2019-2020

COLORADO
MOUNTAIN COLLEGE

NURSING PROGRAM
▶ Student Handbook

Welcome to the Colorado Mountain College Nursing Program. All of the faculty and staff are excited to work with you on your educational journey.

This Nursing Program Student Handbook has been created by the staff and faculty as a guide to your success in this program. This handbook must be read prior to the start of your first class to understand the nursing program's expectations of you as a student and future nurse. We encourage you to make notes and ask questions if you need to clarify any issues or concerns.

The Colorado Mountain College Student Handbook in conjunction with the Nursing Program Student Handbook should be used as a resource throughout your education to ensure your success in the program. The CMC Student Handbook is a guide to your success in the college and is common to all students. The Nursing Program Student Handbook contains specific content areas of knowledge for the nursing program. The policies and expectations contained in both handbooks will be evident in your nursing hybrid and practicum courses

At the end of this handbook you will find a letter of agreement form that you must sign and return. *In signing this form, you are confirming that you understand and will adhere to all of the policies and expectations of the Colorado Mountain College Nursing Program and of Colorado Mountain College.*

Thank you and wishing you the best success on your educational journey*,*

Dr. Betty Damask-Bembenek, Associate Dean - Nursing,
and the faculty and staff of the CMC Nursing Program
Colorado Mountain College
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Glenwood Springs, CO 81601
1-800-621-8559
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All hyperlinks located throughout this document are available in the electronic copy of the handbook on the [CMC Nursing Basecamp page](). All forms and reference materials are also located on the Nursing Basecamp pages under Handbooks and current academic year.

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Accreditations and Approvals

Approved by Colorado Board of Nursing
1560 Broadway, Suite 1350 Denver, CO 80202 (303) 894-2430
www.dora.state.co.us/NURSING/

Colorado Mountain College accredited by:
Higher Learning Commission of the North Central Association of Colleges and Schools
230 South LaSalle Street,
Suite 7-500
Chicago, IL 60604
Phone 312.263.0456
https://www.hlcommission.org/

ADN & RN-BSN accredited by:
Accreditation Commission for Education in Nursing (ACEN) 3343
Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone 404-975-5000
Fax 404-975-5020
www.acenursing.com

BSN accredited by:
Commission on Collegiate Nursing Education (CCNE)
655 K Street, NW
Suite 750, Washington, DC 20036
https://www.aacnnursing.org/ccne

Vision, Mission and Values, Philosophy and Guiding Principles of the Colorado Mountain College Nursing Program
Vision of the Colorado Mountain College Nursing Program

In keeping with the vision of Colorado Mountain College (CMC), the Nursing Program aims to be an innovative student-centered nursing program that serves our beautiful Rocky Mountain communities by graduating excellent professional nurses to care for our citizens. The CMC Nursing Program is deeply involved in our community and is committed to an outcomes-based nursing education.

Mission and Values of the CMC Nursing Program

The mission of the CMC Nursing Program is to prepare nurses at the associate and baccalaureate degree levels through a comprehensive curriculum which cultivates the pursuit of excellence. The faculty agrees that it is important to instill lifelong learning in students and graduates to promote continued up-to-date nursing practice, academic progression, and BSN competencies. The faculty is committed to providing a learning environment that treats all people with civility, dignity and respect while embracing diversity and creating an inclusive college environment. The CMC Nursing Program leadership encourages nursing students and faculty to have open and honest communication and honor all opinions and ideas. Finally, the Nursing Program's focus is guided by the principle that we build trust in our personal and professional relationships built on the spirit of collaboration and cooperation, thereby maximizing the success of our communities and partnerships.

Philosophy and Guiding Principles of the CMC Nursing Program

The philosophy of the CMC Nursing Program is consistent with the general beliefs of CMC. The CMC Nursing Program shares in the responsibility of the education and development of individuals as contributing members of society. The faculty applies the CMC guiding principles including a strong emphasis on collaboration, sustainability, excellence, innovation, positive working environment and enjoyable learning experiences. The Nursing Program faculty is also accountable for our actions and aim to maintain public trust through stewardship and fiscal responsibility.

Meeting the complex healthcare needs of the community requires varying levels of nursing education and practice. To meet these needs, the CMC Nursing Program's approach to nursing education offers an academic progression model: Associate Degree Nursing (ADN) and RN-BSN completion. Entry level into nursing practice is as a generalist. The ADN is prepared to go into professional practice, and is also prepared for a seamless entry into a RN-BSN program. The Baccalaureate educated nurse is prepared for a seamless entry into a graduate nursing program. Each level of the CMC Nursing Program prepares the graduate to serve in the five roles of the nurse (Provider, Manager, Teacher, Advocate, and Member of the Profession) at varying degrees and increasing complexity.

The Faculty of the CMC Nursing Program Believes That:
- Nursing is an art and a science consisting of an in-depth body of knowledge and technical skills.
- Nurses care for the individual person, families, and populations within a diverse cultural system.
- Diversity among faculty, students, and nurses enrich the profession.
- Diversity reflective of our surrounding communities promotes greater awareness and

sensitivity to others without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, gender expression, beliefs, values, attitudes and socioeconomic status.

- Nursing faculty will meet challenges with thoughtful deliberation and purposeful action.
- Nursing is an autonomous profession who act as leaders and change-agents. Nurses collaborate with members of the interdisciplinary team to promote health and wellness.
- It is in the domain of nursing to be leaders in the promotion of sustainability within healthcare. This includes integrating social, environmental and economic factors in a responsive effort to meet the needs of present patients while also focusing on the necessities of future persons in need. Nursing and sustainability align in their pursuits of health and healing, through caring and attentiveness.
- The nursing education process involves acquisition of information and the transformation of that information to usefulness through knowledge, comprehension, application, analysis, synthesis, and evaluation. This transformation provides a foundation for clinical reasoning and clinical judgment applicable to the practice of nursing.
- Nurses commit to lifelong learning.
- The knowledge, skills and attitudes of the professional nurse include: delivering patient-centered care, functioning effectively as a member of a team, implementing evidence-based practice, improving outcomes through quality improvement, minimizing risk to patients through using safe practice, and using information and technology to improve patient outcomes.
- The BSN nurse is prepared to understand organization and systems, serve as a leader, work collaboratively, and promote enhanced wellness, preventative care through comprehensive assessment and quality improvement measures.

Academic Progression Model with Articulating Levels of Nursing Practice

The associate degree nurse is prepared as a competent entry-level practitioner who can provide and coordinate care for groups of patients with basic and complex health care needs. The associate degree nurse is prepared to function both within acute care and long term care systems where policies and procedures are specified and guidance is available.

Associate degree nurses maintain professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health care professionals. In providing care, the associate degree nurse may delegate aspects of care to licensed and unlicensed personnel. In delegating the care to others, associate degree nurses remain accountable for care of their own patients and patients delegated to others under their direction. The associate degree nurse is guided by the licensed registered nurse scope of practice within each state of licensure.

The baccalaureate degree nurse includes a liberal education with a broad perspective to care for individuals, families, communities, and populations. The five roles of the baccalaureate nurse are enhanced by the AACN *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). The Provider role will expand on Information Management and Application of Patient Care Technology and Interprofessional Communication and Collaboration for Improving Patient Healthcare Outcomes (AACN, 2008).

The Manager Role will expand on Basic Organizational and Systems Leadership for Quality Care and Patient Safety and Healthcare Policy, Finance, and Regulatory Environments (AACN, 2008). The Member of the Profession will expand on Scholarship for Evidence-Based Practice and Professionalism and Professional Values (AACN, 2008). The Advocate Role will expand Clinical Prevention and Population Health (AACN,

2008). The setting in which the baccalaureate nurse practices may or may not have established protocols, procedures, and policies and also has the potential for variations requiring independent nursing decisions. The Baccalaureate nurse is guided by the licensed registered nurse scope of practice within each state of licensure and works within the models set forth by the NLN and the AACN.
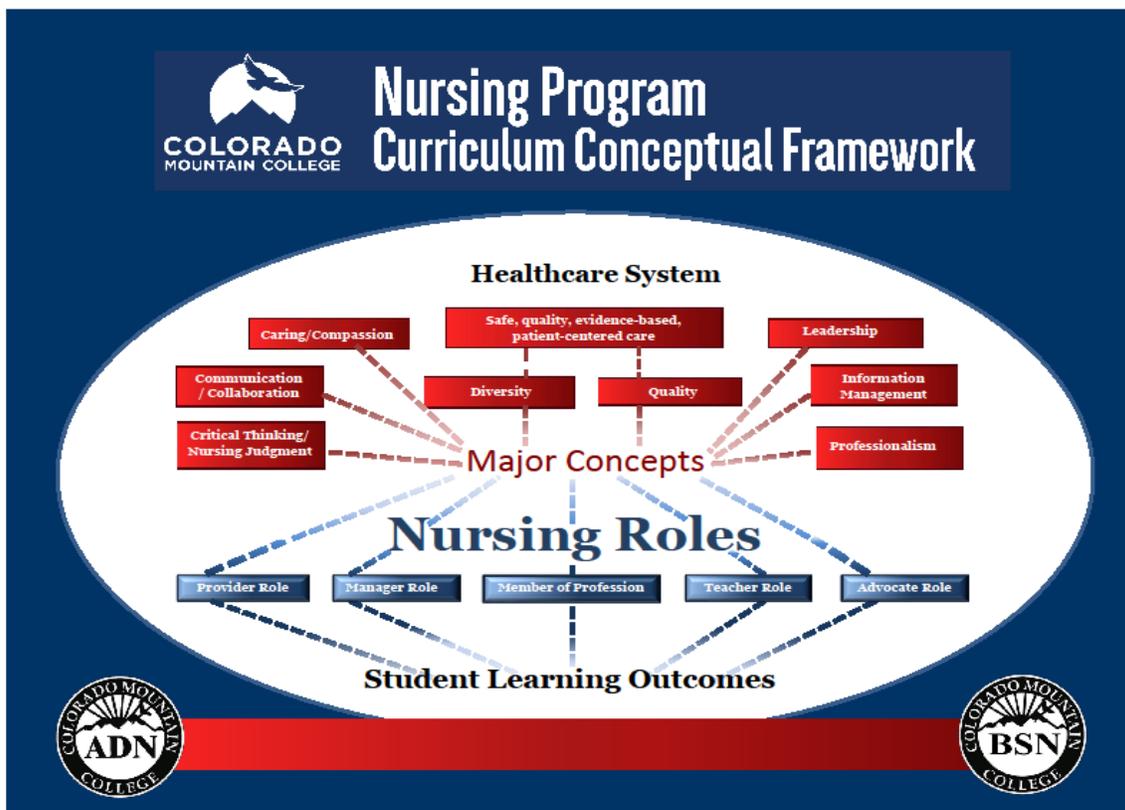
Conceptual Framework of the Nursing Program

The conceptual framework of the CMC nursing programs incorporates the NLN Competency of Graduates (2012) and the AACN Essentials of a Baccalaureate Nurse (2008) models. The CMC conceptual framework includes four major components: healthcare system, nursing roles, student learning outcomes and major concepts that are spiraled throughout the curriculum (see p.10). The major concepts include: critical thinking, communication/collaboration, caring/compassion, diversity, quality improvement, safety, quality, evidence-based patient- centered care, leadership, information management, professionalism. All of the major concepts are within the healthcare system and incorporated into the nursing roles which guide the student learning outcomes.

Glossary of Framework Concepts

Caring:

> **Caring**. Caring is those values, attitudes, and behaviors that engender feeling cared for by recipients. Caring is the essence of nursing and is both an art and a science. Caring interventions are nurse actions and attitudes which assist the patient to move toward a desired and positive outcome.
>
> **Human Flourishing.** Incorporate the knowledge and skills learned in didactic and clinical courses to help patient, families, and communities continually progress toward fulfillment of human capacities (NLN, 2012).

Communication/Collaboration:

> **Collaboration**. Working jointly and cooperatively as a member of the interdisciplinary health care delivery team to provide safe, quality patient care.
>
> **Communication.** Communication is viewed as a dynamic and reciprocal process of sending and receiving information. It is the essential ingredient of human interaction that allows persons to connect with each other. Communication occurs at intrapersonal, interpersonal and group levels.

Critical Thinking:

> **Critical Thinking**. Critical thinking is the nurse's ability to reason, analyze and make decisions based on evidence based practice and scientific principles.
>
> **Clinical Reasoning.** The process by which nurses assemble clues, process the information, reach a decision about the patient problem or situation, plan and implement interventions, evaluate outcomes, and reflect on and learn from the process (Hoffman, 2007)
>
> **Nursing Judgment.** Make judgments in practices, substantiated with evidence, that synthesize nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patient, families, and communities (NLN, 2010). Clinical judgment and nursing judgment can be used interchangeably.

Diversity:

> **Diversity**. The range of personal, cultural and ethnical differences found within society which can include variations in: race, age, gender, sexual orientation, religion, disability, beliefs, values, attitudes and socioeconomic status.
>
> **Evidence-based Care**: "Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care" (Quality and Safety Education for Nurses [QSEN], 2012, p. 4).

