Dear Aims Nursing Students:

Welcome to the Aims Community College Nursing 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 are 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 that 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 we 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.

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.
Learning is linked to attendance, participation, and preparation. Nursing courses are different from many of those taken before in that each subsequent course builds upon prior learning. The knowledge you gain in class, campus laboratory, simulation, and clinical experiences provides the foundation for your future nursing care and responsibilities. Additionally, studies have shown that for every 1 hour in class you should be studying 3 hours outside of class time (example: approximately 15 hours a week in class leads to 40+ hours of studying per week). Due to the fast pace and heavy academic demands in the Nursing Program outside employment should be carefully considered.

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 that 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. We are looking forward to this academic year with much excitement. We want each student to be successful and achieve his/her goal of becoming a registered nurse.

Aims Nursing Faculty
# Aims Community College Nursing Program
## Student Nurse Handbook
### 2017-2018

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**Aims Community College**

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<tr>
<th>Role</th>
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<tr>
<td>Main Operator</td>
<td></td>
<td>330-8008</td>
<td></td>
</tr>
<tr>
<td>Full Time Faculty</td>
<td>Erika Greenberg, MSN, RN</td>
<td>339-6647</td>
<td><a href="mailto:erika.greenberg@aims.edu">erika.greenberg@aims.edu</a></td>
</tr>
<tr>
<td>Full Time Faculty</td>
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<td><a href="mailto:missy.korb@aims.edu">missy.korb@aims.edu</a></td>
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<tr>
<td>Full Time Faculty</td>
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<td><a href="mailto:jennifer.sears@aims.edu">jennifer.sears@aims.edu</a></td>
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<tr>
<td>Full Time Faculty</td>
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<td><a href="mailto:carolyn.bottonepost@aims.edu">carolyn.bottonepost@aims.edu</a></td>
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<tr>
<td>Staff Associate</td>
<td>Sheila Buckles</td>
<td>339-6424</td>
<td><a href="mailto:sheila.buckles@aims.edu">sheila.buckles@aims.edu</a></td>
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<tr>
<td>Laboratory Coordinator</td>
<td>Laurie Casey, BS</td>
<td>339-6345</td>
<td><a href="mailto:laurie.casey@aims.edu">laurie.casey@aims.edu</a></td>
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<tr>
<td>Program Coordinator</td>
<td>Kendra Merriott, MS</td>
<td>339-6218</td>
<td><a href="mailto:kendra.merriott@aims.edu">kendra.merriott@aims.edu</a></td>
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<tr>
<td>Clinical Site Coordinator</td>
<td>Danette Altergott, BSN, RN</td>
<td>339-6311</td>
<td><a href="mailto:danette.altergott@aims.edu">danette.altergott@aims.edu</a></td>
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(970) Area Code for all numbers
Aims Community College Nursing Program Mission Statement

Provide excellent education that prepares the learner to become a member of the nursing profession, meeting the dynamic needs of diverse populations. (Revised 2012)

Aims Community College Nursing Program End-of-Program Student Learning 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 apply to take the NCLEX-RN.

- Engage in critical thinking and clinical reasoning to make patient-centered care decisions.
- Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
- Implement quality measures to improve patient care.
- Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.
- Promote a culture of caring to provide holistic, compassionate, culturally-competent care.
- Participate in collaborative relationships with members of the interprofessional team, the patient, and the patient’s support persons.
- Provide leadership in a variety of healthcare settings for diverse patient populations.
- Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
STANDARDS OF PRACTICE: “The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse’s decision-making.” (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, including activities related to ethics, education, evidence-based practice and research, qualify of practice, communication, leadership, collaboration, professional practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.” (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

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.

Human Flourishing
Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment
Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

Professional Identity
Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry
Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.
QUALITY AND SAFETY EDUCATION FOR NURSES

Quality and Safety Education for Nurses Competencies

Patient-Centered Care
Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

Teamwork and Collaboration
Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence-Based Practice
Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.

Quality Improvement
Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety
Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics
Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
### Associate Degree with PN Option

#### Degree Requirements

**GENERAL EDUCATION COURSES PREREQUISITES:**

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<th>Credits</th>
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<td>BIO 201 Anatomy and Physiology I</td>
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<tr>
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<tr>
<td>ENG 121 English Composition</td>
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<tr>
<td>HPR 108 Dietary Nutrition</td>
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<td>MAT 135 Statistics</td>
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**FIRST SEMESTER:**

<table>
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<tbody>
<tr>
<td>NUR 109 Fundamentals of Nursing</td>
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<tr>
<td>NUR 112 Basic Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PSY 235 Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>BIO 204 Microbiology</td>
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<table>
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<td>NUR 106 Medical and Surgical Nursing Concepts</td>
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<td>NUR 150 Maternal-Child Nursing</td>
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<td>NUR 206 Advanced Concepts of Medical-Surgical Nursing I</td>
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<tr>
<td>NUR 211 Psychiatric-Mental Health Nursing</td>
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<tr>
<td>NUR 212 Pharmacology II</td>
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<td>NUR 216 Advanced Concepts of Medical-Surgical Nursing II</td>
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<td>NUR 230 Transition to Professional Nursing Practice</td>
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*Total Credits for ADN: 67.5*

**SUMMER SESSION:**

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<td>NUR 169 Transition into Practical Nursing (PN Option)</td>
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*Total Credits for PN Option (Certificate): 47*
Aims – UNC (Tentative) Dual Enrollment Course Plan

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FIRST SEMESTER:
NUR 109 Fundamentals of Nursing……………………………………………….. 6
NUR 112 Basic Pharmacology…………………………………………………….. 2
PSY 235 Human Growth and Development…………………………………….. 3
BIO 204 Microbiology……………………………………………………………… 4
UNC NURS 305 Professional Nursing Concepts …………………………………. 3

INTERIM SESSION:
UNC NURS 382 Patient Centered Care Across the Lifespan…………………… 3

SECOND SEMESTER:
NUR 106 Medical and Surgical Nursing Concepts………………………………… 7
NUR 150 Maternal-Child Nursing…………………………………………………… 6

SECOND SUMMER SEMESTER:
UNC NURS 380 Research and Evidence-Based Practice………………………… 3
Aims NUR 169 Transition to Practical Nursing (Optional)………………………… 4

THIRD SEMESTER:
NUR 206 Advanced Concepts of Medical-Surgical Nursing I…………………….. 6.5
NUR 211 Psychiatric-Mental Health Nursing………………………………………. 4
NUR 212 Pharmacology II…………………………………………………………… 2

FOURTH SEMESTER:
NUR 216 Advanced Concepts of Medical-Surgical Nursing II…………………….. 5
NUR 230 Transition to Professional Nursing Practice…………………………….. 4
Elective: Humanities or Social Sciences…………………………………………….. 3
UNC NURS 329 Health Assessment…………………………………………………. 3

FIFTH SEMESTER:
UNC NURS 383 Current Issues in Health Care for RNs…………………………… 3
UNC NURS 405 Theory and Principles of Public Health Nursing…………………. 3
UNC NURS 406 Population Based Practice RN/BSN……………………………… 3

SIXTH SEMESTER:
UNC NURS 470 Clinical Practice: Professionalism in Practice…………………… 3
UNC NURS 480 Professionalism in Practice: Leadership and Management……….. 3

Note: Additional Liberal Arts Core (LAC) courses may be required to earn Bachelor’s degree from UNC.
Evaluation and Progression Policy

I.  THEORY EVALUATION
The student's grade is based upon 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%

To successfully pass all nursing courses a student must achieve a final course grade of “C” or better. Specifics regarding how each nursing course grade is determined is outlined in each course syllabus.

