



# Associate Degree Nursing (ADN) Program Student Handbook

Fall 2024-Summer 2025



## Welcome

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

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

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

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

Best wishes for success in our Nursing Program!

*Carmen Luttrell MSN, RN,  
Director of Nursing Education Practices  
&  
All Faculty and Staff in the PPSC Nursing Program*

### Nursing Student Handbook Provision

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

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

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

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## Mission Statement of PPSC and the PPSC Nursing Department

### **The Mission of Pikes Peak State College states:**

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

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

### **The Mission of PPSC Nursing Program states:**

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

### **Philosophy of the PPSC Nursing Program**

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

#### **The Individual**

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

#### **Health**

Health is a dynamic state that is influenced by everyone's inherited characteristics and life experiences. At any given time, a person's health status is seen as being at a point on a continuum that extends from high-level wellness to the cessation of life. Human beings possess adaptive and recuperative abilities; individuals can alter their health status as a result of individuals moving in either a positive or negative direction on the health illness continuum in response to their own efforts and/or through interventions of the health care system.

Individuals who have achieved a reasonable level of understanding have the right to information regarding their health and are entitled to make choices about their health care and status and the care they will receive. Wellness is viewed as a dynamic state of physical, psychological, social, and spiritual well-being. Wellness is defined by the individual's perception of wellness and influenced by the presence of disease and the individual's ability to adapt.

#### **Nursing Practice**

Nursing is a humanistic, service discipline founded on knowledge from the sciences, humanities, and human experience. It is a scholarly profession that utilizes theories from nursing and other disciplines to guide its practice for the promotion of health, care of the sick, and support to individuals and families in the final stages of life. The focus of nursing care is to meet the needs of the individual who functions as a member of a family, culture, and society. Whatever affects any part of an individual affects the whole, hence the emphasis for the holistic nursing approach. Nursing provides education and supportive, recuperative care for individuals needing assistance in attaining or maintaining health or coping with illness.



An emphasis of nursing care is promotion of the highest level of wellness achievable by the individual and the society as a whole. An attitude of empathic caring is an essential element of effective nursing care. The nursing process is utilized by nurses within their roles, as they work cooperatively with patients, families, and groups in finding solutions to individual and community health problems. Nurses provide care without bias to all persons needing their service regardless of the individual's race, creed, culture, religious orientation, or health status. Nursing requires continuous updating of its knowledge base and treatment modalities in an effort to promote an evidence-based practice in response to emerging health care problems, scientific discoveries and new technologies in the profession. The discipline of nursing encompasses a wide range of technical skills and scientific knowledge.

### Teaching/Learning/Nursing Education

Learning is the acquisition of knowledge, understanding, and skills as demonstrated in the change in behavior that persists. Learning is the cultivation of the potential of the individual and is more effectively achieved when learning opportunities are integrated and meaningfully related to the learner's interests and level of achievement. The potential for education can exist in any situation, but the responsibility for learning lies solely with the learner. The nursing education process is seen as a cooperative effort requiring extensive interaction between students and faculty. A variety of teaching/learning strategies are utilized to meet individualized needs of students in both the academic and practice settings. Curriculum content is designed to proceed from the simple to the complex and progresses from known to new material. Nursing education is seen as a continuous, life-long process through which individuals expand learning, enhance practice ability, or qualify for advanced employment positions. Specific processes are provided to facilitate progression from the practical nurse to the associate degree professional nurse and then to the baccalaureate nurse level and are defined and validated through the Colorado Articulation Model.

### The Profession of Nursing

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

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

### Accreditation

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

PPSC's Associate Degree Nursing Program Accreditation:

Colorado State Board of Nursing  
1560 Broadway, Suite 1350  
Denver, CO 80202  
(303) 894-2430

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

Accreditation Status: Full Approval

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Email: [info@acenursing.org](mailto:info@acenursing.org)

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

View the [public information disclosed by ACEN](#) regarding this program

Status: Full Approval continued in 2016

### Nursing Program Organizing Framework

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

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

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

### PPSC Nursing Program Student Learning Outcomes

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

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

## Nursing Program Outcomes

Nursing Program outcomes are developed as performance indicators which provide evidence that the ADN 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. ADN program outcomes have been developed using the National League of Nursing Accreditation Commission (ACEN) criteria and guidelines. The following Nursing Program outcomes are congruent with the mission and philosophy of PPSC and the Nursing Program.

Outcome #1 Performance on licensure exam: At least 80% of all first-time test-takers will pass the NCLEX-RN during the same 12-month period following graduation.

Outcome #2 Program completion: 60% of our students will complete the Program within 100% of the time of starting their first nursing course.

Outcome #3 Program satisfaction: At least 80% of survey respondents will report satisfaction with their level of preparation for beginning nursing practice gained through their program of study 12-months post-graduation.

Outcome #4 Job placement: At least 90% of our graduates surveyed are either employed as an RN or have returned to school to complete their BSN within twelve months post-graduation.

## Pikes Peak State College Associate Degree Nursing Curriculum

PREREQUISITE SEMESTER	COURSE CREDITS
ENG 1021 English Composition	3

PSY 2440 Human Growth & Development	3
BIO 2101* Human Anatomy & Physiology I	4
BIO 2104* Microbiology	4

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

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

\*All BIO classes must have been taken within 7 years of admission.

\*\*May be taken before first semester of NUR courses.

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

Students accepted into the Nursing Program must maintain a “C” or better in each required course. MAT 1120 must be completed within the first semester. BIO 2102 must be completed by the end of the 1st semester; BIO 2116 must be completed by the end of the 2nd semester. If BIO 2116 is not completed or successfully passed by the end of the 2nd semester, the student will not be allowed to progress to second year nursing courses. Failure to complete MAT 1120, BIO 2102, and BIO 2116 as scheduled will hinder progression.

### PPSC Student Standards of Conduct

Along with this nursing student handbook, the PPSC Nursing Program follows the policies and procedures listed under the PPSC Student Code of Conduct and Colorado Community College System (BP) Board Policy 4-30 and System

Procedure (SP) 4-30a, Student Behavior Expectations and Responsibilities. Students are expected to adhere to all policies and procedures. Any student who does not follow these or any program requirements shall be subject to disciplinary action, up to and including dismissal from the program and expulsion from Pikes Peak State College.

Complete information for the PPSC Student Code of Conduct, BP 4-30, and SP 430a can be accessed at:

[PPSC Student Code of Conduct](#)

[BP 4-30 Student Behavioral Expectations and Responsibilities](#)

[SP 4-30a Student Behavioral Expectations and Responsibilities Resolution Procedure](#)

In addition, the nursing program has additional policies and expectations for nursing students. (See also Technical Standards/Essential Requirements Policy, and the Nursing Program Student Code of Conduct below.)

### [Nursing Program Student Code of Conduct](#)

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

The student must safeguard the patient's right to privacy by maintaining the confidentiality of information concerning the patient. As part of this, the student must understand and comply with the Health Insurance Portability and Accountability Act (HIPAA) at all times.

