
Aims Community College
Allied Health
Student Handbook 2020/2021



Aims Community College is fully accredited by the [Higher Learning Commission](#).

Aims Purpose, Vision, Mission

- **Purpose:** Build a Stronger Community
- **Vision:** First Choice - The Recognized Leader in Learning and Student Success
- **Mission:** Provide knowledge and skills to advance quality of life, economic vitality, and overall success of the diverse communities we serve.

Table of Contents

Welcome Letter	1
Standard Syllabus Policies	2
Additional Resources	3
Expectations of Students	3-5
Communication	5-6
Social Media	6
Program Sanctions & Disciplinary Action	6-7
Health	7-8
Religious/Cultural Accommodation	8
Clinical Site Onboarding Requirements	8-9
Latex Sensitivity	9
Clinical Hours	10
Clinical Site Conduct and Performance	10-11
Attendance	11

Scope of Practice	12
Clinical Incident Reporting	12
Course and Clinical Evaluations	12
Program Forms	13-28
Program Specific Appendices	29-51



Welcome!

We would like to welcome you to the Allied Health and Wellness Division at Aims Community College. You are about to embark on a challenging yet rewarding journey towards a career as a healthcare provider. Along the way you will make lifelong friends, develop professional relationships, and will most certainly be inspired by the patients you will meet. Our faculty and staff are dedicated to your success both in the classroom and as a future caregiver.

As you progress through your education, please consider the incredible gift that the patients you encounter are providing for you. Patients are not obligated to allow you to provide them care, yet they do so knowing that they are helping to shape a future healthcare professional. Without them, it would be impossible for you to become a professional healthcare provider. Take a moment to thank these wonderful people when you get the chance.

The healthcare industry has exceptionally high professional standards because patient's lives are at stake. The guidelines in this handbook were written with great care and consideration for your future success as they are designed to prepare you for the standards in the industry. Keep that in mind as you read through the guidelines presented here. Every one of them was crafted to mimic the high professional standards in the field.

We look forward to having you as one of our students but we really look forward to seeing your future success as a healthcare provider!

Warm Regards,

Terry Anderson, MA
Academic Dean
Allied Health & Wellness Programs

Standard Syllabus Policies - <https://www.aims.edu/policies/standard-syllabus/>

- **Academic Integrity-** Aims Community College students are expected to demonstrated qualities of morality, honesty, civility, honor and respect. Violation of these standards may be cause for discipline as listed in the link below:
 - <https://www.aims.edu/policies/standard-syllabus/academic-integrity.php>
- **Accessibility and Privacy Policy**
 - <https://www.aims.edu/online/accessibility-privacy.php>
- **Americans with Disability Act (ADA)**

Accommodations for Students with Disabilities: Any student who feels s/he may need an accommodation based on the impact of a disability should contact Disability Access Services (DAS) privately to discuss their specific needs. Please be aware that before accommodations can be allowed in class they must be approved through the DAS office.

 - <https://www.aims.edu/student/das/index.php>
- **Attendance**
 - <https://www.aims.edu/policies/standard-syllabus/attendance.php>
- **Carnegie Contact Hours** – Expectations of hours spent outside of classroom.
 - <https://www.aims.edu/policies/standard-syllabus/carnegie-contact-hours.php>
- **Computer Resources-** Computer Lab
 - <https://www.aims.edu/policies/standard-syllabus/computer-resources.php>
- **Grade Replacement-** Information on repeating a course.
 - <https://www.aims.edu/policies/standard-syllabus/grade-replacement.php>
- **Incomplete Grades**
 - <https://www.aims.edu/policies/standard-syllabus/incomplete-grades.php>
- **Learning Objectives-** A measure to assess a student’s achievement.
 - <https://www.aims.edu/policies/standard-syllabus/learning-objectives.php>
- **Library**
 - <https://www.aims.edu/policies/standard-syllabus/library.php>
- **Pregnancy and Childbirth-** Aims Community College does not discriminate against any student on the basis of pregnancy or related conditions.
 - <https://www.aims.edu/policies/standard-syllabus/pregnancy-childbirth.php>
- **Student Conduct**
 - <https://www.aims.edu/policies/standard-syllabus/student-conduct.php>
- **Technical Support-** (970) 339-6380 or helpdesk@aims.edu
- **Testing Center**
 - <https://www.aims.edu/student/testing/index.php>
- **TurnItIn-** Plagiarism prevention
 - <https://www.aims.edu/policies/standard-syllabus/turnitin.php>
- **Tutoring**
 - <https://www.aims.edu/policies/standard-syllabus/tutoring.php>
- **Withdrawal "W" Grade**

- <https://www.aims.edu/policies/standard-syllabus/withdraw.php>

Additional Resources:

- **Campus Safety and Security**
 - <https://www.aims.edu/about/departments/safety/index.php>
- **CARE (Coordinated Assistance and Resource Education)**- designed to assist all members of the college community in responding to students in distress while providing critical campus and community resources.
 - <https://www.aims.edu/student/conduct/care.php>
- **Grievance**
 - <https://www.aims.edu/student/das/complaints-grievances.php>
 - Student Complaint Reporting Form
https://cm.maxient.com/reportingform.php?AimsCC&layout_id=2
- **Mediation, Assistance and Advocacy Program (MAAP)**
 - <https://www.aims.edu/student/conduct/maap.php>
- **Sexual Harassment**- 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.
 - <https://www.aims.edu/student/conduct/sexual-harassment.php>
- **Tuition/Payment/Fees**
 - Financial Commitment- <https://www.aims.edu/policies/standard-syllabus/financial-commitments.php>
 - Payment Information- <https://www.aims.edu/student/cashier/index.php>
 - Tuition and Fees- <https://www.aims.edu/student/cashier/tuition.php>
- **Aims Covid-19 Information**
 - <https://www.aims.edu/coronavirus/aims-covid19-faq.php>

Expectations of Students in the Classroom/Internships:

Your academic attitude is a major factor in your success at Aims. You share responsibility along with your professor and other students for creating a productive learning environment. This includes behaving courteously and respectfully and becoming self-disciplined in your learning.