At the discretion of the course faculty, a mandatory appointment may be required for any grade on assignments, papers, and/or tests earning less than 77%. If deemed necessary, students will be notified via Aims email that a mandatory appointment is needed.

Assessment Technology Institute (ATI) assessments are requirement for the majority of nursing courses. ATI assessments may be assigned as practice and/or proctored. The ATI assessments should be used by the student as a self-reflection on attainment of knowledge on nursing concepts. Students are encouraged to complete the remediation exercises as suggested through ATI. In some courses ATI results will evaluated and used as part of the points awarded for the course.

II.  CAMPUS LABORATORY EVALUATION
1.  Campus Laboratory Evaluation will be graded as follows:
   - “S” – Satisfactory performance
   - “U” – Unsatisfactory performance

2.  **Attendance is mandatory** for all campus laboratory sessions in order to successfully meet the outcomes of the laboratory. It may not be possible to satisfactorily complete the laboratory outcomes if absences occur. Only extreme extenuating circumstances will be given consideration; documentation may be required.
   - The student is expected to arrive on time, come prepared, and participate in all campus laboratory sessions. Late arrivals may not be admitted to the campus laboratory session and the student may receive an “Unsatisfactory” grade for campus laboratory.

3.  The student must achieve a “Satisfactory” in the campus laboratory component. Failure to achieve a “Satisfactory” will result in an “Unsatisfactory” in the laboratory component of the course resulting in a grade of “F” for the nursing course. Therefore, the student will be unable to attend clinical and/or successfully complete the course and progress to the next sequential nursing course, or graduate.
4. Each technical skill/assessment will be demonstrated by faculty in the campus laboratory. The student must then practice the technical skills/assessment in a supervised laboratory.

5. The student will also independently practice the technical skills/assessment in the campus laboratory during open lab hours, outside of class time.

6. Satisfactory performance on the technical skills/assessment test is required to satisfactorily pass the class. The technical skills/assessment test must be satisfactorily demonstrated in the campus laboratory prior to the student being eligible to attend the clinical component of the course.

7. The student is expected to complete the technical skills/assessment test with the faculty during the designated timeframe. The student should have completed sufficient practice to be prepared for the technical skills/assessment test. In the event that the student is unsuccessful on the initial technical skills/assessment test, the student will be required to remediate and schedule retesting with the faculty. In the event the student is unsuccessful on the second technical skills/assessment test, the student will receive an “Unsatisfactory” in the laboratory component of the course resulting in a grade of “F” for the nursing course. Therefore, the student will be unable to attend clinical and successfully complete the course and progress to the next sequential nursing course, or graduate.

8. A student failing a nursing course due to an “Unsatisfactory” laboratory experience may opt to protest this decision. Within three days of the notification of failure, the student must submit an appeal in writing to the Director of Nursing Education Programs. A student contesting an “Unsatisfactory” laboratory experience grade through a grievance is advised to continue attending nursing courses. Please note the “Student Grievance Procedure” is time sensitive; missed deadlines may bar a grievance. See Aims Community College Catalog and Student Handbook.

III. SIMULATION EXPERIENCE EVALUATION

1. Simulation Experience will be graded as follows:
   - “S” – Satisfactory performance
   - “U” – Unsatisfactory performance

2. **Attendance is mandatory** for all simulation sessions in order to successfully meet the outcomes of the simulation experience. The student is expected to come to simulation experiences having thoroughly completed the designated written assignment(s). The student who has not completed his/her written assignment(s), or the write-up is illegible, may be sent home. Only extreme extenuating circumstances will be given consideration; documentation may be required.
   - The student is expected to arrive on time, come prepared, and participate in all simulation sessions. Late arrivals may not be admitted to and the student may receive an “Unsatisfactory” grade for simulation.
3. The Clinical Dress Code is to be followed for simulation experiences.

4. Stethoscope, paper, pencils, watch (with a second hand) and appropriate textbooks should be brought to the simulation experiences.

5. Nursing Care Maps, when assigned, are to follow the format outlined in the course syllabus.

6. The student may receive an “Unsatisfactory” for the simulation experience for any of the following:
   a. arriving late,
   b. attending simulation ill-prepared,
   c. failure to thoroughly complete written, legible assignment(s),
   d. failure to dress appropriately,
   e. failure to bring expected equipment and texts,
   f. failure to be actively and appropriately engaged,
   g. failure to complete assigned care maps,
   h. failure to achieve a “Satisfactory” grade using the Simulation Evaluation Tools.

7. Failure to achieve a “Satisfactory” grade for the simulation experiences will result in an “Unsatisfactory” in the simulation experience component of the course resulting in a grade of “F” for the nursing course. Therefore, the student will be unable to attend clinical and/or successfully complete the course and progress to the next sequential nursing course, or graduate.

8. A student failing a nursing course due to an “Unsatisfactory” Simulation Experience may opt to protest this decision. Within three days of the notification of failure, the student must submit an appeal in writing to the Director of Nursing Education Programs. A student contesting an “Unsatisfactory” simulation experience grade through a grievance is advised to continue attending nursing courses. Please note the “Student Grievance Procedure” is time sensitive; missed deadlines may bar a grievance. See Aims Community College Catalog and Student Handbook.

IV. CLINICAL EXPERIENCE EVALUATION
Performance in the clinical experience is evaluated on a Satisfactory/Unsatisfactory basis using the appropriate course Clinical Evaluation Tool(s).

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 clinical outcomes 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 the Clinical Evaluation Tool(s) will result in a failing grade for the course and the student being unable to progress to, or continue in, 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 grade of "F" for the nursing course in which he/she is enrolled.

• The student is required to complete all clinical components for the course as outlined in the course syllabus including clinical experiences, simulation experiences, virtual clinical excursions, in-services, and any additional clinical requirements.

**Procedure for Clinical Evaluation**

1. Clinical Orientation(s) is/are mandatory.

2. The student must satisfactorily complete all clinical assignments for each course.

3. If the student has questions concerning clinical outcomes applicable to a learning experience, he/she should seek clarification from the clinical instructor.

4. The student must submit written assignments at the designated time. Unless otherwise instructed, clinical assignments are due at the beginning of the clinical day.

