



RN-BSN Program
Nursing Student Handbook

Summer 2024 – Spring 2025



Welcome!

On behalf of our RN-BSN faculty and instructors, we would like to congratulate you on taking this next step to furthering your nursing career! We are excited to have you in our Program and hope that you will feel free to ask questions or to approach us with your concerns.

We are the RN-BSN Coordinators and are available to answer questions and help you navigate through the program. We can help you review your transcripts and plan your course schedules. Please do not hesitate to reach out!

Best wishes for a successful year in our Program!

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Nursing Student Handbook Provision

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

To access BPs and SPs, see [Board Policies and System Policies](#)

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

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

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

The mission of the PPSC RN to BSN program states:

The mission of the PPSC nursing RN to BSN completion program is to provide a quality education that prepares the learner to be an integral part of the nursing profession by engaging in lifelong learning that advances nursing practice. The nursing program is dedicated to providing our students with diverse experiences to meet the healthcare needs of our community members.

Philosophy of the PPSC Nursing Program

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

The Individual

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

Health

Health is a dynamic state that is influenced by each individual's inherited characteristics and life experiences. At any given time, a person's health status is seen as being at a point on a continuum that extends from high-level wellness to the cessation of life. Human beings possess adaptive and recuperative abilities; individuals can alter their health status as a result of individuals moving in either a positive or negative direction on the health-illness continuum in response to their own efforts and/or through intervention 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 the 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 to promote 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 is utilized to meet the 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 the known to the 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 the 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 interventions, 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 knowledge regarding evidence-based practice and research critique. Baccalaureate degree nurses are poised to take on leadership roles both within the hospital setting and in the communities they serve. They will demonstrate excellent critical thinking and clinical reasoning skills to the patients and populations they provide care for.

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.

The RN-BSN Program at PPSC is accredited by the **Commission on Collegiate Nursing Education (CCNE)**. 655 K Street NW, Suite 750, Washington DC 20001, 202-887-6791.

PPSC's ADN Nursing Program has continued full approval from the Colorado State Board of Nursing and is accredited by the **Accreditation Commission for Education in Nursing (ACEN)**, formerly NLNAC.

Colorado Board of Nursing

1560 Broadway, Suite 1350
Denver, CO 80202
(303) 894-2430

[Colorado Board of Nursing](#)

Commission on Collegiate Nursing Education (CCNE)

655 K Street NW, Suite 750
Washington, DC 20001
Phone: (202) 887-6791
Fax: (202) 887-8476

[Commission on Collegiate Nursing Education](#)

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020

Email: info@acenursing.org

Web: [Accreditation Commission for Education in Nursing](#)

RN-BSN Nursing Program Organizing Framework

The Pikes Peak State College Nursing RN-BSN Program Organizing Framework has as its foundation, the arts, sciences, humanities, and nursing knowledge. The structure of the curriculum is built upon five key concepts from the American Association of Colleges of Nursing Essentials of Baccalaureate Education for Professional Nursing Practice which are: **quality care, professionalism, communication, leadership, and critical thinking/clinical reasoning**. These guiding concepts are foundational to

education for the roles of the baccalaureate nurse and represent our Student Learning Outcomes. The curriculum is also guided by The Essentials of Baccalaureate Education for Professional Nursing Practice from the American Associate of Colleges of Nursing (AACN) and the American Nursing Association (ANA) standards.

These concepts thread through each course and guide the development of each part to create a whole curriculum. This structure promotes the progressive development of breadth and depth of knowledge. Concepts of research, leadership, and community health nursing are emphasized in differentiating the RN-BSN program from a diploma or associates degree program preparing students for initial RN licensure.

The desired characteristics of program graduates reflect the concepts in this framework and are summarized as competencies 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. The generalist BSN nurse must direct care of the sick in a variety of diverse environments, participate in health promotion and clinical prevention, and also incorporate population-based health care to communities in need. These desired characteristics are defined further in program-specific competencies and are used to guide content, course objectives, and the outcome evaluation processes.

PPSC RN-BSN Nursing Program Student Learning Outcomes

Upon completion of the RN-BSN Nursing Program, the following outcomes are expected of the graduate:

- 1. Quality care:** Interpret research to employ best practice and use data to monitor the outcomes of care proposing an evaluation process to continuously improve the quality and safety of health care systems and deliver quality care to individuals and diverse populations. (*D1, 2, 3, 7, 8, 9 & 10, & E3)
- 2. Professionalism:** Formulate a plan that demonstrates an enhanced commitment to professionalism embracing excellence, caring, legal and ethical practice, civility, accountability, and professional development. (D1, 2, 5, 6, 8, 9 & 10, & E8)
- 3. Communication:** Evaluate communication and collaboration with colleagues, interprofessional groups and members of the community to promote health, safety, and well-being across the lifespan and across the continuum of healthcare environments. (D1, 2, 6, 3, 8, 9 & 10, & E6)
- 4. Leadership:** Evaluate the contribution of leadership, quality improvement principles, and impact of organizational systems in transforming, managing, and coordinating safe, quality, cost-effective person-centered care. (D 2, 3, 5, 6, 7, 8 & 9 & E2)
- 5. Critical thinking/clinical reasoning:** Integrate a systematic process of critical inquiry with nursing science, natural and behavioral sciences, arts, and humanities to make evidence-based practice decisions to improve the care of individuals, families, populations, and communities. (D1, 2, 3, 4, 5, 6, 7, 8, 9 & 10 & E1)

*D 1-10 refer to *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) Domains of Nursing.

*E1-8 refer to *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2018)

RN-BSN Nursing Program Goals & Outcomes

Nursing Program Outcomes are developed as performance indicators that provide evidence that the PPSC RN-BSN nursing program is meeting its mission and goals set by the faculty. Program Outcomes show the effectiveness of the educational program and serve as a mechanism to guide program development and revisions. RN-BSN Program Outcomes have been developed using the Commission of Collegiate Nursing Education (CCNE) standards and guidelines. The following RN-BSN Nursing Program Goals & Outcomes are congruent with the mission and philosophy of PPSC and the Nursing Program.

Goal 1: Students will understand data-driven decision-making using evidence-based practice and research.

Related Program Outcomes:

1. The BSN graduate will acquire professional knowledge to fulfill leadership roles in order to provide safe, quality, and effective healthcare.
2. Graduates will utilize evidence-based knowledge to inform their critical-thinking decisions.

Goal 2: Students will be prepared for a lifelong professional development and education journey.

Related Program Outcomes:

1. Students will obtain an educational background that allows them to explore professional values, ethics, nursing theory, and self-care.
2. Students will prepare a professional development plan which includes certifications, continued formal education, and other personal goals.

Goal 3: We will build on the PPSC Nursing Program reputation of graduating highly sought after students.

