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I. PROGRAM INFORMATION

A. Program Description and Occupational Information
Graduates receiving a Certificate in Practical Nursing (PN) are eligible to apply for licensure as a practical nurse (PN). The PN 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 PN 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. Practical Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span.

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

Effective July 2018, this nursing program (the Practical Nursing Program at FRCC) is a candidate for accreditation by the Accreditation Commission for Education in Nursing, (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

Attendance at a non-accredited nursing school may make you ineligible to attend an accredited nursing school in pursuit of additional education.

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 Practical Nursing Program is one of the health programs offered at FRCC. The Dean of Instruction is Shashi Unnithan. The Nursing Chair is Mark Longshore. The Practical Nursing Program Director is Christy Dubuisson.

F. Advisory Committee and Shared Governance
The Advisory Committee for the Practical Nursing Program is composed of a representative group of respected nursing administrators and staff from a number of health care institutions, faculty members, 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. 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 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. Practical 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
Student Learning Outcomes
80% of graduates will demonstrate achievement of all end-of-program student
learning outcomes.

Outcome #2
Performance on licensure exam
The program’s most recent annual licensure examination pass rate will be at least 80%
for all first-time test-takers during the same 12-month period.

Outcome #3
Program completion
70% of students will progress to graduation within 150% of anticipated program
length after beginning their first nursing course (3 semesters).

Outcome #4
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 LPN within six to twelve
months of graduation.
II. PRACTICAL NURSING STUDENT LEARNING OUTCOMES

A. Provide safe, quality, patient-centered nursing care in a variety of healthcare settings considering basic research, evidence, and patient preferences as the basis for care.
B. Engage in critical thinking and clinical judgment, within the practical nurse scope of practice, to make patient-centered care decisions.
C. Participate in performance improvement/quality improvement activities to improve patient care.
D. Collaborate with healthcare team members, the patient, and the patient’s support persons to facilitate effective patient care.
E. Use information technology to support and communicate the planning and provision of patient care.
F. Manage care in a variety of healthcare settings for diverse patient populations through the process of planning, organizing, and directing.
G. Function within the scope of practice of the Practical Nurse incorporating professional, legal, and ethical guidelines.
H. Promote a culture of caring to provide support, compassion and culturally-competent, holistic 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 the scope of practical nursing 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.

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 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 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 during second semester of nursing courses. 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. Curriculum

Front Range Community College Practical Nursing Certificate Curriculum

<table>
<thead>
<tr>
<th>PREREQUISITES</th>
<th>Course Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>*BIO 106 Basic Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>(If a Student has taken BOTH BIO201 Anatomy &amp; Physiology I with lab and BIO202 Anatomy &amp; Physiology with lab and PASSED both courses – they can be substituted in place of BIO 106)</td>
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Math Assessment Score of 60 or take MAT 050 prior to admission

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
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<th>SECOND SEMESTER</th>
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<tr>
<td>NUR 101 Pharmacology Calculations</td>
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<td>NUR 104 Alteration in Adult Health II</td>
<td>5</td>
</tr>
<tr>
<td>NUR 102 Alterations in Health I</td>
<td>4</td>
<td>NUR 111 Socialization into Practical Nursing</td>
<td>1</td>
</tr>
<tr>
<td>NUR103 Basic Health Assessment for the Practical Nurse</td>
<td>1</td>
<td>NUR 113 Basic Concepts of Maternal Newborn</td>
<td>2</td>
</tr>
<tr>
<td>NUR105 Practical Nursing Arts and Skills</td>
<td>6</td>
<td>NUR 114 Basic Concepts of Nursing Children</td>
<td>2</td>
</tr>
<tr>
<td>NUR110 Basic Pharmacology for the Practical Nurse</td>
<td>3</td>
<td>NUR 115 Basic Concepts in Mental Health and Illness</td>
<td>1</td>
</tr>
<tr>
<td>NUR116 Basic Concepts of Gerontological Nursing</td>
<td>1</td>
<td>NUR171 Clinical II Application of Alterations in Adult Health</td>
<td>2</td>
</tr>
<tr>
<td>NUR170 Clinical I Application of Practical Nursing Arts &amp; Skills</td>
<td>3</td>
<td>NUR172 Clinical II Applications of Basic Concepts of Maternal-Newborn &amp; Pediatric Nursing</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NUR173 Clinical IV Advanced Application in Adult Health</td>
<td>3</td>
</tr>
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</table>

Total Both Semesters 36

*Must be within 7 years of admission
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, simulations, 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. Please note that grades will not be rounded.

- **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 All PN Graduates:
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 certificate in Practical Nursing 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, 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.

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 Practical Nursing Program will be subject to the most current Practical Nursing Program Student Handbook, located on the FRCC website.

A. Eligibility for Readmission
1. Readmission placement may occur only once and must occur within one year.
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.

B. Procedure for Readmission
1. Submit the following to the Student Coordinator or Program director within one week of failure/withdrawal from the program:
   • An informal letter stating your desire for readmission to the Practical Nursing Program. The letter must include the student’s current mailing address,
personal email, phone number, and semester you are requesting to be readmitted to

- All student photo ID badges and facility parking passes
- If more than one semester passes without attendance, the student must pay for and complete a new background check and drug screen.

