students must understand and comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times. Dismissal from the Program may result if confidentiality is compromised.
3. The student will refrain from posting any confidential information, proprietary information or photographs, audio or visual recordings, related to any clinical agency or its patients (including patients' property) to any social networking sites including, but not limited to blogs, microblogs, Bebo, Facebook, Friendster, LinkedIn, MySpace, Twitter, Yammer or YouTube. HIPAA guidelines are applicable at all times, including postings/comments on any social networking sites. Posting this information may result in dismissal from the Program.
4. 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. Concealing mistakes can lead to disciplinary action and the inability to progress in the Nursing Program. See Evaluation and Progression Policy.
5. The student must comply with all requirements of the Clinical Agencies to which he/she is assigned.
6. Any blood or body fluid exposure must be immediately reported to the nursing faculty and the clinical agency staff.
7. Lateness, personal conversations, profanity, extraneous noise (including cell phones and pagers), text messaging, reading non-course material (magazines, newspapers, etc.) etc. are distracting to others in the learning environment and should be avoided. Cell phones and pagers must be turned off or on silent mode during class, laboratory, and clinical.
8. Advanced preparation (i.e., reading, completion of assignments, etc.) is required. The student is expected to participate in classroom, laboratory, and the clinical experience by asking questions, exploring solutions, and discussing topics.
9. The student is expected to provide prior notification to the course instructor of impending absences, tardiness or early departure. **This is the student's responsibility.**
10. 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, laboratories, clinical experiences, or conferences.
11. Plagiarizing, cheating, or helping someone else violate reasonable standards of academic behavior violates the "Student Code of Conduct." A student who engages in such behavior may be dismissed

from a class session and has the potential of being dismissed from the Nursing Program and the College.

12. The student should refrain from offering gifts to nursing faculty.
13. To request formal letters of recommendation from a faculty member, the student must submit an electronic request using the student's Aims Community College email account.
14. Social networking sites are not an appropriate platform for addressing student concerns regarding the Aims Community College Nursing Program. It is strongly recommended that the student address these issues directly with a member of the nursing faculty. Post/comment on social networking sites with the assumption that co-students/faculty/deans/etc. will read comments. Anything posted online is **public** information. Inappropriate posting may be cause for disciplinary action by the Program and/or Aims Community College.
15. The following circumstances may be grounds for dismissal from the Nursing Program:
 1. Consumption of Alcohol or Illicit Drugs prior to or during laboratory or clinical experiences. Aims Community College is an alcohol and drug-free educational institution (see Aims Community College Catalog). If a student appears to be under the influence of **Alcohol or Illicit Drugs** in a clinical experience, clinical orientation, seminar, or laboratory learning setting, the student will be removed from the area and the policy and procedure outlined in the Aims Community College Student Handbook will be followed. The student may be subject to disciplinary action.
 2. Use of drugs, except under a doctor's written permission, prior to or during laboratory or clinical experiences. If a student appears to be or manifests behaviors indicative of impairment resulting from taking drugs prescribed by a physician, the student will be removed from the area and may be subject to disciplinary action.
 3. Cheating, plagiarism, or any form of dishonesty.
 4. Verbally or physically abusive behavior toward patients, faculty, staff, or other students.
 5. Failure to meet a clinical outcome.
 6. Failure to maintain a "C" in nursing and non-nursing courses.
16. The student is expected to adhere to the other rights, freedoms, and responsibilities outlined in the "Student Code of Conduct," the Aims Community College Student Handbook, and the current College Catalog. The student who violate the "Student Code of Conduct" is subject to the disciplinary sanctions outlined in the "Aims Community College Disciplinary Board Procedures."
17. Aims 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, up to and including expulsion from the College. 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).

Unwelcome and unwanted behaviors may include, but are not limited to:

1. Sexual flirtation or prolonged staring;
2. Sexually suggestive looks, gestures, or sounds;
3. Sexually explicit statements, jokes, or anecdotes;
4. Pressure for dates;
5. Sexually demeaning comments that infer that one's sex is inferior to another or that one sexual preference is inferior to another;
6. Deliberate physical contact such as patting, pinching, cornering;
7. Pressure for sexual activity;
8. Requests for sex in exchange for grades or favors, or to avoid poor grades or discipline

18. Aims Community College does not tolerate racial discrimination. Racial discrimination will be considered a violation of the “Student Code of Conduct” and subject to disciplinary action. If a student feels he/she is being discriminated against, he/she should discuss offending behaviors with the Director of the Nursing Education Programs and/or the Dean of Student Services. 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, consultation with the Director of Nursing Education Programs or the Dean of Student Services is encouraged.

Aims Community College – Nursing Program

Attendance Requirements

Learning is linked to attendance, participation, and preparation. Nursing courses are different than many of those taken before in that each subsequent course builds upon prior learning. The knowledge you gain in class, campus laboratory, and clinical experiences provides the foundation for your future nursing care and responsibilities. Additionally, studies have shown that each week students should spend between three and four hours of study time per credit hour for a course (example: 8 credit hours leads to 24-32 hours of study per week.)

The faculty recognizes and appreciates the multiple roles and responsibilities of students. At times, it may be necessary for a student to withdraw from the Nursing Program when personal commitments must receive a higher priority than educational goals.

1. Lecture Attendance

- A. Lecture attendance is strongly advised. If you must miss or anticipate arriving late for a theory class, notify the instructor in advance.
- B. Some courses may have specific attendance guidelines as part of the course grade. See the course syllabus for specific guidelines.
- C. Students are responsible for all announcements, handouts, and other material presented in class and for meeting all course requirements.
- D. Punctuality is demanded. Students should plan accordingly for traffic and weather. Faculty members have the right to close the classroom door and not open it until a scheduled break.
- E. Students are required to sign an Attendance Sheet for each day the class meets.

2. On Campus Laboratory/Simulation Attendance

- A. Attendance is mandatory for all laboratory/simulation experiences in order to successfully meet the outcomes of the laboratory/simulation component. It may not be possible to satisfactorily complete the laboratory/simulation outcomes if absences occur. Only extreme extenuating circumstances will be given consideration; documentation may be required.
- B. The lead instructor must be notified in advance of an impending absence or late arrival.

3. Clinical Experience Attendance

- A. Attendance is mandatory for all clinical experiences in order to successfully meet the outcomes of the clinical component. It may not be possible to satisfactorily complete the clinical outcomes if absences occur. Only extreme extenuating circumstances will be given consideration; documentation may be required.
- B. Clinical orientation is mandatory and considered part of the clinical experience.
- C. A student who anticipates being late to the clinical area is required to notify the clinical site and the clinical instructor in advance as appropriate.
- D. Weather related absences will be evaluated on a case-by-case basis. If the College is closed due to inclement weather, clinical experiences will be cancelled for the same day(s).

Aims Community College – Nursing Program

Technical Standards

Aims Community College Nursing Program has adopted the following technical standards for progression and graduation of all Nursing Program students in clinical courses involving direct client care. Candidates for the ADN degree must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of program requirements.

Standards:

- A. **Observation** – the student must be able to observe lectures, demonstrations, research and practice situations in nursing. He/she must be able to observe health assessments and interventions, diagnostic specimens and digital and 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.

