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NURSING PROGRAM STUDENT HANDBOOK

I. PROGRAM INFORMATION

A. Program Description and Occupational Information

Graduates receiving an Associate in Applied Science, Associate Degree Nursing (ADN) are eligible to apply for licensure as a registered nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long-term and community-based health care settings, in the areas of Obstetric and Pediatric, Medical Surgical and Psychiatric Nursing. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The degree provides the graduate with an educational foundation for articulation into the university setting.

B. Accreditation

Front Range Community College (FRCC) is a two-year public community college. It is a member of the Colorado Community College System (CCCS) and is fully accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440; 312-263-0456; http://www.hlcommission.org/

The Nursing Program is approved by the Colorado State Board of Nursing (CSBON) and the Colorado Community College System (CCCS). The CSBON address is 1560 Broadway, Suite 1350, Denver, CO 80202, 303-894-2430. The CSBON website is www.dora.state.co.us/nursing

Effective fall 2014, the Associate Degree Nursing Program at FRCC received continuing accreditation by the Accreditation Commission for Education in Nursing, Inc. (ACEN) formerly the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326; 404-975-5000; www.acenursing.org

C. College Information

General information about Front Range Community College, including and not limited to academic calendar, hours of operation, student services, employee directory, crime statistics, catalogs, schedules, etc. can be accessed through the college’s website at https://www.frontrange.edu

D. Non Discrimination Statement

Front Range Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Front
Range Community 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.

The College has a designated Paul M. Meese, Executive Director, Organizational Development and Human Resources with the responsibility to coordinate the college’s civil rights compliance activities and grievance procedures under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. If you have any questions, please contact (303) 678-3707, or paul.meese@frontrange.edu or mail to 2190 Miller Drive, Longmont, CO, 80503.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

E. Nursing Department

The Nursing Program is one of the health programs offered at FRCC. The Dean of Instruction is Dr. Shashi Unnithan.

F. Advisory Committee and Shared Governance

The Advisory Committee for the Nursing Program is composed of a representative group of respected nursing administrators and staff from a number of health care institutions, faculty members, alumni, and students. The purpose of the committee is to review curriculum, policies, and procedures, and make recommendations to the faculty regarding their appropriateness to the current practice of nursing. The committee also provides accurate occupational information including trends in employment.

Student representation in the Nursing Program’s governance activities is achieved by elected student officers who serve as liaisons to faculty and students. These student representatives have demonstrated leadership skills in their first year of the program. They attend collaboration meetings and offer input about issues that impact student success and life within the program.

G. Faculty

The full time FRCC nursing faculty hold Master of Science Nursing (MSN) degrees. All have had experience as nurses and teachers prior to coming to FRCC. For specific information about individual faculty, please see the college website http://www.frontrange.edu catalog, or the faculty member.

H. Mission

The FRCC missions states, “At Front Range Community College we enrich lives through learning.” The mission of Front Range Community College, Department of Nursing is to provide excellent education that prepares the learner to become a member of the nursing profession, meeting the needs of diverse populations.
I. Nursing Program Outcomes

Nursing Program Outcomes are developed as performance indicators which provide evidence that the FRCC 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 Accrediting Commission for Education in Nursing (ACEN) criteria and guidelines. The following Nursing Program Outcomes are congruent with the mission of the FRCC and the Nursing Program.

**Outcome #1 Performance on licensure exam:** The Program’s three-year mean for the licensure exam pass rate will be at or above the national mean for the same three-year period.

**Outcome #2 Program completion:** 70% of students will progress to graduation within 150% of anticipated program length after beginning their first nursing course (6 semesters).

**Outcome #3 Graduate Program satisfaction:** 80% of graduates who respond to the Post-Secondary Vocational Graduate Follow Up Survey (VE 135) six to twelve months after graduation will demonstrate quantitative and qualitative satisfaction with their program of learning.

**Outcome #4 Employer Program satisfaction:** 80% of area employers who respond report satisfaction on the Employer Satisfaction Survey six to twelve months after graduation with a 3 or better on a 5 point scale and with qualitative comments.

**Outcome #5 Job placement:** 80% of graduates who respond to the Post-Secondary Vocational Graduate Follow Up Survey (VE 135) will report that they are employed as an RN or pursuing further education within six to twelve months of graduation.
II. STUDENT LEARNING OUTCOMES

A. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.

B. Engage in critical thinking and clinical reasoning to make patient-centered care decisions.

C. Implement quality measures to improve patient care.

D. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and the patient’s support persons.

E. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.

F. Provide leadership in a variety of healthcare settings for diverse patient populations.

G. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.

H. Promote a culture of caring to provide holistic, compassionate, culturally-competent care.

Student Learning Outcomes are congruent with the mission and student learning outcomes of the college. They guide the curriculum and students are evaluated from them.
III. ROLE-SPECIFIC GRADUATE COMPETENCIES These competencies are congruent with the mission and student learning outcomes of the college. They contribute to the understanding of the student learning outcomes.

A. Safe practice

Characterized by responsible provision of nursing care and demonstration of clinical excellence and evidence-based care. These providers practice legally and ethically and seek positive patient outcomes. They value the knowledge they have gained from other disciplines and apply that knowledge through the nursing process to make and evaluate appropriate and reasoned decisions. Collaboration and communication with the patient, the patient support systems, and other members of the healthcare team are integral to safe practice.

B. Critical Thinking

Characterized by self-directed provision of nursing care and decision-making based on self-reflection, rationale, and clinical reasoning within their scope of practice. These providers are open-minded, thoughtful and appropriately creative when confronted with a variety of challenging situations. They contribute to the development of quality improvement measures and utilize them to guide their care.

C. Information Management and Technology

Characterized by demonstration and understanding of basic data collection tools such as the medical record, shift report and electronic infusion devices. These providers value the use of electronic devices to enhance the efficiency of patient care and safety but can provide nursing care without them. These providers also understand and utilize a variety of information sources such as online databases, hand-held computers, and professional journals to enhance outcomes.

D. Nursing Role Development

Characterized by responsible provision of nursing care and the practice of ethical and moral nursing behavior. These providers are patient advocates who exert assertive behaviors when necessary. They demonstrate adaptability and flexibility in the dynamic health care environments. They collaborate productively with the interdisciplinary team to plan and provide patient care. At all times, they demonstrate the presence and behavior of a professional nurse who is committed to the core values of the art and science of nursing. They engage in professional development to enhance their practice.

E. Caring

Characterized by genuine, warm, and sensitive provision of nursing care and demonstration of empathy and respect for self and colleagues. These providers use positive communication skills that are growth producing for patients and colleagues.

F. Holism

Characterized by non-judgmental provision of nursing care. These providers understand, are sensitive to, accept and respect the spirituality, culture and diversity of patients and the communities in which they live. They are restorers and promoters of health for patients across the life span and demonstrate cultural humility.
IV. GENERAL INFORMATION

A. Advising

Nursing candidates may receive academic advising from the Admission Coordinator and through the monthly Nursing Information Sessions.

Academic advising and general college information is available on the FRCC campus and provides comprehensive services to assist new and current students to develop plans to complete Nursing Program prerequisites, understand policies and procedures, and access campus resources to facilitate student success. Please refer to the Academic Advising hours for each campus on the FRCC Website (www.frontrange.edu).

Upon admission, each nursing student will be assigned a full-time nursing faculty member as an advisor. This advisor is available to assist with transcript review, connect them with resources, and answer any questions that arise for the student during the program.

B. Sequence of Courses

Nursing courses are sequential and the successful completion of each course is a prerequisite for admission to the next level of successive courses within the same cohort group.

C. Transfer of Nursing Courses

Nursing courses transferred in cannot be more than one year old at the time that the student begins the program. The Program Director must evaluate and approve transfer course work.

Students who have taken MAT 103 or Pharmacology no greater than 1 year prior to the time the applicant enters the Nursing Program will be given a competency test. If the applicant does not pass the competency test at 90% or above, they will be required to retake MAT 103 or Pharmacology (NUR 112) during the first semester of the Nursing Program.

D. Attendance Guidelines

Students must be registered for a class in order to attend.

Nursing classes prepare students for safe client care and Faculty expect students to attend each class, lab and clinical session to develop the theoretical and practical components of the professional nursing role. It is the responsibility of the student to notify the instructor prior to an absence or anticipated late arrival. Lab and clinical hours are often not possible to make-up and students should not expect make-up time to be available. When an absence results in the inability of the student to develop and demonstrate clinical practice objectives, or to meet the required hours of the course necessary for credit, the student cannot receive a passing grade.

V. COMMUNICATION

There is an expectation of mutual respect and civility between faculty and students. If an issue should arise, the student should schedule a meeting with the faculty member to discuss the issue. Quite often, issues can be resolved informally through direct communication between the faculty member and the student. The Colorado Community College System assigned student email account shall be the primary official means of communication with students.
VI. INFORMATION TECHNOLOGY

Courses within the Nursing Program use online resources as a learning and communication tool between faculty and students. Students will need access to a computer and network connection.

Remember your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters routinely search social networking venues when considering someone as a new hire.

VII. PROGRESSION AND RETENTION

A. Assessment Testing

The FRCC Nursing Program has implemented the Evolve Reach Powered by HESI Assessment for testing in the nursing curriculum. This testing will give the program faculty and student an opportunity to identify areas of weakness in learning and curriculum to better prepare the student to successfully pass the licensing examination.

