



**OTERO JUNIOR COLLEGE**  
**NURSING**  
**STUDENT MANUAL**  
**2011-2012**



**Nursing Student Manual  
Program in Nursing**

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**LEGAL REQUIREMENTS FOR NURSING LICENSURE**

Before becoming licensed, the student must answer the following questions:

1. “Have you ever been convicted of a felony or have you ever had accepted by a court a plea of guilty or no contest? Have you received a deferred judgment or deferred prosecution?”
2. “Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?”

If any question is answered “yes”, the student needs to meet with the director of the nursing program for counseling as the Colorado State Board of Nursing has specific requirements for licensure.

The nursing program does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX and Section 504 may be referred to the Affirmative Action Officer of Otero Junior College.

## **To The Student:**

We welcome you to Otero Junior College Nursing Program.

Nursing is a unique and highly demanding profession and therefore the nursing program requires a high level of commitment.

Nursing requires strength, integrity, sensitivity and compassion. You will be expected to:

1. Demonstrate behaviors indicative of professional and personal integrity.
2. Demonstrate an attitude of willingness to explore new or different concepts and ideas.
3. Follow the policies stated in the college catalog and those specific to nursing included in this student manual.
4. Complete all required course objectives and written assignments on time while maintaining at least a "C" average in each nursing course and each required general education course.
5. Become an active participant in identifying personal learning strategies.
6. Establish realistic priorities for combining school and other personal responsibilities.
7. Use the problem-solving process in resolving issues and complaints and learn to accept and profit from constructive criticisms.
8. Seek council first from your instructor then if you are not satisfied follow the grievance procedure detailed on page 20 of this manual.

Active learning requires the use of a variety of methods to fit all learning styles. You will be expected to use out of class time for use of additional learning resources (i.e. library, computer assisted instruction, group study, etc.)

To gain the best quality of hands on experience a variety of health care settings will be used. Clinical experiences at these facilities will require travel and a wide variety of schedules (may include all three shifts, 8-13 hour shifts, call time and weekends).

The guidelines in this handbook reflect Colorado Board of Nursing, college and clinical facility requirements. They are subject to change with notification.

## **MISSION STATEMENT DEPARTMENT OF NURSING**

### **Mission**

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

## **DEPARTMENT OF NURSING PHILOSOPHY**

### **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 he or she exists.

## **Environment**

Environment refers to the context in which nursing occurs, which ranges from the person's home to clinical agencies to society as a whole. A person's environment is a major determinant of health. It includes the spiritual, psychosocial, political, legal, ethical, physical, economic, spatial and temporal aspects in which the individual, family, community or healthcare system exists.

## **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 his or her health status resulting in individuals moving in either a positive or negative direction on the health continuum in response to his or her 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**

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, MD, podiatrist or dentist. The LPN performs therapeutic and preventive nursing measures in structured settings within traditional and alternative health care delivery systems.

Associate degree education is one of the established entry points into professional nursing practice. At the associate degree level, nursing education is directed toward facilitating the student to develop basic knowledge, skills, and attitudes necessary for the 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, teacher, manager of care, advocate and member within the discipline of nursing. The nurse provides direct care to patients with complex health needs, adjusting care as patient situations change; collecting and analyzing data from patients, families, and other health care resources; formulating appropriate nursing diagnoses, implementing therapeutic intervention and developing/revising plans of care based on evaluation. The ADN-RN maintains professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health professionals. The ADN-RN manages the care of assigned patients and supervises care given by other licensed and unlicensed health personnel.

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

## **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 society as a whole. An attitude of empathetic 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 utilize evidence-based practices 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 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 are defined and validated through the Colorado Articulation Model. Graduates of an educational program offered by the Department of Nursing will possess knowledge of the history, development, accomplishments, and direction of the nursing profession. They will be informed regarding the unique roles, competencies, and responsibilities expected from individuals prepared at all levels. Graduates will also be aware of advanced practice positions and opportunities available to individuals prepared with baccalaureate and graduate credentials in nursing.

**Revised: 8/13/08 (CCCS)**

### **CCCS Nursing Program Curriculum Framework**

The CCCS Nursing Curriculum has as its foundation, the arts, sciences, humanities and nursing knowledge. The structure of the curriculum is built upon seven (7) key concepts from the nursing philosophy which are: professionalism, nursing process, communication, health illness continuum, and holistic care, teaching/learning and caring intervention. These guiding concepts are foundational to education for the roles of the professional nurse. The curriculum is also guided by the Colorado Board of Nursing (CBN), The National League for Nursing's (NLN) nursing roles, the Colorado Articulation Agreement, and the American Nursing Association (ANA) standards.