Visual: See objects up to 20 inches away (computer screens)
See objects up to 20 feet away (client in room)
See object more than 20 feet away (client at end of hall)
Use depth perception
Use peripheral vision
Distinguish color
Distinguish color intensity (flushed skin, skin paleness)

Hearing: Hear normal speaking level sounds (person-to-person reports)
Hear faint voices
Hear faint body sounds (blood pressure, heart sounds, placement of body tubes)
Hear in situation when not able to see lips (use of masks in surgery and isolation)
Hear alarms (monitors, fire alarms, call bells)

Tactile: Feel vibrations (palpate pulses)
Detect temperature variations (skin, solutions)
Feel differences in surface characteristics (skin turgor, rashes)
Feel differences in sizes and shapes
Detect environmental temperature (check for drafts)

Smell: Detect odors from client (drainage, breath, etc.)
Detect smoke
Detect gases or noxious smells

B. Communication – the student must be able to communicate effectively with clients, instructors 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 communication. Communication includes speech, hearing, reading, writing and computer literacy. A student must be able to report to members of the health care team, express appropriate information to clients, and teach, explain, direct and counsel people.

Interpersonal Skills: Negotiate interpersonal conflicts
Respect differences in clients
Establish rapport with clients
Establish rapport with coworkers

Communication Skills: Teach (client/family and coworkers)
Explain procedures
Give oral reports (give report on client condition to others)
Interact with others
Speak on the telephone
Influence people
Direct activities of others
Convey information through writing (progress notes)

C. Motor – the student must have sufficient gross and fine motor skills, physical endurance and 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 clients by palpation, auscultation, percussion and other diagnostic maneuvers. A student should be able to do basic laboratory tests (i.e. wound cultures, central line blood draws, urine samples) and perform patient care procedures (i.e. transferring clients, intravenous catheter insertion, medication administration, tracheostomy care, wound care, urinary catheterization, use of oxygen and oxygen oximetry, and glucometer). He/she must be able to execute motor movements reasonably required to provide routine and emergency care and treatment including cardiopulmonary resuscitation, administration of intravenous medication, the application of pressure to stop bleeding and opening of obstructed airways.

Gross Motor Skills: Move within confined spaces
Sit and maintain balance
Stand and maintain balance
Reach above shoulders (IV poles, curtains)
Reach below waist (electrical plugs, electric beds, wound vacs)

Fine Motor Skills:	<ul style="list-style-type: none"> Pick up objects with hands Grasps small objects with hands (IV tubing, pen/pencil, syringes) Write with pen or pencil Key/type (computer) Pinch/pick up or otherwise work with fingers (manipulate a syringe, tubing, dressings) Twist (turn objects/knobs using hands) Squeeze with fingers (eye and ear droppers)
Physical Endurance:	<ul style="list-style-type: none"> Stand for long periods (at client side during procedures and surgery) Sustain repetitive movements (CPR) Maintain physical tolerance (work 8-12 hour shifts)
Physical Strength:	<ul style="list-style-type: none"> Push and pull 25 lbs (move and position clients) Support 25 lbs of weight (ambulate client) Lift 25 lbs (pick of child, transfer client) Move light objects weighing up to 10 lbs (IV poles/solutions) Move heavy objects weighing from 11 – 50 lbs. Defend self against combative client Carry equipment and supplies Use upper body strength (perform CPR, physically restrain client). Squeeze with hands (operate fire extinguisher)
Mobility:	<ul style="list-style-type: none"> Twist Bend Stoop/squat Move quickly (respond to an emergency) Climb (ladders/stools/stairs) Walk

NOTE: Any student unable to meet the “Motor” standard (C.) must supply signed documentation from a physician outlining the limitations. It may be that the limitations prohibit the student from satisfactorily completing the course outcomes and thus unable to satisfactorily complete the course.

D. 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, she/he must be able to comprehend three-dimensional and spatial relationships.

Reading:

- Read and understand written documents in English (policies and protocols)
- Read and understand columns of writing (flow sheets, charts)
- Read digital displays
- Read graphic printouts (EKG)
- Read graphs (vital sign sheets)
- Read measurement marks (measurement tapes, scales, etc.)
- Calibrate equipment

Math Competence:

- Convert numbers to and/or from metric system
- Tell time
- Measure time (count duration of contractions)
- Determine and count rates (IV drip/minute, pulse)
- Use measuring tools (thermometer)
- Read measurement marks (measurement tapes, scales)
- Add, subtract, multiply and/or divide whole numbers
- Compute fractions, dosages and formulas for body mass and surface area for medication administration.
- Use a calculator
- Write numbers in records and graphs

Analytical Thinking:

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

Critical Thinking:

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

E. Behavioral and Social attributes – the student must have the capacity to demonstrate full utilization of his/her 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.

Emotional Stability: Establish therapeutic boundaries
Provide client with emotional support
Adapt to changing environments/stress
Deal with the unexpected (clients “crashing”, crises, family fear and anger)
Focus attention on task
Monitor own emotions
Perform multiple responsibilities concurrently
Handle strong emotions (grief)

Ethical Behaviors: Respect human dignity
Maintain client and coworker confidentiality and privacy
Accept accountability and responsibility for actions
Do not judge other peoples beliefs, life style and tenets
Do not abandon the care of a client
Exhibit patience, compassion and skill
Do not lie or cheat
Take care of self

Reasonable Accommodation:

It is the policy of Aims Community College Nursing Program to provide reasonable accommodation(s) to a qualified student with a disability(ies). 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 which the student should initiate with the Program Coordinator of the Disability Access Center at 970-339-6388.

- Students with disabilities who believe that they may need accommodations in a class are encouraged to make an appointment in person at the Disability Access Center in the College Center building, or by calling (970)339-6251, or email: disabilities@aims.edu or fax 506-6937 as soon as possible to ensure that reasonable accommodations are implemented in a timely fashion.
- For more information see the website: www.aims.edu/student/dac/services/assistance.htm

Aims Community College – Nursing Program

Legal Requirements for Nursing Licensure Information From The State Board of Nursing (SBON) on Licensure as a RN or LPN

In order to apply for licensure from the State of Colorado as an RN or LPN, the following information is required.

Licensure Information Questions

1. Have you ever held any type of health care license in any state other than Colorado or in any other country?
2. Have you ever applied for a Colorado health care license prior to this application?
3. Have you ever taken the RN NCLEX exam in any state, territory, or foreign country?

Screening Questions

1. Has any nursing or other health care license held by you been denied, revoked, suspended, reprimanded, fined, surrendered, restricted, limited, or placed on probation in any state other than Colorado or in any territory of the United States?
2. Are you under investigation or is a disciplinary action pending against your nursing license or other health care license in any state or territory of the United States?
3. Have you received notification from the Department of Health and Human Services, Office of the Inspector General, that you have been excluded from participation in Medicare, Medicaid or any federal health care programs based on program related crimes and discipline?
4. Have you ever been convicted, entered a plea of guilty, nolo contendere, or no contest for any felony, misdemeanor or petty offense? *(The fact that a conviction has been pardoned, expunged, dismissed, deferred, or that your civil rights have been restored does not mean that you answer this question NO; you should answer YES.)*
5. Have you ever been convicted, pled no contest/nolo contendere, or had a court accept a plea to a criminal motor vehicle offense of DUI/DWI/DWAI/OWI or any traffic offense involving drugs or alcohol? *(The fact that a conviction has been pardoned, expunged, dismissed, deferred, or that your civil rights have been restored does not mean that you answer this question NO; you should answer YES.)*
6. Has any final judgment, settlement or arbitration award for malpractice been paid by you or on your behalf?
7. In the last five years, have you been diagnosed with or treated for a condition that significantly disturbs your cognition, behavior, or motor function, or that may impair your ability to practice as a professional nurse safely and competently, such as bipolar disorder, severe major depression, schizophrenia or other major psychotic disorder, a neurological illness, or sleep disorder?