Below are ways to create a productive college experience and expected behaviors for all students. Behaviors outside of these expectations may be met with negative consequences.

- 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.
- Arriving late, personal conversations, profanity, extraneous noise, text messaging, reading non-course material (magazines, newspapers, etc.) and sleeping are distracting to others in the learning environment and should be avoided.
- The student should refrain from monopolizing classroom, laboratory, simulation, or clinical discussions.

- Dress Code:
 - **Uniforms/Scrubs**- should fit well, be clean and wrinkle free. See your program syllabus for specific uniform/scrub requirements.
 - **Shoes**- close toed, comfortable but professional.
 - **Hair**- should be clean, well groomed, off the shoulders and face, and appropriately styled for good professional appearance. Unnatural hair color is discouraged and may not be allowed in certain clinical settings.
 - Beards are allowed if neat, clean and trimmed.
 - **Personal hygiene**- good hygiene must 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. Excessive perfume, cologne or body odor is not appropriate.
 - **Jewelry**- should be minimal and in compliance with clinical site policies. Certain clinical sites may not allow facial or tongue jewelry. Clinical instructors reserve the right to mandate the removal of any jewelry deemed unprofessional or hazardous to student or patient.
 - **Tattoos**- that may interfere with presenting a professional appearance must be covered.
 - **Open wounds or scars** must be covered.
 - **Nails**- finger nails should be clean and trimmed. Polish must be kept to a subdued color. Artificial nails are not allowed. Some clinical sites may require gloves.
 - **ID Badges**- all students should wear an ID Badge at chest level according to facility requirements while at the clinical site.
 - **Tobacco**- odors and second hand smoke are offensive and physiologically dangerous to some patients and are unacceptable in the clinical area. Students caught smoking or who smell of smoke could be sent home at the discretion of the clinical site or clinical instructor.

- Drugs/Alcohol- the following circumstances may be grounds for dismissal:
 - Consumption of Alcohol or Illicit Drugs (to also include THC/marijuana) prior to or during classroom, laboratory, simulation, or clinical experiences. Aims Community College is an alcohol and drug-free educational institution. If a student appears to be under the influence of Alcohol or Illicit Drugs (to also include THC/marijuana) 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.
 - 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.
 - THC (marijuana) is a part of the required 10 – panel drug screen prior to admittance into any Health Professions or Public Safety program at Aims. The passage of Amendment 64 in the state of Colorado, does not overrule Federal law, which states this is still an illegal substance. Students testing positive for THC (marijuana) **will not be allowed entrance or re-entrance** into an Aims Allied Health or Public Safety program for a minimum of 6 months.

- Food- smoking, gum chewing, food and drinks **are not permitted** in the lab setting.

- HIPPA-the student must safeguard the patients 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. (See "**HIPPA Compliance**" in Forms Section)
- 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.
- Children- all children on campus under the age of eighteen (18) 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.
- Cell Phone- Cell phone usage is not permitted in the classroom or lab at any time. The use of cell phones and the technology associated with them creates disruptions in the learning environment which interferes with the educational process. Therefore, if you absolutely must use the cell phone during class you must quietly excuse yourself. If you are expecting an emergency call, please notify the instructor **BEFORE** class begins, and please put your phone on vibrate. When you receive the call please leave class with as little disturbance as possible. In addition, if you continue to take calls or use cell phone technologies in class after being warned by the instructor, then you will be asked to leave the class for that entire period. For repeated problems discipline from the Student Code of Conduct will be followed.
- 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.

Communication:

- 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.
- 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.
- All students must submit an Information Change Form (*see link in Forms Section*) 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. Program Chair, Director and/or Clinical Instructor should be notified immediately.
- Each faculty member has voicemail and email. Faculty phone numbers and emails are indicated in your course syllabi. Text messaging should only be used at the discretion of the instructor.

- If a student has rationale for requesting written communication versus electronic communication regarding any course, or the Program in general, it is fully the student's responsibility to meet with the Director of the Program to make this request. The request should be submitted in writing at the time the student meets with the Director.

Social Media Specific to Healthcare Education Programs:

As a student in a (Healthcare Education program), you must remain vigilant and take extra care to avoid violations of patient privacy. Whether you are using social media as a student in this program or as a private citizen, you are still ethically responsible to uphold patient privacy laws. Whether acting as a student in this program or as a private citizen, students should never:

- Discuss encounters with patients on social media
- Post any identifying information about patients
- Post photographs of patients
- Post photographs of clinical sites, emergency scenes, or medical emergencies (even if no patients are in the photo)
- Acknowledge your presence at a clinical site, emergency scene, or medical emergency in response to another posting on social media or in response to a news story
- Share information about your clinical experiences, clinical staff, working conditions, or incidents at clinical sites
- Repeat information that you gleaned while in attendance at a clinical site, emergency scene, or medical emergency
- Rely on privacy settings in your social media account to protect the content you post. Your status as a student does not excuse you from social media use that is harmful (or potentially harmful) to the patients and loved ones that you encounter while enrolled in this program.

Program Sanctions & Disciplinary Action:

The following behaviors or misconduct may result in immediate clinical and program dismissal. Students will not be allowed to reapply for the program. The student may also be referred to the Dean of Students for disciplinary actions. **Note: If a student is banned from a clinical site for any of the instances listed below, they are not allowed to enroll in any Allied Health Program offered by Aims.**

- Being under the influence of drugs or alcohol during any class or program function.
- Breach of patient confidentiality.
- Breach of Program Standards of Ethics and Practice.
- Falsification and/or participation in the falsification of official records/documents at the clinical sites and/or Aims.
- Any form of cheating (see specific policy on cheating).
- Plagiarism (see "Academic Integrity" link in Standard Syllabus Policies, page 2)
- Witnessed physical abuse toward a patient, faculty, student or clinical staff.
- Verbal abuse, intimidation or threats toward a patient, faculty, student or clinical staff.

