



Associate Degree Nursing (ADN) Program Student Handbook

Fall 2023-Summer 2024



Figure 1 Picture of Pikes Peak

Welcome

On behalf of our faculty and staff, we would like to welcome you to the PPSC Nursing Program. Whether you are a new or a returning student, you are entering into a wonderful profession at an exciting time. We hope that the knowledge that you will obtain in our Nursing Program will help you to meet the challenges and changes of the future.

Your educational experience here will be perhaps one of the most demanding yet hopefully one of your most positive learning experiences. We also hope that you will realize that your education has just begun, and that learning is a life-long process in the nursing profession. Our excellent faculty, both full-time and part-time, and community and agency partners all contribute to providing an excellent educational experience here at PPSC.

During your time in our Nursing Program, you are expected to be responsible, accountable partners in this educational process. This Handbook is designed to help you become oriented with the policies and procedures affecting your education in the PPSC Nursing Program and your successful progression toward your graduation and eventual licensure as an RN. Please read the information carefully and keep this as a reference for your questions. You will be asked to sign and acknowledge that you have read and understand the information and policies contained in the Handbook.

We are excited to have you in our Nursing Program and hope that you will feel free to ask questions or to approach us with your concerns.

Best wishes for a successful year in our program!

Pikes Peak State College Nursing Program Faculty and Staff

Nursing Student Handbook Provision

This Nursing Student Handbook contains pertinent information affecting students, current through the date of its issuance. The policies and procedures contained in this Handbook are to be used in conjunction with the general requirements, policies, and procedures of Pikes Peak State College. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System Procedures (SPs), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as college directives, including but not limited to the contents of this Handbook.

To access BPs and SPs, see <https://cccs.edu/about-cccs/state-board/policies-and-procedures/>

Nothing in this Handbook is intended to create (nor shall be construed as creating) an expressed or implied contract or to guarantee for any term or to promise that any specific process, procedures, or practice will be followed, or benefit provided by the college. Pikes Peak State College reserves the right to modify, change, delete, or add to the information in this Handbook as it deems appropriate.

TABLE OF CONTENTS

GENERAL INFORMATION	4
PROGRESSION PIKES PEAK STATE COLLEGE ASSOCIATE DEGREE NURSING CURRICULUM	10
PROGRESSION/ DISMISSAL POLICY	20
EVALUATION/ GRADING	35
GRADING/EVALUATION POLICIES	36
LABORATORY INFORMATION	41
CLINICAL INFORMATION.....	48
SIGNATURE/EVALUATION/FORMS.....	65

GENERAL INFORMATION

Mission Statement of PPSC and the PPSC Nursing Department

The Mission of Pikes Peak State College states:

Our mission is to provide high quality educational opportunities to all with a focus on student success and community needs, including:

- Occupational programs, including certificates, associate's and bachelor's degrees, for youth and adults in career and technical fields;
- Two-year transfer educational programs to qualify students for admission to the junior year at other colleges and universities; and
- A broad range of personal, career, and technical education for adults.

The Mission of PPSC Nursing Program states:

“To provide quality nursing education that prepares the learner to become a member of the profession meeting the needs of a diverse population, in an ever-changing health care environment in both rural and/or urban settings.”

Philosophy of the PPSC Nursing Program

The Pikes Peak State College Nursing Program Philosophy Statement is based on the following key concepts and guides our curriculum:

The Individual

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

Health

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

Nursing Practice

Nursing is a humanistic, service discipline founded on knowledge from the sciences, humanities, and human experience. It is a scholarly profession that utilizes theories from

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

Teaching/Learning/Nursing Education

Learning is the acquisition of knowledge, understanding, and skills as demonstrated in the change in behavior that persists. Learning is the cultivation of the potential of the individual and is more effectively achieved when learning opportunities are integrated and meaningfully related to the learner's interests and level of achievement. The potential for education can exist in any situation, but the responsibility for learning lies solely with the learner. The nursing education process is seen as a cooperative effort requiring extensive interaction between students and faculty. A variety of teaching/learning strategies are utilized to meet individualized needs of students in both the academic and practice settings. Curriculum content is designed to proceed from the simple to the complex and progresses from known to new material.

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

The Profession of Nursing

The Licensed Practical Nurse cares for medically stable patients with predictable outcomes under the supervision of a professional nurse, MD, podiatrist, or dentist.

Associate degree education is one of the established entry points into professional nursing practice. At the associate degree level, nursing education is directed toward facilitating the student to develop basic knowledge, skills, and attitudes necessary for professional practice. Upon entry into practice, the associate degree graduate is prepared to function as a novice generalist in the roles of provider of care, manager of care, and member within the discipline of nursing. The nurse provides direct care to patients with complex health needs, adjusting care as patient situations change; collecting and analyzing data from patients, families, and other health care resources; formulating appropriate nursing diagnoses, implementing therapeutic intervention, and developing/revising plans based on effectiveness. The ADN-RN maintains professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health professionals. The ADN-RN manages the care of assigned patients and supervises care given by other licensed and unlicensed health personnel.

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

Accreditation

PPSC is accredited by the Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (312) 263-0456.

PPSC's Associate Degree Nursing Program has continuing full approval from the Colorado State Board of Nursing.

Colorado Board of Nursing

1560 Broadway, Suite 1350

Denver, CO 80202

(303) 894-2430

<https://dpo.colorado.gov/Nursing>

The Associate Degree Nursing Program at Pikes Peak State College at the Center of Healthcare Education and Simulation (CHES) located in Colorado Springs, Colorado is accredited by the ACEN Board of Commissioners for the Associate Degree nursing program. The most recent accreditation decision is continuing accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.com/accreditedprograms/programsearch.htm>

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Email: info@acenursing.org

Web: <https://www.acenursing.org/>

Nursing Program Organizing Framework

The Pikes Peak State College Nursing Program Organizing Framework has as its foundation, the arts, sciences, humanities, and nursing knowledge. The structure of the curriculum is built upon eight (8) key concepts from the nursing philosophy: **professionalism, nursing process, communication, health illness continuum, holistic care, caring intervention, teaching/learning, and leadership**. These guiding concepts are foundational to education for the roles of the professional nurse and represent our Student Learning Outcomes. The curriculum is also guided by the Colorado State Board of Nursing (CSBON), The National League for Nursing's (NLN) Competencies of the Associate Degree Nurse, and the American Nurses Association (ANA) Standards.

These concepts thread through each course and guide the development of each part to create a whole curriculum. This structure promotes progressive development of breadth and depth of knowledge.

The desired characteristics of Nursing Program graduates reflect the concepts in this framework and are summarized as competence in the NLN roles of the nurse: Provider of Care, which incorporates teacher and advocate; Manager of Care; and Member of the Profession. These desired characteristics are defined further in Program specific competencies and are used to guide content, course objectives, and the outcome evaluation processes.

PPSC Nursing Program Student Learning Outcomes

Upon completion of the Associate Degree Nursing Program, the following outcomes are expected of the nursing graduate:

1. **Caring Intervention:** Provides safe, quality, evidence-based, patient centered (holistic), and compassionate care in a variety of health care settings.
2. **Health-Illness Continuum:** Demonstrates critical thinking when analyzing patient data and considering quality improvement in healthcare delivery systems.
3. **Holistic Care:** Participates in collaborative relationships with members of the interdisciplinary team for the purpose of providing and improving patient care outcomes.
4. **Teaching/Learning:** Provides teaching to diverse patient populations across the lifespan incorporating the health-illness continuum.
5. **Nursing Process:** Provides and directs nursing care that coordinates, organizes, prioritizes, and modifies care using the nursing process in a variety of health care settings.
6. **Professionalism:** Functions as a competent nurse assimilating all professional, ethical, and legal principles related to nursing practice.
7. **Communication:** Utilizes a variety of types of information, technology, and communication skills to communicate, manage knowledge, mitigate error, and support decision making.
8. **Leadership:** Provides leadership in a variety of healthcare settings for diverse patient populations.

Nursing Program Outcomes

Nursing Program outcomes are developed as performance indicators which provide evidence that the PPSC Nursing Program is meeting its mission and goals set by the faculty. 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 National League of Nursing Accreditation Commission (ACEN) criteria and guidelines. The following Nursing Program outcomes are congruent with the mission and philosophy of PPSC and the Nursing Program.

At completion of their Program of learning:

- **Outcome #1 Performance on licensure exam:** At least 80% of all first-time test-takers will pass the NCLEX-RN during the same 12-month period.
- **Outcome #2 Program completion:** 60% of our students will complete the Program within 100% of the time of starting their first nursing course.
- **Outcome #3 Program satisfaction:** At least 80% of survey respondents will report satisfaction with their level of preparation for beginning nursing practice gained through their program of study.
- **Outcome #4 Employer satisfaction:** 90% of survey respondents will rate our graduates at “well” or better in all categories at six to twelve months post-graduation.
- **Outcome #5 Job placement:** At least 90% of our graduates surveyed are either employed or have returned to school to complete their BSN within twelve months post-graduation.

Associate of Applied Science Degree and Licensure Program Descriptions

The Nursing Program is a four-semester curriculum after prerequisites are completed and the student has begun nursing courses. This Program prepares students for entry-level professional nursing practice as a registered nurse. Registered nurses function in a variety of roles including provider of care and manager of care in various health care settings, such as acute care hospitals, long term care settings, and community settings. As members of the profession, registered nurses practice within the Scope of Practice as outlined in the Colorado Nurse Practice Act. Students may pursue a baccalaureate or master’s degree after completion of an associate degree in nursing. Graduates of the PPSC Nursing Program are eligible for admission into many baccalaureate nursing programs through RN to BSN programs.

Upon successful completion and graduation in the Nursing Program, the student is awarded an Associate of Applied Science (AAS) Degree in Nursing. Graduates are eligible to submit an application to the Colorado Board of Nursing for the National Council of Licensure Examination for registered nurses (NCLEX-RN). Successful completion of the exam allows licensure as a registered nurse.

Progression Pikes Peak State College Associate Degree Nursing Curriculum

PREREQUISITE SEMESTER	COURSE CREDITS
ENG 1021 English Composition	3
PSY 2440 Human Growth & Development	3
BIO 2101* Human Anatomy & Physiology I	4
BIO 2104* Microbiology	4

FIRST SEMESTER	COURSE CREDITS	SECOND SEMESTER	COURSE CREDITS
NUR 1009 Fundamentals of Nursing	6	NUR 1006 Medical and Surgical Nursing Concepts	7
NUR 1012 Basic Concepts of Pharmacology	2	NUR 1050 Maternal-Child Nursing	6
MAT 1120** Math for Clinical Calculations	3	BIO 2116** Pathophysiology	4
BIO 2102* Human Anatomy & Physiology II	4	Total	17
Total	15	Total First Year	32

THIRD SEMESTER	COURSE CREDITS	FOURTH SEMESTER	COURSE CREDITS
NUR 2006 Advanced Concepts of Medical-Surgical Nursing	6.5	NUR 2016 Advanced Concepts of Medical-Surgical Nursing II	5
NUR 2012 Pharmacology II	2	NUR 2030 Transition to Professional Nursing	4
NUR 2011 Psychiatric Mental Health Nursing	4	Elective***	3
Total	12.5	Total	12
		Year 2 Total	24.5
		4 Semester Total	56.5

*All BIO classes must have been taken within 7 years of admission.**May be taken before first semester of NUR courses.

***Elective: Arts & Humanities or Social & Behavioral Sciences

Students accepted into the Nursing Program must maintain a “C” or better in each required course (nursing and non-nursing). MAT 1120 must be completed prior to beginning assigned clinical rotation for NUR 1009. BIO 2102 must be completed by the end of the 1st semester, BIO 2116 must be completed by the end of the 2nd semester. If BIO 2116 is not completed or successfully passed by the end of the 2nd semester of the Nursing Program, the student will not be allowed to progress to NUR 2006, NUR 2011, or NUR 2012.

Failure to complete any of those courses (MAT 1120, BIO 2102, BIO 2116) successfully and/or within the allotted semester will result in the student not progressing with their cohort and being held out for the following semester. These courses must be successfully completed as listed in the Associate Degree nursing curriculum in order to progress in the nursing program. Once accepted into the Nursing Program, a grade of D or F in MAT 1120, BIO 2102, or BIO 2116 will count as a Nursing Program course failure.

Student Standards of Conduct

Along with this nursing student handbook, the PPSC Nursing Program follows the policies and procedures listed under the PPSC Student Code of Conduct and Colorado Community College System (BP) Board Policy 4-30 and System Procedure (SP) 4-30a, Student Behavior Expectations and Responsibilities. Students are expected to adhere to both sets of policies and procedures at all times. Any student who does not follow these or any program requirements may be subject to disciplinary action, up to and including dismissal from the Nursing Program and expulsion from Pikes Peak State College.

Complete information for the PPSC Student Code of Conduct, BP 4-30, and SP 430a can be accessed at the websites listed below. The Nursing Program also has additional policies and expectations for nursing students. (See Technical Standards/ Essential Skills Requirements Policy) (See the Nursing Program Student Code of Conduct section below).

The PPSC Student Code of Conduct can be accessed at: <https://www.pikespeak.edu/student-support/dean-of-students.php> BP 4-30 can be accessed at <https://www.cccs.edu/policies-and-procedures/board-policies/bp-4-30-student-behavior/> and SP 4-30a can be accessed at <https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-30a-student-behavior-procedure/>

Nursing Program Student Code of Conduct

Any student who does not follow these or any program requirements may be subject to disciplinary action, up to and including dismissal from the Nursing Program and expulsion from Pikes Peak State College.

1. The student must safeguard the patient's right to privacy by maintaining confidentiality of information concerning the patient. As part of this, the student must understand and comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times. Violations of the patient's Health Insurance Portability and Accountability Act (HIPAA) and other rights will be grounds for dismissal from the Nursing Program and will result in a clinical failure. In addition, the student may be subject to legal action from the patient and/or clinical facility.
2. 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 healthcare team member so that prompt action can be taken to initiate treatment or to alleviate harm. A Performance Improvement Plan (PIP) or Clinical Improvement Plan (CIP) may be initiated depending on the severity. A meeting with the Director of Nursing may be necessary to determine further actions.
3. Any substantiated instance of falsification of medical records will result in dismissal from the Nursing Program.
4. Students must comply with all policies of individual clinical sites to which they are assigned. Failure to comply can lead to dismissal from that clinical agency.
5. Students must adhere to requirements regarding student documentation required for clinical compliance and comply with due dates. Students without current documentation will not be allowed to go to a clinical site under any circumstance and will be held out for that semester (See the Student Re-Entry Policy).
6. Students must maintain a "C" or better in each required course (nursing and non-nursing) after admission into the Nursing Program. MAT 1120, BIO 2102, and BIO 2116 must be passed with a minimum of a "C." MAT 1120 must be completed prior to beginning assigned clinical for NUR 1009. BIO 2102 must be completed by the end of the 1st semester, and BIO 2116 must be completed by the end of the 2nd semester. If MAT 1120

- is not completed or successfully passed prior to beginning NUR 1009 Clinical, the student will not be allowed to continue in NUR 1009. If BIO 2102 is not completed and/or successfully passed by the end of the 1st semester of the Nursing Program, the student will not be allowed to progress to NUR 1006 or NUR 1050. If BIO 2116 is not completed and/or successfully passed by the end of the 2nd semester of the Nursing Program, the student will not be allowed to progress to NUR 2006, NUR 2011, or NUR 2012. Failure to complete these courses (e.g., MAT 1120, BIO 2102, BIO 2116) successfully and/or within the allotted semester will result in the student not progressing with their cohort and being held out for the following semester. These courses must be successfully completed as listed in the Associate Degree Nursing Curriculum in order to progress in the Nursing Program (see the Student Re-Entry Policy).
7. Professional conduct, communication/interaction regardless of method, respect, and courtesy toward peers, faculty, instructors, staff, clinical facility employees, patients, visitors, and families are expected in all classes, conferences, labs, simulations, and clinical experiences. Failure to comply may result in being dismissed from that environment, a PIP or CIP, and/or meeting with the Director of Nursing to determine further action.
 8. Behaviors such as tardiness, personal conversations, profanity, extraneous noise, leaving class frequently, etc. are unprofessional and are distracting to others in the learning environment, and can result in the student being dismissed from the learning environment. If these behaviors persist, a meeting with the Director of Nursing will occur to determine further action.
 9. Cell phones must be turned off or on silent mode during class, lab time, and simulation time. Students must follow Nursing Student Handbook mandates related to cell phone use in the clinical component of any NUR course. Cell phones are to be used in clinical for assignment research or communication with their clinical instructor only unless further restricted by the clinical facility. Failure to comply with this policy may result in a PIP or CIP. If a student anticipates needing access to their phone because of extenuating circumstances, they need to make prior arrangements with the faculty/instructor.
 10. Students are required to notify the course faculty of impending absences, tardiness, or early departure (See individual course syllabi).
 11. Students are responsible for advocating for themselves in a professional manner and following the chain of command for their learning and performing skills within their scope of practice.
 12. The student is responsible for their education and learning. Students need to take initiative, have self-direction, and be productive in the learning process. The student should reach out to the Retention Coordinator if they need assistance in their educational journey.
 13. Students must abide by the Alcohol and Drug Testing Policy (refer to link: <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-30a-student-behavior-procedure/>)
 14. Students must be able to meet Technical Standards and Essential Requirements in order to complete course and clinical objectives (See the Technical Standards/ Essential Skills Requirements Policy).