Healthcare System:

> **Healthcare System.** The healthcare system is developed to provide safe, quality, evidence-based patient-centered care that strives to meet the health care needs of various patient populations across the lifespan and healthcare continuum.
>
> **Health.** Health is seen as a multidimensional concept and not just the opposite of illness. Nurses need to understand the concepts of health, health promotion, wellness and illness to assist patients and their families in reaching optimal wellness.

Information Management:

> **Informatics**. "Use of information and technology to communicate, manage knowledge, mitigate error, and support decision making" (QSEN, 2012, p. 4).
>
> **Health Information Management.** Acquiring, analyzing, and protecting digital and traditional medical information vital to providing quality patient care (www.ahima.org).

Leadership:

> **Leadership**. Leadership in nursing provides guidance, direction and influence to achieve goals.

Leadership incorporates open communication, respect, and shared decision making to ensure optimum patient outcomes.

Sustainability in Healthcare. Meeting the needs of the present without compromising the ability of future generations to meet their own needs incorporating social, environmental and economic factors.

Nursing Roles:

Nursing Roles. Nursing roles as defined by the Colorado Articulation Model (2001-2005) are integrated into the CMC nursing curriculum. The five roles include that of provider, manager, teacher, member of the profession and advocate.

Patient-Centered Care: "Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs" (QSEN, 2012, p. 4).

Professionalism:

Professional Identity. Express one's identity as a nurse through actions that reflect integrity, a commitment to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients, families, and communities, and a willingness to provide leadership in improving care (NLN, 2012).

Professionalism. A set of behaviors and values which drives actions within the healthcare setting to provide and promote safe, quality respectful patient care. Professionalism includes responsibility and accountability for patient care and education, truth and responsiveness in communication and the ability to create a trusting compassionate patient relationship. As a member of the nursing discipline, the professional nurse has the core values of integrity and altruism and remains active in quality improvement and advancement of the science of nursing.

Nursing Process. The nursing process provides an organized, systematic method of problem solving, critical thinking and clinical reasoning to create and evaluate optimum patient outcomes.

Spirit of Inquiry. Act as an evolving scholar who contributes to the development of the science of nursing practice by identifying questions in need of study, critiquing published research, and using available evidence as a foundation to propose creative, innovative, or evidence-based solutions to clinical practice problems (NLN, 2012)

Quality Improvement: "Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems" (QSEN, 2012, p. 4).

Safety: "Minimizes risk of harm to patients and providers through both system effectiveness and individual performance" (QSEN, 2012, p. 4).

The Roles of the Professional Nurse

The professional nurse assumes five basic roles in practice: Provider of care, manager of care, teacher, advocate, and member within the discipline.

Provider of Care

As a provider of care, the nurse utilizes the nursing process to formulate and implement nursing care for individuals who have health care needs while utilizing critical thinking and sound judgments to provide competent practice. The nurse's commitment to patient-centered care is reflected through a collaborative approach involving the patient, family, significant others, and members of the health care team.

Manager of Care

As a manager of care, the professional nurse provides and coordinates care for a group of

patients/clients using collaboration, consultation, organization, delegation, accountability, advocacy, and respect. The nurse retains accountability for care delegated to others and knows the legal parameters of others' scope of practice, as well as their roles and responsibilities.

Teacher

The nurse provides information and education in variety of settings to promote, maintain and restore health across the lifespan. The nurse provides culturally appropriate learning activities by effectively utilizing resources and current technology and by promoting a caring environment.

Advocate

The nurse promotes a climate in which patients may act in their own interest, including accessing available resources and intervenes when they are unable to act in their own interest. The nurse advocates for vulnerable populations, social justice, and sustainable health care.

Member of Profession

As a member within the nursing profession, the nurse demonstrates accountability, autonomy, and authority in practice. The Colorado Nurse Practice Act, the American Nurses Association Code of Ethics, and current standards of practice guide nursing practice. The nurse practices within the ethical and legal framework of the nursing profession and is responsible for ensuring high standards of nursing practice. The nurse contributes to the improvement of nursing by remaining a lifelong learner and assumes the responsibility to actively support the continued growth and positive image of the profession. The nurse understands the importance of nursing research, rules and regulations governing the practice of nursing, roles of the professional organizations, and political, economic, and societal forces affecting practice. Basic concepts of management are incorporated into the practice of the associate degree nurse.

Academic Integrity

Integrity is an attribute of the professional nurse and the nursing faculty is committed to academic and personal integrity within this program. Students must demonstrate integrity in the academic as well as the clinical setting. All students within the nursing program must meet the following:

1) Individually complete all school related work unless otherwise stated by the course syllabi.
2) Properly acknowledge and cite all use of the ideas, results or words of others.
3) Properly acknowledge all contributors to a given piece of work.
4) Make sure all work submitted as their own is produced without the aid of unsanctioned materials or unsanctioned collaboration.
5) Treat other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires a student neither facilitates academic dishonesty by others nor obstruct their academic progress.
6) Follow nursing standards of practice, codes of ethics, and HIPAA guidelines for expected behaviors.

The following are not accepted at any time:

1) Plagiarism as defined by the *CMC Student Handbook*.
2) Submitting another individual's work in in part or whole as one's own.
3) Providing an assignment for another student to copy.
4) Copying answers from another individual in any format such as during an exam, test or quiz, but

may also include discussion groups or other activities.
5) Making ones answers available during an exam, test or quiz or any other assignment.
6) Discussion of any exam, test or quiz outside of the classroom.
7) Any form of dishonesty which includes, but is not limited to, breach of confidentiality and falsification of records.

Students determined to have engaged in some form of academic misconduct shall be subject to one or all of the following sanctions:

1) Receive a grade of zero on the assignment or exam
2) Disciplinary action
3) Expulsion from the Nursing Program

Generally, a student's intentions will not be the primary consideration in the determination of whether academic misconduct has occurred. A student's intention will usually be considered only during the process of deciding on the appropriate sanction or penalties. The Academic Expectations and Sanctions, as outlined in the separate *CMC Student Handbook*.

Statement of Professional Behavior

Upon entering the profession of nursing, nurses accept the responsibilities and trust that have been entrusted to nursing over the years. Nurses also accept the obligation to adhere to the profession's code for ethics. The *Code for Nurses,* published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and display their professional responsibilities to the public, to other members of the health team, and to the profession. The CMC Nursing Program supports *The Code of Ethics for Nurses*. This high standard of professional behavior applies to the classroom and student learning activities in all settings when representing CMC as a nursing student.

Student Involvement

Student Nurses Association

The students are encouraged to join the CMC chapter of the National Student Nursing Association (NSNA). The NSNA mentors the professional development of future nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Our chapter's goal is to bring all students together to strengthen our program, community, and the nursing profession as a whole. Throughout the year, the NSNA chapter will participate in fundraising, fellowship activities, leadership activities, volunteerism, and attend conferences when possible. A Faculty/Staff advisor works as a facilitator with the students involved in the NSNA; please go to www.nsna.org for more information.

Student Records

Student records help staff and faculty plan educational opportunities to meet individual student needs, better understand the student and counsel him or her more effectively for academic success during the school year. These records are also helpful in guiding the student in finding gainful and fulfilling employment after graduation. Student records are confidential and kept in a secure, locked cabinet. These records will be released to faculty and professional staff for authorized educational purposes and in accordance with college policy, the Colorado State Open Records Act, the Family Educational Rights and

Privacy Act (FERPA) and Freedom of Information Statutes. The nursing program maintains records of criminal background checks, drug testing, health information, clinical evaluations, and counseling forms. Please refer to the Colorado Mountain College Catalog for more information on Student Privacy, Records & Rights; and Colorado Mountain College Student Handbook for more information on FERPA.

Graduation

Graduation requirements are presented in the *CMC College Catalog* or online within the CMC website. You will need to contact your Nursing Program Advisor to ensure all program graduation requirements have been met. Basecamp Student Planning also provides access to your academic progress towards meeting program graduation requirements. Also see: CMC Nursing Program Graduation Requirements.

Academic Grade Appeal

An academic grade appeal can be made when a student feels that the grade was awarded in a capricious manner. Students wishing to appeal a grade should discuss the grade assignment with the instructor and their advisor. If the matter is not resolved, a written notice of appeal must be submitted to the Associate Dean – Nursing Please refer to the Colorado Mountain College Student Handbook for more info.

Complaint/Grievance Procedure

A complaint is a formal written communication that expresses dissatisfaction with the operations of the Nursing program other than academic grade appeal. The words grievance and complaint are used interchangeably. Prior to this procedure, students are expected to have utilized the informal process of resolution by using all channels of communication. To pursue a complaint or grievance related to the Nursing Program or its faculty, a student shall:

1. Gather and analyze facts regarding their complaint.
2. Initiate an Action Plan to resolve the problem and discuss the plan with the faculty involved.
3. Discuss issue with the Associate Dean –Nursing if issue is not resolved.
4. If necessary, follow the Appeal process as outlined in the separate *CMC Student Handbook* under the section, "Student Complaint Process."

Student Resources

Nursing Program and College Information

CMC website/Basecamp. Colorado Mountain College provides information and access to many student resources and services through Basecamp, an online portal. CMC Nursing Program maintains a "Team Site' for both the ADN and the BSN programs. This web site contains important announcements, Nursing program documents such as schedules and forms, a student 'chat' box, and links to *CMC Student Handbook*, *CastleBranch*, *MyClinical Exchange* and the Colorado State Board of Nursing. Please utilize this resource for the most up-to-date information. The CMC Nursing Team Site can be found on the Basecamp home page, under 'Menu', 'My teams', and then select either 'ADN' or 'BSN'. The "Team Site" on Basecamp will be used as a communication tool to notify students of program changes and updates.

Nursing Program Faculty and Staff Directory. A list of all CMC Nursing program faculty and staff can be found on the **CMC Nursing Basecamp page**

Nursing Faculty Advisor. Each student will be assigned a nursing faculty advisor (may vary by

semester) for assistance in progressing through the program. Advisors are available to students by appointment and students are encouraged to meet with their advisor as needed. Students may request a change in advisor by contacting the Associate Dean - Nursing.

Academic Assistance and Support

Tutoring and Learning Labs. Various tutoring programs are available at CMC. Access specific information about tutoring available on your campus at <u>Basecamp>Student services>Tutoring Learning Labs</u> or ask your instructor.

The Spring Valley (SV) campus offers free tutoring and workshops through the Alpine Learning Assistance Center (ALAC), which is located on the first floor of the Calaway Academic Building. A tutoring schedule for each semester is available at the Basecamp web site and via the ALAC desk.

The Breckenridge campus has access to a campus computer lab and tutoring. See Breckenridge Student Services for more information.

Three types of free tutoring available include:

- Online tutoring: Smarthinking ™ offers sophisticated services, including live, online tutoring -- available 24 hours, 7 days per week. This is available through CMC Canvas courses.
- Group tutoring: for nursing specific classes may be available, depending on resources. Group tutoring requires a referral by an instructor and the completion of an agreement form. Groups are required to be a minimum of 3 students. While these services are free, if a student needs to miss a scheduled tutoring session and fails to give more than 24 hours' notice, the student will be charged $10.00. Additionally, if a student misses two scheduled tutor sessions, the sessions will be reevaluated and may be cancelled.
- Open tutoring labs: for Math, English and Writing are held most days of the week. Students are not required to sign-up for open tutoring labs. Nursing students are encouraged to use these services for writing papers, for reading skills, and for medical mathematics.

Libraries

Physical libraries are located at Spring Valley (Quigley), Steamboat Springs, and Leadville. These libraries have full computer labs, and study rooms. Quigley Library also offers current nursing books and current nursing journals. To access the databases from home go to <u>Virtual Library</u>. Note: students must have a current CMC library card that is acquired either in person or online.

The libraries at Colorado Mountain College offer an extensive collection of resources, available within the physical collections of the Glenwood Springs at Spring Valley, Steamboat Springs, and Leadville campus libraries and 24/7 online through the <u>Virtual Library</u>. The libraries provide access to books, videos, music, art images, audio books, career resources and practice tests, journals, magazines, maps, government documents, and course reserves. They also offer a variety of services, including physical and virtual 24/7 research assistance, library instruction, research guides and tutorials, and free Interlibrary Loan service.

CMC nursing students can access specialized online databases such as CINAHL and Cochrane Library through the library's <u>Nursing & Health Sciences</u> web page.

Students can take advantage of the 24/7 online help service called AskAcademic. AskAcademic is

available from the [library's homepage](). Spring Valley students can contact Quigley library by phone 970-947-8271 and Breckenridge students can get in touch with their local librarian, Yuliya Lef, via email [ylef@coloradomtn.edu]().

Financial Aid

Financial aid is available to all students in one form or another, regardless of the student's financial situation. Unless student has reached maximum lifetime award. Students are required to fill out a Free Application for Federal Student Aid (FAFSA) in order to receive financial aid.