2. Formal Letter requesting readmission is to be sent to the Nursing Department Chair, Mark Longshore. The DEADLINE for submission of the formal readmission letter is 5:00 pm on May 1 if applying for readmission into the Fall semester, and December 1 if applying for readmission into Spring semester. The formal letter must include:
   - What semester you are requesting readmission to
   - Explain the issues that contributed to your withdrawal from the program and what changes have occurred and/or what you have done or plan to do to ensure your success in the program

3. 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 test scores (If available)
   - 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

4. 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 must be able to implement direct client care with no restrictions.
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 program.

6. A completed criminal background check and evaluation for disqualifying offenses according to the Colorado Community College System

**NURSING BACKGROUND CHECK**

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

An Applicant will be **disqualified** from a CCCS nursing program based on the following guidelines:

- Any violent felony convictions of homicide. (No time limit)

- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application.

- Any offense involving unlawful sexual behavior in the 7 years immediately preceding the submittal of application.
• Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.

• Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.

• Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.

• Any felony theft crimes in the 7 years immediately preceding the submittal of application.

• Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.

• Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.

• Crimes of moral turpitude (prostitution, public lewdness/exposome, etc.) in the 7 years immediately preceding the submittal of application.

• Registered Sex Offenders. (No time limit)

• Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

• More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case by case basis. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

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

Approved CCCS 6/8/2007 Reviewed and Re-approved 04/12/2012 Reviewed and amended 6/15/15
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.

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 Practical Nursing Program must be able to perform technical standards. In preparation for nursing roles nursing students are expected to demonstrate the ability to meet the demands of a nursing career. Certain functional abilities are essential for the delivery of safe, effective nursing care. 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.
## Technical Standards for Nursing Students

<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motor Abilities</strong></td>
<td><strong>Standard:</strong> 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><strong>Examples of Required Activities:</strong> Mobility sufficient to carry out patient care procedures such as: • Assisting with ambulation of clients • Administering CPR • Assisting with turning and lifting patients • Providing care in confined spaces such as treatment room or operating suite</td>
</tr>
<tr>
<td><strong>Manual Dexterity</strong></td>
<td><strong>Standard:</strong> Demonstrates fine motor skills sufficient for providing safe nursing care</td>
<td><strong>Examples of Required Activities:</strong> 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><strong>Perceptual/Sensory Ability</strong></td>
<td><strong>Standard:</strong> Sensory/perceptual ability to monitor and assess clients</td>
<td><strong>Examples of Required Activities:</strong> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, tone of voice, etc. • Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.) • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.</td>
</tr>
<tr>
<td><strong>Behavioral/Interpersonal/Emotional</strong></td>
<td><strong>Standard:</strong> Ability to relate to colleagues, staff, and patients with honesty, civility, integrity, and in a nondiscriminatory manner • Capacity for development of mature, sensitive, and effective therapeutic relationship. • Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism</td>
<td><strong>Examples of Required Activities:</strong> • Establishes rapport with patients/clients and colleagues • Work with teams and workgroups • Emotional skills sufficient to remain calm in an emergency situation • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients • Adapts rapidly to environmental changes and multiple task demands • 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>• Capacity to demonstrate ethical</td>
<td>• Ability to accurately identify patients</td>
<td>• Prioritizes tasks to ensure patient safety and standard of care</td>
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<td>behavior, including adherence to the</td>
<td>• Ability to effectively communicate with other caregivers</td>
<td>• Maintains adequate concentration and attention in patient care settings</td>
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<td>professional nursing code and student</td>
<td>• Ability to administer medications safely and accurately</td>
<td>• Seeks assistance when clinical situation requires a higher level or expertise/experience</td>
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<tr>
<td>code of conduct</td>
<td>• Ability to operate equipment safely in the clinical area</td>
<td>• Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid</td>
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<td>• Ability to recognize and minimize hazards that could increase health care</td>
<td>effective matter</td>
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<td>associated infections</td>
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<td>• Ability to recognize and minimize accident hazards in the clinical setting</td>
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<td>including hazards that contribute to patient, family, and co-worker falls</td>
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<td>• Prioritizes tasks to ensure patient safety and standard of care</td>
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<td>• Maintains adequate concentration and attention in patient care settings</td>
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<td>• Seeks assistance when clinical situation requires a higher level or expertise/experience</td>
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<td>• Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid</td>
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<td>effective matter</td>
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<td>Safe environment for patients, families</td>
<td>• Ability to communicate in English with accuracy, clarity, and efficiency with patients,</td>
<td>• Gives verbal directions to, or follows verbal directions from, other members of the healthcare</td>
</tr>
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<td>and co-workers</td>
<td>their families, and other members of the health care team (including spoken and non-verbal</td>
<td>team and participates in health care team discussions of patient care</td>
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<td>communication, such as interpretation of facial expressions, affect, and body language</td>
<td>• Elicits and records information about health history, current health state and responses to</td>
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<td>• Required communication abilities, including speech, hearing, reading, writing, language</td>
<td>treatment from patients or family members</td>
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<td>skills, and computer literacy</td>
<td>• Conveys information to clients and others as necessary to teach, directs and counsels</td>
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<td>• Communicate professionally and civilly to the health care team including peers, instructors,</td>
<td>individuals in an accurate, effective and timely manner</td>
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<td>and preceptors</td>
<td>• Establishes and maintains effective working relations with patients and co-workers</td>
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<td>• Recognizes and reports critical patient information to other caregivers</td>
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<td>Communication</td>
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<td></td>
<td>• Ability to read and understand written documents in English and solve problems involving</td>
<td>• Calculates appropriate medication dosage given specific patient parameters</td>
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<td>Cognitive/Conceptual/Quantitative</td>
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<tr>
<td>Functional Ability</td>
<td>Standard</td>
<td>Examples of Required Activities</td>
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| Abilities                  | measurement, calculation, reasoning, analysis, and synthesis              | • 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
         o 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.
         o 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.
         o 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.
         o 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 dismissed from the clinical experience 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 42)