5. The student must be supervised by the 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 instructor/RN supervision necessary for performance of the skill should be determined jointly by the instructor and the student. Students are encouraged to actively seek out technical learning experiences.

6. The instructor will record progress toward attainment of clinical outcomes weekly. The instructor will identify strengths and areas needing improvement in the student’s clinical performance.

7. If the student fails to demonstrate **consistent improvement** after receiving a Formative Evaluation of “Unsatisfactory” or “Needs Improvement,” the student will be given an “Unsatisfactory” Summative Evaluation in the Clinical Experience component of the course. Any student who receives an “Unsatisfactory” Summative Evaluation in the Clinical Experience will receive a grade of “F” for the nursing course. See *V Progression*.

8. A student failing a nursing course due to an “Unsatisfactory” Summative Evaluation in the Clinical Experience may opt to protest this decision. Within three days of the notification of failure, the student must submit an appeal in writing to the Director of Nursing Education Programs. A student contesting an “Unsatisfactory” Summative Evaluation in the Clinical Experience through a grievance is advised to continue attending nursing courses. Please note the “Student Grievance Procedure” is time sensitive; missed deadlines may bar a grievance. See *Aims Community College Catalog and Student Handbook*.

9. Unsafe practice is defined as an incident where there is a breach of safety. An unsafe incident or behavior can result in immediate dismissal from the Aims Nursing Program.
10. A student who is dismissed from a clinical experience due to a breach of safety is ineligible to return to the clinical site.
   a. The student has the right to attend “non-clinical” nursing courses during the grievance procedure. “Non-clinical” nursing courses such as, Pharmacology, may be completed and a grade awarded.

11. If a student is dismissed from the Aims Nursing Program due to a breach of safety, the student is ineligible to apply for readmission to the Program.

V. 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.

   NOTE:
   • A student who is unsuccessful in the first semester in NUR 109 and/or NUR 112 will be unable to progress to the second semester.
   • A student who is unsuccessful in the second semester NUR 150 and/or NUR 106 will be unable to progress to the third semester and is also ineligible to enroll in NUR 169.
   • A student who is unsuccessful in the third semester in NUR 206, and/or NUR 211, and/or NUR 212 will be unable to progress to the fourth semester.
   • A student who is unsuccessful in the fourth semester in NUR 216 will be unable to progress to or continue in NUR 230 and will be required to drop/withdraw from NUR 230.
   • A student who is unsuccessful in NUR 230 will be ineligible to graduate.

   2. A grade level of “C” (77%) must be achieved in all nursing courses, as well as satisfactorily pass all other course requirements including but not limited to theory, laboratory, simulation, and clinical experiences in order to progress or graduate.

   3. A student who withdraws from a nursing course(s) due to extreme extenuating circumstances and is passing the course(s) at the time, including satisfactory evaluation in any laboratory, and/or simulation, and/or clinical experiences, as well as 77% (C) on theory tests and assignments, may submit an Application for Readmission to the Nursing Admission Committee. Documentation of extreme extenuating circumstances may be required.

   4. If a student withdraws from a nursing course(s) and at the time of withdrawal is not passing theory tests and assignments, and/or laboratory, and/or simulation, and/or clinical, the student is ineligible to apply for readmission.

   5. If a student fails to pass any nursing course with a grade of “C” or better, as well as satisfactorily pass all other course requirements, including but not limited to theory, laboratory, simulation, and clinical components, the student is ineligible to apply for readmission to the Nursing Program.
Nursing Transition Course:
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 Nurse Certificate and be eligible to apply to take the practical nurse licensing examination.

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 Nurse Certificate and be eligible to apply to take the practical nurse licensing examination.

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 or chooses to withdraw from the Program in the second year of the Program, the only option for the student is to apply 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. If a student earns an “unsafe” clinical evaluation grade in NUR 169, the student may be ineligible to progress to the second year of the nursing program.

C. Non-Nursing Courses:
1. BIO 204 Microbiology and PSY 235 Human Growth and Development courses must be taken prior to or during the first semester of the Nursing Program. A grade of “C” or better is required in BIO 204 and PSY 235 in order to progress to the second semester.

2. A minimal grade of “C” must be achieved in the required 3 credit humanities or social/behavior science elective course.

3. A student who has a deficiency in the required 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.

4. If a student fails to complete BIO 204 and/or PSY 235 with a grade of “C” or better during the first semester of the Nursing Program, but has successfully completed NUR 109 and NUR 112 with a grade of “C” or better, he/she may submit an Application for Readmission to the Nursing Admission Committee, after successful completion of BIO 204 and/or PSY 235 with a grade of “C” or better. The Application for Readmission must be submitted for the academic year immediately following admission to the Nursing Program.

   **NOTE:** If a student fails to submit an Application for Readmission for the subsequent year then the student is ineligible to apply for readmission.

D. Student progression to graduation:
1. The student is responsible for all graduation requirements listed in the Aims Community College Catalog for all students of the College. An Application for Graduation must be
completed the semester prior to the anticipated graduation semester. Applications will be completed online through the Aims Student Tab.

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.

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.

VI. READMISSION
1. The Nursing Admission Committee will consider Applications for Readmission based on the following:
   a. 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.
   b. number of students currently enrolled in the course.

2. There is no guarantee of readmission.

3. A student who withdraws from a nursing course(s) due to extreme extenuating circumstances and is passing the course(s) at the time, including satisfactory evaluation in any laboratory, simulation, and/or clinical experiences, as well as 77% (C) on theory tests and assignments, may submit an Application for Readmission to the Nursing Admission Committee. Documentation of extreme extenuating circumstances may be required.

4. If a student withdraws from a nursing course(s) and at the time of withdrawal is not passing theory tests and assignments, and/or laboratory, and/or simulation, and/or clinical, the student is ineligible to apply for readmission.

5. If a student fails to pass any nursing course(s) with a grade of “C” or better, the student is ineligible to apply for readmission to the Nursing Program.

6. If a student fails to complete BIO 204 and/or PSY 235 with a grade of “C” or better during the first semester of the Nursing Program, but has successfully completed NUR 109 and NUR 112 with a grade of “C” or better, he/she may submit an Application for Readmission to the Nursing Admission Committee, after successful completion of BIO 204 and/or PSY 235 with a grade of “C” or better. The Application for Readmission must be submitted for the academic year immediately following admission to the Nursing Program.

   NOTE: If a student fails to submit an Application for Readmission for the subsequent year then the student is ineligible to apply for readmission.

7. 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.
8. A student who is readmitted must meet the Graduation Requirements of the Aims Community College Catalog, applicable for the year of readmission.