Related Program Outcomes:

1. Align with community partners to recruit and enroll new RN-BSN students.
2. Provide accessible, high-quality, convenient online education for practicing RNs.

Goal 4: We will develop future leaders in nursing.

Related Program Outcomes:

1. The BSN graduate will acquire professional knowledge to fulfill leadership roles in order to provide safe, quality, and effective healthcare that is relevant to the dynamic needs of today's healthcare environments.
2. Graduates will collaborate with interdisciplinary teams to provide safe and patient-centered care.
3. Promote the practice of professional nursing through leadership activities and advocacy.

Goal 5: We will meet the needs of our diverse community of interest.

Related Program Outcomes:

1. Understand the community served in order to provide safe and compassionate care and teaching plans to diverse families, populations, and communities they serve.
2. Graduates will work to alleviate health disparities in the underrepresented members of our community.

Measurable benchmarks for the above Goals and Outcomes for the RN-BSN Program are as follows:

- **Outcome #1 Program completion:** At least 70% of our students will complete the program within 150% of the time of starting their first RN-BSN nursing course.
- **Outcome #2 Employment Rate:** At least 70% of our RN-BSN graduates surveyed will be either employed or have returned to school to complete a graduate degree.
- **Outcome #3 Program satisfaction:** At least 80% of program graduate survey respondents will report satisfaction with their program of study.
- **Outcome #4 Employer Satisfaction:** At least 90% of survey respondents will rate our graduates at “well” or better in all categories.

Admission to the RN-BSN Completion Program will be based on the following criteria

“Limited Space is available in the RN-BSN completion program. The program will be filled with qualified applicants on a first-come, first-serve basis.”

Admission Requirements

- Current RN License in good standing from Colorado or compact state
- Associate Degree or Diploma from a regionally accredited college*
- Recommended GPA of 2.5 in nursing courses
- Current BLS Certification
- Current Vaccinations/Titers for Flu, DTaP, MMR, Hepatitis B, Varicella & TB.
- 1,000 hours of work experience in the last 3 years unless graduation from RN program within 3 years.
- After provisional acceptance to the RN-BSN program, the student will have 30 days to complete the Drug Screen and Background Check.

***Institution must be regionally accredited by one of the following agencies:**

- Middle States Association of Colleges and Schools, Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
- The Higher Learning Commission (HLC)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools, Commission on Colleges (SACS)
- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
- Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

Does your state allow for you to attend an RN-BSN program in Colorado?

1. Check the SARA website at <https://www.nc-sara.org/sara-states-institutions>. Currently, there is only 1 state (California) on the website that IS NOT part of the SARA agreement.
2. Do you have a Colorado or Compact State RN License? Please verify that your RN compact license is from an Enhanced Nurse Licensure Compact (eNLC) state at the following website: <https://www.ncsbn.org/nurse-licensure-compact.htm> Here is a list of the current compact states that are part of the compact agreement:
 - Arizona
 - Arkansas
 - Colorado
 - Delaware
 - Florida
 - Georgia
 - Idaho
 - Iowa
 - Kansas
 - Kentucky
 - Louisiana
 - Maine
 - Maryland
 - Mississippi
 - Missouri
 - Montana
 - New Hampshire
 - New Mexico
 - Nebraska
 - North Carolina
 - North Dakota
 - Rhode Island
 - South Carolina
 - South Dakota
 - Tennessee
 - Texas
 - Utah
 - Virginia
 - West Virginia
 - Wisconsin

3. Does your state board of nursing regulate RN-BSN education in your state? If you do not see your state of residence on the list below, please contact your state board directly to find out if they have regulations or restrictions on RN-BSN education programs in Colorado.

- Arizona
- Arkansas
- Colorado
- Delaware
- Florida
- Georgia
- Idaho
- Kansas
- Kentucky
- Maine
- Maryland
- Mississippi
- Missouri
- New Hampshire
- New Mexico
- Nebraska
- North Carolina
- North Dakota
- Rhode Island
- South Carolina
- South Dakota
- Texas
- Utah
- Virginia
- West Virginia
- Wisconsin

Application Procedure

1. Attend an RN-BSN information session either in person or virtually.
2. Apply to PPSC's RN-BSN program via the PPSC Website for licensed RNs and via the paper Dual enrollment packet for current ADN students. The BSN specific application will only be open during application cycles. (Months of March, June & October)
3. Upload or provide a copy of your unofficial transcripts, showing your conferred degree from a regionally accredited college.
4. Upload a copy of your Colorado or compact state nursing license from the DORA website.
5. Upload a copy of your current BLS certification Card
6. Upload a copy of your Current Vaccinations/Titers for Flu, DTaP, MMR, Hepatitis B, Varicella & TB. (A form will be provided for you on the nursing department website)
7. Upload your work verification form verifying that you have received your degree/RN license within 3 years or providing evidence of 1000 hours of work experience.
8. After you receive a student ID number (S number) from the school you will be required to send official transcripts to the transcript evaluator at PPSC.
9. After you receive provisional acceptance to the RN-BSN program you will have 30 Calendar days to complete a background check and drug screen per our Human Resources department.
10. Complete the RN-BSN program orientation in-person or on-line during the first week of May, August or January.

Work Experience Verification Form Supplemental Documentation

_____ By initialing here, I certify that I am exempt from the work experience verification requirement because I have graduated from a regionally accredited nursing program within the last three years. Stop here and upload this document as part of the RN-BSN program supplemental materials application.

RNs who graduated more than three years before applying for admission to PPSC's RN to BSN completion program must have 1000 hours of employment as an RN.

To be completed by the applicant:

Name	Signature
Complete Address	Phone Number

The above applicant is applying to the RN-BSN Completion Program at Pikes Peak Community College.

He/She is requesting _____ (Name of Hospital/Agency) to furnish PPSC with the following information.

To be completed by the employer:

The above-named person was employed by:

Name of Hospital/Agency	Date of Employment From	To
Employment was (circle one) Full-time Part-time	For a total of how many hours?	Position or Title
Description of Job Duties:		

By completing this form for the applicant, you are verifying the above to be true and accurate:

Name/Title	Signature	Date
Hospital/Agency	Complete Address	Phone

RN-BSN Degree 120 credits total

71.5 Credits awarded for ADN/AAS degree or Diploma and an active RN license

30.5 Credits for RN-BSN Courses

18 General Education Credits

- English 1022 (3 credits)
- Math 1260 Statistics (3 credits)
- GT-HI1 History Course (3 credits)
- GT-AH1243 Arts & Humanities Courses (6 credits)
- GT-SS1,2 or 3 Social Sciences (3 credits)

Courses in the RN-BSN Curriculum

- NUR 3001 Integration into BSN Practice (3 credits)*
- NUR 3002 Trends in Nursing Practice (3 credits)
- NUR 3003 Nursing Research & EBP (3 credits)
- NUR 4008 Legal & Ethical Issues (3 credits)
- NUR 4009 Leadership in the Nursing Profession (3.5 credits)**
- NUR 4010 Community Health Nursing & Practicum (6 credits)**
- NUR 4011 Senior Seminar (3 credits)