Student Concerns

The Student Concerns Policy is stated below and the PPSC Academic Concern Form can be accessed in the PPSC catalog and found at

https://cm.maxient.com/reportingform.php?PikesPeakCC&layout_id=1

Examples of instructional or course concerns deal with instructor behavior, class policies, and unfair expectations or demands. Any student who wishes to pursue an instructional concern must exhaust the following options in sequence.

Step 1: The student must meet with the instructor and attempt to resolve the problem. If no resolution,

Step 2: The student must state the concern in writing and meet with the Director of Nursing (in the case of an instructor or faculty). Departments may require specific documentation. Please contact the appropriate division:

<https://www.pikespeak.edu/academics/instructional-services/> and if no resolution,

Step 3: The student will meet with the Dean of the Division. If the student contests the Dean's decision, he/she must submit the request in writing to the Office of the Assistant to the Vice President for Instructional Services. The request should include documentation of everything that the student wants considered in the decision. The Dean will also submit all written documentation and recommendations. The Vice President for Instructional Services or a designee will notify the student of the decision in writing. This decision will be final.

See the following link for the grievance procedures:

<https://www.pikespeak.edu/administration-operations/disclaimers-legal-notice/student-grievance-procedure.php>

Email Communication

All email communication will be through PPSC student and faculty college email accounts. Faculty will not acknowledge student's email messages via personal email accounts. It is the responsibility of the college faculty, according to the Family Educational Rights and Privacy Act (FERPA) to maintain confidentiality by communicating only to the student enrolled in class and not others who may have access to personal email accounts. Students can only email faculty utilizing faculty's college email accounts. Grades are only to be communicated via posting on D2L and the student college email account.

Academic Honesty

Any student who does not follow the Academic Honesty Policy may be subject to disciplinary action, up to and including dismissal from the Nursing Program and expulsion from Pikes Peak State College.

Students are expected to conduct themselves according to the highest standards of honesty in the classroom, shop, studios, laboratory or any other instructional space. Failure to do so is grounds for disciplinary action, including suspension or expulsion from Pikes Peak State College.

Academic honesty is a fundamental value of higher education. It means that you respect the right of other individuals to express their views and do not plagiarize, cheat, falsify, or illegally access college records or academic work. You are expected to read, understand, and follow the Student Code of Conduct.

Academic dishonesty is defined as the unauthorized use of assistance with the intent to deceive a faculty member or another person assigned to evaluate work submitted to meet course and program requirements. Examples of academic dishonesty include but are not limited to the following:

- the submission, in whole or part, of material prepared by another person and represented as one's own
- plagiarism, which is defined as the act of taking the writings, ideas, etc., of another person and passing them off as one's own
- the use of electronic data sources (including the internet, phone texting, computer instant messaging, smart devices such as the smartwatch or any form of artificial intelligence) for any written or spoken graded content is strictly prohibited unless explicitly permitted in writing by the instructor. Students must demonstrate knowledge, understanding, independence, and integrity in their academic work
- the unauthorized use of notes, books, or other materials; the deliberate, unacknowledged reference to the work of another student; or the soliciting of assistance from another person during an examination, unless directed by the instructor
- illegitimate possession and distribution of test materials or answer keys
- unauthorized alteration, forgery, or falsification of official academic records

Students in the PPSC Nursing Program will adhere to the Academic Honesty Policy and are expected to maintain academic integrity as it pertains their own education, that of others in the Program, and that of others at this institution. The Academic Honesty Policy is found in the PPSC Institutional Syllabus at <https://www.pikespeak.edu/academics/instructional-services/syllabus/institutional-syllabus.php>

HIPAA

Students must properly cite any resources used and cite the correct resource. Violations of the patient's Health Insurance Portability and Accountability Act (HIPAA) rights will be grounds for dismissal from the Nursing Program and will result in a clinical failure. Plagiarism violations that are found will result in disciplinary action up to and including dismissal from the Nursing Program. In an effort to obtain or populate information:

- **Never** print any part of the patient record at the clinical setting
- **Never** copy or download any part of the patient's medical record/EHR to a thumb/flash drive or electronic device
- **Never** photograph or screenshot any patient information from the electronic patient record
- **Never** leave the clinical site with any printed notes, report sheets, etc.
- **Never** disseminate any correspondence marked confidential from any clinical facility
- **Always** place any notes, report sheets, etc. in the shred bin before leaving the clinical site

Plagiarism

Plagiarism violations that are found will result in disciplinary action up to and including dismissal from the nursing program. In an effort to obtain or populate information:

- **Never** copy and paste text directly from a source to your paperwork without a citation
- **Never** paraphrase from a source without a citation
- **Never** turn in someone else's work as your own
- **Never** copy from a source only changing a few words and phrases to disguise plagiarism, use your own words and cite the source
- **Always** place quotation marks around and cite any work that you use a direct quote from. Use quotations sparingly

Student Organizations

The PPSC Nursing Program supports the student organization called PPSC SNC (PPSC Student Nurse Council). Students in any semester of the Program are encouraged to join. PPSC SNC is modeled after the Colorado Student Nurses Association, which is a state chapter of the National Student Nurses Association at <https://www.nsna.org/> This organization mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing education resources, leadership opportunities, and career guidance.

Please see the current PPSC SNC Faculty Advisor(s) or any of the student members for information on meetings, activities, and membership. The current Faculty Advisors for PPSC SNC are Nadine Costandine MSN, RN Nadine.costandine@pikespeak.edu and Tammy Dugard MSN, RN tammy.dugard@pikespeak.edu

Nursing Student Crisis Fund

The nursing student crisis fund was established to aid nursing students in the event of extreme financial crisis during the academic year. Alumni are encouraged to contribute to the fund to

help future nursing students. It is the hope of the Nursing Program that graduates will continue to make contributions to the fund so that future classes will have a source of emergency funds.

Funds do not take the place of financial aid and monetary gifts. Crisis funds provided to students in need are not subject to repayment to the crisis fund. Funds are limited to a maximum of \$500 to be given once during a student's time in the Nursing Program, if needed. Emergency situations are classified as events that seriously inhibit a student's financial ability to continue their nursing education. Student inquiries should be directed to the Retention Coordinator. Assistance is contingent upon available funding and meeting eligibility requirements.

Graduation

Graduation requirements are presented in the PPSC College Catalog. It is the student's responsibility to follow and complete all required graduation processes and applications by the due dates. Requests for graduation must be processed as indicated in the Pikes Peak State College catalog/semester bulletin/schedule. Students will be responsible for submitting forms with correct information to the records department as well as ensuring all transfer credits are correctly recorded. Financial obligations must be taken care of, or the processing of paperwork for transfer, graduation, transcript processing, etc. may be in jeopardy.

For graduation application and deadlines see the following link at <https://www.pikespeak.edu/admissions/records/graduation/index.php>

Students who graduate from PPSC are eligible to attend the annual graduation ceremony.

Transfers

Transfer students may be accepted to the PPSC Nursing Program on a space available basis. The student must meet all the current criteria to enter the PPSC nursing program. The nursing courses taken at the previous school cannot be more than one year old. There is a 5-year waiting period after a program failure from another nursing school to be eligible for the PPSC nursing program. The student cannot have:

- failed, dropped, or withdrawn from more than one previous nursing course
- failed /repeated one nursing course twice
- Only one D or F is allowed in any NUR or non-nursing courses (e.g., MAT 1120, BIO 2102, BIO 2116)

Students who have taken MAT 1120 greater than one year prior to the time the applicant enters the Nursing Program will be given a dosage calculation exam and must pass with a score of 93% or better. If the applicant does not pass the dosage calculation test, they will be required to retake MAT 1120 during the first semester of their first nursing course with PPSC. All course failures will be evaluated on a case-by-case basis.

In addition, transfer students must provide the following to the Director of Nursing:

- Letter from the Dean of the previous Nursing Program to show that student left in good standing.
- Letter of explanation for the request to transfer from one Nursing Program to PPSC's Nursing Program (Nursing Course, Hours, Clinical Location, Modality (Virtual, sim, in-person))
- Proof of Successful Skills Check Off of nursing skills from previous Nursing Program up to the point of entry into PPSC's Nursing Program

The PPSC records department will evaluate previous colleges' transcripts and the Nursing Department will evaluate the previous program's nursing syllabi. Evaluation of coursework

and all final decisions will be made by the Director of Nursing.

Withdrawal

Withdrawals: Dropping a course during the first 15% of the semester is eligible for refund. An official Withdrawal may also be initiated by the student through 80% of the term resulting in a grade of Withdrawal or “W.” A “W” grade has no credit and is not computed in the GPA. If you simply stop attending without officially withdrawing from a course, a grade based on the total points earned in the course will be assigned to you at the end of the semester as per the grading policy listed in the syllabus. This will usually result in an “F” on your grade report and may not be changed to a “W” once an “F” is issued.

If a student wishes to withdraw from a nursing course, the student should contact their course faculty and then officially withdraw from the course through the Records Department.

NOTE: Your instructor cannot withdraw you; timely withdrawal is a student responsibility.
NOTE: Military and Veteran students must also adhere to their respective services’/ GI Bill benefit guidelines. Veterans withdrawing from a course should contact the MVP office immediately to avoid owing back money to the VA.

Consult a current class schedule or the PPSC calendar for exact Drop and Withdrawal dates. Students need to consult the PPSC current calendar for the last date to withdraw with a grade of “W.” It is the student’s responsibility to keep up with the dates and deadlines for Withdrawal. Any student who withdraws from a course in the Nursing Program is subject to the PPSC Nursing Program’s Progression/Dismissal Policy and/or Student Re-entry Policy guidelines. Students withdrawing from any nursing course with a grade of a D or below at the time of withdrawal will be considered as receiving a failing grade or “F” for that course for the purposes of re-entry into the Nursing Program.

Students may not be issued a refund for the course; if past the withdrawal date, if students do not meet the technical standards or immunization requirements required for clinical placement. See the section on Clinical Compliance.

See Registration Frequently Asked Questions at
<https://www.ppsc.edu/admissions/register/registration-FAQ.php>

Incompletes

An incomplete will be issued only if the student has completed more than 75% of the course requirements and has an emergency that cannot be resolved prior to the end of the semester. An incomplete is rarely issued and may pose some risk to the student’s GPA. ALL remaining work must be satisfactorily completed by the contracted date prior to the end of the next semester, or a grade of “F” will be issued for the course. An Incomplete (I) grade may be removed only when the remaining class objectives are completed by the date indicated on the "Incomplete Course Agreement" form or no later than the end of the next full 15-week semester. NOTE: Active-Duty Army soldiers are required to have Incompletes completed within 110 days of the end of the term. The resulting change of grade is made by the Instructor of record and is approved by the appropriate Instructional Division Dean. Course work not completed within the allotted time will be assigned a Failing “F” grade. Students may not re-enroll in a class in which an incomplete grade is pending, since according to the College definition of enrollment, they are still enrolled.

For nursing courses that have a lecture, lab, and clinical components, more than 75% of the course requirements in **each** of the course’s components need to be completed in order for an

Incomplete to be considered. Students receiving an incomplete grade in a nursing course will not be allowed to continue into any following courses until the incomplete grade is completed and a passing grade is earned. Information regarding incomplete grades is located in the Institutional Syllabus at <https://www.pikespeak.edu/academics/instructional-services/syllabus/institutional-syllabus.php>

Outside employment

The Nursing Program is a concentrated course of study. Outside employment, if necessary, should be kept to a minimum to achieve program success. It is the sole responsibility of the student to arrange work schedules to avoid conflicts with class, lab, simulation, and clinical requirements. If financial aid is needed, the student should consult the Financial Aid Office.

Liability insurance

Each student is covered by a blanket professional liability insurance policy through PPSC. Students are assessed a professional liability insurance fee on selected NUR courses. The Pikes Peak State College Financial Services Office will bill each student for the annual premium cost. The professional liability insurance generally covers the student while acting within the scope of student nurse within the PPSC nursing program. Specific details of coverage are available upon request.

Reporting of Accidents/Injuries

Any accident or injury occurring in the clinical setting should be reported to the clinical instructor immediately. The clinical instructor will provide the student with the required documentation for the accident/injury. The student is responsible for completing all forms, including the Worker's Compensation form, within the required time frame. The student may be contacted by the Nursing Clinical Coordinator for further instructions. Additional information may be requested from the student's medical care provider to ensure it is safe to return to the clinical setting (See Worker's Compensation: Reporting Injuries).

Title IX: Preventing and Reporting Sexual Harassment and Sexual Misconduct

Pikes Peak State College is firmly committed to maintaining a work and learning environment where students, faculty, and staff are treated with dignity and respect. Sexual harassment, sexual misconduct, and acts of discrimination are illegal, often demeaning for the individual student or employee, and can disrupt the College's positive learning and working environment. As such, all members of the College community have a responsibility to be aware of what behaviors constitute these actions/offenses and to help create an environment free of harassment or discrimination. Information regarding Sexual Misconduct is available in SP 19-60, Civil Rights and Sexual Misconduct Resolution Process and may be accessed at <https://cccs.edu/policies-and-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/>

Due to potential changes in applicable Title IX laws, the policies and procedures described in this Handbook may require updating after publication. Updated policies and procedures will be posted at <https://www.PPSC.edu/human-resource-services/sexual-misconduct-resolution-process> and <https://cccs.edu/policies-and-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/>

Non-Discrimination Statement

Pikes Peak State College prohibits all forms of discrimination, harassment, and retaliation including those that violate federal and state law, or the State Board for Community Colleges

and Occupational Education Board Policy 19-60. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, genetic expression, or sexual orientation in its employment practices or educational programs and activities. Pikes Peak State College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. In addition, Pikes Peak State College prohibits retaliation against any person because such person has opposed any discriminatory or unfair employment practice or filed or participated in any investigation or grievance process on campus or within the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, or other human rights agencies.

Information regarding civil rights complaint procedures can be accessed at <https://cccs.edu/policies-and-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/>

Weather/ Snow Policy

Pikes Peak State College generally stays open at all times unless roads are impassable, or in case of an unforeseen emergency. Except in rare cases, Centennial, Rampart, Downtown Studio, and the Center for Healthcare Education and Simulation (CHES) campuses will be open, or all campuses will be closed.

For clinical information during inclement weather, you should contact your clinical instructor or your next point of contact from the clinical snow chain for guidelines and procedures. Clinical **may** be held or delayed even during weather closures for the PPSC general college.

The Nursing Program may start a lab, simulation, and/or lecture later than the regularly scheduled time due to a campus-wide delayed start. In the event of a campus closure or delay, nursing students are expected to check their student emails and refer to D2L course information often to get the most up-to-date information related to schedule changes.

For information regarding weather closure for the general college, please refer to this link: <https://www.pikespeak.edu/administration-operations/emergency-management/weather-closures.php>

Children

Children of students are not allowed in the nursing classes, laboratories, simulation, or clinical facilities. Children of students are not permitted to wait in the nursing area while a nursing student is attending class or lab. Students should make arrangements for childcare prior to class. PPSC has a childcare center for children of students at the Centennial Campus. For arrangements and schedules, please contact the Child Development Center at (719) 502-2424.

This policy is consistent with PPSC's Student Code of Conduct <https://www.pikespeak.edu/student-support/dean-of-students.php>

See the policy in the PPSC Institutional Syllabus: https://www.pikespeak.edu/academics/instructional-services/syllabus/syllabus-documents/Institutional_Syllabus_202220_8.24.pdf

Progression/ Dismissal Policy

The PPSC Nursing Program is returning to its prior standard of allowing students no more than two (2) course failures in the nursing program, effective Fall 2023. This includes all NUR and required Non-NUR courses (e.g., BIO 2102, BIO 2116, MAT 1121). This change applies to all newly admitted or re-admitted students entering the first year, first semester, for the Fall 2023 Academic year.

All PPSC Nursing Students shall abide by all other Fall 2023-Summer 2024 Nursing Student Handbook rules established within.

In order to progress through the Nursing Program, a student must:

- Achieve a grade of “C” or better in every required non-nursing and NUR course
- Satisfactorily complete MAT 1120, BIO 2102 and BIO 2116 within the required time frame.
- Satisfactorily complete all on-campus labs
- Maintain clinical performance standards as stated in the clinical evaluation policy
- Maintain clinical compliance by the established due dates (e.g., immunizations, BLS, criminal history & background check, drug screen, etc.)

Students are dismissed and ineligible for re-entry into the program for a period of at least two years under these conditions:

- First time unfavorable determination after drug screen
- First time unfavorable determination after background investigation

Students are dismissed and ineligible for re-entry into the program for a period of at least five years under these conditions:

- Any student who has received a second “D” or “F”, or withdraws failing in a second required course (e.g., MAT 1120, BIO 2102, BIO 2116, any NUR course)
- A one-time clinical summative evaluation of a grade of unsatisfactory “U” will result in a clinical failure which results in a Nursing Program failure.

