



# Nursing Program

*Associate of Applied Sciences in Nursing*  
(AAS-N)

## Student Handbook



**Updated January 2022**

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Colorado Northwestern Community College  
2801 West 9<sup>th</sup> Street • Craig, CO 81625  
<http://www.cncc.edu>

Dear Students,

The Nursing Program Student Handbook is designed to inform you of the Program's policies, procedures, and requirements. Course-specific expectations, policies, requirements, and information are provided in each nursing course syllabus. The Nursing Program faculty and staff, as well as the college staff, are also resources for you.

Policies are established to enhance student success and uphold fairness for all nursing students. Students are expected to read and follow the Nursing Program policies. There are agreements you will sign and that will reside in your student record.

Nursing courses are unlike any others you have taken. Your preparation, attendance, and participation are essential for learning. Consider nursing school as your full time job! All that you gain through classroom, skills labs, and clinical experiences will establish the foundation for your practice as a nurse.

Welcome to the caring science of nursing!

Warm regards,

*Erica Yantzer,*

Erica Yantzer, MSN, RN  
Director of Nursing Education Program (DNEP)  
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## Introduction

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

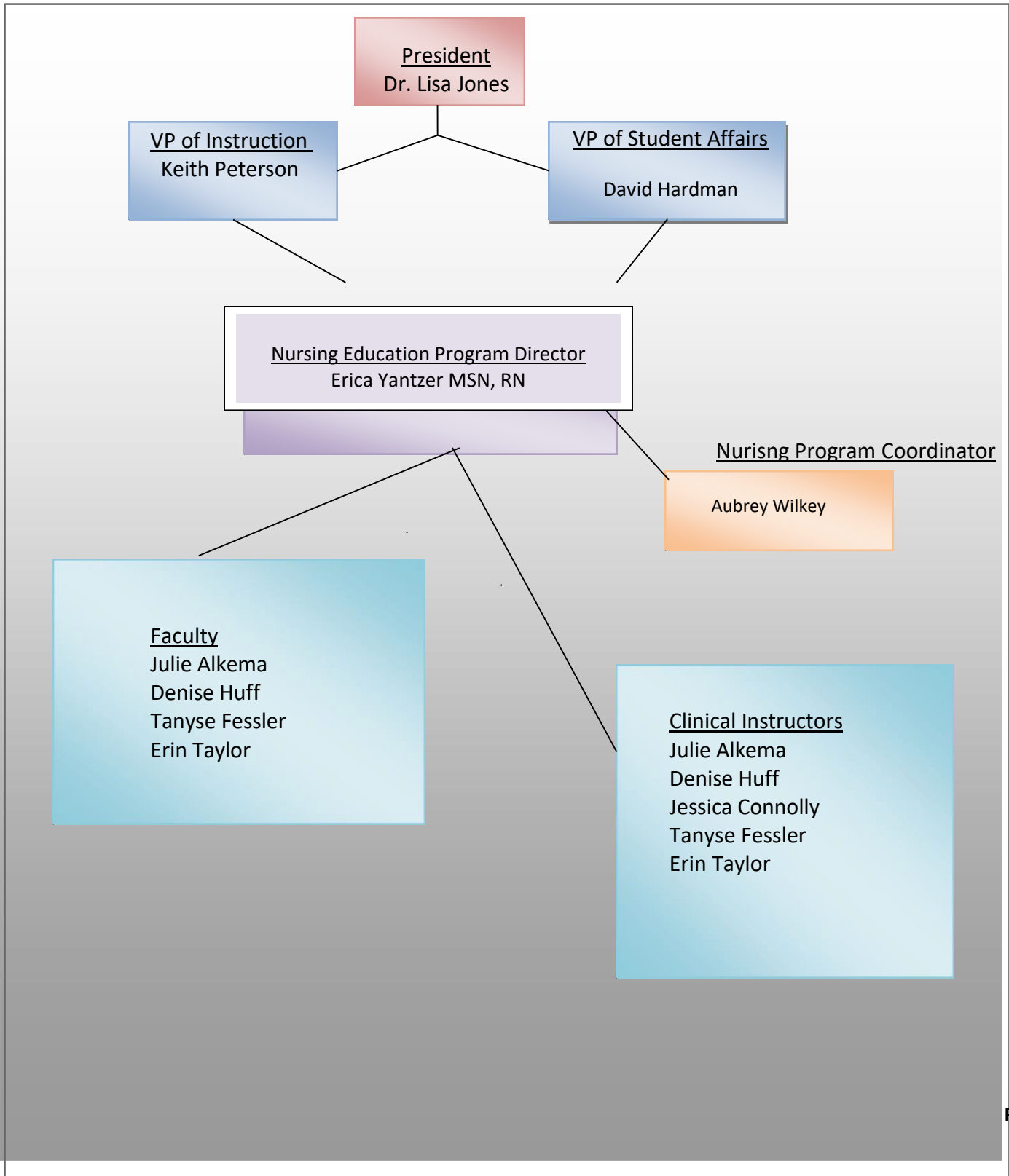
The CNCC Nursing Program has been developed in accordance with criteria established by the Colorado State Board of Nursing (CSBON). The Program has received full approval by the Board and allows graduates of our program to take the National Council of the State Boards of Nursing Licensing Examination (NCLEX-RN). In addition, the Nursing Program at CNCC is accredited by the Accreditation Commission for Education in Nursing (ACEN), through fall 2024.

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

CNCC is committed to operating with integrity in full compliance with all applicable laws, regulations, and policies. For inquiries on compliance, policies or procedures at the college, please contact the Vice President of Student Services, David Hardman, Rangle Campus, 970-675-3215.

