DELTA MONTROSE TECHNICAL COLLEGE

PRACTICAL NURSING PROGRAM

2015 - 2016

STUDENT HANDBOOK

Reviewed and Distributed at Orientation on August, 2015

Program Approval and Accreditation:
The Practical Nursing program is approved by the Colorado Department of Regulatory Agencies Board of Nursing. 1560 Broadway, Suite 1370, Denver, CO 81202, 303-894-2430;

www.dora.state.co.us/nursing

PNserver / policies & procedures /LPNb 2015-2016 revised 7/1/2015
The Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (Formerly the NLNAC). 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326  
P. 404.975.5000  F. 404.975.5020  Website: www.acenursing.org

This program is part of the Post-Secondary Occupational Education offerings of the Delta Montrose Technical College located at:

1765 U.S. Highway 50, Delta, Colorado 81416.

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• EACH STUDENT IS HELD RESPONSIBLE FOR READING, UNDERSTANDING AND OBSERVING THESE POLICIES DURING THE ENTIRE PROGRAM.

• POLICIES SUBJECT TO CHANGE AT ANY TIME.

• CHANGE MAY BECOME EFFECTIVE IMMEDIATELY.

• CHANGES WILL BE ANNOUNCED, POSTED ON THE BULLETIN BOARD, AND EMAILED TO EACH STUDENT.

Equal Opportunity/ Affirmative Action

We are an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, or disability, in our activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For further information regarding civil rights or grievance procedures, contact John Jones, Director of Transportation and

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DELTA MONTROSE TECHNICAL COLLEGE MISSION STATEMENT

Our mission is to be where careers begin by setting the standards for education and training to enhance career competencies, employability, and the well-being of our students and community. Our commitment and dedication to excellence ensures quality through innovation and vision.

DEPARTMENT OF NURSING MISSION

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

PHILOSOPHY FOR DMTC NURSING DEPARTMENT

The philosophy of the DMTC nursing program is based on the definition of 5 concepts the individual, health, the profession of nursing, nursing practice and learning/teaching. Although the current curriculum for this program is based on outcomes, it is the interpretation of these 5 concepts that defines those elements of nursing that have historically been the foundation for this program and its curriculum.

The Individual
The individual is unique and complex, a holistic being of biological, psychological, social, cultural, and spiritual dimensions. 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. Each person is influenced by his/her genetic inheritance, biological make-up, culture, and the physical and social environment in which they exist.

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 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 either a positive or negative move on the health continuum in response to their own efforts and/or through intervention of the health care system. Individuals have the right to information regarding their health and are entitled to make choices about their health care, 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.

The Profession of Nursing
Nursing is a humanistic, service discipline founded on knowledge from the sciences, humanities, and human experience. It is a scholarly profession that utilizes theories from
nursing and other disciplines to guide its practice for the promotion of health, care of the sick, and support to individuals and families in the final stages of life. The focus of nursing care is to meet the needs of the individual who functions as a member of a family, culture, and society. Whatever affects any part of an individual affects the whole, hence the emphasis for the holistic nursing approach. Nursing provides education and supportive, recuperative care for individuals needing assistance in attaining or maintaining health or coping with illness. An emphasis of nursing care is promotion of the highest level of wellness achievable by the individual and the society as a whole. An attitude of empathic caring is an essential element of effective nursing care. The nursing process is utilized by nurses within their roles, as they work cooperatively with patients, families, and groups in finding solutions to individual and community health problems. Nurses provide care without bias to all persons needing their service regardless of the individual's race, creed, culture, religious orientation, or health status. Nursing requires continuous updating of its knowledge base and treatment modalities in an effort to promote an evidenced 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.

**Nursing Practice**
As a member of the health care team within the discipline of nursing, the Licensed Practical Nurse (LPN) provides direct, individualized care with shared responsibility for the care of the individual(s) under supervision of a professional nurse, licensed physician, podiatrist, or dentist. Nursing education is directed toward facilitating a student to develop knowledge, skills, and attitudes necessary for entry-level practical nursing. Upon entry into practice, the practical nursing graduate is prepared to function as a novice generalist in the roles of provider and manager of care, teacher, patient advocate, and member within the discipline of nursing. The practical nurse provides direct care to patients with varying healthcare needs, identifying problems, adjusting care as patient situations change; collecting and analyzing data from patient, families, and other health care resources; and implementing therapeutic interventions and assisting with the development and revision of plans of care based on evaluation. The LPN maintains professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health professionals. The LPN performs therapeutic and preventive nursing measures in structured settings within traditional and alternative health care delivery systems.

Nurses of all educational levels practice collaboratively and complement each other in a cooperative venture, with the shared goal of providing quality care. LPNs practice their profession in increasingly expanded roles and settings. The skill set and scope of practice of the LPN provide a balance to those skills and scope of practice of the associate and baccalaureate nurse. In this environment, nurses undertake the shared goal of protecting the health and safety of the patient, regardless of their education level.

**Learning/Teaching**

**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 predominantly with the learner. **Teaching** is the conveying and sharing of this information to clients, patients, peers and colleagues.
STUDENT LEARNING OUTCOMES

1. Provide safe, quality, patient-centered nursing care in a variety of healthcare settings considering basic research, evidence, and patient preferences as the basis for care.

2. Engage in critical thinking and clinical judgment to make patient-centered care decisions.

3. Participate in performance improvement/quality improvement activities to improve patient care.

4. Collaborate with healthcare team members, the patient, and the patient's support persons to facilitate effective patient care.

5. Use information technology to support and communicate the planning and provision of patient care.

6. Manage care in a variety of healthcare settings for diverse patient populations through the process of planning, organizing, and directing.

7. Function within the scope of practice of the Practical Nurse incorporating professional, legal, and ethical guidelines.

8. Promote a culture of caring to provide support, compassion and culturally-competent, holistic care.

PRACTICAL NURSING PROGRAM OUTCOMES

1. At least 80% of nursing students will complete their program within 1 year of their projected completion date.

2. The pass rate on the initial NCLEX-PN will be at or above the national mean.

3. At least 80% of all graduates will be employed within the practice of nursing, enrolled in further nursing education programs, or be serving in the military within six to nine months after graduation.

4. Within one year of graduation, a minimum of 75% of graduate respondents will report satisfaction with the level of preparation for beginning nursing practice.

5. The majority of service area employer respondents will report satisfaction with the knowledge, skills, and clinical performance of program graduates within the first year following graduation.
PERSONAL AND PROFESSIONAL STANDARDS

PERSONAL AND PROFESSIONAL ETHICS

• As student practical nurses, you will have access to patients and patient records. All information is strictly confidential and is not to be discussed outside the classroom.

• Violation may result in IMMEDIATE DISMISSAL.

• Students are expected to demonstrate honesty and integrity at all times.

• No cheating of any kind will be tolerated.

• You are on your HONOR with tests, all written care plans and papers.

• It is the expectation of this program and its faculty that all students will complete ALL assignments on an independent basis unless an assignment is specifically designated as otherwise by an instructor. Completing an independent assignment with a partner or as a group is considered a form of cheating.

• Anything turned in by a student MUST be his/her own work!

CODE OF ETHICS FOR THE LICENSED PRACTICAL NURSE

As a health professional you should be aware of your professional code of ethics. Practical Nurses have 2 organizations that develop these professional standards the National Federation of Licensed Practical Nurses and The National Association of Practical Nurse Educators.

NATIONAL FEDERATION OF LICENSED PRACTICAL NURSES (NFLPN):
“Each Licensed Practical/Vocational Nurse, upon entering the profession, inherits the responsibility to adhere to the standards of ethical practice and conduct as set forth in this Code.