- Any conduct that would be considered a violation of a local, state, or federal law that would result in a felony conviction which would be evaluated by the Dean of Students.
- Theft of clinical affiliate or college property and/or property of others at aforementioned sites.
- Willful and/or intentional destruction of college, clinical affiliate or personal property.
- Sexual harassment toward a patient, faculty, student or clinical staff.
- Being banned from a clinical site by a clinical site or the program.
- Misconduct includes but is not limited to the above descriptions.

Health

Emotional and Physical Demands:

There are many emotional and physical demands in this field. Below are examples of some of the common demands that students can expect (more demands may occur than are listed here). The Program Chair or Director reserves the right to request a medical clearance from a student's physician at any point during the program if it is suspected that a student is not able to function at full capacity in any of these areas. If medical clearance is not obtainable due to condition, the student must consult with the instructor and Program Chair or Director for the next course of action including the possibility of medical leave. If the condition is severe enough and medical clearance is never obtainable, it is possible that the student may no longer be able to continue in the program. Any student who feels they may need an accommodation based on the impact of a disability should contact Disability Access Services (DAS) privately to discuss their specific needs. Please be aware that before accommodations can be allowed in class they must be approved through the DAS office. Students should contact DAS at <https://www.aims.edu/student/das/index.php> to set up an appointment to discuss the process of requesting reasonable accommodations.

Change in Health Status:

- Any student diagnosed with an infectious disease must notify the Program Chair or Director and assigned clinical instructor immediately. To protect patients, staff and peers, the student may be restricted from clinical assignments to avoid contamination of co-workers and patients. (Follow the steps indicated in the section of this handbook labeled "*Clinical Incident Reporting*").
- Any condition (physical, emotional, pregnancy, mental, etc.) or injury being treated by a physician or mental health professional, which prevents the student from performing assigned clinical tasks must provide the program with a full physician's release. Students are not allowed to attend clinical assignments until the physician's release is provided. Students are not allowed to be on "light duty" due to an injury/condition unless accommodations are granted officially through the DAS department. All students are evaluated the same way unless official accommodations are granted. (*See course syllabus for specifics on program absence policies*). Any student who feels they may need an accommodation based on the impact of a disability should contact Disability Access Services (DAS) (*see "ADA", pg #2*) privately to discuss their specific needs.

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 Program Chair or Director. As a College and Program, we will make every effort to accommodate.

Clinical Site Onboarding Requirements:

Immunization Records/Background Checks/Drug Screenings/Site Compliance, etc. Students should be aware that clinical sites reserve the right to add clinical admittance requirements at any time. Our program must abide by these requirements as they are published. Minors may be prohibited from clinical locations based on age requirements of that facility.

The following immunizations and/or tests are required:

- Aims **Background Check** and **Drug Screen**- Cost \$81.50 (prices subject to change and can go up if deadlines are not met)
 - Students should be aware that some sites require students to pass their own background check. To date, individual clinical site background checks are at no cost to the student, however this is always subject to change. If students do not pass a clinical site background check, the student will not be allowed to continue in the program, even if they pass the college background check upon acceptance.
- Current BLS **CPR** for Health Care Providers
 - Nurse Aide Program does not currently require CPR
- Current **TDAP** (Tetanus, Diphtheria, Pertussis) –within the last 10 years
- **MMR** (Measles-Mumps-Rubella) – series (2 immunizations at least a month apart) OR titer showing immunity to all three
- **HBV** series (Hepatitis B) – series (3 immunizations: initial, at one month and at 6 months), titer OR signed declination waiver
- **Varicella** (chickenpox) – series (2 immunizations at least a month apart) OR titer
- Current (annual) negative **TB** test:
 - Two Step Skin test (PPD)- placement of the second test, **must be at least a week after first test is read and less than 3 weeks after first test is read.**
 - Blood Test

*If results show a positive TB- a negative chest x-ray or a signed letter from the physician (stating no symptoms of active TB) is required.
Test cannot not expire during the school term.
- **Influenza Vaccine** (during flu season) or declination waiver (for religious beliefs or medical contraindication)
- **My Clinical Exchange** (mCE)- students should be aware that some clinical sites have onboarding platform fees (\$39.50)

*With recent health concerns, additional vaccines may be required at any time during enrollment in program

- If specific guidelines and timelines regarding vaccinations are not specifically followed, consequences to student may occur such as:
 - Additional cost
 - Delay in clinical start
 - Delay in program start
 - Grade reduction

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 any health 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:

<http://www.aafa.org/latex-allergy/>

www.osha.gov

www.CDC.gov

Class schedules: classes will not be scheduled to meet individual needs of students

Clinical Hours:

Students do not get to select the schedule or the location of their clinical/internship.

- **Shifts-** Clinical shifts may be 8, 10 or 12 hours and may include days, evenings, nights, and weekends. Clinical rotations are subject to last minute changes.
- **Travel-** In addition, clinical shifts are scheduled at a variety of clinical sites that may be 85+ 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.
- **Work Schedule-** Clinical rotations **cannot** be revised to accommodate student work schedules.
- **Documentation-** **Students failing to submit documentation or follow protocol of clinical sites by assigned due dates will not be able to attend clinical.**
- Staying past a scheduled shift to finish a procedure is a professional obligation.

Clinical Site Conduct and Performance:

- All clinical activities must be educational and students cannot be substituted for staff.