A Faculty member or the Director of Nursing Education Programs has the authority to require a student to leave, or have the student removed from an academic activity, upon observing student behavior that demonstrates irresponsible, unsafe, or unprofessional conduct in class, laboratories, simulation, or clinical experiences or upon observing violations of the Academic Honesty Policy.

Students must also maintain the professional behaviors previously identified in the Nursing Program Student Code of Conduct section. A student who does not achieve these standards may be dismissed from the Nursing Program.

Math/Calculations Exam Policy

Math and dosage calculations are essential for safe medication administration. Comprehensive math/dosage calculations exams will be given in the first semester and prior to the third semester. Repeated errors with math/dosage calculations are considered the same as medication errors. Students are required to obtain a minimum exam score of 93% prior to administering medications in the NUR 1009 clinical rotations.

NUR 1009 students have two (2) opportunities to obtain the minimum dosage calculation score of 93%. If students do not attend the first exam day, they will forfeit having two (2)

opportunities to test. They will be required to test on the scheduled retest date. Any NUR 1009 student who scores less than a 93% on the first attempt of the dosage calculation exam, will be required to review the exam and arrange for remedial help (see course syllabi for specific details). Any NUR 1009 student who earns less than 93% on the second dosage calculations exam will receive a failing grade for NUR 1009. A student repeating NUR 1009, who earns less than 93% on the second dosage calculations exam will result in a second failure in the course and a failure from the Nursing Program.

Prior to the third semester, students will have two (2) opportunities to obtain the minimum exam score of 93% on the dosage calculations exam. If students do not attend the first exam day, they will forfeit having two (2) opportunities to test. They will be required to test on the scheduled retest date. A nursing student entering the third semester who scores less than a 93% on the first attempt of the dosage calculations test, will be required to review the exam and arrange for remedial help. Nursing students taking the dosage calculations exam prior to the third semester who do not earn a 93% by the second attempt will not be allowed to progress to NUR 2006 or NUR 2011 in the third semester. However, the student may take NUR 2012.

Upon successful completion of NUR 2012, the student will be required to re-take the dosage calculations exam. If the student scores less than a 93% on the first attempt of the dosage calculations exam, they will be required to review the exam and arrange for remedial help. Nursing students taking the dosage calculations test prior to entry into NUR 2006 or NUR 2011 and who do not earn a 93% by the second attempt will not be allowed to progress to NUR 2006 or NUR 2011 and the student must follow the Student Re-entry Policy (see the Student Re-Entry Policy).

If a student fails NUR 2012 on the first attempt, and they have not failed any prior nursing courses they may repeat NUR 2012 the following semester. Second attempt failures in any NUR courses are a failure from the Nursing Program. Students are not eligible for re-entry into the Nursing Program for 5 years. Students will be required to repeat MAT 1120 with a minimum grade of a C as part of the Re-entry process.

In addition, any student returning or transferring to the Nursing Program will be subject to a mandatory math/dosage calculations exam. Students must repeat math/dosage calculation testing upon re- entry or upon transferring into the Nursing Program, even if an exam was previously taken and successfully passed at another time and/or in another Nursing Program.

Student Re-Entry Policy

Students may Re-Enter the nursing program after a leave of absence, withdrawal, or course failure from the program. There are two criteria (**A** or **B**) that students may be readmitted.

Students with a first-time failure, withdrawal or leave of absence have one set of **criteria (A)** for readmission (see criteria (A) below). **Criteria (B)** is for students who have, for a second time, withdrawn from a nursing course, received a second failing grade in a nursing course, MAT 1120, BIO 2102, BIO 2116, or received a failure in the clinical portion of a nursing course (see criteria (B) below).

Criteria A: Students who have received a failing grade, withdrawn, withdrawal failing, not completing required non-nursing courses within the allotted semester, or taken an approved leave of absence from one nursing theory course. The criteria for continuing in the nursing program is:

1. A student must contact the Retention Coordinator to apply for readmission within 1 semester of leaving the nursing program.

2. A student must return within a maximum of two semesters from the time of exit from the program.
3. The student must submit the Student Readmission Plan at least 8 weeks before the start of the semester requesting entrance to the nursing program to the Retention Coordinator.
4. All readmissions will be on a space available basis. There is no guarantee that a semester re-entry may occur.
5. If a student has a lapse in nursing education greater than six months from last clinical course completed to the next nursing clinical course attended, the student must demonstrate clinical skills competency to nursing faculty.
6. All students continuing after an absence, withdrawal, or course failure will be subject to the current policies of the nursing program.
7. Continuing students may also be required to complete additional requirements (course work or recommended work experience) based on current curriculum and program requirements prior to, or upon, re-entry.
8. Re-entering students needing to repeat a course (one course failure) are required to repeat both theory, lab, and clinical in courses offering these components.
9. Re-entering students will also be required to repeat and pass a Criminal Background Investigation (CBI) and drug test at the student's expense.
10. The final decision for readmission rests with the Director of Nursing.

Students who wish to re-enter and have been out of the program for more than two semesters or have already used their one-time re-entry will be required to apply as a new entering student and meet all current admissions criteria. The student will also need to repeat any nursing course work that has been previously completed.

Criteria B: Students who have, for a second time, withdrawn from a nursing course, received a second failing grade in a nursing course (or a failing grade in MAT 1120, BIO 2102, or BIO 2116), or received a **failure in the clinical portion** of a nursing course may apply for readmission to the nursing program under the following criteria:

1. A period of *five years* must elapse from the time of exit from the nursing program and application to the program.

Or a period of *two years* must elapse from the time of exit from the Nursing Program and application to the Nursing Program for one of the following reasons:

- First time unfavorable determination after drug screen
 - First time unfavorable determination after background investigation
2. The student must apply as a new student and meet all current admissions criteria.
 3. The student will need to repeat any nursing course work that has previously been completed.

4. A student with a second course failure may be eligible to take NUR 1069 provided the student has successfully completed the first year of the ADN program. A student with a clinical failure or a program dismissal for any reason is not eligible to take NUR 1069.
5. The final decision for re-entry rests with the Director of Nursing

Student Re-Entry Plan

Please see the full text of the Re-Entry Student Policy in the Nursing Program Student Handbook for eligibility, policy, and procedures. A student wishing to be readmitted to the Nursing Program must submit a Re-Entry Plan to the Retention Coordinator, Nichole Moore MSN, RN at nichole.moore@pikespeak.edu

The student Re-Entry Plan is to be developed by the student outlining any required or suggested activities to help them succeed. This may include but is not limited to identifying areas that impact student success, a written plan for problem-solving personal issues interfering with academic success, and/or a study plan for improving academic performance.

Drug Testing/Alcohol Testing/Criminal History Background Checks

To ensure the safety of patients, faculty, staff, and students, using or being under the influence of illegal drugs, drugs that impair cognitive function, or alcohol by students is prohibited when participating on campus in Nursing Program classes, clinical, simulation, or labs at PPSC. The PPSC Nursing Department supports and enforces a zero-tolerance alcohol and drug policy.

All nursing students will be expected to satisfactorily complete the drug tests and criminal history background check in order to receive full acceptance to the Nursing Program at PPSC. Students may also be subject to suspicion-based drug testing while in the Nursing Program. Students will have the opportunity to discuss the results of their drug test with a member of the Human Resources staff. Students who do not satisfactorily complete drug testing will not be admitted to the Nursing Program. All background investigation and drug testing information are kept confidential. Any violations of the Nursing Program or college drug and alcohol policy will be subject to disciplinary action, up to and including expulsion from PPSC. If a student holds a license (such as CNA) in the state of Colorado, and has a positive drug test, this will be reported to the Department of Regulatory Agencies (licensing entity) for Colorado.

The following circumstances are considered unsatisfactory completion of the drug test and may result in the student being disenrolled or unaffiliated from their program.

- a. Insufficient Specimen Amount: Leaves facility without providing amount needed to complete the drug test. No retake authorized.
- b. Dilute Specimen: Eligible for one (1) retake test within 48 hours
- c. Cold Specimen or Out of Temperature Range; No retake authorized
- d. Positive for THC, even with a Medical Marijuana Certificate: No retake authorized.
- e. Failure to test
- f. Refusal to test: No retake authorized.

The drug test and/or any necessary transportation to a testing facility must be paid for at the student's expense. For initial drug testing, students must use the designated lab and testing date identified by the PPSC Nursing Department. Please refer to the Nursing Program website for forms and payment information.

Subsequent placement at PPSC Nursing Program clinical sites is contingent upon presentation

of a satisfactory drug test. Nursing students may be subject to random, mandatory drug testing at the clinical agency in which they practice. Students may also be responsible for that cost. If results are inconclusive, mandatory testing will be required at the student's expense. Students with an unsatisfactory result on a drug test conducted by a clinical agency may be dismissed from the clinical agency. If an unsatisfactory test is reported, the student must meet with the Director of Nursing and may be administratively withdrawn from the Nursing Program, after a determination is made consistent with SP 4-10c.

Negative Findings: Applicants and students have the right to review the information reported by the designated reporting agency and drug screening agency for accuracy and completeness and to request that the designated agency verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the College will provide applicants or students a copy of or access to the background check and drug screening report, inform them of their rights, and how to contact the designated agency to challenge the accuracy of the report. If the applicant or student is challenging the accuracy or completeness of the criminal background records or drug screening, a final decision regarding the applicant or student's status will be delayed pending the results of the challenge. If the background check or drug screening report contains negative findings, the College designated reviewer will give the applicant or student an opportunity to submit additional information relating to the negative finding, such as a written explanation, court documents, and/or police reports.

Final Determination: The designated reviewer will make a final decision regarding enrollment, withdrawal/revocation of acceptance/admission, or continuation in the program, whichever is applicable. If it is determined that the applicant or student is not eligible for admission into the program or continued enrollment, the applicant or student shall be notified promptly by the designated reviewer. Denial of admission or continued enrollment in the program based upon background check results may be appealed by the student using the College's applicable procedures for academic appeals.

Nursing students may also be subject to additional background investigations mandated by a clinical site. In the event a nursing student is not cleared for clinical assignment, related to an additional background investigations requirement, the student will have the opportunity to discuss the results of their background investigations with a member of the PPSC Human Resources staff. Progression in the Nursing Program will be handled on a case-by-case basis. The student may be subject to additional background screening, at the student's expense; may be required to take a leave of absence from the Nursing Program; or may be subject to dismissal from the Nursing Program.

Any student who is readmitted to the Nursing Program for any reason must repeat the Criminal History Background Check and drug testing procedure at their own expense (see Student Re-Entry Policy).

Refusal to Participate: Students may refuse to participate in initial or suspicion-based testing. However, consistent with SP 4-10c, applicants and students who refuse to participate in a drug screen will automatically be considered to have tested positive. Those applicants refusing to participate in drug testing will not be admitted into the Nursing Program, and any student who refuses to test based on reasonable suspicion while they are in the Program will be subject to disciplinary action, up to and including dismissal from the Nursing Program.

Please refer to the PPSC Student Conduct policy related to drugs and alcohol:

Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana in all its forms (including CBD oil products containing THC, etc.) remain illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the college.

Only the person for whom a prescription drug is prescribed can bring the medication on PPSC property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed. Suspicion-based alcohol or drug testing will be performed if performance or behavior in the Nursing Program is suspected to be substance related.

Suspicion-Based Testing

The Nursing Department may test students on a reasonable suspicion basis. If a student is having performance problems that a faculty member or clinical staff reasonably suspects may be related to alcohol or drug use, the student will be requested to submit immediately to drug or alcohol testing at the student's expense. If this must be performed at an alternative site, transportation must be arranged via taxi and the student is responsible for paying for transportation. Continuation in the Nursing Program is contingent upon consent by the student for testing. Refusal to submit to testing will result in disciplinary action up to and including dismissal from the Nursing Program. The Nursing Program has the right to access and review the results of any testing required by the Program. If the test is positive and/or a faculty member or clinical staff determines in their professional judgment that the student is impaired and presents a health or safety risk because of that impairment, the student will be sent home via alternative transportation, at the student's expense. A positive test may result in student dismissal from the Nursing Program, in accordance with SP 4-10c.

Definitions:

Alcohol Testing: Providing a breath, blood, or urine sample to determine the presence of alcohol.

Authorized Lab: A collection site or sites identified by the PPSC Nursing Program where students may present themselves for the purpose of taking a drug test.

Controlled Substance: has the meaning assigned by the Title 21 United States Code (USC) Controlled Substances Act Section 21 USC 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308), such as amphetamines, natural and synthetic opiates, marijuana, cocaine, barbiturates, methadone, phencyclidine, benzodiazepines, and propoxyphene and their metabolites, methaqualone, and prescription drugs for which the student does not have a current prescription.

Drug Test: Providing a blood and/or urine sample to be analyzed for the presence or absence of specific controlled substances, as well as for substitution, adulteration, or dilution of the sample.

Positive Test: The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription

(excluding medical marijuana), at levels exceeding current testing guidelines. Dilute test results may be considered to be positive test results.

Drug: Any substance (other than alcohol) that is a controlled substance as defined in this section.

On Duty Time: Beginning when a student arrives at a clinical rotation site until the time he/she leaves the clinical rotation site, or all time actively participating in any PPSC Nursing Program class, lab, simulation or other activities including volunteer activities.

Reasonable Cause: When the college or clinical rotation site believes the actions or appearance or conduct of a nursing student who is on duty is indicative of the use of alcohol or a controlled substance.

Suspicion-Based Testing: The student may be required to submit to a drug test if Nursing Program personnel or clinical site personnel have reasonable cause to believe that a student's performance problems or displayed behavior may be substance related.

Criminal History Background Check

All students must satisfactorily complete the Criminal History Background Check and drug testing prior to admission to the Nursing Program. If the background investigation reveals information relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. Any offenses discovered during the background check shall be reviewed on a case-by-case basis. An unfavorable result after a background investigation may result in a student not being admitted or not being allowed to continue in the Nursing Program.

Nursing students may also be subject to additional background checks mandated by a clinical site. In the event a nursing student is not cleared for clinical assignment, related to an additional background check requirement, the student will have the opportunity to discuss the results of their background check with a member of the human resources staff. Progression in the Nursing Program will be handled on a case-by-case basis. The student may be subject to additional background screening, at the student's expense; may be required to take a leave of absence from the Nursing Program or may be subject to dismissal from the Nursing Program.

In addition, all re-entering students or students transferring into the Nursing Program must repeat the Criminal History Background Check and drug testing before they will be allowed to into the Nursing Program (see Re-entry policy)

State Board of Nursing Disciplinary Action and Violation of Disqualifying Criminal Offenses

Any student who has received disciplinary action affecting a nurse aide certificate or practical nurse licensure is to immediately inform the Director of Nursing in writing.

Any violation of the disqualifying criminal offenses that occur after admission to the Nursing Program must also be immediately reported to the Director of Nursing in writing.

Failure to inform the Nursing Program will result in immediate administrative withdrawal from the current nursing course(s). Depending on the actions and reports from the State Board of Nursing or result of a repeat background test (at the student's expense), the student may be given an administrative withdrawal from the PPSC Nursing Program.

Students should be aware of the [Colorado Community College System \(CCCS\) State Nursing Program disqualifying offenses and Pikes Peak State College ADN program disqualifying offenses](#).

PPSC Nursing Student: Technical Standards/ Essential Requirements Policy

1. **Disability Related Information** - Students are expected to participate fully in activities required by the Program. (See the Essential Skills and Functional Abilities for Nursing Students, shown below).
2. It is recommended that students requiring accommodations set up their initial appointment with the Office of Accessibility Services (719.502.3333) prior to starting the Nursing Program. Students having a temporary medical condition that inhibits or restricts their activities while in the Nursing Program should also contact Accessibility Services. Specific information regarding the accommodation process is outlined below.
3. Should a student become unable to participate fully in the Nursing Program's activities, he or she may be granted an Incomplete or be administratively withdrawn. Questions regarding a grade of Incomplete or an administrative withdrawal should be directed to the Nursing Department.

Essential Skills and Functional Abilities for Nursing Students

Individuals enrolled in the PPSC Nursing Program must be able to perform the essential skills as established by the Program. If a student believes that he or she cannot meet one or more of the standards without accommodations, the student should request an ADA Interactive Session by contacting Accessibility Services at 719.502.3333.

Technical Standards/ Essential Skills Requirements Policy

Introduction

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

Observation

The student must be able to observe lectures, demonstrations, research, and practice situations in nursing. She/he must be able to observe health assessments, interventions, diagnostic specimens as well as digital and waveform readings to determine a client's condition and the effect of therapy. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

Communication

A student must be able to communicate effectively in English 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 communication. Communication includes speech, hearing, reading, writing and computer literacy. A student must be able to report to members of the health care team, express appropriate information to clients, and teach, explain, direct, and counsel people. Examples of communication include ability to detect sounds related to bodily functions using a stethoscope, detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells, as well as the ability to observe and collect data from recording equipment and measurement devices used in client care. Students need the ability to communicate with clients and members of the healthcare team in person and over the phone in a variety of settings, including isolation or the operating room where health team members are wearing masks or there is background noise.