Plus choose 2 of the following electives:

- NUR 3004 Informatics Healthcare Technology (3 credits)
- NUR 3005 Emergency Preparedness (3 credits)
- NUR 3006 Gerontology Nursing (3 credits)
- NUR 3007 Behavioral Health (3 credits)

*Must be taken prior to any 3000 or 4000 level courses in the program

**These courses contain practicum hours and students must have an active RN license to enroll.

Transfer Policy for NUR Courses

Students may meet with the RN-BSN program coordinator to gain approval to transfer in courses from another BSN program. The student is responsible to provide the syllabus, course description, and copy of a transcript showing credit hours and grade earned for the course they are attempting to transfer in. The course must match a NUR course offered in the RN-BSN program in credit hours and content provided. This will be evaluated on a case-by-case basis. Additionally, students must have 30 credits (not counting the block credits) earned from PPSC to be awarded a degree from PPSC.

NUR courses taken at another Colorado Community College will be allowed transfer if instructed to the current CCCS RN-BSN curriculum guidelines.

Sample of Student Progression through a 5-semester Program of Study for Licensed RNs

Semester 1st or 2nd bi	Course #	Course
1st Semester 1st Bi	3001	Integration into BSN Practice 3 credit/45-hour theory course
1st Semester 2nd Bi	3002	Trends in Nursing Practice 3 credit/45-hour theory course
2nd Semester 1st Bi	3003	Nursing Research / EBP (pre-requisite of Math 1260 Stats) 3 credit/45-hour theory course
2nd Semester 2nd Bi Choose 1 Elective:	3004	Informatics / Healthcare Technology 3 credit/45-hour theory course
OR	3007	Behavioral Health 3 credit/45-hour theory course
3rd Semester Choose 1 Elective:	3005	Emergency Preparedness 3 credit/45-hour theory course
OR	3006	Gerontology Nursing 3 credit/45-hour theory course
4th Semester 1st Bi	4008	Legal & Ethical Issues 3 credit/45-hour theory course
4th Semester 2nd Bi	4009	Leadership in the Nursing Profession 3.5 Credits (41.25 theory hours and 22.5 practicum hours)
5th Semester 1st Bi	4010	Community Health Nursing Practicum 6 Credits (67.5 hours theory and 45 practicum hours)
5th Semester 2nd Bi	4011	Senior Seminar 3 credit/45-hour theory course

**** In addition, 18 credits of general education courses must be completed for graduation.**

RN-BSN Dual Enrollment Option – Sample Curriculum

*This plan will vary greatly for individual students, as some already hold a bachelor’s degree in another field of study and have completed their general education requirements. This chart starts from the time they are admitted to the Associate Degree Nursing Program at PPSC

Semester	Courses	Credits
Semester 1	NUR 1009 Fundamentals in Nursing NUR 1012 Basic Concepts of Pharmacology History General Education Course MAT 1260 Statistics	6 2 3 3
	During Semester 1, students will apply and be <u>admitted to the RN-BSN program</u> for Semester 2 start date.	
Semester 2	NUR 1006 Medical & Surgical Nursing Concepts NUR 1050 Maternal-Child Nursing NUR 3001 Integration into BSN Practice NUR 3002 Trends in Nursing Practice	7 6 3 3
Summer	NUR 3003 Nursing Research and EBP English 1022 General Education Course Social Science General Education Elective NUR 2012 Pharmacology II	3 3 3 2
Semester 3	NUR 2011 Psychiatric Mental Health Nursing NUR 2006 Advanced Concepts of Medical-Surgical Nursing Arts or Humanities General Education Elective (1) 3000 Level Nursing Elective (Either 3004, 0, 3006 or 3007)	4 6.5 3 3
Semester 4	NUR 2016 Advanced Concepts of Medical-Surgical Nursing II NUR 2030 Transition to Professional Practice Arts or Humanities General Education Elective (2) 3000 Level Nursing Elective (Either 3004, 3005, 3006 or 3007)	5 4 3 3
NCLEX	After Semester 4, the Student will have graduated from the ADN program and be eligible to sit for the NCLEX-RN exam	
Summer	NUR 4009 Leadership in the Nursing Profession & Practicum NUR 4008 Legal & Ethical Issues	3.5 3
Semester 5	NUR 4010 Community Health Nursing & Practicum NUR 4011 Senior Seminar	6 3

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 Board Policy (BP) 4-30 and System Procedure (SP) 4-30a, Student Behavioral Expectations and Responsibilities. Students are expected to adhere to both sets of policies and procedures at all times. Any student who does not follow these or any Program requirements shall be subject to disciplinary action, up to and including dismissal from the RN-BSN Nursing Program and expulsion from Pikes Peak State College.

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

The PPSC Student Code of Conduct can be accessed at:

[PPSC Student Code of Conduct](#)

BP 4-30 can be accessed at <https://www.cccs.edu/policies-and-procedures/bp-4-30-student-discipline-2/>.

SP 4-30a can be accessed at <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-30-student-disciplinary-procedure/>.

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. Students must abide by the Alcohol and Drug Testing Policy, (refer to the link: [Alcohol and Drug testing policy](#)).
9. Students must be able to meet the Technical Standards and Essential Requirements to complete the course and clinical objectives. (See Technical Standards/Essential Requirements Policy).

Student Concerns

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

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

See the following link for the grievance procedures: [Student Grievance Procedure](#)

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 the 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.



Connor's top twelve student ground rules for online discussion.

Participate. There will be no lurking in the background. This is a shared learning environment, which means everyone will participate in the learning environment. It is not enough to log on and read the discussion posts of others. Everyone must contribute.

Report glitches. Discussion forms are electronic. They break. If for some reason you are experiencing difficulty with the discussion forum, contact me and let me know. Chances are you are not the only one. If you don't tell me, I don't know that you are having problems.

Help others. If you see one of your classmates is struggling be willing to help them. Sometimes hearing it from a fellow student helps a lot.

Be patient. Read everything in the discussion thread before replying. This will help you to not repeat what someone else has already contributed. Acknowledge the points that you agree with and suggest alternatives for points with which you don't.

Be brief. Be clear and articulate your point without being preachy or pompous. Be direct and stay on point. Don't lose yourself or your readers to overly wordy sentences or paragraphs.

Use proper writing style. This is a must. Write as if you were writing a term paper. Correct spelling, grammatical construction, and sentence structure are expected in every other writing activity associated with scholarship and academic engagement. Online discussions are no different.

Cite your sources. Another big must! If your contribution to the conversation includes intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles- online or in print- they must be given proper attribution.

Emoticons and Texting. Social networking and text messaging have spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from :-) faces and **c u l8r's**.