- **Conduct:** The students and faculty are guests at the clinical sites. We shall conduct ourselves ethically and professionally and follow the policies, procedures, and protocol established by Aims Community College and the individual clinical sites. Unethical behavior, creating an unsafe environment, or misconduct will result in the student being removed from the program or placed on probation. If a student is banned from a clinical site, for any reason, they are automatically dismissed from their Program. If a student desires to enroll in a different Allied Health Program offered by Aims, approval from the dismissed Program Chair/Director, Dean, and new Program Chair/Director is required. The Aims Program supports and adheres to all clinical site policies, including but not limited to: code of conduct, dress code, immunizations, and disciplinary policies.
- **Banned from Clinical Site:** Students enrolled in two or more programs concurrently (and are banned from a clinical site in one program) and the clinical sites do not overlap, should be left in the program barring unusual circumstances.

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

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

1. If a student is banned from a clinical site, the affected Program Director/Chair will inform program coordinator in AHS of such as soon as reasonably possible.
2. Program coordinator in AHS will have a registration hold placed on that student. This bars the student from registering for any Aims class.
3. Chair refers student to appropriate dean for advising information about programs and will be advised about the hold and the advising requirement to lift the hold (may be accomplished at this time).
4. If the student tries to register before meeting with the dean the hold will stop the student.
5. In order to lift the hold the student must meet with the appropriate dean of the program affected (clinical ban).
6. The dean advises the student with appropriate forms and information regarding program completion or entry of a new clinical based program.
7. The hold may be lifted.

8. The student bears the ultimate responsibility of not applying for entry into another clinical- based program at Aims. If they apply per the advisement, they may be removed.

Attendance:

Learning is linked to attendance, participation, and preparation. The knowledge you gain in class, campus laboratory, and clinical experiences provides the foundation for your future.

- Punctuality is requested. Students should plan accordingly for traffic and weather.
- Classroom and Clinical attendance is specific to each program. Grade deductions may be given for absences. Please see your course specific syllabus for more information, which describes your instructor expectations and course details. A syllabus is distributed at the beginning of each course.
- Awareness of class and lab schedules is the student's responsibility. The information is printed in the College Course Schedule each semester.
- **Schedule Changes that are not due to injury or illness:** Schedule changes are discouraged and typically are only granted in extreme cases when the student is injured or ill.
- **Inclement Weather:** It is the student's responsibility to find out if the college has officially closed. Aims sends out closure messages to all students (it is your responsibility to make sure the college has your updated personal info). Aims also posts closings on the aims Website www.aims.edu . If you are having difficulties finding out about school closure, call your clinical instructor BEFORE you would normally need to leave for your shift. Weather related absences will be evaluated on a case by case basis.

Scope of Practice:

Each program is unique in what a student is allowed or not allowed to do at clinical. Please refer to Program Chair or Director or Instructor for program specific regulations.

Clinical Incident Reporting:

- Except for a life- or limb-threatening emergency, report all clinical-related injuries and/or illnesses to your Clinical Site Supervisor and Instructor 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.

Your Clinical Instructor will assist you with notifying Human Resources in the form of an "Employee Injury/Illness Report" (see example in *Program Forms* section) within the first 24 hours. This form will be provided by Human Resources.

- 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.
- Aims Community College provides students with Worker's Compensation coverage while at clinical.

Course and Clinical Evaluations:

Aims Community College is committed to providing our students with an exceptional education and clinical experience. Therefore, we strongly request that each student complete both Course and Clinical Evaluations. Course and Clinical Evaluations provide valuable feedback to Instructors and staff. 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.

Program Forms

(All forms listed are subject to change after the handbook is published)

The following is a list of forms/documents that will be used throughout the program during clinical. Your clinical instructor will discuss with you where to find them on our first day of clinical.

- Background and Disqualifying Offenses: this form outlines what items are considered “disqualifying offenses” or items that would not allow a student to participate in an Allied Health or Public Services program. All students must acknowledge they have reviewed these items.
- DAS (Disability Access Services): this form outlines the responsibility of the student to contact Disability Services each semester if an accommodation is needed.
- Emergency Contact Form: this form gives permission to my instructors to notify emergency contacts if I am injured at my clinical site or in the classroom and am unable to contact them myself.
- HIPPA Compliance: this document provides additional information on HIPPA regulations.
- Information Change Form: this form is used to change legal name, marital status, degree, advisor and contact information. Please ensure that the records office and faculty are updated within 48 hours of the change. <https://www.aims.edu/student/sert/forms/index.php>
- Release of Confidentiality Form: 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 Acknowledgement: Program admission, background check and clinical information release form.
- Talent Release Form: this form allows 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.
- Worker's Compensation: All clinical student interns must obtain treatment of work-related injuries and/or illnesses at a designated provider's location in order to have related costs covered by Aims Community College Worker's Compensation Insurance. The Program Chair or Director will have students sign a document in class each semester to make students eligible.
- Sample- Employee Injury/Illness Report: to be completed with instructor if injured at clinical site. Instructor will submit to HR.
- Receipt of Handbook: acknowledging that the student has read and reviewed the entire student handbook and agrees to its terms.



Aims Community College Background and Disqualifying Offenses

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

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. A drug screen returned as dilute is considered non-negative. Students will be required to obtain a second drug screen at their expense. Drug screens returned as dilute a second time may result in disqualification.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application and/or prior to starting class.

- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application and/or prior to starting class.
- 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 offence that would qualify as a disqualifying offence, which is still pending in the courts (without official legal disposition).
- 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. By signing the form below, I accept the responsibility for understanding the above content.