Testing will include a comprehensive assessment of the students' learning at the end of the first year and the second year. HESI will provide student with remediation material by email and student can always access score reports at www.evolve.elsevier.com keep username and password to access score reports, practice and remediation in the future.
# B. Front Range Community College Associate Degree Nursing Curriculum

## PREREQUISITES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 235 Human Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201* Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>HPR 108 Dietary Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>BIO 204* Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

Math Assessment Score of 60 or take MAT 050 prior to admission

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>Course Credits</th>
<th>SECOND SEMESTER</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 109</td>
<td>6</td>
<td>NUR 112</td>
<td>2</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td></td>
<td>Basic Concepts of Pharmacology</td>
<td></td>
</tr>
<tr>
<td>NUR 112</td>
<td>2</td>
<td>NUR 106</td>
<td>7</td>
</tr>
<tr>
<td>Basic Concepts of Pharmacology</td>
<td></td>
<td>Medical and Surgical Nursing Concepts</td>
<td></td>
</tr>
<tr>
<td>BIO 202*</td>
<td>4</td>
<td>BIO 216*</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy and Physiology II</td>
<td></td>
<td>Pathophysiology</td>
<td></td>
</tr>
<tr>
<td>MAT 103 (concurrently)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math for Clinical Calculations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Year 1 Total: 32

Optional – NUR 169 Transition into Practical Nursing - Needed before eligible for NCLEX LPN: 4

<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
<th>Course Credits</th>
<th>FOURTH SEMESTER</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 206</td>
<td>6.5</td>
<td>NUR 216</td>
<td>5</td>
</tr>
<tr>
<td>Advanced Concepts of Medical-Surgical Nursing</td>
<td></td>
<td>Advanced Concepts of Medical-Surgical Nursing II</td>
<td></td>
</tr>
<tr>
<td>NUR 212</td>
<td>2</td>
<td>NUR 230</td>
<td>4</td>
</tr>
<tr>
<td>Pharmacology II</td>
<td></td>
<td>Transition to Professional Nursing</td>
<td></td>
</tr>
<tr>
<td>NUR 211</td>
<td>4</td>
<td>Elective**</td>
<td>3</td>
</tr>
<tr>
<td>Psychiatric Mental Health Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12.5</strong></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Year 2 Total: 24.5

5 Semester Total: 71.5

*Must be within 7 years of admission  **Elective: Arts & Humanities or Social & Behavioral Sciences
C. Grading/Progression

In order to progress through the Nursing Program, a student must achieve a theory grade of “C” or better in every required course; satisfactorily complete all labs and clinical hours; and maintain satisfactory clinical performance. Students are expected to maintain professional behaviors identified for the Nursing Program.

Individual course syllabi/guides will identify grading parameters. The following grading scale will be used throughout the nursing program for all NUR courses and MAT 103:

- A = 90 – 100
- B = 83 – 89
- C = 77 – 82
- D = 69 – 76
- F = below 69

A final theory grade below 77% will result in a grade of “D” or “F” for the course, regardless of clinical performance or other course requirements. A summative rating of “Unsatisfactory” on a clinical performance evaluation reverts the course grade to “failing” regardless of the grade earned in theory. Individual course syllabi/guides will identify additional grading parameters. Students should speak directly with the theory instructor(s) about any concerns, i.e., grading, course materials, tutoring or disability accommodations. The student is responsible for contacting the instructor in a timely manner concerning problems.

D. Withdrawal

Students should discuss their grade and class status with faculty before withdrawing from a course. Students are required to withdraw from the course themselves through approved College procedures.

E. Informal Appeal

This process must be used first. The student and instructor should attempt to resolve the problem on an informal basis whenever possible. If this fails, the student may meet with the instructor and the department chair to resolve the issue. If the issue is not resolved in the informal process, the student may initiate the formal appeal process.

F. Formal Appeal

A formal appeal must be initiated according to the procedures and timelines listed in the current college catalog.

G. Graduation Requirements and Colorado State Board of Nursing Licensing

For Exit Option Students Only:
Practical Nurse: Students who successfully complete the requirements for a Practical Nursing certificate may apply to take the Practical Nursing licensing exam (NCLEX-PN). Students need to do the following to be able to take the NCLEX-PN:
1. Apply for graduation with a Practical Nurse certificate from FRCC according to the information and **deadlines published in the college schedule and catalog**.

2. Request an official transcript from the FRCC Records Department to the student, to be provided by the student to the Colorado State Board of Nursing.

3. See the Colorado Board of Nursing Website at [www.dora.state.co.us/nursing](http://www.dora.state.co.us/nursing), for the complete application process, information and required forms.

4. Complete the application forms required by the State Board of Nursing and NCLEX and pay the required fees to take the NCLEX-PN exam.

**For All ADN Graduates:**

Registered Nurse: Students who successfully complete the requirements for an Associate of Applied Science degree in Nursing may apply to take the Registered Nursing Licensing Exam (NCLEX-RN). Students need to do the following to be able to take the NCLEX-RN:

1. Apply for graduation with an Associate of Applied Science degree from FRCC according to the information and **deadlines published in the college schedule and catalogue**.

2. Request an official transcript sent from the FRCC Records Department to the student, to be provided by the student to the Colorado State Board of Nursing.

3. See the Colorado Board of Nursing Website at [www.dora.state.co.us/nursing](http://www.dora.state.co.us/nursing), for the complete application process, information and required forms.

4. Complete the application forms required by the State Board of Nursing and NCLEX and pay the required fees to take the NCLEX-RN exam.

All certificate and degree requirements must be confirmed by the college to ensure each student has met the requirements to graduate from the practical nursing and/or the registered Nursing Program.

**VIII. READMISSION GUIDELINES**

Students who meet the published readmission criteria below and follow the readmission procedure may be readmitted on a space available basis. Space is dependent upon attrition, availability of clinical sites, and faculty staffing. Readmission cannot be guaranteed.

Readmission decisions are made by the Readmission Committee. Students will be notified of their status by letter prior to the semester in which readmission is requested. Students approved for readmission to the Nursing Program will be subject to the most current Nursing Program Student Handbook, located on the FRCC website.

**A. Eligibility for Readmission**

1. Readmission placement may occur only once and must occur within two semesters.

2. A student may choose to reapply into first semester through the selective admission process at any time, and it is considered the one readmission.

3. The student must supply requested information to support readmission eligibility.

4. The student must be concurrently enrolled in a BSN program by the start of second semester.

**B. Procedure for Readmission**

1. Contact the Student Coordinator via email:
   - within one week of failure/withdrawal from the program
   - by the final day of the course if failure occurs at the end of the course
All students who are eligible for readmission will be ranked by the following guidelines by the Readmission Committee and will be readmitted according to available space by their ranking.

- Reason for exiting program (including if passing or failing)
- HESI tests scores (Average of composite scores)
- Grades in BIO courses
- Grades in NUR courses
- Review of warnings/remediation/performance improvement plan (PIP)
- # of times needed to pass dosage calculation exams
- # of times needed to pass lab returns
- Input from instructors/advisor

When decisions have been made about readmissions, all students who have applied will receive a letter informing them about their readmission status. If they are granted readmission, they will have a list of requirements that they must complete or their readmission may be revoked.

IX. HEALTH AND SAFETY GUIDELINES/ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES

A. Health Declaration

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift clients, stand for several hours at a time and perform bending activities. Students who have chronic illnesses or conditions, must be maintained on current treatment; have documentation of this treatment and be able to implement direct client care with no restrictions. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program.

B. Requirements

1. Health and safety requirements defined in the current Nursing Program Application at the time student is admitted.
2. All students entering nursing courses must meet all health and safety requirements to maintain enrollment status. Students meet these requirements by providing a completed Larimer Campus Nursing Program Immunization Record. Student must have current TB screen. This record must be submitted by the due date given by the Admissions Coordinator.
3. A physician’s note or other documentation will not negate the need to complete the requirements due to the need to protect client safety.
4. In circumstances of student illness, injury or other health limitation, the Program Director and Student Coordinator will work with the faculty member and student to determine a student’s ability to give adequate nursing care and determine if the student can remain and/or return to the clinical experience, regardless of a physician’s approval for return.
5. A current American Heart Association CPR certification in Basic Life Support for Health Care providers is required and must be valid for the entire semester.
6. A completed criminal background check and evaluation for disqualifying offenses according to the Colorado Community College System (www.cccs.edu).

In addition to the above, students will not be able to attend clinical unless they have:
1. A drug screen, to be completed during the first semester of the Nursing Program. Random drug screens may be done at any time in the program.
2. Met all clinical facility requirements including Federal OSHA and HIPAA standards.
3. Completion of any facility requirements (i.e. computer or equipment orientation) by specified deadline.
4. Complete documentation necessary for My Clinical Exchange (MCE) compliance.

For continuing and returning students, the requirements cannot expire during an academic semester. These students must show compliance annually for influenza and PPD tests or biennially for CPR classes. **The Nursing Department must receive documentation no later than 4:00 PM on the third day of the semester.**

C. Disability Related Information

1. Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for Nursing Students.
2. Students requesting disability accommodations should first meet with a Disability Services Coordinator in the Learning Opportunity Center (LOC) (970-204-8112). It is recommended students set up their intake appointment with the LOC prior to starting the Nursing Program. Specific information regarding the accommodation process can be accessed through the LOC.
3. Accommodations will only be provided if a student provides an updated copy of the Disability Support Services letter to his or her individual faculty each semester.