Respect Diversity. It's an ethnically rich and diverse, multi-cultural world in which we live. Use no language that is – or could be construed to be – offensive towards others. Racists, sexist, and heterosexist comments and jokes are derogatory and/or sarcastic comments and jokes directed at religious beliefs, disabilities, and/or age.

No yelling. Step carefully. Beware the electronic footprint you leave behind. Using bold upper-case letters is bad form, like stomping around and yelling at somebody. **(NOT TO MENTION BEING HARD ON THE EYE).**

No Flaming. Criticism must be constructive, well-meaning, and well-articulated. Please, no tantrums. Rants directed at any other contributor are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects a higher-order language.

You Can't Un-Ring the Bell. Language is your only tool in an online environment. Be mindful. How others perceive you will be largely- as always- up to you. Once you've hit the send button, you've rung the bell. Review your written posts and responses to ensure that you've conveyed exactly what you intended. This is an excellent opportunity to practice your proofreading, revision, and rewriting skills—valuable assets in the professional world for which you are now preparing.

Reference:

Conner, P. (n.d.) Netiquette: Ground Rules for Online Discussion. *The Institute for Teaching and Learning*. Retrieved from <https://tilt.colostate.edu/TipsAndGuides/Tip/128>

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, or laboratory. Failure to do so is grounds for disciplinary action, up to and 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 that you 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 intent to deceive a faculty member or another person assigned to evaluate work submitted to meet course and Program requirements. Examples of academic dishonesty include but are not limited to the following:

- the submission, in whole or part, of material prepared by another person or artificial intelligence (AI) program and represented as one’s own.
- plagiarism, which is defined as the act of taking the writings, ideas, etc., of another person and passing them off as one’s own
- the 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
- Coursework or clinical paperwork that is copied and pasted and/or paraphrased without citation
- All coursework for each course should be current, original, and unique for that particular course (<https://www.cconline.org/inside-classroom/academic-integrity-policy/>)
- Self-plagiarism – if using a quote from a previous submitted paper, quotations need to be used
- illegitimate possession and/or distribution of test materials, test bank questions or answer keys
- unauthorized alteration, forgery, or falsification of official academic records.

AI-generated and/or plagiarized submissions will not be accepted in the RN-BSN program. Any submission flagged as being AI-generated or with a Turnitin Score at 25% or greater will be returned to the student for a rewrite in their own words. Only one allowance of a rewrite will be allowed during the RN-BSN program. All further AI-generated or plagiarized submissions (in whole or part) will receive a “0” grade. Students will then be referred to the Dean of Students. 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 PPSC catalog link for this policy is: [Academic Honesty](#)

Student Organizations

PPSC Nursing Program supports the student organization called PPSCANS (PPSC Association of Nursing Students). Students in any semester of the Program are encouraged to join. PPSCANS is modeled after the Colorado Student Nurses Association, which is a state chapter of the National Student Nurses Association (www.NSNA.org). This organization mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing education resources, leadership opportunities and career guidance. Please see the current student PPSCANS faculty advisor or any of the student members for information on meetings, activities, and membership.

Nursing Student Crisis Fund

The Nursing Student Crisis Fund was established to aid nursing students in the event of an 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 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 Nursing Program Assistant. Assistance is contingent upon available funding and meeting eligibility requirements.

Title IX: Preventing and Reporting Sexual Harassment and Sexual Misconduct

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

Non-Discrimination Statement

Pikes Peak State College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, genetic expression gender identity, 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 of grievance process on campus or within the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, or other human rights agencies.

Information regarding civil rights or grievance procedures can be accessed at [SP 19-60, Civil Rights and Sexual Misconduct Resolution Process](#).

Drug Testing/Alcohol Testing/Criminal Background Check

To ensure the safety of patients, faculty, staff, and students, the use of drugs 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 (0) tolerance alcohol and drug policy.

All nursing students will be expected to pass the drug tests and criminal background checks to receive full acceptance to the Nursing Programs at PPSC. Students may also be subject to suspicion-based testing while in the program. Students will have the opportunity to discuss the results of their drug test with a member of the human resources staff. Students who fail testing will not be admitted to the Nursing Program. All background checks and drug testing information are kept confidential. Any violations of the program or college drug and alcohol policy will be subject to disciplinary action, up to and including expulsion from PPSC.

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 web site for forms and payment information. This information is also sent to students in the Admission Letter for the RN-BSN program.

Subsequent placement at PPSC Nursing Program clinical sites is contingent upon the presentation of a negative 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 testing positive will be immediately dismissed from the clinical agency. If a positive test is reported, the student must meet with the RN-BSN Coordinator and the Nursing Program Director and will be administratively withdrawn from the Nursing Program.

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 CBI and drug testing procedure at their own expense (see Student Readmission Policy).

Refusal to Participate

Students may refuse to participate in initial or suspicion-based testing. However, those students refusing 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 could lead to disciplinary action, up to and including dismissal from the Nursing Program.

Please refer to the PPSC Student Conduct policy related to drugs and alcohol: [Alcohol and Drug policy](#)

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 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 onto 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 cause basis. If a student is having performance problems that a faculty member or clinical staff believe may be related to alcohol or drug use, or if the faculty member or clinical staff directly observes behavior in the clinical setting that may be alcohol or drug-related, 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. Continuance in the Nursing Program is contingent on consent by the student for testing. Refusal to consent to testing will result in disciplinary action up to and including dismissal from the Program. The Program has the right to access and review the results of any testing. If the test is positive and/or the student is impaired, the student will be sent home via alternative transportation, at the student's expense. A positive test will result in student dismissal from the Nursing Program.

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 Background Investigation

All students must complete and pass the Criminal Background Investigation (CBI) and drug testing before 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 uncovered as a result of the background check shall be reviewed on a case by case basis. A non-passing background check 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 Program must repeat the CBI and drug testing before they will be allowed to into the Nursing Program.

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

Any student who has received disciplinary action affecting their registered nurse licensure is to immediately inform the RN-BSN Coordinator and the Nursing Program Director in writing.

Any violation of the disqualifying criminal offenses that occur after admission to the Nursing Program must also be immediately reported to the RN-BSN Coordinator and the Nursing Program Director 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 the 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](#) available on the CCCS website.

Technical Standards/ Essential Requirements Policy

PPSC Nursing Student: Technical Standards/ Essential Requirements Policy

1. **Disability-Related Information** - Students are expected to participate fully in activities required by

- the Program. (See the Essential Skills and Functional Abilities for Nursing Students, shown below).
2. It is recommended that students requiring accommodations set up their initial appointment with the Office of Accessibility Services (719-502-3333) prior to starting the RN-BSN program. Students having a temporary medical condition that inhibits or restricts their activities while in the 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 Program's activities, he or she may be granted an Incomplete or be administratively withdrawn. Questions regarding a grade of Incomplete or an administrative withdraw 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 Human Resource Services at (719) 502-2600.