There are four basic types of financial aid: Grants, Loans, Work Study, and Scholarships.

- Grants are free money from the government and do not need to be paid back
- Loans must be paid back based with interest 6 months after graduation or if the student is enrolled in less than 6 credits.
- Work study offers an opportunity for students to work while in school. There are limited funds for this category and are issued based on needs and first come, first serve basis.
- Scholarships are monies given to students typically by organizations and do not need to be paid back.

For a complete list of Foundation Scholarships, including nursing scholarships, available to CMC students, visit [www.cmcfoundation.org](). For more information about financial aid, please contact a [Financial Aid Advisor on your campus]().

Scholarships for Nursing

There are specific scholarships available in the Nursing Program. Each has set criteria that the student applicant must meet in order to be considered. Students requesting a faculty reference for a scholarship may need to complete a *FERPA Release and Student Reference Request* form available on the **CMC Nursing Basecamp page**. Below are the current available nursing scholarships:

- High Country Healthcare Scholarship for Nursing
- Pat Thomas Nursing Scholarship
- Kay Maloney Scholarship for Nursing
- Grossman Scholarship for Nursing at the CMC Summit Campus
- Kay Maloney Scholarship for Bachelor of Science in Nursing
- SCCC "Summit Community Care Clinic" Scholarship
- Maureen Nuckols and Friends Nursing Scholarship
- Merrill-Cutter Nursing Scholarship
- Alice Peterson-Erickson Scholarship for Nursing
- Karen M. Eberhardt Memorial Scholarship for Nursing
- Valley View Hospital Auxiliary Memorial Scholarship
- Pauline Taylor-Genova Nursing Scholarship
- Glasier Family Scholarship for Nursing
- Oleksy Family Scholarship for Nursing
- Anna and David Rozenberg Memorial Scholarship
- Dr. David and Cindy Miller Scholarship for Nursing

Student Health Services

CMC does not provide health services on site. Nursing students needing medical health services are referred to community clinics and providers.

Student Health Insurance

      Nursing students are required to have health insurance while in the program. CMC does not offer health insurance and each student is required to have proof of current health insurance. A copy must be on file in the Nursing Program office. The College refers students to a clearing house in order to learn about their best options for health coverage. Connect for Health Colorado may be reached at 1-855-752-6749 or www.ConnectforHealthCo.com.They are a marketplace where individuals can shop for, compare and purchase health insurance plans. Students and parents are encouraged to read the insurance information carefully to determine if any of these programs meets their needs. International students may obtain more information about specific insurance to meet their needs at the following locations: http://www.InternationalStudentInsurance.com

CMC College Counseling [Click here for information on CMC Counseling Services](#)

Career and Academic and Personal Counseling.

      CMC Student Services provides several resources to assist students in maintaining emotional and mental wellbeing while pursuing their academic goals. CMC Counselors and Advisors are available to assist students in creating and progressing towards their as academic goals and provide referrals to mental health counselors. CMC contracts with several community agencies to provide students with 4 free sessions with a mental health therapist. Contact your Nursing faculty advisor, College Counselor or Advisor on your campus for information or a referral for mental health counseling.

TRIO Student Support Services (SSS) is available for eligible students at CMC. Speak with a TRIO representative in Student Services regarding eligibility.

More information and the SSS Application is available at: https://coloradomtn.edu/student-services/academic-support/trio-student-support-services/

Students with Disabilities & Non-Discrimination Statement

      The Disability Service Coordinators (DSC) at CMC are committed to assisting students with disabilities become successful in their academic programs. The DSC provides students with disabilities the support needed to complete their chosen area of study, and the opportunity to enhance their basic academic skills. DSC is committed to equal access in the classroom while preserving the integrity of the course objectives. Support services are structured to meet the individual needs of the students who have documented disability that limits a major life activity, such as learning. Students must be registered with the Disability Services Coordinator on their campus to receive services. All records are kept confidential. Documentation Guidelines for disabilities are available on the internet at [http://coloradomtn.edu/admissions/disability_services/.](http://coloradomtn.edu/admissions/disability_services/)

Technical Standards.

      The Colorado Mountain College Nursing Program has identified Technical Standards (available on the **[CMC Nursing Basecamp page](#)** which all students must meet with or without reasonable accommodations. Students in Colorado Mountain College's Nursing Program must demonstrate they can meet these technical standards and continue to do so throughout the program.

Vocational Program Annual Notice of Nondiscrimination

Colorado Mountain College provides career and technical education (CTE) educational services, which are designed to prepare you for immediate employment opportunities upon graduation in a specific career. Training is hands-on and utilizes state-of-the-art equipment, software and facilities. In addition to having a majority of instructors who maintain occupations within their field of expertise, many of the career and technical education programs also feature internship or work experience components; these factors help to ensure your training focuses on real-world applications. Through collaboration with industry leaders, career and technical education will provide you with the right mix of skills, training and knowledge to make you highly competitive in the job market.

Colorado Mountain College does not discriminate on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information, in its programs and activities as required by Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, as amended, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and as provided in other applicable statutes and College policies. The College prohibits sexual and gender-based harassment, including sexual assault, and other forms of interpersonal violence. To obtain more information regarding non-discrimination policies, please refer to the CMC Student Handbook – Notice of Non-discrimination or contact Lisa Doak, Title IX Coordinator, ldoak@coloradomtn.edu, 970-947-8351.

Non-Academic Policies

CPR/BLS AHA Certification/Recertification

Students are required to maintain current American Heart Association *BLS for Health Care Providers* for the entirety of the program. No other type of CPR certification will be accepted.

Liability Insurance

Certain, limited student liability insurance coverage is provided by Colorado Mountain College. All students are encouraged to purchase their own Professional Liability Insurance Policy.

Accident/Incident Reporting Procedure

Students who are injured while in the clinical setting should:
   a. Notify the faculty and/or charge nurse immediately
   b. Report all incidents to Associate Dean - Nursing as soon as able and within 24 hours
   c. Complete the *First Report of Injury (FROI) Pinnacol* form.
   d. Complete *CMC Cares.*
   e. Faculty to work with student and refer to **CMC Nursing Basecamp page** for appropriate reporting forms.
   f. Complete the clinical site facility Incident Report
   g. Submit all forms to Risk Management and Associate Dean - Nursing Education
   h. The faculty will refer injured students to the nearest approved facility. If necessary, the hospital emergency room will be used. If injured during a clinical experience, follow the Worker's Compensation procedure for payment of care, located in on the **CMC Nursing Basecamp page** .

Notification of Name, Address or Contact Information Changes

It is the student's responsibility to notify the CMC Nursing Program of a change in student name, address of record. See: *Nursing Program Student Profile Change Form* on the CMC BasseCamp Nursing Team Page.

Criminal Background Checks, FBI fingerprinting, and Drug Tests

Criminal background checks, FBI fingerprinting, and drug tests are completed through CastleBranch and will be required prior to admission into the nursing program. Delays in this process may occur for a variety of reasons and therefore *it is imperative that each student complete these requirements as soon as possible.* The fee for Castle Branch services is the student's responsibility.

Positive drug testing or criminal convictions may prevent the student's acceptance into the Nursing Program and/or attendance in clinical rotations thereby precluding accomplishment of course objectives. It is the responsibility of the student to notify the Associate Dean - Nursing Education of any arrests/convictions while a nursing student. See the **CMC Nursing Basecamp page** for a list of disqualifying criminal offenses. Some facilities may require additional and repeated background checks and drug screening, notification to students is on an individual basis; it is imperative that each student complete these requirements. Failure to provide CMC these documents may result in failure to progress in the program.

Clinical Requirements Data Repository

The CMC Nursing Program subscribes to myClinicalExchange LLC which is an information technology professional service organization that serves as a repository of student data, such as immunizations, and required clinical site orientation and safety requirements. CMC faculty and administrative staff will notify you of specific Nursing Program and clinical site requirements. However, *completion of these requirements into myClinicalExchange is the student's responsibility.* The fee for myCLinicalExchange is covered by the student fees paid at the time of registration.

It is the student's responsibility to complete these uploads in a timely manner prior to clinical rotations. Failure to complete these requirements and the transfer of individual records may result in failure to progress in the program.

Professional Licensure and Certifications

Prior to admission to the Nursing Program, students are required to inform the Associate Dean - Nursing of all professional licenses and certification the student holds or has held. Additionally, they must answer the following question: Has your professional license ever been revoked, suspended or under investigation? Have you received a Letter of Admonition from the Board of Nursing? If yes to either or both of these questions, the student shall provide a written explanation of this information.

Alcohol and Drug Testing Policy

The Colorado Mountain College Nursing Program conforms to the common health profession requirement for drug testing. Both initial enrollment in the CMC Nursing Program and subsequent placement at clinical sites is contingent upon presentation of a negative drug test. CMC will not accept previous employment drug tests.

All students enrolling in the CMC Nursing Program, in addition to other established entry criteria, must agree to present documentation of a current drug test. The drug test must be paid for at the student's expense and must be conducted within three (3) calendar days or 72 hours of entry into the program.

Suspicion-based alcohol or drug testing will be performed, if performance problems or displayed behavior in the nursing program may be substance abuse related. CMC Nursing Program supports and enforces a zero tolerance alcohol, marijuana and drug policy.

Enrollment. Prospective Nursing students must, in addition to other established entry criteria, present

documentation of a current drug test. The drug test must be paid for at the student's expense and must be conducted within three (3) calendar days or 72 hours of entry into the program. Students may select a testing location from the list of approved labs.

Results Positive. Upon enrollment into the program, if the result of the initial drug test is positive for controlled substances, as defined in this procedure, the student will be terminated from the program unless a retest of the split sample is requested at the time notification of test failure is given. The student is fully responsible for the cost of this additional testing. If the results of the retest are still positive, tuition may be refunded in accordance with the College refund policy as stated in the catalog.

Refusal. If a prospective student refuses to provide a timely drug test upon entry into the program, the student will be terminated from the program. Tuition may be refunded in accordance with the College refund policy as stated in the catalog.

Program Re-enrollment. Students who refuse the drug test or whose test results are positive for controlled substances, must show proof that they have been evaluated by a certified substance abuse professional who determines what, if any, assistance that student needs in resolving problems associated with drug abuse/misuse. Proof that the substance abuse professional is certified must be given to the CMC Alcohol and Drug Program administrator. Students identified as needing rehabilitation must show proof of successfully completing the prescribed program before being allowed to re-enroll in the Nursing Program. This proof must be reviewed and approved by the CMC contracted Medical Review Officer (MRO). If re-enrollment is approved, student will be subject to unannounced drug testing during the duration of the program. If any test is positive student will immediately be dismissed from the program. This delayed progression counts as the student's one-time deferment.

Suspicion-Based Testing. The Nursing Program may test students on a reasonable cause basis. The faculty member or clinical staff and another individual will approach the student if their behavior is inappropriate or questionable and will require immediate alcohol and/or drug testing.
   If a student is having performance problems or if the faculty member or clinical staff directly observes behavior that may be alcohol or drug related, the faculty and clinical staff will take immediate action. If the test is positive and the student is impaired the student will be held at the clinical site until appropriate transportation can be arranged.

Definitions

Alcohol Testing. Providing a breath test or blood test to determine the presence of alcohol.

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

Controlled Substance. Has the meaning assigned by 21 USC 802 ad includes all substances listed on Federal Schedule I through V as they may be revised from time to time (21 CFR 1308), such as amphetamines, natural and synthetic opiates, marijuana, cocaine, barbiturates, methadone, phencyclidine, benzodiazepines and propoxyphene and their metabolites, and prescription drugs for which the student does not have a current prescription. Drug means any substance (other than alcohol) that is a controlled substance as defined in this section and 49 CFR Part 40.

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

Positive Test. The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription, at levels exceeding current testing guidelines.

Medical Review Office (MRO). A licensed MD or DO with knowledge of drug abuse disorders that is employed or used to conduct drug testing in accordance with federal regulations.

On Duty Time. All time from the time a student begins work at a clinical rotation site until the time he/she is relieved from work and all responsibility for performing work, or all time actively participating in any CMC Nursing Program class work or activities.

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

Substance Abuse Professional. A licensed physician, or a licensed or certified psychologist, social worker (certified by the national Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of controlled substance-related disorders.

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

State of Colorado Nursing Education Policies and Guidelines

Colorado Nursing Program (AD and RN-BSN) Policies 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, nor 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.

Health Policy

Students are required to have a physical examination form completed prior to the start of the nursing program or for re-entry into the program (see admission packet for physical examination form). CastleBranch™ serves as the electronic documentation data repository and students must ensure that their personal account is current and accurate throughout the entire program.

The following screenings are required:

- Two step PPD (Tuberculin Test) completed on initial entrance in August when you are first enrolled in the Nursing Program or a TB blood test (Quantiferon Gold or Tspot, lab report required) administered within the last year. For your second year, the annual PPD is a single step. Please submit documentation of a 2-step skin test (1-3 weeks apart) or a TB blood test (Quantiferon Gold or Tspot, lab report required) administered within the last year.