D. Technical Standards for Nursing Students

Individuals enrolled in the FRCC Nursing Program must be able to perform technical standards. If a student believes that he or she cannot meet one or more of the standards without accommodations, the Nursing Program must determine, on a case by case basis, whether a reasonable accommodation can be made.
<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Abilities</td>
<td>Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care. Must be able to lift 50 lbs.</td>
<td>Mobility sufficient to carry out patient care procedures such as:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assisting with ambulation of clients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Administering CPR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assisting with turning and lifting patients</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Providing care in confined spaces such as treatment room or operating suite</td>
</tr>
<tr>
<td>Manual Dexterity</td>
<td>Demonstrates fine motor skills sufficient for providing safe nursing care</td>
<td>Motor skills sufficient to handle small equipment such as insulin syringes and administering medications by all routes, perform tracheotomy suctioning, insert urinary catheter</td>
</tr>
<tr>
<td>Perceptual/ Sensory Ability</td>
<td>Sensory/perceptual ability to monitor and assess clients</td>
<td>Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, tone of voice, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Tactile ability to feel pulses, temperature, palpate veins, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Olfactory ability to detect smoke or noxious odor, etc.</td>
</tr>
<tr>
<td>Behavioral/ Interpersonal/ Emotional</td>
<td>• Ability to relate to colleagues, staff, and patients with honesty, civility, integrity, and in a nondiscriminatory manner</td>
<td>Establishes rapport with patients/clients and colleagues</td>
</tr>
<tr>
<td></td>
<td>• Capacity for development of mature, sensitive, and effective therapeutic relationship.</td>
<td>• Work with teams and workgroups</td>
</tr>
<tr>
<td></td>
<td>• Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds</td>
<td>• Emotional skills sufficient to remain calm in an emergency situation</td>
</tr>
<tr>
<td></td>
<td>• Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism</td>
<td>• Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients</td>
</tr>
<tr>
<td></td>
<td>• Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct</td>
<td>• Adapts rapidly to environmental changes and multiple task demands</td>
</tr>
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<td></td>
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<td>• Maintains behavioral decorum in stressful situations</td>
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<tr>
<td>Functional Ability</td>
<td>Standard</td>
<td>Examples of Required Activities</td>
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<tr>
<td>--------------------------------------------------------</td>
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<tr>
<td>Safe environment for patients, families and co-workers</td>
<td>• Ability to accurately identify patients&lt;br&gt; • Ability to effectively communicate with other caregivers&lt;br&gt; • Ability to administer medications safely and accurately&lt;br&gt; • Ability to operate equipment safely in the clinical area&lt;br&gt; • Ability to recognize and minimize hazards that could increase health care associated infections&lt;br&gt; • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family, and co-worker falls</td>
<td>• Prioritizes tasks to ensure patient safety and standard of care&lt;br&gt; • Maintains adequate concentration and attention in patient care settings&lt;br&gt; • Seeks assistance when clinical situation requires a higher level or expertise/experience&lt;br&gt; • Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter</td>
</tr>
<tr>
<td>Communication</td>
<td>• 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)&lt;br&gt; • Required communication abilities, including speech, hearing, reading, writing, language skills, and computer literacy&lt;br&gt; • Communicate professionally and civilly to the health care team including peers, instructors, and preceptors</td>
<td>• 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&lt;br&gt; • Elicits and records information about health history, current health state and responses to treatment from patients or family members&lt;br&gt; • Conveys information to clients and others as necessary to teach, directs and counsels individuals in an accurate, effective and timely manner&lt;br&gt; • Establishes and maintains effective working relations with patients and co-workers&lt;br&gt; • Recognizes and reports critical patient information to other caregivers</td>
</tr>
<tr>
<td>Functional Ability</td>
<td>Standard</td>
<td>Examples of Required Activities</td>
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</table>
| Cognitive/Conceptual/Quantitative Abilities             | • 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 | • Calculates appropriate medication dosage given specific patient parameters  
• Analyzes and synthesizes data and develops an appropriate plan of care.  
• Collects data, prioritize needs, and anticipates reactions.  
• Comprehends spatial relationships adequately to properly administer injections, start intravenous lines, or assess wounds of varying depths  
• Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers  
• Transfers knowledge from one situation to another  
• Accurately processes information on medication container, physicians’ orders, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy procedural manuals |
| Punctuality/Work habits                                 | • Ability to adhere to policies, procedures, and requirements as described in the Nursing Student Handbook, FRCC Student Handbook/Planner, 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 | • Attends class and clinical assignments punctually  
• Reads, understands, and adheres to all policies related to classroom and clinical experiences  
• Contacts instructor in advance of any absence or late arrival.  
• Understands and completes classroom and clinical assignments by due date and time |

X. **DRUG SCREEN PROCEDURE**

All students participating in the Nursing Program will be required to complete a random drug screen.

A. **Drug Screening Guidelines**

All newly admitted students are required to submit to a drug screening as a condition of acceptance in the Nursing Program.
1. Students, when offered admission to the Nursing Program, will be advised to prepay for a random drug screen through the Colorado Community College System contractor.

2. The Nursing Program will designate the date for the random drug screen.

3. The FRCC Human Resources receives drug screen reports and notifies the Nursing Program if a student has failed.

4. If a urine drug screen is a positive diluted sample, the student is disqualified from the Nursing Program. If the urine drug screen is a negative diluted sample, the student is required to retest and pay for the test.

5. Students who fail the drug screen are disqualified from the Nursing Program.

B. “Reasonable Suspicion Based” Drug Testing

This procedure refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of the Nursing Program. The Nursing Department may test students on a reasonable cause basis.

1. “For Cause” Testing. If there is reasonable cause to suspect a student may be using drugs/alcohol or if the student is exhibiting behavior that, in the opinion of the instructor, is considered to be consistent with the use of drugs and/or alcohol, the student will be required to provide urine and/or blood samples for alcohol and illegal drug screening:
   • The instructor will remove the student from the client care or assigned work area and notify the clinical agency supervising personnel.
   • Upon receipt of student’s oral consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility.
   • The student will be required to present identification at the facility and will be tested for alcohol or drug use. The student will need to arrange transport home.
   • Drug screening will be required whether or not the student admits to drug or alcohol use.
   • The Student will be required to pay all costs associated with the “Reasonable Suspicion Based” drug testing and related transportation.

2. If the results of the test(s) are negative for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student must meet with the Nursing Program Director within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation, if warranted, the Nursing Program Director will make a decision regarding a return to the clinical setting.

3. If the results of the test(s) are positive for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student will be suspended from the Nursing Program and administratively withdrawn from all nursing courses. See Readmission Guidelines Related to Substance Abuse (See C below).

4. The results of the positive drug screening will be reported to the State Board of Nursing if the student has a current CNA license.

5. If a student refuses “Reasonable Suspicion Based” drug testing:
   • The instructor will remove the student from the clinical setting pending a full investigation through established college procedures and system policies.
   • The instructor will arrange for transport from the clinical site.
   • The student will not be allowed to participate in the Nursing Program until the investigation is completed.

6. A refusal to test will be considered a positive result and will be subject to appropriate disciplinary action.
C. Readmission Guidelines Related to Substance Abuse

Students who are administratively withdrawn from nursing courses for reasons related to substance abuse will:

1. Submit a letter requesting readmission to the Nursing Program.
   • Include documentation from a therapist specializing in addiction indicating status of abuse, addiction, recovery and/or documented rehabilitation related to the alcohol/drug abuse.
   • Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe therapeutic care for clients in a clinical setting.

2. Repeat drug screening for alcohol/drug use immediately prior to readmission.

3. If a student, after being readmitted to the Nursing Program, has positive results on a drug/alcohol screening, the student will be permanently dismissed from the Nursing Program and may be subject to college disciplinary sanctions.

XI. GUIDELINES FOR STUDENT CONDUCT

A. Standards of Professional Conduct

The Nursing Faculty believes standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the Nursing Program to adhere to these standards. Students practice within the boundaries of the Colorado State Board of Nursing policies, the ANA Code of Ethics for Nurses, the guidelines of the Front Range Community College/Larimer Campus Nursing Program and the policies and regulations of the healthcare agencies where they are assigned for clinical learning. In addition, students are subject to college authority and civil-criminal authority. Students enrolled in specialized programs, like the Nursing Program, are required to follow the standards specified in their respective program student handbook, the Front Range Community College/Larimer Campus Student Handbook, as well as local, state and federal laws.

Standards of professional conduct are those behaviors, along with nursing discipline specific skills or knowledge that is vital for successful completion of the Nursing Program. The expectation is that students will adhere to the Standards of Professional Conduct in all settings – the classroom, lab, clinical facilities, the college and the community when representing the Nursing Program.

Standards of Professional Conduct include:

Confidentiality: Respects the privacy of clients and respects privileged information.
Communication: Effectively uses various methods of communication to interact appropriately with various constituents.
Accountability: Accepts responsibility and answers for one's actions and resulting outcomes; seeks out constructive feedback in order to improve skills and interpersonal interactions.
Dependability: Displays reliability and is trustworthy.
Responsibility: Fulfills commitments and executes duties associated with the nurse practitioner's role.
Active Learner: Identifies sources of learning to improve and grow knowledge, skills and understanding.
Veracity: Exhibits truthfulness; adheres to precision and honesty.
Critical Thinking and Problem Solving: Recognizes and defines problems in a logical and thoughtful manner; develops fact-based solutions and effectively evaluates outcomes.
Respectfulness: Treats others with consideration and courtesy; reads and adheres to agency policies and procedures.
**Punctuality and Promptness**: Presents oneself on time and ready to begin at prescribed times for classroom, lab and clinical. Assignments and required documentation must be turned in on time.

**Professional Appearance**: Adheres to established dress code in all clinical and professional settings.

**Ethical and Legal**: Adheres to the ANA Code of Ethics and operates within the standards of care established for the role of student nurse.

**Safety**: Prevents or minimizes risks for physical, psychological or emotional jeopardy, injury or damage.

**Civility**: Practice reflective, courteous, empathetic behaviors when interacting with classmates, instructors, college and clinical staff, clients and their families.

### B. Professionalism

1. **Professional Boundaries**
   a. Students enrolled in the Nursing Program are expected to learn and understand the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between student and faculty and between student and client. Students unclear of proper behavior or appropriate response to a situation should consult the instructor for guidance.

   b. **Student and Faculty**
   - Faculty and students will maintain a professional relationship.
   - **Student and Clients**
     - The relationship between nurse and client is based on a high degree of trust. Students entering nursing have a particular obligation, therefore, to conduct themselves in a manner that reflects honesty, integrity and respect for others. Students are expected to achieve a level of maturity that is reflected by appropriate conduct at all times.
     - **Professional Boundaries**: Students providing nursing care should strive to inspire the confidence of the client. Students must treat all clients, as well as other health care providers, professionally. Clients should expect those providing nursing care to act in their best interests and respect their dignity. The student should never attempt to obtain personal gain at the client's expense and should refrain from inappropriate involvement in a client's personal relationships.
     - **Boundary violations** can result when there is confusion between the needs of the student and those of the client. These may be characterized by excessive personal disclosure by the student, secrecy or reversal of roles and may cause additional distress to the client.
     - Students should not care for a family member, friend or acquaintance as it may be a conflict of interest; this is a general standard of practice in health care professions.

