



**FRONT RANGE
COMMUNITY COLLEGE**

**LARIMER CAMPUS
NURSING**

**PRACTICAL NURSING PROGRAM
STUDENT HANDBOOK
2022-2023**



Contents

PRACTICAL NURSING PROGRAM STUDENT HANDBOOK 2022-2023	1
I. PROGRAM INFORMATION	6
A. Program Description and Occupational Information.....	6
B. Accreditation	6
C. College Information.....	6
D. Non Discrimination Statement.....	7
E. Nursing Department.....	7
F. Advisory Committee and Shared Governance	7
G. Faculty	8
H. Mission	8
I. Practical Nursing Program Outcomes	8
Outcome #1	8
Outcome #2	8
Outcome #3	8
Outcome #4	8
II. PRACTICAL NURSING STUDENT LEARNING OUTCOMES	9
III. ROLE-SPECIFIC GRADUATE COMPETENCIES.....	10
A. Safe practice.....	10
B. Critical Thinking.....	10
C. Information Management and Technology	10
D. Nursing Role Development	10
E. Caring	10
F. Holism.....	10
IV. GENERAL INFORMATION.....	11
A. Advising	11
B. Sequence of Courses	11
C. Transfer of Nursing Courses.....	11
D. Attendance Guidelines.....	11
VI. COMMUNICATION.....	12
VII. INFORMATION TECHNOLOGY	12

VIII. PROGRESSION AND RETENTION.....	12
A. Assessment Testing.....	12
B. Curriculum Front Range Community College Practical Nursing Certificate Curriculum	13
C. Grading/Progression.....	14
D. Withdrawal.....	14
E. Informal Appeal	14
F. Formal Appeal.....	14
G. Graduation Requirements and Colorado State Board of Nursing Licensing	15
VIII. READMISSION GUIDELINES	15
A. Eligibility for Readmission	15
B. Procedure for Readmission	15
IX. HEALTH AND SAFETY GUIDELINES/ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES.....	16
A. Health Declaration.....	16
B. Requirements	17
C. Disability Related Information.....	18
D. Technical Standards for Nursing Students	18
X. DRUG SCREEN PROCEDURE.....	22
A. Drug Screening Guidelines	22
B. “Reasonable Suspicion Based” Drug Testing.....	22
XI. GUIDELINES FOR STUDENT CONDUCT	23
A. Standards of Professional Conduct	23
B. Professionalism.....	24
C. Expectation in Reporting Unprofessional Conduct	25
D. Health Insurance Portability and Accountability Act (HIPAA).....	26
E. Nursing Pinning.....	26
XII. CLASSROOM AND LAB INFORMATION	26
A. Theory/Didactic Attendance	26
B. Laboratory Attendance.....	27
C. Written Assignments	27
D. Examinations	27
E. Recording Devices and Laptops.....	28

F. Cell Phones and Mobile Devices	28
G. On-Campus Labs.....	28
XIII. CLINICAL INFORMATION	29
A. Required Clinical Documentation.....	29
B. Clinical Attendance.....	29
C. Clinical Policy Related to School Closures	30
D. Clinical Rotations.....	31
E. Safety Advisory and Guidelines	31
F. Safe Clinical Practice Responsibilities	33
G. Technology	34
H. Professional Appearance	34
I. Insurance – Malpractice/Liability and Workers’ Compensation	35
XIV. DISCIPLINARY PROCEDURES.....	36
A. Academic Honesty.....	36
B. Policy Violation	36
C. Disciplinary Actions	36
XV. STUDENT FORMS.....	38
A. FRCC Nursing Program Guidelines and Expectations.....	38
B. Nursing Student Confidentiality Agreement.....	38
C. Disqualifying Offenses	39
D. Permission for Assignment Use	39
E. Confidentiality Statement for Examinations and Simulation Labs Including Use of Social Media.....	40
F. HIPAA	41
G. Photographic/Videotape/Interview Release	42
H. Records.....	42
I. Tutoring Request	43
J. Handbook Acknowledgment Form	43
APPENDICES.....	44
A. American Nurses Association Code of Ethics	45
B. Resources.....	45

C. Learning Opportunity Center	47
D. Referral Resources	48
E. Work Related Injuries and Illnesses.....	52
F. Program Directory	54
G. Performance Improvement Plan.....	55
H. Remediation	59

NURSING PROGRAM STUDENT HANDBOOK

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 State Board of Nursing (CSBON) and the Colorado Community College System (CCCS). The CSBON address is 1560 Broadway, Suite 1350, Denver, CO 80202, 303-894-2430. The CSBON website is <https://dpo.colorado.gov/Nursing>.