9. 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.
**Attendance Requirements**

Learning is linked to attendance, participation, and preparation. Nursing courses are different from 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 for every 1 hour in class you should be studying 3 hours outside of class time (example: approximately 15 hours a week in class leads to 40+ hours of studying 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. **Theory Attendance**
   A. Theory 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. **Campus Laboratory Attendance**
   A. Attendance is mandatory for all Campus Laboratory in order to successfully meet the outcomes of the laboratory component(s). It may not be possible to satisfactorily complete the laboratory outcomes if absences occur. Only extreme extenuating circumstances will be given consideration; documentation may be required.
   B. The instructor must be notified in advance of an impending absence or late arrival.
   C. A student who is late to a Campus Laboratory may be sent home at the discretion of the instructor. A student who is sent home for arriving late may receive an “Unsatisfactory” Campus Laboratory grade and may not be given the opportunity to make-up the Campus Laboratory.

3. **Simulation Experience Attendance**
   A. Attendance is mandatory for all Simulation Experiences in order to successfully meet the outcomes of the simulation component(s). It may not be possible to satisfactorily complete the simulation outcomes if absences occur. Only extreme extenuating circumstances will be given consideration; documentation may be required.
   B. The instructor must be notified in advance of an impending absence or late arrival.
   C. A student who is late to a Simulation Experience may be sent home at the discretion of the instructor. A student who is sent home for arriving late may receive an “Unsatisfactory” Simulation Experience grade and may not be given
the opportunity to make-up the Simulation Experience.

4. Clinical Experience Attendance  
   A. Attendance is mandatory for all Clinical Experiences in order to successfully meet the outcomes of the Clinical Experience. It may not be possible to satisfactorily meet the clinical outcomes if absences occur. Only extreme extenuating circumstances will be given consideration; documentation may be required.  
      • Missed clinical due to extreme extenuating circumstance may require make-up assignments or clinical time.  
   B. Clinical orientation(s) is/are mandatory and considered part of the Clinical Experience. Completion of the online orientations/modules through My Clinical Exchange are required and must be completed to attend the clinical experience.  
   C. A student who is late to a Clinical Experience may be sent home at the discretion of the clinical instructor as missing report may pose a safety risk to the patient(s). A student who is sent home for arriving late may receive an “Unsatisfactory” Clinical Experience grade and may not be given the opportunity to make-up the Clinical Experience. 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.  
   E. Students are expected to remain onsite during all clinical experiences unless leaving clinical site is approved by clinical instructor/preceptor.  
   F. Lunch and breaks are considered “clinical time.”  
   G. Clinical rotations cannot be revised to accommodate student work schedules.
Professional Civility and Conduct Requirements

The following are requirements for students in the Aims Community College Nursing Program 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, courtesy, and respect toward patients, other students, clinical agency staff, and faculty are expected in all classes, conferences, laboratory sessions, and clinical experiences.

2. The student must safeguard the patient’s right to privacy by maintaining confidentiality of information concerning the patient. 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, SnapChat, 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. 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.

5. Student use of online/application study programs (such as Quizlet, Study Blue, etc) must be in accordance with the Aims Student Code of Conduct. Active test banks, exam questions with answers, or other confidential course content is not to be posted. Violation of this policy could result in disciplinary action by the Aims Nursing Program and/or Aims Community College.

6. Students wishing to use audio/video devices to record classroom lectures or discussions must obtain written permission from the instructor. Such recordings are to be used solely for the purposes of individual or group study with other students enrolled in this class. They may not be reproduced, shared with those not in the class, or uploaded to publicly accessible web environments. Violation of this policy may result in disciplinary action.

7. Recording private conversations without the consent of all parties is prohibited. Students wishing to audio/video record meetings with faculty and/or staff must receive written permission from all parties.
8. ANA Standards of Nursing Practice and Professional Performance are 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.

9. The student must comply with all requirements of the Clinical Agencies to which he/she is assigned.

10. Any blood or body fluid exposure must be immediately reported to the nursing faculty and the clinical agency staff.

11. Arriving late, personal conversations, profanity, extraneous noise, text messaging, reading non-course material (magazines, newspapers, etc.), sleeping are distracting to others in the learning environment and should be avoided. Cell phones must be turned off or on silent mode during class, laboratory, simulation, and clinical.

12. Advanced preparation (i.e., reading, completion of assignments, etc.) is required. The student is expected to participate in classroom, laboratory, simulation, and the clinical experience by asking questions, exploring solutions, and discussing topics.

13. The student should refrain from monopolizing classroom, laboratory, simulation, or clinical discussions.

14. 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.

15. 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, simulations, clinical experiences, or conferences.

16. Plagiarizing, cheating, or helping someone else violate reasonable standards of academic behavior violates the Aims Community College “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.

17. To request letters of recommendation from a faculty member, the student must submit an electronic request using the student’s Aims Community College email account.

18. The student should refrain from offering gifts to nursing faculty.
The following circumstances may be grounds for dismissal from the Nursing Program:

1. Consumption of Alcohol or Illicit Drugs prior to or during classroom, laboratory, simulation, or clinical experiences. Aims Community College is an alcohol and drug-free educational institution. See Aims Community College Catalog and Student Handbook. If a student appears to be under the influence of Alcohol or Illicit Drugs in any learning setting, the student will be removed from the area and be required to submit to a “For Cause” drug screen. The student may be subject to disciplinary action based on the behavior manifested and/or the results of the “For Cause” drug screen.

2. Use of drugs, except under a doctor’s written permission, prior to or during classroom, laboratory, simulation, 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 satisfactorily meet all clinical outcomes.

6. Failure to maintain a “C” in nursing and non-nursing courses.

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 may involve students, administrators, faculty, staff, visitors or other persons. 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.

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 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.
22. All children on campus under the age of sixteen (16) must be under the direct supervision of a parent or legal guardian unless they are involved in a specific College-approved and supervised activity. 
NOTE: Children are not allowed in class without prior permission from the course instructor.

23. The student is expected to adhere to the other rights, freedoms, and responsibilities outlined in the “Student Code of Conduct,” the Aims Community College Catalog, and the Aims Community College Student Handbook. The student who violates the “Student Code of Conduct” is subject to the disciplinary sanctions by the College. Students will be held to the “Student Code of Conduct” for the College in addition to the Nursing Program’s “Professional Civility and Conduct Requirements.”
Standards for Written Assignments

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 the Publication Manual of the American Psychological Association, 6th edition. Copies are available in the Aims Community College Bookstore and the Keifer Library.

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

1. All written work should follow the assignment guidelines/rubric found in the course syllabus.

2. All written work shall be typed, using no larger than a 12 point Times New Roman font for the text of the paper, on standard size white paper, unless otherwise stated.

3. Even margins and spacing of material on each page are required.

4. The title page shall include:
   a. Title of report
   b. Student’s name
   c. Name of Institution
   d. Name of course
   e. Instructor(s) name
   f. 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, Keifer 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.

7. Use “gender neutral” language. For example, instead of referring to nurses as “she” and physicians as “he”, refer to them simply as “the healthcare provider”.