8. Do you now abuse or excessively use, or have you in the last five years abused or excessively used, any habit forming drug, including alcohol, or any controlled substance that has a) resulted in any accusation or discipline for misconduct, unreliability, neglect of work, or failure to meet professional responsibilities; or b) affected your ability to practice as a professional nurse safely and competently?
9. Have you been terminated or permitted to resign in lieu of termination from a nursing or other health care position because of your use of alcohol or use of any controlled substance, habit-forming drug, prescription medication, or drugs having similar effects?
10. Have you been arrested for an alcohol or drug-related offense other than stated in question No. 5?

Note: The student is strongly encouraged to maintain current CNA licensure throughout the Nursing Program.

Aims Community College – Nursing Program

Advisors

Each student will be assigned a Nursing Faculty Advisor for assistance in planning his/her curriculum throughout the Program. The student must meet with his/her advisor during scheduled times to discuss the courses that they should take each semester. Advisors are available to students by appointment for discussions at other times. It is mandatory that a student talk to his/her advisor if he/she plans to withdraw from a course, is having any difficulty in, or receiving less than a “C” in a course during the semester. Students may request a change in their faculty advisor at any time by contacting the Director of Nursing Education Programs and discussing the rationale for the change.

Aims Community College – Nursing Program

Communication

1. All students must submit an Information Change Form to the Admissions and Records Office in person if there is a change in the student's name, address, or phone number. This must be done within 48 hours of the change. Any failure to do this does not relieve the student of any responsibilities for not receiving information from the Nursing Program. It is not the Nursing Program's responsibility to track down the student. It is the student's responsibility to be adequately accessible for Nursing Program communications.
2. Faculty office hours are posted on faculty office doors. Appointments may also be made.
3. Each faculty member has voicemail and email. Faculty phone numbers and emails are indicated on course syllabi and in this Handbook.
4. As the nursing student is engaged in a professional program, he/she is expected to assume personal responsibility to arrange to make up any missed assignments, exams, clinical days, etc.
5. **The student's Aims email is the only email address** that will be used by faculty/staff to communicate with students. It is the responsibility of each student to check their Aims email account for information **a minimum of one time per week**.
6. If a student has rationale for requesting written communication versus electronic communication regarding any nursing course, or the Program in general, it is fully the student's responsibility to meet with the Director of Nursing Education Programs to make this request. The request should be submitted in writing at the time the student meets with the Director of Nursing Education Programs.

Aims Community College – Nursing Program

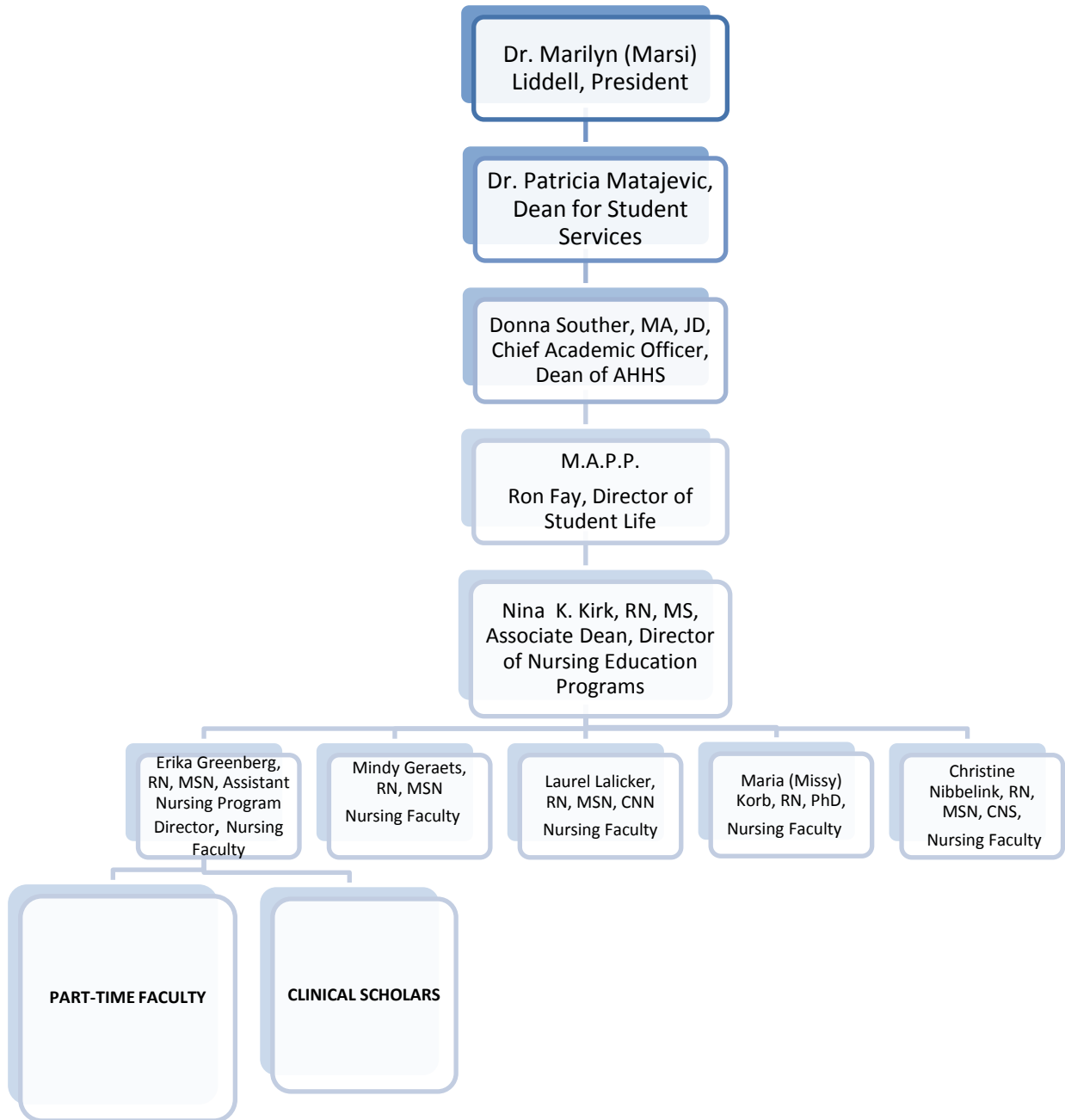
Complaints and Grievance Process

Often a complaint can be handled before it becomes a grievance. A student with a complaint should first discuss the issue(s) with faculty member(s) whom the complaint involves. If the issue(s) remains unresolved, the student should next schedule an appointment with the Associate Dean and Director of Nursing Education Programs (DNEP) to discuss the issue(s). If after meeting with the Associate Dean/DNEP, the issue(s) remains unresolved, the next step is to contact the Mediation, Assistance, and Advocacy Program (MAAP) Office. The telephone number for the MAAP Office is 970-339-6359. (Refer to the Aims Community College Student Handbook for information on the scope of MAAP.) The Nursing Program Complaints and Grievance Process chart is located on the following page.

The Aims Community College Grievance Procedure is outlined on the Aims Community College website.

Aims Community College – Nursing Program

Complaints and Grievance Process Organizational Chart



Aims Community College – Nursing Program

Tobacco Policy

The Aims Community College Policy regarding tobacco use follows. There are color coded signs posted in each Nursing classroom, laboratory, and the department office designating the non-smoking zones.

Policy

Aims Community College favors a **TOBACCO FREE ENVIRONMENT**.

The use of tobacco products on Aims' campuses, in Aims' vehicles, or at Aims' events is prohibited except in limited areas as designated by the President.

The President shall promulgate procedures to implement this policy.