The Practical Nursing Program at Front Range Community College, at the Larimer campus located in Fort Collins, CO is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

View the public information disclosed by the ACEN regarding this program at the [ACEN Nursing website](http://www.acenursing.us/accreditedprograms/programSearch.htm) (<http://www.acenursing.us/accreditedprograms/programSearch.htm>).

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 [FRCC website](https://www.frontrange.edu) 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 designated JoAnne Wilkinson, 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, she can be reached at (303) 678-3707, JoAnne.Wilkinson@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 interim Dean of Instruction is Anne Marie Jacobson. The Nursing Chair is Megan Walker.

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 [FRCC Catalog](https://frontrange.smartcatalogiq.com/current/Catalog) (<https://frontrange.smartcatalogiq.com/current/Catalog>), or the faculty member.

H. Mission

The FRCC mission 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

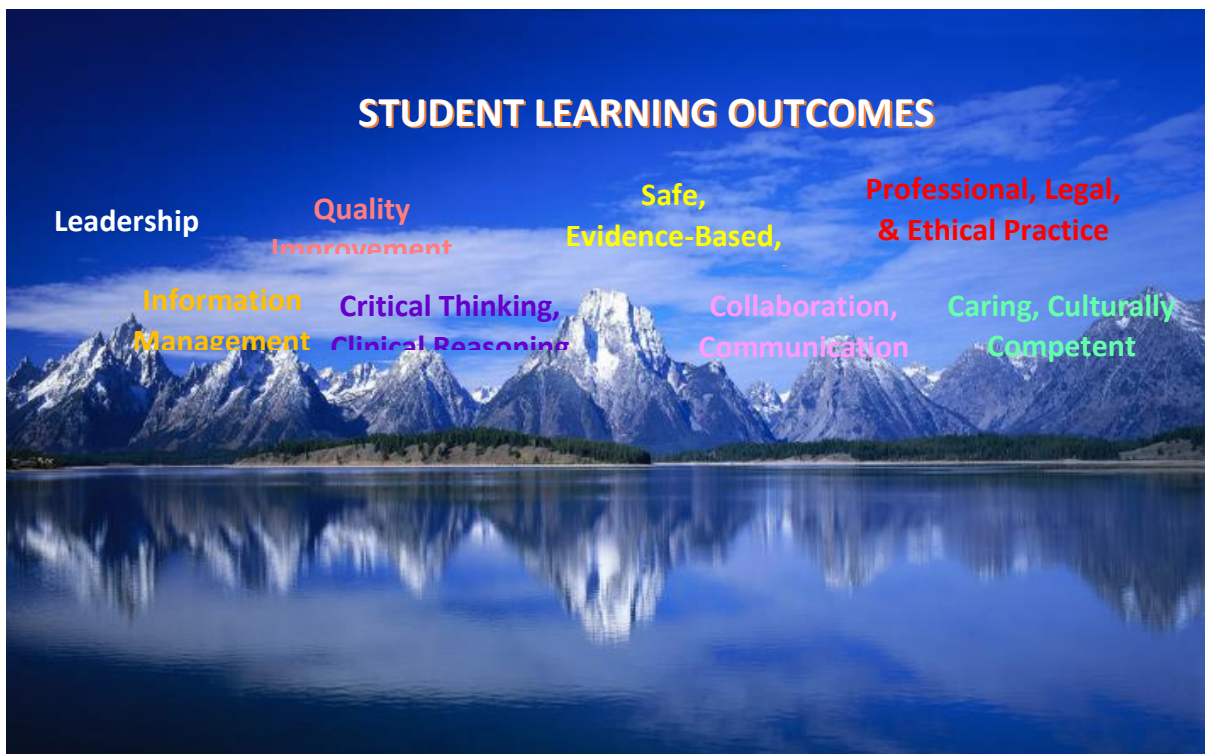
80% of graduates who respond to the Post-Secondary Vocational Graduate Follow-Up

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

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 \(www.frontrange.edu\)](http://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 or nursing classes taken prior to reapplying to the program 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.