Documentation of the following immunizations is required prior to the start of the first semester in August:

- D-TaP
- Current D-T Booster
- MMR-*Students who were born after January 1, 1957 must have 2 MMR doses (Colorado Department of Public Health and Environment)*
- Hepatitis B series
- Titer required for Varicella or documented proof of disease
- Influenza Vaccine (documentation requirements vary depending on public health release of

vaccines, but usually by October 1st)

The following immunizations are highly recommended:

- Polio: if received, indicate date

Health Concerns.

Students with individual health conditions that could be an issue in the clinical setting should meet with the Associate Dean - Nursing. Pregnant students should meet with their healthcare provider to discuss the impact their pregnancy will have on their clinical.

Snow Policy/Cancellation of Class or Clinical Due to Hazardous Weather Conditions

Due to distances/routes traveled by certain clinical groups, the Associate Dean - Nursing may decide to cancel all or individual site clinical sessions. In many cases, this will be a collaborative decision made among clinical faculty and the Associate Dean - Nursing. This information will be communicated by the individual faculty to students involved via Canvas as well through the emergency phone tree. Make up of content/time will be made on a situational basis based on student's ability to meet clinical objectives.

Because students travel from many geographical areas and weather may be inclement in one area and not in another, it may be necessary for the student to make the decision of traveling to clinical or not, so as not to jeopardize personal safety. If the student is unable to drive to a clinical site, the student must notify the clinical faculty and clinical site as soon as possible.

In case of extreme weather, the V.P. of the campus may close the campus and cancel all scheduled activities. Keep informed with the Colorado Mountain College **"CMC ALERT"** emergency notification and warning system. In the event of an emergency notification, timely warning, unexpected campus closure, or other urgent message, the CMC ALERT system will send a text, email, and/or voice message to the student, staff, and faculty contact information on file with the college.

Nursing Programs

The following areas are specific to Associate Degree Nursing (ADN) and Bachelors of Science in Nursing (RN-BSN).

Associate Degree in Nursing (ADN)

The CMC Associate of Applied Science in Nursing Program has been developed to allow transfer of courses to institutions of higher education for those students who wish to continue their nursing education without loss of time or credit. The curriculum of the associate degree program encourages students to be life-long learners. A nursing student may apply for the CMC RN-BSN program once the student graduates from the program, passes the NCLEX-RN, and obtains a Colorado RN license. Students currently enrolled in the CMC ADN program are eligible to complete the continuous enrollment application during the final semester of the program.

This program prepares you as an associate degree nurse. Upon successful completion of the program, you will be prepared to take the national nursing licensing exam, NCLEX-RN. Successfully passing the NCLEX-RN is required for state licensure and professional nursing practice. The nursing faculty differentiates between the associate degree nurse and the baccalaureate prepared nurse by the following descriptions:

The associate degree nurse provides and coordinates care for groups of patients with a variety of health care needs, adjusting care as the situation changes. The level of responsibility of the associate degree nurse is for a specified work period and is consistent with identified goals of care. The associate degree nurse is prepared to function both within acute care and long-term care systems where policies and procedures are specified and guidance is available. Associate degree nurses maintain professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health care professionals. In providing care, the associate degree nurse may delegate aspects of care to licensed and unlicensed personnel. In delegating the care to others, the associate degree nursing student remains accountable for care of their own patients and patients delegated to others under their direction. The nursing student acts as a team member and in conjunction with the registered nurse assumes the nursing role as part of the interdisciplinary team. The registered nurse is guided by the licensed registered nurse scope of practice within each state of licensure.

The BSN nurse is prepared to more deeply understand and work within healthcare organizations, community and population health and systems processes. BSN education prepares students to serve as a leader, work collaboratively, promote enhanced wellness, and provide preventative care through comprehensive assessment and quality improvement measures. The Baccalaureate nurse is guided by the licensed registered nurse scope of practice within each state of licensure and works within the models set forth by the NLN and the AACN.

ADN Program Outcomes

The CMC Associate of Applied Science in Nursing program is designed to help students acquire the knowledge, skills and abilities to be a competent nurse. Program evaluation demonstrates that students

have achieved each end-of-program student learning outcome and each program outcome. Analysis of assessment data is used in program decision-making for the maintenance and improvement of students' attainment of each end-of-program student learning outcome. (ACEN, 2017)

Students, faculty and staff work together to successfully achieve both program and course outcomes. Achievement of the nursing program outcomes will prepare the student to take the NCLEX-RN and practice professional nursing.

Within the program outcomes are assessment and measurement tools. Students will be measured using didactic and clinical grades and Kaplan assessment exams. Kaplan assessment exams/tests correlate with the current NCLEX-RN examination in question type and style; each course may have an individual Kaplan exam to assess the student's content knowledge and understanding in that course. Kaplan correlates with the current NCLEX-RN pass rates and the passing score of students in similar nursing programs taking Kaplan assessment tests.

Student's active participation toward achieving CMC Nursing Program outcomes is essential in order to maintain national accreditation and achieve program goals. Program outcomes are developed as performance indicators, which demonstrate that the CMC Nursing Program is meeting the mission and goals set by the faculty. Program outcomes have been developed from criteria and guidelines of the Colorado Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN). They include:

OUTCOME #1 80% of the ADN graduates taking the NCLEX exam will pass the NCLEX exam on the first time.
Expected Level of Achievement: The Nursing Program's most recent annual licensure pass rate (NCLEX exam) will be at or above 80% for all first time test takers during the same 12 month period.
Measurement: Reports from Colorado Board of Nursing and NCSBN for the 3 previous years to determine correct information.

OUTCOME #2 80% of the Nursing Program students will graduate from their programs within 150% of the stated length of the program.

Measurement: Retention and attrition data done annually for each academic year.

OUTCOME #3 80% of program graduates are employed in nursing/health related field or enrolled in higher education.

Measurement: Graduate interview 10 months post-graduation. The goal of 80% will be extrapolated from interviews.

ADN Student Learning Outcomes

Level One Student Learning Outcomes (Semester 1, 2)

1. Follows professional, ethical, and legal guidelines while implementing the roles of the nurse. (Provider Role; Member of the Profession Role)
2. Recognizes the nursing leadership role in a variety of healthcare settings. (Manager Role; Advocate Role)
3. Provides quality, safe, patient-centered nursing care, identifying importance of evidence- based nursing to patients with well-defined alterations in health. (Provider Role; Teacher Role; Manager Role; Advocate Role)

4. Identifies the nurse's role in collaborative relationships with members of the interdisciplinary team for the purpose of providing and improving patient care. (Provider Role; Manager Role; Advocate Role)
5. Uses critical thinking skills and strategies necessary to provide quality patient care and continuous quality improvement. (Provider Role; Manager Role; Advocate Role)
6. Describes ways information technology is used to communicate, manage knowledge, prevent errors, and support decision-making. (Provider Role; Teacher Role; Manager Role)

Level Two (Program) Student Learning Outcomes (Semester 3, 4)

1. Functions as a competent nurse assimilating all professional, ethical, and legal principles while implementing the roles of the professional nurse. (Provider Role; Member of the Profession Role)
2. Provides leadership in a variety of healthcare settings for diverse patient populations. (Manager Role; Advocate Role)
3. Provides quality, safe, patient-centered nursing care through evidence-based practice. (Provider Role; Teacher Role; Manager Role; Advocate Role)
4. Participates in collaborative relationships with members of the interdisciplinary team for the purpose of providing and improving patient care. (Provider Role; Manager Role; Advocate Role)
5. Analyzes patient situations and applies critical thinking skills and strategies necessary to provide quality patient care and continuous quality improvement. (Provider Role; Manager Role; Advocate Role)
6. Uses information technology to communicate, manage knowledge, prevent error, and support decision-making. (Provider Role; Teacher Role; Manager Role)

ADN Program Student Learning Outcomes with Related Competencies

1. Functions as a competent nurse assimilating all professional, ethical, and legal principles while implementing the roles of the professional nurse.
- Practices within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.
- Demonstrates accountability for nursing care given by self and/or delegated to others.
- Practices within the parameters of individual knowledge and experience at current educational level.
- Demonstrates use of appropriate resources, including both institutional and national guidelines.
- Identifies ways to engage in life-long learning to remain current in nursing practice.

2. Provides leadership in a variety of healthcare settings for diverse patient populations.
- Explains how various levels of authority influence teamwork and patient safety.
- Applies the delegation process when working with other healthcare team members.
- Coordinates the implementation of an individualized plan of care for patients and the patient's support network.
- Uses national patient safety resources to focus attention and improve safety in care settings.
- Adapts the provision of patient care to changing healthcare settings and management systems.
- Evaluates the effect of nursing leadership on improved patient safety and quality care.
- Describes how patient data are used to monitor outcomes and implement improvement methods to improve quality and safety of healthcare systems.

3. **Provides quality, safe, patient-centered nursing care through evidence-based practice.**
   - Performs holistic assessment of patient including: eliciting patient values, preferences, expressed needs, and impact of developmental, emotional, cultural, religious, and spiritual influences on the patient's health status.
   - Demonstrates caring behaviors toward the patient and the patient's support network that respects patient and family preferences.
   - Demonstrates respectful behaviors toward other members of the healthcare team.
   - Provides patient-centered care with sensitivity and respect for the diversity of the human experience.
   - Plans strategies to provide psychosocial integrity, physiological integrity, and health promotion and maintenance within a variety of healthcare systems.
   - Utilizes therapeutic communication skills when interacting with patients and the patient's support network.
   - Safely and competently performs all nursing interventions within the healthcare microsystem.
   - Implements a teaching plan individualized for each patient based on assessed needs.
   - Evaluates the effectiveness of care provided in meeting patient outcomes and modifying the plan of care.
   - Provides examples of evidence in determining best clinical practice.
   - Identifies gaps between local and best practice.

4. **Participates in collaborative relationships with members of the interdisciplinary team for the purpose of providing and improving patient care.**
   - Communicates patient values, preferences, and expressed needs to other members of the healthcare team.
   - Collaborates with the patient, the patient's support network, and other members of the healthcare team to evaluate progress toward achievement of outcomes.
   - Coordinates the decision making process with the patient, the patient's support network, and other members of the healthcare team.
   - Interacts creatively and openly with others to solve problems to achieve patient goals and outcomes.
   - Describes basic principles of conflict resolution.
   - Identifies own strengths, limitations, and values in functioning as a member of a team.
   - Provides examples of the impact of team functioning on safety and quality of care.
   - Examines how the nurse's role in various healthcare systems contributes to safe patient care.
   - Examines the influence of the healthcare system on the nurse's ability to provide safe patient care.
   - Compares ways in which various clinical microsystems affect safe patient care.

5. **Analyzes patient situations and applies critical thinking skills and strategies necessary to provide quality patient care & continuous quality improvement.**
   - Makes clinical judgments and management decisions to ensure accurate and safe care when implementing all steps of the nursing process.
   - Implements the nursing process.
   - Prioritizes patient care.
   - Uses skills of inquiry and analysis to recognize abnormal findings and findings that indicate changes in patient status.
   - Evaluates the impact of economic, political, social, and demographic forces on the delivery of health care.

- Participates in analyzing errors and designing system improvements.
- Recognizes various systems of healthcare and how each system can affect outcomes for patients and families.

6. **Uses information technology to communicate, manage knowledge, prevent error, and support decision-making.**
   - Applies technology and information management tools to support safe processes of care.
   - Maintains organizational and patient confidentiality.
   - Describes how technology and information management are related to the quality and safety of patient care.
   - Navigates the electronic health record.
   - Documents and plans patient care in an electronic health record.
   - Employs communication technologies to coordinate care for patients.
   - Uses high quality electronic sources of healthcare information

The Roles of the Professional Nurse

The associate degree nurse assumes five basic roles in practice: provider of care, manager of care, teacher, advocate, and member within the discipline.

Provider of Care

As a provider of care, the nurse utilizes the nursing process to formulate and implement nursing care for individuals who have health care needs. The nurse is concerned with promoting, maintaining, and/or restoring the patient to an optimum state of health. The nurse may also support the patient to die with dignity. The nurse utilizes the nursing process to facilitate critical thinking required to make sound judgments and to demonstrate competent practice. The nurse provides information for the individual, the community, and health care providers through effective communication. The nurse's commitment to patient-centered care is reflected through a collaborative approach involving the patient, family, significant others, and members of the health care team.

Manager of Care

As a manager of care, the associate degree nurse provides and coordinates care for a group of patients who have health care needs. Collaboration, organization, delegation, accountability, advocacy, and respect for other health care workers characterize the practice of the associate degree nurse.

When organizing and providing care to patients, the associate degree nurse may delegate certain aspects of care to licensed practical nurses and/or unlicensed personnel commensurate with their education and experience. The nurse retains accountability for care delegated to others and knows the legal parameters of others' scope of practice, as well as their roles and responsibilities.