2. **General Expectations**
   a. Suspend judgment and do not engage in gossip.
   b. Participate in post-conference; balance verbal comments so a level of appropriate participation is achieved.
   c. Be active and responsible for learning. Take an active role and be responsible for seeking out new learning opportunities.
   d. Maintain a positive attitude, be responsible, take accountability for your actions, work together as a team and develop focus on developing professionally.
   e. Treat everyone including clients, staff, peers, and clinical instructor with respect, dignity, and professionalism.
3. Tobacco Policy
   a. The FRCC Nursing Program has established a "NO TOBACCO" policy, including e-cigarettes and any form of tobacco. No tobacco can be carried or used in the clinical facility, preceding, or during a clinical shift. If there is any odor of smoke on a person or their clothing, the student may be released from clinical and incur an absence.

C. Expectation in Reporting Unprofessional Conduct

During the course of study in the Nursing Program, a student may observe behaviors in others that appear to violate standards of academic or professional integrity or actions that have a potential to harm another person. Each student has the responsibility to report any questionable activity or behavior to the instructor or Nursing Director.

D. Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic and written information relating to clients and contracted clinical agencies is considered confidential and is not to be copied or discussed openly. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. See page 30.

XII. CLASSROOM AND LAB INFORMATION

Faculty believes the student will derive the greatest benefit from class if they prepare by completing the activities identified by faculty prior to attending class or lab. Assigned reading, work book exercises, critical thinking exercises, computer programs, Camtasia videos, etc. enhance learning and are expected to be completed prior to class.

A. Theory/Didactic Attendance

1. Students are expected to come prepared for class and to maintain professional behavior in the classroom. Arriving late, leaving early, or being disruptive is unprofessional and unacceptable

2. Students are responsible for all announcements, handouts, and other material presented in class and for meeting all course requirements.

B. Laboratory Attendance

1. Attendance is mandatory for all skills laboratory sessions. Punctuality is required.

2. Absences of any lab time must be made up to pass the course regardless of the reason for the absence.

3. The availability of makeup cannot be guaranteed.

4. The purpose of makeup skills labs is to allow students with extenuating circumstances to become competent in the required lab skills necessary to pass the course when skills lab days are missed. Makeup is dependent upon and will be scheduled according to the availability of the laboratory facility and instructors. Absences in excess of 2 days, or failure to make up the absences, will constitute a failure in the course.

5. The course coordinator must be notified prior to absence of laboratory time.

6. Arrangements must be made with the course instructor and the course coordinator for makeup activities as soon as possible after returning to school.
C. Written Assignments

1. Directions, explanations, and guidance regarding the preparation and evaluation of written assignments will be discussed in each course. Written papers will be expected to follow the professional standards of a formal college paper using the APA format.

2. All deadlines for written assignments must be met.

D. Examinations

1. Students are expected to take all exams as scheduled.

2. Students should contact the faculty on or before the day of the exam when they are unable to take the exam at the scheduled date/time (unless an emergency exists) and faculty may arrange a date to take an alternate exam in the college testing center. Taking an alternate exam in the Testing Center is allowed on a course-by-course basis.

3. Electronic answer sheets and #2 pencils are required for all paper and pencil multiple-choice exams. Test results will be available to students at the faculty’s discretion. If calculators are allowed during testing, they will only include arithmetic functions and will be provided by the faculty. Answers marked on the Scantron form are the final answers.

4. Instruments that store information are not allowed at any exams. Hand-held (personal data assisted) computers may not be used. Electronic devices including cell phones, dictionaries, headphones, or any other printed materials are not allowed during testing. All hats, backpacks, books, papers, phones must be left in the front or the back of the classroom. Phones must be turned completely off.

5. Students are expected to initiate interactions with the course faculty regarding their academic standing. Any student not achieving a grade of C or greater on an exam should make an appointment with the theory faculty as soon after the review of the examination as possible or before the next scheduled examination. The theory faculty may refer the student to the Learning Opportunity Center for further counseling about test-taking skills or tutoring needs regarding content.

E. Recording Devices and Laptops

1. Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the student’s interactive process with college disability services, a student may not record lectures or classroom discussions unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur.

2. A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor’s explicit written authorization.

3. Students are allowed to use laptop computers in the classroom for academic purposes only (i.e. taking notes, downloading resources or files).
F. Cell Phones and Mobile Devices

All cell phones and mobile devices must be turned off (not on vibrate) during class, lab, and testing. Return calls must be made at break or after class is over.

G. On-Campus Labs

1. Students should prepare for lab by reading the objectives for lab experience, and by completing any additional assigned reading and/or viewing of audio-visuals related to specific skills prior to the lab experience. Students who come to lab and are not prepared may be asked to leave. Punctuality is required.

2. Lab activities may consist of viewing demonstration of technical skills, discussing the skill, and clarifying questions. Students will be expected to practice each skill during the lab class as well as on their own time as needed to gain proficiency in each skill. Students will participate in group discussion to problem solve and adapt procedures to various client situations.

3. All students must demonstrate selected psychomotor/technical skills satisfactorily to the instructor in the lab before these skills are performed in the clinical setting. Testing proficiency of lab skills will be done for selected procedures with satisfactory performance determined by the nursing instructor(s). Failure to do so will prevent the student from attending clinical and from continuing in the course.

4. Students are responsible for helping keep the lab in order and for returning equipment to appropriate storage areas when the lab is completed.

XIII. CLINICAL INFORMATION

A. Required Clinical Documentation

1. Student data including, but not limited to, full name, last four digits of social security number, date of birth, address and CCCS email address, and telephone may be required by the clinical facilities, in order to facilitate access to client data records. Dates documenting immunizations for Rubella, Rubeola, Hepatitis B and Varicella, current Tetanus and influenza immunizations, PPD/TB and CPR are also provided to the clinical facility, per facility requirements.

2. My Clinical Exchange

Throughout students’ clinical education at FRCC, it is likely that at least one rotation will be completed at one of the University of Colorado Health or Banner Health Care facilities. Prior to attending a clinical at either of these hospital systems, it is required that all students register for an account at My Clinical Exchange (www.myclinicalexchange.com), upload the identified documentation, and complete all training modules. The purpose for using the My Clinical Exchange platform is so that facility representatives are able to ensure that all requirements for attending clinical, according to the policy of that hospital, have been met by each student. Therefore, students will be expected to pay a one-time fee for access to the My Clinical Exchange platform sometime during their first semester in the Nursing Program. Students are expected to keep all documentation and training modules updated and current throughout their entire time as a Nursing Student at FRCC. Failure to do so will result in disciplinary action.
B. Clinical Attendance

1. Attendance is mandatory for all clinical experiences.
2. Absences of any clinical time must be made up to pass the course regardless of the reason for the absence.
3. **Clinical makeup experiences are very difficult to accommodate and cannot be guaranteed.**
4. In accordance with guidelines set forth by the Colorado Board of Nursing Rule II Section 3.13 C. 4.a.b.5. a., b., all missed clinical hours must be made up to ensure a total of 750 hours are completed in the Nursing Program and course objectives are met.
5. The purpose of clinical makeup time is to allow students with extenuating circumstances to complete the required clinical work necessary to pass the course when clinical time are missed. The number of makeup days allowed is course specific (see course syllabus or clinical packet). Makeup time will be scheduled at the availability of the clinical facility and instructors. These may include weekends, evenings or night shifts. Absences in excess of the number of days listed in the course syllabus or clinical packet will constitute a failure in the course.
6. Punctuality is required.
7. Students who anticipate being absent or late to the clinical area are required to notify the clinical site and the instructor.
8. All missed clinical time must be made up.
9. Clinical time may occur at the college, including but not limited to clinical orientations and simulations. The above guidelines will pertain to this time as well.

C. Clinical Rotations

1. Assignments

   Faculty will assign students to their clinical rotations. Students are prohibited from contacting Unit Managers or any clinical facility personnel to change or request clinical assignments or preceptors. Student assignments may include day, evening, night, and weekend assignments as well as 8, 10 and 12 hour shifts. Student learning will be considered in the assignment of clinical rotations; however, living near a certain clinical facility is generally not a consideration for clinical assignments. Student clinical assignments may change at any time for any reason including individual student learning needs, administrative reasons, or clinical facility availability. Students are responsible for providing their own transportation to the clinical facility.

2. Preparation

   Success in the clinical setting depends a great deal on the student’s preparation for client care. Students are expected to be thoroughly prepared to care for their clients. Preparation needs to occur prior to the beginning of each assigned shift. Student papers (worksheets) must not contain client identifiers.

   Prior to actual experience, each student is responsible for researching pertinent information regarding the individual clients they are assigned and practicing anticipated procedures in the learning lab. Students will initiate data collection at the clinical site. To visit the clinical site the student must wear professional attire and photo ID. Students must obtain pertinent information from their client’s chart, research the information, and prepare the required worksheets prior to the start of clinical time. Please see individual course clinical packets for more information.
D. Safety Advisory and Guidelines

All nursing personnel and nursing students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has an infectious disease such as HIV, AIDS or HBV. All rules of confidentiality are followed when working with clients. The following information is provided to reduce risks to students that may occur in health care settings.

1. Radiation
   - Proper measures need to be taken when observing or working in areas of close proximity to radiation exposure.
   - Leave client and stand behind a lead wall.
   - Student is never required to hold or steady a client during radiation exposure.
   - If student chooses to hold a client, protective gloves, and apron covering reproductive organs must be worn.
   - Follow any other procedures expected/suggested by radiation department, i.e., wearing a monitoring device (film, badge, etc.).

2. Standard Precautions – Exposure to Body Fluids
   - All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens.
   - Contaminated sharps shall not be bent, recapped or reopened. Shearing or breaking of contaminated needles is prohibited.
   - Contaminated sharps must be placed in appropriate container as soon as possible.
   - Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
   - When exposure is possible, personal protective equipment shall be used, as follows:
     (a) Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, mucous membranes, other potentially infectious materials, non-intact skin, when performing vascular access procedures and when touching contaminated items or surfaces.
     (b) Masks, eye protection and face shields shall be worn whenever splashes, spray splatter or droplets of blood other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
     (c) Gowns, aprons and other protective clothing shall be worn in occupational exposure situations and will depend upon the task and the degree or exposure anticipated.
     (d) Surgical caps or boots and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.
     (e) Wash hands immediately after removal of gloves or other personal protective equipment.