E. Nursing Pinning
   The class pinning is a time to celebrate the students’ success in the nursing program. While still a school function, the pinning ceremony is planned by the students, with leadership from the class officers. Students will receive guidance and support from the nursing faculty on the pinning committee as well as the FRCC Student Life. Class officers will meet with Student Life to set up an account for pinning funds. Student Life will also facilitate signing of any contracts necessary for the ceremony.

Some classes do fundraising events. If funds are raised in the name of the pinning ceremony, these funds must be deposited in the class account with student life. A student should not open up a bank account nor use his/her funds in securing venue or other necessary items for the pinning ceremony. Any funds remaining after pinning must be donated to the next class for use in pinning. No money collected through pinning fundraisers can be returned to the student.
If a class decides to use social media such as Facebook as part of planning for pinning, FRCC Social Media Guidelines must be followed. The class representatives should work with the FRCC Student Life in setting up that account.

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

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.

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, may constitute of a failure in the course. 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. Alternate exams may include alternate format questions. 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 exams. Some exams may be taken electronically. 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. Electronic devices including cell phones, 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.

6. The nursing faculty believes review of unit examinations is an integral component of the learning process. Test review helps the student to understand reasons for incorrect as well as correct answers. It is also an opportunity for the student to learn test taking skills. Examination reviews will be conducted in group format in the classroom. If a student desires an individual review, the student must schedule an appointment with the faculty for individual review of the exam. Individual review of a unit examination must be done no later than seven (7) days after the unit examination.

   If a student chooses to submit a Request for Test Question Review, it must be provided to the instructor within 24 hours after the group review (may be emailed using the student FRCC email) and must include a reference from the syllabus resource list. The faculty will review the request and a decision will be made to accept or reject the review within seven (7) days. Students must utilize the supplied Request for Test Question Review form.

   No unit examination will be reviewed once the final examination is administered. The final examination will not be reviewed with students.
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 are to be “non-audible” during class and lab. Phones are to be OFF during testing of any kind (class, or lab) and during simulation. 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 continuing in the course. The student has up to three attempts to pass a skill. The student must pass the skill to pass 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 to six 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, TB, and CPR are also provided to the clinical facility, per facility requirements.

B. My Clinical Exchange (MCE)
   Throughout students’ clinical education at FRCC, some rotations may 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 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 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. Uploading documentation to MCE is in addition to providing “hard copies” of documentation to the admissions coordinator.

C. Clinical Attendance
   2. Attendance is mandatory for all clinical experiences.
   3. Absences of any clinical time must be made up to pass the course regardless of the reason for the absence.
   4. Clinical makeup experiences are very difficult to accommodate and cannot be guaranteed.
   5. In accordance with guidelines set forth by the Colorado Board of Nursing Rules, all missed clinical hours must be made up to ensure the total hours required are completed in the Nursing Program and course objectives are met.
   6. 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.
   7. Punctuality is required.
8. Students who anticipate being absent or late to the clinical area are required to notify the clinical site and the instructor.

9. **All missed clinical time must be made up.**

10. 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.

D. **Clinical Policy Related to School Closures**

1. The college policy for school closures, including weather related closures, can be found at [http://www.frontrange.edu/being-a-student/campus-safety/college-closures-and-delays](http://www.frontrange.edu/being-a-student/campus-safety/college-closures-and-delays).

2. The college intends to make closure decisions prior to 0600 for day classes and 1600 for evening classes. Because the nursing program clinical may start prior to these times, the nursing department has developed a complementary policy for nursing students.
   - If the *weather*-related college closure is announced before the start of the clinical shift, the clinical day will be cancelled. If the *weather*-related college closure is announced during the clinical day, the clinical will be cancelled at that time. **All missed clinical time must be made up.**
   - If the closure is for a *non-weather*-related event on campus, clinical will continue unless otherwise directed by the course coordinator.

E. **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 and from 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.
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 as and when due by faculty instructions. Please see individual course clinical packets for more information.