**Colorado Open Records Policy:** [SP 3-110 CORA Policy](#)

## CNCC Nursing Program Organizational Chart



## **Colorado Northwestern Community College Nursing Program**

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

### **CNCC Mission Statement**

The mission of Colorado Northwestern Community College is to enhance people’s lives by providing an accessible, affordable, quality education.

### **CNCC Vision Statement**

Colorado Northwestern Community College will be the college of choice for students seeking a unique education grounded in the Colorado experience.

### **CNCC Value Statement and Core Values**

Innovative teaching, outreach education, and continual assessment will ensure that our students have the skills to further their education, succeed at meaningful careers, and prosper in a complex and increasingly diverse world.

- **Achievement:** Provide holistic and broadly-based student support to prepare our students to achieve their educational, professional, and personal goals.
- **Life-long Learning:** Offer educational programs that encourage continued education as well as respond to evolving workforce environments.
- **Diversity:** Value and promote diversity.
- **Innovation:** Utilize innovation to provide unique learning, leadership, and recreational experiences in the diverse natural environments of Northwest Colorado.
- **Community Involvement & Development:** Create and nurture meaningful and mutually beneficial partnerships with the Northwest Colorado community and beyond.

## CCCS Nursing Program Curriculum Framework

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

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

The terms used in developing this curriculum include:

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

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

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

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

## **Student Learning Outcomes**

Upon graduation with an Associate in Applied Sciences degree with a Nursing major, the graduate will demonstrate the following competencies:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in critical thinking and clinical reasoning to make patient-centered care decisions.
3. Implement quality measures to improve patient care.
4. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and the patient's support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Provide leadership in a variety of healthcare settings for diverse patient populations.
7. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.
8. Promote a culture of caring to provide holistic, compassionate, culturally competent care.

## **Nursing Program Outcomes**

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

- Completion: 80% of students at CNCC will successfully complete the Nursing Program within 150% (6 semesters) of the time from entry into the program;
- NCLEX Pass Rates: CNCC's three-year mean for the licensure exam pass rate will be at or above the national mean for the same three-year period;
- Employment: 85% of CNCC graduates who respond to the Graduate survey will have employment as a registered nurse within 9-12 months of graduation;



## CNCC Associate Degree of Applied Science in Nursing Curriculum

<u>Prerequisite Courses</u>	<u>Credits</u>
ENG 121 English Composition I	3
BIO 201 Human Anatomy and Physiology I	4
BIO 202 Human Anatomy and Physiology II	4
PSY 235 Human Growth & Development	3
BIO 204 Microbiology	<u>4</u>
Total	<b>18</b>

### **First Year-1<sup>st</sup> Semester**

NUR 109 Fundamentals of Nursing	6
NUR 112 Basic Concepts of Pharmacology	2
HPR 108 Dietary Nutrition	1
MAT 103 Math for Clinical Calculations	<u>3</u>
Total	<b>12</b>

### **First Year-2<sup>nd</sup> Semester**

NUR 106 Medical and Surgical Nursing Concepts	7
NUR 150 Obstetric and Pediatric Nursing	<u>6</u>
Total	<b>13</b>

### **Summer** (or prior to admission)

BIO 216 Pathophysiology	4
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### **Optional course to receive a Certificate of Practical Nursing**

<i>NUR 169 Transition into Practical Nursing</i>	4
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### **Required course for LPNs entering 3<sup>rd</sup> semester**

<i>NUR 189 Transitions from LPN to AAS</i>	4
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### **Second Year-3<sup>rd</sup> Semester**

NUR 206 Advanced Concepts of Medical-Surgical Nursing I	6.5
NUR 212 Pharmacology II	2
NUR 211 Psychiatric-Mental Health Nursing	<u>4</u>
Total	<b>12.5</b>

### **Second Year-4th Semester**

NUR 216 Advanced Concepts of Medical-Surgical Nursing II	5
NUR 230 Leadership, Management and Trends	4
Elective- Arts & Humanities or Social & Behavioral Science	<u>3</u>
Total	<b>12</b>

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<b>Program Total</b>	<b>71.5</b>
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## Associate of Applied Science Degree and Licensure

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

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

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

### **Accreditation**

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

### **Accreditation Commission for Education in Nursing (ACEN)**

The CNCC Associate Degree Nursing Program received full initial accreditation through the Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League for Nursing Accrediting Commission (NLNAC) in fall 2011. The next comprehensive review will occur in the fall of 2024.

The ACEN can be contacted at the following address: 3343  
Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
[www.acenursing.org](http://www.acenursing.org)  
404-975-5000 Office  
404-975-5020 Fax  
Email: [info@acenursing.org](mailto:info@acenursing.org)



### **Nursing Advisory Board**

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

### **Faculty**

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

### **National Student Nurse Association**

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

### **Alpha Delta Nu**

To promote scholarship and academic excellence in the profession of nursing, the Organization for Associate Degree Nursing (OADN), has established the Alpha Delta Nu Honor Society and has made provisions for the establishment of Institutional Honor Society Chapters.

The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society shall participate in the recruitment of qualified individuals into the profession of nursing.

## **Program Admission Requirements**

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

### **Assessment Testing**

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

The Test of Essential Academic Skills (TEAS) measures basic essential skills in the academic content area domains of Reading, Mathematics, Science, and English and Language Usage.

These entry-level skills are deemed important for Nursing Program applicants to demonstrate in relation to the rigor of the nursing curriculum. Prospective students must take the TEAS test and score at or above a predetermined cut score dictated by Assessment Technologies, Inc. prior to being considered for admission to the Nursing Program, or at the discretion of the Director of the Nursing Education Program (DNEP).

### **Documentation**

Students must adhere to required student documentation for clinical experiences. Students without current documentation will not be allowed to go to a clinical site under any circumstance. Missing clinical may result in clinical failure and likely repeat of the course, dependent on available space.