VI. 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 official means of communication with students.**

VII. 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.

VIII. 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 [Elsevier Evolve's website](http://www.evolve.elsevier.com) (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

PREREQUISITES	Course Credits
ENG 1021 English Composition	3
*BIO 1006 Basic Anatomy & Physiology (If a student has taken BOTH BIO2101 Anatomy & Physiology I with lab and BIO2102 Anatomy & Physiology with lab and PASSED both courses – they can be substituted in place of BIO 1006)	4

FIRST SEMESTER	Course Credits	SECOND SEMESTER	Course Credits
NUR 1001 Pharmacology Calculations	1	NUR 1004 Alteration in Adult Health II	5
NUR 1002 Alterations in Health I	4	NUR 1011 Socialization into Practical Nursing	1
NUR1003 Basic Health Assessment for the Practical Nurse	1	NUR 1013 Basic Concepts of Maternal Newborn	2
NUR1005 Practical Nursing Arts and Skills	6	NUR 1014 Basic Concepts of Nursing Children	2
NUR1010 Basic Pharmacology for the Practical Nurse	3	NUR 1015 Basic Concepts in Mental Health and Illness	1
NUR1016 Basic Concepts of Gerontological Nursing	1	NUR1071 Clinical II Application of Alterations in Adult Health	2
NUR1070 Clinical I Application of Practical Nursing Arts & Skills	3	NUR1072 Clinical II Applications of Basic Concepts of Maternal-Newborn & Pediatric Nursing	1
N/A	N/A	NUR1073 Clinical IV Advanced Application in Adult Health	3
Total	19	Total	17

Total Both Semesters: 36

****Must be within 10 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](http://www.dora.state.co.us/nursing) 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 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 Practical Nursing Program Director. 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. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting clients' lives. Students must be able to implement direct client care with no restrictions.

B. Requirements

1. In addition to the requirements outlined in this Handbook, students are required to meet all pre-internship/pre-clinical/pre-practicum and internship/clinical/practicum requirements set by the clinical site they are placed with. This may include providing documentation of receipt of required immunizations. Acceptance of a student for internship/clinical/practicum placement is determined by the clinical site. If a student fails to meet the requirements of their site and is not allowed to participate in or continue in an assigned rotation because of non-compliance with site requirements, an additional placement site will not be made available to the student.
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 upon admission and maintained throughout the program. Immunizations and screenings include the following:
 - Annual TB screen. Two-step ppd or QuantiFERON initially, then single ppd or QuantiFERON annually)
 - Tdap within 10 years
 - MMR (Two doses or positive titer)
 - Varicella (Two doses or positive titer)
 - Hepatitis B series (Three doses or positive titer)
 - Influenza (Annually)
 - COVID-19 vaccination (frequency determined by CDC recommendations)
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 (<https://cccs.castlebranch.com/disqualifying-offenses.pdf>).
 - 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.

- 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.

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 Academic Support Center (ASC) (970-204-8112). It is recommended students set up their intake appointment with the ASC prior to starting the Nursing Program. Specific information regarding the accommodation process can be accessed through the ASC.
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

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	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.	Mobility sufficient to carry out patient care procedures such as: <ul style="list-style-type: none"> • 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
Manual Dexterity	Demonstrates fine motor skills sufficient for providing safe nursing care	Motor skills sufficient to handle small equipment such as insulin syringes and administering medications by all routes, perform tracheotomy suctioning, insert urinary catheter
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, 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.
Behavioral/ Interpersonal/ Emotional	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

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

Functional Ability	Standard	Examples of Required Activities
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis • Ability to gather data, to develop a plan of action, establish priorities, and monitor and evaluate treatment plans and modalities • Ability to comprehend three-dimensional and spatial relationships • Ability to react effectively in an emergency situation 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific patient parameters • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually • Reads, understands, and adheres to all policies related to classroom and clinical experiences • 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

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 follow instruction as provided in their acceptance packet 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. This is counted as one attempt in the program. The student may reapply the following semester, during which a random drug screen will be required.