Student Name (Printed):_____

Disability Access Services – Statement of Understanding

I, _____, understand that it is the policy of the Aims

(Printed Name)

Community College 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)



STUDENT EMERGENCY CONTACT INFORMATION

STUDENT NAME:

AIMS I.D.:

PHONE:

AIMS EMAIL ADDRESS:

#1 EMERGENCY CONTACT	NAME: RELATIONSHIP: WORK PHONE: PERSONAL PHONE:
#2 EMERGENCY CONTACT	NAME: RELATIONSHIP: WORK PHONE: PERSONAL PHONE:
<p>I _____ give permission to my instructors to contact the above listed emergency contacts if I am injured at my clinical site or in the classroom and am unable to contact them myself. I also understand that these people may be contacted in certain situations in which I do not show up to class or clinical.</p> <p>Student Signature: _____</p> <p>Date: _____</p>	

NOTE: It is the student's responsibility to inform their Clinical Instructor or Program Coordinator with changes to any of the above information.

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 Aims, Allied Health 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).

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



Aims ID: _____

ACKNOWLEDGEMENT:

PROGRAM ADMISSION, BACKGROUND INVESTIGATION, AND CLINICAL INFORMATION RELEASE FORM

As part of the application process for admission to the _____ program at Aims Community College ("the School") and ("School"), I understand that the School and/or its agents will require a Background Investigation of my personal information via a Criminal Background Check and Drug Screen, which may include, but is not limited to: Statewide Criminal Record Search (County Criminal Record Search in the absence of Statewide Criminal Record Search), Federal Criminal Search, Social Security Trace, Nationwide Sex Offender Registry, Office of Inspector General (OIG), General Services Administration (GSA), Office of Foreign Assets Control (OFAC)/Specially Designated Nations List (SDN), Education Verification, Employment Verification, Professional License Verification, and an 11-panel Drug Screen. I understand that the Background Investigation will be used by the School to determine my eligibility for program admission and to participate in clinical activities in the School's Allied Health and Human Services or Public Service Programs. I also understand that I may be asked to provide additional information (including, but not limited to, immunization records, CPR certification, and other additional health screenings) and that failure to provide information as requested will be considered just cause for denial of admission to the School.

I hereby authorize, without reservation, the Background Investigation and the release of information and records related thereto by HireRight to the School. I also authorize the School to release the results of the Background Investigation, Drug Panel Screen, Immunization Records, Health Screenings, and any other relevant information in possession of the College (and any information and records related thereto for purposes related to my application for admission to the School) to any Clinical Facility, if required by them, at any time while I am enrolled for the purposes of my participation in the clinical program.

I hereby release, discharge and agree to hold harmless HireRight and the School and all of their respective employees, officers, directors, agents and assigns from and against any claims for losses or damages, and liabilities, actions or causes of action or any other charges or complaints arising out of or related to the Background Investigation or the release of information and records relating thereto.

I am aware that Clinical facilities may also choose to require an additional Background Investigation and may disqualify students from participating at a clinical site based on individual facility policies. I am aware that a disqualifying Background Investigation from a clinical agency may render me ineligible to continue in an Allied Health or Public Service program. I am also aware that 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.

I certify that any information provided as for the Background Investigation application is correct to the best of my knowledge, and I acknowledge that any false statements provided will be considered just cause for denial of admission to the School. I also understand that upon request, HireRight will provide me with a copy of my report and my rights under the Fair Credit Reporting Act. Requests will be directed to:

HireRight
3349 Michelson Drive, Suite 150
Irvine, CA 92612
(800) 400-2761
www.hireright.com

Your advisor will notify you of the appropriate time to order your Background Investigation. Please complete your order online via the link provided to you by your program advisor.

Student Name (Printed): _____

Student Signature: _____

Date: _____

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



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:

Greeley:

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

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

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

* For treatment of lacerations and eye injuries

Fort Lupton:

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

Loveland:

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

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

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

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

Reporting Injury and/or Illness Procedure:

- Except for a life- or limb-threatening emergency, report all work-related injuries and/or illnesses to the Human Resources Office and your supervisor immediately regardless of the severity; even those of a seemingly minor nature, like a scratched finger or a bumped knee,

must be officially reported. A perceived “minor injury” may develop into a serious, complicated condition.

- If the employee/student intern is physically or mentally unable to notify Human Resources the supervisor/instructor shall submit written notice. Any other person who has notice of said injury/illness may submit such written notice and, in that event, the injured/ill employee shall be relieved of the obligation to give such notice. Otherwise, if said employee fails to report said injury/illness loss of benefits may be assessed.

Worker’s Compensation Coverage & Designated Medical Provider

- 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

PROGRAM

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**



Employee Injury/Illness Report

Work-related injuries and/or illnesses must be reported immediately to Human Resources Department ext. 6319 or ext. 6564 and to your supervisor.

Complete this form within 24 hours of the incident and forward to the Human Resources Department.

Name of Employee / Student Intern: _____

Phone # _____ Address _____

Date of Birth _____ Aims ID# or Social Security # _____

Date and Time of Injury/Illness: _____

Time You Started Work on Day of Injury/Illness: _____

Name of Supervisor You Reported Your Injury/Illness to: _____

Date You Reported Your Injury/Illness: _____

Please include the following information when describing the injury and/or illness below:

Accident/Illness Location - give exact location including: room number, building, if outside list the nearest building/crossroads, etc.

Describe what job duty you were doing at the time of your injury

Equipment or materials involved in the accident - include any safety equipment being used at the time

Brief Accident/Illness Description - in your opinion, explain in detail how the accident/illness occurred

Please complete Page 2

Employee Injury/Illness Report (continued)

Describe the Injury/Illness - be specific about the injury/illness including:

The body part injured for example: left thumb, right ankle, back of head, etc.

The type of injury/illness for example: headache, cut, fracture, bite, burn, dizziness, etc.

List Witnesses - include contact information if available such as name, phone number

Describe first aid or medical treatment received - include when and by whom

(additional space if needed)

Employee/Student Intern Signature

Date



Handbook Signature Page

Print, Sign and Submit this page

Students are not allowed to start the program without submission of this form.

Each student is required to review all materials in this handbook.