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

**The Nursing Program is not responsible for lost paperwork or providing students with additional copies of submitted paperwork.**

Documentation that will be discussed and signed at the student orientation may include the following:

- ✓ Current Personal Data Form
- ✓ Acknowledgement of Nursing Program Policies Form
- ✓ Acknowledgment of Workmen's Compensation Form
- ✓ Records Release Form
- ✓ Media Release Form
- ✓ Confidentiality Agreement
- ✓ Clinical Information Release Form
- ✓ Meningococcal waiver/ verification Form
- ✓ Consent for Recommendations Form

### **Confidentiality**

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

### **Computer Access**

Students are required to have access to a computer and the internet throughout the program. You will have a student e-mail address assigned to you and are required to check your e-mail for messages **at least daily**. CNCC utilizes PC software products. Microsoft Word is essential to be able to download/view CNCC forms and other paperwork or to send assignments electronically. Minimal computer skills including attaching documents, website navigation, opening and viewing Excel and PowerPoint documents and others are essential. Access to a printer is required.

### **Contact Information**

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

### Deadlines

A great deal of information is required by the various clinical agencies that provide learning experiences for the student nurses at CNCC. Organization and currency of this information is necessary. Therefore, **deadlines are strongly enforced**. Failure to comply with deadlines may result in clinical failure. Please respect our dedication to providing you with a diverse and challenging student nurse experience. Know and adhere to deadlines.

### Criminal Background Check and Drug Screen

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

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

### American Heart Association BLS

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

\*Current certification is required for all students and faculty to participate in all CNCC clinical learning experiences. **Students and faculty will not be permitted in the clinical area if BLS certification is expired.** This may result in clinical failure.

### Health Insurance

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

### Health Summary

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

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

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

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

The following immunizations are recommended but not required:

- ✓ Pneumovax (if indicated)
- ✓ Hepatitis A
- ✓ Covid-19

Please note that the costs of immunizations are incurred at the student's expense.

### **Covid-19 Vaccination Policy:**

CNCC Nursing students are generally held to more involved and significant COVID protocols than most students because of their clinical interactions with hospitals, nursing homes, clinical offices, etc. In all cases, these requirements supersede the COVID protocols set forth by the College.

- 1. CNCC Requirements:** CNCC Nursing students must comply with all Vaccination, General Precaution and Self-Monitoring requirements set out in the CNCC COVID Safety Protocols within the CNCC Handbook. These minimum requirements of all students must be met.
- 2. Public Health Requirements:** CNCC recognizes that the COVID-19 epidemic (including variants) is a fluid situation, and we remain prepared and ready to adjust our policies as needed and as directed by public health leaders.
- 3. Clinical Site Agreements:** CNCC relationship with clinical sites is governed by an agreement between the site and CNCC. CNCC will agree, for and on behalf of the student, to certain COVID and other clinical requirements in order that students might complete their rotations.
  - a. This is a non-negotiable part of the College's and therefore the student's agreement to participate.
  - b. Students are to adhere to clinical, simulation, and learning facility requirements. If the clinical facility requires a COVID-19 vaccination students must submit proof of vaccination to the Nursing Program director as well as their My Clinical Exchange account. If students are unable to provide proof of vaccination, for the clinical site they are scheduled, they will be unable to attend clinical rotations and will be subject to dismissal from the nursing program.
  - c. A student may choose to decline to participate in these clinical requirements. Your decision to not participate will affect your ability to obtain the required hours to graduate and/or sit for required board exams. Non-compliance of clinical site requirements, and/or failure to

perform clinicals may result in dismissal from the program. For more information specifically directed at program and/or graduation requirements, please visit with the CNCC Nursing Program Director.

4. **QUESTIONS:** Any questions regarding these requirements should be directed to your instructor and then the CNCC Nursing Program Director.
5. **BE SAFE:** CNCC continues to strongly recommend that all members of the college community receive a COVID-19 vaccine and to practice appropriate social distancing. These strategies have resulted in very low cases of COVID-19 on our campuses and among our employees.
6. Students are to adhere to clinical, simulation, and learning facility requirements. If the clinical facility requires a COVID-19 vaccination students must submit proof of vaccination to their castlebranch account. If students are unable to provide proof of vaccination, for the clinical site they are scheduled, they will be unable to attend clinical rotations and will be subject to dismissal from the nursing program.
7. Students are required to report symptoms of COVID-19 or exposure to their lead instructor or Director of nursing as soon as symptoms occur.
8. Please note: Students that do not adhere to the policy above and COVID-19 requirements or are found to place other students, clinical facilities, or patients at harm by intentionally failing to disclose exposure may be subject to dismissal from the nursing program.
9. Students may be required to adhere to additional policies or procedures should the need arise.
10. Colorado Northwestern Community College Nursing Program reserves the right to change policies related to COVID-19 adherence should the need arise.

### **Schedule and Work Recommendations**

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

Please note: To progress satisfactorily through the Nursing Program, the faculty recommends students devote a minimum of 2-3 study hours/week per credit hour taken (i.e., students taking 12 credits should plan to study a minimum of 24 –36 hours/week).

## Program Performance Expectations

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

### **ANA Code of Ethics for Nurses**

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

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

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

### **The NSNA Bill of Rights and Responsibilities for Students of Nursing**

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

### **Conflict of Interest**

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

Ways to mitigate conflicts of interests:

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



## Program Progression Requirements

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

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

## Student Support Services

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

### **Academics:**

Gateway 824-1128

### **Student Support Services:**

David Hardman 970-675-3215

### **Family/Social:**

Low cost counseling: Craig Mental Health 826-6541

Steamboat Mental Health 879-2141

County Department of Social Services

Moffat 824-8282

Routt 879-1540

### **Money/Time/Work:**

Financial Aid Office: Merrie Byers 675-3204

Workforce Centers: Craig 824-3246

Steamboat 879-3075

### **Health/Medical:**

Northwest Colorado Community Health Center

745 Russell St. 824-8233

Dental Coalition (sliding fee) 824-8000

### **Nursing Faculty**

- ✓ Full time faculty office hours are indicated on the course syllabi and posted. Appointments may also be made.
- ✓ Requests from faculty for individual student advising are commonly made through email invitation. Students are required to respond and meet with faculty.
- ✓ Contact information for faculty is indicated on each course syllabus.
- ✓ Faculty mailboxes are located in Student Services and are checked on a regular basis.