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.
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.

XI. GUIDELINES FOR STUDENT CONDUCT

A. Standards of Professional Conduct

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

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

Standards of Professional Conduct include:

Confidentiality: Respects the privacy of clients and respects privileged information.

Communication: Effectively uses various methods of communication to interact appropriately with various constituents.

Accountability: Accepts responsibility and answers for one's actions and resulting outcomes; seeks out constructive feedback in order to improve skills and interpersonal interactions.

Dependability: Displays reliability and is trustworthy.

Responsibility: Fulfills commitments and executes duties associated with the nurse practitioner's role.

Active Learner: Identifies sources of learning to improve and grow knowledge, skills and understanding.

Veracity: Exhibits truthfulness; adheres to precision and honesty.

Critical Thinking and Problem Solving: Recognizes and defines problems in a logical and thoughtful manner; develops fact-based solutions and effectively evaluates outcomes;

Respectfulness: Treats others with consideration and courtesy; reads and adheres to agency policies and procedures.

Punctuality and Promptness: Presents oneself on time and ready to begin at prescribed times for classroom, lab and clinical. Assignments and required documentation must be turned in on time.

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

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

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

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

B. Professionalism

1. Professional Boundaries

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

b. Student and Faculty

- Faculty and students will maintain a professional relationship.
- Student and Clients
 - The relationship between nurse and client is based on a high degree of trust. Students entering nursing have a particular obligation, therefore, to conduct themselves in a manner that reflects honesty,

integrity and respect for others. Students are expected to achieve a level of maturity that is reflected by appropriate conduct at all times.

- Professional Boundaries: Students providing nursing care should strive to inspire the confidence of the client. Students must treat all clients, as well as other health care providers, professionally. Clients should expect those providing nursing care to act in their best interests and respect their dignity. The student should never attempt to obtain personal gain at the client's expense and should refrain from inappropriate involvement in a client's personal relationships.
- Boundary violations can result when there is confusion between the needs of the student and those of the client. These may be characterized by excessive personal disclosure by the student, secrecy or reversal of roles and may cause additional distress to the client.
- Students should not care for a family member, friend or acquaintance as it may be a conflict of interest; this is a general standard of practice in health care professions.

2. General Expectations

- a. Suspend judgment and do not engage in gossip.
- b. Participate in post-conference; balance verbal comments so a level of appropriate participation is achieved.
- c. Be active and responsible for learning. Take an active role and be responsible for seeking out new learning opportunities.
- d. Maintain a positive attitude, be responsible, take accountability for your actions, work together as a team and develop focus on developing professionally.
- e. Treat everyone including clients, staff, peers, and clinical instructor with respect, dignity, and professionalism.

3. Tobacco Policy

- a. The FRCC Nursing Program has established a "NO TOBACCO" policy, including e-cigarettes and any form of tobacco. No tobacco can be carried or used in the clinical facility, preceding, or during a clinical shift. If there is any odor of smoke on a person or their clothing, the student may be 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 shall 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. These include assigned reading, workbook exercises, critical thinking exercises, computer programs, and online.

A. Theory/Didactic Attendance

1. Students are expected to come prepared for class and to maintain professional behavior in the classroom. Arriving late, leaving early, or being disruptive is unprofessional and unacceptable.
2. Students are responsible for all announcements, handouts, and other material presented in class and for meeting all course requirements.

B. Laboratory Attendance

1. Attendance is mandatory for all skills laboratory sessions. Punctuality is required.
2. Absences of any lab time must be made up to pass the course regardless of the reason for the absence.
3. The availability of makeup cannot be guaranteed.
4. The purpose of makeup skills labs is to allow students with extenuating circumstances to become competent in the required lab skills necessary to pass the course when skills lab days are missed. Makeup is dependent upon and will be scheduled according to the availability of the laboratory facility and instructors. Absences in excess of 2 days, 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. For each day the assignment is late, a deduction of one letter grade will be applied to the original grade.