3. Exposure Guidelines
   - Students must wear appropriate protective clothing/equipment when performing any tasks that may involve exposure to body fluids or radiation.
   - Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
   - Students exposed to body fluids shall follow hospital or clinical facility protocol.
E. Safe Clinical Practice Responsibilities

Safe practice is described in the Nurse Practice Act. Students must practice with appropriate knowledge, skills and ability. To insure compliance with the Nurse Practice Act, and to protect both the client and the student, the following guidelines for safe clinical practice have been established:

1. Supervision is required for all skills performed in the clinical setting. Remember, it is your responsibility to know your level of ability in performing each skill.
2. Interventions/interactions are limited to assigned clients unless directed otherwise by the instructor.
3. The student will prepare for client care including procedures by consulting appropriate references before attending clinical.
4. The student has the responsibility to consult with the instructor if there is any uncertainty regarding safe practice.
5. The student must adhere to all policies and procedures.
6. All students must report all errors to the instructor immediately.
7. All students must report abnormal observations/changes in client status to RN or clinical instructor.

List of Procedures Students CANNOT Perform in Clinical:
- Witness any consent forms.
- Perform any task that requires certification or advanced instruction (such as arterial blood gas (ABG) puncture, chemotherapy, and removal of PICC lines).
- Take physician orders, verbal or phone.
- Transcribe chart orders.
- Witness a waste of controlled substances.
- End of shift controlled substance count, if applicable. Have narcotic keys in their possession, if applicable.
- Verify blood administration and/or witness blood administration forms. Verify epidural doses or changes.
- Perform any invasive procedure on each other (i.e., injections, catheterization, IV starts) in any setting
- Any task outside student nurse scope of practice as identified by the FRCC Nursing Program or clinical facility.

F. Technology

The following policy is determined by the clinical facilities:
1. Personal cell phones and pagers must be turned off during clinical hours.
2. Students may respond to personal cell phones and pagers during meal and break periods away from patient care activities.
3. The use of any cell phones for photography within or on company premises is not allowed. Exceptions will only be made if it is part of a course assignment with permission.
4. In accordance with HIPAA, confidentiality of client information must be protected at all times. Students who violate client privacy by use of mobile devices will be subject to HIPAA infractions of the clinical agency.
5. Social networking sites: when contributing to a social networking site, such as Facebook, Twitter, etc. it is important to remember that everyone can see and read what is written on the site. Keep your interactions professional and err on the conservative side when posting comments or sharing pictures. Never share client information. What may seem harmless to you may in fact identify the client or their family members and could be a violation of The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
G. Professional Appearance

Students must present themselves in a professional manner at all times. Students must be in compliance with the professional dress code guidelines at all times to remain in the clinical setting. If there are exceptions, alternate styles of dress will be determined and described by the faculty member involved. The following guidelines are mandatory for students to remain in compliance with the dress code:

1. For researching patients, students must wear professional attire or uniform and their picture ID badge. (No jeans, leggings in place of pants, t-shirts, revealing clothes, un-ironed clothes.)
2. Students are to wear the official Nursing Program uniform of royal blue top and royal blue pants (purchased through an approved vendor) in all lab and clinical settings unless the setting or agency requires other attire. The uniform will have the FRCC Student Nurse patch on the left shoulder. Uniform pants must not drag on the floor.
3. Picture ID badges are to be worn at all times above the waist with the picture facing forward in the clinical setting.
4. A program-specified royal blue uniform scrub jacket with the FRCC Student Nurse patch on the left shoulder can be worn over the scrub top; no sweaters or street jackets are allowed. A clean solid color white or black shirt may be worn under the uniform scrub top if sleeves are tight fitting enough to be pulled up to allow for hand washing and aseptic techniques.
5. Shoes must be clean, with closed toe and heel. Soles must be non-skid.
6. Offensive tattoos must be covered.
7. The only jewelry that may be worn with the uniform is a wedding/engagement ring, one small post earring in each ear, and a wristwatch. In certain rotations, it may be advisable to not wear any jewelry at all. Medical alert jewelry is acceptable.
8. No visible facial or body piercing jewelry is allowed. No objects of any type may be worn in the tongue. Ear lobe expanders (gauges) larger than size 6 (4.1 mm) must be removed and Band-Aids applied over the site. Gauges 4.1mm and smaller must be covered with a flesh-colored cap.
9. Hair must be clean, natural in color (not pink, blue, etc.), tied back or pinned up from the face while in uniform to meet health and safety standards. Extreme hair styles are not permitted in lab or clinical settings. Closely trimmed beards, sideburns and mustaches are permitted but must meet facility policy for client safety.
10. Makeup should be minimal and in good taste.
11. Gum chewing while in the lab or clinical setting is prohibited.
12. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
13. A watch that counts seconds, a penlight, a stethoscope with a bell/diaphragm, and a pen are required.
14. Students are expected to maintain appropriate personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette smell. No e-cigarettes or any form of tobacco can be carried or used. No cologne, after-shave, scented lotions and/or perfume are permitted.
15. Fingernails must be clean, short, and unpolished. Artificial nails, nail wraps or extenders are not permitted in the lab or clinical setting.
16. Maternity uniforms must be made out of the same fabric and similar style as the current student uniform.
H. Insurance – Malpractice/Liability and Workers’ Compensation

1. FRCC provides annual malpractice/liability insurance coverage for nursing students in off-campus clinical settings as part of the registration fees.
2. Students are covered by Workers’ Compensation for clinical injury and exposure to infectious disease while in the off-campus clinical settings. In the event of an injury or exposure, the student must do the following:

If a student is injured at clinical site:

- See Appendix F
- Report incident to clinical instructor.
- Follow through with agency requirements for on-site treatment and documentation. Provide a copy of agency documentation to FRCC Human Resources. Follow-up care needs to be provided by FRCC Workers’ Compensation providers listed on the FRCC Designated Medical Provision for Work-Related Injuries and Illnesses.
- If treatment is not available at the facility and injury is an emergency, use the nearest emergency room. If not an emergency, use one of the facilities listed on the FRCC Designated Medical Provision for Work-Related Injuries and Illnesses.
- Check client chart for history of Hepatitis B or any other communicable disease, if applicable.

In addition, at FRCC:

- Report to the Office of Human Resources, 970-204-8111, and Campus Security and Preparedness at FRCC Larimer Campus, within 4 business days of incident.
- Bring copies of agency report and any billings related to treatment.
- Arrange follow-up care through the FRCC Office of Human Resources:

XIV. DISCIPLINARY PROCEDURES

A. Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violate these standards include but are not limited to: plagiarism, cheating, illegitimate possession and/or use of examinations and falsification of official records.

B. Policy Violation

Nursing students shall not commit or omit any act which constitutes a violation of any law, rules, regulations, procedure or directives of the college, nursing department, its staff or faculty. In the classroom and at the clinical site students shall not use insulting, threatening, profane or uncomplimentary language which defames or demeans in any way to include the age, race, sex, religion, ethnic origin, or nationality of any individual, organization or group including staff, faculty, hospital staff, other students or the program. If for any reason the agency representative asks a student to leave the facility or does not invite a student back the student may fail the course.
C. Disciplinary Actions

All students must review the FRCC Student Handbook and the FRCC Student Code of Conduct. Any nursing student found to be in violation of requirements or guidelines outlined in the Nursing Student Handbook, FRCC Student Code of Conduct, or the FRCC Student Handbook, will be subject to discipline which will include any of the following:

b. performance improvement plan (PIP)

c. warning

d. remediation

e. dismissal

See Appendices H, I, and J.
XV. STUDENT FORMS

A. FRCC Nursing Program Guidelines and Expectations

I understand while I am enrolled in the FRCC Nursing Program, I will be subject to the current Nursing Student Program Handbook, FRCC Student Handbook and FRCC Student Code of Conduct. I understand violations will result in disciplinary action.

_________________________________________  ______________
Student Signature                        Date

_________________________________________  ______________
Printed Name                            S Number

B. Nursing Student Confidentiality Agreement

I understand that in the course of my assignment as a nursing student, I may come into the possession of health information. I have a legal and ethical responsibility to safeguard the privacy of all clients and to protect the confidentiality of the clients’ health information. I understand the facilities in which I may be placed must assure the confidentiality of human resources, payroll, fiscal, research, internal reporting, strategic planning, communications, computer systems and management information, collectively, with client identifiable health information.

In the course of my assignments, I understand I may come into the possession of this type of confidential information. I will access and use this information only when it is necessary to perform my job-related duties in accordance with the Front Range Community College and health care facility privacy and security policies. I understand that by signing this Agreement, I will comply with this Nursing Student Confidentiality Agreement and the Health Insurance Portability and Accountability Act (HIPAA).

_________________________________________  ______________
Student Signature                        Date

_________________________________________  ______________
Printed Name                            S Number
C. Disqualifying Offenses

I understand the Colorado Community College System (CCCS) Disqualifying Offenses for Nursing Programs may be different than Disqualifying Offenses for some health care facilities and/or hospitals.
As a student, I understand I may be assigned to a clinical rotation with stricter disqualifying offenses than those required by the CCCS for admission; and could impact my progress in the Nursing Program.

___________________________________________________________________________  ______________________________________________________________________
Student Signature                                                       Date

___________________________________________________________________________  ______________________________________________________________________
Printed Name                                                            S Number

D. Permission for Assignment Use

I give permission for the Front Range Community College/Larimer Campus Nursing Program to keep any of my written assignments/projects for use in their Program Portfolio. Names and identifying information will be removed.

___________________________________________________________________________  ______________________________________________________________________
Student Signature                                                       Date

___________________________________________________________________________  ______________________________________________________________________
Printed Name                                                            S Number
E. Confidentiality Statement for Examinations and Simulation Labs Including Use of Social Media

The Front Range Community College/Larimer Campus Nursing Student Handbook contains program requirements including professional conduct. Confidentiality is considered to fall within the realm of professional conduct. Students are expected to keep all exam questions confidential. Students are expected to keep all events, procedures, and information used in conjunction with the Simulation lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre and post conferences. Please, note: This includes information about the simulation as well as information about your performance and your peer’s performance. Students are not to share information about their simulation experience with other students, so everyone gets an equal opportunity for learning. The use of social media such as Facebook, YouTube, My Space, Twitter, Allnurses.com, blogs, etc. cannot be used to discuss exam questions or simulation experiences.