### **CNCC Library and Learning Resource Center**

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

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

Remote Access passwords for the library:

EBSCOhost:

<http://search.epnet.com>

UID: s5498747

PW: p0130771

(Case Sensitive)

### **Gateway – Student Success Center**

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

### **Student Success Program**

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

Student Success and ADA Coordinator Toll Free:

800-562-1105. Ext 3205

500 Kennedy Drive, Rangely, CO 81648

## Academic Policies\*

\*Academic Policies are listed in alphabetical order.

### **Academic Integrity**

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

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

### **General Information:**

Examples of cheating include, but are not limited to:

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

Examples of plagiarism include, but are not limited to:

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

### **Policy:**

- a. Upon entrance into the program, all students will be required to sign a document that attests to the reading and understanding of all academic policies including that on academic integrity. This is in effect for the entire program of study. Students will be made aware of any change in the policies/handbook in writing via email.
- b. The signed form should be turned in to the administrative assistant to be kept in the student's file.
- c. Students should also read the Colorado Northwestern Community College Student Handbook sections on student conduct: Cheating, Plagiarism, Academic Integrity, and Discipline as these apply to all CNCC Students.

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

- a. Lowering grades or complete failure for assignments, tests, or the entire course.
- b. Withdrawing student from course at any time at the discretion of the nursing department.
- c. Students identified as violating academic honesty will be subject to disciplinary action up to and including dismissal from the program with or without prior written warnings.
- d. Students who observe academic dishonesty can file a written report and turn it into the instructor, program director, or other trusted member of the faculty.
- e. Students may appeal sanctions for academic dishonesty reports made against them. Students should first appeal against the person writing the sanctions against them. If the student is not pleased with the result of the appeal, the student may then appeal to the Dean of Student Affairs.

## **Accommodation**

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

**Purpose:** To provide reasonable accommodation to qualified students.

**Policy:** It is the policy of the Nursing Program at CNCC to provide reasonable accommodation to qualified students with disabilities so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis.

Determining what is a reasonable accommodation is an interactive process that the student is required to initiate with the Gateway Director. Students who want to receive accommodations must apply for and provide appropriate documentation to the Support Services Office. Refer to the links on the CNCC website for application and further information.

CNCC fully supports and complies with Section 504 of the Rehabilitation Act of 1973, including the 1974 amendments and the Americans with Disabilities Act. In order to receive reasonable accommodations based on the effects of a disability, a student must first identify as a student with a disability. In general, that identification occurs through the Counseling and Career Planning Office (970.675.3205) or Gateway Center (970.824.1126). Each office has an ADA Coordinator.

## **Attendance: Classroom and Lab**

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

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

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

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

### **Policy:**

- a. Individual instructors will have preferences regarding classroom and lab attendance. Please see course syllabus for more information.
- b. Individual instructors will also have preferences as to how they want to be contacted in case of an absence. It is the student's responsibility to be aware of these preferences and to keep contact information up to date per policy. Always leave a number where you can be reached.
- c. Permission must be received to make up assignments or a test.

### **Sanctions and Disciplinary Action for noncompliance with this policy:**

- a. If absence or tardiness is demonstrated as an adverse pattern of behavior, the student is expected to actively engage in a plan for improvement with faculty.
- b. Failure to meet the requirements of an agreed upon plan for improvement may result course failure and / or in dismissal from the Nursing Program.

## **Attendance: Clinical**

**Clinical Attendance Policy:** *We strongly recommend that you do not schedule work the evening/night before a clinical shift to ensure patient safety.* Students are expected to attend clinical experiences as scheduled by the instructor. Each clinical schedule and policies of clinical agencies create barriers to making up missed days. The number of clinical hours that a student must complete is mandated by the Colorado State Board of Nursing and the CNCC Nursing Curriculum. If a student must be absent from a clinical experience, the student **must**:

- a. Notify the clinical instructor at least one hour prior to the start of the clinical shift.
- b. If unable to reach clinical instructor directly, follow the instructions for that clinical, and leave a voice message on the instructor's CNCC office number with a contact number where you can be reached.

## **Clinical make-up Policy**

- a. Make-up clinical days may be arranged for students with extenuating circumstances. Any make-up days must have prior approval from the faculty. It is not guaranteed that make-up clinical times will always be available. It is much better to not miss clinicals.
- b. Extenuating circumstances are defined as follows:
  - I. Significant illness or hospitalization of self or immediate family
  - II. Death in the immediate family
  - III. Jury Duty
  - IV. Military Duty
  - V. Mandated court appearances
  - VI. Extenuating circumstances not covered in this list must have the approval of the program director in order to qualify for a clinical make-up day.
- c. Supportive documentation such as a note from a health care provider, copy of court appointment, etc. may be required.
- d. Student must contact faculty prior to the absence to arrange clinical make-up.

**Sanctions and Disciplinary Action** for noncompliance with these policies:

**Missing equal to, or in excess of, 16 clinical hours without a verifiable excuse or an advanced and reasonable plan for make-up may constitute a clinical failure.** Note that students who fail clinical may be ineligible for readmission to the Nursing Program at CNCC.