The Licensed Practical Nurse shall:

1. Know the scope of maximum utilization of the LP/VP as specified by the nursing practice act and function within the scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility of membership in the National Federation of Licensed Practical Nurses and participate in its effort to maintain the established standards of nursing practice and employment policies conducive to quality patient care.” (NFLPN, 2004)


<table>
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<th>NATIONAL ASSOCIATION OF PRACTICAL NURSE EDUCATORS (NAPNES) PROFESSIONAL BEHAVIORS:</th>
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1. Comply with the ethical, legal, and regulatory frameworks of nursing and the scope of practice as outlined in the LP/VN nurse practice act of the specific state in which licensed.
2. Utilize educational opportunities for life long learning and maintenance of competence.
3. Identify personal capabilities and consider career mobility options.
4. Identify own LP/VN strengths and limitations for the purpose of improving nursing performance.
5. Demonstrate accountability for nursing care provided by self and/or directed to others.
6. Function as an advocate for the health care consumer, maintaining confidentiality as required.
7. Identify the impact of economic, political, social, cultural, spiritual, and demographic forces on the role of the licensed practical/vocational nurse in the delivery of health care.
8. Serve as a positive role model within healthcare settings and the community.
9. Participate as a member of a practical/vocational nursing organization.

Retrieved 7/1/15 from:

napes.org/drupal-7.4/sites/default/files/pdf/standards/standards-read-only.pdf (page 3)
COMMUNICATION

CHANGE OF ADDRESS

• Notify the Nursing Department Secretary, in writing within 48 hours, if there is a change of address or phone number.

• It is your responsibility to check your DMTC email on a regular basis. This is where we will send all email communications.

OFFICE TELEPHONE

• There are 2 telephones in the student study area that may be used before and after school and during breaks. They are not to be used during class hours. Long distance calls can not be made on this phone.

• A phone is located at the main entrance as well.

• Incoming calls are for emergencies only. In case of an emergency call the Nursing Department Secretary at 874-6519 and a message will be relayed to you in class.

CELL PHONE USE

• All cell phones are to be turned off, during class, clinical, and during any testing. NO text messaging is permitted during class and is considered a form of cheating during exams.

• It is not acceptable to leave class to answer a cell phone call unless prior arrangements are made regarding an emergency situation.

• Return calls must be made at break or after class is over.

FACULTY OFFICE HOURS

• See designated office hours on course syllabi or schedule by appointment with specific instructor(s).

• A student must make an appointment when he/she wants to confer with an instructor. Observe the instructor’s hours on duty, and exercise care to complete the appointment in the time reserved.

• If unable to keep an appointment, please cancel it before the time due.

FACULTY RECEIVING BASKET

• There are baskets on tables in the lab area for papers to be handed in to individual instructors. Please be sure to put work in the appropriate instructor’s basket.
RECORDING LECTURES

• Taping of any lecture or lab requires the permission of the instructor(s). Students must obtain permission from each individual instructor prior to taping.

CLASSROOM MAINTENANCE

Please assist the College by turning off lights. Report malfunctioning equipment or items needing repair to the Nursing Coordinator or the classroom instructor. Students are expected to replace chairs and clean tables when finished.

PARKING

• All vehicles will be parked in the lot in front of the College. Do not park in HANDICAPPED PARKING unless appropriate. Please observe signs in parking lot for traffic speed and flow.

TABACCO FREE CAMPUS

In accordance with the Colorado Clean Indoor Air Act of 2006 and Colorado revised statute 25-14-103.5, which prohibits the use of tobacco on school property, smoking, chewing, or any other use of tobacco products by staff, students, and members of the public is banned from all school property. Tobacco and e-cigarette use is prohibited in the following areas:

✓ All indoor areas including classrooms, offices, rented space, lounges, labs, and restrooms.
✓ Vehicles owned or leased by the college.
✓ All school grounds including parking lots and walkways around the campus.

Tobacco includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both. Students who violate this policy face disciplinary action which may include in-house detention or suspension.

The responsibility for enforcing this policy lies with the staff and students of the college. Anyone violating the tobacco use policy will be asked to discontinue the use of the tobacco. Repeat offenders may be subject to disciplinary measures. The college administration will use appropriate disciplinary measures for the repeat offender in accordance with the code of conduct of the college.

REST ROOMS

• Located in the lobby, cosmetology entry and the law enforcement building.

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SKILLS LAB AREAS

- Equipment is available during school hours or by appointment before / after class.
- All skills MUST be practiced prior to the evaluation of the procedure. You are responsible for practicing all procedures and returning the equipment to its proper place.
- Expect to practice outside of class time to become adept, and competent in each procedure.

STUDENT LOUNGE

- A student study area and library are available next to the lab. Please do not bring food into this area and ONLY covered drinks
- During breaks, food and beverages are available and can be consumed in the lobby and patio.
- Properly replace library reference material after use.
- References may be signed out on the sign-out sheet by the student lounge door.
- Please respect this area and follow posted protocol.

LIBRARY INFORMATION

- The Nursing Program Library hours are 8 a.m. to 4 p.m. Monday – Friday. It is located directly behind the classroom, adjacent to the lab.
- Students may check out books through their program instructor. Students are responsible for the return of books in a timely manner.
- Faculty reference books may be checked out at the discretion of the faculty member.
- Laptops are available in the Nursing Office.
- On-line Database is available to all students at: Delta County Library via use of a library card

Students will complete an application for a Delta county Library card and have access to all reference materials needed.
HEALTH AND HEALTH SERVICE

1. Students must have their immunization records and physical form completed and to the Nursing Coordinator before clinical begins or they may not attend clinical.

2. When cases of reportable communicable disease are known to exist (Hepatitis, HIV, etc.), the College will review matters on a case-by-case basis to decide what actions, if any, need to be taken to protect against direct threat or harm to others.

3. Injuries and illness must be reported immediately

   **In Class:** Report to the Nursing Coordinator and an incident report will be filled out.

   **In Clinical:** Report to the Instructor and an accident report will be filled out.

4. To safeguard you and your baby’s health, students who become pregnant must report the pregnancy to the instructor and obtain written statements monthly from their physician stating whether or not the student may continue to perform the duties of a Practical Nursing Student.

5. Any student, who has been absent **three or more consecutive days** due to illness or has frequent absences due to illness, **must present a written notice from a physician stating that usual duties as a Practical Nursing Student may be resumed.**

   a. The written notice is to be presented to the Nursing Coordinator and filed in the student's personal file.

   b. Final decisions in regard to resuming the course will be made by the Faculty, which includes the Academic and Administrative Faculty.

6. Any student being treated for and/or evidencing medical or mental health problems during the educational program may be required to obtain a professional evaluation before continuing the program. The Academic and Administrative Faculty may review and act as they deem appropriate on the professional evaluation.
DRUG SCREENING

• An unannounced admission drug screen is mandatory prior to the start of clinical rotations. These drug screens are required by clinical facilities. If a student drops out of the program, another drug screen will be required prior to re-entry.
• The screens may include unannounced testing at any time without cause and a random drug screen anytime an instructor or clinical facility has just cause. The student will be responsible for the cost of the drug screen.
• A positive drug screen will result in the student not being able to participate in the program. Students are expected to comply with the DMTC substance abuse policy.
• If a student is on any medication that may affect the outcome of a drug screen the student will be notified if they fail a drug screen and the screening companies Medical Review Officer will consult with them. The Medical Review Officer will determine if the drug screen disqualifies the student from clinical.

RE-ADMISSION POLICY

1. This section pertains to students who have been out of the program for at least one semester, or who have failed a course, of the policy/process for re-admission into the nursing program.

2. General Information:
   A. If a student fails a clinical course due to unsafe physical or emotional care of patients, the faculty may elect to not allow the student to repeat the course.
   B. Students will be admitted to the program only twice; extenuating circumstances may be taken into consideration.