Violation of this confidentiality statement is a violation of the Front Range Community College Nursing Program requirements and will lead to consequences for the student, possibly up to and including removal from the nursing program.

I, ____________________________, have read the statement above and understand it.

Date: __________________________

Printed Name of Student: __________________________________________________

Signature of Student: ______________________________________________________
F. HIPAA

1. As a student performing a clinical rotation at a medical facility, you will have access to confidential medical information.

2. Federal and state laws protect this confidential medical information.

3. It is illegal for you to use or disclose this confidential medical information outside the scope of your clinical duties at the medical facility.

4. Guidelines for the use of this information:

   • You may use this information as necessary to care for your patients.
   • You may share this information with other health care providers for treatment purposes.
   • Do NOT photocopy patient information.
   • Access the minimum amount of information necessary to care for your patient or carry out an assignment. Do not access information about patients other than those you are caring for or for specific course assignments.
   • Do not record patient names, dates of birth, address, phone number, social security number, etc., on the assignments you will turn in to your instructor.
   • You may only access the confidential information of patients for whom you are caring.
   • Be aware of your surroundings when discussing confidential information. It is inappropriate to discuss patients in elevators, cafeteria, etc.
   • If you have questions about the use or disclosure of confidential health information, contact your instructor.
   • Information concerning clients/clinical rotations must NOT be posted in any online forum or webpage such as Facebook, You Tube, My Space, Twitter, Allnurses.com, blogs, etc.

I have read and understand the information. I realize that there are civil and criminal penalties for the unauthorized use and disclosure of confidential patient information. I will abide by the guidelines when completing my clinical rotation.

__________________________________
Signature of Student

__________________________________
Print Name

__________________________________
Date

Nursing Program
A. AMERICAN NURSES ASSOCIATION CODE OF ETHICS
Approved 2015

Provision 1  The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2  The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3  The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4  The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5  The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6  The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7  The nursing, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8  The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9  The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
B. DEFINITION/DESCRIPTION OF THE LEVELS OF NURSING EDUCATION

Practical Nurses
The practical nurse provides direct patient care for clients who have common, well-defined health problems and needs, collect basic data, utilize established nursing diagnosis, and modify care based on evaluation. The practical nurse functions primarily in structured health care setting such as hospitals, nursing homes, and clinics where the policies and procedures and protocols for provision of care are established and there is ready recourse for assistance and support from the registered nurse. The practice of practical nursing is designed to promote and maintain health, prevent illness and injury, and provide care utilizing standardized procedures and the nursing process, including administering medications and treatments; practice with supervision of the licensed professional nurse and/or other licensed health care professionals; and as a member of the discipline of nursing, functions within the legal and ethical scope of practice.

Associate Degree Nurses
The associate degree nurse practices in the role of provider of care, manager of care and member within the discipline of nursing; provides direct patient care with more complex health care needs, modifies care based on client response as patient situations change; collects and analyzes data from patients, families, and other health care resources; formulates appropriate nursing diagnoses; develops and revises plans based on effectiveness.

The associate degree nurse provides and coordinates care for groups of clients with more complex health care needs, adjusting care as the situation changes. The level of responsibility of the associate degree nurse is for a specified work period and is consistent with identified goals of care. The associate degree nurse is prepared to function both within acute care and long term settings where policies and procedures are specified and guidance is available. Associate degree nurses maintain professional relationships by advocating and supporting client decisions, and by collaborating and communicating with clients, families, and other health care professionals. In providing care, the associate degree nurse may delegate aspects of care to licensed and unlicensed personnel. In delegating the care to others, associate degree nurses remain accountable for care of their own clients and clients delegated to others under their direction.

Baccalaureate Degree Nurses
The baccalaureate degree nurse provides direct care to patients with complex health problems; collects and analyzes data from patients, families, groups and communities; formulates nursing diagnoses; uses nursing theory and research to formulate nursing care plans; and evaluates and revises plans based on effectiveness as changes occur. Baccalaureate degree nurses maintain professional relationships by advocating for patients and other health care providers, and by collaborating and consulting with patients, families peer groups and communities; manages and is accountable for planning and evaluating care delegated or provided to the patient, and at times other licensed and unlicensed health care providers, and demonstrates leadership in collaboration with other health care providers and community members. The baccalaureate degree nurse is prepared to function in a wide variety of health care settings. The setting in which the baccalaureate nurse practices may or may not have established protocols, procedures, and policies, and also has the potential for variations requiring independent nursing decisions.
Master's Degree Nurses
Master's-level study incorporates theories and concepts of nursing science and their applications, along with the management of health care. Research is used to provide a foundation for the improvement of health-care techniques. Students also have the opportunity to develop the knowledge, leadership skills, and interpersonal skills that will enable them to improve the health-care system. Graduate-level education in many programs includes courses in statistics, research management, health economics, health policy, health-care ethics, health promotion, nutrition, family planning, mental health, and the prevention of family and social violence. When students begin to concentrate their study in their clinical areas, any number of courses that support their chosen specialty may be included. For example, a nurse wanting to specialize in pediatrics may take courses in child development.

Doctoral Degree Nurses
For nurses looking to assume leadership positions, advanced faculty appointments, and specialist roles, a doctorate is the appropriate credential. Today’s nursing student can choose from doctoral programs focused on either research (PhD, DNS) or practice (Doctor of Nursing Practice or DNP). Given the need for more nurses to serve as Advanced Practice Registered Nurses (APRN), assume faculty positions, embark on careers as research scientists, and pursue leadership roles, nursing schools are moving quickly to increase the number of students entering both practice-focused and research focused doctoral programs.

C. RESOURCES

Faculty Advisor
Each student will be assigned a nursing faculty advisor (may vary by semester) for assistance in progressing through the program. Advisors are available to students by appointment and students are encouraged to meet with them. Students may request a change in advisor at any time by contacting the Student Coordinator and discussing the rationale for the change.

Dental Clinic
The Front Range Community College Dental Clinic, staffed by licensed dentists and dental assisting students, offers dental services to students on a sliding scale fee. Hours are limited, for more information contact 970-226-8205 or 970-204-8205.

Testing Center
Another service offered by the college is the Testing Center. Students who have missed tests can take them with prior approval from their instructor. Testing Center hours vary each semester but are posted around campus and are at the Information Center. A student will need his/her Wolf card to use the Testing Center.

Counseling
Stress Management & Personal Counseling Services at Front Range Community College are committed to help students achieve more balance, learn the tools to more effectively manage their lives, and build lasting relationships that provide love and support. Services are FREE for FRCC students. This resource offers short-term counseling for all Front Range Community College students. The services include:

- Individual counseling
- Group counseling
- Learning disability screening
- Referrals to other community resources
- Mental health screenings
Office of Financial Aid
Financial Aid is available to students who are in approved degree or certificate programs. For more information on types of aid, eligibility requirements and how to apply; please visit www.frontrange.edu/financialaid. You may also contact the Financial Aid Office at 970-204-8376 or askfa@frontrange.edu.

Library
You will have the opportunity to research the current literature in a number of your nursing courses and this task will be much less daunting if you are familiar with the library. Therefore, the faculty strongly encourages you to visit the library early in the semester to become aware of all that is offered by this state-of-the-art facility.

Instructors may put articles, books, or audiovisuals on reserve for you to use in the Harmony Library or check out for short periods of time. The reserve section is located behind the circulation desk.

A computerized catalog, and computerized periodical indices make it easy to find materials for your research. The library also subscribes to the Cumulative Index to Nursing and Allied Health Literature (CINAHL), a valuable resource for locating nursing and health articles. You will need to obtain a Wolf Card or a library card to check materials out and to use the reserves.

D. LEARNING OPPORTUNITY CENTER INFORMATION

Services may be available for students who have declared a nursing major. Tutoring is not meant to take the place of classroom instruction or independent student studying or group studying and cannot be scheduled during class time. It is intended to look at studying habits, reading strategies, and course content clarification. Check with your course instructor to determine if tutoring would be helpful and to obtain a referral. Students are expected to have done all required reading prior to tutoring sessions. Students who are having academic difficulty and need support outside of class have the following options available to them:

1. If you need tutoring for a nursing course, fill out a Tutor Referral form and submit it to the Learning Opportunity Center.
2. If you need help with Math, English, Science, Arts and Humanities, or Social Science classes, contact the Learning Opportunity Center about the lab/tutorial schedules.
3. If you are a student with a disability, contact the Learning Opportunity Center.

Students who request tutoring under the above guidelines are expected to:
- Maintain regular class attendance
- Be current in their class assignments or are making an effort to become current

Students who are placed with individual tutors are expected to:
- Keep scheduled appointments with tutors
- Call the tutor if you are not able to meet as scheduled
- Do all of your own assigned work

Students who lose the privilege of tutoring if:
- They miss two scheduled sessions without informing the tutor
- Are disrespectful of the tutor in any way
- Do not attend class regularly
- Students who lose tutorial privileges may appeal for reinstatement by applying to the Director of the Learning Opportunity Center.