Consultation with others is initiated when the nurse encounters situations beyond his/her knowledge and experience. To be competent in the role of manager of care, the nurse must possess the knowledge and skills necessary to make decisions regarding priorities of care, to delegate aspects of nursing care to others, to utilize time and resources, and to know when to seek assistance. The role of care manager requires knowledge of patient care management, communication, delegation, legal parameters of nursing practice, and roles and responsibilities of members of the health care team.

Teacher

The nurse provides patient-centered education in variety of settings to promote, maintain and restore health across the lifespan. Promoting a caring environment, the nurse provides culturally appropriate

learning activities, effectively utilizing resources and current technology.

Advocate

The nurse promotes a climate in which patients may act in their own interest, including accessing available resources and intervenes when they are unable to act in their own interest.

Member of Profession

As a member within the nursing profession, the nurse demonstrates accountability, autonomy, and authority in practice. The Colorado Nurse Practice Act, the American Nurses Association Code of Ethics, and current standards of practice guide nursing practice. The nurse practices within the ethical and legal framework of the nursing profession and is responsible for ensuring high standards of nursing practice. The nurse contributes to the improvement of nursing by remaining a lifelong learner and assumes the responsibility to actively support the continued growth and positive image of the profession. The nurse understands the importance of nursing research, rules and regulations governing the practice of nursing, roles of the professional organizations, and political, economic, and societal forces affecting practice. Basic concepts of management are incorporated into the practice of the associate degree nurse.

National Standardized Assessment/Kaplan Testing

Nationally standardized assessment tests included in the Kaplan Integrated testing are scheduled to be taken throughout the curriculum, particularly at the completion of major theory content areas and/or at the end of the nursing courses. It is expected that all assigned assessment tests will be completed in a timely manner. The tests are approximately 60-100 questions and take about 1-2 hours to complete. The fee for these tests is included in the program fees paid at the beginning of each semester and is not refundable. Procedures for taking the tests will be described in each course syllabus. A final comprehensive *Kaplan Secure Predictor Exam* will be required at the end of the program.

- The scheduling of the tests is adapted in each program based on course content. The required tests are identified in each course syllabus and completed as designated in the last weeks of the course.
- The results of the assessment tests provide students with feedback concerning content mastery and provide faculty with vital information for continued program improvement.
- Students must complete the required assessment tests by the designated date.
- Students scoring at or above a designated score may be awarded incentive points not to exceed 2% of total course grade.
- Students scoring below the national average may be required to complete remediation.
- Course unit/final examinations will not be released until the assessment tests required during the semester have been completed.
- A grade of incomplete will be awarded if all of the required assessment tests are not taken. Students cannot enter the next nursing course or graduate until the incomplete grade has been removed.
- No communication is permitted between examinees while taking the exam. Examinees are expected to work independently.
- All examinees should begin testing at the same time.
- Food and drink is prohibited during the exam unless it is deemed necessary due to a documented medical condition.
- Examinees are allowed two writing utensils. Examinees are not allowed to bring any additional materials with them to use during testing.
- Personal calculators are not allowed.

- Scratch paper may be provided by the proctor, but it must be collected and destroyed upon completion of the exam.

ADN Curriculum Pattern

Nursing program admission requirements:

BIO 111 General College Biology with Lab	5 credits
BIO 201 Human Anatomy & Physiology with Lab	4 credits
BIO 202 Human Anatomy & Physiology with Lab	4 credits
BIO 204 Microbiology	4 credits
PSY 235 Human Growth & Development	3 credits

Following is the schedule of courses for the ADN nursing program, currently the ADN nursing program is 4 semesters. The courses can be rigorous and the faculty recommends that if possible you do not work during the program to promote success.

Nursing Program Curriculum Year Year 1 –

Semester 1 - FALL

NUR 101 Fundamentals of Nursing with Lab	5 credits
NUR 121 Pharmacology I	3 credits
NUR 140 Introduction to Gerontology	1 credit
NUR 170 Clinical I: Fundamentals	2 credits
ENG 121 English Composition (If Not Completed)	3 credit
TOTAL	**14 credits***

Year 1 – Semester 2 - SPRING

NUR122 Pharmacology II & IV Therapy	2 credits
NUR 141 Basic Concepts of Medical Surgical Nursing	3 edits
NUR 161 Basic Concepts of Maternal-Newborn & Pediatric Nursing	2 credits
NUR 171 Clinical II: Medical-Surgical	4 credits
NUR 172 Clinical III: Maternal-Newborn & Pediatric Nursing	1 credit
HPR 118 Nutrition (If Not Completed)	2 credits
TOTAL	**14 credits***

Year 2 – Semester 3 - FALL

NUR 212 Clinical IV: Complex Medical- Surgical Nursing Experience	4 credits
NUR 215 Complex Medical-Surgical Nursing I	3 credits
NUR 220 Complex Concepts of Obstetric & Pediatric Nursing Care	2 credits
NUR 221 Clinical V: Complex Obstetric & Pediatric Nursing Clinical Experience	2 credits
Social or Behavioral Science Elective (If Not Completed)	3 credits
TOTAL	**14 credits***

Year 2 – Semester 4 – SPRING

NUR 216 Leadership and Nursing Management	2 credits
NUR 217 Complex Medical-Surgical Nursing II	2 credits
NUR 230 Mental Health Nursing	2 credits
NUR 231 Clinical VI: Mental Health Nursing	1 credit
NUR 260 Capstone	3 credits
TOTAL	**10 credits***
TOTAL PROGRAM CREDITS	**72 CREDITS**

* Full-time financial lenders require a minimum of 12 hours per semester. If the student has taken the co-requisites of Nutrition, English Composition and/or the Social or Behavioral Science Electives prior to what the curriculum pattern states, then the student must meet with his/her financial aid counselor.

ADN Admission Requirements

The Associate of Applied Science Degree in Nursing Application Packet provides specific information regarding admission requirements for the nursing program. The student applying for admission must meet

the requirements as stated in the most recent packet. Please see the [CMC nursing website](#) for the admission application. If the applicant attended a previous nursing program, the applicant must submit a letter of recommendation from the nursing program the applicant attended to the CMC Associate Dean - Nursing.

Grading

In order to advance to each course, the student must pass all didactic and clinical courses with an average of 77% or er and all clinical course outcomes must be met. Any student in a didactic course who does not earn a 77.0% exam average on all quizzes, exams, and finals will not pass that didactic course regardless of points earned on non-exam work Once it is determined the student has met the criteria of a 77% exam average, then the student's grade is calculated as stated in the syllabus. Any student in a clinical course who does not earn a 77% score on assignments or does not meet all clinical course outcomes will not pass that clinical. For didactic courses, assignments are calculated into the total course points if the total test scores equal an average of 77% or higher.

If a student does not pass one course they may reapply for entry into the program the following year. A student who does not pass two or more classes is dismissed from the program and must reapply for general admission.

Faculty may use the Gradebook application on Canvas or another online LMS program to assist students in monitoring their progress and current grade based on completed assignments and exams. While this may be a useful tool for the student, calculated grades on Canvas or other LMS applications are not official grades. Official grades will be posted in WebAdvisor.

Grading Scale

The following grading scale will be used throughout the Nursing Program:

A	96 – 100	C+	80 – 82
A-	93 – 95	C	77 – 79
B+	90 – 92	C-	73 – 76
B	86 – 89	D	70 – 72
B-	83 – 85	F	0 – 69

Grade Rounding

All individual exams will be carried one decimal point (to the tenth place) before calculating exam scores. The total exam score is calculated without rounding. Final course grade computation can then include additional learning requirements for the course. Students must achieve a minimum 77.0% exam average on all quizzes, exams, and finals before class projects and papers are computed into the course grade. Each course syllabi will identify how final grades are calculated and are course specific. The final course grade recorded on the student's record may be rounded to the CMC Nursing department grading scale.

Examples:

Student 1:

Exam 1	Exam 2	Exam 3	Exam Score Average (Exam 1+2+3)/3
82.3%	78.9%	84.6%	81.9% (cannot round up)

Resulting Grade: This student passed the course. When calculating the final grade, the instructor will use 81.9% as the exam score average, not 82.0%.

Student 2:

Exam 1	Exam 2	Exam 3	Exam Score Average (Exam 1+2+3) / 3
76.5%	75.8%	76.3%	76.2 (cannot round up)

Resulting Grade: This student does not meet the requisite of 77% for the overall exam average, and no additional assignments will be added to the grade. This student earned a 76.2% in the course, and would be awarded the grade of C- for the final grade (see above for Grading Scale). Because the student did not earn a C or better-in the course, he or she would not be eligible to take the progressive nursing courses.

Assignments/Projects/Late submissions

Each Course syllabi details the grading process, the exams, assignment points and percentages with individual assignment rubrics. Students are responsible to review these details and to seek clarification from the instructor prior to the assignment due dates and times. Assignments not turned in on the due date may receive a 5% deduction per each day that the assignment is late.

Grade Expectations

An "A" student demonstrates the following:
Engaged and prepared for all class meetings
Takes initiative to ensure deep learning and understanding of all course topics
Possesses determination, initiative, self-discipline and professionalism
Achieves high scores on all submitted work, exams, standardized exams and group work

A "B" student demonstrates the following:
Engaged in most class activities with some preparation for each course Positive attitude and interactions
Achieves above average scores but excellent submissions are limited

A "C" student demonstrates the following:
Meets minimum requirements for the nursing program

Clinical Evaluation

All clinical courses are designed to increase nursing knowledge and technical skills in a healthcare setting. The clinical courses are taught by nursing faculty; all of the faculty teaching clinical courses are considered to be experts in nursing practice. The student is encouraged to learn from them and their expertise. The clinical courses have well designed activities that you will complete to promote clinical competency. These activities are designed to be partially completed within the clinical course hours using your clinical faculty as a guide when assistance is needed in completion. Each clinical syllabus contains a clinical evaluation.

The clinical evaluation allows the faculty to evaluate your clinical performance utilizing your written work, patient interaction, peer interaction, simulation laboratory activities, and overall performance. The clinical evaluation will be completed at minimum mid-clinical and at the end of the clinical course. The midterm evaluation is to be used by the individual student and faculty to assess for areas needing improvement. The final evaluation will be used to determine the final grade you receive in the clinical course. The evaluation is based on the clinical course outcomes and to pass the clinical, each student must meet all clinical course outcomes. Any student who does not meet the clinical course outcomes will not pass the clinical.

Nursing Program Course Incomplete Procedure

In rare circumstances, situations not controllable by the student may occur that will result in excessive absences. Excessive absences resulting from serious illness (as diagnosed by a licensed Health Care provider), hospitalization, family crises, or death in the immediate family may prevent a student from meeting course objectives during the regularly scheduled semester timeframe.

When appropriate, a student may be eligible to take an incomplete in their coursework. Incompletes must be arranged by your nursing course faculty and nursing advisor with approval from the Associate Dean - Nursing. The faculty and student must create and submit a written completion plan as outlined in the CMC Student Handbook. Time frame for completion will be decided on an individual basis with approval of the Associate Dean -Nursing.

Course Withdrawal

To withdraw from a class, you will need to follow the CMC withdrawal policy. It is the responsibility of the student to carry out the withdrawal process, but the student's advisor is available to assist in anyway.

To withdraw from a class (drop), you must complete an Add/Drop form and submit it to any CMC site registration office. Notifying the faculty, your advisor, or simply not attending class are not sufficient ways to ensure that you are withdrawn/dropped from the class. If you cannot submit an Add/Drop form to any CMC site registration office, you must submit a written request to be dropped. This request must be submitted to any CMC site registration office. The date the written notice is received shall determine your eligibility to drop the class and/or receive any related refunds. Students may not drop (withdraw from) a class after the Class Withdrawal Date. The date is published in the class schedule, or on the class syllabus. It is usually the date on which 75% of the course instruction has occurred. Students dropping (withdrawing from) a class after the census date published in the schedule will receive a "W" grade for the class.

Audit Policy

Auditing of a nursing course requires approval from the Associate Dean - Nursing. Students who register for a class through the audit option receive an "AU." This symbol verifies only that the student registered for the class. The student is not required to regularly attend class or to be evaluated. However, all risk management and student conduct requirements still apply. A student registered as an AU cannot change to a grade option. Students cannot meet prerequisite requirements through this grade option.

Attendance

Attendance is required in all nursing courses in conjunction with the requirements of the Colorado State Board of Nursing. Currently the required number of hours is built into the curriculum, and attendance will be taken in each class and recorded for Colorado State Board of Nursing records. If a student misses a class, it is the responsibility of the student to contact the faculty to determine what information was missed and the need for any make up work.

Didactic Course Attendance

Didactic class attendance is required; any student with excessive absences will be counseled by the faculty and may be at risk for not passing the course

Course Lab Attendance

Simulation labs, open and scheduled, are designed to increase your nursing knowledge and technical skills and you will find them to be a strong asset to this nursing program.