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 and operate equipment safely. He/she must have sufficient motor function to elicit information from patients by observation, palpation, auscultation, percussion, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., using a glucometer, slide preparation) and perform patient care procedures (e.g., tracheotomy care, urinary catheterization, insertion of intravenous catheters, giving intramuscular and subcutaneous injections, and use of oxygen/respiratory equipment). He/she must be able to execute motor movements reasonably required to provide routine and emergency care and treatment including cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and opening of obstructed airways. The student should be able to lift and/or support at least 50 pounds in order to reposition, transfer, and ambulate clients safely. Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with nursing education or practice. Some illnesses may lead to a higher likelihood of student absences and should be carefully considered.

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 under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings. The student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients in a variety of settings and from different cultures.

Individual patient care must be performed regardless of the patient's race, ethnic group, age, gender, religious or political preference, ability to pay, sexual orientation, or diagnosis.

The student will be required to perform nursing care in many settings including acute care inpatient settings (e.g., medical surgical, obstetrics, psychiatric, pediatric) as well as outpatient settings (e.g. outpatient clinics, long term care facilities, schools, and homes). The student must have the ability to perform nursing care that may be outside his/her own personal level of comfort in these settings so that the patient's needs are a top priority. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. The student must be able to exhibit a level of consciousness and attentiveness that guarantees patient safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, or an inability to retain pertinent details of a patient's situation or to perform skills in a timely manner. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the PPSC Student Code of Conduct.

Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable disease using appropriate standard precautions and/or guidelines.

Deficiencies in knowledge, judgment, integrity, or professional attitude may jeopardize patient care, and as a result could become grounds for course failure and possible dismissal from the Nursing Program.

Functional Ability	Standard	Examples of Required Activities in Clinical, Simulation, Skills Lab, and Lab Practice
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care. Lift and/or support 50 pounds.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in a confined space such as a treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on 1 cc syringe, assess color (e.g., cyanosis, pallor, etc.). • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/Interpersonal/Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner. <ul style="list-style-type: none"> • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.

	<p>modify behavior in response to constructive criticism.</p> <ul style="list-style-type: none"> • Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct. 	
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> • Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when clinical situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.
Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect, and body language). • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. • Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors. 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others as necessary to teach, direct, and counsel individuals in an accurate, effective and timely manner. • Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter. • Establishes and maintain effective working relations with patients and co-workers.

		<ul style="list-style-type: none"> • Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. • Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation. 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific patient parameters in the minimum amount of time deemed necessary to promote best patient outcomes. • Analyzes and synthesizes data and develop an appropriate plan of care. • Collects data, prioritize needs and anticipate reactions. • Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths. • Recognizes an emergency situation and responds to quickly and effectively to safeguard the patient and other caregivers. • Transfers knowledge from one situation to another. • Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy procedural manuals.
Punctuality/ Work habits	<ul style="list-style-type: none"> • Ability to adhere to policies, procedures and requirements as described in the Nursing Student Handbook, PPSC Student Handbook, college catalog and course syllabi. • Ability to complete classroom and clinical assignments and submit assignments at the required time. • Ability to adhere to classroom and clinical schedules. 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually. • Reads, understands and adheres to all policies related to classroom and clinical experiences. • Contact instructor in advance of any absence or late arrival. • Understand and complete classroom and clinical assignments by due date and time.

Americans with Disabilities Act (ADA)

Pikes Peak State College abides by the Americans with Disabilities Act (See link: [U.S. Department of Education Disability Discrimination](#)) by providing student accommodations when appropriate through Accessibility Services. Accessibility Services strives to create an accessible environment by providing reasonable and appropriate services and accommodations for students with documented disabilities. The college is committed to providing quality educational support for the diverse needs of its students.

Accessibility Services is available to the PPSC community – students, faculty, and staff – for consultation and collaboration on disability issues.

Any student eligible for and needing academic accommodations because of a disability must speak with the Accessibility Services at 719- 502-3333. New students should do this 6-8 weeks* before the semester begins and returning students should do this 4-8 weeks before the beginning of every semester.

The following link provides additional information: <https://www.pikespeak.edu/student-support/accessibility-services/index.php> Please read the information carefully.

Accommodation requests are evaluated individually by Accessibility Services to make a determination regarding the provision of reasonable accommodations based on a review and analysis of documentation and circumstances. Informing other staff or faculty does not constitute registering with Accessibility Services.

It is the policy of Pikes Peak State 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.

Please note that accommodations will not be provided even on a provisional basis if there is no indication of a qualifying disability as determined by an Accessibility Services Accommodation Request Determination review. Also, required course Standard Competencies or required essential job duties of an internship or practicum may not permit the implementation of any supported accommodation(s).

It is the responsibility of students requesting an accommodation due to a qualifying disability to self- identify by registering with Accessibility Services, to apply for supportive services, and to furnish documentation about the nature and extent of their disability. This information is kept confidential and will be used to plan for appropriate services and accommodations. Students must meet with their disability specialist at the beginning of each semester to discuss arrangements for needed accommodations.

After Accessibility Services meets with a student to discuss requested accommodations, students should make an appointment with their faculty during the first week of class and bring the **Disability Services Notification for Faculty** form that specifies the accommodation(s) needed for their class. **All arrangements for accommodations must be agreed upon, in writing, and signed by the student, an Accessibility Services Disability Specialist and the Faculty.** Because accommodations are not retroactive, it is best to obtain accommodations before the first week of class. Also: “It is the student’s responsibility to self-advocate for approved accommodations that are not being provided since accommodations cannot be provided retroactively.” ***Even if you haven’t met these timelines, please still call Accessibility Services for information or an appointment.**

All students, with or without a documented disability, must adhere to the Student Code of Conduct.

Please contact Accessibility Services at 719-502-3333 if you are struggling with a full-time course load only to qualify for health insurance benefits, whether or not you have a disability.

EVALUATION/ GRADING

Grading/Evaluation Policies

An overall GPA of 2.0 or higher must be maintained for the student to progress in the Nursing Program.

If any clinical performance evaluation is unsatisfactory, the grade recorded will be a failure regardless of the theory grade achieved. A student receiving a failing grade for a nursing course must repeat all components of that course.

Students who fail any clinical component are ineligible for re-entry to the Nursing Program for five years from the time of failure. (See the Student Re-Entry Policy)

The evaluation procedure for computing the theory grade and the general and specific performance criteria for each course are given to the student in writing in the syllabus and/or on the first day of class.

Percentage Value for Grades:

A=90-100%

B=83-89%

C=77-82%

D=69-76%

F=Below 69%

There is no rounding of percentages in the nursing program. This means that an 89.9% is considered an 89% (Letter grade B) and a 76.9% is considered a 76% (Letter grade D). It is the student's responsibility to keep track of their grade. If a student feels they would benefit from a tutor, they should contact Nichole Moore (Retention Coordinator) at nichole.moore@pikespeak.edu or the Learning Assistance/Tutoring Center at <https://www.pikespeak.edu/academics/learning-commons/tutoring/index.php> for assistance and keep their instructors informed. ***Failure to complete all assignments in theory, lab, simulation, and clinical, including all clinical hours may result in a failure of the course.**

Grade Calculations:

All course grade calculations will be done by the following process:

1. Exams are averaged first. Students must achieve $\geq 77\%$ average on exams to be eligible to pass course
2. Once a student has earned a $\geq 77\%$ average on exams, the rest of the earned course points are added.
3. After the student has earned a $\geq 77\%$ average on exams and earned course points are added, extra credit points will be added.
4. A course with a clinical must have the clinical component satisfactorily completed.
5. If a student has earned $>77\%$ after steps 1-4 have been calculated and the clinical component has been satisfactorily completed, the student passes the course and is eligible at that time for any bonus points earned during the course.

The total calculation will only be made at the END of the course grading period. For example, individual test grades as percentages will not be used in calculation of final grade.

Steps for Grade Calculation	Process
Step 1: Exams and Quizzes are calculated first Is this total average greater than 77%	If the total average is greater or equal to 77% proceed to step 2. If the total is less than 77% this will be a failure in the course.
Step 2: Course assignments will be added and calculated.	If the total is greater than 77% proceed to step 3. If the total is less than 77% this will be a failure in the course.
Step 3: Deduct professionalism percentages if this applies (e.g., late assignments)	If the total is greater than 77% proceed to step 4. If the total is less than 77% this will be a failure in the course.
Step 4: If the course has extra credit points, these points will be added as extra credit points for the course.	Is the score above 77%? If yes, final grade is calculated. If no, student receives a failing grade.

Students should refer to individual course syllabi for complete explanations of possible course points, quizzes, exams, and any other assignment. It is the student's responsibility to clarify all grading questions with the Faculty/Instructor.

There will be no retake exams on exams failed.

ATI Testing Policy

ATI tests are required in NUR courses in the program. All ATI tests must be taken by the due dates listed in the individual course calendars. ATI tests will be scheduled by the Faculty and are mandatory. Testing will be done before the end of the semester with specific benchmarks (levels) required depending on the course. Remediation is intended to help students achieve the outcomes of the course by meeting recommended benchmarks.

If the benchmark for the course is not obtained on the first attempt, the student will need to complete the assigned remediation (on the ATI website) by the date assigned by the Faculty. The student will provide this documentation to the Faculty before they will be allowed to take the final exam for the course. Failure of the student to complete the required remediation may result in a failing grade in the course.

Please see individual course syllabi and course calendars for schedule of testing due dates, required level of achievements and any remediation requirements. ATI access and supplemental books must be purchased at Barnes & Noble College. The ATI website is: [ATI testing website](#)

Testing/Exams Policy

All exams are to be taken at scheduled times and must be completed prior to the end of the course. If a student is unable to take an exam at the scheduled time due to extenuating circumstances, the student must call or email and notify the course Faculty/Instructor prior to the scheduled test time (or as specified in the individual course syllabi). If a student is absent from a test, the student will take a different test than the one administered to the class. This test may be of a different format (e.g., essay, short answer, alternate format).

Arrangements to take the exam at a scheduled make-up time must be made with the Faculty/Instructor prior to missing the exam. No scheduled exams will be given early. Students who do not call or email and notify the Faculty/Instructor prior to the scheduled test time will lose 15% from the total points possible on the make-up exam unless excused by the course Faculty/Instructor.

Students will have **one** (1) week after the completion of an exam/quiz to contact their course Faculty/Instructor to request a review of an exam/quiz.

Tests booklets and scantrons must be handed in to the faculty/instructor following a test and/or test review. All test booklets must be accounted for by the end of the scheduled exam on testing day. A test booklet or scantron not handed in and accounted for compromises test integrity and will result in a 20% deduction from the total points possible on the test.

If a student must leave class during a test, the test must first be completed and handed in to the Faculty/Instructor. If the student finds it necessary to leave immediately, prior to completing the test, the student may be required to make-up the test in the testing center within one week of the original test.

If a student is suspected of cheating on an exam/quiz or fails to comply with testing/exam policies outlined in the Nursing Program Student Handbook, the student may be dismissed from the exam (even if the student has not finished the exam), receiving a zero on the exam. This behavior may also result in a report being filed with the PPSC Dean of Students, a meeting with the Director of Nursing, and possible dismissal from the Nursing Program.

Exams given in class will follow these guidelines in the Nursing Program:

- Remove all papers, books, notes, and electronic devices from your desk area and person. All electronic devices including cell phones and smart watches must be turned off and put away during the exam (see “Nursing Exam” cover sheet on the following page).
- Hats and sunglasses must be removed. No hats or sunglasses are to be worn during testing in the classroom.
- All backpacks, purses etc. will be left at the front of the classroom during the testing period.
- Nothing is allowed on the student’s desk except for testing booklet, pencils, and approved calculators (provided by the faculty/instructor) unless specified by the faculty/instructor.
- Clear water/drink bottles with labels removed are approved.
- It is the student’s responsibility to mark all answers on the scantron (if used in the testing procedure) before the end of the exam. Only answers marked on the scantron will be counted, unless otherwise specified in the text booklet.
- It is the student’s responsibility to verify all directions on the test before turning in the exam.
- No questions should be asked of faculty about exam content during a test except for grammar or typographical error questions. Faculty/Instructors will not answer or interpret any exam content during a test. Definitions of words/terms will not be given during a test. The instructor may bring an English dictionary for all students to use during a test. The student must provide the word for the Faculty/Instructor and the Faculty/Instructor will look up the word for the student. If knowing medical terminology is part of the exam question, then the dictionary cannot be used for those words. No medical dictionaries may be used during exams.
- No extra time will be allowed for students who arrive late for a scheduled quiz/exam.
- All Students must leave their test turned over or with cover page only showing. All students will begin the exam at the same time. No student may begin the exam until the Faculty/Instructor says, “you may all begin.” This way all students will have equal time to test.
- The Start and Stop time will be written clearly on the board for student’s reference.
- Faculty/Instructors will give a five-minute warning before the end of the exam.
- There will be no retake exams on exams failed.
- See course specific syllabi for on-line testing methods/expectations.

Students are allowed one week to take a missed exam. If the exam is not taken within this time frame, (unless prior approval from Faculty/Instructor), the student will earn a grade of “0.” If the makeup exam is not taken, the test grade will be recorded as a “zero.”

Failure to return the scantron or the exam/test/quiz booklet to the appropriate Faculty/Instructor at the required time and/or leaving the classroom with the exam/test/quiz booklet or scantron intentionally or unintentionally interferes with test integrity and will result in a 20% deduction from the respective exam grade. Some courses may administer unscheduled quizzes. See specific course syllabi for related policies.

Name EXAMPLE Exam Booklet _____

PIKES PEAK STATE COLLEGE

NUR _____

EXAM # _____

Semester/ Bimester _____

Year _____

Use a number 2 pencil to fill in the Scantron answer sheet with your name, S number, the date, course number, section, exam number and exam booklet number.

Remove all papers, books, notes, and electronic devices (e.g., cell phones, smart watches) from your desk area and person and place. Remove hats and sunglasses. Only clear water bottles are allowed on your desk. You may have one highlighter on your desk. Do not open the exam booklet until directed to do so.

Select the best answer from those provided for the question. Mark your answer on the Scantron answer sheet. Fill in completely and carefully. Erase any stray marks on the Scantron. Only answers marked on the Scantron will be graded unless otherwise specified in the exam booklet.

Please pay close attention to any special instructions in the exam booklet.

No questions should be asked of Faculty/Instructor about exam content during a test except for grammar or typographical error questions. Faculty/Instructors will not answer or interpret any exam content during a test.

Definitions of words/terms will not be given during a test. The instructor may bring an English dictionary for all students to use during a test. The student must provide the word for the Faculty/Instructor and the Faculty/Instructor will look up the word for the student. If knowing medical terminology is part of the exam question, then the dictionary cannot be used for those words.

In taking and submitting an exam, I hereby affirm this is my work alone, and I have not received assistance, in whole or in part, from another person in completion of this exam. I understand all evaluation materials are secure and no questions in whole or in part were copied, photographed, or transmitted to any other person.

You may write on the exam!

Total number of questions:

Points per question:

LABORATORY INFORMATION

General Skills and Nursing Simulation Policies

1. Students participating as patients in lab will be under the guidance of a Nursing Instructor. No one shall attempt to give medication, injections, insert tubing, or provide any other invasive medical procedure to other students and live actors.
2. All students will sign-in when attending open skills lab or practice time. A schedule or sign-up will be available to all students.
3. Students are expected to follow the Nursing Program Student Handbook Policies, Nursing Simulation Policies, and all instructions provided by course Faculty, lab Faculty, and/or Lab Staff/Instructors.
4. Instructors or Lab Staff must be informed of any injuries or accidents immediately.
5. Closed-toed shoes will be worn at all times in the lab.
6. Students will abide by the clinical uniform policy for all open labs, simulation days, and skills labs. (see Clinical, Lab, and Simulation Dress Requirements).
7. All individuals are expected to read and adhere to instructions for properly and safely working with laboratory and simulation equipment.
8. No smoking, drinking, or eating in the lab at any time.
9. Instructors may add additional rules at any time to ensure the safety of all individuals in lab.
10. Iodine products are not to be used on any laboratory equipment.
11. For general skills lab, each tardy regardless of time and/or notification will result in a 1% decrease in the student's theory grade.

Equipment & Room Safety

- A. Electrical equipment:
 1. Know your equipment before usage to prevent mishaps.
 - a) Check for frayed or splitting cords, missing dials, or general damage to the equipment. Report damages to the Faculty or Lab Staff immediately.
 2. Ensure equipment is not resting on the electrical cord.
 3. Ensure electrical cord does not become a tripping hazard.
 4. All equipment must be plugged into the proper electrical outlet.
 - a) Unplug electrical cords by gripping and pulling from the plug base and not from the cord.
 - b) Ensure equipment is turned off before leaving the lab.
 - c) Return equipment to its appropriate location if directed by Lab Faculty or Staff.
- B. Student's personal items (e.g., books, coats, etc.) shall be placed in an area that should not obstruct entrances and exits to the lab to protect the personal safety of each individual.