- a. If additional faculty time is required for make-up of an excused or unexcused absence for *any portion* of a course (theory, lab, simulation, or a clinical make-up), the student may be charged for the instructor time. The fee charged to the student will be at a rate of \$40/hour.
- b. If a student fails to contact the clinical instructor and/or clinical coordinator prior to a clinical absence, this will be considered a 'no call / no show' and will result in clinical failure.

## **Cell Phones**

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

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

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

### **Dismissal from the Nursing Program**

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

**Purpose:** To clearly identify dismissible offences.

**Policy:** The following circumstances are grounds for immediate dismissal from the Nursing Program:

A student may be asked to immediately withdraw from the program and may be ineligible for readmission following any of these circumstances.

1. Consumption of alcoholic beverages or the use of drugs (except under a doctor's written permission) prior to or during classroom, laboratory, or clinical experiences.
  - a. If a student appears to be under the influence of alcohol or drugs in a classroom, clinical, clinical orientation, seminar, or laboratory learning experience, that student will be required to submit to blood and urine alcohol/drug screening and sent home. The student will not be allowed to drive.
  - b. Blood and urine alcohol/drug testing will be done at the student's expense and must be done within 45 minutes of being approached by a faculty.
  - c. Refusal to submit to alcohol/drug testing will result in the student being removed from clinical, lab, or class and dismissed from the Nursing Program.
2. A pattern of behavior that demonstrates a lack of reliability and integrity including, but not limited to: cheating, plagiarism, chronic absenteeism / tardiness, inappropriate or unprofessional outbursts, or any form of dishonesty that may affect the classroom, lab, or clinical learning environment. (See Academic Dishonesty policy)
3. Verbal or physical abusive behavior toward patients, faculty, staff, or students.
4. Unprofessional and disruptive behavior in any setting. Violation of the Student Code of Conduct: Students are expected to adhere to the rights, freedoms, and responsibilities outlined in the NSNA Student Code of Conduct, the Colorado Northwestern Community College Student Handbook, and the current college catalog. Students who violate the Student Code of Conduct are subject to the disciplinary sanctions outlined in the CNCC student handbook.

### **Termination of Clinical Experience:**

If a student is demonstrating a pattern of unsafe performance, lack of accountability, or inconsistency in performance in the clinical area at the expected level of the course, the clinical experience may be terminated by the instructor, even if there are days remaining in the clinical experience. This may be necessary based on patient acuity, the critical need for patient safety, and/or clinical facility concerns and may result in a clinical failure.

1. Any clinical failure will result in a failure of the course. Clinical failure may lead to ineligibility for readmission to the Nursing Program.
2. If a clinical agency/facility requests that a student **NOT** return to their facility (to complete a current or future clinical) for any reason, the Nursing Program may terminate the clinical experience resulting in clinical/course failure and dismissal.

### **Sexual Harassment:**

Colorado Northwestern Community College does not tolerate sexual harassment. Sexual harassment will be considered a violation of the Student Code of Conduct and subject to disciplinary action. Sexual harassment in the educational environment may be between students, administrators, faculty, staff, visitors, or other persons on campus or at college related activities (i.e., off-campus educational experiences).

**Inability to meet Technical Standards Policy.** *See Appendix B.*

## **Email Addresses**

**Purpose:** To enhance relevant communication within the Nursing Department.

### **General Information:**

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

### **Policy:**

1. Students must access their student email account upon entering the program.
2. It is the student's responsibility to check his/her email address on a daily basis. Important student announcements and program information will be sent to all nursing students via email.
3. In compliance with FERPA (The Family Educational Rights and Privacy Act), college correspondence will be conducted through the college assigned email account. Once admitted to the Nursing Program, **the college faculty and staff will only respond to the student's C N C C email address.**

## **Examination Policy**

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

### **Policy:**

#### **Classroom / Computerized Exams**

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

#### **Standardized Testing:**

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

#### **Final Exams**

1. If the final exam is missed and the student received an "excused absence" from the faculty prior to the time of the exam, the student may receive an incomplete for the course. Making up of a final exam will be at the discretion of the Program Director.
2. Final exam results will be made available after all finals for all courses have been completed.

## **Family Educational Rights and Privacy Act (FERPA)**

**Policy:** The Family Educational Rights and Privacy Act (FERPA) grant students who are enrolled in an institution of postsecondary education the right to inspect, review, and challenge their educational records. Colorado Northwestern Community College has the responsibility of maintaining and protecting



the confidentiality of students' official educational records. CNCC also supervises the access to and/or release of educational records of its students. FERPA now covers enrolled and former students, including deceased students. For more information, see the CNCC College Catalog.

### **Grading Scale and Standards**

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

**Definition:** Grades for theory and combined theory/lab courses use the following scale:

- A = 90% – 100%
- B = 83% – 89%
- C = 77% – 82%
- D = 70% – 76%
- F = Below 70%

**Grievance Procedure:** Students taking any Colorado Northwestern Community College course and who have a complaint about the experience with Colorado Northwestern Community College have two grievance procedure options:

1. Follow [Colorado Northwestern Community College's process](#) for student complaints, or contact the [Higher Learning Commission](#) which is Colorado Northwestern Community College's accrediting agency.
2. For students residing outside of Colorado while attending Colorado Northwestern Community College, in many cases a complaint may be filed in the state of residence. As required by federal regulations, below is a list of agencies in each state where complaints can be filed.

Before exercising either of the above options, be aware that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before they will consider a grievance.

### **Infants in the Classroom**

**Purpose:** CNCC recognizes that family responsibilities occur 24 hours a day and that there may be special circumstances in which bringing a newborn to the classroom may be necessary.