8. A hard copy and an electronic copy of written work may be required by the instructor.

9. All written work must be handed in at the beginning of class, laboratory, simulation, or clinical on the date due unless arrangements have been made with the instructor.
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 patient 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. Aims Community College is committed to the fundamental value of academic honesty. An important aspect of college writing is the use of outside sources to support one’s written opinions. Therefore, students must learn to document appropriately their use of other people’s ideas and words. When a person fails to acknowledge that his or her writing contains the ideas or words of another, it is plagiarism. This offense can result in severe consequences, ranging from a reduced grade for a paper all the way to a failing grade for the course.
15. **Turnitin:**
Any and all written work submitted in a course may be submitted to Turnitin.com or a similar detection program for evaluation of the originality of a student’s work as well as proper use and citation of sources. Such software programs have the educational purpose of ensuring the integrity of submitted student work. Work submitted to Turnitin.com will be included as source documents in a restricted access database owned by Turnitin.com solely for the purpose of detecting possible plagiarism of such documents.

By registering for any course at Aims, the student agrees that all assignments may be subject to the form of originality review mandated by the course instructor(s). A paper not submitted according to the procedures and format set by the instructor may be penalized or may not be accepted for credit towards the student’s grade. No work created for another class or project shall be submitted to another course for a grade without prior consent of the instructor.
**Test Taking Guidelines**

1. There will be no early or late testing. All tests must be taken during the scheduled timeframe unless arrangements are made with the instructor(s). Only extreme extenuating circumstances will be given consideration; documentation may be 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. Students should “spread out” for testing to the extent the room allows.

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 unless otherwise instructed. **Be certain your answers are clearly marked on the scantron.**

8. Students may not wear a hat; have electronic devices including cell phones, 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, sleeping, etc. Be as non-distracting as possible.

10. Taking/copying test questions or answers is 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.
Test Review, Written Assignments, & Reporting of Scores

1. Grades are to be kept confidential. There should be no comparing of scores between students.

2. 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. Student tests will be available for examination/review by the students at test review and/or during the week following in-class test review.

3. During in-class test review, students should have nothing on the table. This includes textbooks, telephones, papers, writing utensils, etc.

4. 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.

5. 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.

6. 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.

7. 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 should be done electronically to all faculty members teaching the course. 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.

8. The faculty will maintain grades and percentages in the grade book and submit grade reports to Admissions and Records following College procedure.
Communication

1. **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**. If there are technical difficulties with the student’s Aims email account, the student should immediately contact the College’s Technical Support Services to have the technical difficulties resolved.

2. For courses that are “team” taught, all electronic communication needs to include all instructors of the course.

3. All students must submit an Information Change Form to the Records Office 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.

4. The Nursing Office should be immediately notified if there is a change in the student’s name, address, or phone number. Any failure to do this does not relieve the student of any responsibilities for not receiving information from the Nursing Program.

5. Faculty office hours are posted on faculty office doors and at the Nursing Office reception area. Appointments are highly encouraged.

6. Each faculty member has voicemail and email. Faculty phone numbers and emails are indicated on course syllabi and in this Handbook. Text messaging should only be used at the discretion of the instructor.

7. 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, tests, clinical days, etc.

8. 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.
Simulation Laboratory Rules

1. Do not move or reposition the manikins unless you are instructed to do so.

2. No food, gum, or drinks in the simulation laboratory.

3. No ink pens or markers, only pencils; do not allow photocopied paper to come in contact with manikin’s skin.

4. Do not use acetone or other harsh solvents on the manikins.

5. No scissors (all clothing is rip away).

6. Depending on the laboratory objectives, proper attire (scrubs, stethoscope, and watch with second hand) may be required.

7. Treat manikins as you would treat real patients.

8. Wear gloves when appropriate.

9. Clean up after yourselves (throw gloves, paper wrappings, etc. in appropriate waste basket).

10. Use the sharps containers for syringes/needles.

11. Do not throw trash in biohazard waste baskets.

12. If anything needs attention or repair, let an instructor know immediately.

13. The “Prep” area between the laboratories and classrooms is off limits to all students.
**Uniform Code**

The student uniform must be worn in all clinical experiences, this includes clinical preparation.

1. **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. Only 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. The approved nursing uniform, including Identification Badge, 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.
   
   c. Shoes should be clean and in good condition.
   
   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 may be sent home and will be counted as absent from clinical. 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 patients 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 in the lobe only will be allowed. No gauges larger than 6 (4mm) are permitted. **No facial or tongue jewelry will be permitted on the clinical units.**

i. Marks (tattoos, scars, etc.) that may interfere with presenting a professional appearance must be covered. Individual counseling may take place to ensure you present a professional appearance.

j. Fingernails must be short, clean, and unpolished. False nails or acrylic nails are not allowed.

k. No gum allowed on clinical units.

3. **Wearing of uniforms:**

   a. Uniforms, including Aims ID Badge, are to be worn in the clinical area only, and only during specified clinical time, including researching patients the day or evening prior to the clinical day. 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 Campus Laboratory/Simulation Experience.

   c. Students may not wear their student Identification Badge in non-Program settings.
Clinical Information

Schedule and Work Recommendations

Due to the fast pace and heavy academic demands in the Nursing Program outside employment should be carefully considered. Clinical shifts may be 8 to 12 hours and may include days, evenings, nights, 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.

Clinical rotations cannot be revised to accommodate student work schedules. This is especially important to understand in relation to NUR 230 Transition to Professional Nursing and the student’s senior practicum. Clinical rotations and practicums must be the priority of the student.

My Clinical Exchange (myCE)

A clinical placement platform (My Clinical Exchange) has been instituted by our clinical agencies, students will be required to pay an additional fee (approximately $35) to create an account. This placement platform will enable Aims and our clinical affiliates to confirm students’ compliance with agency requirements including immunization, current CPR, orientation modules, etc.

Healthcare Provider Cardiopulmonary Resuscitation

The student must maintain current American Heart Association Healthcare Provider (BLS) 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 and/or tests are required:

- Current Tdap (every 10 years)
- MMR (Measles-Mumps-Rubella) – series (2 immunizations) or three titers
- HBV series (Hepatitis B) – series (3 immunizations: initial, at one month and at 6 months) or titer or signed declination form
- Varicella – series (2 immunizations) or titer
- Current (annual) 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.
- Influenza Vaccine – the student will be notified of the specific dates in which the vaccine is to be obtained.
**Additional Clinical Requirements**

Clinical agencies retain the right to require students to obtain additional background check(s), drug screen(s), and/or fingerprinting. Clinical agencies also retain the right to require student to provide proof of residency or valid student visa.

**Notice of Protocol for Students Banned from Clinical Sites**

Please be advised that if you currently are or previously have been enrolled in a program with a clinical component and have been expelled from one of our clinical affiliates, you are expelled 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 at your own risk. You will be removed from the program at the time that the expulsion is discovered and all tuition fees paid to that point shall be forfeited by you. If you have any questions about this particular issue, you are encouraged to contact the program chair prior to enrolling.

**Latex Sensitivity**

All students with evidence of latex sensitivity are encouraged to wear a medical alert bracelet and carry emergency medical instructions and emergency medications with them at all times. This is especially encouraged when the latex-sensitive student is involved with nursing program-related experiences, including but not limited to, Campus Laboratory, Simulation Experience, and Clinical Experience.