F. 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.

G. **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.
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 Practical Nursing 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.
- Administer controlled substances. End of shift controlled substance count.
- Have narcotic keys in their possession.
- Verify blood administration and/or witness blood administration forms.
- Verify epidural doses or changes. Verify PCA doses or changes.
- Perform any invasive procedure on each other and/or family or friends (i.e., injections, catheterization, IV starts) in any setting.
- Any task outside student practical nurse scope of practice as identified by the FRCC Nursing Program or clinical facility.

H. 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 and/or any other means 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. Never share client information. Do not post information about clinical including but not limited to patients, patients family, staff, or the clinical site. 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).

I. 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 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 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. Tattoos must be covered.

7. The only jewelry that may be worn with the uniform is a wedding/engagement ring, one small 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. Gum chewing while in the lab or clinical setting is prohibited.

11. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.

12. A watch that counts seconds, a penlight, a stethoscope with a bell/diaphragm, bandage scissors, and a pen are required.

13. 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.

14. Fingernails must be clean, short, and unpolished. Artificial nails, nail wraps or extenders are not permitted in the lab or clinical setting.

15. Maternity uniforms must be made out of the same fabric and similar style as the current student uniform.

16. If any clinical facility requires stricter dress codes than those stated above the students attending that facility must adhere to the facilities dress code.
However, if the facility has more lenient dress codes, the student must still abide by the FRCC PN program dress code.

J. **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 E Work Related Injuries and Illnesses
- 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:**

**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, lab 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, sexual orientation or identity,
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:

1. Performance Improvement Plan (PIP) – Appendix G
2. Incident/Warning Report – Appendix H
3. Remediation – Appendix I
4. Dismissal
A. FRCC Nursing Program Guidelines and Expectations

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

___________________________________  ____________________________  
Student Name (Print)     Date

__________________________________  ____________________________  
Student Signature      S #

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 Name (Print)     Date

__________________________________  ____________________________  
Student Signature      S #
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 Name (Print)     Date

__________________________________  ____________________________  
Student Signature      S #

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 Name (Print)     Date

__________________________________  ____________________________  
Student Signature      S #
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.

_____________________________________________
Student Name (Print)

_____________________________________________
Student Signature

_____________________________________________
S #

_____________________________________________
Date
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.

___________________________________  ____________________________
Student Name (Print)     Date

___________________________________  ____________________________
Student Signature      S #
G. Release for Classroom Audio Recording
Students may audio record classroom lectures if all in the class members agree and sign the release for classroom audio recording. **TEST REVIEWS WILL NOT BE AUDIO RECORDED!**

If at any time a student revokes their release, audio recordings will no longer be permissible in class.

All classroom recordings are for the use of students enrolled in the course. The recordings are not to be shared on any social media forum or with anyone outside of the current course members.

By signing below I acknowledge and give permission for my voice to be recorded during classroom lecture. I understand these recordings will only be used for student activities related to the course and will not be shared outside of the course members.

This release shall remain in effect throughout the program term (from first semester of the program, to the completion of the last semester of the program). I may revoke this release at any time by contacting the course faculty and signing the revocation section below.

I consent to classroom audio recording which may capture my voice.

Printed Name__________________________________________
Signature_____________________________________________
School Year___________________________________________
Date____________________

I revoke the above signed consent dated_______________________

Printed Name_____________________________________________
Signature________________________________________________
Date____________________________________________________
H. Request for Test Question Review

Course: _____________________________  Test: ____________________________

Faculty Member(s): ______________________________________________________

Student(s) requesting review:
_______________________________________________________________________
_______________________________________________________________________

Test Question # ______________  Reference: ______________________________________
Rationale: _____________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Test Question # ______________  Reference: ______________________________________
Rationale: _____________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Test Question # ______________  Reference: ______________________________________
Rationale: _____________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

May use back of this sheet for additional questions/space

PROCESS

• Submit within 24 hours
• Substantiate request with appropriate rationale with references from required textbooks/e-books or other sources from syllabus. References must include the page number and paragraph. Copies of rationale are preferred.
• Submit request to faculty member with requesting student(s) names.
I. **Photographic/Videotape/Interview Release**

With intent to be legally bound, I give permission to Front Range Community College and its campuses located in Westminster, Brighton, Boulder, and Larimer Counties, and to the Colorado Community College System to photograph or videotape me and use my name, and my remarks given in an interview for the purpose of promoting Front Range Community College and its campuses to the public. I relinquish all rights, title, and interest in the finished photographs, negatives, and videotape film.

___________________________________  ____________________________
Student Name (Print)     Date

__________________________________  ____________________________
Student Signature      S #

__________________________________  ____________________________
Cell #        Email

J. **Records**

All student files, required documentation, academic work, etc., will be destroyed three (3) years after the student completes or exits the program.

Name ________________________________________
Date _________________________________________
Signature ____________________________________
K. Tutoring Request

**Note:** A copy of this form will be provided to the student the first week of class

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**2019-20 TUTORING REQUEST FORM**

**FRCC • Larimer Campus • Academic Success Center • Mount Antero • Room 350 • (970)204-8112**

*Helping students prepare, prepare students advance, and advanced students exist.*

---

**PLEASE READ BEFORE REQUESTING A ONE-ON-ONE TUTOR**

**Availability of Tutoring & Outcomes**

The Academic Success Center (ASC) provides faculty and staff that can work individually, or in very small groups, with students one hour a week throughout the semester. Some small group tutoring may also be available on a limited case by case basis. When possible, students should take advantage of the free drop-in tutoring available in the Academic Success Centers.