1. Safe nursing practice is expected at all times. Any mistake, accident, or unusual occurrence involving a student must be reported immediately to the instructor and the appropriate healthcare team member so that prompt action can be taken to initiate treatment or to alleviate harm.
2. Any substantiated instance of falsification of medical records will result in dismissal from the Nursing Program.
3. Students must comply with all policies of individual clinical sites to which they are assigned.
4. Students must adhere to required student documentation required for clinical and comply with due dates. Students without current documentation will not be allowed to go to a clinical site under any circumstance and will be held out for that semester. (See Student Readmission Policy)
5. Students must maintain a "C" or better in each required course.
6. Professional conduct and courtesy toward peers, faculty, staff, patients, and families are expected in all classes, conferences, labs, simulations, and clinical experiences. Tardiness, personal conversations, extraneous noise, leaving class frequently, etc. are distracting to others in the learning environment. Cell phones must be turned off or on silent mode during class, lab time, and simulation time. Students must follow the Nursing Student Handbook mandates related to cell phone use in the clinical component of any NUR course.
7. Students are required to notify the course faculty of impending absences, tardiness, or early departure. (See individual course syllabi).
8. Behaviors such as tardiness, personal conversations, profanity, extraneous noise, leaving class frequently, etc. are unprofessional and are distracting to others in the learning environment, and can result in the student being dismissed from the learning environment. If these behaviors persist, a meeting with the Director of Nursing will occur to determine further action.
9. Cell phones must be turned off or on silent mode during class, lab time, and simulation time. Students must follow Nursing Student Handbook mandates related to cell phone use in the clinical component of any NUR course. Cell phones are to be used in clinical for assignment research or communication with their clinical instructor only unless further restricted by the clinical facility.
10. Students must abide by the [Alcohol and Drug Testing Policy](#).
11. Students must be able to meet [Technical Standards/ Essential Skills Requirements Policy](#) in order to complete course and clinical objectives.

### [Student Concerns](#)

The Student Concerns Policy is stated below and the [PPSC Academic Concern Form](#) can be accessed in the PPSC catalog.

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

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

**Step 2:** The student must state the concern in writing and meet with the Department Chair (if the case is an instructor) or Director of Nursing Education Practices (DNEP) (in case of faculty member). Departments may require specific documentation. Please contact the appropriate division: [Instructional Services](#). If no resolution,

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

Please review the [Grievance Procedures](#) for more information.

### [Family Education Rights Privacy Act \(FERPA\)](#)

Students and faculty are expected to follow FERPA guidelines and protect from disclosure of student education records. For more information review the [PPSC Student Handbook](#).

### [Social Media and Electronic Devices](#)

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

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

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

Nursing students that use tablets, cellphones, laptops, smart watches, and any other such electronic devices during

clinical rotations do so with the understanding that such devices will be used only as authorized by the facility and/or PPSC Nursing Department guidelines.

No personal phone conversations or texting are allowed while at the clinical site unless the student is on their break in a private space away from all patients, common patient care areas, and common work areas. Emailing Faculty or Instructors related to theory or lab (e.g., submitting assignments) during clinical time is not permitted.

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

(Reference: [National Council of State Boards of Nursing](#) [2011]. White paper: A nurse's guide to the use of social media.

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

### Email Communication

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

### Academic Honesty

The Academic Honesty policy for all PPSC students is quoted below:

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

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

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

1. The submission, in whole or part, of material prepared by another person and represented as one's own
2. Plagiarism, which is defined as the act of taking the writings, ideas, etc., of another person and passing them off as one's own
3. The unauthorized use of notes, books, or other materials; the deliberate, unacknowledged reference to the work of another student; or the soliciting of assistance from another person during an examination, unless directed by the instructor
4. Coursework or clinical paperwork that is copied, pasted, and/or paraphrased without citation
5. All coursework for each course should be current, original, and unique for that particular course (see [Academic](#)

### [Integrity Policy](#)).

6. Self-plagiarism – if using a quote from a previous submitted paper, proper quotations and citations must be used
7. Illegitimate possession and/or distribution of test materials, test bank questions, or answer keys
8. Unauthorized alteration, forgery, or falsification of official academic records

AI generated and/or plagiarized submissions will not be accepted in the program. Any submission flagged as AI-generated or with a plagiarism score greater than 25% will be returned to the student for a rewrite in their own words.

Students in the PPSC Nursing Program will adhere to the Academic Honesty Policy and are expected to maintain academic integrity as it pertains their own education, that of others in the Program, and that of others at this institution.

The Academic Honesty Policy is found in the [PPSC Institutional Syllabus](#).

### [Student Organizations](#)

The PPSC Nursing Program supports the student organization called PPSC SNC (PPSC Student Nurse Council). Students in any semester of the program are encouraged to join. PPSC SNC is modeled after the Colorado Student Nurses Association, which is a state chapter of the [National Student Nurses Association](#). This organization mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing education resources, leadership opportunities, and career guidance. Please see the current PPSC SNC Faculty Advisor(s) or any of the student members for information on meetings, activities, and membership. The current Faculty Advisors for PPSC SNC are [Randee.Nyman@pikespeak.edu](mailto:Randee.Nyman@pikespeak.edu) and [Tobias.Brace@pikespeak.edu](mailto:Tobias.Brace@pikespeak.edu).

### [Nursing Student Crisis Fund](#)

The nursing student crisis fund was established to aid nursing students in the event of extreme financial crisis during the academic year. Alumni are encouraged to contribute to the fund to help future nursing students. It is the hope of the Nursing Program that graduates will continue to make contributions to the fund so that future classes will have a source of emergency funds.

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

### [Outside Employment](#)

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

### [Liability Insurance](#)

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



## Title IX: Preventing and Reporting Sexual Harassment and Sexual Misconduct

Pikes Peak State College is firmly committed to maintaining a work and learning environment where students, faculty, and staff are treated with dignity and respect. Sexual harassment, sexual misconduct, and acts of discrimination are illegal, often demeaning for the individual student or employee, and can disrupt the College's positive learning and working environment. As such, all members of the College community have a responsibility to be aware of what behaviors constitute these actions/offenses and to help create an environment free of harassment or discrimination. Information regarding Sexual Misconduct is available in SP 19-60, [Civil Rights and Sexual Misconduct Resolution Process](#).

Due to potential changes in applicable Title IX laws, the policies and procedures described in this Handbook may require updating after publication. Updated policies and procedures will be posted at the [Human Resources webpage for Sexual Misconduct Resolution Process](#) webpage and the [CCCS SP-19-60a](#) webpage.

## Non-Discrimination Statement

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

Find information regarding civil rights complaint procedures can be accessed at [CCCS SP-19-60a](#).

## Weather/ Snow Policy

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

**For clinical information during inclement weather, you should contact your clinical instructor or your next point of contact from the clinical snow chain for guidelines and procedures.**

**Clinical may be held or delayed even during weather closures for the PPSC general college.**

Nursing students are expected to check their student emails and refer to D2L course information often to get the most up-to-date information related to schedule changes.

For information regarding weather closure for the general college, please refer [Emergency Management](#) webpage.

## Children

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

This policy is consistent with [PPSC's Student Code of Conduct](#).

See the policy in the [PPSC Institutional Syllabus](#).

### Drug Testing/Alcohol Testing/Criminal History Background Checks

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

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

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

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

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

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

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

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

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

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

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

Please refer to the PPSC Student Code of Conduct Appendix A for the policy on drugs/alcohol (see [Student Code of Conduct - Appendix A](#)).

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

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

### **Suspicion-Based Testing**

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

## **Definitions:**

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

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

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

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

*Positive Test:* The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription (excluding medical marijuana), at levels exceeding current testing guidelines. Dilute test results may be considered to be positive test results.

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

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

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

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

## **Criminal History Background Check**

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

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

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

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

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

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

Failure to inform the Nursing Program will result in immediate administrative withdrawal from the current nursing course(s). Depending on the actions and reports from the State Board of Nursing or result of a repeat background test (at the student's expense), the student may be given an administrative withdrawal from the PPSC Nursing Program. Students should be aware of the [Colorado Community College System \(CCCS\) State Nursing Program disqualifying offenses](#) and [Pikes Peak State College ADN program disqualifying offenses](#).

### Technical Standards/ Essential Skills Requirements Policy

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

### Essential Skills and Functional Abilities for Nursing Students

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

Functional Ability	Standard	Examples of Required Activities in Clinical, Simulation, Skills Lab, and Lab Practice
<b>Motor Abilities</b>	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.  Lift and/or support 50 pounds.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in a confined space such as a treatment room or operating suite.
<b>Manual Dexterity</b>	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
<b>Perceptual/ Sensory Ability</b>	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.