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

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

1. The student parent is expected to discuss with and obtain permission from the instructor in advance regarding bringing an infant into the classroom.
2. Parent agrees to assume responsibility for the infant at all times and should not ask another student or staff to watch the child.
3. Parent shall ensure that the child's presence does not disrupt his or her work or the learning environment for other students or staff.
4. Parent will observe the guidelines as listed in the classroom learning agreement.
5. Parent must ensure that the presence of the infant does not pose a safety risk for the child or other students.
6. Parent should make every attempt for alternate childcare arrangement during class time.
7. Under no circumstances shall a student parent bring infant or other child to clinical. If this occurs, the student will not be allowed to attend clinical and will be required to leave the clinical site. A makeup day will need to be scheduled with the clinical instructor and may affect the grade.
8. Unusual or emergent circumstances must be discussed with the instructor and program director as soon as possible.

### **Learning Environment Agreement**

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

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

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

**Sanctions and Disciplinary Action** for noncompliance with this policy:

1. The student will first be reminded of the signed learning agreement.
2. Any further noncompliance with this policy may result in disciplinary action, Performance Improvement Plan, or dismissal from the program.

### **Progression (Remediation Plan)**

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

- A grade of “C” or better in all academic courses (nursing and non-nursing).
- Demonstration of ongoing ‘Satisfactory’ progression in all clinical courses.
- If these expectations are not met, an individualized Program Improvement Plan (PIP) will be implemented.

**Purpose:** To set standards for satisfactory progress in the Nursing Program. **Sanctions and Disciplinary Action** for noncompliance with this policy:

1. A student who does not achieve these standards must withdraw or be terminated from the Nursing Program.
2. When a student receives a grade of “U” (Unsatisfactory) in the clinical setting or demonstrates inadequate or failing performance in the classroom, the student may be asked to complete a plan for remediation. A remediation plan is designed as a supportive mechanism to outline expected behaviors for the student at-risk of failure or unsatisfactory performance.
  - a. The student and the instructor are expected to develop a collaborative plan for improvement.
  - b. A remediation plan may necessitate a meeting with the program director, classroom/clinical instructor, and clinical coordinator.
3. The student will be expected to show significant progress in the areas of concern outlined in the plan in order to progress through classroom/clinical experiences.
4. A grade of “U”, indicating continued inconsistent and unsatisfactory performance, unsafe behavior, and/or failure of progressive development of clinical learning in the subsequent clinical experiences will result in an unsatisfactory grade and a clinical failure. If asked to leave the program because of a clinical failure, the student may be ineligible for readmission to the Nursing Program.

### **Readmission**

**Purpose:** To inform students of the policy/process for re-admission into the Nursing Program.

**Policy:**

1. Students may be readmitted to the Nursing Program following withdrawal or failure as determined by nursing readmission guidelines.
2. Individualized recommendations will be developed by the director based on specific student circumstances. The potential student will have a faculty/director interview. The student will need to follow the specific recommendations developed in order to be considered for readmission to the program.
3. Students who have failed in a Nursing Program other than CNCC and who receive a “D” or “F” in any nursing course in the CNCC Nursing Program will not be eligible for readmission to the CNCC program.
4. Students readmitted to the program may be required to complete a competency test or an independent study to validate continued competence in courses already passed. This course will

be individualized to each student learning needs.

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5. Any NUR course older than two years must be re-taken. Any science course older than seven years must be re-taken.
6. Readmission cannot be guaranteed to every student who applies.
7. To be considered for readmission, students must follow the readmission guidelines in effect at the time of application.
8. Students who are readmitted must meet the graduation requirements of the class to which they are admitted.

### **Repeating Courses**

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

**Policy:**

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

### **Sexual Harassment**

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

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

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

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

### **Snow Policy**

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

**Policy:**

1. Cancellation calls will be initiated by the individual instructor, program director, or administrative assistant to the students involved.
2. Students may be asked to call others in the student cohort.
3. Because students travel from many geographic areas, and weather may be inclement in one area and not in another, it may be necessary for the student to make the decision of traveling or not, so as not to jeopardize personal safety. If the student is unable to drive to class/lab/clinical, the student must notify the instructor (and clinical site when appropriate) as soon as possible. This may be considered as an excused absence.

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

### **Tobacco**

**Definition:** Tobacco products include all smoke and smokeless products.

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

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

### **Withdrawal**

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

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

**Policy:** Students are encouraged to discuss their class status with the course instructor and the Nursing Program Director prior to withdrawing from the course. Students must adhere to the CNCC Course Withdrawal Policy as outlined in the current CNCC College Catalog.

## CNCC Clinical Program Guidelines, Expectations, and Policies

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

Student nursing practice includes assessment, analysis, planning, implementation, and evaluation. The process integrates cognitive, affective, and psychomotor skills. Competency statements developed by the Colorado Council on Nursing Education (CCNE) are designed to reflect current educational outcomes. The faculty in Colorado has identified the following nursing roles: provider, advocate, teacher, manager, and member of the profession. The Registered Nurse license granted upon successful completion of the NCLEX-RN exam is non-restrictive.

Because practice is not limited to any particular area, the learning experiences of the student must be broad enough to cover all clinical areas, knowledge, and practical skills expected of a job entry-level nurse (CCNE, n.d).

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

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

### **Clinical Progression**

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

**Purpose:** To outline the process for clinical progression.

**Policy:**

1. The clinical faculty member and student are required to complete a Clinical Evaluation of clinical experiences, at least weekly.
2. When a student receives a 'Does not meet expectation' rating on the Clinical Evaluation Tool and or an overall 'Unsatisfactory' rating, the student may be asked to complete a remediation plan developed collaboratively by the student, clinical instructor, and faculty.
  - a. The follow-up for this plan will be completed with instructors in subsequent clinical experiences.
  - b. The student will be expected to show significant progress in the areas of concern outlined on the plan in order to pass subsequent clinical experiences.