**Requirements**

To qualify for an individual tutor, you must attend one forty-five minute session in the Learning Center (LC) prior to being assigned a tutor. During this session, an LC tutor will evaluate your learning style and provide you with study, time management, and life balance skills based on that style. LC sessions are provided on a walk-in basis only (Please see the back of this form for LC hours of operation). Tutor assignments will not be made until the LC session has been completed.

Individual tutors are not available for students in online courses. They must use our drop-in support centers instead.

**Tutor Assignment**

Once you have submitted this form and completed the required Learning Center session, a tutor will be assigned to you as soon as possible, usually no later than five business days. The ASC Coordinator will contact you and your assigned tutor at the same time via your FRCC student email address to schedule your initial tutoring session.

**Questions?**

Please contact the ASC Director, Michael Diefre • MA 190 • (970)204-8180 • Michael.Diefre@frontrange.edu

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**BACKGROUND INFORMATION TO REQUEST A TUTOR**

Please complete all the information below in order to assist us in determining your eligibility for tutoring services.

**Your request could be denied if any of the information below is incomplete.**

**Last Name:**

**First Name:**

**Student #:**

**Date of Birth:**

**Primary Phone:**

**FRCC Student Email Address:**

---

**مة**

**Date Submitted**

**to ASC:**

---

Please fill in the following information for the class(es) you would like an individual tutor for below:

**Course 1:**

**Course 2:**

---

**Current Grade:**

**Instructor:**

---

Are you reporting this/these class(es)?

---

Days/Hours you are available for tutoring:

---

**FOR ASC USE ONLY:**

**Notes:**

---

**SPRING 2019 LEARNING CENTER SCHEDULE**

**FRCC • Larimer Campus • Learning Center • Mount Antero • Room 350 • (970)204-8112**

**Open:** Tuesday, January 22nd – Monday, May 13th • **Closed:** March 18th – 22nd (Spring Break)

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**LC SESSIONS AVAILABLE ON A WALK-IN BASIS ONLY – FIRST COME, FIRST SERVED**

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All Academic Success Center schedules are subject to change.
L. Handbook Acknowledgment Form

I have received a copy of the Front Range Community College Practical Nursing Program Student Handbook. I have read these policies and I understand my obligations as stated in this document. I further realize that failure to adhere to these policies will result in disciplinary action which may include dismissal from the Nursing Program. I understand that modifications to the Nursing Student Handbook and/or Nursing Course Syllabi may be made with reasonable notification to students.

_________________________________  ____________________________
Student Name (Print)     Date

__________________________________  ____________________________
Student Signature      S #

*Note: A copy of this form will be provided for the student to sign and will be filed in the student’s folder.*
APPENDICES
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. 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 Practical Nursing Program Director, or the Nursing department chair 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 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.

C. Learning Opportunity Center
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:

If you need tutoring for a nursing course, fill out a Tutor Referral form and submit it to the Learning Opportunity Center.

1. 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.

2. If you are a student with a disability, contact the Learning Opportunity Center.
   a. 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
   b. 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
   c. Students will 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)
## D. 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

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<td>Patty Pearson, 970.204.8211</td>
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<td>Front Desk, 970.204.8332</td>
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<tr>
<td><a href="mailto:LC.Advising@frontrange.edu">LC.Advising@frontrange.edu</a></td>
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<tr>
<td>Allison Vaivoda</td>
<td>Kathleen Strong 970.204.8363</td>
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<td><a href="mailto:allison.vaivoda@frontrange.edu">allison.vaivoda@frontrange.edu</a></td>
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<td>Marla Manchego, 970.204.8333</td>
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<tr>
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<tr>
<td><a href="mailto:karen.daine@frontrange.edu">karen.daine@frontrange.edu</a></td>
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<tr>
<td>Rebecca Kronnenbitter, 970.204.8334</td>
<td>(TAA) &amp; (WIA) Students</td>
</tr>
<tr>
<td><a href="mailto:rebecca.kronnenbitter@frontrange.edu">rebecca.kronnenbitter@frontrange.edu</a></td>
<td>Pathways Advisor &amp; Career Center</td>
</tr>
<tr>
<td>970.204.8332</td>
<td></td>
</tr>
</tbody>
</table>
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>Disability Support Services</th>
<th>Director Academic Success Center</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Disability Support Coordinator</td>
<td>Disability Support Coordinator</td>
</tr>
<tr>
<td>Brittany Otter, 970.204.8606</td>
<td>Emily Perry, 970.204.8609</td>
</tr>
<tr>
<td><a href="mailto:brittany.otter@frontrange.edu">brittany.otter@frontrange.edu</a></td>
<td><a href="mailto:Emily.perry@frontrange.edu">Emily.perry@frontrange.edu</a></td>
</tr>
<tr>
<td>Coordinator Academic Success Center</td>
<td>Mikala Hanson, Administrative</td>
</tr>
<tr>
<td>Stephen Admunson, 970.204.8385</td>
<td>Learning Opportunity Center,</td>
</tr>
<tr>
<td><a href="mailto:Stephen.Admunson@frontrange.edu">Stephen.Admunson@frontrange.edu</a></td>
<td><a href="mailto:Mikala.hanson@frontrange.edu">Mikala.hanson@frontrange.edu</a></td>
</tr>
<tr>
<td>Melanie England, Facilitator</td>
<td></td>
</tr>
<tr>
<td>Support Services for Students on the Autism Spectrum or with TBI</td>
<td>970.204.8335</td>
</tr>
<tr>
<td><a href="mailto:Melanie.england@frontrange.edu">Melanie.england@frontrange.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Center for Adult Learning  
970.204.8327