APPROVED: Aims Board of Trustees Date: April 7, 2004
Reviewed for Content: October 15, 2008

Smoke-Free Zones Procedure

In an effort to conform to the Colorado Clean Indoor Air Act, smoking at Aims Community College will be prohibited on the walkway (and within 15 feet on either side of the walkway) between any main entrance to a building and the parking lot facing that entrance. Main entrances are defined as any entrance leading to a parking lot.

Entrances not classified as main entrances will have a smoke-free zone extending 15 feet from the entryway. The Loveland Campus, Greeley Downtown Center, Flight Training Center, and all other buildings where entrances do not meet the above criteria for a main entrance will have a 15 foot smoke-free zone from all building entrances.

Smoke-free zones shall be clearly identified at all entrances. Maps detailing smoke-free zones shall also be posted near each building entrance. Appropriate receptacles will be available in appropriate locations.

Violators of the smoke free zone will be subject to issuance of a citation and/or disciplinary action as appropriate.

Dr. Marilyn Liddell
President, Aims Community College
FINAL APPROVAL: JULY 21, 2008 Revised: March 9, 2009

NOTE: Smoking is not allowed at clinical agencies. A student who is caught smoking or smells of smoke will be sent home. The student will receive an absence and an unsatisfactory clinical grade for the day.

Aims Community College – Nursing Program

Standards for Written Work

One of the goals of the Nursing Program is to produce a graduate that is able to communicate professionally in writing. Written assignments in the Nursing Program may require you to use **APA (American Psychological Association) format** to cite references and/or write a reference list. APA style refers to a set of rules that are commonly accepted by professional groups, editors, and publishers as the standard form of professional written communication in healthcare fields. **It is recommended that the student purchase Publication Manual of the American Psychological Association, 6th edition. Copies are available in the Aims Community College Bookstore.**

Standards for written work to be submitted to faculty will include:

1. All written work shall be typed, using no larger than a 12 pt. font for the text of the paper, on standard size white paper, unless otherwise stated.
2. Even margins and spacing of material on each page are required.
3. The title page shall include: (not required for care plans)
 - a. Title of report
 - b. Student's name
 - c. Name of course
 - d. Instructor's name
 - e. Date due
4. APA bibliography reference format is required.
 - a. All reference lists must follow the format as outlined in the Publication Manual of the APA Style, 6th edition found in the Aims Community College Bookstore, library or public library.
 - b. Only scholarly sources are acceptable.
5. Each page shall be numbered and only one side of page used.
6. Carefully proofread your paper for typos, spelling, punctuation, and grammar errors. If this is a weak area for you, assistance from the campus Writing Laboratory is available.
7. Avoid gender bias. For example, instead of referring to nurses as “she” and physicians as “he”, refer to them simply as “the healthcare provider”.
8. Written work must be submitted in a folder. An electronic copy must also be submitted.
9. All written work shall be handed in at the beginning of class on the date due unless arrangements have been made with the instructor. Five percent (5%) of the paper or project grade will be subtracted for each calendar day the written work is late.
10. Papers that do not conform to these standards may be rejected or deductions may be made from the final grade at the discretion of the instructor.
11. In clinical papers, never use the real name or room number of a client discussed in your report, refer to as Mr. X or Ms. Y, etc. HIPAA regulations and confidentiality rules must not be breached.
12. **DEFINING PLAGIARISM:**
 - a. Plagiarism is the act of attempting to pass another's words or ideas off as one's own. It is also using another's words or ideas and not giving the original author credit for them. Plagiarism ranges from using a single word, in the case of a word or phrase an author has “coined,” to claiming ownership of an entire

document written by someone else. It can also apply to works written by one author that have been substantially reworked or edited by another. The College further defines plagiarism as “the act of appropriating the written, artistic, or musical composition of another, or portions thereof: or ideas, language, or symbols of the same and passing them off as the product of one’s own mind. Plagiarism includes not only the exact duplication of another’s work, but also the lifting of a substantial or essential portion thereof.”

13. QUOTING AND PARAPHRASING:

- a. Quoting is using another’s exact words either to add authority to the concept, theory, or information one is trying to portray, or because that author stated so clearly what one was wishing to add to one’s document that one could not say it better oneself.
- b. All of the author’s words must be enclosed in quotation marks and the author must be cited at the end of the quote!
- c. Paraphrasing is utilizing an author’s ideas in the forwarding of one’s own ideas. When paraphrasing, the reader should be able to distinguish one voice from another.
- d. Even if one paraphrases from another, one must still credit the original author at the conclusion of the borrowed text (in other words, always cite borrowed material at the end of the sentence, whether direct quoting or paraphrasing).
- e. One needs to be aware of the term “paraplagiarism,” which was coined recently to describe the act of rearranging or mildly modifying an author’s work in order to call it one’s own. That is considered plagiarism as well, and must not be done.

14. The College offers the following parameters around privileges awarded and liabilities assigned to students in reference to plagiarism:

- a. As long as a student adequately acknowledges his/her sources and as long as there is no reason to believe that the student has attempted to pose as the originator, the student will not be charged with plagiarism even though the form of the acknowledgement may be unacceptable. However, students should that most professors require certain forms of acknowledgement and some may evaluate a project on the basis of that form.
- b. Students who violate any of these rules concerning plagiarism, or who are indeed caught and found guilty of plagiarism, are subject to disciplinary action. In most cases that particular student will fail the assignment, fail the course, and face further disciplinary action from the Dean of Students (depending upon the severity and level of infraction).
- c. Plagiarism will not be tolerated!!!!
- d. See your instructor if you have any questions or concerns about plagiarism and how to avoid it. If ever in doubt, ALWAYS CITE YOUR SOURCES.

Aims Community College – Nursing Program

Test Taking Guidelines

1. There will be no early or late testing. All tests must be taken during the scheduled time frame unless arrangements are made with the instructor(s). Only extreme extenuating circumstances will be given consideration; documentation may required.
2. Arrive on time. No one will be permitted to enter the room and take the test after it has begun.
3. Bring 1- 2 pencils and 1-2 ink pens to each test.
4. Backpacks, purses, and books will be stored at the front of the classroom.
5. When you take your seat, remain seated, and there should be no talking.
6. Calculators and extra paper will be provided by the instructor. Cell phones cannot be used as a calculator. It is the student's responsibility to determine that the calculator is in good working condition before the test.
7. You may write on your test, and unless otherwise indicated, be certain your answer is clearly marked on the scantron. On tests using scantrons, only the marked scantron item will be used to determine the test grade.
8. Students may not wear a hat; have electronic devices including cell phones, PDA's, IPOD's or headphones during the test. Ear plugs are acceptable.
9. During the test you will want to refrain from tapping pencils, toes, heads, fingers, etc. Be as non-distracting as possible. If your cell phone rings or vibrates during the test, your test will be collected and you will be asked to leave the room. The grade for the test will be based on the portion of the test completed prior to the cell phone ringing or vibrating.
10. Taking/copying test questions or answers are prohibited, both during the test and during the review period. If a student is caught copying test questions or answers, he/she may be dismissed from the Program.
11. There will be no questions asked of the instructor during testing.
12. Keep your eyes on your test and do not look around.
13. Ensure all test items have been answered prior to turning in the test. The student will not be allowed to return to the test setting after leaving to answer any items overlooked.
14. After completion of the test, bring the test and scantron to the test monitor, and quietly leave the room.