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

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

## Glossary

**Professionalism** is the embodiment of the nursing roles, both those established by NLN and the multiple roles of entry into practice (LPN, ADN, BSN), standards of care, cultural competence, ethical/legal practice and the use of evidenced based practice in the practice of nursing. It is personified in committed, well-educated individuals who are focused on quality client care.

**Nursing Process** is the problem solving process used to plan and implement client care; it includes assessment, planning, intervention, analysis, synthesis and evaluation. The use of the nursing process, accompanied by highly developed critical thinking skills, is essential for quality outcomes in client care.

**Communication** is the verbal and nonverbal interaction between the nurse and client, nurse, nurse and family and/or significant others and nurse and healthcare team that contributes to the understanding, treatment and teaching of clients. Three types of communication skills are essential in the practice of nursing; listening, interview and therapeutic.

**Health-illness Continuum** demonstrates that health and illness are not exclusive for each other and exist as an every-changing state encompassing physical, mental, spiritual, and social well-being.

**Holistic Care** is patient care based on “understanding that the patient is an interconnected unity and that physical, mental, social and spiritual factors need to be included in any interventions. The whole is a system that is greater than the sum of its parts.” *ANA Scope and Standards, 2004.*

**Caring Intervention** is the provision of individualized, therapeutic nursing interventions enveloped in human compassion and sensitivity to one’s self and others. It requires critical thinking, planning and the promotion of communication and collaboration between client and nurse.

**Teaching/ Learning** incorporates into its meaning the concept of life-long learning and articulation for progression as one may choose to pursue a higher degree in nursing.

## GUIDELINES OF THE NURSING PROGRAM

### GENERAL GUIDELINES

1. Adherence to the general regulations of the college, as written in the college catalog, is required.
2. Adherence to the information in this Student Manual, related to the nursing program, is required.

### DRESS CODE FOR CLINICAL

1. A white or hunter green skirt, or pants, and a hunter green scrub top (with the student patch permanently attached to the left shoulder sleeve) and an OJC name badge is the official uniform for nursing students. The length of the skirt uniform should not be shorter than knee length. No stretch or stirrup pants will be permitted. Jeans are not allowed in patient care areas.
2. If an undershirt is worn, it must be plain (no print) white.
3. A white lab coat with an OJC name badge must be worn over nice street clothes when you are in the hospital researching information for your clinical assignment.
4. Soft rubber heeled professional shoes are recommended. Plain white, low top, athletic shoes are permitted. No canvas tennis shoes are allowed. No open-toed shoes.
5. Hose must be worn with a dress uniform. Underclothing should not detract from the appearance of the uniform.
6. Sweaters or lab coats may be worn while on duty except when performing direct nursing care.
7. Personal appearance and hygiene: Hair must be clean and neat in a simple style. Long hair must be secured back from the face in such a way that it does not fall forward when leaning over. Beards and mustaches must be neat, trimmed and clean. Cosmetics may be used moderately. Fingernails must be kept clean, trimmed, and of **reasonable length – no dark polish**. No artificial fingernails are allowed, per CDC guidelines.
8. All clinical facilities are now non-smoking campuses. You will not be allowed to smoke during clinical hours. You are not allowed to leave the clinical setting to smoke.
9. Jewelry: Watches with a second-hand indicator and the OJC Nursing Student name badge is a required part of the uniform. Minimal rings and small pierced earrings (1 studded set) are permitted. Ear spacers of any size are not allowed.
10. Visible body piercings other than earlobes are not allowed.
11. Strong perfume or shaving lotion is not permitted.
12. Visible body art (tattoos, etc.) and hickeys must be covered.

### ATTENDANCE/TARDINESS

Due to the fact that the nursing curriculum necessarily covers enormous amounts of difficult content and that the clinical experience is limited in time, the following plan will be upheld:

1. Attendance to class and clinical is required. College policy provides that at the instructor's discretion a student's grade may be lowered one letter grade after three absences in any course. Up to two make-up days for missed clinical (with proper notice) will be scheduled at a time convenient for the course instructors. This may be during or after the scheduled completion of the course. Students missing more than two scheduled clinical days will take a zero grade for their

missed day(s) and/or fail the course. **The student** is responsible for making arrangements with the instructor(s) for make-up.