<table>
<thead>
<tr>
<th>Director (Fort Collins)</th>
<th>Director (Loveland)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margie Wagner, 970.204.8373</td>
<td>Margie Wagner, 970.613.5965</td>
</tr>
<tr>
<td><a href="mailto:margie.wagner@frontrange.edu">margie.wagner@frontrange.edu</a></td>
<td><a href="mailto:margie.wagner@frontrange.edu">margie.wagner@frontrange.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant, 970.204.8181</td>
<td>Administrative Assistant,</td>
</tr>
<tr>
<td>Tasha Vigil</td>
<td>William Sheldon</td>
</tr>
<tr>
<td><a href="mailto:anastacia.vigil@frontrange.edu">anastacia.vigil@frontrange.edu</a></td>
<td><a href="mailto:William.sheldon@frontrange.edu">William.sheldon@frontrange.edu</a></td>
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Student Life and Student Organizations  
Longs Peak Student Center

<table>
<thead>
<tr>
<th>Director, Student Life</th>
<th>Assistant Director, Student Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Branton-Housley, 970.204.8121</td>
<td>Manuel DelReal, 970.204.8357</td>
</tr>
<tr>
<td>mary.branton-</td>
<td><a href="mailto:Manuel.delreal@frontrange.edu">Manuel.delreal@frontrange.edu</a></td>
</tr>
<tr>
<td>Coordinator, of Student Involvement</td>
<td></td>
</tr>
<tr>
<td>Macie Murphy, 970.204.8248</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:macie.murphy@frontrange.edu">macie.murphy@frontrange.edu</a></td>
<td></td>
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**FORT COLLINS RESOURCES**