Aims Community College - Nursing Program

Test Review, Written Assignments, & Reporting of Scores

1. Test review and/or reporting of scores will take place after the faculty have had ample opportunity to grade the test and analyze test items. No grades will be reported to the students before this time. Tests will only be available for review at formal test review and/or during the week following formal test review.
2. Return of written assignments will occur after the faculty have had ample opportunity to read and grade all of the assignments. No grades will be reported to the students before this time. All original graded written assignments must be returned to the instructors, unless otherwise directed.
3. Due to FERPA regulations, no grades will be reported over the phone. If a student wishes to inquire about a grade via email, the request to the course instructor must come from the student's Aims Community College email account. No grades will be disclosed to any person other than the student.
4. Students are encouraged to ask questions or seek clarification of specific items during test review. However, students *MAY NOT ARGUE* for an alternative answer during test review.
5. Any student who wishes to challenge a test item should submit written rationale based on research of notes, journal articles and textbooks to the faculty. This must be done within **three days** of the test review and may be done electronically. The faculty will consider submitted documentation and provide a written response to the student (class if appropriate) regarding the decision of the faculty which will be a final decision.
6. The faculty will maintain grades and percentages in the grade book and submit grade reports to Admissions and Records following College procedure.

Aims Community College – Nursing Program

Talent Release

I, (print name) _____ hereby assign to (producer) Aims Community College all rights in and to any photographs, motion pictures, videotapes, audio recording and/or written depictions created in the production of Aims' Promotional Materials at any time.

I hereby authorize said producer to reproduce, copy, exhibit, publish, or distribute any and all such photographs, motion pictures, videotapes, audio tapes and/or written depictions.

I understand that video taken in the campus laboratory during simulation exercises will be used for teaching/learning purposes and will not be used as promotional material without my permission.

I understand and agree that said producer will be held free and clear of any responsibility or claim for personal liability during the production of this project.

I certify that I am over the age of eighteen (18).

Print Name

Print Parent/Guardian Name (Under 18)

Signature

Parent/Guardian Signature (Under 18)

Street Address

City, State Zip Code

Phone

Date

Print Witness Name

Place

Witness Signature

Aims Community College – Nursing Program

Simulation Laboratory Rules

1. No food, gum, or drinks in the simulation laboratory.
2. No ink pens or markers---only pencils; do not allow photocopied paper to come in contact with manikin's skin.
3. Do not use acetone or other harsh solvents on the manikins.
4. No scissors (all clothing is rip away).
5. Depending on the laboratory objectives, proper attire (scrubs, stethoscope, and watch with second hand) may be required.
6. Treat manikins as you would treat real patients.
7. Wear gloves when appropriate.
8. Clean up after yourselves (throw gloves, paper wrappings, etc. in appropriate waste basket).
9. Use the sharps containers for syringes/needles.
10. Do not throw trash in biohazard waste baskets.
11. Do not move or reposition the manikins unless you are instructed to do so.
12. If anything needs attention or repair, let Tae or instructor know.
13. The "Prep" area between the laboratories and classrooms is off limits to all students.

Aims Community College – Nursing Program

Uniform Code

The student uniform must be worn in all clinical experiences, except where other types of dress are the exclusive uniform of the staff (i.e., dress clothes, scrubs). Exceptions will be outlined in specific course clinical information. **No jeans are allowed, even if worn by staff.**

Type of uniform:

- a. The College-approved burgundy scrub top with the Aims logo. These are available in the Aims Community College Bookstore.
- b. Pewter scrub pants. These are available in the Aims Community College Bookstore.
- c. White or black tops may be worn under the scrub top.
- d. The College-approved burgundy cover-up jacket or a white lab coat may also be worn.
- e. Black or white professional style shoes with coordinating socks.
- f. Identification Badge and a white lab coat, or the College-approved burgundy cover up jacket, with business casual attire or the approved nursing uniform must be worn to research patient assignments.
- g. Stethoscope, black pen, and a watch with a second-hand are required when administering nursing care.

2. Standards for appearance in the uniform:

- a. Uniforms should fit well, be clean, and wrinkle free.
- b. Identification Badge should be worn at all times with tag placed just above pocket or area for pocket.
- c. Shoes should be cleaned and polished as warranted.
- d. Hair should be clean, well groomed, off the shoulders and face, and appropriately styled for good professional appearance. Beards are allowed, if groomed and neat.
- e. Unnatural hair color is discouraged and may not be allowed in certain clinical settings.

- f. Good personal hygiene should be maintained at all times. If there are any complaints by patients, staff, peers, or faculty regarding personal hygiene issues, the student will be sent home and will be counted as absent from clinical. The Absence Policy will be in effect and therefore a clinical unsatisfactory and clinical absence will result. Good personal hygiene includes but is not limited to:
- Lack of body odor
 - Lack of halitosis
 - Perfume or cologne is not appropriate
- g. Tobacco odors and second hand smoke are offensive and physiologically dangerous to some clients and are unacceptable in the clinical area. **Smoking will not be allowed during clinical experiences. Students caught smoking or who smell of smoke in the clinical setting will be sent home. The student will receive an absence and an unsatisfactory clinical grade for the day.**
- h. Jewelry should be minimal. Only engagement rings, wedding rings, and a single pair of small post-style earrings will be allowed. No facial or tongue jewelry will be permitted on the clinical units.
- i. Tattoos must be covered.
- j. Fingernails must be short, clean, and unpolished or clear polished. False nails or acrylic nails are not allowed.
- k. No gum allowed on clinical units.

3. *Wearing of uniforms:*

- a. Complete uniforms are to be worn in the clinical area only. Uniforms are not to be worn in public places, e. g. restaurants, outside employment site, etc.
- b. Uniforms are not to be worn on campus unless required for Simulation Experience.
- c. Students may not wear their student Identification Badge in non-Program settings.

Aims Community College – Nursing Program

Clinical Information

Schedule and Work Recommendations

Due to the fast pace and heavy academic demands in the Nursing Program, the nursing faculty urges the student to avoid working full-time. Clinical shifts may be 8 to 12 hours and may include days, evenings, and weekends. Clinical shifts are subject to last minute changes each semester. In addition, clinical shifts are scheduled at a variety of clinical sites that may be 50 miles or more from campus. Therefore, the student's personal commitments must remain flexible to accommodate Program requirements. Reliable transportation is needed due to the distance of some clinical sites.

Healthcare Provider Cardiopulmonary Resuscitation

The student must maintain current **American Heart Association** Healthcare Provider CPR status and provide evidence of re-testing on or before the expiration date of previous testing. Students will not be permitted in the clinical area if CPR certification is expired. This will equal a clinical absence. See Absence Policy.

Health Requirements

The following immunizations are required:

Current Td (every 10 years)

MMR (Measles-Mumps-Rubella) series (2 immunizations) or three titers.

HBV series (Hepatitis B – 3 immunizations: initial, at one month and at 6 months) or titer.

Varicella – series (2 immunizations) or titer.

Current (yearly) negative TB test or, if a positive TB test, a negative chest x-ray or a signed letter from the physician stating no symptoms of active TB.

Proof of immunizations or titers must be on file with the Nursing Program prior to entry into the Nursing Program and prior to attendance of first Clinical Orientation.

Note: The Influenza Vaccine is a new clinical agency requirement. The student will be notified of the specific dates in which the vaccine is to be obtained.

Aims Community College – Nursing Program

Background Investigation and Disqualifying Offenses

The purpose of a Background Investigation is to maintain a safe and productive educational and clinical environment. Students who refuse to comply with the Background Investigation process will be denied admission to any Aims Community College Allied Health or Public Service Program.

NOTE: ALL students are considered provisionally admitted until all elements pertaining to their Background Investigations are received and reviewed by the College. For most programs, these elements include the Criminal Background Check and Urinalysis drug screen results. For the Associate Degree Nursing Program, this also includes an FBI fingerprint screen.