Latex-sensitive students should use only non-latex supplies. Latex-free gloves will be provided in the Campus Laboratory and Simulation Experiences. During Clinical Experience, students may use latex-free gloves supplied by the hospital.

The following are websites for more information and reference:

- [www.latexallergyresources.org](http://www.latexallergyresources.org)
- [www.osha.gov](http://www.osha.gov)
- [www.ced.gov](http://www.ced.gov)
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).
**Standard Precautions**

Since medical history and examination cannot reliably identify all patients with Hepatitis, HIV, or other blood borne pathogens, Standard 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:** Wear a disposable plastic or barrier proof gown 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, and should not engage in the care of, a patient with a known or suspected diagnosis of tuberculosis (TB) or any other illness requiring a fitted respirator mask.
Worker’s Compensation Coverage

Please copy back to back, sign and return to HR.

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:

<table>
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<tr>
<th>Greeley</th>
<th>Fort Lupton</th>
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| Champs  | Workwell Occupational Medicine  
1900 16th Street  
Greeley, CO 80631  
Phone: (970)350-2471 | Fort Lupton Medical Team  
308 Denver Avenue  
Ft Lupton, CO 80621  
Phone: (303)857-1007 |
| *Urgent Care- Central  
1900 16th Street  
Greeley, CO 80631  
Phone: (970)350-2425 | *For treatment of lacerations and eye injuries |

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<tr>
<th>Loveland</th>
<th>Longmont</th>
<th>Fort Collins</th>
</tr>
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</table>
| Workwell Occupational Medicine  
1608 Topaz Drive  
Loveland, CO 80537  
Phone: (970)356-9800 | Workwell Occupational Medicine  
205 S. Main Street  
Suite C  
Longmont, CO 80537  
Phone: (303)702-1612 | Workwell Occupational Medicine  
1600 Specht Point Road  
Suite 115  
Fort Collins, CO 80525  
Phone: (970)672-5100 |

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.*
Clinical Incident Report Form

Instructor or Clinical Student Statement

Personal Information

Full Name: ________________________________

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Aims ID#: ________________________________

Address:

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<th>Street Address</th>
<th>Apartment/Unit #</th>
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Home Phone: (_____) ________

Cell Phone: (_____) ________

Birth Date: ________________

Sex: M: _____ F: _____

Clinical Agency Information

Clinical Agency: ________________________________

Department/Unit: ________________________________

Unit Phone: ________________________________

Unit Supervisor’s Name: ________________________________

Description of Accident

Date of Accident: ________________________________

Time of Accident: ________________________________

Names of Witnesses: ________________________________

Place Where Accident Occurred: ________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________

__________________________________________
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: __________________
Nursing Program Advisor

The Director of Nursing Education Programs serves as the advisor for current nursing students 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. Advisor is 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.

Degree Works

DegreeWorks is a program designed for students to track graduation progress. DegreeWorks can be found under the Student tab under Advising.
**Course Evaluations**

Course Evaluations provide valuable feedback to Instructors. Students are encouraged to complete the online course evaluation survey during the last two weeks of the course. Other short course evaluations will be available at various times, depending on the course start and end times.

Students will receive an email message directing them to a website where they can login using their Aims ID and complete evaluations. Course evaluations are confidential. The Student Course Evaluation Website is aims.campuslabs.com/courseeval

**Aims – UNC Dual Enrollment Option**

Aims Community College Nursing Program and the University of Northern Colorado School of Nursing have partnered to offer Aims Nursing Students an opportunity to participate in a Dual Enrollment Program. Through this program, students who are admitted into the Aims Nursing Program and meet the eligibility requirements of the UNC RN-BSN program have the option to take UNC RN-BSN courses while currently enrolled in the Aims Nursing Program. This track allows student to obtain a Bachelor’s Degree in Nursing (BSN) with only two additional semesters of course work once the student graduates from Aims Nursing Program with an Associates of Applied Science Degree in Nursing (ADN).

It is important for students who participate in the Dual Enrollment Option to understand that they remain in the cohort of students that are admitted to the Aims Nursing Program. Therefore, there is no distinction between dual enrollment and traditional students.

It is essential that students participating in Dual Enrollment understand that success in the Aims Nursing Program is a priority. If the student is unsuccessful in the Aims Nursing Program they are no longer eligible to continue in the current cohort of Dual Enrollment.
College and Nursing Program Resources

Assessment Technologies Institute

The Aims Community College Nursing Program utilizes the Assessment Technologies Institute (ATI) standardized assessment program. ATI assessments will be assigned in every nursing course within the program. Some assessments will be practice assessments that can be taken at home or on a college computer and other assessments will be proctored which will be taken at the Aims Community College Testing Center. Numerous resources are available to the student through ATI including:

- Multiple practice assessments for each course as well as individualized remediation exercises with hard copy and online review modules
- NurseLogic which provides tutorials on Knowledge and Clinical Judgment, Nursing Concepts, Priority Setting Frameworks, and Testing and Remediation
- Learning Systems RN which provides additional assessment and practice test questions

Testing Center

The Testing Center, 970-339-6553, provides secured computerized Assessment Technologies Institute assessments. ATI assessments are course requirements which must be completed prior to the deadline outlined in each course syllabus. You must call for an appointment to take proctored exams. Backpacks, books, and bags will not be allowed in the Testing Center. The Testing Center is located in the College Center. Please visit the following website for information on Testing Center hours at http://www.aims.edu/student/testing/

Career Services

Career services offers current and past students counseling and online resources on topics such as job search resources (Career Advance) and job search skills (resume writing and interview skills). Career Service information can be found at http://www.aims.edu/student/career/

Financial Aid

There are consequences if you do not complete the courses you are being paid to complete. If you stop attending, drop, withdraw, fail, or take an “Incomplete” in any course, you may be placed on financial aid suspension and even be required to repay the financial aid you received. Please contact the Financial Aid Office before making a decision that could result in the repayment or loss of financial aid. The student is responsible for securing information on Loan Repayment requirements from the Financial Aid Office.
Library

The Keifer Library offers services on all campuses that include book check-out, reference services, and off-campus online research databases. The Greeley campus library is located on the 2nd floor of the College Center. For assistance with library services, please contact the library staff via telephone at 970-330-6458 or email at reference@aims.edu.

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.

MediaCast

MediaCast is a video on-demand server that provides students access to training videos. MediaCast may be accessed through the Student Tab and signed in using the student’s My Aims user name and password. Nursing specific videos may be found by entering the search term “nursing”.