2. **Punctuality is required.** The students must report to the clinical site at the time designated for the course. A student anticipating being late or absent to clinical is **required to notify the clinical site and the instructor**. Tardiness may result in being sent home from the clinical site.
3. No call, no show to any assigned clinical experience will result in a zero for the day and will not be made up. This may result in failure in the course. After first no call, no show the student will be placed on warning. Repeated no call, no shows will result in more serious disciplinary action.

### **CODE OF CONDUCT**

The following essential performance behaviors must be consistently demonstrated.

1. **Communication** – Demonstrates in verbal and nonverbal interaction respect for others' opinions, active listening skills, assertiveness, and professional courtesy.
2. **Preparedness** – Plans and arranges time. Completes assignments prior to class or clinical. Uses learning materials and resources in order to actively participate in learning activities.
3. **Attendance** – Takes initiative to clarify and confirm schedule. Is present without exception in required classes, orientation sessions, and clinical practicum, and community-based assigned observations and clinics. Demonstrates initiative and follow through in meeting scheduled assignments.
4. **Equipment** – Anticipates supplies and equipment that will be necessary to complete course/clinical assignments and learning activities, and proactively prepares to have these resources available. Equipment may include: stethoscope, watch with a second hand, and written assignments.
5. **Conflict Management** – Demonstrates collaborative problem solving skills in the event conflict relevant to the course or clinical occurs. Conflict management skills include: engaging in timely and constructive dialogue with the immediate participants to clarify the issue; consulting in a timely fashion with advisor, clinical scholar/instructor, or preceptor; accurately identifying the negotiable and non-negotiable issues; and determining an effective strategy to achieve mutual goals, and follow through respectfully with the decision. Constructively uses opportunities throughout a course or clinical to communicate questions and concerns relevant to course outcome competencies. Comments on course, faculty, and preceptor evaluations with specific, constructive feedback on effective teaching and learning strategies, as well as recommendations for improvement.
6. **Obligation to the Client or Patient** – Demonstrates accountability in accepting assignments for patient care, and carrying through with responsibilities within the designated time frames. Communicates whereabouts (breaks, lunch, meetings, etc.) and assures continuity of care at all times. Uses clinical judgment and self-assessment skills to determine when assistance is needed in accepting an assignment or providing patient care. Leaving the patient or clinical assignment without acknowledge communication constitutes patient abandonment and is sufficient for course failure.
7. **Respect Demonstrated to Client, Peers, and Health Care Providers** – Courtesy, consideration, respect and regard are conditions for learning. Demonstrates attentiveness, politeness, consideration for others in all learning environments. Refrains from intruding, interrupting, distracting, or otherwise limiting the opportunities for learning. A student may be removed from the class/clinical for disrespecting the learning environment and interfering with the learning of others. Return to the class/clinical is dependent on commitment to demonstration of civility. Civility will be evaluated by the following criteria: Interacts with all others demonstrating respect, tolerance, and caring. Body language, nonverbal behaviors, including voice tone, and personal

opinion must at all times demonstrate professionalism and collegiality. Demonstrates respect for the diversity of race, ethnicity, religion, sexual orientation, gender, age, socio-economic status of clients, peers, and other care providers.

8. **Emotional and Physical Readiness** – Engages in self-monitoring and demonstrates emotional and physical health necessary for clinical activities. If willingness or ability is deemed inadequate, by the clinical scholar/instructor or preceptor, the student will be dismissed from clinical for the day. Students suspected of abusing alcohol, drugs, or other illegal substances will be subject to immediate removal from the clinical area after consultation with the clinical scholar/instructor, or faculty. The course program director will be notified and appropriate referral initiated. The student may not be permitted to return until an evaluation and recommended follow up is complete. Documentation of the student's emotional and physical readiness may be required. In the event of a medical necessity, make-up time for missed class/clinical will be arranged within the scheduled term if possible.
9. **Drugs and Alcohol** Students demonstrating symptoms of impairment due to drugs/alcohol or other causes during clinical, clinical orientation, simulation or laboratory may be required by the instructor to have a STAT drug screen performed, as evidence of a drug free state. In addition, the student will be sent home from the setting in a safe manner. Refusal to submit to a drug screen will presume a positive state of drug impairment. This may result in dismissal from the program pending faculty evaluation.
10. **Unsafe clinical practice which** include but is not limited to: Charting or reporting information that is not verified or was not obtained by the student. Charting or reporting completion of nursing intervention's or medical orders when in fact such action was not taken. Failure to report errors. Assuming responsibilities or performing skills in which the student has not been instructed in or those not within the Scope of Practice. Abandonment or failure to perform assigned patient care. Any violation of confidentiality.