3. Process:
   A. If a student petitions for re-admission after having been absent for one semester and has completed all course work with a grade of “C” or higher, he/she must:
      a. Follow the curriculum outlined in the catalog which is current at the time of re-enrollment.
      b. Complete a re-admission form.
      c. Re-admission will be considered based on the following criteria
         • Availability of clinical positions
         • Grade Point Average/score on admission criteria
         • Attendance
         • History of behavior problems, including but not limited to cheating, plagiarism, disrespectful attitude toward school, clinical facilities, staff, peers, etc., repeated discipline issues, chronic failure to complete assignments or behavior deemed as manipulative. Interviews if deemed necessary.
- Extenuating circumstances
- Scores on required testing materials

d. Take a bridge course if re-admission is granted.

B. If a student petitions for re-admission after having failed a course and/or been absent for more than one semester, he/she must:
a. Follow the curriculum outlined in the catalog which is current at the time of re-enrollment.
b. Complete a re-admission form.
c. Re-admission will be considered based on the following criteria:
   - Availability of clinical position
   - Grade Point Average/score on admission criteria
   - Attendance
   - History of behavior problems, including but not limited to cheating, plagiarism, disrespectful attitude toward school, clinical facilities, staff, peers, etc., repeated discipline issues, chronic failure to complete assignments or manipulative behavior. Interviews if deemed necessary.
   - Extenuating circumstances
   - Ability to pass designated ATI examination or designated course finals (Pharm Adult Health/ OB / Peds / Pharm Calc & Med Term)

d. Take a bridge course if re-admission is granted.

C. Any student expelled from the Practical Nursing Program is not eligible for re-admission.

D. Students who are granted re-admission must sign the re-admission statement.

4. Admission Committee:
The re-admission committee will consist of the Nursing Program Coordinator, DMTC Administrator or designee, DMTC Academic Advisor, and at least one currently employed clinical instructor and/or one currently employed theory instructor. There will be no appeal process and further admission into the nursing program will not be considered.

5. Final re-admission will be determined after graduation each year.

Revised 2011; approved by Advisory Board 2/2011; Aaron Clay, District Lawyer 5/2011

Students Applying for Re-Admission
Students who fail a course and/or withdraw from their original course of study and desire to re-enter the Nursing Program must reapply. Reapplication requires submission of the re-admission application to the Nursing Department prior to the end of Spring Semester annually. Such applicants are considered individually and admitted on an available space basis. Typically only 2 students are allowed re-admission annually.

**Only one re-entry** to the Practical nursing program is allowed after receiving a “D”, “F”, “U” or “W” grade in a required NUR course. In order to graduate, students must earn a grade of “C” or above in all courses required by the certificate.

**All Returning students**

All returning students, must be able to demonstrate competency in course work previously taken through a competency exam in Pharmacology Calculations. **ALL** returning students must receive a passing grade (90%) on a Pharmacology Calculation competency exam. The competency exam must be taken prior to admission into the second year. Failure to pass the exam will result in repeating the course NUR 101 Pharmacology Calculations.

Returning students will be required to complete a new physical assessment video as proof of competency. Failure to pass the Skill will result in repeating the course NUR 103 Physical Assessment. Returning students may be required to take a competency exam in other course work as deemed necessary by the instructional staff.

**ACCOMMODATIONS**

If you require any special accommodations you must submit documentation by a physician or psychologist, identifying any special learning accommodations necessary. Reasonable accommodations will be made to the best of our ability in the classroom setting. Learning accommodations are not available in the lab or clinical setting.

Policies are subject to change at any time and may become effective immediately. Any changes will be communicated to students.

**DISTANCE EDUCATION POLICY**

**Definition of Distance Education**

For the purposes of the College's accreditation review, distance education is a formal education process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance uses the internet.
Policy Statements

1. In order to assure that students are notified that the student’s identity is verified by a unique login and password issued by the college. Exams are proctored either through an outside proctor (See LPN Proctoring Policy) are password protected or use of Zoom, an audio and visual meeting synchronous software that allows the instructor to watch the student take the exam in real time. The Zoom sessions can be recorded for proof that the student taking the exam is the student registered for the course.

2. Prior to admission, students are informed of the costs, equipment, services, time and technical competencies required by the program by completing the course Moodle Skills prior to admission. Included in Moodle Skills are:
   a) verification of Internet Browser version
   b) Pop-up enabling
   c) verification that Adobe Reader and Adobe Shockwave Player Plugin are installed and working
   d) verification that the student has word processing software that can be converted to a pdf for upload and submission
   e) discussion participation
   f) messaging
   g) quiz taking
   h) assignment submission
   i) download and uploading of files
   j) email links open student’s email program
   k) optional: Zoom is installed and tested
   l) notification that student interactions with Moodle are recorded in log files including student name, date, time, IP address, activities, and actions
      http://dmtc.mrooms3.net/course/view.php?id=737#section-0

3. For each course the Standard Competencies and Topical Outline from the Colorado Community College Common Course Numbering System are mapped to the grade items. An Outcome Report Activity and Performance list each of the Standard competencies and Topical Outline, the associated grade activities and the average grade and percentage completion. Each student can display their own outcomes performance report within the course.

4. Each course offered both in seat and online/hybrid have the same content/Standard Competencies and Topical Outline, assignments, grading criteria and completion requirements.

5. DMTC’s policy is to require 24 hour response by instructors and Moodle support to questions by students. Assignments must be graded within 24 hours of submission except on the weekend. Those submitted Friday, Saturday and Sunday are graded by Monday evening.

6. When a student has IT problems and is unable to submit an assignment, they need to notify the instructor and the submission time can be extended for the student to get IT support.
7. Each course uses the SNAP Theme in Moodle including a standardized template of course organization, assignments, quizzes, completion tracking, grading, resource links, presentation of documents in Adobe pdf format, outcomes and performance reporting.

8. Student progress is monitored through completion tracking, gradebook, Joule Gradebook.

9. Log files track student day, time, activity and action. The Course Log File can be filtered by participant, downloaded to Excel and used to calculate student time online and frequency of logins.

10. Academic Integrity expectation is the same for the distance learner as it is for the in seat student. See the Practical Nurse Student Handbook.

| DISTANCE EDUCATION STUDENT IDENTITY AND PRIVACY |

There are two federal laws that have a direct effect on distance education courses at DMTC. The first is "FERPA" the "Family Educational Rights and Privacy Act" of 1974. (Sometimes this is called the "Buckley Amendment.") FERPA requires that educational records be treated in a very specific way to ensure the privacy of students and their records. The second is the Higher Education Opportunity Act of 2008. Portions of this law require that schools have procedures in place to make sure the student who is doing the work in an online class is the student getting credit for doing the work. In addition to having specific guidelines for protecting an online student's privacy, we also have guidelines in place to help ensure the student registered for the class is the one doing the work.

Privacy
The following steps will be taken to protect student privacy while participating in courses using distance education delivery methods.

- Email will not be used as a method for providing students with their grades
- Grades will not be posted in any public space on the internet.
- Student grades will be posted only in the Moodle Learning Management System.
- Final grades will be submitted to the Admissions and Records Office for permanent storage in the records database.
- No personally identifiable information is visibly displayed within a distance education course unless the student voluntarily provides the information through a discussion forum or other means of interaction within a course.
- Students are required to use only College email or course communication tools for communication.
- Personally identifiable information residing within the course is restricted to LMS administrators and is not shared with any source outside of DMTC.
- Every student registered in a distance education course at the College receives a unique login. The identification number assigned to students allows them access to their course content which resides within the College LMS. The password provided is generic and requires that students change the password prior to accessing their course content. The students also have access to change their password at any time after that.