		<p>Visual acuity to read calibrations on 1 cc syringe, asses color (e.g., cyanosis, pallor, etc.).</p> <p>Tactile ability to feel pulses, temperature, palpate veins, etc.</p> <p>Olfactory ability to detect smoke or noxious odor, etc.</p>
<b>Behavioral/ Interpersonal/ Emotional</b>	<p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner.</p> <p>Capacity for development of mature, sensitive and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</p> <p>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct.</p>	<p>Establish rapport with patients/clients and colleagues.</p> <p>Work with teams and workgroups.</p> <p>Emotional skills sufficient to remain calm in an emergency situation.</p> <p>Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.</p> <p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintain behavioral decorum in stressful situations.</p>
<b>Safe environment for patients, families and co-workers</b>	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other caregivers.</p> <p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient family and co-worker falls.</p>	<p>Prioritizes tasks to ensure patient safety and standard of care.</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level or expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.</p>
<b>Communication</b>	<p>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).</p> <p>Required communication abilities,</p>	<p>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.</p> <p>Elicits and records information about health history, current health state and responses to</p>

	<p>including speech, hearing, reading, writing, language skills and computer literacy.</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>treatment from patients or family members.</p> <p>Conveys information to clients and others as necessary to teach, direct, and counsel individuals in an accurate, effective and timely manner.</p> <p>Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.</p> <p>Establishes and maintain effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
<b>Cognitive/ Conceptual/ Quantitative Abilities</b>	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>	<p>Calculates appropriate medication dosage given specific patient parameters in the minimum amount of time deemed necessary to promote best patient outcomes.</p> <p>Analyzes and synthesize data and develop an appropriate plan of care.</p> <p>Collects data, prioritize needs and anticipate reactions.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</p> <p>Recognizes an emergency situation and responds to quickly and effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy procedural manuals.</p>
<b>Punctuality/ Work habits</b>	<p>Ability to adhere to policies, procedures and requirements as described in the Nursing Student Handbook, PPSC Student Handbook, college catalog and course syllabi.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact instructor in advance of</p>



	Ability to complete classroom and clinical assignments and submit assignments at the required time. Ability to adhere to classroom and clinical schedules.	any absence or late arrival. Understand and complete classroom and clinical assignments by due date and time.
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## Technical Standards/ Essential Skills Requirements Policy

### Introduction

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

### Observation

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

### Communication

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

### Motor

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

### Intellectual, Conceptual, Integrative and Quantitative Abilities

The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. He/she must be able to synthesize knowledge



and integrate the relevant aspects of a client's history, physical findings, and diagnostic studies. The student must be able to use this information to develop a diagnosis, establish priorities and monitor treatment plans and modalities. In addition, he/she must be able to comprehend three-dimensional and spatial relationships.

### Behavioral and Social Attributes

A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise good judgment under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings. The student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients in a variety of settings and from different cultures.

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

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

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

### Americans with Disabilities Act (ADA)

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

Accessibility Services is available to the PPSC community – students, faculty, and staff – for consultation and collaboration on disability issues. Any student eligible for and needing academic accommodations because of a disability must speak with the Accessibility Services at 719- 502-3333. New students should do this 6-8 weeks\* before the semester begins and returning students should do this 4-8 weeks before the beginning of every semester. For more information visit [Accessibility Services](#).

Please read this information carefully:

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

It is the policy of Pikes Peak State College to provide reasonable accommodation to qualified students with disabilities so

they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis.

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

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

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

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

Please contact Accessibility Services at 719-502-3333 if you are struggling with a full-time course load only to qualify for health insurance benefits, whether you have a disability.

***\*Even if you haven't met these timelines, please call Accessibility Services for information or an appointment.***

### Graduation

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

See link for graduation application and deadlines: [Graduation](#)

### Withdrawal

PPSC acknowledges a "W" grade representing student withdrawal. The catalog states "The "withdrawal" grade is assigned when a student officially withdraws from a course. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours."

The instructional calendar includes information for the last date to withdraw with a grade of "W". It is the student's responsibility to keep up with the dates and deadlines for withdrawal. If a student wishes to withdraw from a nursing course, the student should contact their lead faculty and then officially withdraw from the course through the Records department.

Before withdrawing, the student must check with the Nursing program Progression coordinator and Enrollment Services to understand how dropping courses may affect Financial Aid and the ability to apply for re-entry into the nursing program.

### Incompletes

PPSC acknowledges an “I” grade, representing an incomplete for a course. An “I” grade will be issued only if the student has completed more than 75% of the course requirements and has an emergency that cannot be resolved before the end of the semester. For nursing courses that have lecture and clinical component, more than 75% of the course requirements in each of the course’s components need to be completed for an Incomplete to be considered.

If the course faculty and DNEP approve an Incomplete, the student is responsible to sign and agree to a contract for work that needs to be completed. All remaining work must be satisfactorily completed by the contracted date before the end of the semester, or a grade of “F” will be issued for the course. Students receiving an incomplete grade in a nursing course will not be allowed to continue into any following courses until the incomplete is completed and a passing grade is earned. For details on the contract and the process, an appointment can be made with the Nursing Program Chair.

### Evaluation & Grading

- An overall GPA of 2.0 or higher must be maintained for program progression.
- Any clinical performance evaluation that is unsatisfactory will result in a course failure regardless of the theory grade achieved.
- Any course failure will result in a repeat of all course requirements (theory, lab, and clinical).
- Each course syllabus will outline specific course grading which is distributed on the first day of each course.
- Students should refer to individual course syllabi for complete explanations of possible course points, quizzes, exams, and any other assignment. It is the student’s responsibility to clarify all grading questions with the faculty.
- There will be no retake exams on exams failed.
- It is the student’s responsibility to keep track of their grade. If a student feels they would benefit from a tutor, they should contact their faculty or the [Learning Assistance/Tutoring Center](#).
- Failure to complete all assignments in theory, lab, simulation, and clinical, including all clinical hours may result in a failure of the course.
- A course with a clinical must have the clinical component satisfactorily completed.
- There is no rounding of percentages in the nursing program. For example: 89.9% is considered an 89% (Letter grade B) and a 76.9% is considered a 76% (Letter grade D).

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

1. Exams are averaged first. Students must achieve  $\geq 77\%$  average on exams to be eligible to pass course.
2. Once a student has earned a  $\geq 77\%$  average on exams, the rest of the earned course points are added.
3. Deduct any professionalism points, if necessary (ie, late assignments).
4. After the student has earned a  $\geq 77\%$  average on exams and earned course points are added, extra credit points will be added.

If a student has earned  $>77\%$  after steps 1-4 have been calculated and the clinical component has been satisfactorily completed, the student passes the course and is eligible at that time for any bonus points earned during the course. The total calculation will only be made at the END of the course grading period. For example, individual test grades as percentages will not be used in calculation of final grade.

## Percentage Value for Grades

A	B	C	D	F
90-100%	83-89%	77-82%	69-76%	Below 69%

### Example of Grade Calculation

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

## Student Success

Progression in the PPSC Nursing Program is defined as successfully moving from one nursing course into another nursing course as set forth in the outlined curriculum for the PPSC ADN Program. An interruption in Progression through the program can occur for any number of reasons. These reasons can be of a personal nature (e.g., life event, financial circumstance, other reason) or due to a program transfer, course withdrawal, incomplete grade, or a course or clinical failure. All these reasons involve a thoughtfully planned out process of moving through the Nursing Program to support the student's continued success.

Student **requirements for progression** through the Nursing Program:

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

## Academic Performance

Students are encouraged to seek tutoring and/or advising from faculty for academic concerns. Students who fail an exam in a Nursing course, must make an appointment with faculty for exam review and study plan for success.