## **SAFE CLINICAL PRACTICE GUIDELINES**

The definition of safe clinical practice for all ADN students at OJC includes the following items. Preceptors/instructors may require additional items for specific learning situations or for certain clinical rotations.

1. Attend beginning of shift conference.
2. Research all medications prior to administration.
3. Review performance criteria and hospital/facility procedure for nursing skills as needed.
4. Demonstrate ability to perform assigned skills safely as needed.
5. Demonstrate orally and/or in writing, as required by preceptor/instructor, nursing care planning for each patient.
6. Provide a safe environment for all patients, appropriate to developmental level and physiologic status.
7. Report pertinent changes in patient's health status immediately to appropriate staff person.
8. Seek help from preceptor/instructor as needed. Do not perform new skills/additional skills without consent or supervision of preceptor/instructor. All sterile procedures will be observed by an RN.

9. Students will not administer Oncologic Chemotherapy or emergency IV drugs or other drugs as identified by instructor or preceptor.
10. Preceptor/instructor must observe all calculations, preparations and administration of IV push medications and mixed IV solutions.
11. All IV starts will be observed by the nursing instructor or a designated RN.
12. Students cannot transcribe doctor's orders.
13. Students will not draw blood alcohol levels.

### **OJC NURSING ADMISSION PROCEDURE**

1. To review the admission criteria and procedure, go to the website at [www.ojc.edu](http://www.ojc.edu) and access the Nursing application guidelines and form. Submit your completed application online at the OJC website.

### **PROGRESSION**

Progression within levels:

1. For progression within level one, the student must:
  - a. Complete each nursing course consecutively with a 77% or higher grade.
  - b. Complete all other required academic courses with a minimum of a "C".
  - c. Demonstrate continued dosage calculation competency in the classroom and clinical setting.

Progression within the Program:

1. Students admitted to the nursing program will progress to the second year by:
  - a. Completing each nursing course sequentially with at least a 77% grade.
  - b. Completing all required general education courses by scheduled semester with a grade of "C" or better. (See course sequence)
  - c. Prove math competency as determined by the testing described in the Medication Administration plan.

Progression to graduation:

1. Approval of graduation is contingent upon:
  - a. Completion of all required nursing and general education courses with a minimum of "C" grade.
  - b. Completion of Medication Administration Math requirement. (See Medication Administration Math policy.)

Progression when withdrawal or failure occurs:

1. Nursing students who receive a "D" grade or below in any required course will be required to exit the Nursing Program.
2. If a student exits the program, they must submit a written request to the nursing office and be placed on the admission list for the next available slot.
3. If a student withdraws with a failing grade or fails 3 nursing classes during the 2 year program of study they will not be readmitted or allowed to proceed in the nursing program. These classes may include the same course, or a combination of courses.
4. For this academic year only 2011-2012 students who have previously failed 3 or more classes will be allowed one additional attempt. Any further failure will result in no further advancement in the program.

5. If returning to nursing school, all nursing classes 4 years and older must be repeated.
6. Readmission, in the next cohort is based on slots available in the next cohort and cannot be guaranteed.

### **READMISSION APPLICATION PROCEDURE**

Reasons that a student will be considered ineligible for readmission include, but are not limited to: The student has been terminated or dismissed from the program for documented acts of dishonesty, unethical, illegal or unprofessional behavior, unsafe patient care, including violation of guidelines in the nursing program Student Manual.

A dated letter including the student's current address and telephone number requesting readmission to the nursing program is required. Requests for readmission must be received in writing in the nursing office one (1) month prior to the start of the course or June 1, whichever comes first. The Nursing Director reviews requests for readmission. Students will be notified regarding the status of their request prior to the semester in which readmission is requested.