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.
 - Alternate exams must be completed prior to taking the next exam.
3. Most exams will use the Examsoft platform for electronic testing. Pencils are required for all paper and pencil multiple-choice exams. Test results will be available to students at the faculty's discretion. If calculators are allowed during testing, they will only include arithmetic functions and will be provided by the faculty. Answers marked on the Scantron form are the final answers.
4. 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. Any questions regarding an exam or exam item, must be emailed to the course instructor for review and will be discussed with the student or class if necessary.

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 required immunizations, TB, and CPR are also provided to the clinical facility, per facility requirements.
2. My Clinical Exchange (MCE)
Throughout students' clinical education at FRCC, some rotations may be completed at a facility requiring use of My Clinical Exchange (MCE). 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 \(www.myclinicalexchange.com\)](http://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. **It is the student's responsibility to keep the hard copy of all materials submitted.**

B. Clinical Attendance

1. Attendance is mandatory for all clinical experiences.

2. Absences of any clinical time must be made up to pass the course regardless of the reason for the absence.
3. Clinical makeup experiences are very difficult to accommodate and cannot be guaranteed. It is anticipated that accommodating more than two missed days of clinical will not be feasible. Absences in excess of 2 days or more may constitute a failure in the course.
4. In accordance with guidelines set forth by the Colorado Board of Nursing Rules, all missed clinical hours must be made up to ensure the 400 hours required are completed in the practical Nursing Program and course objectives are met.
5. The purpose of clinical makeup time is to allow students with extenuating circumstances to complete the required clinical work necessary to pass the course when clinical time are missed. Makeup time will be scheduled at the availability of the clinical facility and instructors. These may include weekends, evenings or night shifts.
6. Punctuality is required. Tardiness of 15 minutes or more, will result in student being sent home from the clinical site. This results in an absence for the clinical day.
7. Students who anticipate being absent or late to the clinical area are required to notify the clinical site and the instructor.
8. All missed clinical time must be made up.
9. Clinical time may occur at the college, including but not limited to clinical orientations and simulations. The above guidelines will pertain to this time as well.

C. Clinical Policy Related to School Closures

1. The college policy for school closures, including weather related closures, can be found at the [Campus Closures and Delays](http://www.frontrange.edu/being-a-student/campus-safety/college-closures-and-delays) webpage (<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 students and instructor are at the clinical facility when the college closes for a **weather**-related event:
 - If the instructor chooses to stay, the students can choose to stay or leave. Students who leave will have to make up the missed clinical time.
 - If the instructor chooses to leave, the students must also leave. The missed clinical time will have to 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.
- If the students and instructor are at clinical when the college closes for a **non-weather**-related event, the instructor should contact the course coordinator for guidance.

D. 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 unless directed to do so by their instructor. 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.

E. 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.

F. 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. If in doubt, check with your instructor.
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.

G. 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 of the patient, facility, and instructor.
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, patient's 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).

H. 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. College picture ID badges plus facility ID badge when required are to be worn at all times above the waist with the picture facing forward when in uniform. The college ID must be worn with its magnet, near the right or left shoulder, and facing out. No sleeves or clips are permitted.
6. Shoes must be clean, with closed toe and heel. Soles must be non-skid.
7. Offensive or controversial tattoos must be covered.
8. 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.
9. 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.
10. Hair is well groomed, clean and not extreme in style or color. Hair is tied back or pinned up with minimal hair accessories. Closely trimmed beards, sideburns and mustaches are permitted.
11. Gum chewing or heavy fragrance while in uniform is prohibited.
12. The uniform must be clean and wrinkle-free. Undergarments must be worn at all times and cannot be visible.
13. The Practical Nursing student uniform consists of: pewter colored scrubs with a program provided patch on the sleeve, a watch that counts seconds, a penlight, a stethoscope with a bell/diaphragm, bandage scissors, and a pen.
14. Students are expected to maintain appropriate personal hygiene, including oral care. Students will be free of offensive body odor and/or cigarette smell. No e-cigarettes or any form of tobacco can be carried or used.
15. Fingernails must be clean, short, and unpolished when in uniform. Artificial nails, nail wraps or extenders are not permitted in the lab or clinical setting.
16. Maternity uniforms must be made out of the same fabric and similar style as the current student uniform.

I. 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:

Report to the Office of Human Resources, 970-204-8111, and Campus Security and Preparedness at FRCC Larimer Campus, within 4 business days of incident.