### Failure of a Nursing Course:

1<sup>st</sup> occurrence: Student will be required to create a success plan and meet with a Progression coordinator prior to the start of the next semester. Failure to complete this step could result in suspension from the program for 1 semester.

2<sup>nd</sup> occurrence: Student will be dismissed from the program and encouraged to re-apply for entry after two years. This will require the completion of the application into the nursing program. Prior to application submission, student must create a success plan and meet with a Progression coordinator prior to application submission for readmission.

**\*\*NOTE:** Students admitted prior to August 2023 are allowed up to three failures in a Nursing course.

### ATI Testing Policy

ATI (Assessments Technology Institute) access and supplemental books must be purchased at Barnes & Noble College. This is used to supplement the information taught in each course.

ATI tests are required in NUR courses in the program. All ATI tests will be taken by the due dates listed in the individual course calendars and will include specific benchmarks (levels) required.

If the benchmark for the course is not obtained on the first attempt, the student will meet with the course faculty and complete the assigned remediation. Remediation is intended to help students achieve the outcomes of the course by meeting recommended benchmarks.

### Testing/Exams Policy

The PPSC Nursing Program uses Exam Soft/Examplify to administer exams in each course. This testing platform requires the use of a laptop. Students may use their own laptop, or a laptop provided by the PPSC Nursing Program to complete their exams. See individual course syllabi for minimum requirements for the required software needed for Exam Soft/Examplify.

#### *Make-Up Exams*

**For extenuating circumstances only**, a student may be allowed to make-up an exam. The student must call or email and notify the course faculty prior to the scheduled test time (or as specified in the individual course syllabi). Make-up exams may be a different format than the original exam and will cover the same content. Arrangements to take the make-up exam must be made with the course faculty prior to missing the exam. No exams will be given early.

Students who do not call or email and notify the faculty prior to the scheduled test time will lose 15% from the total points possible on the make-up exam.

#### *During an Exam*

Once an exam has started, students will not be allowed to leave the classroom unless there is an emergency. If the student finds it necessary to leave immediately, prior to completing the exam, the student may be required to make-up the exam in the testing center within one week of the original test.

#### Exams guidelines:

- Remove all papers, books, notes, and electronic devices from your desk area and person. All electronic devices including cell phones and smart watches must be turned off and put away during the exam.
- Hats and sunglasses must be removed.
- All backpacks, purses etc. will be left at the front of the classroom during the testing period.
- Nothing is allowed on the student's desk except for pencils and approved calculators (provided by the faculty) and one scratch paper provided by the faculty. The scratch paper must be turned back into the faculty at the end of the exam.

- Clear water/drink bottles with labels removed are allowed.
- All other windows and browsers on computer must be closed before beginning the exam.
- It is the student's responsibility to verify all directions on the test before turning in the exam.
- No questions should be asked of faculty about exam content during an exam except for grammar or typographical error questions. Faculty will not answer or interpret any exam content during an exam.
- Faculty may bring an English dictionary for all students to use during an exam. The student must provide the word for the faculty who will look up the word for the student. If knowing medical terminology is part of the exam question, then the dictionary cannot be used for those words.
- No extra time will be allowed for students who arrive late for a scheduled quiz/exam.
- When classroom space allows, students will be asked to spread out during exams. Faculty will proctor from the front and back of the classroom to ensure test integrity.
- Some courses may administer unscheduled quizzes. See specific course syllabi for related policies.
- Directions for individual exams/quizzes will be noted on the screen once the student enters the exam. It is the student's responsibility to read the exam directions carefully before beginning the exam.

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

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

### General Skills Lab and Nursing Simulation Policies

Students participating as patients in lab will be under the guidance of a Nursing Instructor. No one shall attempt to give medication, injections, insert tubing, or provide any other invasive medical procedure to other students and live actors.

All students will sign-in when attending open skills lab or practice time. A schedule or sign-up will be available to all students.

Students are expected to follow the Nursing Program Student Handbook Policies, Nursing Simulation Policies, and all instructions provided by course Faculty, lab Faculty, and/or Lab Staff/Instructors.

1. Instructors or lab staff must be informed of any injuries or accidents immediately.
2. Students are required to be punctual and present for all scheduled laboratory sessions. Students are required to call or email the nursing course faculty prior to the start of a skills lab that they will be arriving late or will be absent. Students with 2 or more absences from course skills lab sessions per semester may receive a failing grade in that course. **Note: It may not always be possible to arrange course skills laboratory make-up time prior to the course completion date.** The option to make-up missed course skills laboratory time will be contingent upon lab space, and faculty availability. **This option is to be utilized for extenuating circumstances only.**
3. Students will abide by the clinical uniform policy for all open labs, simulation days, and skills labs. (see Clinical, Lab, and Simulation Dress Requirements). Any student in violation of the uniform policy will be dismissed from lab for the day and will be required to make-up the hours at the discretion of the faculty.
4. Students are provided a lab bag with all supplies at the beginning of each course (as needed). Students who arrive for a skills lab without their bag of supplies will be sent home, scheduled for a make-up as time and faculty availability permits, and will receive a point deduction in theory grade for professionalism.

5. All individuals are expected to read and adhere to instructions for properly and safely working with laboratory and simulation equipment.
6. No smoking, drinking, or eating in the lab at any time.
7. Instructors may add additional rules at any time to ensure the safety of all individuals in lab.
8. Iodine products are not to be used on any laboratory equipment.
9. For general skills lab, each tardy regardless of time and/or notification will result in a 1% decrease in the student's theory grade.

## Equipment & Room Safety

### Electrical equipment:

1. Know your equipment before usage to prevent mishaps.
2. Check for frayed or splitting cords, missing dials, or general damage to the equipment. Report damages to the faculty or lab staff immediately.
3. Ensure equipment is not resting on the electrical cord.
4. Ensure electrical cord does not become a tripping hazard.
5. All equipment must be plugged into the proper electrical outlet.
6. Unplug electrical cords by gripping and pulling from the plug base and not from the cord.
7. Ensure equipment is turned off before leaving the lab.
8. Return equipment to its appropriate location if directed by lab faculty or staff.
9. Student's personal items (e.g., books, coats, etc.) shall be placed in an area that should not obstruct entrances and exits to the lab to protect the personal safety of each individual.
10. Clean up any water spills immediately. Inform faculty or staff of spills of any kind.
11. All sharps will be placed into the sharp's container, no exceptions. Dispose of contaminated material in the appropriately marked containers and bags.
12. All furniture and manikins will be returned to their respective places after each lab.
13. All trash should be picked up and placed in the trash receptacle. All sharps, broken glass, or biohazard bag contaminants should be placed in the appropriate receptacles.

Simulated Medical Set-ups: All simulated IV fluid and simulated medications of any kind are used for practice purposes only and are not fit for human or animal consumption.

## Open Lab

The skills laboratories are available throughout the semester for scheduled "open labs," which are designed to provide additional skill practice or remediation of previously learned skills to students. Students must be in their clinical uniform to attend open lab and should be prepared to practice the assigned nursing skills. Open labs are staffed by faculty to assist students. The open lab schedule is subject to change and may be cancelled at any time. All efforts will be made to notify students ahead of time for any open lab cancellations.

## Nursing Simulation Center Policies

### *Fiction Contract*

Using a variety of evidence-based simulation teaching techniques, your faculty and the Simulation Staff will recreate realistic patient care situations. The realism of each simulation may vary depending upon the learning objectives for the simulation experience. The simulated environment and patient may have certain limitations in their ability to mirror exactly real life.

When participating in simulations, your role is to assume all aspects of a practicing healthcare provider's professional behavior. You should engage with the simulator and actors as if they are real patients, family members, or members of the healthcare team. During the session, the faculty and actors will take their roles very seriously and we ask that you do



as well.