Second Year Nursing Students: An “Aims Community College Affidavit” attesting to the fact that there have been no convictions, charges, or related matters to the background check done upon entry into the Program will be required prior to the beginning of the second year of the Program. The Affidavit must be signed by the student and notarized.

Disqualifying Criminal Offenses: Any conviction, plea of guilty or no contest, or deferred prosecution of the following criminal offenses (Felony or Misdemeanor) that appears on any part of a criminal Background Investigation *at the time an application to a program is submitted* will disqualify an applicant admission to their program and may also disqualify a student from admission to a clinical facility. A student who has successfully completed the terms of his/her deferred prosecution agreement will not be disqualified from the program.

An applicant will be disqualified from an Allied Health and Human Services or Public Services 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 and/or prior to starting class.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application and/or prior to starting class.
- 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 and/or prior to starting class.
- 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 and/or prior to starting class.

- 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 and/or prior to starting class.
- Positive Urinalysis (UA) screen. *For all programs*, the time period for this disqualification is 6 months. Once the 6-month exclusion has expired, students will be required to obtain a second UA and may be subjected to hair follicle test upon re-application into their program of study.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application and/or prior to starting class.
- 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 and/or prior to starting class.
- Any registered sex offender (no time limit).
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- Any offense, regardless of the type, which is still pending in the courts (without official legal disposition) at the submittal of application and/or prior to starting class.
- More than one (1) DUI in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- HHS/OIG List of Excluded Individuals/Entities – GSA List of Parties Excluded from Federal Programs.

Note: The detection of marijuana in the Urine Drug Screen is unacceptable, even if the student possesses a medical marijuana license. The student will not be allowed into the Program's clinical agencies and therefore will be unable to successfully complete the clinical component of the Program



Affidavit

I, _____, hereby attest to the fact that I have not had any convictions, charges, or other related matters to my background check since entry into the _____ program.

DATED this _____ day of _____, 20__.

By: _____

Subscribed and affirmed to before me this ____ day of _____, _____,
In the county of _____, State of Colorado

Signature of Notary Public

Commission Expiration Date

Seal

Aims Community College – Nursing Program

HIPAA Compliance

Health Insurance Portability & Accountability Act, (Public Law 104-191)

What is it?

Law that requires all personal information regarding an individual's health and health care services to be kept confidential. It protects:

- Information regarding past, present or future physical or mental health of an individual.
- Information regarding past, present or future provision of health care.
- Information of past, present or future payment for provision of health care.

Who is affected?

ALL healthcare organizations, including:

- Physician Offices
- ALL insurance carriers
- Hospital billing, employees, volunteers
- Universities & Technical Schools: faculty and students in health care settings
- Public Health Agencies

Our legal Duties:

- To maintain the privacy of any protected health information.
- To maintain the security of any protected health information.
- To provide this notice of our privacy practices and legal duties regarding health information.
- To abide by the terms of this law.

Why are we concerned?

- Ethical responsibility: we come in contact with personal and private information about the patients we care for.
- Legal responsibility: we are responsible and accountable for adhering to the law.
- Penalty: HIPAA calls for severe civil and criminal penalties for noncompliance.
 - Fines up to \$50,000 and/or imprisonment for not more than one year
 - Fines up to \$250,000 and/or imprisonment up to 10 years for certain offenses
 - Other

What are the instances where we can give out information?

- The law requires reporting of the following information: abuse cases, certain diseases, births, deaths, reactions to medications, and/or products.
- Family and/or significant other of a patient that are involved in the health care decisions and where permission has been given by the patient.

What is the Aims Nursing Department doing to comply?

- HIPAA information & training
- Requiring all students to sign a "Statement of Understanding" regarding confidentiality, nondisclosure and HIPAA regulations.
- Securing all student health information in locked files and exploring how clinical affiliates are handling this information.
- Determining disciplinary actions for HIPAA infractions by students.

What can the student do to comply?

- NEVER use patient names on written work that will be taken home.
- DO NOT copy medical information that has the patient's name, age, date of birth, room number or medical diagnosis.
- Secure all written paperwork regarding your patient in a folder where it will not easily fall out or be in view when laid down.
- Hand in all written paperwork regarding your patient in a secured folder.
- DO NOT discuss ANY information regarding your patient with your family or friends.
- DO NOT discuss ANY information regarding your patient in a public area.
- DO NOT give out any information to patient's family or visitors unless given permission to do so by the patient.
- DO NOT give out any patient information over the telephone to ANYONE.
- DO NOT access any information that does not pertain to your assigned patient(s).

Aims Community College - Nursing Program

Standard Precautions/Body Substance Isolation

Since medical history and examination cannot reliably identify all patients with Hepatitis, HIV, or other blood borne pathogens, UNIVERSAL PRECAUTIONS should be consistently used for ALL patients.

PROTECTIVE APPAREL:

GLOVES: Wear Gloves when your hands are likely to touch any moist body substance, mucous membranes, or non-intact skin. In particular, gloves must be worn when examining patients with active bleeding, large abrasions, or dermatitis. Gloves must be worn at all times during the instrumental examination (or performing procedures) of the patient's oropharynx, gastrointestinal tract, and genitourinary tract. Gloves should be worn when emptying containers filled with blood and/or any body fluid. Gloves must be used when handling bagged materials and obviously contaminated linen. Gloves are not necessary for contact with unsoiled articles or intact skin. Always change gloves and wash hands before caring for the next patient. Gloves should always be worn when the health care worker's hands are abraded or active dermatitis is present.

GOWN/APRON: Wear a disposable plastic or barrier proof Gown or Apron when performing any procedure that is likely to soil or splatter your clothes with blood or other moist body substances. Gowns are not necessary for other contact.

MASKS: Wear Masks when performing any tasks that might result in a splatter or splash of blood and/or body fluids into your mouth or nose, e.g. coughing patient who does not cover mouth or nose, oral-tracheal suctioning, wound irrigation, and endoscopy, etc.

Remember, Masks should be used only ONCE and then discarded; Masks become INEFFECTIVE when they become moist - usually after twenty (20) minutes of use.

PROTECTIVE EYEWEAR (Plastic glasses/goggles): Protective Eyewear must be worn when performing any tasks that might result in splashing of patient secretions (e.g. blood, sputum, or any other moist body substance) into the eyes. Eyeglasses are usually an effective barrier, but they must have plastic side protectors. Masks are required anytime Protective Eyewear is in use.

OTHER PROTECTIVE BARRIERS: Other Protective Apparel (face shields, foot covers, hair covers, etc.) may be necessary in order to protect exposed skin, hair, etc. from contact with moist body substances.

Note: The student will not be assigned to care for a patient with a known diagnosis of tuberculosis (TB) as a fitted respirator mask is required.



TO: All Aims Clinical and Practicum Student Interns
FROM: Human Resources Department
SUBJECT: **Worker’s Compensation Coverage & Designated Medical Provider**

All employees and clinical student interns (as defined below) must obtain treatment of work-related injuries and/or illnesses at one of the following designated provider’s location in order to have related costs covered by Aims Community College Worker’s Compensation Insurance:

Greeley:

Champs
1900 16th Street, 80631
(970) 350-2471

*Urgent Care – Central
1900 16th Street, 80631
(970) 350-2425

*Urgent Care - West
2001 70th Avenue, 80634
(970) 378-4155

*** For treatment of lacerations and eye injuries**

Fort Lupton:

Fort Lupton Medical Team
308 Denver Avenue
Ft. Lupton, CO 80621
(303) 857-1007

Loveland:

Workwell Occupational Medicine
1608 Topaz Drive
Loveland, CO 80537
(970) 593-0125

In the event of a non-emergency work-related injury and/or illness; contact the provider at the non-emergency number listed above.