Functional Ability	Standard	Examples of Required Activities in Clinical, Simulation, Skills Lab, and Lab Practice
Motor Abilities	Physical abilities and mobility are sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care. Lift and/or support 50 pounds.	Mobility is sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert a urinary catheter.
Perceptual Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> • Sensory abilities are sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.). • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff, and patients with honesty, civility, integrity, and in a nondiscriminatory manner.	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills are sufficient to remain calm in an emergency situation.

	<ul style="list-style-type: none"> • Capacity for development of mature, sensitive, and effective therapeutic relationships. • Interpersonal abilities are sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct. 	<ul style="list-style-type: none"> • Behavioral skills are sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	<ul style="list-style-type: none"> • Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare-associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when the clinical situation requires a higher level of expertise/experience. • Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.
Communication	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity, and efficiency with patients, their families, and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state, and

	<p>expressions, affect, and body language).</p> <ul style="list-style-type: none"> • Required communication abilities, including speech, hearing, reading, writing, language skills, and computer literacy. • Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors. 	<p>responses to treatment from patients or family members.</p> <ul style="list-style-type: none"> • Conveys information to clients and others as necessary to teach, direct, and counsel individuals in an accurate, effective, and timely manner. • Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter. • Establishes and maintains effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.
Cognitive/ Conceptual/ Quantitative Abilities	<ul style="list-style-type: none"> • Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. • Ability to gather data, to develop a plan of action, establish priorities, and monitor and evaluate treatment plans and modalities. • Ability to comprehend three-dimensional and spatial relationships. • Ability to react effectively in an emergency situation. 	<ul style="list-style-type: none"> • Calculates appropriate medication dosage given specific patient parameters in the minimum amount of time deemed necessary to promote best patient outcomes. • Analyzes and synthesizes data and develops an appropriate plan of care. • Collects data, prioritize needs, and anticipate reactions. • Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths. • Recognizes an emergency situation and responds to quickly and effectively to safeguard the patient and other caregivers. • Transfers knowledge from one situation to another. • Accurately processes information on medication containers, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy and procedural manuals.
Punctuality/ Work habits	<ul style="list-style-type: none"> • Ability to adhere to policies, procedures, and requirements as described in the Nursing Student Handbook, PPSC 	<ul style="list-style-type: none"> • Attends class and clinical assignments punctually. • Reads, understands, and adheres to all policies related to classroom and clinical experiences.

	<p>Student Handbook, college catalog, and course syllabi.</p> <ul style="list-style-type: none"> • Ability to complete classroom and clinical assignments and submit assignments at the required time. • Ability to adhere to the classroom and clinical schedules. 	<ul style="list-style-type: none"> • Contact instructor in advance of any absence or late arrival. • Understand and complete classroom and clinical assignments by due date and time.
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Technical Standards/ Essential 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 and interventions, diagnostic specimens, and 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 the 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, 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 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 pertaining 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 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 promptly. 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 diseases 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)

Pike's Peak State College abides by the Americans with Disabilities Act (See link: [U.S. Department of Education Disability Discrimination](#)) by providing student accommodations when appropriate through Accessibility Services. Accessibility Services strives to create an accessible environment by providing reasonable and appropriate services and accommodations for students with documented disabilities. The college is committed to providing quality educational support for the diverse needs of its students. Accessibility Services is available to the PPSC community – students, faculty, and staff – for consultation and collaboration on disability issues.

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

The following link provides additional information: [Accessibility Services](#) Please read the information carefully.

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

It is the policy of Pikes Peak State College to provide reasonable accommodation to qualified students with disabilities so they can meet these required technical standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis.

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

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

After Accessibility Services meets with a student to discuss requested accommodations, students should make an appointment with their faculty during the first week of class and bring the **Disability Services Notification for Faculty** form that specifies the accommodation(s) needed for their class. **All arrangements for accommodations must be agreed upon, in writing, and signed by the student, an accessibility services Disability Specialist and the faculty.** Because accommodations are not retroactive, it's 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."

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

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

***Even if you haven't met these timelines, please still 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 Pikes Peak State College catalog/semester bulletin/schedule. Students will be responsible for submitting forms with correct information to the Records Department as well as ensuring all transfer credits are correctly recorded. Financial obligations must be taken care of, or the processing of paperwork for transfer, graduation, transcript processing, etc. may be in jeopardy.

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, check with Enrollment Services to understand how dropping courses may affect your Financial Aid.

See link about withdrawal within “Frequently Asked Questions” at [Frequently Asked Questions- Withdrawal](#)

See link about the PPSC Grading System: [Grading System](#)

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 a 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 director 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 next 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.

Details for the contract to complete course work are located under the “I” Incomplete in the link, [Grading System- Incomplete](#).

Progression/ Continuation/ Dismissal/ Readmission Policy

Students must take NUR 3001 as the first course in the RN-BSN program. It is then highly recommended to take NUR 3002, NUR 3003, and the two NUR 3000 level electives before proceeding to the 4000 level courses. Additionally, 4008 must be taken before 4009, 4010 and 4011. The courses with a clinical component (NUR 4009 & NUR 4010) can only be taken by students with an active RN license. 4011 is the capstone course and must be completed as the last course in the RN-BSN program. Any exceptions to this course progression outline must be requested and approved, in writing, by the RN-BSN Coordinator.

To progress through the Nursing Program, a student must achieve a grade of “C” or better in every required course. Students with grades lower than a “C” in an RN-BSN course will need to repeat it at their own expense. Students must also maintain the professional behaviors identified for the Nursing Program. A student who does not achieve these standards may be dismissed from the Nursing Program.

The following policy outlines procedures for RN-BSN students related to program continuation and readmission. “Continuation” applies to students who have failed to successfully complete a course because they meet any of the following circumstances:

- The student has deferred, dropped, or withdrawn from a course within 3 semesters (6 bi-mesters)
- The student has stopped out (taken a break) from the program while in good standing, within 3 semesters (6 bi-mesters).

“Readmission” applies to students who have deferred, dropped, withdrawn, or stopped out of the program for greater than 3 semesters (6 bi-mesters). Readmission cannot be guaranteed and will be on a space-available basis. A student will not be eligible for readmission for 2 years if they have failed two or more RN-BSN courses. This timeframe will allow the student to evaluate the reasons for not being successful and implement a plan for future success.