Bring copies of agency report and any billings related to treatment.

Complete *Worker's Compensation First Report of Injury* form, available from the Office of Human Resources.

Arrange follow-up care through the FRCC Office of Human Resources:

XIV. DISCIPLINARY PROCEDURES

A. Academic Honesty

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

B. Policy Violation

Nursing students shall not commit or omit any act which constitutes a violation of any law, rules, regulations, procedure or directives of the college, nursing department, its staff or faculty. In the classroom, 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 may include any of the following:

- A. Performance Improvement Plan (PIP) – **Appendix G**
- B. Remediation (Levels 1 & 2) – **Appendix H**
- C. Dismissal

XV. STUDENT FORMS

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. 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

H. 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 _____

I. Tutoring Request

Students can [sign up for tutoring](https://www.frontrange.edu/being-a-student/academic-assistance/larimer-academic-labs/tutoring) using the following link.

<https://www.frontrange.edu/being-a-student/academic-assistance/larimer-academic-labs/tutoring>

J. 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 #

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 the [Financial Aid page \(www.frontrange.edu/financialaid\)](http://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:

1. If you need tutoring for a nursing course, fill out a Tutor Referral form and submit it to the Learning Opportunity Center.
2. If you need help with Math, English, Science, Arts and Humanities, or Social Science classes, contact the Academic Support Center about the lab/tutorial schedules.
3. If you are a student with a disability, contact Disability Support Services (<https://www.frontrange.edu/being-a-student/disability-services>).

Students who request tutoring under the above guidelines are expected to:

- Maintain regular class attendance
- Be current in their class assignments or are making an effort to become current

Students who are placed with individual tutors are expected to:

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

Students 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
- 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

Advising/Scheduling	Extension	Departments	Extension2
A&O Advising Appointment Scheduling Line	8332	Campus Security (MA 555)	8124
Olivia Kail - A&O Desk/Welcome Center Desk	8331/8374		
Admissions/Welcome Center	2500 x1	Cashier (MA 300)	8149
		The Learning Source @ FRCC	8181
Julie Sullivan - Advising Administrative Assistant	8348	College Now (MA 400)	8370
Part-Time Advising Office (MA 604)	8213	Continuing Ed (BP 120)	8686
Bonnie Bailey (MA 459)	8366	Financial Aid (MA 132)	8376
Krista Boddy (MA 466)	8263	Human Resources (MA 250)	8111
Doug Dotts (MA 465)	8369	Registrar (MA 132)	8107
Kara Keller (MA 457)	8368	Student Life (LPSC)	8243
Karen Daine (MA 458)	8371	Testing Center (MA 500 or 532)	8188
Kelli Edmunds (MA 453)	8626	Online Learning (MA 600)	8250
Maddie Twedt (MA 467)	8378	Gina Shiba (MA 605)	8438
Mae Lee Heble (MA 463)	8424		
Marla Manchego (MA 455)	8333	Westminster Advising	303-404-5438
Megan Gruseck (MA 462)	8266	Boulder County Advising	303-678-3628
Michael Gullliksen (MA 464)	8367	Tech Help - eWolf & D2L	888-800-9198
Nick Heckart (MA 452)	8313	Bookstore	8138
Tim Hoffman (MA 456)	8399	Erin Pitts (BP 157N)	8636
Emily Barker (MA 460)	8336		

Department	Name	Contact	Phone
Academic Success Center (MA350)	Brandon Fox, Director of Student Success (MA 206)	brandon.fox@frontrange.edu	8112, 8146
Academic Suspension	Julie Sullivan - Advising Administrative Assistant	julie.sullivan@frontrange.edu	8348