- C. Clean up any water spills immediately. Inform Lab Instructors or Lab Staff of spills of any kind.
- D. All sharps will be placed into the sharp's container, no exceptions. The Lab Instructor will discuss this with you in greater detail during appropriate labs. Dispose of contaminated material in the appropriately marked containers and bags.
- E. All furniture and manikins will be returned to their respective places after each lab.
- F. All trash should be picked up and placed in the trash receptacle. All sharps, broken glass, or biohazard bag contaminants should be placed in the appropriate receptacles.
- G. Simulated Medical Set-ups: All simulated IV fluid and simulated medications of any kind are used for practice purposes only and are not fit for human or animal consumption.

Open Lab

The skills laboratories are available throughout the semester for scheduled "open labs," which are designed to provide additional skill practice or remediation of previously learned skills to students. Students must be in their clinical uniform to attend open lab and should be prepared to practice the assigned nursing skills. Open labs are available on a reservation basis. The link to schedule open labs is provided through all course D2L shells. Open labs are staffed by Faculty and Instructors. The open lab schedule is subject to change and may be cancelled at any time. All efforts will be made to notify students ahead of time for any open lab cancellations. A student who signs up for an open lab should make every effort to be in attendance. Missing two scheduled open lab times may result in the student forfeiting future open lab opportunities.

Nursing Simulation Center Policies

- A. Fiction Contract
 - 1. Using a variety of evidence-based simulation teaching techniques, your Instructors and the Simulation Staff will recreate realistic patient care situations. The realism of each simulation may vary depending upon the learning objectives for the simulation experience. The simulated environment and patient may have certain limitations in their ability to mirror exactly real life.
 - 2. When participating in simulations, your role is to assume all aspects of a practicing healthcare provider's professional behavior. You should engage with the simulator and actors as if they are real patients, family members, or members of the healthcare team. During the session, the faculty and actors will take their roles very seriously and we ask that you do as well. Additionally, when a gap occurs between simulated reality and actual reality, the expectation is that you attempt to understand the objectives of the learning session and behave accordingly.
- B. A Standardized Patients Bill of Rights

A standardized patient actor has the right to:

 - 1. Be treated with courtesy and respect, with appreciation of his or her dignity, and with protection of privacy.
 - 2. Receive a prompt and reasonable response to questions and requests.
 - 3. Know who is providing medical services and is responsible for his or her care.
 - 4. Know what support services are available, including if an interpreter is available if he or she does not speak English.

5. Be given by the health care provider information such as diagnosis, planned course of treatment, alternatives, risks, and prognosis.
6. Refuse any treatment, except as otherwise provided by law.
7. Receive medical treatment or accommodations, regardless of race, national origin, religion, handicap, or source of payment.
8. Receive treatment for any emergency medical condition that will deteriorate from failure to provide treatment.
9. Know if medical treatment is for purposes of experimental research and to give his or her consent or refusal to participate in such research.
10. Express complaints regarding any violation of his or her rights.

C. Instructor Responsibilities

1. Create goal-oriented, practical simulations based upon measurable learning objectives.
2. Add enough realism to each simulation so the learner receives sufficient clues to identify and solve a problem while creating and maintaining a safe, productive learning environment.
3. Provoke interesting and engaging discussions, fostering reflective practice.
4. Identify performance gaps and help close the gaps.

D. Student Learner Responsibilities

1. Suspend disbelief for simulation in exchange for the promise of learning new knowledge and skills.
2. Treat the simulated patient with the same care and respect due a real patient.
3. Maintain confidentiality regarding the performance of others and the details of the simulation scenarios.
4. Come prepared for the simulation activities the same as you would for clinical. This includes complying with all uniform policies, completing the pre-simulation homework, and the simulation center policies acknowledgement.
5. All students are to conduct themselves in a professional manner while in the simulation center before, during, and after simulation activities. Failure to maintain professionalism may result in disciplinary action at the discretion of the simulation and course faculty.

E. Confidentiality Agreement

As a student of the Pikes Peak State College (PPSC) Center for Healthcare Education and Simulation (CHES), I understand the significance of confidentiality with respect to information concerning patients – real or simulated – and other users and visitors including, but not limited to PPSC students, instructors, and staff. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all other federal or state laws regarding confidentiality. Further, I agree to report any violations of confidentiality that I become aware of to a Simulation Facilitator or Instructor. Sharing information about scenarios with students who have not yet participated is considered academic misconduct or dishonesty. Academic misconduct is outlined further in your Nursing Student Handbook and the PPSC Catalog. Only approved electronic devices are to be used in the Simulation Center such as cell phones, iPods, laptops, or iPad/tablet(s) that have your learning resources to assist with the simulation, and then only with facilitator discretion. No tape recorders or video recording are permitted by students during simulation activities.

F. Photographic Release

I understand that photographs and videotapes can and will be made at various times while participating in the simulation lab. Photographs may be used for educational and/or marketing

purposes. Examples may include project illustration, classroom presentations, academic conference presentations, fundraising presentation/proposals, newspaper publication, magazine publication, PPSC affiliated websites and promotional materials such as brochures and flyers. Your name may or may not be identified in these photos. Videos will only be used for educational purposes. Examples include faculty training and faculty evaluation. Additional written permission will be obtained to use videos for promotional material or the development of virtual simulations. Upon signature of this acknowledgement of policies, you are granting Pikes Peak State College permission to use these photographs and videotapes. Video links will only be sent to participants in that specific scenario via PPSC email. Videos are securely stored for 7 days to allow time for participant review and reflection. Confidentiality policies apply while reviewing videos of simulation activities. Videos of simulation activities will be deleted after 7 days. Upon signature of this acknowledgement of policies, you are granting the PPSC Simulation Center permission to use these photographs and videos. No remuneration will be provided for the use of photographs or videos derived from the photos or videos now or in the future. No remuneration will be provided to any student for the use of photographs or videotapes derived from the photos or videotapes now or in the future.

G. Cell Phone Policy: Students may bring cell phones to the Center for Healthcare Education & Simulation. Cell phones may be used during simulation for drug calculations, and/or to access reputable applications that assist in caring for the simulated patient. Students are to use their cell phones to complete the electronic survey at the completion of each simulation scenario. Cell phones are to be placed on silent, not vibrate, while in CHES. Students are not to use cell phones to send or receive personal messages or phone calls at any time in CHES. Students may not use cell phones for video or audio recording during simulation activities.

H. Psychological Safety

1. The Simulation Center at PPSC recognizes that simulation pedagogy may pose a risk to the psychological safety of participants. All students, actors, and staff are required to sign an acknowledgement form regarding confidentiality, psychological safety, and the proper way to notify and correct concerns related to psychological safety. All simulation team members, actors, and students are oriented to PPSC Simulation Center psychological safety policies and availability of the PPSC Counseling Center at the onset of employment or student status.
<https://www.pikespeak.edu/student-support/counseling-center/index.php>
2. If a Simulation Facilitator, Staff Member, Student, or Actor experiences emotional or physical distress related to a simulation, the Facilitator, staff member, or actor must notify the Simulation Director, Nursing Simulation Coordinator, Simulation Educator or Laboratory Technologist immediately. An attempt to relieve the distress will be made upon notification. If the source of distress cannot be rectified, the facilitator, staff member, or Actor will be relieved of the assigned duties for that simulation and transferred to a different simulation if applicable. If the source of student distress cannot be rectified, the student will be assigned a different role within the simulation or assigned to an alternate simulation.
3. If a member of the simulation team, actor, or student requires mental health assistance, the team member, actor, or student should be referred to the PPSC Counseling Center at <https://www.pikespeak.edu/student-support/counseling-center/index.php>

Attendance in Skills Lab and Simulation Days

A. Skills Lab

1. Students are required to be punctual and present for all laboratory sessions. Students are required to call or email the nursing course Faculty/Instructor prior to the start of a skills lab that they will be arriving late or will be absent. If a student must miss a skills lab session, the student must notify the course Faculty/Instructor at least one hour prior to the lab start time.
2. Course skills lab absences not made up will result either in an incomplete grade, withdrawal, or failing grade and may affect progression in the Program or graduation. Students with **2 or more absences from course skills lab sessions per semester** may receive a failing grade in that course.
3. It may not always be possible to arrange course skills laboratory make-up time prior to the course completion date. The option to make-up missed course skills laboratory time will be contingent upon lab space, faculty availability, and requires faculty and/or Director of Nursing approval. This option is to be utilized for extenuating circumstances only.
4. Additional policies and requirements are addressed in course syllabi for course skills lab requirements. All course skills lab requirements must be passed successfully in order to receive a passing grade in any NUR course.
5. Failure to notify the course Faculty/Instructor of lateness or absence in course skills lab may result in the student being marked as absent.
6. If attendance for lab is done virtually with Faculty permission, a plan will be developed for that student to obtain the psychomotor skills required to meet the student learning outcomes. If it is not possible to make up the time, the student may earn an incomplete.

B. Simulation is employed as a teaching modality throughout the nursing curriculum. Simulation activities may occur during course skills lab hours or in lieu of state-mandated clinical hours.

1. Skills Lab Simulation Hours

- a. If a student will be late or absent for a simulation activity during course skills lab hours, the student must notify the course Faculty/Instructor at least one hour prior to the start time.
- b. Additionally, if a student is late or absent for a simulation activity during course skills lab hours, they will be required to complete a makeup assignment per the course Faculty/Instructor. Failure to complete the required makeup assignment according to the assignment rubric may result in a failing grade for lab. A failing grade in lab results in a failing grade in theory.

2. Clinical Simulation Hours

- a. Tardiness to or absences from simulation activities held during state-mandated clinical hours will be treated the same as clinical.
- b. Students are to follow the Clinical Lateness and Clinical Absence policies as stated in the Nursing Student Handbook.

- c. Coming unprepared for simulation during clinical hours will be treated the same as clinical.
- 3. Clinical Makeup Simulation Hours
 - a. Tardiness to or absences from simulation activities held as clinical makeup time will be treated the same as clinical.
 - b. Students are to follow the clinical lateness and clinical absence policies as stated in the Nursing Student Handbook.
 - c. The only variance from the clinical lateness and clinical absence policy for clinical simulation makeup is that students are to notify the Faculty/Instructor for the course. Their contact information is located in the course specific syllabus.
 - d. Notification of tardiness or an absence must be made prior to the simulation activity for clinical makeup.

Policy Changes

The policies and procedures contained in this Handbook are to be used in conjunction with the general requirements, policies, and procedures of Pikes Peak State College.

The faculty and Director of Nursing reserve the right to change Nursing Program policies. The nursing student will be informed in writing of policy changes in a timely manner. Any changes will also be posted on D2L, the PPSC Nursing Department website, and as appropriate, announced in the classroom/lab setting.

CLINICAL INFORMATION

Clinical Expectations

Clinical experiences provide the opportunity for the student to integrate theory into a patient-centered care setting. Punctuality and attendance at clinical sessions are mandatory.

All requirements for clinical also apply to clinical simulation.

Clinical Site Non-Responsibility for Pay

Students assigned to a clinical facility are not considered employees of the facility. Therefore, students are not eligible for facility benefits, pay, unemployment, workman's compensation, etc. The student will follow all rules, policies, and regulations of said clinical facility.

Clinical Compliance

Students must adhere to required student documentation required for clinical compliance and comply with due dates. Students without current documentation will not be allowed to go to a clinical site under any circumstance and will be held out for that semester. (See the Student Re-Entry Policy). The due dates are located on the clinical compliance D2L shell, My Clinical Exchange and Castle Branch.

Professional Behavior

Students will maintain a professional manner in the clinical site/shuttle or while in the PPSC nursing uniform. Students are prohibited from wearing their PPSC clinical uniform in any healthcare setting outside of their current clinical rotation assignment. Inappropriate displays of verbal (cursing, shouting, etc.) and physical confrontation in these areas will also be considered violations of professional behavior. Differences of opinion and issues will be handled in an open, sharing manner, but not in the presence of patients, visitors, and staff. Students are expected to communicate professionally, positively, and respectfully with faculty, instructors, healthcare staff, community professionals, patients, and students, etc. Violations of professional behavior or the safe practice guidelines may result in a violation of PPSC Code of Student Conduct and may result in disciplinary action up to a CIP or PIP and/or include dismissal from the Nursing Program and failure of the NUR course. Falsification of assessment data in the clinical setting either verbal or documented will result in a PIP.

Safe Practice Guidelines (including but not limited to):

- Completes clinical agency training, HIPAA and OSHA training by the Nursing Department set due dates as assigned by the Nursing Department
- Comes to the clinical experience adequately rested
- Follows agency policies and procedures, including patient fall guidelines
- Arrives early to clinical to ensure you are ready to assume your patient assignment and remain for the assigned clinical time
- Arrives to clinical site with all assigned paperwork/forms completed according to rubric, course/clinical syllabi guidelines, or written direction
- All medications administered by the student must be pulled by the student and documented under that student's name once administered. Medication administration must follow agency policies and level of training of the student giving the medication.
- The student must provide report to the nurse (on-coming, change of shift) and appropriate interdisciplinary staff.

- A student that is employed by the clinical facility in which they are assigned to cannot use their employee log-in during their clinical rotation as a student.
- Answers call lights and reports requests to the appropriate personnel
- Demonstrates ability to perform skills appropriate to the level of training of the student (see the PPSC Nursing Skills Checklist)
- Adheres to the PPSC Student Code of Conduct, PPSC Nursing Student Handbook, Student Confidentiality Agreement, and syllabi guidelines
- Adheres to dress code/personal appearance/grooming as defined in the PPSC Nursing Program Student Handbook
- Adheres to each course scope of practice (see the PPSC Nursing Skills Checklist for that course and the course syllabi/clinical packet)

Health Insurance Portability and Accountability Act (HIPAA)

Students will follow HIPAA guidelines. All students must sign and return the confidentiality agreement as requested in a clinical course. Violations of HIPAA requirements are very serious and may result in dismissal from the Nursing Program. If the student has any questions concerning rules pertaining to confidentiality, it is their responsibility to ask for guidance from their instructors.

Patient Health/Medical Record/Chart

Patient health, medical record, or chart are different ways to describe documentation of patient information. Additionally, patient health information is produced and contained in a variety of formats such as paper documentation or Electronic Health Records (EHR). The information contained in any of these formats is private, confidential, and is patient care information and HIPAA guidelines must be followed. Nursing students accessing patient health and medical information need to ensure that they:

- Only access patient information when assigned to the patient.
- Abide by the facilities policies and procedures.
- Protect patient privacy and confidential information.

Protected Health Information (PHI)

Protected Health Information is any personal health information that may potentially identify an individual. <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

Protected Health Information List include but is not limited to: Patient name, address, birthdate, phone numbers, email, account numbers, images, and any other characteristic that potentially identifies the individual.

Examples of NOT Safeguarding information:

- Leaving computers logged on and unattended.
- Leaving charts/clinical paperwork out and within reach in public spaces.
- Printing electronic health information.
- Leaving a facility with printed/photocopied/photographed/downloaded health information.
- Talking about patient in public spaces/areas, shuttles, or on social media.

Patient Confidentiality

The student recognizes that the knowledge and information acquired concerning any patient's health care and medical records or any other personal or private information is confidential information. The student

agrees that this confidential information will not be disclosed or used except for in the clinical learning experience (i.e., in relation to giving care and sharing information in conference or classroom situations with other students.) Patients are not to be discussed in elevators, hallways, cafeterias, on buses transporting students to clinical, etc., or wherever someone other than an authorized person may overhear.

Students may not use any electronic means of transmitting confidential patient information which includes but is not limited to blogs, social networking sites, transmitting or taking photos or video, texting, or emails. Violations of the patient's Health Insurance Portability and Accountability Act (HIPAA) rights will be grounds for dismissal from the Nursing Program and will result in a clinical failure.

Below is a list of **18 HIPAA Identifiers** – each of them is considered **Personally Identifiable Information** that is normally used to identify, contact, or locate a single person or can be used with other sources to reliably identify a single individual. When any part of this information is used in a healthcare setting or combined with diagnosis information, or with information about payment for healthcare services, it becomes **Protected Health Information (PHI)**:

- **Name (including a part of it, e.g., actual name initials)**
- Address (all geographic subdivisions smaller than state, including street address, city, county, and zip code)
- All elements (except years) of **dates** related to an individual (including birthdate, admission date, discharge date, date of death, and **exact age if over 89**)
- Telephone numbers
- Fax number
- Email address
- Social security number
- Medical record number
- Health plan beneficiary number
- Account number
- Certificate or license number
- Any vehicle or other device serial number
- Web URL
- Internet Protocol (IP) Address
- Finger or voice print
- Photographic image – Photographic images are not limited to images of the face.
- Any other characteristic that could uniquely identify the individual

Students must properly cite any resources used and cite the correct resource. Plagiarism or HIPAA violations that are found will result in disciplinary action up to and including dismissal from the Nursing Program. In an effort to obtain or populate information:

- **Never** print any part of the patient record at the clinical setting.
- **Never** copy or download any part of the patient's medical record/EHR to a thumb/flash drive or electronic device.
- **Never** photograph or screenshot any patient information from the electronic patient record.
- **Never** leave the clinical site with any printed notes, report sheets, etc.