In the event of a life- or limb-threatening emergency, employees should go to the nearest hospital emergency room. It is imperative that the employee inform the emergency room admissions staff that the injured party is from Aims Community College and notify them of the employee’s associated designated medical provider. One of the medical providers designated above must provide all follow-up care.

If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

Reporting Injury and/or Illness Procedure:

- Except for a life- or limb-threatening emergency, report all work-related injuries and/or illnesses to the Human Resources Office and your supervisor **immediately** regardless of the severity; even those of a seemingly minor nature, like a scratched finger or a bumped knee, must be officially reported. A perceived “minor injury” may develop into a serious, complicated condition.
- If the employee/student intern is physically or mentally unable to notify Human Resources the supervisor/instructor shall submit written notice. Any other person who has notice of said injury/illness may submit such written notice and, in that event, the injured/ill employee shall be relieved of the obligation to give such notice. Otherwise, if said employee fails to report said injury/illness loss of benefits may be assessed.

- Written notice from the employee/student intern must be provided to Human Resources in the form of an “**Employee Injury/Illness Report**” within the first 24 hours. This form will be provided by the Human Resources office.
- A “First Report of Injury” will be submitted by Human Resources; once processed, a reference number issued by Pinnacol Assurance is provided to the injured party for future reference.
- Under no circumstances, is Aims Community College personnel to provide personal transportation for a sick, injured, or otherwise incapacitated person to obtain medical treatment. Refer to procedure 3-710G.

Student Interns

Aims Community College provides Worker’s Compensation coverage to student interns under the following conditions:

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

ACKNOWLEDGEMENT

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

Print Name – Student Intern

Date

Signature – Student Intern

Instructor’s Name

Cooperative Education Program (course)

Semester/Year

Keep one copy for Department records and provide a copy for student intern. Send the original and “Student Internship Verification form” to Human Resources.

HR 08/08

What activity were you doing when accident occurred? _____

Exactly what happened to cause the injury or illness? _____

Specify your injury(s): (Be specific: left, right, etc.) _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Aims Community College – Nursing Program

Security and Public Safety

In Case of a Medical Emergency Life or Limb Threatening Emergencies: Call 911

First Responders: Campus Security 539-2171 (during regular Aims office hours)

Security information can be found on the main campus web page. To access the information, go to www.aims.edu, click on the “Safety” tab on the bottom, of the screen, then on “Resources” on the left of the screen.

Safety Escort Services

Any student, visitor, faculty or staff member can request an escort to their vehicle anytime by calling the officers directly at 970-539-2171.

How to Contact Security

Security at the Greeley Campus, including the Airport can be reached 24 hours/day at 970-539-2171. Additionally, School Resource Officers can be reached at 970-518-5138 and can be emailed at security@aims.edu or by calling x6478 from an on-campus phone and leaving a message.

Security at the Loveland campus can be reached by calling 970-518-5137 in the evenings and on Saturday. Loveland is also patrolled by the Weld County Sheriff’s Office School Resource Officers and can be reached at one of the numbers above.

Security at the Fort Lupton campus can be reached by calling 303-591-3164 at any time the campus is open. Fort Lupton is also patrolled by the Weld County Sheriff’s Office School Resource Officers and can be reached at one of the numbers above.

How to Report a Crime

Students and staff can report crimes in a variety of ways. To begin with, calling the local law enforcement agency in the event you are involved in things from traffic accidents, assaults, auto break-ins, restraining order violations, etc. They can be reached by calling 970-356-4015 or calling dispatch at 970-350-9600. You can also contact one of the School Resource Officers who are also deputies with the Weld County Sheriff’s Office by calling 970-539-2171. These numbers are the same for all Aims locations. We also file incident reports for other issues pertaining to actions of students or staff that do not qualify as a criminal event, such as injuries on campus or disputes between individuals.

Lighting Concerns

Lighting is a constant concern to the college and its visitors. If you find an area where the lighting is off or inadequate, please send an email to security@aims.edu or jeffrey.smith@aims.edu. You can also call Facilities and Operations at x6243 from an on campus phone. We have a team of dedicated individuals who constantly review lighting concerns throughout the campus and lighting projects are always being evaluated. Any assistance or recommendations are always welcome.

Lost and Found

To turn in an item or inquire about a lost article, please contact Jerry Millsap at 970-518-5136.

Vehicle Assistance

If any student, visitor, faculty or staff member needs assistance with vehicle break downs, Public Safety representatives will be happy to respond by helping the vehicle owner make contact with a service provider and staying with the owner until help arrives. Officers can be contacted by calling 970-539-2171 24-hours a day seven days a week.

Parking Pass

Students at Aims are required to have a parking permit for all cars or motorcycles they will be parking on campus. Parking permits are required at the Greeley, Windsor and Fort Lupton campuses. Any student visiting those campuses must have a permit or will be ticketed. The permit is free to the student and provides an added level of security for our enrolled students. For more information about parking permits contact the Guest Relations Officer at 970-339-6478.

Services that can no longer be provided include:

- Jump Starting – With newer vehicles there is increased risk of damage to computers and electrical systems when jump starting occurs. Due to the potential for costly damage, Public Safety will no longer provide this service.
- Vehicle Lock Outs – Due to the risk of damage to electrical systems in vehicle doors, Public Safety can no longer provide assistance with the use of “slim jims.”
- Flat tires – Due to the risk of damage to the wheels and finishes, this service can no longer be provided.

Aims Community College – Nursing Program

Assessment/Testing Center

The Assessment/Testing Center, 970-339-6448, provides secured computerized ATI Assessment® exams. ATI Assessment exams are course requirements which must be completed prior to the deadline outlined in each course syllabus. You must call for an appointment to take secured exams. Backpacks, books, and bags will not be allowed in the Assessment/Testing Center. The Assessment /Testing Center is located in the College Center, room 230.

Career Advance

Students can access Career Advance via the Career Services website, www.aims.edu/student/career . Site user guides are also on the site along with other suggestions for career exploration and job searching. There is a Career Advance Log-in page under the Students drop down menu.

Aims Community College – Nursing Program

Library

The Library is located in the College Center. Hours are posted on the website at www.aims.edu/kieferlibrary/index.php. The Library staff may be reached by calling 970-339-6227.

The Library provides reference and interlibrary loan services, including prompt retrieval of books and magazine articles from other libraries all over Colorado.

Instructors may place articles, books, or videotapes/DVDs on reserve for you to use in the Aims Library or check out for short periods of time.

Online catalog and online periodical databases make it easy to find materials for your research. The library subscribes to the Cumulative Index of Nursing and Allied Health (CINAHL) and *ProQuest Nursing Journals* indices, valuable resources for locating scholarly articles.

You will need to obtain a Student ID card in order to check materials out of the Library and to use the reserves. This card is available to all students enrolled at Aims without regard to resident status through the Student Life Office in the College Center building on the Greeley Campus.

You will be expected to research the current literature in a number of your Nursing Program courses and this task will be much less daunting if you are familiar with the Library. Therefore, the faculty strongly encourages you to visit the Library early in your first term to become aware of all that is offered.

Aims Community College – Nursing Program

Computer Learning Lab

Formerly the Academic Resource Center (ARC)

For all students who are returning to school after several years, or students who want to brush up on their basic academic skills, the Computer Learning Lab offers individually arranged, self-paced computer and video tutorials in math, English, writing, and reading. The Computer Learning Lab also has video tapes for students to review in the areas of study skills, test taking skills, basic computer usage, Math, and English. The Computer Learning Lab is located in the College Center on the second floor and their phone number is 970-339-6248.