### **RETENTION SPECIALIST**

The goal of the Retention Specialist is to be proactive in the Nursing and Health Department student's education and strive for success. This will include data collection, information sharing, and referring students to the resources that will lead to success. The Retention Specialist will be available to assist in finding resources to alleviate some of the day to day stressors as well as refer students to necessary resources within OJC and outside of OJC for things such as, but not limited to, tutoring, financial aid, discovering personal learning styles and learning how to make that style become a benefit to their education, and mini-workshops on stress management, etc. The goal is for student success.

In addition to being referred to the Retention Specialist, self-referrals and walk-ins are welcome. The office is currently located in McBride, room 129B (located inside the Student Success Center). Let's resolve issues or concerns before they become problems.

### **TUTORING PROCEDURE**

Tutoring is available for students struggling to be successful in the nursing program through self-referral or instructor recommendation to the Retention Specialist. Students are encouraged to take advantage of this service at the earliest indication of the need for additional help/support. Students are accountable for following tutoring recommendations.

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

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

Students who are placed with individual tutors are expected to:

- Keep schedule appointments with tutors
- Call the tutor if they are not able to meet as scheduled (the tutor has set aside time from their busy day to meet).
- Do all of their own assigned work.

Students will lose the privilege of tutoring if:

- They miss two scheduled session without informing the tutor.
- Are disrespectful of the tutor in any way.
- Do not attend class regularly.

## STANDARDIZED TESTING

Standardized computer testing is given throughout the nursing program to assist students to be successful on the NCLEX Examination (the computerized, comprehensive test required for licensure). Every semester the student will take a variety of standardized tests from ATI (Assessment Technologies Inc.) testing company and complete required remediation and retesting as indicated. The purposes of using standardized tests, which vary in length, are to help individualize and guide the student's educational plan, as well as give the student an opportunity to practice taking questions similar to those on the NCLEX. In order to prepare for the tests, the student should be rested prior to the exam and take the tests seriously. One quarter of the ATI testing fee will be charged in each of four semesters over the two year program.

Students are required to take the proctored ATI exam as part of the course requirements for the courses listed below. You must complete the associated practice ATI exam on your own time prior to the scheduled proctored exam. If you achieve a Level 2 or higher score on the proctored ATI exam you will receive 10 extra credit points which will be added in with your exams for the course exam average. Students have 2 opportunities to achieve the level 2 score on the proctored ATI exam. If you do not achieve the level 2 score on the first attempt, written remediation specific to your exam report must be completed and turned in prior to the second attempt. All ATI testing for this course must be completed prior to the end of the course.

The 10 points extra credit only applies to the required proctored ATI exams. The ten points will be calculated into the exam average at the end of the course as follows: add all of the course exam scores for each student and the 10 points from ATI and then divide by the total number of exams scores.

Example:

Exam 1 -	85%
Exam 2 –	66%
Exam 3 –	70%
ATI points -	<u>10</u>
	231

$231/3 = 77\%$  exam average

The 10 point extra credit added to the exam average is for the following courses:

- NUR 109 – Fundamental Skills
- NUR 106 – Med/Surg (PN Med/Surg ATI)
- NUR 150 – OB/PEDs
- NUR 169 – PN Comprehensive Predictor
- NUR 201 – Nutrition
- NUR 211 – Psych Nursing
- NUR 212 – Pharmacology
- NUR 216 – Med/Surg (RN level)
- NUR 230 – RN Predictor

### **MEDICATION ADMINISTRATION PLAN**

No student may graduate until they demonstrate continued competency in calculations of medications dosages. The following outline of times of evaluation will be followed:

1. After the Clinical Calculations course in the first year of the nursing program, nursing students must pass a Medication Administration Exam with 100% by the end of the semester to progress to

- the next semester. The student may repeat the exam once per week, for a total of five attempts until 100% is achieved. Testing times will be announced by faculty. This is a monitored test.
2. In the assigned semester the student may repeat the exam up to 5 times in order to achieve the required 100 percent. Times are announced and in order to be the most successful you should begin week one.
  3. Second year students will be required to demonstrate continued mastery by passing the Medication Administration Exam with 100% within 5 attempts of the first semester. The student may repeat the exam once per week (for a total of 5 times). These attempts must be scheduled within the first 6 weeks of the assigned semester.
  4. Students returning to the program will be required to pass the Medication Administration Exam with 100% within 5 attempts. These attempts must be scheduled within the first 6 weeks of the assigned semester.
  5. Failure to achieve 100% on the Medication Administration Exam according to the above guidelines will result in dismissal from the program.