Admissions & Outreach (MA 400)	Rachel Davis (MA 401)		8226
	Allison Corcoran (MA 400)		8331
	Maddison Schaefer - A & O/Applications (MA 400)		8246
	Philip Hayes (MA 400)		8394
	Dion Duran (MA 400)		8617
Counseling	Kathleen Strong (MA 200) - Counseling	kathleen.strong@frontrange.edu	8363
Career Services	Amanda Chenkin (MA 454) - Career Services	amanda.chenkin@frontrange.edu	8334
Disability Support Coordinator	Shea McCowen	shea.mccowen@frontrange.edu	8609
Disability Support Services	Megan Wolff, Director	Megan.wolff@frontrange.edu	8657
International Students	Mary Kilen (James)	international@frontrange.edu	970-678-3633
Learning Opportunity Center	Mikaela Hanson, Administrative Assistant III	Mikaela.Hanson@frontrange.edu	8655
Mental Health Counseling (MA 200)	Learning Disability Screening - Front Desk		8210
	Patty Pearson (MA 200B) - Learning Disability Screening	patricia.pearson@frontrange.edu	8211
Single Parent Program	Marla Manchego	marla.manchego@frontrange.edu	8333
Trade Adjustment Act	Mae Lee Heble	maelee.heble@frontrange.edu	8424
	(TAA) & (WIA) Student		

Student Life and Student Organizations Longs Peak Student Center

Advising/Scheduling	Extension	Departments	Extension2
Director, Student Life		Coordinator, of Student Involvement	
Mary Branton-Housley, mary.branton-housley@frontrange.edu	8121	Macie Murphy macie.murphy@frontrange.edu	8248
Assistant Director, Student Life			
Sarah Lindahl sarah.lindahl@frontrange.edu	8357		

Center for Adult Learning 970.204.8327

Advising/Scheduling	Extension
Coordinator	
Margie Wagner, 970-204-8373	8373
margie.wagner@frontrange.edu	

UNITED WAY OF LARIMER COUNTY 2-1-1



YOUR COMMUNITY CONNECTION TO RESOURCES

FORT COLLINS RESOURCES

APRIL 2017

Police/Fire Emergency	911	Employment Services	
Police/Sheriff-non-emergencies		Division of Vocational Rehab.....	223-9823
CSU Police.....	491-6425	Larimer County Workforce Center.....	498-6600
Fort Collins Police Services.....	221-6540	Food	
Larimer County Sheriff.....	498-5100	Food Bank for Larimer County.....	493-4477
Suicide/Crisis Intervention		Meals on Wheels.....	484-6325
SummitStone Health Partners.....	494-4200	Salvation Army.....	207-4472
National Suicide Prevention Hotline.....	800-784-2433	Serve 6.8 Resource Center.....	449-5404
Veterans Crisis Line.....	800-273-8255 press 1	WIC.....	498-6720
Rocky Mountain Poison Center	800-222-1222	Financial Counseling	
Child Abuse/Neglect		GreenPath.....	855-400-3714
Child Protection.....	498-6990	Larimer County Extension.....	498-6000
ChildSafe (Counseling Services).....	472-4133	Health Care	
Domestic Violence/Sexual Assault		Colorado QuitLine (Tobacco Cessation).....	800-784-8669
Crossroads Safehouse.....	482-3502 or 888-541-7233	Community Medical Clinic - Christ Clinic.....	481-2390
CSU Victim Assistance Team.....	492-4242	Family Medicine Center.....	495-8800
SAVA (Sexual Assault Victims Advocates).....	472-4204 or 877-352-7273	Health District of Northern Larimer County.....	224-5209
City of Fort Collins Nuisance Hotline	416-2200	Larimer County Dept. of Health.....	498-6700
Department of Human Services	498-6300	Poudre Valley Hospital.....	495-7000
Aging Services		Salud Family Health Center.....	484-0999
Larimer County Office on Aging.....	498-7750	Affordable Housing	
Aspen Club.....	495-8560	CARE Housing.....	282-7522
Catholic Charities Senior Outreach.....	484-5010	Housing Catalyst.....	416-2910
Volunteers of America.....	472-9630	Habitat for Humanity.....	223-4522
Elderhaus.....	221-0406	Neighbor to Neighbor.....	484-7498
Child Care Assistance/Referrals		Emergency Shelter	
Child Care Assistance Program (CCAP).....	498-6300	Catholic Charities Shelter.....	484-5010
Early Childhood Council.....	377-3388	Fort Collins Rescue Mission Shelter.....	224-4302
Clothing		Murphy Center for Hope (Day Center).....	494-9940
Salvation Army.....	207-4472	Mental Health/Substance Abuse	
St. John's Lutheran.....	482-5316	Alliance for Suicide Prevention of Larimer County.....	482-2209
St. Joseph's Mary's Closet.....	482-4148	The Center for Family Outreach.....	495-0084
Serve 6.8 Resource Center.....	449-5404	Connections.....	221-5551
Disabled Services		Creative Counseling.....	221-4057
Arc of Larimer County.....	204-6991	Crisis Assessment Center (PVH).....	495-8090
Center for Community Partnerships.....	491-5930	Heart Centered Counseling.....	498-0709
Disabled Resource Services.....	482-2700	SummitStone Health Partners.....	494-4200
Foothills Gateway.....	226-2345	Transportation	
National Multiple Sclerosis Society.....	482-5016	Paratransit—Dial A Ride.....	224-6066
Education		Transfort.....	221-6620
Poudre School District.....	482-7420	SAINT.....	223-8645
Center for Adult Learning FRCC.....	204-8181	Utility Assistance	
Education and Employment Center.....	482-4357	Catholic Charities.....	484-5010
		LEAP (Nov-April).....	866-432-8435
		Salvation Army.....	207-4472