Additionally, when a gap occurs between simulated reality and actual reality, the expectation is that you attempt to understand the objectives of the learning session and behave accordingly. Using a variety of evidence-based simulation teaching techniques, your faculty and the simulation staff will recreate realistic patient care situations.

#### *Standardized Patients (simulation actor) Bill of Rights*

A standardized patient actor has the right to:

- Be treated with courtesy and respect, with appreciation of his or her dignity, and with protection of privacy.
- Receive a prompt and reasonable response to questions and requests.
- Know who is providing medical services and is responsible for his or her care.
- Know what support services are available, including if an interpreter is available if he or she does not speak English.
- Be given by the health care provider information such as diagnosis, planned course of treatment, alternatives, risks, and prognosis.
- Refuse any treatment, except as otherwise provided by law.
- Receive medical treatment or accommodations, regardless of race, national origin, religion, handicap, or source of payment.
- Receive treatment for any emergency medical condition that will deteriorate from failure to provide treatment.
- Know if medical treatment is for purposes of experimental research and to give his or her consent or refusal to participate in such research.
- Express complaints regarding any violation of his or her rights.

#### *Faculty Responsibilities*

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

#### *Student Learner Responsibilities*

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

#### *Confidentiality Agreement*

As a student at the Pikes Peak State College (PPSC) Center for Healthcare Education and Simulation (CHES), I understand the significance of confidentiality with respect to information concerning patients – real or simulated – and other users and visitors including, but not limited to PPSC students, instructors, and staff. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all other federal or state laws regarding confidentiality. Further, I agree to report any violations of confidentiality that I become aware of to a Simulation Facilitator or Instructor.



Sharing information about scenarios with students who have not yet participated is considered academic misconduct or dishonesty. Academic misconduct is outlined further in your Nursing Student Handbook and the PPSC Catalog. Only approved electronic devices are to be used in the Simulation Center such as cell phones, iPods, laptops, or iPad/tablet(s) that have your learning resources to assist with the simulation, and then only with facilitator discretion. No tape recorders or video recording are permitted by students during simulation activities.

#### *Photographic Release*

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

#### *Cell Phone Policy*

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

#### *Psychological Safety*

The Simulation Center at PPSC recognizes that simulation pedagogy may pose a risk to the psychological safety of participants. All students, actors, and staff are required to sign an acknowledgement form regarding confidentiality, psychological safety, and the proper way to notify and correct concerns related to psychological safety. All simulation team members, actors, and students are oriented to PPSC Simulation Center psychological safety policies and availability of the [PPSC Counseling Center](#) at the onset of employment or student status.

If a Simulation Facilitator, Staff Member, Student, or Actor experiences emotional or physical distress related to a simulation, the facilitator, staff member, or actor must notify the Simulation Director immediately. An attempt to relieve the distress will be made upon notification. If the source of distress cannot be rectified, the facilitator, staff member, or actor will be relieved of the assigned duties for that simulation and transferred to a different simulation if applicable. If the source of student distress cannot be rectified, the student will be assigned a different role within the simulation or assigned to an alternate simulation. If a member of the simulation team, actor, or student requires mental health assistance, the team member, actor, or student should be referred to the [PPSC Counseling Center](#).

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

## Clinical Simulation Hours

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

The only variance from the clinical lateness and clinical absence policy for clinical simulation makeup is that students are to notify the faculty for the course. Their contact information is in the course specific syllabus. Notification of tardiness or an absence must be made prior to the simulation activity for clinical makeup.

## Clinical Simulation Pre-Work

Simulation pre-work is due at as posted in course syllabus. Failure to complete pre-work for scheduled SIM Day will result in dismissal from SIM experience and make-up requirements as faculty and space are made available. Make-up time in current semester is not guaranteed.

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

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

## Clinical Information

### *Clinical Expectations*

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

### *Clinical Compliance*

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

### *Professional Behavior*

Students will maintain a professional manner in the clinical site/shuttle or while in the PPSC nursing uniform. Students are prohibited from wearing their PPSC clinical uniform in any healthcare setting outside of their current clinical rotation assignment. Inappropriate displays of verbal (cursing, shouting, etc.) and physical confrontation in these areas will also be considered violations of professional behavior. Differences of opinion and issues will be handled in an open, sharing manner, but not in the presence of patients, visitors, and staff.

Students are expected to communicate professionally, positively, and respectfully with faculty, instructors, healthcare staff, community professionals, patients, and students, etc. Violations of professional behavior or the safe practice guidelines may result in a violation of PPSC Code of Student Conduct and may result in disciplinary action up to possible dismissal from the Nursing Program and/or failure of the current course. Falsification of assessment data in the clinical setting either verbal or documented will result in a disciplinary action.

### *Safe Practice Guidelines* (including but not limited to):

1. Completes clinical agency training, HIPAA and OSHA training by the Nursing Department set due dates as assigned by the Clinical Coordinator in collaboration with the Director of Nursing Education Practices.
2. Follows agency policies and procedures, including patient fall guidelines.
3. Arrives early to clinical to ensure you are ready to assume your patient assignment and remain for the assigned clinical time.
4. Arrives to clinical site with all assigned paperwork/forms completed according to rubric, course/clinical syllabi guidelines, or written direction.
5. All medications administered by the student must be pulled by the student and documented under that student's name once administered. Medication administration must follow agency policies and level of training of the student giving the medication.
6. The student must provide report to the nurse (on-coming, change of shift) and appropriate interdisciplinary staff.
7. A student that is employed by the clinical facility in which they are assigned to cannot use their employee log-in during their clinical rotation as a student.
8. Answers call lights and reports requests to the appropriate personnel.
9. Demonstrates ability to perform skills appropriate to the level of training of the student (see the PPSC Nursing Skills Checklist).
10. Adheres to the PPSC Student Code of Conduct, PPSC Nursing Student Handbook, Student Confidentiality Agreement, and syllabi guidelines.
11. Adheres to dress code/personal appearance/grooming as defined in the PPSC Nursing Program Student Handbook.
12. Adheres to each course scope of practice (see the PPSC Nursing Skills Checklist for that course and the course syllabi/clinical packet).
13. Remain on assigned unit/facility as communicated by the instructor. Students are not allowed to leave the facility/unit at any time during clinical hours without express permission from the instructor. Excessive absences from an assigned unit could result in disciplinary action.

### **Health Insurance Portability and Accountability Act (HIPAA)**

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

### **Patient Health/Medical Record/Chart**

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

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

### **Protected Health Information (PHI)**

Protected Health Information is any personal health information that may potentially identify an individual. For in-depth information, review [Health and Human Services](#) webpage.

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

Examples of NOT Safeguarding information:

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

### Patient Confidentiality

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

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

1. Never print any part of the patient record at the clinical setting.
2. Never copy or download any part of the patient's medical record/EHR to a thumb/flash drive or electronic device.
3. Never photograph or screenshot any patient information from the electronic patient record.
4. Never leave the clinical site with any printed notes, report sheets, etc.
5. Never disseminate any correspondence marked confidential from any clinical facility.

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

1. Name (including a part of it, e.g., actual name initials)
2. Address (all geographic subdivisions smaller than state, including street address, city, county, and zip code)
3. All elements (except years) of dates related to an individual (including birthdate, admission date, discharge date, date of death, and exact age if over 89)
4. Telephone numbers
5. Fax number
6. Email address
7. Social security number
8. Medical record number
9. Health plan beneficiary number
10. Account number
11. Certificate or license number
12. Vehicle identifiers and serial numbers, including license plate numbers.
13. Device identifiers and serial numbers

14. Web URL
15. Internet Protocol (IP) Address
16. Finger or voice print
17. Photographic image – Photographic images are not limited to images of the face.
18. Any other characteristic that could uniquely identify the individual

HIPAA violations that are found will result in disciplinary action up to and including dismissal from the Nursing Program.