Simulation lab attendance is required. In the event you are unable to attend a simulation lab or open lab, you are responsible to contact the lab coordinator 24 hours prior to the start of the lab course.

Clinical Course and Clinical Simulation Attendance

You are required to attend all clinical hours. If you must miss a clinical day you need to contact your clinical faculty a minimum of one hour prior to the start of clinical to inform them that you will not be attending that day. You must make up all missed clinical and clinical simulation time. In the event that you miss clinical, you must contact the Clinical Faculty and Clinical and Administrative Coordinator for CMC to arrange for a makeup day; your clinical faculty cannot arrange a makeup day for you. Any missed clinical time must be made up in the same clinical specialty as the missed clinical (i.e. an OB-Pediatrics clinical cannot be made up at Medical- Surgical clinical; a missed OB-Pediatrics clinical must be made up with an OB-Peds faculty at an OB- Pediatrics location). In order to provide the best possible clinical experience for all students, a maximum number of students are set for each clinical rotation. Therefore, a missed clinical usually cannot be made up by adding a student to a preexisting clinical. In some cases, there will be one scheduled make-up clinical day for every clinical course at one site for both nursing campuses; approval from the Clinical and Administrative Coordinator and Lead Faculty are required for all make up clinical time.

All clinical hours must be completed in approved clinical sites under instruction of a CMC faculty regardless of reason for missing clinical. Students will be expected to cover the cost of the missed hours, currently $46.00 per hour. The number of students making up the clinical day will determine the cost for each student calculated as $46.00 x number of clinical hours divided by the number of students making up the clinical. There is a probability that more than one student will need to make up clinical time, decreasing the cost for all students in the makeup clinical, but this is not a guarantee. When simulation is incorporated as part of clinical time, any missed simulation must be made up. Simulation make-up time will be calculated at the same rate as the clinical cost. If the absence is caused by a documented acute episode or extenuating circumstance, the student may request a reduction in clinical makeup fees with the Associate Dean -Nursing within 10 days of the missed hours.

Time management is a professional standard and skill within nursing. In order to start and complete all classes within the scheduled time, please respect your peers and faculty and arrive on time to class. If ineffective time management is negatively impacting the learning environment, the faculty will deal with each student on an individual basis.

Guidelines for Student Success

The CMC nursing program is designed to create nurses capable of professional practice. The following guidelines should serve as a guide for you to develop your professional practice.

General Guidelines for Success

- The American Nurses Association (ANA) is used as a guide for professional practice. As professionals, students adhere to the American Nurses Association Code of Ethics for Nurses.

- All healthcare workers are required by federal law to protect and guard private patient information. As nursing students you will have access to private and confidential information. It is your responsibility to protect the patients' confidential information at all times under the guidelines of the Federal Health Information Portability and Accountability Act (HIPAA). HIPAA will be covered in your fundamentals course in the first semester to give you a full understanding of the rules and regulations you must comply with.

- In preparation to enter the profession of nursing, you must understand the guidelines for participating in on-line social networking sites. Students who participate in on-line social networking sites are not to

discuss the policies or procedures of the CMC nursing program or any of the clinical sites used by CMC. The nursing program should only be discussed in a positive and professional way. As professional behavior is required in nursing practice, all inappropriate photographs should be removed prior to starting the nursing program. If you have any issues within the nursing program or CMC, please use the appropriate channels to achieve resolution. Social networking sites are not intended for discussion of professional issues but for social interaction. If the CMC nursing program or any of the clinical sites used by CMC are discussed in an online social networking site, please avoid any negative or unnecessary comments. As a professional practicing nurse, inappropriate behavior on a social networking site can have severe repercussions including, but not limited to, disciplinary action and loss of nursing license.

- Students are required to have CMC ID badges with them while on campus, in clinical, simulation lab, or in any way representing the CMC Nursing Program. CMC campus security measures requires CMC student identification badge for entry into campus buildings and Nursing lab.

- Professional, respectful communication is expected in all forms of communication (i.e. verbal, email, text messaging, phone).

- The official communication tool with nursing students includes CMC email, and course specific communication through Canvas, and **CMC Nursing Basecamp page**. No personal emails will be used.

- Students attending classes at CMC are provided with a CMC email address. This will be the *only email address* used for all purposes in the nursing program and students are expected to check their email every 24 hours. Personal email accounts and text messaging should be avoided unless the student has express permission from the instructor. Other channels of communication are not recognized as part of the educational process and are strongly discouraged. Using email is an excellent way to communicate with your faculty and faculty will respond to all emails within 48 business hours of being sent.

- Course communication usually is through the Canvas LMS 'Inbox" and is an acceptable method of communication.

- Accountability is a positive attribute for the profession of nursing and is expected of all CMC nursing students.

- Mathematical competency is important for the profession of nursing to ensure safe patient care and medication administration.

- American Psychological Association (APA) format is the standard within the science of nursing and expected for all formal written work as outlined in course syllabi.

- Students must be familiar with the contents of the *CMC Student Handbook* and *CMC Nursing Student Handbook*.

- If a student receives an injury, a written medical release from their healthcare provider must be submitted to the Associate Dean - Nursing before returning to class or clinical.

- Students who return after a health related leave of absence, including an illness, surgery, or pregnancy related health condition, are required to obtain a written release from their health care provider before returning to class or clinical/practicum.

- CMC is committed to providing access to everyone with the ability to benefit from a program of higher education. We empower students with disabilities to take responsibility for their education. Services are available to meet your special needs and assist you in meeting your educational goals. Please contact our CMC Disability Services Coordinator by calling: 970.945.8691 or our toll free number at 800.621.8559 and request to speak to the CMC Disability Coordinator at your nearest CMC location. They will assist you in the process for individual accommodations.

- The CMC Nursing Program is committed to civility in all interactions between and among the individuals

and groups making up the campus and the community. Civility is behavior that shows respect toward another and causes another to feel valued. Civil behavior can consistently be expressed through social politeness, keen sensitivity, respect, and courteous treatment to others. The CMC Nursing Program acknowledges differences amongst student in values, interests, and experiences, and we encourage students to participate by offering and listening to individual views. While engaged with others in the classroom and in the community, disagreements can occur, and the CMC Nursing Program expects students to express ideas in a civilized manner and respond to opposing positions with civilized responses. Incivility (i.e. verbal and nonverbal insults, personal attack, etc.) will not be tolerated and may result in disciplinary action.

Classroom Guidelines for Success

All students are expected to come to class prepared for the unit topic. Completing all assigned readings will help you to learn and apply your knowledge in a more useful way. Utilize the course schedule you receive to manage your time well in order to complete all written assignments on the assigned due date. All of your courses will have a syllabus and course schedule with due dates.

- The expectation is that only registered students within the nursing program should be in the scheduled course work. Student's children are not to be in class and childcare should be arranged prior to the start of all nursing course work.

- To support a positive learning environment while in the classroom:

  1) Taking breaks during learning is essential to increasing knowledge; breaks will be provided to encourage this. Be sure to maintain your energy by planning for snacks during breaks. In order to maintain a clean and professional classroom, eating at times other than breaks is discouraged.
  2) Water and liquid beverages are acceptable in class only if you use a spill proof container.
  3) Technology should be used to promote learning. Cell phones should be on silent and texting during class is not appropriate. Volume on your personal laptop should be muted. If you use a laptop, it should be used to increase knowledge of course content and not for other purposes during class. Inappropriate use of any device may require the faculty to have you discontinue use of your personal electronic device.
  4) The faculty encourages you to ask questions and participate in classroom discussions.

     Please remember that all students should be given the opportunity to ask questions during the class. If you have questions that cannot be answered during the scheduled class time, please take the time to meet with your faculty outside of class.
  5) All personal belongings that you bring into the class should leave with you at the end of the day. All unattended items may be discarded at the end of the scheduled class.
  6) The goal of the CMC nursing program is to support the environment. In this effort, please limit printing, utilizing electronic resources to remain environmentally conscious and keep program costs at a minimum.
  7) Any in-class announcements, handouts or other material are considered part of the course curriculum.

Exam Taking Guidelines

- Students are expected to take all exams on the date and at the time scheduled. If a student is unable to take the exam on the scheduled day, it is the responsibility of the student to contact the faculty of the course. The student may receive 5% off for all exams not taken on the assigned date and time.
- The CMC Nursing Program utilizes secure computerized testing software. Exams will be taken on specified CMC computers only. Secured log in is required; please see course faculty for instructions. Computers must be utilized in a professional manner and returned to designated location, signed out and plugged in.

- All CMC Nursing examinations are overseen by a member of the faculty or a designated proctor in order to ensure security of the assessment and the testing environment.
- Alterations of testing location and proctoring is allowed per the CMC Disability Services Department and is documented in writing in the CMC Student record.
- Prior to the exam, all students need to clear their desks of everything but two writing utensils. All books, cell phones and personal belongings need to be moved away from the student's desk and not obstruct traffic flow. Cell phones must be turned off. No sunglasses, hats or headphones are to be worn during exams. Personal electronic devices are not allowed to be used during exams. Scratch paper or a calculator will be provided by the proctor or faculty and will be collected and destroyed upon completion of the exam.
- Examinees are allowed two writing utensils. Examinees are not allowed to bring any additional materials with them to use during testing.
- Food and drink is prohibited during the exam unless it is necessary due to a documented medical condition.
- Students are required to know their computerized testing log-in names, user identifications and passwords prior to taking examinations.
- All examinees begin testing at the same time.
- No communication is permitted between examinees while taking the exam. Examinees are expected to work independently
- Students are expected to remain in the testing area until the exam is complete unless directed otherwise by course faculty.
- Faculty may allow students to view their exam score and question feedback following the exam. In this event, students must maintain a quiet environment, so as not to disturb other test takers.
- The process for challenging a question is that the student/s put the challenge into writing, citing the book or PowerPoint to support their rationale. This written challenge has to be given to the faculty or sent the same day as the exam. If more than one student is challenging the question, they can initial the challenge rationale.

General Dress Code Guideline

A professional image promotes trust and confidence in your patients as well as in yourself.

- Students are expected to use good taste in considering appropriate dress for classroom environment. The nursing program is a prominent and respected program within CMC and students within the program are expected to lead by professional example. Dress may be business casual but should reflect the position of nursing students preparing for professional employment.

- Dress for clinical experiences is the CMC nursing uniform (See below).

- Dress for community experiences is the CMC Nursing polo shirt, neutral colored khaki, navy, or black dress pants or trousers, a clearly visible student CMC name tag and comfortable, professional footwear. Denim and cargo pants are prohibited.

- Dress for simulated clinical experiences is the CMC nursing uniform.

- The CMC curriculum includes many different types of classes that include many different types of lab experiences. Because labs associated with class vary, it is important that the student follow specific instructions on appropriate dress in the lab as given by the instructor.

- CMC ID badges must be worn while on campus, in clinical, simulation lab, or whenever representing the CMC Nursing Program. CMC campus security requires identification badge entry into campus buildings

and Nursing lab. If you misplace your ID badge it is your responsibility to replace it at a cost of $25.00.

- A white lab coat maȳ be worn over professional attire or business casual attire when students are in the clinical area obtaining information about their clinical assignments.
- Professional attire or uniform are required anytime you are representing CMC at a clinical or community facility, including orientations.
- Uniforms must be clean, fit professionally, provide modesty and room to move in the active role of the nurse.
- Jeans or shorts are not to be worn in the clinical areas, skills or simulation lab.
- Hair must be clean and neat. Long hair must be pulled back from the face so that it does not fall forward when leaning over. Beards and mustaches must be clean, trimmed, and neat. Cosmetics are to be used moderately. No large headbands or excessive hair jewelry is allowed.
- Stethoscope covers are not allowed in the clinical setting.
- Artificial nails (including wraps, acrylics or tips) are known sources of bacteria. For infection control purposes, artificial nails are not allowed at any time during the clinical rotations or simulation labs.
- Natural nails tips must be kept to ¼ inch in length per the CDC Hand Hygiene in Healthcare Settings-Core (2012). Nail polish is strongly discouraged.
- No open-toe or open-back shoes are permitted in clinical, skills or simulation lab.
- Scrub pants must be hemmed and pant legs cannot drag on the floor
- A watch (preferably water resistant) with a second-hand indicator is a required part of the uniform for clinical, skills and simulation labs.
- No additional clothing, such as hoodies or vests, may be worn in clinical, skills and simulation labs. If a shirt is worn under the uniform it must be solid white or navy with no writing or other documentation and for infection control should not have excessively long sleeves.
- Because of the close and physical nature of direct care nursing, students are expected to be clean and odor free. Perfume or shaving lotion is not permitted as they may be offensive and irritating to patients.
- Maternity uniforms must be made of the same fabric and approved by the Associate Dean - Nursing.
- Tobacco odors and second hand smoke are offensive and physiologically dangerous to some patients and are unacceptable in the clinical area. CMC nursing program believes in health promotions and disease prevention; therefore, the CMC supports tobacco free healthcare facilities and smoking breaks are not permitted.
- For infection control purposes, the nursing student uniform should be laundered in hot water and tumble dried after daily use in the clinical setting.
- For infection control purposes and for patient and student safety, the only acceptable jewelry to be worn in clinical, skills or simulation lab are: engagement rings, wedding rings, and a maximum of two small plain post style ear studs are acceptable.
- No jewelry in any body part except ear lobes is acceptable. Ear gauges & piercings: gauges must be plugged for safety.
- Visible tattoos or body art must be covered to the greatest extent possible unless there is an infection control or safety issue when in uniform.
- Additional guidelines may be required by various clinical agencies and will be indicated on course syllabi.