More information about FERPA can be found at the [U.S. Department of Education’s ED.gov site](https://www.ed.gov).
Authentication
The following steps are taken to help ensure the students who do the work are the ones getting the credit for the class.

- Access to course material in Moodle requires students to use an assigned login and password.
- Instructors will use techniques to limit cheating on exams such as:
  - Randomized questions
  - Multiple questions from pools
  - Time limits on exams
  - Limited availability of exams
  - Proctored exams
- Instructors will also use instructional techniques to limit cheating such as:
  - Writing assignments
  - Discussion forums
  - Plagiarism training
- Require students to sign an academic honesty statement including a specific statement about identity fraud.
- Students are required to accept the submission statement: “This assignment is my own work, except where I have acknowledged the use of the works of other people.”
- Instructors and administrators use statistical information to make sure the students’ work is completed in a reasonable amount of time including average time to complete assignments and average grades achieved.
- Instructors and administrators use data collected by the Moodle log in files to check the student’s IP address during proctored exams.
- Proctored exams use a password to access the exam. The password is provided to the proctor.

ACADEMIC & ADMINISTRATIVE REGULATIONS

It is the goal of this Program and of the faculty to assist each student to avail him/herself of the opportunity to succeed. We recognize there are individual differences, which will vary widely. These guidelines are to assist the student to align his/her goals with those of the program.

TIME SCHEDULE

- **Class Days:** may vary from 8:00 AM to 5:00 PM Monday through Friday.
WEEKLY SCHEDULE

• You will receive a detailed daily semester schedule.

• **YOU** are responsible for **checking schedules on a daily basis**. All changes are made by a faculty member. You are responsible for schedule changes.

ATTENDANCE

• Prompt and regular attendance is necessary if a student expects to receive maximum benefits from his/her work. Students are expected to attend all sessions of the course and are to abide by the Program attendance policy.

• You are responsible for coming to class. It is hard and sometimes impossible to make things up if you miss. Review the attendance policies of both the College and the Nursing department as to clinical and lab.

STAFF PHONE NUMBERS

- Jeanne Nortrup 874-6519 (Nsg. Dept. Secretary).
- Birdie Young 874-6515
- Judy Davis 874-6516
- Jeannie Robb 874-6541
- Susan Anderson 874-6573

THEORY ABSENCE

• If a Practical Nurse Instructor is not available, leave the message but call again before 11:00 a.m. to discuss the absence with a P.N. faculty member. Attendance in all theory classes is strongly encouraged.

• Attendance will be factored into each class's grades (the percentage will vary by class). **If absences occur, it is the student's responsibility to make up missed class work.**
  - In most classes if you miss any portion of the class you will not receive attendance points for that day.

• Consistent Friday or Monday absences and absences on test days will be evaluated by the faculty and may result in counseling and possible probation.

• A note from a physician may be required.
### SKILLS CLASS ABSENCE

- Attendance in skills lab is crucial to the mastery of critical nursing skills.
- Attendance is factored into your final grade (see syllabi). Students who miss lab practice will not receive attendance points unless that time is made up outside of regular class hours. Bathroom breaks are an excused absence, and do not affect attendance points, **phone breaks are not excused**, and attendance points will be removed.
  - As with any policy, exceptions may be made for extenuating circumstances.

### TARDINESS TO CLASS ROOM (THEORY)

- Chronic tardiness may result in counseling and possibly probation. Tardiness will affect attendance points in those course awarding points for attendance.

### CLASS CANCELLATION

- Class cancellation due to inclement weather will be publicized on local radio stations.

### UNEXCUSED ABSENCE

- Unexcused absences will be recorded for failure to notify the faculty (and the clinical area, when applicable). Three (3) unexcused absences may result in dismissal. A student may be placed on probation for one (1) unexcused clinical absence.

- Any student missing five (5) consecutive classes and/or clinical sessions without notifying the College will automatically be dropped from the program.

### MAKE-UP WORK / MAKE-UP EXAM POLICY

- Students are to make arrangements with instructors to make-up labs or tests **on day of return**. Make-up exams may be a different exam and may be multiple choice, short answer, essay, or oral exams or a combination of these at the discretion of the instructor.

- It is the student’s responsibility to make arrangements with instructors to make-up quizzes on the first day of return. Make-up quizzes may be a different quiz covering the same content and may be multiple choice, short answer, essay, or oral exams or a combination of these at the discretion of
the instructor. If the missed quiz is not made up on the day of the return the student forfeits the opportunity to make up the quiz. Exceptions will be considered if a student becomes ill or has an emergency ONLY if the student discusses the issue with the instructor before leaving on the day of return.

- **Students must come prepared to take all missed tests on the first day of return.** FAILURE TO DO THIS WILL RESULT IN LOSS OF POINT VALUE OF THE EXAM AND POSSIBLY FORFEITURE OF THE OPPORTUNITY TO TAKE THE EXAM if it occurs more than once.

- **You are responsible** for making arrangements with the faculty member involved. Failed exams may not be repeated for credit. Students are expected to take make up tests before or after school. **NOT DURING A SCHEDULED CLASS TIME.**

- If a student is in attendance for ANY part of a school day, he/she is expected to take all exams scheduled for that day!!

- **Leaving before taking a scheduled exam is NOT acceptable and will result in failure to get full point value for that exam and possibly forfeiture of opportunity to take the exam.**
  - Exceptions will be considered if a student becomes ill or has an emergency only IF the student discusses the issue with the instructor before leaving.

- Students who continually miss exam days may have alternate exams, loss of point value on exams and / or possibly forfeiture of the opportunity to take the exam – based on the discretion of the instructional team.

- Students will have an opportunity to review their exams, usually the day after they are taken. **Students may not write down test questions or any exam information during an exam or during an exam review.** If a student is absent the day of the test review, she/he may ask the instructor to review the exam the day they return to class. The exam may not be reviewed after that time.

**TUTORING**

- Students who are having difficulty with their nursing program will be provided tutorial assistance at no cost to them, other than time and effort.

- Arrangements for this service can be made by contacting the course instructor or the program coordinator.
GENERAL CLINICAL REGULATIONS

1. The student must recognize his/her responsibility for the correct and careful use of agency and personal property.

2. Students may visit patients only according to agency policy.

3. The Codes of Ethics for Practical Nurses should be kept in mind for conduct in public places.

4. Neither the affiliating agencies nor the school are responsible for student property. **Do not carry large sums of money or valuables.**

5. Meals may be purchased in the hospital cafeteria(s). Students may bring lunches and eat them in the cafeteria.

   • **Students are not to leave the clinical facility for meals**

6. Cell phones and electronic devices with camera capabilities will not be allowed on floor.

TIME SCHEDULE

• **Clinical:** Time schedule is specific to assigned clinical facility. **Both 8 and 12 hour shifts may be scheduled.** Clinical days may be held on Saturday and Sunday if necessary. The time schedule may vary to accommodate field trips, in-services, special rotations and patient care needs.

CARE PLANS

• **Nursing Care Plans** are due by the **Monday after the date of care.**

• **No more than 50% of possible points** will be awarded for care plans turned in later than 4:00 PM on the Monday following date of care.

• **EXCEPTION:** If you are absent that Monday, the care plan is due the date you return.
AFFILIATING AGENCIES

• The agencies are the institutions, which help you continue your education by giving you practical nursing experiences. We are guests in these facilities and they have the right to refuse clinical to any student. Should this occur the student might not be able to complete the program if an alternate equivalent clinical rotation placement cannot be found.

• Your formal classroom instruction will be continued during these periods as well as informed bedside instruction. You will have required assignments and be tested frequently. The instructors will assign your work schedule, evaluate your nursing care of patients, and adaptability to nursing.