### Clinical, Lab, and Simulation Dress Requirements

In portraying a professional image, it is a student's responsibility to adhere to the following guidelines when in any area of clinicals, lab and simulation learning environments:

- Wear an approved PPSC nursing student uniform which is defined as:
- Top: White scrub – Solid white only – WonderWink unisex 4-pocket scrub top in white with affixed PPSC patch on left sleeve of the scrub top approximately two inches below the shoulder seam. The patch is available from Barnes & Noble College.
- Pants: Pewter gray (solid color) uniform or scrub - Pant hemlines cannot drag on the floor. WonderWink unisex multi-cargo pants
- Skirts: – solid gray color only, knee-length and cannot be low-rise
- Dresses – solid white color only with modest neckline and knee length
- No sweaters, hoodies, or jackets are allowed to be worn over the scrub top.
- Dickies brand uniform warm up scrub jacket allowed with the appropriate school patch secured on the left sleeve approximately 2 inches below the shoulder seam.
- Shoes: All white shoes only, closed-toe and closed-heel (as required by OSHA regulations). White impervious uniform or white tennis shoes only, with all white shoestrings. No mesh or canvas shoes are permitted. Shoes must be clean or polished. White socks or white hose must be worn.
- A plain white short-sleeved or long-sleeved tee-shirt or turtleneck may be worn under the uniform top. If wearing long sleeves, must be able to push up to safely perform sterile skills and hand washing.
- Uniform during Pregnancy: Pregnant students may wear a white nursing uniform top and grey uniform pants. The uniform must cover the abdomen
- Uniforms should fit properly and be in good condition and should be always pressed and clean. Undergarments will be worn and should not be visible through the uniform and must remain inconspicuous.
- NOTE: Students in psychiatric nursing course or alternate sites will follow the dress code, per instructor directions in the course syllabi.

A student is to be identified with the school by wearing an approved PPSC uniform, PPSC patch, facility issued badge as appropriate, and school picture ID. The PPSC emblem patch and photo ID must always be visible. Name tags are available through Barnes & Noble College. A PPSC nursing student photo ID is also required and can be obtained from Student Life at the Rampart Range or Centennial Campus Student Life offices.

For safety purposes, the uniform and IDs may not have zippers, rings or other accessories directly attached to the uniform/ID that may be pulled or accessed by patients.

Please see the individual course syllabi for course specific clinical equipment ie: stethoscope, dry erase marker, black ink pen, paperwork, penlight, etc.).

Headbands with buttons or similar products to hold the elastic on some facial protective equipment (FPE) may be used to minimize irritation, soreness, and skin integrity issues in the ear area with the following considerations: solid white, grey, or black only. Must be made of a washable material and cleaned before each clinical day. Are not permitted for

use with a fitted N-95 mask. No hats are to be worn when in PPSC nursing uniform, on or off campus.

Hair must be clean, well-groomed, must be of natural human color, and without shaved areas, unless military regulations are utilized. Beards, sideburns, and mustaches need to be clean, neatly trimmed and not interfere with mask function. Hair, which is collar length or longer, must be neatly secured, and pulled back so that it does not interfere with patient care. Hair accessories must be small, plain, and of a neutral color.

### Tattoos

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

### Piercings/Jewelry

Only the following jewelry may be worn in clinical:

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

No students will be permitted to provide direct patient care if they arrive on the unit with artificial nails or enhancements of any type. This includes wraps, stickers, tips, silk, or acrylic nails. Fingernails should be short, trimmed, and cut so as not to extend ¼ inch beyond the fingertip. Polish of any color is not permitted.

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

### Non-Compliance with Personal Appearance/Grooming Policy

Students who are not in compliance with the clinical/simulation dress requirements/personal appearance/grooming policies will not be allowed to participate. If compliance can be immediately corrected the student will be allowed to remain on-site.

If compliance cannot be instantly corrected, requires something to be brought on-site, or the student returning to their vehicle, the student will be sent home with an absence for the day. The instructor will inform the lead instructor and the student will be required to make up the time missed and the incident will be reflected on the student's clinical evaluation document under "Professionalism" and/or course grade deduction.

### Clinical Paperwork

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

### Clinical Rotations/Assignments

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

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

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

### Flexibility/ Clinical Site Assignments

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

### Student Transportation

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

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

### Clinical Tardiness

Tardiness is defined as reporting to the clinical instructor after the designated start time. Reporting times vary with individual agencies. It is the student's responsibility to know their reporting times.

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

Notifying another student to inform the clinical instructor one will be tardy is not acceptable.

If a student arrives more than 10 minutes late from scheduled reporting time, the student will be sent home and will require a clinical make-up (if available). If a student arrives less than 10 minutes after the reporting time, the student will be allowed to remain and complete the clinical day and the following theory grade deduction will occur:

1. First tardy or late assignment 1%
2. Second tardy or late assignment an additional 2%
3. Third tardy will result in an NI for clinical performance for the course.
4. A meeting with the course lead, program coordinator, or DNEP can be scheduled any time the course lead deems necessary.

### Clinical Absences

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



the lead instructor.

All missed clinical time must be made up. It is the student's responsibility to adjust their schedule to meet the prescribed makeup dates/times/shifts. Clinical space and faculty may not be available to accommodate makeup days; there is no guarantee of clinical make-up time. Absences not made up will result either in an incomplete grade, withdrawal or, failing grade and may affect progression in the program or graduation.

Failure to notify your clinical instructor of your absence prior to one hour to clinical is considered a no call no show and may result in a failure in the course and/or dismissal from the program.

### [Return to Clinical after Illness or Injury](#)

A doctor's or health care provider's clearance may be required before the student returns to the clinical area following illness or injury. Any changes to the student's ability to perform the technical standards outlined in this handbook may require a student's leave from their clinical assignment and may include withdrawal from the course. The ADN program coordinator in collaboration with the DNEP will make the final determination.

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

### [Clinical Dismissal](#)

Examples of behaviors that may result in dismissal from the clinical setting include but are not limited to the following:

- Unsafe and/or unprofessional behavior at the clinical site
- Inappropriate attire worn to the clinical agency
- Lack of preparation for patient care
- Failure to maintain current BLS/Health requirements
- Tardiness, and/or failure to notify instructor of late arrival
- Other concerns as outlined in the Nursing Program Student Code of Conduct.

Dismissal from the clinical agency because of inappropriate behavior/communication, performance or misconduct resulting in the clinical facility terminating the student's rotation may result in a NI/R, clinical course failure, or dismissal from the nursing program. The student will be given an opportunity to follow the procedures outlined in [PPSC Student Concerns](#).

The clinical instructor, in conjunction with the lead faculty and/or the Director of Nursing, has the right to send a student home and record the day as an absence and follow the disciplinary actions outlined below.

### [Clinical Incidents](#)

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

1. Student immediately reports the incident to the clinical instructor.
2. Clinical instructor investigates the incident.
3. Clinical instructor will advise the student to report the incident to appropriate staff.
4. Student and clinical instructor will complete all paperwork required by facility.
5. Clinical instructor will notify lead faculty and/or Clinical Coordinator of incident.



6. Student writes a summary of the nature of the incident and submits one copy of this to the clinical instructor and one copy to the lead faculty.
7. Summaries are to be submitted within three working days of the incident. Other written assignments may be required by the lead course faculty.
8. Clinical instructor will submit a summary of the incident to the lead faculty.
9. Course or clinical coordinator will discuss the incident with the DNEP.
10. Disciplinary action/follow-up will be determined depending on the severity of the concern.

### Medication Errors

A medication error is any preventable event that may cause or lead to inappropriate medication use or patient harm. This includes performing medication administration outside of the student's scope of practice or failure to follow medication administration guidelines given in the course syllabi or those of the clinical facility.

Discovery of a failure to report a medication error may result in a clinical failure or dismissal from the program.

If a medication error occurs the clinical instructor and student will follow the guidelines listed above for reporting clinical incidents.