- **Never** disseminate any correspondence marked confidential from any clinical facility.
- **Never** copy and paste text directly from a source to your paperwork without a citation.
- **Never** paraphrase from a source without a citation.
- **Never** turn in someone else's work as your own.
- **Never** copy from a source only changing a few words and phrases to disguise plagiarism. Use your own words and cite the source.
- **Always** place quotation marks around and cite any work that you use a direct quote from. Use quotations sparingly.
- **Always** place any notes, report sheets, etc. in the shred bin before leaving the clinical site.

Family Education Rights Privacy Act (FERPA)

Students and faculty are expected to follow FERPA guidelines and protect from disclosure of student education records. See <https://www.pikespeak.edu/student-support/ppcc-student-handbook/index.php>

Leaving a Clinical Site

Students are not permitted to leave the clinical site during clinical time. It is the student's responsibility to either purchase meals at the facility, or in situations where meals are not available for purchase, bring their own meal to the facility.

Social Media and Electronic Devices

Nursing students are expected to adhere to the PPSC Standards of Conduct. Furthermore, as developing members of the nursing profession, nursing students are advised to exercise good judgment when using social media. A few recommendations on how to avoid problems are highlighted in The National Council of State Boards of Nursing (NCSBN) White Paper: A Nurse's Guide to the Use of Social Media (2011):

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient in violation of the Health Insurance Portability and Accountability Act (HIPAA). Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate, and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Promptly report any identified breach of confidentiality or privacy.

- Abide by all policies and procedures for social media set forth by clinical facilities.

Nursing students are prohibited from infringing upon copyright, trademark (e.g., unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization reference SP 4-30a, Appendix A), and other intellectual property rights of the Nursing Department.

Nursing students that use tablets, cellphones, laptops, smart watches, and any other such electronic devices during clinical rotations do so with the understanding that such devices will be used only as authorized by the facility and/or PPSC Nursing Department guidelines. No personal phone conversations or texting are allowed while at the clinical site unless the student is on their break in a private space away from all patients, common patient care areas, and common work areas. Emailing Faculty or Instructors related to theory or lab (e.g., submitting assignments) during clinical time is not permitted. Failure to abide by the appropriate use of electronics during clinical will result in a CIP or PIP.

No student shall videotape or audio record clinical instructor or fellow students during the clinical rotation for personal or social media use. At **NO** time shall patients be videotaped or photographed.

Students who use social media to discuss confidential information do so at the risk of disciplinary action which may include course failure and/or dismissal from the Nursing Program.

Understand that all social media conversations that are exchanged through PPSC accounts/social media channels may be subject to public records law. Each student is legally responsible for individual postings. Students may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (e.g., test and/or lecture materials, music, videos, photographs, text, etc.).

(Reference: National Council of State Boards of Nursing [2011]. *White paper: A nurse's guide to the use of social media* retrieved from https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf)

Students are prohibited from developing personal relationships, including online or through social media, with patients outside of the clinical setting due to professional boundary or privacy conflicts with patients and/or families.

Clinical, Lab, and Simulation Dress Requirements

In portraying a professional image, it is a student's responsibility to adhere to the following guidelines.

When in any area of the clinical setting, a student is to be identified with the school by wearing an approved PPSC uniform, PPSC emblem, facility issued badge as appropriate, name tag, and school picture ID.

Uniforms should fit properly and be in good condition, and should be pressed and clean at all times. Uniform skirts should be long enough to ensure professional appearance and cover all undergarments. Undergarments will be worn and should not be visible through the uniform and must remain inconspicuous. All nursing students are required to purchase Dickies Brand Scrubs.

1. A professional uniform, which may include any of the following:
 - a. Top: White scrub – Solid white only – Wonderwink unisex 4-pocket scrub top in white
 - b. Pants: Pewter gray uniform or scrub - Solid color only, **NO** Low-rise pants or joggers are permitted. Pant hemlines cannot drag on the floor. Wonderwink unisex multi-cargo pants
 - c. Skirts: – solid gray color only, **NO** low-rise skirts permitted. Must be at least knee length.
 - d. Dresses – solid white color. Must be at least knee length. Modest neckline
 - e. No sweaters or jackets are allowed to be worn over the scrub top.
 - f. A white Dickies brand uniform warm up scrub jacket is permitted. Item #DK305
 - i. https://www.dickies.com/scrubs/womens-eds-essentials-scrub-jacket/DK305.html?dwvar_DK305
 - ii. The PPSC patch will be secured by Velcro/stitches (no safety-pins, tape, or staples are allowed to secure the patch) on the left sleeve of the uniform warm-up jacket approximately two inches below the shoulder seam. The patch is available from Barnes & Noble College.
 - g. Shoes: All white shoes only. (May have small logo only).
 - i. White impervious uniform or white tennis shoes only, with all white shoestrings. No mesh or canvas shoes permitted.
 - ii. Shoes must be clean or polished.
 - iii. Close-toed and closed-heels only to comply with OSHA requirements.
 - iv. White socks or white hose must be worn.
2. A plain white short-sleeved or long-sleeved tee-shirt or turtleneck may be worn under the uniform top. If wearing long sleeves, must be able to push up to safely perform sterile skills and hand washing.
3. The PPSC patch will be secured by Velcro/stitches (no safety-pins, tape, or staples are allowed to secure the patch) on the left sleeve of the uniform and lab coat approximately two inches below the shoulder seam. The patch is available from Barnes and Noble College.
4. The name tag is to be worn on the upper right front portion of the uniform. Name tags are available through Barnes & Noble College. A PPSC nursing student photo ID is also required and can be obtained from Student Life at the Rampart Range or Centennial Campus Student Life offices.
5. Students must dress in the PPSC student nursing uniform when reporting to the clinical site prior to clinical to receive their patient assignments. The PPSC emblem patch, name tag and photo ID must be visible at all times.
6. For safety purposes, the uniform and IDs may not have zippers, rings or other accessories directly attached to the uniform/ID that may be pulled or accessed by patients.
7. Please see the individual course syllabi for course specific clinical equipment ie: stethoscope, dry erase marker, black ink pen, paperwork, penlight, etc.)
8. Students in psychiatric nursing course or alternate sites will follow the dress code, per instructor directions in the course syllabi.

Uniform during Pregnancy: Pregnant students may wear a white nursing uniform top and grey uniform pants. The uniform must cover the abdomen.

Headbands

Headbands with buttons or similar products to hold the elastic on some facial protective equipment (FPE) may be used to minimize irritation, soreness, and skin integrity issues in the ear area with the following considerations:

1. Solid white, grey, or black only.
2. Must be made of a washable material and cleaned before each clinical day.
3. Are not permitted for use with a fitted N-95 mask because this measure may change the fit and potentially impair the seal.

Personal Appearance/ Grooming

Hair

Hair must be clean, well-groomed, must be of natural human color, and without shaved areas, unless military regulations are utilized.

Beards, sideburns, and mustaches need to be clean, neatly trimmed and not interfere with mask function.

Female and male hair, which is collar length or longer, must be neatly secured, and pulled back so that it does not interfere with patient care. Hair accessories must be small, plain, and of a neutral color. Wide cloth headbands are not permitted in the clinical setting. The clinical instructor may determine if further modifications are necessary.

Tattoos

Tattoos are to be covered whenever possible when students are in patient care settings or when students are representing the college in any capacity. Students with tattoos must follow agency policy when in the clinical setting. Some clinical agencies state that **NO** tattoos are to be visible. If a cover up sleeve is used, both arms need to be covered regardless of not having a tattoo on the opposite arm.

Piercings/Jewelry

Visible body piercing, including tongue piercing must be removed. No facial, tongue, nose, lip, or eyebrow jewelry is allowed in any clinical setting.

No bracelets or necklaces.

Only the following jewelry may be worn in clinical:

1. A watch with a second hand (required). If an electronic watch is worn, the phone and message notifications need to be disabled.
2. Wedding band
3. Two small post earrings allowed per ear (no dangling earrings). Must not be larger than 1/8" diameter; round: white or yellow metal or pearl-type.
4. A clear/ flesh tone plug may be worn to replace facial piercings. Flesh colored gauges may be worn in ear lobes.
5. Exception to jewelry policy will be a medical alert bracelet or necklace which should be shown to the clinical instructor prior to clinical starting.

Fingernails

No students will be permitted to provide direct patient care if they arrive on the unit with artificial nails or enhancements of any type. This includes wraps, stickers, tips, silk or acrylic

nails. Fingernails should be short, trimmed, and cut so as not to extend ¼ inch beyond the fingertip. Polish of any color is not permitted.

Make Up/Fragrances

Only basic make-up should be used.

No fragrances are permitted to include Febreze®.

No fake eyelashes are to be worn

Smoking/Offensive Odors

Smoking, the use of e-cigarettes, and the use of chewing tobacco is not permitted at the clinical site.

A student who smokes cigarettes must take precautions that smoking odor is not present on clothes or breath during a clinical day. It is not acceptable to use chewing gum or Febreze® at clinical sites. See specific course syllabus for individual course requirements.

Students should also ensure that offensive body odors are not present.

Miscellaneous

Leave all valuables at home when at clinical sites. The clinical sites and PPSC are not responsible for lost or stolen items.

Certain agencies may have additional dress codes to be followed.

No hats are to be worn when in PPSC nursing uniform, on or off campus.

Non-Compliance with Personal Appearance/Grooming Policy

Students who are not in compliance with the clinical/simulation dress requirements/personal appearance/grooming policies will not be allowed to participate in clinical.

- If compliance can be immediately corrected at the clinical site and is corrected, the student will be allowed to attend clinical.
 - Hair being pulled into a ponytail; removing a piece of jewelry; badge left in backpack/purse in locker, etc.
 - A second and/or continued offense(s) of noncompliance that can be immediately remedied will result in a “NI” (Needs Improvement) on their clinical evaluation tool.
- If compliance cannot be instantly corrected, requires something to be brought to the clinical site, or the student returning to their vehicle, the student will be sent home with a clinical absence for the day. The clinical instructor will inform the lead instructor and the student will be required to make up the clinical time and pay the make-up fee per the Nursing Student Handbook.

Clinical Paperwork

Journals, SBARs, and/or other written assignments will be required for each clinical rotation. Any late, incomplete, or missing paperwork will result in a percentage deduction in the student’s theory grade for the first late occurrence (see chart below for information on reoccurring late paperwork).

Clinical Tardiness

Tardiness is defined as reporting to the clinical instructor after the designated start time. Reporting times vary with individual agencies. It is the student’s responsibility to know their reporting times. Consequences for being tardy for each course are presented below.

In all instances of tardiness, **it is the student’s responsibility to personally inform their clinical instructor of their pending tardiness.** This notification shall be made **telephonically** as soon as possible but **no later than the designated start time.** Notifications after the designated start time do not qualify as notifications for the purposes of the following discussion. If the student cannot connect with their clinical instructor telephonically, they will leave a message (for example: voice mail, text message, or email) providing details for the reason for their tardiness and their estimated arrival time.

However, if the student must leave a message, the student is responsible to verify that the instructor has received the message. Notifying another student to inform the clinical instructor one will be tardy is not acceptable. If a student is tardy, the student **must report to their clinical instructor prior to assuming any patient care.** The time at which the student notifies the clinical instructor of their presence will be the recorded reporting time for determination of tardiness.

Course Consequences for Clinical Tardiness and Late Assignments:

Tardiness or late assignment, regardless of time and/or notification, will result in a percentage decrease in the student’s theory grade. The deductions are cumulative within each course.

- First tardy or late assignment 1%
- Second tardy or late assignment an additional 2%
- Third tardy or late assignment an additional 3%
- Fourth tardy or late assignment an additional 4%
- Fifth tardy or late assignment an additional 5%

A meeting with the course lead, department chair, or associate dean of nursing can be scheduled any time the course lead deems necessary.

Occurrence	Theory Deduction	Total course deduction
1	1%	1%
2	2%	3%
3	3%	6%
4	4%	10%
5	5%	15%

First occurrence:

- If the student has properly notified the clinical instructor and is 10 minutes or less tardy, then the clinical instructor will inform the lead instructor, note the tardy on the clinical evaluation tool and the student may be allowed to stay in the clinical setting.
- If the student is tardy more than 10 minutes or does not notify their clinical instructor prior to the designated start time regardless of how many minutes the student is tardy, the **student will not be allowed to remain in the clinical setting** for that day and **will receive a clinical absence** in their clinical evaluation. The student will be required to do a clinical make up and pay the make-up fee per the Nursing Student Handbook. Clinical make up space is not guaranteed, and if there is no make-up time available, the student may take an incomplete in the course and return the next semester to complete the hours required for clinical. This will affect student’s progression in the Program as well.

Second occurrence:

- If the student has properly notified the clinical instructor and is 10 minutes or less tardy, the student will be allowed to stay in the clinical setting, however, the student

will receive an additional assignment from the lead faculty. The clinical instructor will notify the lead faculty of student's tardy and note it on the clinical evaluation tool.

- If the student is tardy more than 10 minutes or does not notify their clinical instructor prior to the designated start time regardless of how many minutes the student is tardy, **the student will not be allowed to remain in the clinical setting for that day and will receive an unexcused clinical absence** on their clinical evaluation. The student will be required to do a clinical make up and pay the make-up fee per the Nursing Student Handbook. Clinical make up space is not guaranteed, and if there is no make-up time available, the student may take an incomplete in the course and return the next semester to complete the hours required for clinical. This will affect student's progression in the Program as well.

Third or subsequent occurrences:

- These occurrences and consequences are regardless of notification or time. The student will **not be allowed to remain in the clinical setting for that day and will receive a clinical absence** in their clinical evaluation.
- A third or subsequent occurrences of being late results in an additional assignment from the lead faculty. **The clinical instructor will notify the lead faculty of student's tardy.** The student will lose their out-rotations for that semester. If they have already completed their out-rotations for that course or the tardy occurs on the last week of clinical, the student will lose their out-rotations in the next course. The student will **not be allowed to remain in the clinical setting for that day and will receive an unexcused absence** in their clinical evaluation. The student will be required to do a clinical make up and pay the make-up fee per the Nursing Student Handbook.
- Clinical make up space is not guaranteed, and if there is no make-up time available, the student will receive an incomplete in the course and return the next semester to complete the hours required for clinical. This will affect student's progression in the program as well.

Clinical Absences

Attendance at clinical sessions is mandatory. If a student must miss a clinical, the student must notify the clinical instructor via telephone at least one hour prior to the clinical start time. The clinical instructor will report the absence to the lead instructor.

All missed clinical time must be made up. It is the student's responsibility to adjust their schedule to meet the prescribed makeup dates/times/shifts. Clinical makeup fees will be charged at \$45 per hour. Clinical space and faculty may not be available to accommodate makeup days; there is no guarantee of clinical make-up time.

Failure to notify your clinical instructor of your absence prior to one hour to clinical is considered a no call no show. The first occurrence will result in a clinical improvement plan (CIP) and all missed time must be make up according to the nursing student handbook policy.

A second no call no show will result in a grade of NI/R on their summative clinical evaluation and the student will participate in the Performance Improvement Plan (PIP) process (see Consequences related to Unmet Student Learning Outcomes and the Performance Improvement Plan).

If a student misses less than or equal to 25% of the clinical time, the student can qualify for an incomplete until the time is made up.

If a student misses greater than 25% of the clinical time required for that course, the student will receive a NI/R for that course.

A student cannot have more than two incidences of clinical absences per rolling year.

Absences not made up will result either in an incomplete grade, withdrawal or, failing grade and may affect progression in the program or graduation. Two or more incidences of absences from clinical per rolling year may result in disciplinary action up to and including dismissal from the nursing program.

Return to Clinical after Illness or Injury

A doctor's or health care provider's clearance may be required before the student returns to the clinical area following illness or injury. The Director of Nursing retains the right to ask for documentation from the provider before allowing a student to return to the clinical setting. Students with casts, splints, boots, crutches, assistive devices, etc. or a condition that inhibits movement may also require a doctor's clearance stating that the student meets the technical standards outlined in the ADN student handbook prior to returning to the clinical setting. The clinical facility may not permit a student with a cast, splint, boot, crutches, walker or scooter to perform patient care and the student may need to withdraw from the course.

Students who are under the care of a physician and taking medications which may impair judgement or the ability to safely perform nursing duties/technical standards will need to withdraw from the class until they are no longer taking the medication in question. The clinical site may utilize their employee policies to determine which medications are in question. The Director of Nursing, nursing faculty or the clinical sites retains the right to ask for a doctor's clearance in this situation.

Clinical Dismissal

Examples of behaviors that may result in dismissal from the clinical setting include but are not limited to the following: Unsafe and/or unprofessional behavior at the clinical site, inappropriate attire worn to the clinical agency, lack of preparation for patient care, failure to maintain current BLS/Health requirements on file, tardiness, and failure to notify instructor of late arrival. See the Nursing Program Student Code of Conduct.