### **COLORADO ASSOCIATE DEGREE NURSING PROGRAMS POLICY STATEMENT ON THE ESSENTIAL CLINICAL EXPECTATIONS FOR THE STUDENT NURSE**

Otero Junior College Nursing Facilities embrace the following statement by the Colorado Council on Nursing Education and expect students in the Nursing Program to fulfill them.

Student nursing practice includes assessment, analysis, planning, implementation, and evaluation. The process integrates cognitive, affective, and psychomotor skills. Competency statements developed by the Colorado Council on Nursing Education are designed to reflect current educational outcomes. The faculty in Colorado has identified the following nursing roles: provider, advocate, teacher, manager, and member of the profession. The Registered Nurse License granted upon successful completion of the NCLEX-RN exam is non-restrictive. Because practice is not limited to any particular area the learning experiences of the student must be broad enough to cover all clinical areas, knowledge, and practical skills expected of a job entry-level nurse.

To achieve these competencies, skills must be learned and practiced at job entry levels. Clinical practice is evaluated utilizing the clinical evaluation tools for each course. A general overview of the Essential Program Requirements for the Student Nurse is as follows:

- Establish and maintain a professional nursing relationship with the client and/or family.
- Independently perform health assessment, interviewing, and examination.
- Provide physical care for persons of all ages, size, gender, race, national origin or disability, whether conscious and helpful, or unconscious and helpless. This includes, but is not limited to, helping client move in bed, move out of bed, and assist in walking.
- Use nursing knowledge, skills, and established protocols to safely perform nursing measures according to the needs of the client/family.
- Perform a variety of sterile and not-sterile nursing procedures safely and accurately on clients.
- Use a variety of technical and mechanical equipment safely and accurately.
- Assume a variety of strategies to educate the client/family, according to their needs.
- Implement a variety of strategies to educate the client/family, according to their needs.
- Use critical thinking to review and analyze data to identify potential, emerging, and/or actual client/family problems.
- Develop nursing care goals with the client/family.

- Document client data, nursing care, and client/family responses.
- Use management concepts within a health care delivery system.
- Assume responsibility for professional self-development.
- Assume accountability for quality nursing practice.
- Function as a member of the health care team, in compliance with the Nurse Practice Act and its Rules and Regulations.

Reasonable accommodations will be made in an effort to help students meet program requirements and objectives.

## **TECHNICAL STANDARDS**

### **1. Introduction**

Otero Junior 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.

### **2. Standards**

#### **a. Observation**

The student must be able to observe lectures, demonstrations, and 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.

#### **b. Communication**

A student must be able to communicate effectively 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.

#### **c. 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. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., slide preparation) and perform patient care procedures (e.g., tracheostomy care, urinary catheterization, use of oximetry and glucometer). 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, and application of pressure to stop bleeding and opening of obstructed airways.

#### **d. 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.

e. Behavioral and social attributes

A student must have the capacity to demonstrate full utilization of her/his intellectual abilities, emotional stability, exercise good judgment and promptly complete all responsibilities attendant to the diagnosis and care of clients. A student must have the capacity to develop mature, sensitive and effective therapeutic relationships with clients. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

**3. Reasonable Accommodation**

It is the policy of Otero Junior 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. Determining what is a reasonable accommodation is an interactive process which the student should initiate with the ADA coordinator –Student Success Center, McBride Hall 129, 719-384-6862.

## **CLINICAL REQUIREMENTS**

### Physical Examination

The health facilities in which you have your clinical experience require that the students have a physical examination each year. The physical examination is to include a PPD test. If the PPD test is positive, you must have a chest x-ray and show evidence of non-communicable status as provided by the Colorado Health Department. Proof of required immunization must be submitted before you enter the nursing program. Individual health questions will be evaluated by the Admissions Committee.

### Background Check and Drug Screen

Clinical facilities require students to have a drug screen done prior to attending clinical. This will be arranged through the college usually prior to admission. Please plan to follow the procedures promptly when notified.

**ALL** Colorado Community College nursing students are required to take and pass the background check available at this web site address: [www.healthcareex.com](http://www.healthcareex.com)

The faculty and personnel of the Nursing Program do not guarantee or promise that any student will be accepted to every facility clinical lab, practitioner, affiliates, or others who may provide training or other services for the Nursing Programs.

### Safety Tests

Completion of all safety tests with a score of 70% or higher is mandated for clinical participation. These tests are located on D2L.