**Sanctions and Disciplinary Action** for noncompliance with this policy:

1. A *failing or "U"* grade in subsequent clinical experiences signifies that an adverse pattern of behavior is developing and threatens clinical progression. Exhibiting an adverse pattern of behavior without making significant and consistent improvement may result in an unsatisfactory grade and a clinical failure.
2. A clinical failure results in an automatic failure of the nursing course (final grade of F), and therefore, removal from the Nursing Program.
3. A student that fails a clinical course may not be readmitted to the CNCC Nursing Program at the discretion of the nursing faculty, clinical coordinator, and program director.

### **Critical Behaviors**

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

**Purpose:** To outline critical behaviors expected to achieve satisfactory achievement of clinical expectations.

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

1. Engage in-patient, resident, or client care only when the student's physical or emotional condition is not a threat to patients, residents, or clients and/or others.
2. Perform nursing interventions in a safe and accurate manner according to school and clinical agency policies.
3. Engage in nursing practice in accordance with the student's level of preparation, course clinical guidelines, legal limitations, agency policy, Colorado Nurse Practice Act and ANA Code of Ethics for Nurses.
4. Communicate with faculty and health team members honestly and accurately including reporting errors, omissions, or commissions to appropriate persons in a timely manner.
5. Maintain confidentiality of patient, resident, or client information as dictated by HIPAA regulations.
6. Seek appropriate supervision and/or consultation in the planning and provision of nursing care.

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

## **Injury/Accidental Exposure**

### **Purpose:**

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

### **Policy:**

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

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

**Hair:** Must be clean, trimmed, well-groomed, and **off the face and shoulders**. Beards, mustaches, and sideburns must be neat, trimmed, and well groomed. Extreme hairstyles or unnatural exotic colors are not permitted.

**Hygiene:** Personal body odor may be offensive to clients and others. Regular bathing and the use of non-scented deodorant and lotions are expected. Do not wear any scents to the clinical setting.

**Jewelry:** Watches with a second-hand indicator are part of the uniform. Jewelry should be professional in appearance and the amount of jewelry worn should not be excessive. One ear piercing is allowed. Visible body piercing with adornments other than ears is not allowed. Jewelry should not come in contact with patients, the work area, or be such that it may cause a safety issue.

**Cosmetics:** Heavy use of makeup, lotions, perfumes, and after shaves is not acceptable

**Smoking, other tobacco use & breath issues:** Clinical and school policies are non-smoking. Agency policy is to be followed regarding locations for smoking. Tobacco odors and second hand smoke are offensive, physiologically dangerous to patients and employees, and unacceptable in the clinical area. Breath mints must be used by students who smoke and by other students as needed.

**Chewing gum:** Is not permitted when interacting with patients.

**Clothing:** Clean, non-wrinkled school scrubs/uniform in accordance with agency/school guidelines are acceptable. Instructors are to wear lab coats/ scrub jackets with CNCC insignia are to be worn in the clinical areas to distinguish them from students. Clinical instructors may determine if the uniform or personal appearance is not professional and the student may be sent off the unit. This will constitute an unexcused absence.

**Identification:** All students and instructors must wear CNCC-issued picture identification badges and, when required, clinical agency ID. These are to be worn above the waist and clearly visible at all times.

**Tattoos:** Tattoos must be covered. Please consult with clinical instructor and comply with clinical agency policy.

**Body piercings** should be removed or covered. Please consult with clinical instructor and comply with clinical agency policy.

**Footwear:** Socks or hose must be worn. Footwear must be close toe and close heel and must meet each clinical agency policy. Footwear selection must be safe, clean, professional, and in good repair.

**Nails:** Artificial nails and overlays are not allowed in patient care areas per Center for Disease Control. Nails must be short and clean.

### **Required Clinical Materials/Equipment**

- Approved CNCC Student Uniform with official CNCC student photo identification badge and other facility name tags, as required
- Stethoscope, pen light, bandage scissors
- Watch with second hand
- Clinical Activities Portfolio (CAP)

### **Safe Nursing Practice**

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

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

#### **Policy:**

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

*Also, see "CNCC Safe Practice Guidelines" in Clinical Portfolios.*



## **Simulated Clinical Practice**

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

1. Apply and synthesize knowledge in a realistic, nonthreatening setting
2. Practice clinical judgment & decision making
3. Achieve deliberate practice of skills and care in a safe, controlled environment
4. Acquire and apply data from physical exam, labs, and reports
5. Integrate clinically complex decision making with psychomotor skills.
6. Demonstrate the ability to problem solve, prioritize, make decisions, and take appropriate action
7. Practice team interaction with a focus on leadership and communication skills
8. Practice delegation
9. Prepare for the realities of practice
10. Analyze actions and learn from/correct mistakes

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

**Policy:**

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

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## Appendix A: Criminal Background Check – Disqualifying Offenses

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

### **An Applicant will be disqualified from a CCCS Nursing Program based on the following guidelines:**

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

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

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

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

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## Appendix B: Technical Standards Policy

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

- ✓ **Observation:** The student must be able to observe lectures, demonstrations, and practice situations in nursing. She/he must be able to observe health assessments and interventions, diagnostic specimens, and digital/waveform readings to determine a client's condition and the effect of therapy. Observation necessitates the functional use of vision, hearing, tactile, and somatic senses.
- ✓ **Communication** - A student must be able to communicate effectively with clients, teachers, and all members of the health care team. He/she must communicate with clients to elicit information regarding history, mood and activity, and to perceive nonverbal communications. Communication includes speech, hearing, reading, writing, and computer literacy. A student must be able to report to the health care team, express appropriate information to clients, and teach, explain, direct, and counsel people.
- ✓ **Motor** - A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities, and sense of smell to carry out nursing procedures. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., slide preparation) and perform patient care procedures (e.g., tracheostomy care, urinary catheterization, use of oxygen oximetry, and glucometer). He/she must be able to execute motor movements reasonably required to provide routine and emergency care and treatment to patients. Examples of emergency treatment reasonably required of nurses are cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and opening of obstructed airways.
- ✓ **Intellectual, conceptual, integrative, and quantitative abilities** - The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. He/she must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings, and diagnostic studies. The student must be able to use this information to develop a diagnosis, establish priorities, and monitor treatment plans and modalities. In addition, he/she must be able to comprehend three-dimensional and spatial relationships.
- ✓ **Behavioral and social attributes**  
A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of clients. A student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.
- ✓ **Reasonable Accommodation**  
It is the policy of Colorado Northwestern Community College to provide reasonable accommodation to qualified students with disabilities so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. It is the individual students' responsibility to request such services and to provide appropriate current documents of the need for such services.