### Clinical Evaluation

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

S/P (Satisfactory / Pass) A student will strive to attain an "S" (Satisfactory) in all clinical outcomes. This will result in a clinical passing grade.

NI/C (Needs Improvement /Caution) A student that earns a total of 1-2 "NI's" (Needs Improvement) in any student learning outcomes (including subpoints) on a summative evaluation may proceed to the next course and will be required to meet with the current course faculty to discuss a Student Success plan for improvement in future courses.

NI/R (Needs Improvement /Repeat) A students that earns 3 or more "NI's" in any student learning outcome, has a second incidence of no call no show, does not improve previous "NI's" or earns 1-2 NI's in any other student learning outcomes (including subpoints) in a subsequent summative course evaluation will receive an NI/R. Repeat of the course, clinical, lab, and simulation components is required. See the Progression Policy below.

U/F (Unsatisfactory / Failure) Any student that earns a formative or summative "U" (Unsatisfactory) in any Student Learning Outcome (SLO) on their Clinical Evaluation Tool will result in a clinical failure, which results in a course failure.

### Disciplinary Process for Violation of Nursing Program Requirements

Student behaviors that do not meet the outlined program requirements above are addressed to maintain patient safety and assist students towards being safe and professional in their nursing practice. Specific student actions/behaviors are considered individually in order that an appropriate response/consequence can be provided. Below is the process that may be followed:

1. Student issue/concern identified, and a meeting is scheduled with student and lead faculty (and clinical instructor if event occurred during clinical rotation).

**If event occurred during clinical rotation:**

2. If behavior violates performances identified in the Clinical Evaluation tool, the appropriate rating will be entered, and a detail evaluation of the event will be entered in the student evaluation. Student will have an opportunity to submit a Student Success Plan with steps to improve.

**If event occurred outside of clinical rotation or is not connected to a clinical evaluation:**

1. Student issue/concern identified, and a complete report of incident is submitted in writing to ADN program coordinator.
2. The program coordinator will review and schedule meeting with all parties involved.
3. Program coordinator in collaboration with lead faculty will develop a course of action.
  - a. **If first violation**, a Student Success Plan will be developed and monitored by lead faculty and program coordinator.
  - b. **If second violation**, steps 1-3a will be repeated and the student will be notified that a third violation will result in dismissal from the program.
  - c. **If third violation**, student is dismissed from the program and referred to Progression coordinator for information on readmission.
4. For any events involving incivility, bullying, and threats of physical or emotional injury will be referred to the DNEP and may result in immediate dismissal from the program.

### Progression/Readmission Policy

Progression in the Nursing program is defined as successfully moving from one nursing course into another course as set forth in the outlined curriculum for the PPSC ADN program. An interruption in Progression through the program can occur for any number of reasons. These reasons can be of a personal nature (e.g., life event, financial circumstances, other reasons) or due to a program transfer, course withdrawal, incomplete grade, or a course failure. All these reasons involve a thoughtfully planned out process of moving through the Nursing program to support the student's continued success.

The following are the guidelines for Progression/Readmission into the program:

Student identifies the need for a leave of absence or fails a course for the first time:

1. Meet with course lead faculty to discuss need for withdrawal, dismissal or leave of absence.
2. Lead faculty will notify Progression team and a Progression coordinator will schedule a student meeting and complete a Student Exit Meeting plan.
3. Progression coordinator will notify Clinical Coordinator of student status.

Student would like to re-enter the program:

1. For leave of absence:
  - a. Student must re-enter the next semester to remain in good standing.
  - b. Student will notify the Progression coordinator of the desire to return and schedule a meeting
  - c. Student along with Progression coordinator will complete a *Student Re-Entry* plan to include goals for success.
  - d. Students are only allowed a leave of absence for one semester to remain in good standing. If student requires a leave of absence beyond one semester, the student will have to re-apply to re-enter into the program as outlined in #2 below.
2. For dismissal because of 2<sup>nd</sup> course failure, failed drug screen and/or background check, or for leave of absence greater than one semester:
  - a. \*Student must re-apply and repeat entire program
  - b. If student is accepted, the student must schedule a meeting with Progression coordinator
  - c. Student along with Progression coordinator will complete a Student Success plan for re-entry to

include goals for success.

### Reporting of Accidents/Injuries

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

#### *Clinical Site Non-Responsibility for Pay*

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

### Worker's Compensation: Reporting Injuries

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

#### Reporting Injuries

1. Immediately report an injury to clinical instructor or supervisor.
2. Contact Program Administrator so that he/she can notify Laura Genschorck in Human Resources (phone: 719-502-2005).
3. Clinical Instructor may fill out an Authorization for Examination or Treatment form or verbal permission may be obtained over the phone with Laura Genschorck.
4. Complete the "Student Statement of Injury or Incident" form. File this report as soon as possible or within 4 days of the incident.
5. The instructor will take care of the completed reports with Laura Genschorck in Human Resources.

Note: If you have any questions, contact Laura Genschorck in Human Resources (phone: 719-502-2005).

#### Seeking Medical Treatment

Students have the right to refuse treatment, however this must be documented on the report form and signed by appropriate personnel.

Non-emergency care should be provided by our designated providers listed on the next page.

EMERGENCY care should be provided by UTHHealth's Emergency and Trauma Center, Penrose-St. Francis Hospitals or the closest hospital or care center for initial treatment.

ALL FOLLOW UP CARE MUST BE PROVIDED BY THE SAME HEALTH CARE SYSTEM THAT PROVIDED THE INITIAL TREATMENT.

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



## Workmen's Compensation



Dear Injured Worker:

I am sorry to learn that you have been injured on the job. I will file a claim with our workers' compensation third party administrator, Broadspire. Broadspire will contact you with your claim number and additional information very soon. In the meantime, you should see one of the medical providers we have selected to treat our injured employees. If you decide to seek treatment from one of our designated providers, please contact me. These medical providers specialize in on-the-job injuries. Our designated providers are:

Concentra South Academy  
2322 S. Academy Blvd.  
719-390-1727

Concentra Bijou  
402 W. Bijou St.  
719-302-6942

Concentra Rockrimmon  
5320 Mark Dabling Blvd.  
Bldg. 7, Suite 100  
719-592-1584

Concentra Austin Bluffs  
4083 Austin Bluffs Pkwy.  
719-594-0046

Concentra Sisters Grove Pavillion  
6011 E. Woodmen Road, Suite 100  
719-571-8888

**\*\*\*ALL CONCENTRA LOCATIONS OFFER FREE TRANSPORTION TO AND FROM DOCTOR APPOINTMENTS contact Laura Genschorck at 719-502-2005 for more information**

UCHealth Occupational Medicine  
1035 West Garden of the Gods Road  
719-365-3200

UCHealth Occupational Medicine  
4323 Integrity Center Point  
719-591-2558

UCHealth Occupational Medicine  
4323 Integrity Center Point  
719-591-2558

If you would like to be seen please contact one of them as soon as possible. After your first appointment, please follow up with me so we can review your medical status and work capabilities together. If you have any questions, please feel free to talk to me. My goal is to ensure that you get the care you need to recover quickly and return to work as soon as possible.