I acknowledge that I have reviewed all material in this handbook. I understand it is my responsibility to seek clarification of information that I did not understand.

Printed Student's Name: _____

Student's Signature: _____

Date: _____

2

Program Specific Appendices

Directory

		(970) Area Code for all numbers	
Aims Community College	Main Operator	330-8008	
Director	Robin Nevling MSN, RN	339-641 0	robin.nevling@aims.edu
Full Time Faculty	Jennifer Sears, MSN, RN	339-660 4	jennifer.sears@aims.edu
Full Time Faculty	Ani Matt, MSN-Ed, CCRN, RN	ani.matt@aims.edu	
Full Time Faculty	April Fulton, MSN, RNC-OB, CNE, RN	339-685 8	april.fulton@aims.edu
Staff Associate	Sheila Buckles	339-631	sheila.buckles@aims.edu
Laboratory Coordinator	Laurie Casey, BS	1	laurie.casey@aims.edu
Program Coordinator	Kendra Merriott, MS	339-642 4 339-634 5 339-621 8	kendra.merriott@aims.edu
Library		339-622 7	

Bookstore		339-645 7	
Financial Aid	General Information	339-654 8	
Testing Center		339-644 8	
Learning Commons	Tutoring/Student Assistance	339-654 1	
Writing Center	Tutoring/Student Assistance	339-632 8	
Student Life Office	Student Activities/Accident Insurance	339-645 0	
Disability Access Services		339-638 8	
Student Mediation, Assistance, and Advocacy Program (MAAP)		339-635 9	
Security		539-217 1	
Help Desk		339-638 0	

Aims Community College Nursing Program Mission Statement

We are a collaborative team of professionals supporting and advocating for our students and the future of nursing through inclusiveness, collaboration, leadership, passion, student centeredness, transparency, respect and appreciation for uniqueness (Revised 2018).

Definition of Nursing

Nursing is an art and science that identifies, mobilizes, and develops strengths of the client through acquired skill, professionalism, knowledge, and competence supported by evidence-based practice.

Aims Nursing Program Philosophy

The philosophy of the Aims Nursing program is congruent with the Aims Community College mission statement. Nursing is a discipline, a profession, and a service. Nursing is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human response; and advocacy in the care of individuals, families, communities and populations. The discipline of nursing is a body of knowledge, formalized in philosophical and scientific theory/theoretical statements and developed through a variety of methods of scholarly inquiry. The nurse integrates scientific and philosophic knowledge with aesthetic and personal knowing to form the basis of practice. As a profession, nursing is a self-regulating organization of persons with unique knowledge obtained through specific educational programs. Members of the profession provide a unique service in accordance with a code of ethics.

Aims nursing faculty recognizes that students differ in abilities, learning styles, educational and cultural backgrounds, and goals. Therefore, a variety of learning modalities to facilitate the educational needs of students should be provided. The faculty's responsibility is to challenge and support students by structuring learning activities/situations that require inquiry, analysis, synthesis and evaluation. Learning is optimal when faculty and students develop a dynamic professional relationship fostered by mutual respect and when they engage in critical reflection. As a result of this learner-focused approach to education, the student develops cognitive, affective and psychomotor skills that can be used in diverse life situations.

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.

AMERICAN NURSES ASSOCIATION

ANA Standards of Nursing Practice

STANDARDS OF PRACTICE: “The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components 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, quality 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

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

AMERICAN NURSES ASSOCIATION

ANA Code of Ethics

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

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

NATIONAL LEAGUE FOR NURSING

Graduate Competencies for Associate Degree Nursing

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 the 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.

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.

Students are required to complete their own original work unless specified by the instructor/assignment as group work. Failure to submit original work may result in unsuccessful completion of the nursing course.

Kaplan assessments are a requirement for the majority of nursing courses. Kaplan assessments may be assigned as practice and/or proctored. The Kaplan 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 Kaplan. In some courses Kaplan results will be evaluated and used as part of the points awarded for the course.

Test Taking Guidelines-In Class

1. All tests must be taken during the scheduled time frame unless arrangements are made with the instructor(s). 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. Backpacks, purses, and books will be stored at the front of the classroom.
4. 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.
5. Calculators and extra paper will be provided by the instructor. Cell phones cannot be used as a calculator.
6. Students may not wear a hat; have electronic devices including cell phones, IPOD’s, Smart watches, or headphones during the test. Ear plugs are acceptable.
7. During the test you will want to refrain from tapping pencils, toes, heads, fingers, sleeping, etc. Be as non-distracting as possible.
8. 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, that student may be dismissed from the Program.
9. Keep your eyes on your test and do not look around.
10. After submission of the test, turn your computer off and quietly leave the room.

Test Review, Written Assignments, & Reporting of Scores

1. 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.
2. During in-class test review, students should have nothing on the table. This includes textbooks, telephones, smart watches, papers, writing utensils, etc.
3. 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.
4. 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.
5. 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.
6. 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.
7. The faculty will maintain grades and percentages in the grade book and submit grade reports to Admissions and Records following College procedure.

Remote Learning

1. Attendance is mandatory for remote learning sessions unless otherwise specified. If unforeseen circumstances arise, students are responsible for notifying their instructor as soon as possible to discuss accommodations.
2. See **Attendance Requirements** for specifics regarding tardiness and absences.
3. Students need to have a functioning live video feed **and** a microphone/audio for all remote sessions.
4. If you are not able to personally provide the necessary equipment, please contact your instructor and a referral will be made to check out needed equipment.
5. Remote class sessions may be recorded and utilized for further instruction.

Remote Testing

During times of remote learning, in order to maintain the integrity of testing, the following criteria must be followed. Failure to follow these steps may be grounds for dismissal from the Program.