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



UNITED WAY OF LARIMER COUNTY 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



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

Larimer Campus	Boulder County Campus	Westminster Campus
Concentra Medical Center 620 S. Lemay Ave Fort Collins, CO 80524 970-221-5811	US HealthWorks Medical Group 1860 Industrial Circle Longmont, CO 80501 303-682-2473	US HealthWorks Medical Group 290 Nickel Street, #200 Broomfield, CO 80020 303-460-9339
Banner Occupational Health SVCs 1703 E. 18th Street #4 Loveland, CO 80538 970-278-4580	Careplus Medical Center 1551 Professional Lane, #140 Longmont, CO 80501 303-776-2001	CCOM 8510 Bryant Street Westminster, CO 80031 303-650-7973
UC Health Occupational Medicine 2315 E. Harmony Road, Suite 170 Fort Collins, CO 80528 970-495-8450 Or 151 W. Lake Fort Collins, CO 80524 970-237-8250	Longmont Clinic 1925 W. Mountain View Ave Longmont, CO 80501 303-776-1234	Concentra Medical Center 500 E 84th Ave, Ste B-14 Thornton, CO 80229 303-287-4040
Workwell Occupational Medicine 1600 Specht Pt Rd #115 Fort Collins, CO 80525 970-672-5100	Workwell Occupational Medicine 205 S. Main St, Unit C Longmont, CO 80501 303-702-1612	HealthOne 9195 Grant St, Ste 100 Thornton, CO 80229 303-650-0445

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

Name	Phone
Nursing Chair and Program Director	
Mark Longshore JD, MSN, RN	970-204-8240
Associate Degree Nursing Faculty	
Maria Anderson, MSN, RN	970-204-8217
Juli Guenther, MSN, RN	970-204-8224
Susan Ihlenfeldt, MSN, RN, CNS	970-204-8204
Jamison Milburn, MSN, RN	970-204-8192
Sue Mondani, MSN, RN	970-204-8471
Rebecca Roberts, MSN, RN	970-204-8219
Cindy Rodriguez-Wewerka, MSN, RN	970-204-8420
Megan Walker, MSN, RN	970-204-8232
Practical Nursing Program Faculty	
Jodi Larson, MSN, RN	970-204-8183
Lindsay Weber, MSN, RN	970-204-8472
Administrative Assistants	
Cleonne Steinmiller, BA	970-204-8200
Laura Grimm, BA	970-204-8221

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):

Faculty’s Name (Print):

Student’s Signature:

Faculty’s Signature

Date: _____

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. Remediation

Student Name: _____

Date: _____

Concern (Describe the incident):

Outcome not met:

- 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):

Student's Remediation Plan the student will develop and write a personal plan to prevent a similar violation from occurring in the future. A copy of the plan will be attached to the remediation form and included in the Remediation Book.

The student will email the plan to _____ by _____.
(faculty name) (date)

Student Comment:

Instructor Signature Date

Student Signature Date

The remediation plan will be in effect until the end of the Nursing Program. Future violations will result in a Level II Remediation Plan or possible dismissal from the program.