**AUGUST 2017**

**United Way of Larimer County 2-1-1**

**YOUR COMMUNITY CONNECTION TO RESOURCES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Police/Fire Emergency</strong></td>
<td>911</td>
</tr>
<tr>
<td><strong>Police/Sheriff non-emergencies</strong></td>
<td></td>
</tr>
<tr>
<td>CSU Police</td>
<td>491-6425</td>
</tr>
<tr>
<td>Fort Collins Police Services</td>
<td>221-6540</td>
</tr>
<tr>
<td>Larimer County Sheriff</td>
<td>496-5100</td>
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<tr>
<td><strong>Suicide/Crisis Intervention</strong></td>
<td></td>
</tr>
<tr>
<td>SummitStone Health Partners</td>
<td>494-4200</td>
</tr>
<tr>
<td>National Suicide Prevention Hotline</td>
<td>800-784-2433</td>
</tr>
<tr>
<td>Veterans Crisis Line</td>
<td>800-273-8255 press 1</td>
</tr>
<tr>
<td><strong>Rocky Mountain Poison Center</strong></td>
<td>800-222-1222</td>
</tr>
<tr>
<td><strong>Child Abuse/Neglect</strong></td>
<td></td>
</tr>
<tr>
<td>Child Protection</td>
<td>498-6990</td>
</tr>
<tr>
<td>ChildSafe (Counseling Services)</td>
<td>472-4133</td>
</tr>
<tr>
<td><strong>Domestic Violence/ Sexual Assault</strong></td>
<td></td>
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<tr>
<td>Crossroads Safehouse</td>
<td>482-3502 or 888-541-7233</td>
</tr>
<tr>
<td>CSU Victim Assistance Team</td>
<td>492-4242</td>
</tr>
<tr>
<td>SAVA (Sexual Assault Victims Advocates)</td>
<td>472-4204 or 877-352-7273</td>
</tr>
<tr>
<td>City of Fort Collins Nuisance Hotline</td>
<td>416-2200</td>
</tr>
<tr>
<td><strong>Department of Human Services</strong></td>
<td>498-6300</td>
</tr>
<tr>
<td>Aging Services</td>
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</tr>
<tr>
<td>Larimer County Office on Aging</td>
<td>498-7750</td>
</tr>
<tr>
<td>Aspen Club</td>
<td>495-8560</td>
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<tr>
<td>Catholic Charities Senior Outreach</td>
<td>484-5010</td>
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<tr>
<td>Volunteers of America</td>
<td>472-9830</td>
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<tr>
<td>Elderhaus</td>
<td>221-0406</td>
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<tr>
<td><strong>Child Care Assistance/ Referrals</strong></td>
<td>498-6300</td>
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<tr>
<td>Child Care Assistance Program (CCAP)</td>
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<tr>
<td>Early Childhood Council</td>
<td>377-3388</td>
</tr>
<tr>
<td><strong>Clothing</strong></td>
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<tr>
<td>Salvation Army</td>
<td>207-4472</td>
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<tr>
<td>St. John’s Lutheran</td>
<td>482-5316</td>
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<tr>
<td>St. Joseph’s Mary’s Closet</td>
<td>482-4148</td>
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<tr>
<td>Serve S.R. Resource Center</td>
<td>449-5404</td>
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<tr>
<td><strong>Disabled Services</strong></td>
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<tr>
<td>Arc of Larimer County</td>
<td>204-6991</td>
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<tr>
<td>Center for Community Partnerships</td>
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<tr>
<td>Disabled Resource Services</td>
<td>482-2700</td>
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<tr>
<td>Footills Gateway</td>
<td>226-2345</td>
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<tr>
<td>National Multiple Sclerosis Society</td>
<td>482-5016</td>
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<tr>
<td><strong>Education</strong></td>
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<tr>
<td>Poudre School District</td>
<td>482-7420</td>
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<tr>
<td>Center for Adult Learning FRCC</td>
<td>204-8181</td>
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<tr>
<td>Education and Employment Center</td>
<td>482-4357</td>
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<tr>
<td><strong>Employment Services</strong></td>
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<tr>
<td>Division of Vocational Rehab</td>
<td>223-9823</td>
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<tr>
<td>Larimer County Workforce Center</td>
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<tr>
<td><strong>Food</strong></td>
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<tr>
<td>Food Bank for Larimer County</td>
<td>493-4477</td>
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<tr>
<td>Meals on Wheels</td>
<td>484-6325</td>
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<tr>
<td>Salvation Army</td>
<td>207-4472</td>
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<tr>
<td>Serve S.R Resource Center</td>
<td>449-5404</td>
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<tr>
<td>WIC</td>
<td>498-6720</td>
</tr>
<tr>
<td><strong>Financial Counseling</strong></td>
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<tr>
<td>GreenPath</td>
<td>855-400-3714</td>
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<tr>
<td><strong>Health Care</strong></td>
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<tr>
<td>Colorado QuitLine (Tobacco Cessation)</td>
<td>800-784-8669</td>
</tr>
<tr>
<td>Community Medical Clinic - Christ Clinic</td>
<td>481-2390</td>
</tr>
<tr>
<td>Family Medicine Center</td>
<td>495-8800</td>
</tr>
<tr>
<td>Health District of Northern Larimer County</td>
<td>224-5209</td>
</tr>
<tr>
<td>Larimer County Dept. of Health</td>
<td>498-6700</td>
</tr>
<tr>
<td>Poudre Valley Hospital</td>
<td>495-7000</td>
</tr>
<tr>
<td>Salud Family Health Center</td>
<td>484-0999</td>
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<tr>
<td><strong>Affordable Housing</strong></td>
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<tr>
<td>CARE Housing</td>
<td>282-7522</td>
</tr>
<tr>
<td>Housing Catalyst</td>
<td>416-2910</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>223-4522</td>
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<tr>
<td>Neighbor to Neighbor</td>
<td>484-7498</td>
</tr>
<tr>
<td><strong>Emergency Shelter</strong></td>
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<tr>
<td>Catholic Charities Shelter</td>
<td>484-5010</td>
</tr>
<tr>
<td>Fort Collins Rescue Mission Shelter</td>
<td>224-4302</td>
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<tr>
<td>Murphy Center for Hope (Day Center)</td>
<td>494-9940</td>
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<tr>
<td><strong>Mental Health/Substance Abuse</strong></td>
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<tr>
<td>Alliance for Suicide Prevention of Larimer County</td>
<td>482-2209</td>
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<tr>
<td>The Center for Family Outreach</td>
<td>495-0064</td>
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<tr>
<td>Connections</td>
<td>221-5551</td>
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<tr>
<td>Creative Counseling</td>
<td>221-4057</td>
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<tr>
<td>Crisis Assessment Center (PVH)</td>
<td>495-8090</td>
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<tr>
<td>Heart Centered Counseling</td>
<td>498-0709</td>
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<tr>
<td>SummitStone Health Partners</td>
<td>494-4200</td>
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<tr>
<td><strong>Transportation</strong></td>
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<tr>
<td>ParaTrans - Dial A Ride</td>
<td>224-6066</td>
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<tr>
<td>Transit</td>
<td>221-6620</td>
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<tr>
<td>SAINT</td>
<td>223-8645</td>
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<tr>
<td><strong>Utility Assistance</strong></td>
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<tr>
<td>Catholic Charities</td>
<td>484-5010</td>
</tr>
<tr>
<td>LEAP (Nov-April)</td>
<td>866-432-8435</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>207-4472</td>
</tr>
</tbody>
</table>