Student Uniforms

The table below outlines the expected nursing student uniforms. All uniforms are ordered through a designated provider and exceptions must be approved by the Associate Dean -Nursing. Student uniforms are available at the CMC Bookstore. Students may be required to purchase a second uniform due to clinical agency requirements, i.e. St. Mary's requires white uniforms and white shoes. Students will be notified of any additional uniform requirements when assigned to a clinical site.

CMC Nursing Uniforms
Navy blue and white scrubs must be exclusively purchased from the CMC bookstore and Students are responsible for purchasing their own uniform items.
Uniforms must be clean and wrinkle-free, fit professionally, and provide modesty and room to move in the active role of the nurse. If a shirt is worn under the uniform it must be solid white or navy with no writing or other documentation and for infection control should not have excessively long sleeves. Scrub pants must be hemmed and not drag on the floor. Clean, solid white leather athletic or white uniform shoes with closed toes, low heels, and non-skid soles. with clean, solid white shoelaces and solid white socks
Community or Field Learning Experiences Dress for community experiences is the CMC Nursing polo, neutral colored khaki, navy or black pants, dress pants or trousers, a clearly visible student CMC name tag and comfortable, professional footwear. Denim and cargo pants are prohibited.
CMC Student picture ID badge and CMC Nursing patch on upper left chest area for scrubs and lab coat
Mid-thigh length lab coat (optional).

Students who do not meet all aspects of the uniform policy may be asked to leave the clinical setting and will be required to follow the clinical absentee policy.

Nursing Laboratory: Utilization of the Nursing Laboratory

The Nursing Laboratory is a space for the CMC nursing program and is used for multiple purposes: simulation, simulated clinical experience, skills lab, and open lab. Please be mindful of the fact that it is a multi-use space.

Definitions

- Open Lab: Lab hours that provide time for skills practice. Open lab may be optional, required for skills check offs, or as part of a performance improvement plan for some students. Supplies will be available to students at the discretion of the supervising faculty. Open lab may be available in 3 forms, depending on faculty and staff availability.
- Clinical Laboratory: Laboratory setting for practice of specific basic clinical skills
- Open Lab, Independent Practice: Students will have access to the lab for independent self-study. Non-faculty such as a work-study student may supervise independent practice.
- Open Lab, Faculty Supervised: A faculty member will be present as a resource; however, students should come well prepared for hands on practice. If tutoring is required, please contact your course instructor or faculty advisor for instruction.

- Open Lab, Faculty Led: In conjunction with a didactic or lab course, faculty may offer practice sessions in addition to scheduled classroom/lab times.
- Skills Lab: A learning environment without the presence of living patients where students acquire and practice new nursing skills/procedures before implementation on living patients.
- Skills – an inclusive term for psychomotor skills that includes rationale, critical thinking, physical assessment, and drugs and solutions; examples are wound care, intravenous therapy, medication administration, catheter insertion, etc.
- Simulation: "An attempt to mimic essential aspects of a clinical simulation with the goal of understanding and managing the situation better when it occurs in actual clinical practice. A technique that uses a situation or environment created to allow persons to experience a representation of a real event for the purpose of practice, learning, evaluation, testing, or to gain understanding of systems or human actions" (National League for Nursing, 2012)
- Clinical Simulation: (Colorado DORA Definition 1.10) "A care setting utilizing human simulation experience to create realistic, life-like scenarios where students engage in the practice of nursing skills and theory for the purpose of teaching and evaluating students. All simulation experiences shall be under the direction of licensed nursing faculty qualified to oversee and evaluate the outcomes of the simulation experience for the student. The Faculty qualifications shall be documented in a manner approved by the Board" (Department of Regulatory Agencies, 2014)
- Debriefing: "A reflective process immediately following the Simulation Based Experience (SBE) that is led by a trained facilitator using an evidence-based debriefing model. Participants' reflective thinking is encouraged, and feedback is provided regarding the participants' performance while various aspects of the completed simulation are discussed. Participants are encouraged to explore emotions and question, reflect, and provide feedback to one another. The purpose of debriefing is to move toward assimilation and accommodation to transfer learning to future situations" (INACSL Standards Committee, 2016)
- Regularly scheduled open lab times are offered each semester. Students are encouraged to use the nursing laboratory to practice skills taught in lab prior to performing those skills in clinical or during a skill return demonstration. Students will be required to sign up at least 24 hours in advance and specify skills they would like to practice. To document usage of the nursing laboratory and to support continued hours of operation, all students must sign in and out when using the lab. For any Lab session, it is required that students come prepared.
- On occasion while practicing skills, if students are found to have areas of personal health concern (such as an elevated blood pressure), these students will be referred to their personal health care providers for follow-up.

Lab Attendance

- Simulation labs, open labs and course skills labs are designed to increase your nursing knowledge and technical skills and you will find them to be a strong asset to this nursing program. Simulation lab attendance is required.

Nursing Lab Safety Guidelines

- Students should always be oriented to the proper use of lab equipment (example: controls on electronic beds, side rails, wheelchairs, suction machines) prior to their use. With new equipment, always wait for instructions from the faculty before handling. Any time a student is unsure how to operate a piece of equipment, the student must always ask the faculty before using the equipment. Faculty should be consulted prior to accessing lab equipment.

- Students are required to always check with the lab staff before using the laboratory facility. When practicing with needles and syringes, no equipment is to leave the lab area. Supplies will be provided for the student in a lab bag, which are to be used on the provided mannequins only; these supplies are not to be used on other students or anyone outside of the nursing lab. Students should take great care during practice to protect themselves from needle punctures. Should a needle stick occur, it must be immediately reported to the lab coordinator or faculty. Any injury occurring in the lab will be covered under the student's private health insurance (see **CMC Nursing Basecamp page**). Used needles should be immediately discarded in the appropriate container.
- At the end of a practice session in the lab, students should dispose of waste material appropriately and leave the workspace clean, orderly, and clear of debris. Students should be oriented to location of the fire extinguishers and to the evacuation route from the lab in case of fire or disaster. All students must leave the building when the fire alarm sounds.

Skill Return Demonstration

Students will be provided with opportunities to successfully return demonstrate critical skills. Students must pass the return demonstrations using criteria established by the nursing faculty. If students miss a scheduled return demonstration appointment, the student must contact the nursing lab coordinator or the nursing faculty prior to the scheduled time to cancel the appointment. Failure to contact the lab coordinator the nursing faculty will be considered a failure of the demonstration of that skill.

Absence from Nursing Skills Lab

Students who will be absent from a nursing skills lab session must notify the nursing course faculty via email or voicemail or other means provided by the faculty within 24 hours of the scheduled lab. Nursing skills labs are associated with course such as Fundamentals and Pharmacology. Nursing skills lab is not the same as clinical simulation experience. Clinical simulation experiences have a fee associated with make-up. The student must complete all assignments related to the missed lab session and schedule to practice the missed content with the skills laboratory coordinator or the nursing faculty. A student who arrives more than 15 minutes late will be considered absent. Students who leave early from lab will be considered absent.

Simulation Lab Guidelines for Success

- Simulation lab is a valuable part of your nursing education and advanced preparation may be required.
- When participating in simulated clinical experiences, students are strongly encouraged to participate in the experience as if they were caring for a live patient.
- While in the simulation lab, all lab rules must be adhered to. The lab must be kept clean and organized and all students are expected to help with storage and cleaning of all lab equipment as directed by the lab coordinator or faculty member at the end of the simulation lab.
- Refer to dress code policy for dress code during simulation lab.
- No food is allowed in the lab; drinks must have a lid.
- Make sure orientation is complete before use of equipment.
- CMC utilizes simulation mannequins frequently. Please do not use betadine or mark on the mannequins in any way, as it will cause permanent stain and damage.

Clinical Guidelines for Success

The Nursing Program emphasizes early experiential learning through clinical experiences in a variety of healthcare settings (i.e., hospitals, long term care facilities, community agencies, etc.).

- Clinical agency regulations will be given to students prior to clinical experiences and must be followed.
- It is the student's responsibility to maintain up to date information in myClinical Exchange and in Castle Branch. If it is not current, students can be kept from starting or completing their clinical experience. Some clinical sites require 4-6 weeks lead time for this information and cannot expire during the clinical time.
- Each clinical agency determines the orientation requirements and students are expected to attend in order to participate in the clinical experience. Clinical site orientation may take place outside of the academic calendar.
- Healthcare systems operate 24 hours a day, 7 days a week. Clinical hours may vary and may include weekends, nights or holidays to provide optimal learning opportunities and to meet course outcomes.
- All students are expected to provide their own transportation to clinical sites; carpooling and ride arrangements are encouraged.
- To provide optimal clinical learning opportunities that provide students the chance to meet course outcomes, clinical placement sites may exceed 500 miles from campus.
- Clinical assignments are based on: the need to meet course/clinical objectives, clinical placement availability, clinical faculty availability and student learning objectives. Personal student situations such as childcare, job schedules and living near a clinical site are not criteria used for making clinical assignments.
- Safe nursing practice is expected at all times. Any error, near miss, accident, or unusual occurrence involving a student must be reported immediately to the faculty and to the appropriate health team member so that prompt action can be taken to initiate treatment or to alleviate harm. Concealing mistakes can lead to disciplinary action and/or the student's inability to progress in the Nursing Program (see academic integrity).

   CMC Nursing Program advocates for quality improvement and improving system errors. If any error, near miss, accident, or unusual occurrence involving a student occurs, the student must immediately notify the Clinical Faculty within 24 hours of the error. (See Incident form on the **CMC Nursing Basecamp page**) Faculty will complete an incident report with the student. In order to promote quality improvement, the student (along with the clinical faculty) shall write a report of this incident and submit it to the Associate Dean - Nursing within 2 days.

- Policies of individual Clinical Agencies are designed to promote safe quality patient care and students will comply with all policies.
- During all clinical experiences, students are expected to act in a respectful professional manner and represent CMC Nursing in a positive way.
- A faculty member has authority to remove a student from an academic activity upon observing irresponsible, unsafe or unprofessional student behavior in class, simulation, skills lab or clinical experiences.
- Students are expected to come prepared to clinical. Those who are not prepared (as defined in course syllabi) for clinical will be asked to leave the clinical site, which may result in an unexcused absence. Upon being asked to leave, they shall contact the Associate Dean - Nursing to discuss the situation.
- All clinical experiences or activities associated with the nursing program must be coordinated by the Clinical and Administrative Coordinator with the Course Faculty and student. Under no circumstances shall students participate in patient care that has not been previously planned by the assigned clinical

faculty. Failure to observe this policy will result in an unsatisfactory clinical evaluation for that day and may result in student's failure of the course.

- Students are required to have a current American Heart Association *BLS for Healthcare Providers* certification at all times while enrolled in the nursing program at CMC. No other type of BLS certification will be accepted. If a certification is not current, the student cannot participate in clinical and will be responsible for the cost of making up missed clinical days.
- Students are highly encouraged to have 8 hours of work-free time proceeding each clinical day. Should the student be impaired, sleep-deprived or in any way unable to problem solve in an alert and safe manner, the student may be asked to leave the clinical setting.
- Students will perform only those skills in which they are competent as verified by the Student Clinical Skills Check list and verified by faculty observers and approved by the clinical site and preceptor (See **CMC Nursing Basecamp page**).

Student Involvement

A student representative for each cohort group at each campus will be elected to attend faculty meetings in order to increase communication between faculty and students and to provide experience for students in working with faculty related to department concerns. These students serve as a liaison between the students and faculty and may also be designated to serve on ad-hoc committees. The student representative is responsible for communicating information from the faculty meetings to the cohort groups.

Communication within the Nursing Program

Within the profession of nursing, appropriate and creative problem solving and conflict resolution are necessary skills. The goal within the nursing program is to resolve all issues on a case by case basis, and we encourage resolution at the lowest level possible. When individual issues occur that can be dealt with on an individual basis, communicate directly with the faculty or student involved prior to advancing on the channel of communication. Proper channels of communication are necessary for success within the nursing program. Within the CMC nursing program, as in any organization, there are appropriate lines of authority and channels of communication. If the student encounters a problem in a nursing class, and the problem directly relates to the class or the nursing faculty, then contact that <u>nursing faculty first</u>. If the problem is not resolved, or if the problem is a broader issue within the nursing program, then the following lines of communication should be followed (in order from first to contact to last). The channels are as follows:

> Nursing Faculty teaching the course
> Student Representative (when applicable)
> Nursing Faculty Advisor (for issues of program progression, course registration or resource identification)
> Lead Faculty (when applicable)
> Associate Dean - Nursing or Designee
> Vice President for Academic Affairs
> President of the College

When the channels of communication are not used in appropriate order, and a higher positioned individual is contacted, the communication moves back down the channel until the person with the most direct knowledge of the issue is contacted. Failure to follow the channel of communication in conflict resolution is an unprofessional behavior and may impair the appeals process. If problems arise, please you must act

professionally, save everyone time and energy and use the proper line of communication.