CONFIDENTIALITY

While performing services at affiliating agencies, you will have access to personal information and records relating to the treatment of patients. All students must agree to maintain patient confidentiality. You may not disclose ANY information from staff, students, patient, medical records, or the contents of any medical records to anyone other than (1) any employee of the Clinical Facility who needs to know the contents of the Medical Records in the performance of their employment; (2) members of the Clinical Facility Medical Staff involved in the direct care of the concerned patient,; and (3). Nursing Education Program Instructor(s).

• Therefore, all students must refrain entirely from discussion of the patient, his/her diagnosis or personal problems, except with authorized staff.
  
  o **Patient information is never to be engaged in outside of the agency or educational setting**

  o **Failure to adhere to the confidentiality agreement may result in dismissal from the program.**

  o **NO documents from a patient chart/EMR may be copied and taken home.**

CLINICAL ORIENTATION

• Orientation to clinical facilities is mandatory prior to rotations at each specific site.

• Specific Agency regulations will be given to you before each rotation.
**Clinical Cancellation**

- Cancellation due to inclement weather is rare; decisions will try to be made as early as possible. A calling tree will be developed for your clinical group; students that travel the farthest will be called first.
- It is not unusual for classes to be cancelled but not clinical, since students leave for clinical much earlier than students attending classes.

**Presence in Clinical Facility**

- Students are not to be in a clinical facility without an instructor, unless special permission from a faculty member has been obtained.
- While in the facility gathering information, students are NOT to do ANY patient care.
- Students must wear lab coat and name badge while in facility and present themselves in a professional manner.

**Clinical Absence**

- A student must notify the **facility floor at least 1 hour before pre-clinical time** if she/he is going to be absent. Be sure to get the name of the person with whom you spoke.
- The student **must** call back by 9:00 AM and personally speak with the instructor.
- Multiple clinical absences will be reviewed by the instructional team.
- The student will be responsible for making arrangements with AND for payment of a private vocational credentialed instructor for make-up time.
- The cost for this will be $27.00 **per hour payable prior to clinical make-up day!!**
  - First you must contact the Nursing Department Coordinator (Birdie) and arrange to make payment to the business office.
  - Time is not credited until instructor is paid and checks have cleared the bank.
- In the case of extenuating circumstances, special arrangements concerning leaves of absence will be taken into consideration by the faculty.
CLINICAL TARDINESS OR LATE ON DUTY

• One (1) tardy up to fifteen (15) minutes per semester is allowed.
• If you are more than 15 minutes late you will be sent to the school for an assignment.
• The second tardy during a semester will result in the student being sent off duty and the absence will be unexcused.

STUDENT EVALUATION & PROGRESSION

CLINICAL

• At the end of each rotation, an evaluation will be written and reviewed with each student by the Clinical Instructor.
• The student will be responsible for submitting a self-evaluation prior to the evaluation session.
• The faculty will maintain anecdotal notes on each student throughout the program. These are available for each student's review.
• Students are required to sign and date each anecdotal and/or self-evaluation form indicating they have reviewed them. Students may write comments on anecdotal notes if desired.
• A student who fails a clinical may have to repeat the co-requisite(s) associated with that clinical course or pass a competency exam with a score of at least 77% on the corresponding theory course's final exam. For example if you should fail NUR133 OB/PEDS clinical, you must repeat Maternal/Newborn courses and Pediatric courses or pass the final exam for those courses with at least a 77%.

ACCIDENTS OR ERRORS IN NURSING CARE

Students must report all patient related errors, omissions and accidents immediately to the clinical instructor and/or the person in charge.

NEEDLE STICKS

1. Purpose: To provide a protocol on the handling of needle sticks.
2. General Information:
   A. Students who experience a needle stick during a clinical rotation must notify their clinical instructor immediately. The clinical instructor will notify the appropriate
facility personnel, who will do the investigation on the source patient. The protocol for handling needle sticks at the specific agency will be followed.

3. Procedure
   A. If a student experiences a needle stick, the clinical instructor must be notified. The appropriate incident forms for the agency must be completed. A copy of the form must be filed in the student’s record.
   B. If the agency’s policy on blood borne pathogen exposure indicates that students are to be treated the same as employees, the instructor will follow that procedure.
   C. If the agency does not have a policy on management of the student exposed to potential blood borne pathogens, the student will be referred to Delta-Montrose Technical College’s Human Resource Department for follow up.
   D. The student must report the incident to the Delta Montrose Technical College Human Resource Department to ensure that a Workman’s compensation report is filed within 24 hours of the incident.
   E. The clinical instructor must prepare a narrative report describing the incident to be filed in the student’s folder. No information about the outcome of testing is to be included in the student’s folder.

**Blood & Body Fluid Exposure Protocol**

EXPOSURES MAY OCCUR BY NEEDLE STICK OR CUT, EXPOSURE TO BODY FLUIDS ON OPEN OR ABRADED SKIN, OR EXPOSURE TO MUCOUS MEMBRANE VIA SPLASH TO EYES OR MOUTH.

IF YOU EXPERIENCE AN EXPOSURE:

1. Immediately wash or irrigate the area.
2. Report to emergency triage immediately
3. A rapid HIV test will be drawn plus a hepatitis screen if indicated
4. You must wait in the Emergency Department until the results of the rapid HIV are available.
5. If rapid HIV is positive, prophylaxis must be started within two hours of exposure.
6. All students involved in exposure must follow up with Employee Health at the facility for their testing and results.
7. Students who are exposed to positive HIV or positive Hepatitis C patients will be asked to retest.

**UNIFORM CLINICAL & PRECLINICAL**

1. You must come to clinical with a clean, non-odorous (including cigarette smoke), pressed uniform.
2. Watch with sweep second hand.
3. Name badge worn on outside of uniform.
4. Black ball point pen, scissors, small notebook and pen light.
5. Gait belt, Pocket Mask, and Stethoscope.

6. No jewelry, except for wedding bands. No class rings or rings with stones. No beads or necklaces or pins. Religious medals may be worn under uniform.

   • **IF OUT OF UNIFORM AT ANY TIME**, you will be sent off duty to make corrections and may not be able to return to clinical duty that day. You must see the instructor before returning to duty.

   • **Wear your uniform to clinical each day you are assigned**, even if you are scheduled for a specialty area, as you may be pulled to the floor.

   • Incomplete uniform is **never acceptable** in the clinical facility.

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### UNIFORM SPECIFICS

1. White uniform - Clean & Pressed
   - White slacks (not tight fitting) & White uniform top - **no** Tee Shirts
   - Women only: WHITE dress; no shorter than mid-knee

2. Name Badge – provided by College
   - To be worn at ALL times when in a clinical settings

3. WHITE duty shoes or all white leather athletic shoes
   - Polished with clean laces
   - No clogs, Crocs, open toe or open back shoes

4. Appropriate undergarments
   - White undergarments & slips (less conspicuous under uniforms)
   - White socks (socks must be worn with slacks)
   - Hose without runs (hose or socks must be worn with dresses)

5. Hair clean, well-groomed, under control and neatly pulled back
   - Acceptable hair attire: simple metal or leather hair clips
   - The use of natural colored hair dye is permitted
   - Any colors that are not deemed natural color will not be allowed
   - Tipping or highlighting hair will be permitted as long as it is a natural hair color
   - Any unusual streaks or patterns will not be permitted
   - Unusual haircuts or styles such as Mohawks, dreadlocks, spikes, patterns or shaving of all or part of the head are prohibited. No pigtails, teased ponytails, or long, loose curls
   - Tight weaves close to the scalp are acceptable for males/females
   - Side burns; neat and well-trimmed
   - Mustache; small, well groomed, trimmed
   - Beards **not** recommended for sanitary purposes.
• If a beard is worn it must be small, well-shaped, & trimmed with the balance of the face and neck, clean shaven

6. No excessive makeup or perfume

7. If ears are pierced, earrings must be small plain posts
   • No dangling earrings
   • No facial or visible body jewelry, including tongue rings
   • Ear gauges are allowed per clinical facility protocol

8. Clean, short fingernails, trimmed to the pad
   • No polish.
   • No artificial nails

9. White sweaters or lab coats may be worn when not administering direct care

10. Tattoos MUST be covered (by clothing or makeup) while in clinical areas

PRECLINICAL

• Dress clean, neat and professionally.
• Wear name badge and lab coat
• No denim, Capri's, shorts, tee shirts, warm-ups, sweats, shorts or open-toed shoes.
GRADING SYSTEM

READ CAREFULLY!