Eligibility for program Continuation/Readmission

1. If a student does not successfully complete a course
 - a. The student must meet with the RN-BSN Coordinator
 - b. The student must submit a letter of intent to return to the RN-BSN coordinator
 - c. The student must successfully repeat and complete the unsuccessful course before progressing on to the next course(s).
 - d. The student has 3 semesters (6 bi-mesters) to apply for readmission to repeat the course initially unsuccessful in and will be re-admitted on a space-available basis.
 - e. The student will repeat the drug screen and background check at their own expense as directed by the RN-BSN coordinator
 - f. If it has been longer than 3 semesters (6 bi-mesters), the student must reapply to the RN-BSN program following the current initial admission procedure.
2. If a student stops out or takes a break from the program, but is in good standing
 - a. The student must meet with the RN-BSN coordinator
 - b. The student must submit a letter of intent to return to the RN-BSN coordinator
 - c. If less than 3 semesters (6 bi-mesters) the student can continue in the RN-BSN curriculum where they left off, on a space-available basis.
 - d. If greater than 3 semesters (6 bi-mesters) since the last course was completed, the student must reapply to the RN-BSN program following the current initial admission procedure.
 - e. The student will repeat the drug screen and background check at their own expense as directed by the RN-BSN coordinator

Student Readmission Plan

Student Name: _____ Date: _____

Student S#: _____ School Email: _____

Phone: _____ Permanent Email: _____

Nursing Course Leaving: NUR_____

Reason for Leaving:

How did each item impact your ability to be successful this semester?
Choose a number from 1-5 and mark your answer.

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

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

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

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

Grading/Evaluation Policies

An overall GPA of 2.0 or higher must be maintained for the student to progress in the RN-BSN Nursing Program. The evaluation procedure for computing the theory grade and the general and specific performance criteria for each course are given to the student in writing in the syllabus and/or on the first day of class.

Percentage Value for Grades:

A=90-100%

B=83-89%

C=77-82%

D=69-76%

F=Below 69%

A cumulative grade of 77% or above must be achieved to pass each NUR course. A cumulative grade of 76% or below is considered a failing grade in NUR courses. There is no rounding of percentages in the nursing program.

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

The total number of points achieved/ Total number of course points will equal the final course percentage.

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 the calculation of final grades.

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 instructor. Any assignment (paper, quiz, video, etc.) submitted four days past the original due date will not be accepted. Please refer to individual course syllabi for up to date assignments and policies.

Testing/Quiz Policy

Online quizzes administered through D2L will be assigned during the RN-BSN program. All exams are to be taken during scheduled times and must be completed prior to the closing date/time. If a student is unable to take an exam at the scheduled time due to extenuating circumstances, the student must notify the instructor by e-mail. Quizzes are meant to be taken independently by the student and represent the student's own work and thoughts. Points may be deducted as described in individual course syllabi if quizzes are taken after the due date.

Discussion Post Rubric

It is mandatory for students to participate in discussion board posts. It is their participation in the course. A minimum of 3 discussion board posts should be incorporated into your course, some instructors will assign them each week. Each discussion post will be graded according to the rubric, and open and close according to individual course syllabi. Each initial discussion board post will be 200 to 300 words and include a reference from a professional and/or scholarly resource (i.e. textbook, scholarly journal, CDC, or NIH websites). Posts will be submitted and cited using APA format. When an instructor asks a question about the post, the student is required to respond.

Following is a **SAMPLE** of a discussion post rubric for the RN-BSN curriculum

Discussion Post Week #	20 Total Points Possible	Points Awarded & Instructor Comments
Initial discussion post is submitted on time, within 48 hours of discussion opening.	2 points- submitted on time 0 points- submitted past due time	
The discussion post is 200-300 words in length and provides insight on the topic assigned.	5 points- post contains original thoughts, is 200-300 words in length, and articulates ideas clearly. Demonstrates mastery of content. 3 points- post contains at least 200 words but thoughts and ideas are not well developed. 1 point- the post is incomplete or under 200 words.	
Discussion post incorporates at least one professional resource (textbook, scholarly journal, CDC, or NIH type website) to support the student's ideas. The article is properly cited using APA format.	5 points- professional reference is well summarized and pertains directly to the topic discussed. 3 points- professional reference is poorly integrated into the topic idea or small errors are found in the APA citation. 1 point- professional reference is unrelated to the topic idea or major errors are found in APA citation.	
The student provides feedback by responding, in approximately 100 words, to two peer's initial posts and asking one additional question of a peer.	1 point- first reply to peer complete 1 point- second reply to peer complete and additional question asked. 0 points- no responses are completed.	
Participation Points	6 points- student is actively engaged in the discussion for at least 3 out of the 7 days the discussion is open. The student has read at least 10 other students' posts. 4 points- student has done the minimum necessary, posting own discussion, and responding to 2 other students. Less than 10 other student posts read. 2 points – student has posted their own work but has not engaged with classmates. 0 points – No participation this week.	

APA Papers

- Papers will be written according to current APA guidelines for student papers. All papers will be submitted on-line and will include a Turnitin report. The similarity report must demonstrate less than a 25% similarity finding. The report sometimes takes up to 24 hours to generate on D2L, so make sure that papers are submitted in ample time to allow for the report to be included.
- Papers submitted late will be subject to a 5% decrease in paper grade each day for up to 3 days late. On the 4th day, papers will no longer be accepted. No work will be accepted after the last day of the course.
- Papers submitted in the RN-BSN program will be graded according to the rubric assigned by individual course instructors. Please follow the rubrics carefully as they indicate the expectations for the paper and how items will be assigned point values.

Practicum Expectations

Practicum experiences provide the opportunity for the student to integrate theory into a patient-centered care setting. Punctuality and attendance at practicum sessions are mandatory. Please dress as a professional RN in your assigned setting. Specifics regarding dress code will be discussed in individual courses that contain practicum. No student will be allowed to participate in practicum until all clinical compliance items are submitted and a current background and drug screen are on file.

Practicum Site Non-Responsibility for Pay

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

Practicum 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 instructor if a significant other/family member is employed in a unit where he/she will be assigned. Likewise, the instructor should be notified of a family member/significant other being cared for on a unit where the student will be assigned. The RN-BSN Coordinator, RN-BSN Clinical Coordinator, and/or the full-time faculty member retain the final decision for clinical placement.

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.

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.

Professional Behavior

Students will maintain a professional manner in the practicum site/shuttle and while representing PPSC. Inappropriate displays of verbal (cursing, shouting, etc.) and physical confrontation in these areas will 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, adjunct faculty, health care staff, community professionals, patients, and students, etc. Violations of professional behavior may result in a violation of the PPSC code of student conduct and may result in disciplinary action up to and including dismissal from the Program and failure of the NUR course.