There are many services available to students with disabilities and special needs. It is the individual student’s responsibility to request such services and to provide appropriate, current
documentation of the need for such services. Requests for services should be directed to your campus Director of Special Services. A sample of services provided follows:

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

E. REFERRAL RESOURCES

Front Range Community College Resources
Advising, Career, and Counseling Center
Mount Antero, Room 130
Phone: 970.204.8332
Fax: 970.204.8202
lcadvising@frontrange.edu

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Academic Advising &amp; Transfer Planning</td>
<td>Patty Pearson, 970.204.8211</td>
</tr>
<tr>
<td>ACC Front Desk, 970.204.8332</td>
<td><a href="mailto:lcadvising@frontrange.edu">lcadvising@frontrange.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant, 970-204-8332</td>
<td>Marla Manchego, 970.204.8333</td>
</tr>
<tr>
<td>Allison Vaivado</td>
<td><a href="mailto:marla.manchego@frontrange.edu">marla.manchego@frontrange.edu</a></td>
</tr>
<tr>
<td>Veternan Services</td>
<td></td>
</tr>
<tr>
<td>Christen DiValentino, 970-8263</td>
<td>Mary James 303.678.3633</td>
</tr>
<tr>
<td><a href="mailto:christen.divalentino@frontrange.edu">christen.divalentino@frontrange.edu</a></td>
<td><a href="mailto:international@frontrange.edu">international@frontrange.edu</a></td>
</tr>
<tr>
<td>Doug Dotts, 970-204-8369</td>
<td>Students Who Have Earned a GED</td>
</tr>
<tr>
<td><a href="mailto:doug.dotts@frontrange.edu">doug.dotts@frontrange.edu</a></td>
<td>ACC Front Desk, 970.204.8332</td>
</tr>
<tr>
<td>Learning Community Classes</td>
<td><a href="mailto:lcadvising@frontrange.edu">lcadvising@frontrange.edu</a></td>
</tr>
<tr>
<td>Tim Hoffman, 970.204.8399</td>
<td>Academic Probation or Suspension</td>
</tr>
<tr>
<td><a href="mailto:tim.hoffman@frontrange.edu">tim.hoffman@frontrange.edu</a></td>
<td>ACC Front Desk, 970.204.8332 or</td>
</tr>
<tr>
<td>Learning Disability Screening</td>
<td>Karen Daine, 970.204.8371</td>
</tr>
<tr>
<td>Patty Pearson, 970.204.8211</td>
<td><a href="mailto:Karen.daine@frontrange.edu">Karen.daine@frontrange.edu</a></td>
</tr>
<tr>
<td><a href="mailto:Patricia.pearson@frontrange.edu">Patricia.pearson@frontrange.edu</a></td>
<td>Trade Adjustment Act (TAA) &amp; (WIA) Students</td>
</tr>
<tr>
<td>Career Services</td>
<td>Mae Lee Heble, 970.204.8424</td>
</tr>
<tr>
<td>Rebecca Kronnenbitter, 970-204-8334</td>
<td><a href="mailto:Maelee.heble@frontrange.edu">Maelee.heble@frontrange.edu</a></td>
</tr>
<tr>
<td><a href="mailto:rebecca.kronnenbitter@frontrange.edu">rebecca.kronnenbitter@frontrange.edu</a></td>
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Learning Opportunity Center  
Mount Antero Building, Room 350  
Office: 970.204.8112 Fax: 970.204.8629  
Hours: Monday – Thursday, 8am – 7pm & Friday, 8am – 4:30pm

<table>
<thead>
<tr>
<th>Director Disability Support Services</th>
<th>Director Academic Success Center</th>
</tr>
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<tbody>
<tr>
<td>Cidney Shinsel 970-204-8657</td>
<td>Michael Dreher 970-204-8180</td>
</tr>
<tr>
<td><a href="mailto:cidney.shinsel@frontrange.edu">cidney.shinsel@frontrange.edu</a></td>
<td><a href="mailto:Michael.dreher@frontrange.edu">Michael.dreher@frontrange.edu</a></td>
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<thead>
<tr>
<th>Disability Support Coordinator</th>
<th>Disability Support Coordinator</th>
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<tbody>
<tr>
<td>Brittany Otter, 970-204-8606</td>
<td>Nancy Elliott, 970-204-8609</td>
</tr>
<tr>
<td><a href="mailto:brittany.otter@frontrange.edu">brittany.otter@frontrange.edu</a></td>
<td><a href="mailto:nancy.elliott@frontrange.edu">nancy.elliott@frontrange.edu</a></td>
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<thead>
<tr>
<th>Coordinator Academic Success Center</th>
<th>Phyllis DeVaull, Administrative Assistant III</th>
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<tbody>
<tr>
<td>970-204-8385</td>
<td>Learning Opportunity Center</td>
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<td></td>
<td>970-204-8655 970-204-8112</td>
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<tr>
<th>Melanie England, Facilitator</th>
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<tbody>
<tr>
<td>Support Services for Students on the Autism Spectrum or with TBI</td>
</tr>
<tr>
<td>970-204-8335</td>
</tr>
<tr>
<td><a href="mailto:Melanie.england@frontrange.edu">Melanie.england@frontrange.edu</a></td>
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Center for Adult Learning  
970.204.8327

<table>
<thead>
<tr>
<th>Coordinator (Fort Collins)</th>
<th>Coordinator (Loveland)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margie Wagner, 970-204-8373</td>
<td>Michael Gulliksen, 970-663-7111</td>
</tr>
<tr>
<td><a href="mailto:margie.wagner@frontrange.edu">margie.wagner@frontrange.edu</a></td>
<td><a href="mailto:Michael.gulliksen@frontrange.edu">Michael.gulliksen@frontrange.edu</a></td>
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Student Life and Student Organizations  
Longs Peak Student Center

<table>
<thead>
<tr>
<th>Director of Student Success</th>
<th>Assistant Director Student Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Peterson, 970-204-8146</td>
<td>Nate Wiley, 970.204.8357</td>
</tr>
<tr>
<td><a href="mailto:matthew.peterson@frontrange.edu">matthew.peterson@frontrange.edu</a></td>
<td><a href="mailto:nathan.wiley@frontrange.edu">nathan.wiley@frontrange.edu</a></td>
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<thead>
<tr>
<th>Director Student Life</th>
<th>Director Fitness &amp; Wellness</th>
</tr>
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<tbody>
<tr>
<td>Mary Branton-Housley, 970.204.8121</td>
<td>970-204-8351</td>
</tr>
<tr>
<td><a href="mailto:mary.branton-housley@frontrange.edu">mary.branton-housley@frontrange.edu</a></td>
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<tr>
<th>Coordinator of Student Involvement</th>
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</thead>
<tbody>
<tr>
<td>Macie Murphy 970-204-8248</td>
</tr>
<tr>
<td><a href="mailto:macie.murphy@frontrange.edu">macie.murphy@frontrange.edu</a></td>
</tr>
</tbody>
</table>
FORT COLLINS RESOURCES

Police/Fire Emergency .......................................................... 911
Police/Sheriff-non-emergencies
CSU Police .............................................................................. 491-6425
Fort Collins Police Services .................................................. 221-6540
Larimer County Sheriff ......................................................... 498-5100
Suicide/Crisis Intervention
SummitStone Health Partners .................................................. 494-4200
National Suicide Prevention Hotline ...................................... 800-784-2433
Veterans Crisis Line .............................................................. 800-273-8255 press 1
Rocky Mountain Poison Center .............................................. 800-222-1222

Child Abuse/Neglect
Child Protection ....................................................................... 498-6990
ChildSafe (Counseling Services) .............................................. 472-4133

Domestic Violence/Sexual Assault
Crossroads Safehouse ............................................................... 482-3502 or 888-541-7233
CSU Victim Assistance Team ............................................... 492-4242
SAVA (Sexual Assault Victims Advocates) ......................... 472-4204 or 877-352-7273

City of Fort Collins Nuisance Hotline ...................................... 416-2200

Department of Human Services ................................................. 498-6300

Aging Services
Larimer County Office on Aging .............................................. 498-7750
Aspen Club ............................................................................ 495-8560
Catholic Charities Senior Outreach ....................................... 484-5010
Volunteers of America ............................................................ 472-9630
Elderhaus ............................................................................. 221-0406

Child Care Assistance/Referrals
Child Care Assistance Program (CCAP) ................................. 498-6300
Early Childhood Council ....................................................... 377-3388

Clothing
Salvation Army ....................................................................... 207-4472
St. John's Lutheran ................................................................ 482-5316
St. Joseph's Mary's Closet ....................................................... 482-4148
Serve 6.8 Resource Center .................................................... 449-5404

Disabled Services
Arc of Larimer County ............................................................. 204-6691
Center for Community Partnerships .................................... 491-5930
Disabled Resource Services .................................................. 482-2700
Foothills Gateway ................................................................. 226-2345
National Multiple Sclerosis Society ....................................... 482-5016

Education
Poudre School District ............................................................ 482-7420
Center for Adult Learning FRCC ......................................... 204-8181
Education and Employment Center ...................................... 482-4357

Employment Services
Division of Vocational Rehab ................................................ 223-9823
Larimer County Workforce Center ........................................ 498-6600

Food
Food Bank for Larimer County .............................................. 493-4477
Meals on Wheels ................................................................. 484-6325
Salvation Army ..................................................................... 207-4472
Serve 6.8 Resource Center .................................................... 449-5404
WIC ....................................................................................... 498-6720

Financial Counseling
GreenPath ............................................................................ 855-400-3714
Larimer County Extension ..................................................... 498-6000

Health Care
Colorado QuitLine (Tobacco Cessation) ............................... 800-784-8669
Community Medical Clinic - Christ Clinic .......................... 481-2390
Family Medicine Center ....................................................... 495-8800
Health District of Northern Larimer County ..................... 224-5209
Larimer County Dept. of Health .......................................... 498-6700
Poudre Valley Hospital ........................................................ 495-7000
Salud Family Health Center ................................................ 484-0999

Affordable Housing
CARE Housing ..................................................................... 282-7522
Housing Catalyst .................................................................. 416-2010
Habitat for Humanity ........................................................... 223-4522
Neighbor to Neighbor .......................................................... 484-7498

Emergency Shelter
Catholic Charities Shelter ...................................................... 484-5010
Fort Collins Rescue Mission Shelter ................................. 224-4302
Murphy Center for Hope (Day Center) .............................. 494-6940

Mental Health/Substance Abuse
Alliance for Suicide Prevention of Larimer County ............. 482-2209
The Center for Family Outreach .......................................... 749-0084
Connections .......................................................................... 221-5551
Creative Counseling ............................................................ 221-4057
Crisis Assessment Center (P+H) ......................................... 495-8090
Heart Centered Counseling ................................................. 498-0709
SummitStone Health Partners .............................................. 494-4200

Transportation
Paratransit—Dial A Ride ....................................................... 224-6066
Transfort ............................................................................. 221-6620
SAINT .................................................................................. 223-8045

Utility Assistance
Catholic Charities ................................................................. 484-5010
LEAP (Nov-April) ................................................................. 855-432-8435
Salvation Army ................................................................. 207-4472

Due to the nature of constantly changing resources, the ideal way to receive information and referral is to call 2-1-1.
This list is to be used as a starting point and does not include all resources available.