Sincerely,  
*Laura Genschorck*

Laura Genschorck  
Benefit & Risk Coordinator  
Room B-200  
719-502-2005

Workers' compensation insurance contact information:  
Broadspire  
PO Box 14350  
Lexington KY 40512-4350  
1-800-321-9515

# Student Statement of Injury or Incident



Your Name: \_\_\_\_\_

Phone: \_\_\_\_\_ DOB: \_\_\_\_\_ Your Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_

Years Attending PPCC \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## Description of Accident

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Normal Clinical or Intern Hours (e.g.9-3 M-F): \_\_\_\_\_

Place Where Accident Occurred (name and address of clinical or intern site) \_\_\_\_\_

What activity were you doing when accident occurred? \_\_\_\_\_

Exactly what happened to cause the injury? \_\_\_\_\_

Specify your injury(s): (Be specific: left, right, etc.) \_\_\_\_\_

Witnesses \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I acknowledge that I have received the list of designated providers.**

**Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



## Responsibilities of Student

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

## Patient Confidentiality

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

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

## FERPA: Family Educational Rights and Privacy Act

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

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

## OSHA Compliance

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

## Unauthorized Removal of Supplies

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date MM/DD/YYYY

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student S #

\_\_\_\_\_  
Academic Year





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

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

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

## Required on Admission & Annually After Admission

Below are required on admission (see Pikes Peak State College Nursing Program Immunization & Health Assessment, immunization records). Then annual renewals required. Due on the 1st of the month in which it expires. TB and BLS cannot expire during the academic semester. Influenza is required every fall per clinical facility policies.

**TB:** One of the following is required: Negative TB Skin test OR if positive results, an annual TB Assessment Screening form signed by Healthcare Provider; OR negative QuantiFERON -TB Gold.

**BLS:** Certification must be American Heart Association “Health Care Provider Professional” (Adult, child & infant) with “hands-on” training. Certification copy must be front & back of the card and card must be signed.

**Influenza:** Submit documentation of a flu shot administered during the current flu season.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date MM/DD/YYYY

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student S #

\_\_\_\_\_  
Academic Year



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

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

**Handbook**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date MM/DD/YYYY

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Semester/Year

**Course Syllabi/ Clinical Packet**

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date MM/DD/YYYY

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student S #

\_\_\_\_\_  
Current Course

## Assumption of Risk: Clinical Experiences



Associate Degree in Nursing

**PIKES PEAK STATE COLLEGE**

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

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

The following generalized list is of possible items that a student may be exposed to in Clinical Experiences. Potential risks of completing clinical experiences include, but are not limited to:

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

These risks can lead to serious complications, trauma, bodily injury, or death. A student may not be able to refuse to take care of a patient with a known infectious disease(s). Any occurrence needs to be reported immediately to your clinical instructor who will determine the proper reporting and documentation regarding the clinical facility and PPSC protocols.

### ACKNOWLEDGEMENT OF RISK

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks. I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of diseases. Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms.

---

Signature

---

Date MM/DD/YYYY

---

Print Name

---

Student S #

**Student Checklist for Withdrawal, Dismissal or Program Failure**



Student Name: \_\_\_\_\_

School Email: \_\_\_\_\_

Student S#: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty and/or Director of Nursing: \_\_\_\_\_

\_\_\_\_\_

**Tasks to Complete**

- \_\_\_\_\_ Meet with Lead Faculty
- \_\_\_\_\_ Meet with a Progression Coordinator: [Karen.Phalen@pikespeak.edu](mailto:Karen.Phalen@pikespeak.edu) or [Dawn.murphy@pikespeak.edu](mailto:Dawn.murphy@pikespeak.edu)
- \_\_\_\_\_ Communicate with the clinical coordinator: Ms. Johnson: [Christine.Johnson@pikespeak.edu](mailto:Christine.Johnson@pikespeak.edu)
- \_\_\_\_\_ Turn in any borrowed books, hospital badges, parking passes or any equipment that was lent out.
- \_\_\_\_\_ FERPA on File
- \_\_\_\_\_ Withdraw with Enrollment Services (in person or on-line) from any additional nursing courses you are enrolled in. Failure to do this will result in charges to your account. Please withdraw from NUR

# Student Exit Meeting



Associate Degree in Nursing

**PIKES PEAK STATE COLLEGE**

Student Name: \_\_\_\_\_

Student S#: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ School Email: \_\_\_\_\_

Nursing Course Leaving: NUR \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plans for Self-promotion / success: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Progression Coordinator Signature

Follow up: \_\_\_\_\_

\_\_\_\_\_

# Student Re-Entry Plan



Student Name: \_\_\_\_\_

Student S#: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ School Email: \_\_\_\_\_

Nursing Course Leaving: NUR \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Semester of Desired Return (strictly based on space available): \_\_\_\_\_

Discussion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the following table, please answer: How did each item impact your ability to be successful this semester? Choose a number from 1-5 and mark your answer.

	No Impact	Little Impact	Neutral	Some Impact	Strong Impact
<b>Transportation</b>	1	2	3	4	5
<b>Financial Stress</b>	1	2	3	4	5
<b>Class Schedule</b>	1	2	3	4	5
<b>Family Crisis/ Responsibility</b>	1	2	3	4	5
<b>Employment Hours</b>	1	2	3	4	5
<b>Academic Difficulty/ Failures</b>	1	2	3	4	5
<b>Child-care Issues</b>	1	2	3	4	5
<b>Personal Health Status</b>	1	2	3	4	5
<b>Leaving Nursing Major</b>	1	2	3	4	5

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







# End of Course Evaluation



Instructions: THIS IS NOT AN INSTRUCTOR EVALUATION.

This is an evaluation of the course and its curriculum. Please respond to the questions focusing on the course content. Assign the highest score for exceptional rating and the lowest score for poor rating 5 to 1 or N/A.

5	4	3	2	1	N/A
Exceptional	Above Average	Average	Below Average	Poor	Not Applicable

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

**Please describe:**

What were the strengths of this course? What were the weaknesses of this course? \_\_\_\_\_

\_\_\_\_\_

Was the classroom space adequate for your learning needs? Please comment on the use of D2L in the course.

\_\_\_\_\_

Please include any additional comments your might have. \_\_\_\_\_

\_\_\_\_\_



Instructor's Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ Semester: \_\_\_\_\_

This is an evaluation of the student's perception of the instructor in lab and/or lecture. Assign the highest score for exceptional rating and the lowest score for poor rating - 5 to 1 or N/A.

5	4	3	2	1	N/A
Exceptional	Above Average	Average	Below Average	Poor	Not Applicable

Rating	Topic
	How was the instructor's ability to foster my learning?
	Was the instructor able to provide clear, well-organized instruction?
	The instructor met my learning needs.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PPSC Student Evaluation of Clinical Instructor



Clinical Instructor's Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

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

5	4	3	2	1	N/A
Exceptional	Above Average	Average	Below Average	Poor	Not Applicable

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

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Write the clinical facility name: \_\_\_\_\_

Clinical Shift (circle one):      Days    or      Evenings

Directions: Listed below are a number of statements that describe factors in the clinical setting that may facilitate or inhibit learning. Please evaluate from 5 to 1.

5	4	3	2	1	N/A
Exceptional	Above Average	Average	Below Average	Poor	Not Applicable

Rating	Factors
	Experiences are available that appropriately meet course objectives.
	Experiences offer opportunities to apply classroom theory.
	Experiences are available that facilitate critical thinking at an appropriate level.
	Experiences offered opportunities to utilize and develop clinical skills.
	The facility's medication system upheld the safe practice of medication administration.
	There are an adequate number of experiences for clinical assignments.
	There is evidence the nursing staff uses the nursing process model in delivering care.
	The unit(s) facility provides(s) opportunities for individualized student learning needs.
	Nursing staff are professional nurse role models.
	Instructor-nursing staff relationships facilitate open communication.
	Student-nursing staff relationships facilitate the students' learning.
	Unit/facility staffs' expectations of students are realistic.
	The overall milieu of the facility or unit is conducive to learning.
	The clinical environment is physically safe.
	The clinical environment is psychologically safe (i.e., enhancement of self- image, absence of harassment, etc.).
	Instructor/students are made aware of changes in client condition and treatments in a timely fashion.
	Privacy is provided for faculty/student consultation.
	I would recommend the use of this facility to other nursing students.

Please feel free to make any comments, offer additional feedback, or offer suggestions. The faculty greatly appreciates your assistance in our evaluation processes. Thank you!

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