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 2-1-1**

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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55
E. 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

<table>
<thead>
<tr>
<th>Larimer Campus</th>
<th>Boulder County Campus</th>
<th>Westminster Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentra Medical Center</td>
<td>US HealthWorks Medical Group</td>
<td>US HealthWorks Medical Group</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</td>
<td>Longmont, CO 80501</td>
<td>Broomfield, CO 80020</td>
</tr>
<tr>
<td>80524 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, #140</td>
<td>8510 Bryant Street</td>
</tr>
<tr>
<td>Loveland, CO 80538</td>
<td>Longmont, CO 80501</td>
<td>Westminster, CO 80031</td>
</tr>
<tr>
<td>970-278-4580</td>
<td>303-776-2001</td>
<td>303-650-7973</td>
</tr>
<tr>
<td>UC Health Occupational Medicine</td>
<td>Longmont Clinic</td>
<td>Concentra Medical Center</td>
</tr>
<tr>
<td>2315 E. Harmony Road, Suite 170</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>970-495-8450</td>
<td>303-776-1234</td>
<td>303-287-4040</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>151 W. Lake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Collins, CO 80524</td>
<td></td>
<td></td>
</tr>
<tr>
<td>970-237-8250</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 Longmont,</td>
<td>9195 Grant St, Ste 100</td>
</tr>
<tr>
<td>Fort Collins, CO</td>
<td>CO 80501</td>
<td>Thornton, CO 80229</td>
</tr>
<tr>
<td>80525 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.

Student Signature ___________________________ Date ___________________________

Printed Name ___________________________ S # ___________________________
F. Program Directory

<table>
<thead>
<tr>
<th>Nursing Chair and ADN Program Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Longshore JD, MSN, RN</td>
</tr>
<tr>
<td>970-204-8240</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associate Degree Nursing Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Anderson, MSN, RN</td>
</tr>
<tr>
<td>970-204-8217</td>
</tr>
<tr>
<td>Jane Beard, MSN, RN</td>
</tr>
<tr>
<td>970-204-8194</td>
</tr>
<tr>
<td>Juli Guenther, MSN, RN</td>
</tr>
<tr>
<td>970-204-8224</td>
</tr>
<tr>
<td>Susan Ihlenfeldt, MSN, RN, CNS</td>
</tr>
<tr>
<td>970-204-8204</td>
</tr>
<tr>
<td>Cindy Rodriguez-Wewerka, MSN, RN</td>
</tr>
<tr>
<td>970-204-8420</td>
</tr>
<tr>
<td>Bobbie Smith, MSN, RN</td>
</tr>
<tr>
<td>970-204-8471</td>
</tr>
<tr>
<td>Shelly Sparks, MSN, RN</td>
</tr>
<tr>
<td>970-204-8192</td>
</tr>
<tr>
<td>Megan Walker, MSN, RN</td>
</tr>
<tr>
<td>970-204-8232</td>
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</table>

<table>
<thead>
<tr>
<th>Practical Nursing Program Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christy Dubuisson, PhD, MSN, RN, CHES</td>
</tr>
<tr>
<td>970-204-8472</td>
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</table>

<table>
<thead>
<tr>
<th>Practical Nursing Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeannie Thellman, MSN, RN</td>
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<td>970-204-8183</td>
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<table>
<thead>
<tr>
<th>Administrative Assistants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kara Rudnick, BA</td>
</tr>
<tr>
<td>970-204-8327</td>
</tr>
<tr>
<td>Cleonnie Steinmiller, BA</td>
</tr>
<tr>
<td>970-204-8200</td>
</tr>
<tr>
<td>Laura O’Leary, BA</td>
</tr>
<tr>
<td>970-204-8221</td>
</tr>
</tbody>
</table>
G. 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.

Description of incidence or concern:

Faculty:
Requirements that are not being met:  
1. 
2. 
3. 

Objective evidence of behaviors, actions, or events to validate these claims:
1. 
2. 
3. 

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.

Faculty: What additional support/resources can be offered to this student?

Date the student and Faculty will meet to review the student’s progress:

Student’s Name (Print):

_________________________________

Student’s Signature:

_________________________________

Date: ____________________________

Faculty’s Name (Print):

_________________________________

Faculty’s Signature

_________________________________

Date: ________________________________
Performance Improvement Plan Update Information

Student Name: ________________________________

Original Plan Date: __________________________

Today’s Date: ________________________________

Faculty: Requirements that were not being met (from the original Performance Improvement Plan).

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 ______

Student’s Name (Print): ________________________________

Faculty’s Name (Print): ________________________________

Student’s Signature: ________________________________

Faculty’s Signature: ________________________________

Date: ________________________________

Date: ________________________________

H. 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):

Faculty/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.
I. Remediation

Student Name_________________________________   Date ____________________

Concern (Description of 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):

(Continued on next page)
Remediation will be in effect until:

Consequence(s) of failure to remedy violation:

Student ______________________________ Faculty ____________________________
Course Coordinator ___________________________________________________________

Follow Up

Date: ____________________________

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

Student ______________________________ Faculty ____________________________
Course Coordinator ___________________________________________________________