1. All tests must be taken during the scheduled time frame unless arrangements are made with the instructor(s). Documentation may be required.
2. The most current version of **Respondus Lockdown Browser** and **Respondus Monitor** software is required. If your home computer monitor does not have a built-in camera, you will need to have a web camera installed. Watch this short **Respondus Tutorial** video by clicking this link: [Respondus Lockdown Browser & Monitor](#)
3. Unless otherwise instructed, remote testing will be completed using the course D2L shell. Login to your D2L course shell a few minutes prior to when the test is scheduled to begin. Go to the **Quizzes Tab** and select the appropriate quiz. Respondus should open automatically. Respondus will guide you through a checklist of your monitor/webcam to ensure it is working properly.
 - o The checklist will include a clear screen-shot of your face, showing a photo ID (Aims' student ID or a driver's license) and taking a 360 degree video (Sit or stand with your laptop/webcam and turn a full circle. Be sure to include the desktop area around your computer.) of the testing area to demonstrate that none of the prohibited items listed below are present.
 - o Failure to sufficiently complete the checklist including the 360 room and desktop scan may result in a 0 for the test
4. **Textbooks, class notes, IPODs, cell phones, smartwatches, headphones and calculators*** are **NOT to be worn or within reach from the remote testing area**. Earplugs are acceptable. *The D2L calculator tool will be enabled for use during tests when needed. Cell phones cannot be used as a calculator.
 - o **Important!!!** One blank sheet of scratch paper and a pen or pencil may be next to your computer. Be sure to include this when you video the remote testing area. **Once you complete your test, but BEFORE hitting SUBMIT, the scratch paper needs to be torn up in front of the camera.** (Respondus monitoring ends once you submit your test.)
5. 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, that student may be dismissed from the Program.
6. Keep your eyes on your computer screen and scratch paper. Do not look around. Instructors will review the testing videos. The **Respondus Monitor** software may flag your head movement (turning your face away from the monitor) as suspicious behavior for the instructor to view.

- o If a student is found to not be looking at their scratch paper or computer screen and it suspected that the student is cheating by any means, the student may receive a 0 for the test and may be removed from the nursing program
7. Following the submission of your test, the test may remain open for a few minutes in order that you can review the test and get immediate feedback with **your score.**** Take note, that when this occurs, any questions; **most likely questions other than multiple choice, which require manual grading, will NOT be reflected/included in the number of questions answered correctly.** Once the instructor has been able to review and manually grade all the tests, and do an analysis of the test results, final scores will be posted in the D2L gradebook.

Test/Exam Review, Written Assignments and Reporting of Scores for Remote Testing

1. Faculty will schedule an exam review. This may, or may not, immediately follow submission of the completed exam.
2. During the exam review, Respondus lockdown and Monitoring is required. Students should have nothing on the table or in the area around where the student is sitting during review. This includes textbooks, telephones, papers, writing utensils, etc.
3. Once grading, test analysis and video analysis is complete, faculty will post test grades on the D2L course shell.
4. Once remote test review is completed, students are encouraged to email faculty to ask questions or seek clarification as needed for specific test questions. If the student wishes to speak with faculty, they are encouraged to request an individual meeting to gain clarification. If at the conclusion of the individual meeting, the student would like to challenge a question, they are encouraged to do so using professional, respectful behavior and communication.

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 time frame. 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 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 and will be unable to progress in the program.
8. Students are required to complete their own original work unless specified by the instructor/assignment as group work. Failure to submit original work may result in an “Unsatisfactory” grade for the laboratory component of the course.
9. 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 Grievance Policy at <https://www.aims.edu/policies/manual/section5/5-601C.pdf>*

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). 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 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. A “Satisfactory” grade for the simulation experience will require the following:
 - a. On time arrival,
 - b. Attending simulation fully prepared including thoroughly complete written, legible assignment(s), expected equipment and texts,
 - c. Appropriate dress as per the Clinical Dress Code,
 - d. Actively and appropriately engaged,
 - e. A “Satisfactory” on the Simulation Evaluation Tool.
7. Students are required to complete their own original work unless specified by the instructor/assignment as group work. Failure to submit original work may result in “Unsatisfactory” grade for the simulation experience.
8. An “Unsatisfactory” in the simulation experience component of the course will prevent the student from progressing in the program.
9. 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 Grievance Policy at <https://www.aims.edu/policies/manual/section5/5-601C.pdf>*

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.

- An “Unsatisfactory” evaluation in any of the 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 not be able to progress in the program.
- The student is required to complete all clinical components for the course as outlined in the course syllabus including clinical experiences, simulation experiences, in-services, and any additional clinical requirements.
- Students are required to complete their own original work unless specified by the instructor/assignment as group work. Failure to submit original work may result in “Unsatisfactory” grade for the clinical experience.

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 all their performances in the clinical setting of any invasive technical skill. 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. Consistent improvement is necessary on the Formative Evaluation. If consistent improvement is not demonstrated 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 be unable to progress in the program.
8. A student receiving 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 Grievance Policy at <https://www.aims.edu/policies/manual/section5/5-601C.pdf>*

9. Unsafe practice is defined as an incident where there is a breach of safety. An unsafe incident, behavior, or pattern of behavior can result in corrective action or immediate dismissal from the Aims Nursing Program.
10. A student who is dismissed from a clinical experience due to an unsafe practice/behavior may be ineligible to return to the clinical site.
11. If a student is dismissed from the Aims Nursing Program due to a breach of safety, the student may be 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.
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.

B. 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. An Application for Graduation must be completed for the summer semester. Applications will be completed online through the Aims Student Tab. Once the application for Graduation has been submitted the student will be eligible to apply to take the practical nurse licensing examination (NCLEX-PN).
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 all of the required courses.
3. 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, they may submit an Application for Readmission 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 will have to reapply to the program and repeat all nursing course work.