Safe Practice Guidelines (including but not limited to)

- Completes clinical agency training, HIPAA and OSHA training by the nursing department set due dates as assigned by the nursing department
- Be adequately rested
- Follow agency policies and procedures, including patient fall guidelines
- Arrive early to clinical to ensure you are ready to assume your patient assignment and remain for the assigned clinical time
- Arrive at the clinical site with all assigned paperwork/forms completed according to the rubric, course/clinical syllabi guidelines, or written direction
- All medications administered by the student must be pulled by the student and documented under that student's name once administered. Must follow agency policies and level of training of the student for medication administration
- Must provide a report to the nurse (on-coming, change of shift) and appropriate interdisciplinary staff
- Demonstrate the ability to perform skills appropriate to the level of training of the RN-BSN student nurse
- Adhere to the PPSC Student Code of Conduct, PPSC Nursing Program Student Handbook, Student Confidentiality Agreement, and syllabi guidelines
- Adhere to dress code/personal appearance/grooming as defined in the PPSC Nursing Program Student Handbook

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 Program. If the student has any questions concerning rules pertaining to confidentiality, it is their responsibility to ask for guidance from their instructors.

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.

Students must:

- **Never** print any part of the patient record at the clinical setting
- **Never** copy or download any part of the patient's medical record/EHR to a thumb/flash drive or electronic device
- **Never** photograph a screenshot of any patient information from the electronic patient record
- **Always** place any notes, report sheets, etc. in the shred bin before leaving the clinical site
- **Never** leave the clinical site with any notes, report sheets, etc.
- **Never** disseminate any correspondence marked confidential from any clinical facility
- **Never** copy and paste text directly from a source to your paperwork without a citation
- **Never** paraphrase from a source without a citation
- **Never** turn in someone else's work as your own
- **Never** copy from a source only changing a few words and phrases to disguise plagiarism, use your own words
- **Always** place quotation marks around and cite any work that you use a direct quote from. Use quotations sparingly

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 health care setting or combined with diagnosis information, or with information about payment for healthcare services, it becomes **Protected Health Information (PHI)**:

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

Family Education Rights Privacy Act (FERPA)

Students are expected to follow FERPA guidelines ([Pikes Peak State College all student handbook](#)). Example: do not post to social media any information about students' clinical assignments.

Social Media

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

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

PPSC nursing faculty ask nursing students, when posting, to be mindful of the copyright and intellectual property rights of the Nursing Department.

Nursing students that use tablets, cellphones, laptops, smartwatches, 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.

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

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

Understand that all social media conversations that are exchanged through PPSC accounts/social media channels may be subject to public records law. Each student is legally responsible for individual postings. Students may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include

confidential or copyrighted information (test and/or lecture materials, music, videos, photographs, text, etc.).

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

Personal Appearance/ Grooming

Hair

Hair must be clean, well-groomed, and must be of natural human color. Beards, sideburns, and mustaches need to be clean, neatly trimmed, and not interfere with mask function. Female and male hair, which is collar length or longer, must be neatly secured and pulled back so that it does not interfere with patient care. Hair accessories must be small, plain, and of a neutral color. Wide cloth headbands are not permitted in the clinical setting.

Tattoos

Tattoos are to be covered whenever possible when students are in inpatient care settings or when students are representing the college in any capacity. Students with tattoos must follow agency policy when in the clinical setting.

Piercings/Jewelry

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

Students may wear a watch, a wedding band, and small post earrings. No bracelets or necklaces.

Fingernails

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

Smoking/Offensive Odors

Smoking, the use of e-cigarettes, and the use of chewing tobacco are not permitted at the clinical site. A student who smokes cigarettes must take precautions that smoking odor is not present on clothes or breath during a clinical day.

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

Miscellaneous

Leave all valuables at home when at clinical sites. The clinical sites and PPSC are not responsible for lost or stolen items. Certain agencies may have additional dress codes to be followed.

Practicum Absences

Practicum hours are mandatory, and if hours are missed they will need to be made up. It is the student's responsibility to adjust their schedule to meet the prescribed makeup dates/times/shifts. Lead faculty need to be notified of all absences or changes to practicum schedules.

Absences not made up will result either in an incomplete grade, withdrawal or, failing grade and may affect progression in the Program or graduation.

Return to Practicum after Illness or Injury

A doctor's or medical care provider's clearance may be required before the student returns to the clinical/practicum area following illness or injury. The Nursing Program Director retains the right to ask for documentation from the provider before allowing a student to return to the practicum setting. Students with casts, splints, or a condition that inhibits movement may also require a doctor's clearance.

COVID-19 Considerations

Students who are ill or develop COVID-19 [symptoms as defined by the CDC](#) need to stay home from school, clinical placements, and work. They should contact their primary healthcare providers (call before going to the office or Emergency Department, wear a facemask), and then follow [PPSC notification procedures](#) and the Nursing Department if they recently have been in the clinical setting. (See page 52 for assumption of risk).

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

Liability Insurance

Each student is covered by a blanket liability insurance policy through PPSC. Students are charged a liability fee on selected NUR courses. The Pikes Peak State College Financial Services Office will bill each student for the annual premium cost.

For more information on this, see the link under [Liability Insurance, Tuition and Fees](#)

Worker's Compensation: Reporting Injuries

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

1. Reporting Injuries

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

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

2. Seeking Medical Treatment

- Students have the right to refuse treatment, however this must be documented on the report form and signed by appropriate personnel.
- Non-emergency care should be provided by our designated providers listed on the next page.
- EMERGENCY care should be provided by UCHealth'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 following these procedures will not be held responsible for any bills incurred for related treatment.

Worker's Compensation: Reporting Injuries

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.
390-1727

Concentra Bijou
402 W. Bijou St.
302-6942

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

Concentra Austin Bluffs
4083 Austin Bluffs Pkwy.
594-0046

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

CCOM – Sisters Grove Pavilion
6011 E. Woodmen Road, Suite 100
571-8888

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

CCCOM – South Colorado Springs
1263 Lake Plaza Drive
776-3375

UCHealth Occupational Medicine
4323 Integrity Center Point
591-2558

UCHealth Occupational Medicine
11605 Meridian Market View
364-9561

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
502-2005

Workers' compensation insurance contact information:

Broadspire Denver Branch
P.O. Box 14348
Lexington, KY 40512-4348303-752-5400

PIKES PEAK STATE COLLEGE

Student Statement of Injury or Incident

Your Name: _____ Phone: _____ DOB: _____

Your Social Security #: _____

Address: _____ Zip: _____

Job Title: _____ Years Attending PPSC _____

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: _____

Student Confidentiality Agreement – Read & Sign

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.

Unauthorized Removal of Supplies

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

Signed _____

Print Name _____

Date _____ Student S # _____

Academic Year/Program _____

Acknowledgment of Written Requirements – Read & Sign

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 RN-BSN Clinical Coordinator or RN-BSN Coordinator. I understand that a lack of proper documentation means I am not eligible to attend practicum 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 a withdrawal is necessary, I understand that I will be required to submit a Student Readmission Plan requesting re-entry to the Nursing Program and to follow the readmission policies found in the Nursing Program Student Handbook.

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

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

Student signature:

Signed _____

Print Name _____

Date _____ Student S # _____

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

Original to be kept in the student file.