### CPR Certification

All nursing students must maintain evidence of current CPR certification, preferably from the American Heart Association.

Clinical participation can be affected if any of the above is not completed.

## **GRIEVANCE PROCEDURE**

This student grievance procedure is intended to allow student an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability or age and have the issue considered in a prompt and equitable fashion. Otero Junior College will follow the Colorado Community College System student grievance procedure. This information is available at <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf>

## **GRADING**

Classes and Clinical: A grade of "C" must be attained in each course. See individual syllabus for details.

Grading Scale:

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

Test /Assignments:

1. Student arriving late to scheduled exams will be given the option of taking the exam in the remaining scheduled time or rescheduling the exam in the testing center for the full amount of time, but with a 10 point deduction.
2. Retaking of tests will not be permitted.
3. At the discretion of the instructor, up to 10% may be deducted from the test grade if it is not taken at the scheduled time.
4. At the discretion of the instructor, late assignments may not be accepted or may have a grade reduction.

## **TEST REVIEW PROCEDURE**

To provide immediate and consistent feedback to students and to add learning opportunity to the testing procedure, the following review procedure will be implemented as appropriate.

A monitored review area will be available as students complete their exam. Students will have 15 minutes to review the correct answers and the rationale for all answers. While in the exam review area, the following rules will be strictly applied.

- ✓ No paper, pencils or electronic recording devices may be brought into the room (including phones, etc.)
- ✓ No talking or other noise will be tolerated.
- ✓ Hands must be visible to the monitor at all times.
- ✓ You may not return to the review room after leaving.
- ✓ Questions or concerns about exam items are to be written and submitted in the review area.
- ✓ Feedback regarding concerns will be posted electronically in the course profile. **PROGRAM**

### **APPROXIMATE COSTS**

(This is not an all-inclusive list and the costs are estimated and subject to change without notice.)

#### **A. Year one of Nursing Program**

	<u>Resident</u>	<u>Non-Resident</u>
Tuition and fees (12 - 18 hours)	See semester schedule	
1. Nursing Fee	\$40.35/NUR credit	
4. ATI Testing and skills video package	\$150.00 due semester 1 and \$122 due semester 2	
5. Books and supplies	\$700.00	See semester schedule
6. Physical	\$80.00	
7. Hepatitis B vaccine	\$105.00 or proof of vaccine	
8. Varicella vaccine/titre	\$90-210.00	
9. Background check & Urine Drug Screen	\$140.00	
10. Uniforms	\$75.00	
11. Shoes	\$50.00	
12. White hose/socks	\$20.00	
13. Gait belt	\$15.00	
14. Nursing pin (price varies with gold cost)	\$50.00	
15. Malpractice Insurance	\$15.00	
16. LPN State Board Licensure fee (optional)	\$288.00 (variable from year to year)	
17. There are also workshops and field trips that will incur additional expenses.		
18. Travel expenses depend on where you live.		
19. Day Care expenses – variable		

#### **B. Associate Degree Nursing Program (year two)**

	<u>Resident</u>	<u>Non-Resident</u>
1. Tuition and Fees (12 - 18 hours)	See semester schedule	See semester schedule
2. Nursing Fee	\$40.35/NUR credit	
3. Books and Supplies	\$700.00	
4. ATI Testing and skills video package	\$118.00 due each semester	
5. Physical	\$80.00	
6. Hepatitis B vaccine	\$105.00 or proof of vaccine	
7. Background Check & Urine Drug Screen	\$140.00	
8. Uniforms	\$75.00	
9. Shoes	\$50.00	
10. White hose/socks	\$20.00	
11. Gait belt	\$15.00	
12. Nursing Pin (price varies with gold cost)	\$68.00	
13. Graduation fees	\$20.00	
14. Malpractice Insurance	\$15.00	
15. RN State Board Licensure Fee	\$288.00 (variable from year to year)	
16. Affiliation costs (Clinical experience at hospitals not in this area)	\$400.00 (Dependent upon location of clinical site)	
17. Travel expenses – variable		
18. Day Care expenses – variable		

**Colorado Associate Degree Nursing Programs Policy and Guidelines for Prevention and Management of  
Human Immunodeficiency Virus and Infectious Disease in the Nursing Education Community**

Numerous reportable communicable diseases (i.e. Hepatitis, HIV, Rubella, Rubeola, Varicella) which infect individuals through various methods of contact may represent a public health threat to the campus community. In particular reference to HIV, current evidence indicates that HIV infected individuals do not infect others through casual contact. Consequently, individuals sharing common living space, study areas, libraries, classrooms and theaters are not a public health threat to the campus community. Therefore, exclusion of infected individuals from these activities is not necessary, or appropriate. When cases of reportable communicable disease are known to exist on the campus, 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 of harm to others.