Dismissal from the clinical agency as a result of inappropriate behavior/communication, performance or misconduct resulting in the clinical facility terminating the student's rotation may result in a NI/R, clinical course failure or dismissal from the nursing program. Students who are dismissed from a clinical site by the agency are also subject to failure in that clinical course. If a clinical agency/facility requests that a student **NOT** return to their facility (to complete a clinical the student is currently in or for a future clinical) due to behavioral issues, substances/drugs, etc., the Nursing Program may terminate the clinical experience for the student and/or assign a failing grade. The student will be given an opportunity to follow the procedures outlined in PPSC Student Concerns ([Report a concern link](#)).

The clinical instructor, in conjunction with the lead faculty and/or the Director of Nursing, has the right to send a student home and record the day as an absence and follow the Performance Improvement Plan (PIP) process if they feel the student is unprepared or unable to care for the assigned clinical patients or has demonstrated a violation of professional behavior. (See Consequences related to Unmet Student Learning Outcomes and the Performance Improvement Plan)

Clinical Incidents

A clinical incident is defined as any occurrence that will require an “unusual occurrence” (or as defined by the facility) form to be completed.

1. Student immediately reports the incident to the clinical instructor.
2. Clinical instructor investigates the incident.
3. Clinical instructor will advise the student to report the incident to appropriate staff.
4. Student and clinical instructor will complete any and all paperwork required by facility.
5. Clinical instructor will notify lead faculty and/or Clinical Coordinator of incident.
6. Student writes a summary of the nature of the incident and submits one copy of this to the clinical instructor and one copy to the lead faculty.
 - a. Summaries are to be submitted within three working days of the incident. Other written assignments may be required by the lead course faculty.
7. Clinical instructor will submit a summary of the incident to the lead faculty.
8. Course or clinical coordinator will discuss the incident with the Director of Nursing.
9. Action/follow-up will be determined depending on the severity of the concern.

Patient Transfers

Students are never allowed to accompany any patient or person being transferred outside of the facility in which they are assigned for clinical experiences.

Medication Errors

1. Student will write a summary of the medication error with an opportunity to describe how to prevent errors in the future and submit one copy to the clinical instructor and one copy to the lead faculty.
2. If a medication error occurs within a course, the student will be asked to meet with the lead faculty and progression chair for remediation. (See the Performance Improvement Plan).
3. Discovery of a failure to report a medication error, performing medication administration outside of the student’s scope of practice, or failure to follow medication administration guidelines given in the course syllabi or those of the clinical facility may result in a clinical failure.

Clinical Evaluation

Assessment of the student’s performance is done in conference and in writing with the clinical instructor on an ongoing informal and formal basis. Each student will have at least one formative (midterm) and one summative (final) evaluation of clinical performance.

- S/P (Satisfactory / Pass) A student will strive to attain an “S” (Satisfactory) in all clinical objectives. This will result in a clinical passing grade; the student may move on to the next course with no Performance Improvement Plans in place.
- NI/C (Needs Improvement / Caution) A student that earns a total of 1-2 “NI’s” (Needs Improvement) in any SLO (including subpoints) on a summative evaluation may proceed to the next course. However, that student must
 1. Create their own Clinical Improvement Plan, using the provided template, with clear goals and objectives for the next semester.
 2. Reflect an improvement to an “S” for previous “NI” clinical objectives in the subsequent course by summative evaluation.
 3. Avoid a second occurrence of 1-2 NI’s in any previous SLOs or any other SLOs (including subpoints) in a subsequent summative course evaluation. A second occurrence will result in an NI/R and participation in a Performance Improvement Plan (see NI/R below) that will be in place until the end of the

program.

- NI/R (Needs Improvement / Repeat) A student that earns 3 or more “NI’s,” a second no call no show, does not improve previous “NI’s” to an “S” or earns 1-2 NI’s in any other SLOs (including subpoints) in a subsequent summative course evaluation will be a clinical repeat, which counts as a course failure and receive a D in the course. If the student has a F in theory at the time grades are due and receives a NI/R, the student will receive a F. The student will be required to
 1. Retake the course (theory, clinical, and lab) in the next semester.
 2. Participate in a Performance Improvement Plan that will be initiated with involvement from the clinical instructor and course lead in order to set clear, objectives goals for the student to reach in the repeated course and all subsequent courses.
- U/F (Unsatisfactory / Failure) Any student that earns a summative “U” (Unsatisfactory) in any clinical objective will result in a clinical failure, which is a dismissal from the PPCC Nursing Program.

The exception to this would be the terminal course, NUR 2030; a student who earns one or more NIs on a summative evaluation may result in a clinical failure. The obstetric and pediatric clinical rotations are graded individually. See the Performance Improvement Plan process.

Consequences related to Unmet Student Learning Outcomes and the Performance Improvement Plan

Student clinical behaviors that do not meet Student Learning Outcomes (SLOs) are addressed in order to maintain patient safety and assist students towards being safe and professional in their nursing practice. Specific student behaviors are considered so that an appropriate consequence is given. Consequences include written reflective assignments, clinical make-ups, meeting with Director of Nursing, dismissal from Program and remediation through a Performance Improvement Plan (PIP). A PIP is a formal plan that identifies student clinical behaviors that do not meet SLOs and are related directly to patient safety. The PIP offers guidance with specific corrective behaviors and learning activities. The ultimate goal for the student on a PIP is that they consistently demonstrate all aspects of safe and excellent nursing care to patients. The student is expected to demonstrate responsibility for their professional growth by completing the components of their PIP as detailed.

- If a student's actions demonstrate that a PIP is necessary, that student will be sent home for that clinical shift and the missed time will need to be made up per the handbook policy.
- Upon awareness of a student behavior that does not meet an SLO outlined in the student's clinical evaluation tool, the clinical instructor will note the date, time, and communicate with lead instructor. The lead instructor will determine whether the behavior involves a direct patient safety issue, violation of clinical facility/PPSC policy, or is a behavior, which is not directly related to patient safety (i.e., lateness or being unprepared.)
- Student behaviors that do not meet the professional SLO but are not an infraction of HIPAA, facility or PPSC policy will result in the following:
 - For lateness to the clinical site, see Clinical Tardiness.
 - For a student who comes to clinical unprepared, without clinical uniform, and/ or items required for clinical, they will be sent home and, have to make up and pay for the missed clinical hours. See Non-Compliance with Personal Appearance/Grooming Policy.
 - Any incomplete or late clinical assignments will result in a percentage deduction in the student's theory grade. (See Clinical Paperwork).
 - Record of the student's behavior will remain in the student record throughout the student's time in the Nursing Program. Repetition of the behavior will result in appropriate consequences of either clinical make ups and additional written assignments
- Student behaviors that do not meet the Professional SLO and are an infraction of ethical, HIPAA or other facility/ PPSC policy will necessitate a meeting with the Director of Nursing as soon as possible. Depending on the nature of the behavior and clinical facility input, clinical failure and dismissal from the Program may result. If the student remains in the program, the Director of Nursing will determine the consequence. Documentation of the student behavior will remain in their record throughout the remainder of the program.

The Performance Improvement Plan Process:

Student behaviors that do not meet other SLOs and relate to direct patient care will result in a PIP. These behaviors include, but are not limited to, medication errors, failure to assess a patient, failure to chart patient findings or report an abnormal assessment. A student who does not communicate a safe prioritized plan of patient care in their verbal and/or written report (i.e. report to clinical instructor or written clinical assignments) represent a risk to patient safety and will be placed on a PIP.

- Initiation of a PIP occurs during a meeting with the student, lead faculty, and the progression coordinator. The PIP meeting will be arranged between the student, lead faculty if possible, and progression coordinator within a week of the behavior.
- The PIP meeting will cover the following:
 - The student will discuss or document their perception of his or her own behavior, related to the event.
 - Faculty will respond to student's perspective. Faculty will explain the significance of the student's behavior in terms of how it impacts the SLOs and, ultimately, their future as a nurse.
 - The elements of the PIP
 - The consequences of not completing remediation assignments and/or consequences of repeated behaviors that do not meet SLOs.
 - The student will verbalize their understanding of the PIP requirements (which will be documented on the plan itself), all parties present will sign, and the student will receive a copy of the PIP via student's PPSC email account.
 - The short term and long-term goals will be evaluated according to the time frame and consequences outlined in the PIP to determine the student's progression in the Nursing Program.
 - The PIP will remain active throughout the student's time in the Nursing Program to ensure continued success and meeting SLOs.
- A second offense for a student who is on a PIP will result in a repetition of the process above. A second offense may be a repetition of the original behavior or a behavior that does not meet another SLO that directly relates to patient care. The original PIP will be adapted to assist the student to satisfy the SLOs. For the remainder of the student's time in clinical, the student will not go on any out-rotations in order to provide clinical time to focus on SLOs.
- A third offense of not meeting SLOs that relate to direct patient safety will result in a meeting with the Director of Nursing to determine dismissal from the Nursing Program.
- A template of the PIP is provided in the Signature/Evaluation/Forms section of this Handbook.

Policies related to Clinical Assignments

Clinical Rotations/Assignments

Students may be assigned to the clinical facility where they are employed. If assigned to the same unit, the student may need to have permission from the employer.

It is the student's responsibility to notify their clinical instructor if a significant other/family member is employed on a unit where he/she will be assigned. Likewise, the clinical instructor should be notified of a family member/significant other being cared for on a unit where the student will be assigned.

The Director of Nursing, Clinical Coordinator, and/or full-time faculty retain the final decision for clinical placement. **NO** switching of clinical group assignments will be made by any student.

Flexibility/ Clinical Site Assignments

Flexibility is essential. Students must be prepared to attend clinical/simulation any day of the week or any hours due to limited clinical facilities in the community. Due to the rapidly changing health care environment, clinical settings or assigned times may change on short notice. The nursing faculty make every effort to notify students of changes as quickly as possible.

Student Transportation

Students are responsible for providing their own transportation to clinical agencies as assigned and are expected to meet all clinical schedules as established.

Students must follow all parking guidelines and policies of the clinical facilities to which they are assigned. Parking guidelines and policies will be given to students in each course during clinical orientation.

Clinical Simulation Pre-Work

Simulation pre-work is due at 9am, 48 hours prior to the simulation day. For example: if a student has SIM in lieu of clinical on Wednesday, starting at 9am, the pre-work is due on Monday at 9am.

If the simulation pre-work is late but completed between 24 - 48 hours prior to the start of SIM, 1% will be deducted from the student's theory grade and the student can still attend SIM.

If the pre-work is completed with less than 24 hours prior to the start of the SIM clinical, or is not completed at all, the student will not be allowed to attend the SIM and will need to attend the simulation make-up day. They will also incur an additional 1% deduction in their theory grade and pay the required fees.

Signature/Evaluation/Forms

Student Confidentiality Agreement

Responsibilities of Student

While involved in any clinical learning experience, the student will adhere to facility/agency policies.

Patient Confidentiality

The student recognizes that the knowledge and information acquired concerning any patient's health care and medical records or any other personal or private information is confidential information. The student agrees that this confidential information will not be disclosed or used except for the clinical learning experience (i.e., in relation to giving care and sharing information in conference or classroom situations with other students.) Patients are not to be discussed in elevators, hallways, cafeterias, on buses transporting students to clinical, etc., wherever someone other than an authorized person may overhear.

Students may not use any electronic means of transmitting confidential patient information to include but not limited to blogs, social networking sites, transmitting or taking photos or video, texting or emails. Violations of the patient's Health Insurance Portability and Accountability Act (HIPAA) rights will be grounds for dismissal from the Nursing Program and will result in a clinical failure.

FERPA: Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

PPSC students must be aware that this law applies to them and must not disclose any other student's information without their permission. Student information includes the use of the student's name, S number or SSN, photo or other personally identifiable information. Disclosing student information includes providing class schedules to unauthorized third parties for purposes of locating students. An example would be posting a clinical group list on Facebook or other social media.

OSHA Compliance

Student has received blood-borne pathogen safety training and standard precaution training.

Unauthorized Removal of Supplies

No agency supplies/materials may be deliberately removed from the agency and taken home, to the college, or anywhere else for any reason. If an authorized agency staff person gives equipment to the student to share for information purposes at the college, the student will be certain the supply/equipment is not contaminated and notify the clinical instructor or course lead faculty for guidance.

Signed _____

Print Name _____

Date _____ Student S # _____
mm/dd/yyyy

Academic Year _____

(Original to be kept in student file – collected at the beginning of every semester.)

Acknowledgement of Written Requirements

I understand that I am responsible for providing the Nursing Program with any necessary required documentation such as initial immunization forms, proof of background checks and required updates for BLS or immunizations throughout the entire Nursing Program. I understand that I must provide copies of any requested documentation to the Nursing Program Instructional Coordinator, 719-502-3451 and upload the current information to Castle Branch by the assigned due dates. I understand that lack of proper documentation means I am not eligible to attend clinical under any circumstances. I understand that TB and BLS cannot expire during the academic semester.

Failure to provide required documentation may also require withdrawal from the Nursing Program. If withdrawal is necessary, I understand that I will be required to submit a Student Re-Entry Plan requesting re-entry to the Nursing Program and to follow the re-entry policies found in the Nursing Student Handbook.

PPSC Nursing Program does not provide copies of prior immunizations or health records or syllabi. Students are responsible for keeping all originals for their records.

My signature authorizes PPSC to release information concerning program requirements (such as immunizations, BLS and background check information) to clinical facilities if requested.

Student signature:

Signed _____

Print Name _____

Date _____ Student S # _____

<i>Required on admission and then annually</i>	
<p>TB: One of the following is required: Negative TB Skin test OR if positive results, an annual TB Assessment Screening form signed by Healthcare Provider; OR negative QuantiFERON -TB Gold and annual TB Assessment Screening form.</p>	<p>Required on admission (see Pikes Peak State College Nursing Program Immunization & Health Assessment, immunization records) And then: Annual renewals required. Due on the 1st of the month in which it expires. <u>TB and BLS cannot expire during the academic semester.</u></p>
<p>BLS: Certification must be "Health Care Provider Professional" (Adult, child & infant) with "hands-on" training. Certification copy must be front & back of the card and card must be signed.</p>	<p>Renewal due by the 1st of month in which it expires. <u>TB and BLS cannot expire during the academic semester.</u></p>
<p>Influenza: Submit documentation of a flu shot administered during the current flu season.</p>	<p>Influenza is required every fall per clinical facility policies.</p>

Original to be kept in student file – collected at the beginning of every semester.

**Pikes Peak State College Signature Form
For the Nursing Student Handbook and Course Syllabi/Clinical Packets**

This form is to be completed at the beginning of each course.

Handbook:

I have read and understand the PPSC Nursing Student Handbook, and I know that I am responsible for the content and the policies and procedures within the Handbook.

Student signature _____
Student printed name _____
Date _____
Semester/ Year _____

Course Syllabi/ Clinical Packet:

Each course in the Nursing Program abides by policies in the Nursing Student Handbook. Any additional requirements or policies for specific courses are printed in the course syllabus.

I have read and understand the PPSC NUR course syllabus for the course currently enrolled. I understand that I am responsible for the contents in the syllabus. I will ask the faculty for any clarification needed so that I can fulfill the student responsibilities to successfully complete the course.

I understand that there may be changes to the syllabus during the course and these changes will be updated in the D2L NUR course announcement and content sections or given as written information in class.

Student signature: _____
Student printed name: _____
Current Course: _____
Date _____

(To be collected and filed each course by Lead Faculty in individual student file)

Assumption of Risk: Clinical Experiences

Clinical experiences (practicum, clinical rotations, supervised practice, internships, or observations) are a required component of the nursing programs at Pikes Peak State College.

These experiences allow students to practice skills and techniques learned in didactic, lab, clinical and simulation which enable students to develop critical thinking skills that are important for the health care setting. Clinical experiences occur in skilled nursing, rehab, hospitals, mental health treatment environments, clinics, outpatient settings, schools, community organizations, and other appropriate settings where students can interact with patients and clients.

Potential risks of completing clinical experiences include, but are not limited to:

Generalized list of possible items that a student may be exposed to but are limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards.
- Physical injuries, including back injuries.
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients, clients or community partners, including violence, harassment, and sexual harassment.

These risks can lead to serious complications, trauma, bodily injury, or death.

- A student may not be able to refuse to take care of a patient with a known infectious disease(s).
- Any occurrence needs to be reported immediately to your clinical instructor who will determine the proper reporting and documentation regarding the clinical facility and PPSC protocols.

ACKNOWLEDGEMENT OF RISK

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of diseases.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms.

Student Signature

Date

Student (print name)

Student Checklist for Withdrawal, Dismissal or Program Failure

Student name: _____ Student S# _____
School Email: _____ Date: _____

Faculty and/or Director of Nursing: _____

Tasks to Complete:

- Meet with Lead Faculty
- Meet with the Retention Coordinator to complete Exit Form: Mrs. Moore: Nichole.Moore@pikespeak.edu
- Meet with PIP Coordinator if applicable: Karen Phalen: KarenPhalen@pikespeak.edu
- Meet with Director of Nursing
- Communicate with the clinical coordinator: Ms. Johnson: Christine.Johnson@pikespeak.edu
- Turn in any borrowed books, hospital badges, parking passes or any equipment that was lent out.
- FERPA on File
- Withdraw with Enrollment Services (in person or on-line) from any additional nursing courses you are enrolled in. Failure to do this will result in charges to your account. Please withdraw from NUR _____

Readmission

- Five Year waiting prior to applying for re-entry.
- Must apply as a new student and meet all current admission criteria (See Handbook for additional items).
- Meet with Retention Coordinator for Readmission Plan.