RN-BSN Immunization & Health Verification Document



Pikes Peak State College RN-BSN Nursing Program Immunization Record

Student Name _____

Last First Middle Phone Number

Permanent Address _____

Street Number/Name City State Zip Code

Date of Birth [Mo][Day][Yr] PPSC S# _____ Student Email _____

PART A: TO BE COMPLETED AND SIGNED BY YOUR HEALTH CARE PROVIDER. You may also attach any official state, clinic, or hospital records, for example, your flu shot receipt.

I. TETANUS, DIPHTHERIA & PERTUSSIS (Tdap)-booster must be within the last ten years [Mo][Day][Yr]

II. MMR (Measles, Mumps, Rubella) Two doses required, at least one month apart... Dose #1 [Mo][Day][Yr] Dose #2 [Mo][Day][Yr]

Students in postsecondary education institutions, international travelers, and household or close personal contact of immunocompromised persons with no evidence of immunity to measles, mumps, or rubella: 1 dose MMR if previously received 1 dose MMR, or 2-dose series MMR at least 4 weeks apart if previously did not receive any MMR. -CDC, 2019

OR ALL 3 OF THE FOLLOWING CRITERIA ARE MET:

MEASLES (RUBEOLA) Has report of positive immune titer. Specify date: [Mo][Day][Yr] Value of Titer: _____

Or two doses of individual rubeola vaccine: Dose #1 [Mo][Day][Yr] Dose #2 [Mo][Day][Yr]

RUBELLA (GERMAN MEASLES) Has report of positive immune titer. Specify date: [Mo][Day][Yr] Value of Titer: _____

Or two doses of individual rubella vaccine: Dose #1 [Mo][Day][Yr] Dose #2 [Mo][Day][Yr]

MUMPS Has report of positive immune titer. Specify date: [Mo][Day][Yr] Value of Titer: _____

Or two doses of individual mumps vaccine: Dose #1 [Mo][Day][Yr] Dose #2 [Mo][Day][Yr]

Healthcare personnel born in 1957 or later with no evidence of immunity to measles, mumps, or rubella: 2-dose series MMR at least 4 weeks apart for measles or mumps, or at least 1 dose MMR for rubella; if born before 1957, consider 2-dose series MMR at least 4 weeks apart for measles or mumps, or 1 dose MMR for rubella

PART B: Hepatitis B, Varicella, Tuberculosis Screening

III. HEPATITIS B:

Has report of positive immune **titer**. Specify date: Value of Titer: _____
Mo Day Yr

Or **three doses** of individual hepatitis vaccine:

Dose #1 Dose #2 Dose #3
Mo Day Yr Mo Day Yr Mo Day Yr

IV. VARICELLA: (chickenpox): Two doses one month apart recommended for adults with no history of disease:

Has report of positive immune **titer**. Specify date: Value of Titer: _____
(History of the disease cannot be accepted) Mo Day Yr

Or **two doses** of individual varicella vaccine: Dose #1 Dose #2
Mo Day Yr Mo Day Yr

V. TUBERCULOSIS:

1. Does the student have signs or symptoms of active TB disease? YES NO

If NO, proceed to 2.

If YES, proceed with an additional evaluation to exclude active TB disease including tuberculin skin testing, chest x-ray, and sputum evaluation as indicated.

PLEASE USE THE SPACE BELOW TO DOCUMENT TUBERCULIN SKIN TESTING AND/OR CHEST RADIOGRAPHY (Based on assessment criteria outlined above)

2. A. Tuberculin Skin Test/PPD:

Date given: Date read: Results: _____ MM
Mo Day Yr Mo Day Yr (Record actual MM of indurations, transverse diameter; if no induration, write "0")

Interpretation (based on MM of indurations as well as risk factors)

Positive Negative

B. Chest X-Ray: required if tuberculin skin test is positive or if PPD has not been placed but the student is at risk of disease.

Result: Normal Abnormal Date of chest x-ray: _____

INH Initiated Date _____ X _____ months

C. Quantiferon: Date of Test: _____ Positive (≥ 0.35 IU/mL) Negative

History of positive PPD and/or negative Quantiferon results requires annual TB screening with a Healthcare Provider:

1. Have you been having a bad cough that lasts longer than 2 weeks? YES NO
2. Have you been having pain in the chest? YES NO
3. Have you been coughing up blood or sputum (phlegm from deep inside the lungs)? YES NO
4. Have you experienced weakness or fatigue? YES NO
5. Have you experienced chills, fevers, or sweating at night? YES NO
6. Have you experienced weight loss or a loss of appetite? YES NO

CONTINUE on to Part C for Influenza Vaccine (Required for all students)

PART C. Influenza/COVID

VI. INFLUENZA:

Date of last dose:

Mo	Day	Yr

 Lot # _____ Location given: _____

VII. COVID-19 VACCINE

Date of 1st dose:

Mo	Day	Yr

Date of 2nd dose:

Mo	Day	Yr

Brand _____ Location given: _____

***Is general health adequate to allow participation in a nursing education program and to perform essential duties of an RN working in a hospital or clinic, including CPR, administration of IV medication, the opening of obstructed airways, catheterization, safe patient transfer/lifting, and other motor skills? YES _____ NO _____**

HEALTH CARE PROVIDER: (signature required as validation of correct information for immunizations and TB assessment)

Printed Name: _____

Signature: _____

Date: _____

Address: _____
Street Number/Name

City State Zip Code

Phone: _____

I _____ (student) give consent for PPSC Nursing Program to share the results of the immunizations and physical questionnaire with clinical agencies as requested

Student Signature

Date

Assumption of Risk: Clinical Experiences

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

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

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

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

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

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

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

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease.

COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes. Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

(continued on next page)

ACKNOWLEDGEMENT OF RISK

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

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

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

Student Signature

Date

Student (print name)

Acknowledgement of Understanding: Online Program Expectations

As a student in an online baccalaureate level program I, _____ understand that I will need to manage my time, prepare for assignments, and hold myself accountable for due dates and the quality of my work. I will review the introduction videos, syllabi and assignments at the beginning of each semester and make a plan for my success in the class. I understand that if I have a disability-related need for an accommodation, it is my responsibility to contact the Office of Accessibility Services (719-502-3333) as soon as practicable after I become aware of the need for accommodation.

I agree to rent, borrow or purchase the required textbooks for this course and will notify my instructor or the RN-BSN coordinators immediately if I am having issues obtaining the textbooks.

In addition, if this class contains a clinical component (NUR 4009 and NUR 4010) I understand that I will need to self-schedule with my preceptor and complete the required clinical hours and correlating assignments. I am aware that NUR 4010 is a 6 credit and comes with an increased workload. I am prepared to manage my schedule so that I am able to complete the NUR 4010 class.

Student Printed Name _____

Signature _____

Date _____