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## Appendix C: ANA Code of Ethics for Nurses

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

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy. American Nurses Association (2015).

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## Appendix D: NSNA Code of Academic and Clinical Conduct

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

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

## **Appendix E: Bill of Rights and Responsibilities for Students of Nursing**

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

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

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13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
  14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
  15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
  16. Students have the right to belong or refuse to belong to any organization of their choice.
  17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
  18. Adequate safety precautions should be provided by Nursing Programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
  19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
  20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
  21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

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## Appendix F: Learning Environment Agreement

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Appendix G: Worker's Compensation Coverage

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

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

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

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

By law, all work-related injuries and illnesses must be reported to the CNCC Human Resources office (Angie Miller 970-675-3235) within three working days/72 hours of the occurrence.

### Non-Emergency Injury or Incident at Off-Site Clinical

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- A. Student reports event to clinical instructor immediately
- B. Clinical instructor and student fill out **facility** incident report
- C. Notify CNCC HR
  - a. Student notifies CNCC HR (970-675-3235) that incident has occurred
  - b. Leave message PRN
  - c. Notification can be by faculty, student, or Program Director
- D. Student fills out "Report of Accident, Incident, or Condition" form
  - a. Obtain form from CNCC clinical instructor, Program Director, HR, or Crossroads
  - b. Student begins with Section II. (Do not fill out Section I.) Provide comprehensive details
  - c. Submit to HR within 3 working days of the incident (If on weekend day, submit on Monday morning)
- E. CNCC HR obtains claim number
  - a. From Broadspire
  - b. HR provides claim number to student
- F. Student seeks timely treatment from a designated provider
  - a. Keep copies of all paperwork
  - b. Occurrences after designated facilities are closed can be seen at Emergency Department
- G. Designated Providers:

Clinic/Doctor Name	Address	City	Phone #
<b>Craig</b>			
The Memorial Hospital ED	750 Hospital Loop	Craig	970-824-9411
<b>Steamboat Springs</b>			
Yampa Valley Medical Center ED	1024 Central Park Dr.	SS	970-879-1322
Steamboat Medical Group	1475 Pine Grove Rd.#102	SS	970-879-0203
Steamboat Springs Family Medicine	501 Anglers Drive, Suite 201	SS	970-871-1323

Yampa Valley Medical Associates	940 Central Park Dr. #100	SS	970-879-3327
<b>Rangely</b>			
Rangely District Hospital	511 S White Ave.	Rangely	970-675-5011
Rangely Family Medicine	225 Eaglecrest Dr.	Rangely	970-675-2237
<b>Meeker</b>			
Meeker Family Health Center	345 Cleveland	Meeker	970-878-4014
<b>Grand Junction</b>			
Community Hospital	2351 G Rd	GJ	970-242-0920
Foresight Family Physicians	2503 Foresight Circle	GJ	970-242-2884
St. Mary's Hospital ER	2635 N. 7th St.	GJ	970-244-2273
Work Partners Occupational Health	2646 Patterson Road, Suite A	GJ	970-241-5585
St. Mary's Occupational Health Center	2686 Patterson Road	GJ	970-298-2001
Western Medical Associates	743 Horizon Ct., #100	GJ	970-241-7600

- A. Student obtains follow-up care at facility or designated provider
  - a. Student to take Claim number (from HR) to appointments
  - b. Student notifies Program Director after last treatment

**Blood Borne Pathogen Exposure at Off-Site Clinical (emergency)**

- A. Student reports event to clinical instructor immediately
- B. Clinical instructor and student fill out **facility** incident report
  - a. Ascertain patient's HIV and Hepatitis C status
- C. Obtain immediate treatment
  - a. If not available at facility, obtain treatment at nearest emergency facility
  - b. Student keeps copies of paperwork from exam
- D. Notify CNCC HR
  - a. Student notifies CNCC HR (Craig: 970-824-1136; Rangely: 970-675-3335) that incident has occurred.
  - b. Leave message PRN
  - c. Notification can be by faculty, student, or Program Director
- E. Student fills out "Report of Accident, Incident, or Condition" form
  - a. Obtain form from CNCC clinical instructor, Program Director, HR, or Crossroads
  - b. Student begins at Section II. (Do not fill out Section I.) Provide comprehensive details.
  - c. Submit to HR within 24 hours of the incident (If on weekend, submit on Monday morning)
- F. CNCC HR obtains claim number
  - a. From Broadspire
  - b. HR provides claim number to student
- G. Student obtains follow-up care at facility or designated provider (See Non-emergency Protocol for sites.)
  - a. Student to take Claim number (from HR) to appointments
  - b. Student notifies Program Director after last treatment

## Appendix H: Mental Health Crisis Support Line

Use the crisis line 24 hours per day for urgent concerns: **1-888-207-4004**

Mental Health Assistance is available from Mind Springs <https://mindspringshealth.org/>

Craig 970-824-6541

Rangely 970-675-8411

Steamboat Springs 970-879-2141