United Way of Larimer County
Questions? Contact United Way 2-1-1 by dialing 2-1-1 or by calling 970-407-7066
or e-mail connect211@uwaylc.org

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F. WORK RELATED INJURIES AND ILLNESSES

All FRCC employees (including Work Study Students, Student Hourly, Off-Site Clinical Students and Practicum Students) must obtain treatment of work-related injuries and illness from one of our designated medical providers ONLY.

Except for life-or-limb threatening emergencies, all work related injuries and illness must be treated by a designated medical provider. Emergencies and/or serious injuries occurring after-hours (when the designated medical provider nearest you is closed) should be treated at the nearest emergency medical facility. Follow-up care MUST be provided by a designated medical provider.

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

By law, all work related injuries and illness must be reported to the Human Resources Office within four (4) working days of the occurrence. You can reach the HR Representative at your campus by calling: Larimer Campus: 970-204-8106

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<thead>
<tr>
<th>Larimer Campus</th>
<th>Boulder County Campus</th>
<th>Westminster Campus</th>
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<tbody>
<tr>
<td>Concentra Medical Center</td>
<td>Arbor Occupational Medicine</td>
<td>Arbor Occupational Medicine</td>
</tr>
<tr>
<td>620 S. Lemay Ave</td>
<td>1860 Industrial Circle</td>
<td>290 Nickel Street, #200</td>
</tr>
<tr>
<td>Fort Collins, CO 80524</td>
<td>Longmont, CO 80501</td>
<td>Broomfield, CO 80020</td>
</tr>
<tr>
<td>970-221-5811</td>
<td>303-682-2473</td>
<td>303-460-9339</td>
</tr>
<tr>
<td>Banner Occupational Health SVCs</td>
<td>Careplus Medical Center</td>
<td>CCOM</td>
</tr>
<tr>
<td>1703 E. 18th Street #4</td>
<td>1551 Professional Lane</td>
<td>8510 Bryant Street</td>
</tr>
<tr>
<td>Loveland, CO 80538</td>
<td>#140</td>
<td>Westminster, CO 80031</td>
</tr>
<tr>
<td>970-278-4580</td>
<td>Longmont, CO 80501</td>
<td>303-650-7973</td>
</tr>
<tr>
<td></td>
<td>303-776-2001</td>
<td></td>
</tr>
<tr>
<td>Occupational Health SVCs</td>
<td>Longmont Clinic</td>
<td>Concentra Medical Center</td>
</tr>
<tr>
<td>4674 Snow Mesa Dr. Ste 200</td>
<td>1925 W. Mountain View Ave</td>
<td>500 E 84th Ave, Ste B-14</td>
</tr>
<tr>
<td>Fort Collins, CO 80528</td>
<td>Longmont, CO 80501</td>
<td>Thornton, CO 80229</td>
</tr>
<tr>
<td>Or 2500 Rocky Mtn Ave, Ste 330</td>
<td>303-776-1234</td>
<td>303-287-4040</td>
</tr>
<tr>
<td>Loveland, CO 80538</td>
<td></td>
<td></td>
</tr>
<tr>
<td>970-495-8450 (both locations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workwell Occupational Medicine</td>
<td>Workwell Occupational Medicine</td>
<td>HealthOne</td>
</tr>
<tr>
<td>1600 Specht Pt Rd #115</td>
<td>205 S. Main St, Unit C</td>
<td>9195 Grant St, Ste 100</td>
</tr>
<tr>
<td>Fort Collins, CO 80525</td>
<td>Longmont, CO 80501</td>
<td>Thornton, CO 80229</td>
</tr>
<tr>
<td>970-672-5100</td>
<td>303-702-1612</td>
<td>303-650-0445</td>
</tr>
</tbody>
</table>
Employee Procedures for Work-Related Injuries

1. I have reported a work-related injury to my supervisor and Human Resources within four (4) working days of the occurrence.

2. I have completed a Worker’s Comp First Report of Injury form and have returned it to Human Resources.

3. Please read all options and then check one of the four boxes below:

☐ I have reported a work-related injury and am not requiring immediate attention (medical services can be provided at a later time). I will schedule an appointment with a designated medical provider within 24 hours.

☐ I have reported a work-related injury and am requiring immediate attention. I will go to one of the providers listed above and the injury will be treated immediately. (Note: Employee is responsible to transport him/herself or contact 911.)

☐ I have reported a work-related injury, which required immediate medical attention outside of business hours and went to an emergency room. I will schedule a follow-up with one of the providers listed above the following day. Note: (Employee is responsible to transport him/herself or contact 911.)

☐ I have reported a work-related injury and was offered medical treatment from my employer but am declining medical attention for this injury.

I have read the above documentation and am fully aware of the company policy regarding work related injuries and illness. In addition I am fully aware that I must notify my supervisor and Human Resources within 4 days when an injury occurs, regardless of how minor the injury may be. I also understand that if I am treated by an unauthorized medical provider, I may be responsible for payment of said treatment.

Broadspire is Front Range Community College’s workers’ compensation carrier and can be contacted at 1.800.321.9515. Should I have any questions about any of the above information I will contact my HR Representative as indicated above.

______________________________  ________________________________
Print Name                  S#

______________________________  ________________________________
Signature Date

41
G. **PROGRAM DIRECTORY**

Nursing Chair and Program Director
Mark Longshore, JD, MSN, RN
970-204-8240

Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Beard, MSN, RN</td>
<td>970-204-8194</td>
<td></td>
</tr>
<tr>
<td>Juli Guenther, MSN, RN</td>
<td>970-204-8224</td>
<td></td>
</tr>
<tr>
<td>Susan Ihlenfeldt, MSN, RN, CNS</td>
<td>970-204-8204</td>
<td></td>
</tr>
<tr>
<td>Marie O’Connell, MSN, RN</td>
<td>970-204-8326</td>
<td></td>
</tr>
<tr>
<td>Nancy Reno, MSN, RN, FNP</td>
<td>970-204-8219</td>
<td></td>
</tr>
<tr>
<td>Cindy Rodriguez-Wewerka, MSN, RN</td>
<td>970-204-8420</td>
<td></td>
</tr>
<tr>
<td>Bobbie Smith, MSN, RN</td>
<td>970-204-8471</td>
<td></td>
</tr>
<tr>
<td>Shelly Sparks, MSN, RN</td>
<td>970-204-8192</td>
<td></td>
</tr>
<tr>
<td>Jeannie Thellman, MSN, RN</td>
<td>970-204-8183</td>
<td></td>
</tr>
<tr>
<td>Megan Walker, MSN, RN</td>
<td>970-204-8232</td>
<td></td>
</tr>
</tbody>
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Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Cleonne Steinmiller, BA</td>
<td></td>
<td>970-204-8200</td>
</tr>
<tr>
<td>Admissions Coordinator</td>
<td>Laura O’Leary, BA</td>
<td></td>
<td>970-204-8221</td>
</tr>
</tbody>
</table>
H. PERFORMANCE IMPROVEMENT PLAN

The Performance Improvement Plan is designed to encourage success in any student who is not fully meeting requirements. It provides written documentation of the issues that are causing a student to be at risk, the necessary changes, and a “student-driven” plan to help the student resolve the issue/concern.

<table>
<thead>
<tr>
<th>Description of incidence or concern:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Retention Coordinator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements that <em>are not</em> being met:</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

**Student:** Attach your written plan of what you (the student) will do to meet the above requirements or outcomes in the SMART goal format. Be very specific about what you plan to do. *Include date if/whenever applicable.*

<table>
<thead>
<tr>
<th>Retention Coordinator: What additional support/resources can be offered to this student?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date the student and coordinator will meet to review the student’s progress:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Name (Print):</th>
<th>Coordinator’s Name (Print):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Signature:</th>
<th>Date:</th>
<th>Coordinator’s Signature/Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Improvement Plan Update Information</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Student Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Original Plan Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Today’s Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Coordinator:</strong> Requirements that were not being met (from the original Performance Improvement Plan).</td>
<td></td>
</tr>
</tbody>
</table>

**Student:** Attach a document that describes what you have done to improve performance since the last meeting, and whether or not you met your goals. Be as specific as possible.

**Necessary to meet again?** Yes  No  
If yes, when?

**Has the student met the goals agreed upon in the original meeting?** Yes  No

**Is the Performance Improvement Plan closed?** Yes  No

<table>
<thead>
<tr>
<th>Student’s Name (Print):</th>
<th>Coordinator’s Name (Print):</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Signature/Date:</th>
<th>Coordinator’s Signature/Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________</td>
<td>______________________________</td>
</tr>
</tbody>
</table>
I. INCIDENT/WARNING REPORT

Course: ___________         Date: _______________         Student

Name:___________________

Has a similar incident occurred previously?  ☐ Yes  ☐ No

Description of incident/behavior that has resulted in an unsatisfactory evaluation:

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

Refer to (pp. in Handbook, Code of Conduct, Syllabus, Clinical Objectives, etc):

Plan (What student must demonstrate to remedy the violation):

__________________________________________________________________________

Instructor Signature         Date

__________________________________________________________________________

Student Signature*           Date

*Signature indicates student has been informed of the unsatisfactory performance at this time. Failure to correct behavior may result in remediation and/or a failing grade.
J. REMEDIATION

Student Name: _______________________________ Date ____________________________

Concern (Describe the violation):

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

Refer to (pp. in Handbook, Code of Conduct, Syllabus, Clinical Objectives, etc.):

Plan (What student must demonstrate to remedy the violation):

Remediation will be in effect until:

Consequence of failure to remedy violation:

_________________________________________  ________________________  ___________________________
Student                               Faculty                             Course or Student Coordinator

Follow Up

_______ Student has met plan requirements with termination of remediation
_______ Student has not met plan requirements with the following consequence:

_________________________________________  ________________________  ___________________________
Student                               Faculty                             Course Coordinator

_____________________________             _________________________
Student Coordinator                                Date