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Computer Learning Lab

The Computer Learning Lab staff provides assistance in various disciplines. There are a large number of computers loaded with current software available for student use. Please visit the computer lab website for additional information at http://www.aims.edu/student/learning-commons/complab/

Tutoring Services

The tutors, supplemental instruction leaders and staff members at Aims are committed to helping students become successful, independent learners. We partner with faculty and other members of the Aims community to provide a variety of quality resources. Drop in, individual, guided study group, and online tutoring is available to currently enrolled Aims students. Tutoring Services can be accessed at http://www.aims.edu/student/learning-commons/TSI/

Technical Support

Students with difficulty accessing myAims, in an online course, or computer configuration for the Aims website may contact Technical Support by calling 970-339-6380 or emailing the helpdesk@aims.edu. (See http://www.aims.edu/about/techservice/).

Students who are having difficulty with their Aims email account should also contact Technical Support immediately.
Online Writing Lab and Writing Center

The Aims Online Writing Lab provides helpful information about the writing process. We hope that students, staff, faculty and community members find the support and resources you need to improve writing, regardless of your current skill level. Writing is an important part of all academic programs. The Online Writing Lab can be accessed at http://www.aims.edu/student/online-writing-lab/

The Aims Writing Center is staffed by professional tutors who serve the college community by working with students to improve their writing. If you would like to have a paper reviewed by one of our professional tutors, come to the writing lab during our open hours. The writing center is located in the Learning Commons area, on the second floor of the College Center.

The writing center does not accept appointments but will work individually with students on a first come, first served basis. Please bring your essay and any handouts or rubrics that pertain to the assignment.

The mission of the Aims Writing Center in the Learning Commons is threefold. First, we offer writing assistance for all Aims students across the curriculum in hopes of fostering confidence and self-sufficiency in all stages and aspects of the writing process. As such, Aims Writing Center tutors are not editors and, therefore, do not proofread, since doing so detracts from the goal of encouraging independent writers, able to self-edit.

Who we are:
Tutors trained to assist students in improving clarity and impact in their academic writing.

What we do:
Endeavor to foster confidence and self-sufficiency by providing feedback
Help with organization and development of paper
Review grammar, punctuation, and style
Show how to cite, quote, and paraphrase correctly

What we don’t do:
Proofread and edit
Read the entire paper
Fix student papers

What levels:
Work with writers of all levels of ability
Assist in all stages and aspects of the writing process
Assist students enrolled in reading classes as well
Personal Counseling and Crisis Response

Personal Counseling
Current students are eligible to receive free counseling sessions in private offices with qualified counselors on the Greeley Campus, as well as at Windsor, Fort Lupton and Loveland. If you’re struggling with any of the following, we encourage you to contact the counselor on your campus to set up an appointment:

- Anxiety
- Stress management
- Grief and loss
- Relational conflict
- Depression
- Life transitions
- Parenting issues
- Coping strategies

We are here to help you get back on track, so you can focus on completing your educational goal.

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<tr>
<th>Campus</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Campuses</td>
<td>Chris Karl</td>
</tr>
<tr>
<td></td>
<td>(970) 339-6436</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:chris.karl@aims.edu">chris.karl@aims.edu</a></td>
</tr>
</tbody>
</table>

*Please note all personal information discussed by students in counseling sessions is treated as confidential within the center with certain legally mandated exceptions. Counseling files are not a part of the college’s records and cannot be accessed by parents, guardians, college personnel or faculty without the student’s written permission.

After Hours Emergencies & Crises

An emergency is a situation that is life threatening or involves immediate danger or other extreme circumstances. Please call 911 immediately or Campus Security at (970) 539-2171.

For other psychological crises or urgent concerns, please check out our Guide to Local Human Services or call the North Range Behavioral Crisis Line at (970) 347-2120, or (800)-SUICIDE (800-273-TALK).
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 the Director of Nursing Education Programs. As a College and Program, we will make every effort to accommodate.

Accommodations for Students with Disabilities

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 Disability Access Services (DAS) at 970-339-6388 or disabilities@aims.edu

- Students with disabilities who believe that they may need accommodations in a class are encouraged to make an appointment in person at Disability Access Services in the College Center building, or by calling 970-339-6388 as soon as possible to ensure that reasonable accommodations are implemented in a timely fashion.
- Please be aware that before an accommodation(s) can be allowed for a course, the accommodation(s) must be approved through the DAS Office.
Disability Access Services – Statement of Understanding

I, ________________________________, understand that it is the policy of the Aims 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 Services Office for assistance, if I feel I need Disability Accommodation(s).

___________________________________________                                    __________________
(Signature)             (Date)
Tobacco-Free 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 tobacco-free zones.

Policy
Aims Community College favors a TOBACCO-FREE ENVIRONMENT. For the purposes of amending this policy, “tobacco” is defined to include: cigarettes, cigars, pipes and any other smoking product; dip, chew, snuff, snus and any other smokeless tobacco product; and nicotine delivery devices, such as e-cigarettes. FDA-approved nicotine replacement therapy products used for tobacco cessation are excluded from this definition. "Smoking," as used in this policy, means smoking of any substance, including but not limited to, tobacco, cloves, or marijuana. "Smoking Products" include, but are not limited to, all cigarette products (cigarettes, bidis, kretex, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, etc.). 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 implement and maintain procedures to carry out the intent of this policy. APPROVED: Aims Board of Trustees Date: April 7, 2004 Revised: February 17, 2014 May 6, 2015 Reviewed for Content: October 15, 2008

Tobacco-Free Zones Procedure
In an effort to conform to the Colorado Clean Indoor Air Act, the use of e-cigarettes or other tobacco products 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 tobacco-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 tobacco-free zone from all building entrances. The Monfort Early Childhood Education Center will have a 25 foot tobacco-free perimeter surrounding the entire facility. Tobacco-free zones shall be clearly identified at all entrances. Maps detailing tobacco-free zones shall also be posted near each building entrance. Appropriate receptacles will be available in appropriate locations. Violators of the tobacco free zone will be subject to issuance of a citation and/or disciplinary action as appropriate. APPROVED: Dr. Marilyn Liddell Aims Community College President Approved: July 21, 2008 Revised: March 9, 2009 May 6, 2015

Greeley Campus map of tobacco-free zones follows this page

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.
Tobacco-Free Zones
Security and Public Safety

In Case of a Medical Emergency

Life or Limb Threatening Emergencies: Call 911

First Responders: Campus Security (970) 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 “Public Safety” tab on the bottom, of the screen, then on “Resources” on the right 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 in the Greeley area can be reached 24 hours/7 days a week at 970-539-2171. Additionally, the College Safety and Security Officer or School Resource Officers can be e-mailed at security@aims.edu or by calling 970-339-6474. Please leave a message if we miss your call. For emergencies, dial 911 from any Greeley campus phone.

How to Report a Crime

If this is an emergency, remain calm and dial 911. Be prepared to inform the operator of your location and the nature of the emergency.

For non-emergency situations on any of the Aim’s campuses, you can report crimes by calling one of our School Resource Officers, who are also deputies with the Weld County Sheriff’s Office. They can be reached by calling (970) 539-2171 or (970) 590-0415. Additionally, you can call the college Safety and Security Coordinator at (970) 339-6474. These numbers are the same for all Aims locations.