WRITTEN WORK

- All written assignments, other than care plans, are due in the appropriate instructor’s basket by 4:00 PM (unless otherwise specified), on the due date or it is considered "LATE" and will receive no credit or partial credit.
- If you are absent that day, the work is due by 8:15 AM the date you return.
- A #2 lead pencil is to be used for computer graded tests.

GRADING

Your work is rated on theoretical and practical nursing ability. The grading scale we will use is as follows:

- **A** 93 – 100  (92.5-100)
- **B** 85 – 92  (84.5-92.4)
- **C** 77 – 84  (76.5-84.4)
- **D** 69 - 76  (68.5-76.4)
- **F** < 69  (68.4 or below)

**Final** grades will be rounded up (if ½ percent or higher)

**Pass / Fail** May be utilized for some classes

- **Any grade below 77% is not acceptable.** Every course must be passed with minimum of 77% with the exception of Pharmacology Calculations (Math course) must be passed with a 90% minimum.
- **A student who receives a “D” or “F” in any course will not be allowed to continue in the clinical portion of the program.** Such a case will warrant the creation of an alternative plan of study and retaking all courses failed during the following academic year.
- Students who fail a course will have to repeat the co-requisite associated with that class, for example if you fail Pediatrics you will have to repeat Pediatrics clinical if already completed.

INCOMPLETE

A grade of “I” (Incomplete) is only given for work not completed due to a documented illness, accident, or unavoidable absence. **An incomplete is also given for missed skills lab time, final practice, or missed clinical time.** A student receiving an Incomplete is responsible for completing the course requirements within the first ten school days of the following semester.
unless prior arrangements are made with the instructor. Generally, if the Incomplete is not removed in this time, a letter grade of “F” will automatically be assigned.

EXAM POLICY / TESTING PROTOCOL

• The proctoring faculty has the right to seat students for exams as seen fit. Students are expected to bring a sharp #2 pencils and clean erasers to the exam. All eraser marks on the scantron sheets are the responsibility of the students. Students will receive their test results as soon as possible but no more than 1 week after the exam.

• If an instructor observes a student’s behavior and suspects the student of cheating, the student will receive a “0” test score for that exam. Refer to academic dishonesty policy.

• Any test concerns, i.e. accuracy of your score, inaccurate scanning, etc., must be handled within one week after the grade has been posted. After one week the test score stands as recorded.

TESTING PROTOCOL

Failure to adhere to this protocol may result in dismissal from the Course and the Practical Nursing Program.

Classroom Exams (including ATI Proctored Exams)

1. No access to documentation other than the exam and instructions.
   • All books, notebooks, papers and materials MUST be removed from your desk prior to the start of any exam. No electronic item that can transmit or record information can be used.
   • Only your exam, writing utensil, instructor will supply scratch paper and an instructor approved calculator may be on your desk during exams.
   • Students are encouraged to spread out when taking an exam.

2. No communication with any person other than the person administering the exam is allowed.
   • Do not provide or receive assistance other than from the person giving the exam during testing.
   • Students must take their own exams.

3. No student or individual may copy, remove from the test site or send anyone, the test or any portion of it.

4. Mobile phones must be turned off prior to exams.
5. Desks and testing areas must be cleared. Backpacks, totes, suitcases must be closed and placed on the floor or away from the testing area prior to exams.

**Cheating and/or dishonesty can result in immediate dismissal from the Nursing Program. Students are held to the terms of your Student Handbook and the Academic Dishonesty Policy and Protocol.**
WITHDRAWAL

A student who is thinking of withdrawing from the nursing program is encouraged to discuss the situation with his/her instructor and the coordinator.

Re-admission following withdrawal from the Program will be in accordance with the re-admission policy. The re-admission policy will be provided at time of withdrawal and upon request.

• Candidates are permitted only two (2) admissions to the Practical Nursing Program.

DROP WITHDRAWAL POLICY

Drop, Withdrawal, and Refund Policy

Students are expected to arrange their academic schedule carefully and maintain the schedule throughout the semester. Necessary schedule changes must go through the Student Services Office and have the permission of the instructor of the course(s) affected by the schedule change. For an official withdrawal, students must complete a withdrawal form and submit it to the Student Services Office to complete the drop/withdrawal process. Drops and withdrawals are not official until the appropriate paperwork has been completed. The date used to determine eligibility for refund and grade status will be the date paperwork is completed, not the date the student stops attending class. A student will be given an unofficial withdrawal if they miss ten consecutive days of class without contacting the school. In case of an unofficial withdrawal, the notification date will be the last date of academic-related activity.

Students may add or drop courses from their schedules during the first 15 percent of the course meetings. Courses dropped during that time will not be reflected on a student’s transcripts and are eligible for a refund. The responsibility to apply for a refund rests entirely with the student.

Students may withdraw from a course any time through 80 percent of the course without penalty. The student will be assigned a grade of “W”. No academic credit is awarded. The course is not counted in the term or cumulative GPA at DMTC. Courses dropped after this time will result in a grade of “F” for the course.

When the class is canceled due to lack of enrollment or other cause, the school will notify the student and the student will receive a full refund.

When a registered student drops a class, the following will occur:

• No refund will be given for fees and other obligations not retrievable by the institution. Other non-retrievable fees are addressed in specific programs.

• A one hundred percent refund, less specified non-refundable fees (see Tuition and Fees) if the student withdraws before the class/program start date.

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• A one hundred percent tuition refund, less a refund processing fee of 10 percent of tuition, not to exceed $50, if the student is enrolled full-time and withdraws prior to 15% of the course meetings.

• A one hundred percent tuition refund, less a refund processing fee of 10 percent of tuition, not to exceed $50, if the student is enrolled in a class 30 hours or more in length and withdraws prior to the second class meeting and within two days of the first class meeting.

• No refund will be given once 15 percent or more of the scheduled time for the class has elapsed.

• No refund will be given for classes less than 30 hours in length unless withdrawal takes place prior to the first class session.

• Records will not be released until all financial obligations to DMTC are fulfilled.

• Allow two to three weeks for all refund checks to be processed.

The following additional information applies to students receiving financial aid:

• If a student is due a refund, any portion of that refund paid by financial aid will be returned to DMTC’s financial aid account to be distributed to the proper local, state, or federal agency.

• A student who withdraws prior to the midpoint of the term and who received financial aid proceeds for expenses, can no longer consider the funds to be for educational purposes. A Return of Title IV Funds will be completed (see Financial Aid section).

• A student who withdraws after 60% of the term and who received financial aid proceeds for expenses will not be required to repay any portion of the cash received. A student may be placed on Academic Alert or Warning or may be terminated from aid at the end of term due to lack of satisfactory progress (see Satisfactory Academic Progress).