*A student with a second course failure may be eligible to take NUR 1069 provided the student has successfully completed the first year of the ADN program. A student with a clinical failure cannot take NUR 1069.

Student Exit Meeting

Student Name: _____

Student S#: _____

Phone: _____

Date: _____

School Email: _____

Nursing Course Leaving: NUR_____

Reason for leaving:

Discussion:

Plans for Self-promotion / success.

Student Signature: _____

Retention Coordinator Signature: _____

Follow up:

Student Re-Entry Plan

Student Name: _____ Student S#: _____

Phone: _____ Date: _____

School Email: _____

Nursing Course Leaving: NUR

Reason for leaving:

Semester of Desired Return (Remember it is based on space available):

Discussion:

How did each item impact your ability to be successful this semester? Choose a number from 1-5 and mark your answer.					
	No Impact	Little Impact	Neutral	Some Impact	Strong Impact
Transportation	1	2	3	4	5
Financial Stress	1	2	3	4	5
Class Schedule	1	2	3	4	5
Family Crisis/Responsibility	1	2	3	4	5
Employment Hours	1	2	3	4	5
Academic Difficulty/Failure	1	2	3	4	5
Child-care Issues	1	2	3	4	5
Personal Health Status	1	2	3	4	5
Leaving Nursing Major	1	2	3	4	5

From the list above, which issue was the main reason for not being successful in class? Explain your answer.

Plans for Self-promotion (This is a written plan for problem-solving personal issues interfering with success or a study plan for improving academic performance.)

Student Signature: _____

Retention Coordinator Signature: _____

Follow up: _____

Nursing Clinical Improvement Plan

Steps for completion

1. Clinical Instructor to inform lead faculty and student of pending CIP.
2. Clinical Instructor to fill out Section 1 with student *no later* than during the summative clinical evaluation conference.
3. Student to complete Section 2 and email to the Lead Faculty for current course **and** the CIP/PIP coordinator.
4. Student needs to present current CIP to Clinical Instructor in the following course.
5. Any previous NI's must be S in the subsequent summative clinical evaluation. Failure to earn an S in any previous NI's will result in an NI/R and a Performance Improvement Plan (see NI/R and PIP processes) that will remain in place until the end of the program.
6. A second occurrence of 1-2 NI's in any previous SLOs or any other SLOs (including subpoints) in a subsequent summative course evaluation will result in an NI/R and participation in a Performance Improvement Plan (see NI/R and PIP processes) that will remain in place until the end of the program.

CIP / PIP Faculty Coordinator _____
Student _____
Current Lead Clinical Faculty _____
Current Clinical Instructor _____
Next Course Lead Faculty _____
Next Course Clinical Instructor _____

Section 1 - To be filled out by clinical instructor:

_____ has received 1-2 "Needs Improvement" scores on a Summative Clinical

Evaluation for the course _____ during the semester _____.

The SLO's involved were:

1. **Caring Intervention:** Provides safe, quality, evidenced-based, patient centered (holistic), and compassionate care in a variety of health care settings.
2. **Health-Illness Continuum:** Demonstrates critical thinking when analyzing patient data and considering quality improvement in healthcare delivery systems.
3. **Holistic Care:** Participates in collaborative relationships with members of the interdisciplinary team for the purpose of providing and improving patient care outcomes.
4. **Teaching/Learning:** Provide teaching to diverse patient populations across the lifespan incorporating the health-illness continuum.
5. **Nursing Process:** Provides and directs nursing care that coordinates, organizes, prioritizes, and modifies care using the nursing process in a variety of health care settings.
6. **Professionalism:** Functions as a competent nurse assimilating all professional, ethical, and legal principles related to nursing practice.
7. **Communication:** Utilize a variety of types of information, technology, and communication skills to communicate, manage knowledge, mitigate error, and support decision making.
8. **Leadership:** Provide leadership in a variety of healthcare settings for diverse patient populations

Specific concerns related to student clinical performance:

--

Section 2 - To be completed by student. Student Name: _____

Please create a three-step action plan to progress from the areas of NI/C (needs improvement / caution) to S/P (satisfactory /pass).

To achieve these goals (make the goals SMART):

1.
2.
3.

I will do the following things:

1.1
1.2
1.3
2.1
2.2
2.3
3.1
3.2
3.3

Performance Improvement Plan/Clinical Performance Improvement Plan for NUR _____

Student Name _____

Clinical Instructor Name _____

Lead Instructor Name _____

_____ has completed _____ hours of this _____ hour clinical
(Student's full name)

This Performance Improvement Plan identifies specific behaviors (student name) _____ demonstrated which, if left unaddressed, would lead to nursing care that is potentially unsafe. This plan offers an opportunity for the student to learn and improve clinical behaviors so that they may succeed towards the goal of delivering consistently safe, excellent patient care. This plan clarifies the unsatisfactory behavior(s) in terms of the Student Learning Outcome(s) (i.e. SLO's) that are not currently being met. Steps to meet the SLO's are clearly outlined along with a timeframe by which the steps need to be completed. The consequence(s) for both meeting and not meeting the SLOs are written. When the timeframe elapses, the student's performance will be evaluated in terms of successful completion or failure to meet SLO and the stated consequences will ensue.

A student meeting will provide due process for the student to express themselves regarding their clinical behavior. During the meeting, the lead instructor will allow the student to review the plan and ask for any clarification needed to complete the goal(s) within the timeframe. After review, all parties involved will sign, date, and receive a signed copy of the plan.

As stated in the PPSC Nursing Student Handbook, a student who earns a NI/R (Needs Improvement / Repeat), which is a total of 3 or more "NI's" (Needs Improvement) in any SLO (including subpoints), on a summative evaluation will be required to retake the course (theory, clinical, and lab) in the next semester. The student will participate in a performance improvement plan that will be initiated with involvement from the clinical instructor and course lead in order to set clear, objectives goals for the student to reach in the next course.

The obstetric and pediatric clinical rotations are graded separately. The performance improvement plan will be maintained throughout the Nursing Program. A student who has had an NI/R in a summative evaluation and earns an NI in a future, second, clinical, may fail clinical. A summative U (Unsatisfactory grade) in any single clinical will result in a clinical failure. Clinical failure equates with dismissal from the Nursing Program.

Student Name

Date(s):

Behaviors:

SLO:

SLO:

Goal

Student will (general goal of satisfying SLO)

A. (Short-term goals) Student will (specific action related to student goal) **by (date/ time)** _____

- 1.
- 2.
- 3.

B. (Continuous/Long-Term goals) Student will proactively (long term goal that maintains behavior to satisfy SLO) **throughout the time in the Nursing Program.**

- 1.
- 2.
- 3.

Consequences / Results of Performance Improvement Plan

Consequences / Results for Performance Improvement Plan (PIP) are determined by how student carries out each goal related to the SLOs. The result of student's performance related to goals will be reflected on the student clinical evaluation and on this document with the grades of "S," "U," or "NI." Students can be placed on multiple PIPs for the same or for different issues in a given semester.

1. **"S": Satisfactory.** Goals that are satisfactorily met by due dates specified in "Goal" section, will result in the student successfully completing with a grade of **"S" (Satisfactory)**. Successful completion of SLO(s) will be documented on the student clinical evaluation and plan.

The continuous/ long-term goals will be evaluated during each clinical. Demonstration of behaviors that satisfy the SLOs, as specified in the Performance Improvement Plan, will be documented as "S" throughout the Nursing Program in each clinical.

2. **"U": Unsatisfactory.** Short term goals for SLOs that are not satisfactorily met by the dates stated, or behaviors demonstrated which represent a direct patient safety issue, may result in the student receiving a "U" (Unsatisfactory) on their clinical evaluation. A "U" on a summative clinical evaluation will result in failure in clinical and dismissal from Nursing Program.
3. **"NI": Needs Improvement.** Students who complete the short-term goals of the Performance Improvement Plan but continue to demonstrate behaviors not satisfying all SLO(s) may receive a summative grade of "NI." For a student who is on a Performance Improvement Plan, any summative NI's earned after their PIP started, will necessitate a meeting with the Director of Nursing and lead instructor to determine student's progression or dismissal from the Program. (See #4)

4. **All students progressing with a PIP/CIP:** Students who have a Performance Improvement Plan and progress to the next clinical course, must continue to work on and demonstrate behavior that satisfies all SLO(s).

In the event a student repeats behavior (in another clinical) that does not satisfy all SLO(s), the student will meet with the lead instructor and Director of Nursing for this second offense. The student's original PIP will be adapted with goals to assist the student to meet SLOs. For a second offense, students will not be allowed to go to out-rotations in clinical for the remainder of the clinical or in a future clinical so that they can focus on satisfying SLOs in the clinical setting.

In the event the student has a third offense of not satisfying SLOs, the student will need to meet with the lead faculty and Director of Nursing to discuss the student's progression, terms of progression, or clinical failure. The student's progression, terms of progression, or clinical failure, will be determined by the Director of Nursing. A second summative NI may result in clinical failure and dismissal from the Nursing Program.

-
- ✓ **Student meeting signature:** To be signed during meeting at the initiation of the Performance Improvement Plan. Signature indicates understanding and agreement to comply with elements of Plan. Student received copy of Plan with specific goals and due dates.

Student Signature/Date: _____

Lead Instructor/Date: _____

-
- ✓ **Evaluation of student performance at end of clinical course**

1. SLO(s): Health- Illness Continuum, Teaching/Learning. Student **met / did not meet** objectives within the period demonstrated by:

Student completed lateness reflection paper _____

Student was punctual _____

Student completed assignments according to rubric _____

Summative Grade:

_____ "S" Satisfactory

_____ "NI" Needs Improvement

_____ "U" Unsatisfactory / Fail.

Lead Instructor signature/ date: _____ / _____

Signature Sheet – Instructor/Student Meetings – PIP

Student: _____

PIP Follow Up

Students who have had a PIP will briefly meet with each lead instructor at the onset of each new course. The purpose of the meeting is to be proactive so that the student can communicate their understanding of how they are doing and specify their plan of action for continued success in clinical. The student and instructor can clarify expectations related to specific behaviors identified as areas to improve. Specific plans and goals are communicated to the clinical instructor and will be followed up during clinical.

The meeting for _____ (course) occurred on _____. Behaviors relating to the PIP and continued success discussed.

Student signature/ date: _____ / _____

Lead Instructor signature/ date: _____ / _____

The meeting for _____ (course) occurred on _____. Behaviors relating to the PIP and continued success discussed.

Student signature/ date: _____ / _____

Lead Instructor signature: _____ Date: _____

The meeting for _____ (course) occurred on _____. Behaviors relating to the PIP and continued success discussed.

Student signature: _____ Date: _____

Lead Instructor signature: _____ Date: _____

The meeting for _____ (course) occurred on _____. Behaviors relating to the PIP and continued success discussed.

Student signature: _____ Date: _____

Lead Instructor signature: _____ Date: _____

Text Book Evaluation

COURSE _____ TERM _____

NAME OF TEXT _____

DIRECTIONS: Assign the highest score for exceptional rating and the lowest score for poor rating.

5 **4** **3** **2** **1**
EXCEPTIONAL **ABOVE** **AVERAGE** **BELOW** **POOR**
 AVERAGE **AVERAGE**

TOPIC	RATING
1. Table of Contents and Index were helpful in locating topics.	
2. Organization of the text followed logical order.	
3. Content was delivered at an understandable level.	
4. Style of presentation stimulated my critical thinking skills.	
5. Examples, illustrations, charts, etc. helped explain and reinforce theory.	
6. Material was presented in a clear and interesting manner.	
7. Text was appropriate for this course.	
8. Overall Evaluation.	

Additional Comments:

End Of Course Evaluation

Instructions: ***THIS IS NOT AN INSTRUCTOR EVALUATION.*** This is an evaluation of the course and its curriculum. Please respond to the questions focusing on the course content. 5 to 1.

5 4 3 2 1 N/A
EXCEPTIONAL ABOVE AVERAGE BELOW POOR NOT APPLICABLE
 AVERAGE

Topic	Rating
1. Do you feel that the objectives of this course were met?	
2. Was the information given in the course appropriate to the clinical experience? (As applicable)	
3. Did the classroom experience articulate well into the class skills laboratory experience? (As applicable)	
4. Did the classroom experience articulate well into the Simulation laboratory experience? (As applicable)	
5. Were the learning experiences appropriate to your learning style?	
6. Did the course exams reflect the assigned material?	
7. Did the course seem at an appropriate level at your current place in this Program?	
8. Do you feel you are prepared to go into the next level of nursing?	
9. Do you think the required general education courses adequately prepared you for this course?	
10. Do you feel the study time required is appropriate for the semester hours?	
11. Did the simulation experience(s) assist you in meeting the course objectives?	
12. Were you able to apply knowledge acquired in the simulation lab to patients in the clinical setting?	

Please describe:

What were the strengths of this course?

What were the weaknesses of this course?

Was the classroom space adequate for your learning needs?

Please comment on the use of D2L in the course.

Please include any additional comments your might have.

Instructor's Name:

Course Number:

Semester:

	Poor	Average	Good	Excellent
The instructor's ability to foster my learning was:				
The instructor's ability to provide clear, well-organized instruction was:				
The instructor met my learning needs				

1. What was most effective about the instructor's teaching and presentation? What did the instructor do that worked well and what did the instructor do that didn't work well?

2. Please comment on the organization and materials of this course (for example: Syllabus, textbooks, handouts, assignments, labs, case studies, out-rotations). What helped you understand the material?

3. Discuss any areas that could be improved related to methods, delivery, personal style, instruction, innovation, rapport etc. and explain

Evaluation Of Clinical Instructor

Clinical Instructor name _____

COURSE _____

Directions: Please provide the rating that best describes your position on your CLINICAL instructor's performance for each expectation listed. **If you answer 1 or 2 to any of the questions, please add a comment.** Thank you for your feedback.

5 **4** **3** **2** **1** **N/A**
EXCEPTIONAL **ABOVE** **AVERAGE** **BELOW** **POOR** **NOT APPLICABLE**
 AVERAGE **AVERAGE**

Question	Rating
1. Clinical sessions reflect organization and advanced, effective planning.	
2. Organizes clinical experiences in a manner that is meaningful to the student.	
3. Demonstrates flexibility when the need arises.	
4. Is visible and responsive in the clinical setting.	
5. Demonstrates mastery of course content.	
6. Clinical sessions show clear relationships to the course objectives.	
7. Facilitates student learning activities based on course/clinical outcomes.	
8. Utilizes established course forms/guidelines.	
9. Explains concepts clearly.	
10. Utilizes a variety of methodologies and goal-oriented activities which support clinical outcomes.	
11. Utilizes appropriate learning opportunities/experiences as they occur in the clinical setting.	
12. Attempts to motivate students and foster active student involvement.	
13. Utilizes questions and strategies to stimulate critical thinking and analysis.	
14. Encourages student independent thinking and learning.	
15. Clinical sessions reflect professional, effective communication and relationships with students and staff.	
16. Demonstrates respect and courtesy in instructor/student relationships.	
17. Demonstrates recognition and understanding of student individuality.	
18. Respects the confidentiality of student relationships.	
19. Promotes a positive instructional environment.	

Worker's Compensation: Reporting Injuries

Injuries in Off Campus Clinical Settings (Related to School Sponsored Activities)

1. Reporting Injuries

- Immediately report an injury to clinical instructor or supervisor.
- Contact Program Administrator so that he/she can notify Laura Genschorck in Human Resources (phone: 502-2005).
- Clinical Instructor may fill out an **Authorization for Examination or Treatment** form or verbal permission may be obtained over the phone with Laura Genschorck.
- Complete the “**Student Statement of Injury or Incident**” form. File this report as soon as possible or within 4 days of the incident.
- The instructor will take care of the completed reports with Laura Genschorck in Human Resources.

Note: If you have any questions, contact Laura Genschorck in Human Resources (phone: 502-2005).

2. Seeking Medical Treatment

- Students have the right to refuse treatment, however this must be documented on the report form and signed by appropriate personnel.
- Non-emergency care should be provided by our designated providers listed on the next page.
- EMERGENCY care should be provided by UTHealth's Emergency and Trauma Center, Penrose-St. Francis Hospitals or the closest hospital or care center for initial treatment.
- ALL FOLLOW UP CARE MUST BE PROVIDED BY THE SAME HEALTH CARE SYSTEM THAT PROVIDED THE INITIAL TREATMENT.

Students and employees must follow these procedures to be eligible for coverage under Workers' Compensation.

**2023 WORKMEN'S COMPENSATION DOCUMENTS WILL BE INSERTED HERE
WHEN AVAILABLE**