In addition to reporting criminal activity as listed above, an incident may be reported using our automated incident complaint system. These complaints can be made anonymously.

The State of Colorado also has laws pertaining to the Duty to Report a Crime and can be found by accessing the Colorado Revised Statutes 18-8-115

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 e-mail to security@aims.edu. You can also call Facilities and Operations at x6474 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 is always welcomed.
Lost and Found
If you found a lost item or lost something of your own, contact the Campus Safety Department.
  o Email: at security@aims.edu
  o Call: The security lines for each campus:
     Greeley (970) 539-2171
     Fort Lupton (303) 591-3164
     Loveland (970) 518-5137
     Windsor (970) 744-0322
NOTE: Items are kept in the Lost and Found until the end of the current semester. Unclaimed items are usually donated to charitable groups in our community, students or on campus programs and services.

Parking Pass
Students and visitors may park in any non-restricted parking lot(s) or space(s) as long as they possess and clearly display an Aims Parking Permit. Students can register for a free permit by following these steps:
  • Complete a parking registration form
  • Bring a valid photo ID and vehicle license plate number, make, model and color, to the Student Life office (College Center/Rm130) in Greeley, or the front desk in Loveland, Fort Lupton and Windsor.
Warning: Any unauthorized vehicles parked in a restricted parking lot or space (usually marked “Faculty and Staff Reserved Parking” lots and spaces) risk being issued a violation citation or ticket. For more information about parking permits, contact the Guest Relations Officer at (970) 339-6478 or the Safety and Security Office at (970) 339-6474

Title IX
Aims Community College has an expectation that employees and students will share information that they receive about campus crime and off-campus crime that may potentially impact the campus environment. The expectation to report is intended to convey information needed to track the College’s response to incidents (on and off-campus) being reported, as well as to assess the danger the incident represents to the community at large.
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
Release of Confidential Information

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: State Regulatory Agencies Name: ______________________
   Relationship to Student: Licensor Relationship to Student: ______________________
   *Security Code: N/A *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 ______________________
**Technical Standards**

To ensure that students in the Aims Community College Nursing Program are able to provide safe effective care for patients in assigned clinical settings, all students in the Program are required to attest to their ability to meet the identified Technical Standards with or without reasonable accommodations. Reasonable accommodations will be determined through collaboration with the student, the Disability Access Services (DAS) office, and the Director of Nursing Education Programs.

Note:
- For the health and safety of students and patients, some accommodations may need to be disclosed to the clinical agency the student is attending. The clinical agency may deny the requested accommodation if it does not meet their health and safety standards.
- Any change in the status of student’s ability to comply with any of the Technical Standards must be reported by the student to the DAS office and the Director of Nursing Education Programs.

| **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 patient’s condition and the effect of therapy. Observation necessitates the functional use of vision, hearing, tactile and somatic senses. |
| **Communication** – the student must be able to communicate effectively with patients, instructors and all members of the health care team. He/she must communicate with patients 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 patients, and teach, explain, direct and counsel people. |
| **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 patients 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 patients, 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. |
| **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 patient’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.

**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 patients. A student must have the capacity to develop mature, sensitive and effective therapeutic relationships with patients. 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.
Background Investigation, Drug Screens, 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 Aims Community College Nursing Program.

NOTE: ALL students are considered provisionally accepted until all elements pertaining to their Background Investigations are received and reviewed by the college. For most programs, these elements include a Criminal Background Check and Drug Screens.

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 Check 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. Students who have successfully completed the terms of a deferred adjudication will not be disqualified from their program. Students who have a disposition of “dismissed after successful completion,” regardless of the crime, 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).
- Any registered sex offender (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. Any crimes related to section 18-18-426 C.R.S. (Paraphernalia) are not considered disqualifying offenses.
- Non-negative drug screen. Students utilizing medical marijuana under sections 18-18-406.3 and 25-1.5-106 C.R.S. are not excluded from this requirement. 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 drug screen.
- 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 patient 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.
• Misdemeanor or felony crimes of moral turpitude as defined in section 18-7-101 C.R.S. in the 7 years immediately preceding the submittal of application, which include but are not limited to prostitution, sexual exploitation of a minor and criminal invasion of privacy.
• Any offense in any state other than Colorado, 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.
• Any student included on the HHS/OIG List of Excluded Individuals/Entities or GSA List of Parties Excluded from Federal Programs.
• Any student included on the U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN).

If the Background Investigation reveals information that could be relevant to the application, the designated individual or committee within Aims Community College may request additional information from the applicant. The potential Disqualifying Offense shall be reviewed on a case by case basis. Aims Community College reserves the right to remove a student from any Allied Health Sciences or Public Services Program of study in the event a Disqualifying Offense appears on any of the above mentioned checks. Students may be subject to random or For Cause drug screens. Refusal to comply with such a request will result in immediate removal from the Allied Health Sciences or Public Services Program of study. Annual checks for HHS/OIG List of Excluded Individuals/Entities and GSA List of Parties Excluded from Federal Programs may be required to meet requirements of certain clinical facilities.

NOTE: Clinical facilities may also choose to require additional background checks, drug screens and/or fingerprinting, and may disqualify students from participating at a clinical site based on individual facility policies independent of any action by Aims Community College; and that a disqualifying background check from a clinical agency may render me ineligible to continue in an Allied Health Sciences or Public Services Program. Any additional drug screening may be at additional cost to the student.

All Background Investigations will be processed under the Fair Credit Reporting Act, and Aims Community College has enacted a “red flag procedure” as required by November 1, 2008. 16 CFR 681. The applicable applicant/employee will be notified and informed in the event of an unacceptable background report.

**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. Another Background Check and Drug Screens are also required.
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

________________________________________     ___________________     Seal
Signature of Notary Public                  Commission Expiration Date
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?
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?
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, including but not limited to 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.
**Licensing Information**

These websites will help you prepare and register to take the NCLEX

[https://www.colorado.gov/pacific/dora/Nursing](https://www.colorado.gov/pacific/dora/Nursing)

- Then select “Find Applications and Forms”
- Select “Registered Nurse Applications and Forms”
  - Original License by Examination or Endorsement (Apply Online)
    - You will need to go through the process of creating an account

[www.pearsonvue.com](http://www.pearsonvue.com)

- Select “For Test Takers” from the top menu bar
- Select Category “Schedule an Exam”
- Enter “NCLEX Examination” in the search menu
- This site allows you to explore information about the NCLEX test, Pearson Vue testing process and link to NCSBN website
- You will also register to take the test and pay the testing fee at this site

[www.ncsbn.org](http://www.ncsbn.org)

- Select “NCLEX Examination” from the top menu bar
- This site contains information about testing process as well as information about the NCLEX test plan.
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 Director of Nursing Education Programs (DNEP) to discuss the issue(s). If after meeting with the 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 Aims Community College Grievance Procedure is outlined on the Aims Community College website.
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, 2017-2018.

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.