Curriculum Support Center:

Computers and software to support CIS/CSC, Business, CAD, ESL, and Foreign Language classes are available in the College Center, room 270.

Tutoring:

Drop in tutoring is available in Math, Science, and Accounting in the College Center. Drop in tutoring is available for Writing and Reading. Aims provides individual tutoring services through Tutoring for students who are performing at a level of a C or lower depending on the availability of tutors. Instructor or Advisor referral is required. The Computer Learning Lab is located in the College Center.

Writing Lab

The Writing Resource Center and computer lab is a walk-in lab that is available to any Aims student free of charge. The Writing Resource Center is equipped with 16 Windows-based computers on which students may complete their writing assignments or other course work. Free access to the internet and to the Aims Library resources provided to all Aims students. The Writing Lab is located in the College Center, and their phone number is 970-339-6328. The student should call to verify hours of operation.

The Writing Lab staff members are trained English teachers who provide one-on-one assistance with composition. A number of resources are available to students, including grammar software, writing handouts, instructional CD-ROMS and reference materials. Students receive assistance with computers, software, or their writing assignments.

Tutoring

Services may be available for students who have declared a vocational major such as nursing and who are currently enrolled and in danger of receiving a “D” or “F” in a course (even if you are currently receiving a “C” in the course). Tutoring may be individual or by group.

Tutoring is not meant to take the place of classroom instruction or independent student studying or group studying and cannot be scheduled during class time. It is intended to look at studying habits, reading study strategies, and course content clarification. Check with your course instructor to determine if tutoring would be helpful and to obtain a referral. Students are expected to have done all required reading prior to tutoring sessions. Documentation of tutoring sessions will be supplied back to the referring instructor.

Aims Community College – Nursing Program

Reasonable Accommodation(s)

It is the policy of Aims Community College Nursing Program to provide reasonable accommodation(s) to a qualified student with a disability(ies). 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 which the student should initiate with the Program Coordinator of the Disability Access Center at 970-339-6388.

- Students with disabilities who believe that they may need accommodations in a class are encouraged to make an appointment in person at the Disability Access Center in the College Center building, or by calling (970)339-6251, or email: disabilities@aims.edu or fax 506-6937 as soon as possible to ensure that reasonable accommodations are implemented in a timely fashion.
- For more information see the website: www.aims.edu/student/dac/services/assistance.htm

Supplemental Services – Disability Access Center

Drop-in tutoring is available to all students in math, English, and reading through the Disability Access Center office. One-on-one tutoring is available in all subjects for students with a C- and below average. Services can be accessed by calling Barbara Crane, 970-339-6388, or by asking for information at the Disability Access Center office in the General Services building on the Greeley Main Campus.

There are many services available to students with disabilities and special needs. It is the individual student's responsibility to request such services and to provide appropriate, current documentation of the need for such services. A sample of services provided follows:

- Interpreters for hearing impaired students
- Two part carbonless paper for note takers
- Readers
- Audio recording of texts and class lectures
- Adaptive devices
- Extra time on exams
- Referral to off-campus agencies for diagnostic testing (at student's expense)

Faculty and Students Rights and Responsibilities can be found on the website at: <http://www.aims.edu/student/dac/services/documenting/index.htm>

It is the responsibility of the student who feels he/she needs Disability Accommodations to contact the Disability Access Center for assistance.

If a student has questions or problems concerning the appropriateness of an accommodation, he or she must contact Disability Access Center. If no resolution occurs at this stage, the student should consult the current Aims Community College Student Handbook, Student Mediation, Assistance, and Advocacy Program or the Student Grievance Procedure.

Aims Community College – Nursing Program

Disability Access Center – Statement of Understanding

I, _____, understand that it is the policy of the Aims
(Printed Name)
Community College Nursing Program to provide reasonable accommodation(s) to a qualified student with (a) disability/disabilities. Further, I understand that **each semester** it is **my responsibility** to contact the Disability Access Center for assistance, if I feel I need Disability Accommodations.

(Signature)

(Date)

Aims Community College – Nursing Program

Religious/Cultural Accommodations

Accommodations may be made for the student as long as the accommodations do not interfere with learning. Any student requesting accommodations for religious/cultural practices must submit the specific request, in writing, to Nina Kirk, Associate Dean and Director of Nursing Education Programs. As a College and Program, we will make every effort to accommodate.

Aims Community College – Nursing Program

Release of Confidential Information

“Beginning in Fall 2010, students enrolled in programs requiring clinical or experiential rotations in allied health fields are required to sign a release of confidential information so that if the student engages in misconduct, the information and records relating to the misconduct can be shared with regulatory agencies responsible for licensure in the program area.

Student Consent To Release Confidential Information

(To be retained in student file in the Admissions & Records Office)

Please refer to the current Aims Community College Catalog for information regarding the release of information. In compliance with the Family Education Rights and Privacy Act (FERPA) regulation 34 C.F.R. part 99.30, the disclosure of information from a student's education record requires the parent or eligible student to provide signed and dated written consent before Aims Community College discloses personally identifiable information from the student's education records, except as provided in section 99.31.

STUDENT NAME (Please Print) _____

AIMS ID OR LAST 4 DIGITS OF SS# _____

YOU MUST ANSWER ALL 4 SECTIONS LISTED BELOW

- 1) Records to be disclosed (please be specific): Choose only ONE option of either A, B, or C
- A) Course Schedule Grades/GPA Tuition Balance/Payments Financial Aid Status
- or B) Release only the following information from my educational records (Be Specific):
Any information and records relating to my misconduct, if any, in my program of study that must be released to licensure or regulatory agencies that would license me at the successful completion of my program of study.
- or C) Release all educational records/information.

- 2) Reason for this release:
Required to be licensed in the field of my program of study.
- _____
- (e.g. My parents are paying my bill for me) or (ex. I need enrollment verification for insurance purposes)

- 3) Person/Organization to whom information is to be released:
- | | |
|--|--------------------------------|
| Name: <u>State Regulatory Agencies</u> | Name: _____ |
| Relationship to Student: <u>Licensor</u> | Relationship to Student: _____ |
| *Security Code: <u>N/A</u> | *Security Code: _____ |

* You have the option of assigning a security code for the people listed above to allow them access by phone to the student records you have indicated. It's suggested that your security codes consist of a combination of both letters and numbers containing at least 6 characters and includes at least one number. This security code must not be your Web Services password or date of birth.

Each individual listed must have their own security code assigned to them. **YOU CANNOT ISSUE THE SAME SECURITY CODE TO MORE THAN ONE PERSON.**

If a security code is not created for the person listed above, they will need to come in person, with a photo ID, to the Admissions & Records office to gain access to the student records you have indicated above.

- 4) Requests are valid for a maximum of two full calendar years unless revoked by student sooner.
- If less than two years, Authorization to Release Expires (date): _____
(If left blank, authorization to release expires two years after signing)

By signing below, I am authorizing Aims Community College officials to release to the person/organization specified above the information specified above for the time period I have indicated.

_____ Student Signature

_____ Date

Aims Community College – Nursing Program

Acknowledgement of Receipt

This signed form acknowledges my receipt of this handbook and confirms that I have read and am fully aware of the content, including all policies, procedures, and requirements outlined in the Aims Community College Nursing Program Student Nurse Handbook, 2011-2012.

NOTE: Your reading, understanding, and acknowledgement of this manual is a condition of your acceptance and matriculation into this program.

Printed Name of Student

Date

Signature of Student

This form is kept in the Student File and locked in a secure place as designated by the Director of Nursing Education Programs.