D. Student progression to graduation:

1. The student is responsible for all graduation requirements listed in the Aims Community College Catalog. 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 their degree plan each semester for completing the Nursing Program, and counsel with their 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 does not progress in 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 Faculty 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. Readmission Process
 - a. Students who fail to successfully complete a required nursing course are required to complete an exit interview and action plan for readmission with the course instructor and the DNEP.
 - b. An applicant must repeat the application process. Readmission is in no way automatic. The application for readmission must be completed by May 15.
 - c. A student may only be eligible for readmission once.
 - d. The Nursing Program must be completed within three years after successfully completing Nursing 109.
 - e. Readmits must complete an interview with the faculty, prior to ranking, to review exit interview and action plan.
 - f. Only after readmission approval by faculty and DNEP, and the completion of the action plan will a student be ranked in the admission process.
 - g. Science requirements apply to readmission applicants
 - h. There is no guarantee of readmission.

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

VII. Transfer Students

TRANSFER Students transferring from another school of nursing will have previous courses assessed to determine placement. Students must provide evidence of all courses taken at another school. Nursing courses must have been completed not more than three years prior to admission. A reference from a nursing instructor is required. Guidelines for transfer students are included in the school catalog. Transfer students must pass the course specific ATI exam(s) with at least a level 2 for the previous semester within two attempts. Prerequisite and Course requirements apply to transfer students.

Attendance Requirements

1. Theory Attendance
 - A. **Theory/Didactic:** Students are required to attend all classes necessary to meet criteria of the course. If an absence occurs, the student is responsible to obtain class notes and assignments. Students may not arrive late or leave early as these behaviors disrupt the learning environment. A faculty member has the right to deny entrance to the class if students arrive after the start of class and initiate disciplinary actions for students leaving class early.

- B. A student who misses six hours will be given a verbal warning and must petition the faculty in writing for continuance in the program. Absence time is cumulative in any one semester.
- C. Punctuality is requested. Students should plan accordingly for traffic and weather.
- D. Attendance will be taken.
- E. Tardy: Late to any class, lab, clinical, simulation 1-29 minutes.
- F. Absence: Late to class 30 minutes or greater or three tardies. Also defined by complete deficiency in attending the class period.

2. Campus Laboratory Attendance

- A. Attendance is required 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 tardy 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.
- D. Tardy: Late to any class, lab, clinical, simulation 1-29 minutes.
- E. Absence: Late to class 30 minutes or greater or three tardies. Also defined by complete deficiency in attending the class period.

3. Simulation Experience Attendance

- A. Attendance is required 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 tardy 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.

- D. Tardy: Late to any class, lab, clinical, simulation 1-29 minutes.
- E. Absence: Late to class 30 minutes or greater or three tardies. Also defined by complete deficiency in attending the class period.

4. Clinical Experience Attendance

- A. Attendance is required 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.
- B. Clinical orientation(s) is/are mandatory and considered part of the Clinical Experience.
- C. Completion of the online orientations/modules through My Clinical Exchange are required 30 days prior to the first clinical day and must be completed to attend the clinical experience. Students who are noncompliant will be dropped from the rotation and will be unable to progress in the nursing program.
- D. A student who is tardy 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.
- E. Weather related absences will be evaluated on a case-by-case basis.
- F. Students are expected to remain onsite during all clinical experiences unless leaving clinical site is approved by clinical instructor/preceptor.
- G. Lunch and breaks are considered “clinical time.”
- H. Clinical rotations cannot be revised to accommodate student work schedules.
- I. Tardy: Late to any class, lab, clinical, simulation 1-29 minutes.
- J. Absence: Late to class 30 minutes or greater or three tardies. Also defined by complete deficiency in attending the class period.

Students are not allowed to miss any clinical, simulation or lab day the entire semester. Each time the student is tardy to clinical, simulation, or lab a student conference form will be initiated. After three tardies the student will receive an absence. Leaving early from the clinical experience will result in a student conference form and place the student at risk for failing to achieve the course competencies.

PROGRESSIVE DISCIPLINE POLICY

The Department of Nursing follows a progressive discipline policy that typically consists of three steps. Depending on the seriousness of any situation, however, any step may be skipped with the approval of the Director of the department. A student will enter progressive discipline whenever they fail to meet the expectations of the department. The Office of the Dean of Students will be notified of all Progressive Discipline and will be sent a copy of the documented Student Disciplinary Action form. Typically, progressive discipline adheres to the following:

Student Advisory: Documented on a Student Disciplinary Action form, documents verbal counseling and outlines expectations;

- **1st Written Warning** – students have been counseled regarding the need to improve in a specific area and has failed to demonstrate improvement or the severity of the situation precludes the opportunity for counseling. A performance improvement plan may be implemented to specifically describe to the student how expectations may be met; student may be placed on probation.
- **2nd/Final Written Warning** – occurs when the student has already received a 1st Written Warning and new issues arise or unresolved issues continue; student will be placed on probation
- **Recommendation for Dismissal or Course Failure** – this recommendation may be made when the student has received a 2nd Written Warning and probation, continues to fail to meet the standards of the department and does not demonstrate the ability, desire, or willingness to change the behavior. If the student requires additional discipline after the second warning, they will automatically fail the course.

Although these steps usually follow a progressive pattern, **please note that at the discretion of the Director and/or faculty, any step may be skipped depending on the seriousness of the situation.** Please refer to the following section which describes specific criteria that constitute dismissal from the program.

- Academic Dishonesty such as Cheating, Complicity, Plagiarism as defined in the Aims Community College Student Code of Conduct
- Unprofessional behavior or behavior that does not align with the ANA Standards of Nursing Practice and the ANA Code of Ethics.
- Any item listed in the **Program Sanctions & Disciplinary Action** section of the handbook that speak to the Allied Health and Wellness Division behaviors of misconduct will also be deemed Nursing program behaviors of misconduct and result in disciplinary action
- Misconduct includes but is not limited to the above descriptions

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.