(This policy is taken directly from the Delta-Montrose Technical College General Catalog 2014-2015) http://www.dmtc.edu/files/course-catalog.pdf pages 8-9
GRADUATION –CERTIFICATION- LICENSURE

• Each student must demonstrate satisfactory theory and clinical practice to be eligible for certification and graduation.

• Graduates of this program receive a Certificate issued by the Board of Education, Delta County School District # 50 J and Delta Montrose Technical College.

• Graduates are eligible to take the NCLEX-PN Licensure Examination and apply for state licensure as a Practical Nurse.

• Certification / Diplomas will NOT be granted until ALL classrooms, clinical and financial requirements are met. You must have your school fees paid prior to graduation.

• Graduation from the program does not guarantee licensure by the State Board of Nursing.

• The Colorado State Board of Nursing reviews all applicants and may deny licensure for a variety of reasons. The most frequent reason for denial relates to individuals who have a criminal record or who have been in trouble with the State Board of Nursing previously.

• Students who have concerns related to possible licensure denial should contact the Board at (303) 894-2430.

LICENSURE INFORMATION

• In order to work as a Practical Nurse, a graduate must secure a license from the State of Colorado as a LPN. The following information is requested by the state at the time of application for licensure:

COLORADO STATE BOARD OF NURSING DISCLOSURE FORM

1. Has any adverse action been taken against you by any licensing agency in another state or country, any peer review body, health care facility, governmental agency, law enforcement agency or court of law?

2. Have you ever surrendered a license or other authorization to practice nursing in another state or jurisdiction, or surrendered staff privileges while under investigation by any of these authorities?

3. Have you ever been convicted, pled no contest/nolo contendere, pled guilty to or been granted a deferred judgment or sentence with respect to a felony, misdemeanor or petty offence other than minor traffic offenses?
4. Have you ever paid on your behalf any final judgment, settlement or arbitration award for malpractice?

5. Have you ever been denied nursing malpractice insurance or had your nursing malpractice insurance coverage terminated by action of the insurance carrier?

6. Have you ever been excluded by the Office of Inspector (OIG) of the U.S. Department of Health and Human services from participating in federal healthcare programs (i.e. excluded from working in any agency that receive Medicaid, Tricare, Veterans Affairs, etc., funding)?

7. Have you ever engaged in any behavior or suffered any mental, physical or cognitive health condition that has affected or might affect your ability to practice nursing safely or competently?

8. Have you ever illegally or excessively used any controlled substance, habit-forming drug prescription medication or alcohol?

9. Have you ever been diagnosed with or treated for bipolar disorder, severe major depression, schizophrenia or other major psychotic disorder, a neurological illness or sleep disorder that disturbs your cognition, behavior or motor function?

10. Have you ever had clinical privileges at any hospital or health care facility denied, revoked, suspended, reduced limited, placed on probation, not renewed, or voluntarily relinquished?

The State Board of Nursing will consider whether a person can be licensed if she/he has has a criminal record or chemical dependency problem on an individual basis. Having had the problem does not necessarily mean that licensure will be denied.

- However, the Board is **very strict about individuals being truthful about past problems**. If an individual lies on the application form & the Board finds out (which has happened), licensure is denied.

- The Board has the following information on the application form:

  Please be advised that in Colorado, supplying false information in application for a license is punishable by law.

  “I state under penalty of perjury in the second degree, as defined in 188503, Colorado Revised Statutes, that the information contained in this application is true and correct to the best of my knowledge. I understand that under the Nurse Practice Act, providing false information is grounds for denial, suspension, or revocation of a Nursing License. You may not practice as a Nurse as defined in Section 12-38-112-C.R.S., 1985, until you have completed the requirements for licensure.”

- **NOTE**: Most employers require criminal background checks, drug screening and possibly finger printing, prior to employment.
THERE IS A FEE TO TAKE YOUR STATE EXAMINATION, GET YOUR NURSING LICENSE AND IV CERTIFICATION.

2015 Licensing Fees

- NCLEX Exam: $200.00 (optional $7.95 for quick results)
- Colorado State Board of Nursing Application: $88.00
- Colorado State Board of Nursing IV Application: $45.00
- Travel Expenses to Denver/ Pueblo/ Salt Lake

State Licensing fees are subject to change each year and it is advised that each student check the fees on the DORA website:  www.dora.state.co.us/nursing
# GENERAL CONDUCT

## INCLUDING: PROBATION & DISMISSAL

### APPEARANCE

- You are preparing to become a member of the nursing profession. Therefore, we stress neat, clean and appropriate attire.
- On **Lab** days, low-heeled or flat closed toe shoes should be worn.
- **No bare feet.**

### STUDENT CONDUCT

- Students will be expected to conduct themselves at all times as responsible and mature individuals.
- Students are expected to be respectful and attentive at all times. Additional problems may result in probationary measures and/or dismissal from the program.
- The rights and feelings of others will be respected.
- Each student shall demonstrate a high regard for school facilities and property and for the property of others.
- **Failure to abide by accepted school conduct can result in dismissal.**

### GENERAL BEHAVIOR

Health Occupation students represent health professions and the College. Therefore, students must conform to standards of behavior acceptable to health care professions, the communities and health care facilities. The judgment as to what constitutes acceptable behavior for health students is the responsibility of the Academic and Administrative Health Occupations Faculty. These standards are reflective of commonly accepted behaviors for health professions and every effort has been made to identify these here.

In order to participate in laboratory activities or clinical experiences in the educational program, the student must meet the following requirements. Likewise, in order to gain access to, and remain in, health care facilities for the clinical experience, **the student must:**

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1. Maintain a professional appearance in all program-related settings, as stated in this handbook and in accordance with the dress code of the health care facility.

2. Demonstrate punctuality and dependability by compliance with attendance policy as stated in this handbook.

3. Exhibit respectful, cooperative and appropriate attitude and behavior with patients, coworkers, fellow students and instructors.

4. Employ acceptable written, verbal and non-verbal communication skills.

5. Follow written and verbal instructions.

6. Perform skills accurately with various levels of supervision.

7. Seek guidance and clarify responsibilities in making decisions appropriate to the student's level of education.

8. Demonstrate ability to apply health care principles to laboratory and clinical situations.

9. Demonstrate proficiency in technical skills in a safe and effective manner.

YOUR CONDUCT AND APPEARANCE REFLECTS ON ALL MEMBERS OF THE SCHOOL AND YOUR CLASS. You are requested to be quiet, dignified and courteous in the classroom, hospital, cafeteria, student lounge, corridors and affiliating agencies.

Your attitude is an indication of your interest, cooperation and dependability.

PROBATION

ACADEMIC PROBATION

- In each class students will be monitored frequently to allow for problem identification and tutorial help, if indicated.

- If a student’s grade falls below 77%, the student will be placed on probation. Counseling and problem solving will occur and the student given clear objectives to meet, suggestions to improve and tutoring offered. The student will be given a time frame in which improvement is expected.

- Failure to improve after probation may result in the student being terminated from the program.

- If a student fails any class, he/she will not be allowed to continue in the clinical portion of the program.
• Our goal is to let students know exactly where they stand academically. Grades will be given at regular intervals, end of semester and any other time requested by appointment with instructor. An "Alert Letter" may be given to a student if the instructor is concerned about the student’s behavior or if the student’s grade is borderline or failing.