*Guidelines for HIV Testing*

Qualified individuals will not be denied admission to the nursing program on the basis of HIV status. A nursing student who believes he/she to be at risk has an ethical responsibility to know his/her HIV antibody status. The testing decision will be voluntary, but due to the nature of the disease, the student is encouraged to be tested. Counseling regarding this will be available. Student's right to confidentiality and privacy of information will be maintained. No specific information concerning student HIV status will be provided to any faculty, administrators, or others without express written consent of the individual student involved.

*Faculty Responsibilities*

Faculty will teach Standard Precaution, CDC and OSHA Guidelines, and verify student's knowledge annually.

*Client Care*

All nursing students and faculty are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No nursing student or faculty may refuse to treat a patient solely because the patient is high risk for contracting or is HIV positive, or has hepatitis, or any other infectious disease.

*HIV Positive Students*

Because of potential exposure to infection, all students must adhere to CDC and OSHA guidelines in the clinical setting. This information is provided to every student. Students who identify themselves as being at greater risk for HIV infection are urged to consult their health care provider to assess the significance of clinical risks to their own health. Students who know they are infected are urged to voluntarily inform the Director of the Nursing Program. The Director will provide information and counseling, and assess the need for necessary modification or accommodation in clinical education. Clinical adjustments will be crafted on a "case by case" basis.

Clinical adjustments will take into account the nature of the clinical activity, the requirements of the affiliating agency, the functional disabilities and risks posed by the HIV carrier, and the transmissibility of simultaneously carried infectious agents.

This plan and these Guidelines will be reviewed periodically based upon new information regarding infectious diseases.

**Non Discrimination Policy**

Otero Junior College does not discriminate on the basis of race, color, creed, handicap, national origin, age, or sex. The college complies with the Civil Rights Act of 1964, related Executive Order 11246 and 11375 and all civil laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing Affirmative Action program.

**Non Discrimination Statement**

Otero Junior College does not discriminate on the basis of race, color, creed, handicap, national origin, age, or sex in admission or access to, or treatment and employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Mrs. Marlene Boettcher, Affirmative Action Officer, Otero Junior College, La Junta, CO (384-6824) or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204.\* \*This statement is made pursuant to requirements of Secs. 602.901, 902, Education Amendments of 1972, 20 U.S.C. 1681, 1682 as amended, 45 C.F.R. Part 86; and Sec. 504, Rehabilitation Act of 1973, 29 U.S.C. 794, 45 C.F.R. Part 84.

**Harassment Strategy**

Otero Junior College prohibits harassment by students and staff of any form. The main objective of this is to protect all members of the campus community from any type of harassment and to assure proper due process for anyone being charged with such misconduct. Otero Junior College will follow the Colorado Community College System student grievance procedure. This information is available at <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31.pdf>. In the event of Sexual Harassment Otero Junior College will follow the Colorado Community College System student sexual harassment complaint procedure. This information is available at <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a.pdf>

Date of revision 8-15-11

**OTERO JUNIOR COLLEGE**

**PROGRAM IN NURSING**

**STUDENT OATH OF CONFIDENTIALITY**

I have watched the video describing the HIPPA Regulations.

In the performance of my assigned responsibilities for Otero Junior College (OJC) Nursing Program clinical experiences, I pledge to keep confidential any and all information concerning patients and or residents. I will not discuss patient/resident cases with any employee other than those having a direct need for such information in the performance of their responsibilities. I will not release patient/resident information to any individuals or agencies, either written or verbal. I understand that failure to comply will be considered just cause for dismissal from OJC Nursing Program. I also understand that the same need for confidentiality exists after I am no longer an OJC Nursing student.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

S number \_\_\_\_\_

Date \_\_\_\_\_

**LETTER OF AGREEMENT**

I **have read** the student handbook for the Nursing Program and know I must comply with the rules and regulations as stated. I also understand that in order to meet the requirements of the nursing program, I must maintain at least a "C" in **each** nursing and related courses.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

S number \_\_\_\_\_

Date \_\_\_\_\_