CLINICAL PROBATION

• Any student with a clinical grade below 77% will be placed on Clinical Probation.
• Other reasons a student may be placed on clinical probation include, but are not limited to:
  o Failing to meet clinical objectives at any time
  o Violation of patient confidence
  o Violation of ethical and professional behavior
  o Cheating of any kind
  o Negligence and incidents that may harm or actually do harm to patients
  o Attitudinal factors that are inappropriate in the patient care area
  o Excess absenteeism per College policy
  o Leaving clinical facility without permission and notification of instructor and staff
  o Failure to abide by accepted school conduct policies
  o Failure of random drug screening as per the clinical facilities policy

IF AT ANY TIME A CLINICAL INSTRUCTOR FEELS THAT A STUDENT IS UNSAFE, HE/SHE RESERVES THE RIGHT TO DISMISS THE STUDENT FROM THE CLINICAL ROTATION FOR THAT DAY. IT WILL THEN BE THE STUDENTS RESPONSIBILITY TO MAKE-UP THAT CLINICAL ROTATION. CLINICAL INSTRUCTORS RESERVE THE RIGHT TO RECOMMEND A STUDENT REPEAT ANY CLINICAL COURSE IF HE/SHE FEELS A STUDENT IS UNSAFE.

BEHAVIORAL PROBATION

• The Nurse Practice Act in Colorado is clear regarding the role of the Licensed Practical Nurse in functioning under the supervision of a Licensed Registered Nurse, Dentist or Physician. Therefore, the behavior of the Practical Nursing Student is important evaluation criterion in successful completion of the Practical Nursing curriculum.
• It is the student’s responsibility to maintain professional, respectful behavior with patients, co-workers, fellow students and instructors.
Professional behavior includes compliance with established policy and procedures, appropriate communication skills and respect for authority.

Non-compliance will result in probationary measures and possible termination from the program.

DISMISSAL

**GROUNDS FOR DISMISSAL**

Students must adhere to the high standards of scholarship and professional conduct. Those students whose conduct reflects discredit upon themselves or the College may be subject to dismissal.

Circumstances for each individual case will be carefully evaluated by Nursing Faculty and Administrative staff.

**However, the following may be grounds for dismissal:**

- Violation of patient confidence in any form.
- Failure to achieve or maintain the theory objectives after appropriate probation.
- Failure to achieve or maintain the clinical objectives after appropriate probation.
- Gross violation of ethical and professional behavior, including but not limited to:
  - Behavior indicating the use of alcohol or drugs in any degree (odor, altered speech or gait, activity pattern, judgment) will not be tolerated under any circumstances during the clinical or classroom hours. Substance abuse policies will be followed.
  - Altering or misuse of Medical Records.
  - Theft of patient or facility belongings.
  - Verbal and/or physical abuse of others.

- **Cheating Of Any Kind.**

- Negligence, continually omitting, not finishing, or improperly completing assignments in the clinical area.

- Incidents (accidentally doing something wrong) in the clinical area which might result in or actually does cause harm to the patient will be reviewed on an individual basis, but may be cause for immediate dismissal.
• Attitudinal factors may precipitate dismissal proceedings. Students who antagonize the patients, doctors, hospital personnel and who demonstrate traits incompatible with harmonious inter-personal relationships and who, after adequate counseling, do not improve; will be deemed unsuitable for the nursing vocation.

• Absenteeism and tardiness as stated in this Handbook.

• Failure to abide by accepted school conduct policies.

• Leaving clinical facility without permission and notification of instructor and staff.

• Any student placed on clinical probation, will be counseled and problem solving will occur.
  
  o The student will be given clear objectives to meet and suggestions to attain them.
  
  o The student will be given a time frame in which improvement is expected to occur.
  
  o The student will be continually evaluated during the probation period.
  
  o Failure to improve after probation may result in the student being dismissed from the clinical course and receiving an "F" in that clinical course.

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**PROCESS LEADING TO DISMISSAL**

• In every case, a written recommendation will be filed with documented anecdotal back up.

• The reasons for dismissal will be reviewed with the student involved.

• There will be a conference with the instructors, program coordinator and administrative designee.
GRIEVANCE

GRIEVANCE PROCEDURE

- Delta Montrose Technical College has a grievance procedure as outlined in “Student Compliant and Grievance Procedures.” A grievance packet is available from the Nursing Coordinator upon request.

Grievance procedure is per general school policy.

Delta-Montrose Technical College General Catalog 2014-2015)
http://www.dmtc.edu/files/course-catalog.pdf page 15

STUDENT COMPLAINTS AND GRIEVANCES

Student Grievance Policy

Student complaints or grievances should be resolved promptly and equitably at the lowest possible staff level. Each student is assured an opportunity for orderly presentation and review of his/her complaint or grievance without fear of reprisal. For the purpose of this policy, a grievance is defined as an alleged violation of the Board of Education policy or school rules that apply to all students. This policy does not establish student rights not explicitly established by statute or Board policy. All decisions relating to students remain within the continuing discretion of the administration and/or Board. The Board of Education, as appropriate, is subject only to the conditions and limitations prescribed by Colorado law and Board policy.

STUDENT COMPLAINTS AND GRIEVANCE PROCEDURES

Students may discuss any problem at any time with any school personnel. Individuals or groups of students may also use the following complaint and grievance procedure to seek resolution of their complaint or grievance:

Step 1: The grievance or complaint shall be discussed in a conference with the school personnel directly involved with the complaint.

Step 2: To appeal a decision, the student(s) will submit in writing to the College Administrator’s office background information on the issue and the reason for the appeal. This form must be submitted within two school days after the informal conference described in Step 1 has been completed. The appeal will be decided confidentially and promptly, preferably within five school days. The results of this appeal will be communicated to both the student and the school personnel involved with the complaint.
Step 3: If the grievance is not resolved at Step 2, the student (or parents if appropriate) may then appeal to the Superintendent of Schools and shall provide written information including the student’s name, the school and a description of the problem. An investigation and decision will be made within ten working days and be communicated to the school director, the school personnel directly involved, and student (and parents if appropriate).

Notwithstanding the steps of the grievance procedure described above, a student may discuss any problem at any time with any school personnel.

(This policy is taken directly from the Delta-Montrose Technical College General Catalog 2014-2015) [http://www.dmtc.edu/files/course-catalog.pdf](http://www.dmtc.edu/files/course-catalog.pdf) page 15

### ACADEMIC DISHONESTY

1. **Purpose:** To identify policy related to cheating, plagiarism, or knowingly furnishing false information.

2. **General Information:**
   - Some examples of cheating, but not exclusive to:
     - Looking at another individual's work during quizzes or exams
     - Copying another individual's work
     - Bringing notes to a testing situation on paper or electronic device
     - Sharing or posting course work/assignments for clinical on the internet
   - Some examples of plagiarism, but not exclusive to:
     - Submitting of another individual's work as one's own whether it was obtained from print or electronic source

3. **Policy:**
   - Upon entrance into the program all students will be required to sign a statement regarding academic dishonesty
   - The signed form should be turned in to the nursing coordinator along with the handbook form
   - See also the Student Handbook sections regarding cheating and grounds for dismissal

4. **Group Work:**
   - Students may participate in a study group, but each student is responsible for their own assignment.

5. **Disciplinary Action:**
   - Students who are identified as violating academic honesty will be subject to disciplinary action up to and including expulsion from the program.

ACADEMIC HONESTY AGREEMENT

Any evidence of plagiarism, identity fraud, any form of cheating, or knowingly furnishing false information will result in disciplinary action up to and including immediate expulsion of the student(s) involved.

Student’s Name (Print) ________________________________

Student’s Signature ________________________________

Date: ____________________________, 2015

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DELTA MONTROSE TECHNICAL COLLEGE

PRACTICAL NURSING PROGRAM 2015 - 2016

POLICY AGREEMENT

➢ I have read and understand the Practical Nursing Program Policies and have had my questions answered.

➢ I may ask for further explanation of the Policies during the enrollment year and agree to abide by the Policies while a student in this program.

➢ I understand that noncompliance with these rules, regulations and procedures is basis for dismissal from the program.

Student’s Name (Print) ________________________________

Student’s Signature ________________________________

Date: ____________________________, 2015