Withdrawal, Re-Entry, Re-Admission and Policies Related to Program Progression

Withdrawal from the Program

- The AD Nursing program curriculum consists of sequential courses and failure to progress will require the student to withdraw from the Nursing Program and require application for re-entry into the program.

- Any student who does not adhere to the Nursing Student Handbook may not progress within the program. Failure to progress, will require the student to withdraw from the nursing program and require application for re-entry into the program.

- While enrolled in the nursing program, a student who does not achieve a C in a required non-nursing course (i.e. English Comp, Nutrition and Social or Behavioral Science Elective) will not be able to progress in the nursing program and must apply for re-entry.

- Any student who does not achieve a C (77%) in a nursing course will not be able to progress in the nursing program and must apply for re-entry.

- Any nursing student who has re-entered the program, and who does not achieve a C (77%) in the same course twice (nursing or non-nursing) will not be eligible for re-entry into the program. Only one re- entry is allowed per student into the nursing program and must occur in one calendar year from the time the last nursing course(s) was taken and successfully completed.

- Students not moving forward in the program must fill out the *Exit Interview from the Nursing Program* form found on the **CMC Nursing Basecamp page** , within ten business days.

- Failure to complete the *Exit Interview from the Nursing Program* form within 10 business days forfeits the student's ability to apply for re-entry.
- Students who fail to progress or withdraw from the program are required to meet with the Associate Dean – Nursing and complete the ADN Exit Interview Form, and to discuss the re-entry process.

Re-Entry Guidelines

1. Students who fail to progress or withdraw from the program are required to meet with the Associate Dean – Nursing and complete the exit interview, and to discuss the re-entry process.
    - To be considered for re-entry, students must follow the re-entry guidelines in effect at the time of re-entry.
    - Re-entry requests must be started prior to the open application process for the Nursing Program and application for re-entry is allowed only within one academic calendar year.
    - Students who do not apply for re-entry within one year and want to continue in the program will need to re-apply during the general application process and will take all of the curriculum including courses they may have passed.
2. Current admission policies of CMC and the Nursing Program will be used in determining re- entry requirements.
3. As part of the re-entry process students are required to complete a skills validation proficiency. The cost for this will be at the student's expense. Students who do not demonstrate satisfactory skills competencies will not be eligible for re-entry.
4. Students who are accepted for re-entrance must attend nursing orientation and meet graduation requirements of the class they join.

Appeal Process for Re-Entry to the Nursing Program

The CMC Nursing Program Admission and Appeal Committee will consist of one or two nursing faculty

members, a student service representative, Associate Dean - Nursing, and a student representative if applicable. Student representation on the committee will consist of an appointed position determined on an as needed basis. The committee shall meet on an as needed basis to review student's request to re-enter into the Nursing Program. The committee will offer a hearing with the applicant before it renders a decision. The Committee shall base its recommendation for re-entry on:

    A. Student's letter of intent and additional information presented at the hearing.
    B. Student's previous progress in the Nursing Program.
    C. Student's goals to remediate the reason for his/her withdrawal.
    D. Attrition within the Nursing Program.
    E. Availability of clinical sites.
    F. Faculty staffing.

A letter from the Admission and Appeal Committee will be sent to the student and to the Associate Dean -Nursing indicating the decision of the Appeal Process Committee. The decision of the Program Appeal Process Committee is final.

Probation/Suspension/Dismissal

A student placed on Academic or Non-Academic Probation will be given a *Counseling Form* (found on the **CMC Nursing Basecamp page**) and must complete an Action Plan, developed jointly by student and faculty, indicating the student's plan for improvement in the identified area. Copies will be distributed as follows: Student, Student's Record, Nursing Faculty Advisor and the Associate Dean -Nursing.

Academic Probation

If a student is at risk for success within the program, the student's course faculty or nursing advisor may place the student on academic probation. Students who fail to follow their success plan may be at risk for termination from the nursing program. The following include some but not all reasons a student may be placed on academic probation:

    A. clinical performance is unsatisfactory

    B. cumulative grade point average falls *below* a 2.4 during any semester

    C. attendance (class/clinical) interferes with ability to achieve course outcomes

    D. failure to uphold the agreed upon action plan from a written *Student Counseling Form* or other agreed upon written plan

A student will be *removed* from academic probation when the unsatisfactory performance is improved to a satisfactory status as determined by the faculty or nursing advisor.

Non-academic Probation

A student is automatically placed on Non-Academic Probation if misconduct unrelated to academic performance occurs (see Student Code of Conduct in the separate *CMC Student Handbook*). A student is removed from Non-Academic Probation when the conditions attached to sanctions imposed by the College have been satisfied. If the conditions have not been satisfied within the designated time frame, the student shall be dismissed from the College.

Clinical Probation

Any violation of safety, clinical site policy, standards of nursing practice or the Nursing Code of Ethics may result in clinical probation. Clinical probation may result in a grade of zero (0) for clinical work, additional supervised clinical hours, suspension or dismissal from the program.

Suspension/Dismissal

The College may suspend, dismiss or otherwise discipline a student if:

1. The safety of a patient is at risk or jeopardized.
2. Conduct that threatens or endangers the health, safety or welfare of any person may result in disciplinary action by the College (see Student Code of Conduct in the separate *CMC Student Handbook*)
3. Following suspension, dismissal or discipline, a student must demonstrate his or her ability to perform safely in the clinical care area before the student will be allowed to return to any clinical area, in addition to any other requirements of the College or the Nursing Program.
4. Absences exceeding 10% of total assigned course/clinical hours will interfere with student's ability to satisfactorily meet course outcomes.

Baccalaureate Nursing Program Graduate Attributes

The CMC RN-BSN Nursing Program provides the core knowledge necessary for graduates to function as professionals in an ever-changing complex healthcare environment. Essential attributes that are necessary for a student's success, as identified by the American Association of Colleges of Nursing [AACN] (2018) and the National League of Nursing [NLN] (2016), include effective healthcare provider, general nursing practice, patient safety, scholarship, cultural sensitivity, clinical reasoning/critical thinking, quality improvement, and effective communicator.

Colorado Mountain College has a philosophy that embraces these attributes and believes they are essential for student success. At the end of this program, graduates must demonstrate these essential attributes by completion of a Student Portfolio based on the RN-BSN Student Learning Outcomes (SLO) Competency Evidence Chart. Within this chart are the four competencies that the NLN has identified as competencies applicable to all nursing baccalaureate programs. The NLN (2018 competencies include promoting human flourishing, possessing sound nursing judgment, understanding professional identity and embracing the spirit of inquiry. This chart identifies CMC nursing curriculum assignments that have directly attributed to the students' success in the RN- BSN nursing program and aligns them with the competencies identified by the AACN and the NLN.

The essential RN-BSN graduate attributes includes the following:

1. Provider Role - Professional Healthcare Provider/Baccalaureate Generalist Nursing Practice/Quality/Safe & Ethical Practice/Prevention and Health Promotion
2. Advocate Role - Effective Collaborator /Communicator/Information Management/ Cultural Competence
3. Manager Role - Leader/Change Agent/Sustainability
4. Member of the Profession - Scholarship/Evidence Based Practice
5. Teacher Role - Educator/Consultant

The Roles of the Professional Nurse

The professional nurse assumes five basic roles in practice: Provider of care, manager of care, teacher, advocate, and member within the discipline.

Provider of Care

As a provider of care, the nurse utilizes the nursing process to formulate and implement nursing care for individuals who have health care needs while utilizing critical thinking and sound judgments to provide competent practice. The nurse's commitment to patient-centered care is reflected through a collaborative approach involving the patient, family, significant others, and members of the health care team.

Manager of Care

As a manager of care, the professional nurse provides and coordinates care for a group of patients/clients using collaboration, consultation, organization, delegation, accountability, advocacy, and respect. The nurse retains accountability for care delegated to others and knows the legal parameters of

others' scope of practice, as well as their roles and responsibilities.

Teacher

The nurse provides information and education in variety of settings to promote, maintain and restore health across the lifespan. The nurse provides culturally appropriate learning activities by effectively utilizing resources and current technology and by promoting a caring environment.

Advocate

The nurse promotes a climate in which patients may act in their own interest, including accessing available resources and intervenes when they are unable to act in their own interest. The nurse advocates for vulnerable populations, social justice, and sustainable health care.

Member of the Profession

As a member within the nursing profession, the nurse demonstrates accountability, autonomy, and authority in practice. The Colorado Nurse Practice Act, the American Nurses Association Code of Ethics, and current standards of practice guide nursing practice. The nurse practices within the ethical and legal framework of the nursing profession and is responsible for ensuring high standards of nursing practice. The nurse contributes to the improvement of nursing by remaining a lifelong learner and assumes the responsibility to actively support the continued growth and positive image of the profession. The nurse understands the importance of nursing research, rules and regulations governing the practice of nursing, roles of the professional organizations, and political, economic, and societal forces affecting practice. The nurse utilizes research and incorporates evidence-based practice into their practice.

Program Outcomes

Baccalaureate Nursing Program Leveling and Outcome Measurement

The CMC RN-BSN Nursing Program provides for student progression from an Associate Degree program, which included the foundational knowledge needed to practice as a Registered Nurse. Student enrolled in the CMC RN-BSN program have previously passed the NCLEX-RN and hold a valid Colorado RN license. The RN-BSN program expands that knowledge base to incorporate community care, focused population care, leadership, management and research. The RN-BSN program builds on the five roles of the nurse by incorporating enhanced knowledge related to each role (Provider, Advocate, Teacher, Manager, and Member of the Profession). Completion of the RN-BSN program enables students to enter graduate programs either at the Master's and/or Doctoral level.

Baccalaureate Nursing Program Outcomes

Student active participation toward achieving the CMC RN-BSN Nursing Program outcomes is essential in order to maintain national accreditation and achieve program goals. Program outcomes are developed as performance indicators, which show that the CMC Nursing Program is meeting the mission and goals set by the faculty. Program outcomes have been developed from criteria and guidelines of the Accreditation Commission for Education in Nursing (ACEN), the American Association of Colleges of Nursing (AACN) and the National League of Nursing (NLN).
They include:

OUTCOME #1 Program Completion 80% or greater of the students will graduate from their programs within 150% of the stated length of the program excluding those who take a leave of absence.
Measurement: Retention and attrition rates done within the academic year.

OUTCOME #2 Job Placement > 80% of program graduates are employed in nursing/health related field or enrolled in higher education
Measurement: Interviews conducted six months following graduation. The goal of 80% will be extrapolated from those graduates interviewed.

OUTCOME #3 Program Satisfaction 80% of Nursing Program graduate respondents will rate their overall program of learning satisfaction at satisfied or very satisfied on the Graduate surveys conducted 6-12 months following graduation.
Measurement: A survey is taken six months following graduation. The goal of 80% will be extrapolated from those BSN graduates who responded to the survey.

RN-BSN Program Student Learning Outcomes with Related Competencies

1. Synthesizes professional nursing roles and values while providing safe, quality patient-centered nursing care through scholarship for evidence based practice.
   - Demonstrates the professional standard of moral, ethical, and legal conduct.
   - Promotes the image of nursing by modeling the values and articulating the knowledge, skills, and attitudes of the nursing profession.
   - Communicates effectively with the healthcare team on difficult healthcare decisions that reflect on one's own beliefs and values as they relate to professional practice.
   - Act to prevent unsafe, illegal, or unethical care practices.
   - Articulate the value of pursuing practice excellence, lifelong learning, and professional engagement to foster professional growth and development.
   - Integrate evidence, clinical judgment, interprofessional perspectives, and patient preferences in planning, implementing, and evaluating outcomes of care.

2. Demonstrates organizational and systems leadership when planning safe, quality care for diverse populations by analyzing healthcare systems and policies, including nursing financial and regulatory practices.
   - Apply leadership concepts, skills, and decision making in the provision of high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings.
   - Participates in complex system issues by participating in quality and patient safety initiatives involving individuals, families, groups, communities, populations and other members of the healthcare team.
   - Promotes achievement of safe and quality outcomes of care for diverse populations.
   - Analyze how healthcare is organized and financed, including the implications of business principles, such as patient and system cost factors.
   - Determine state and national statues, rules, and regulation that authorize and define professional nursing practice.
   - Explore the impact of socio-cultural, economic, legal, and political factors influencing healthcare

delivery and practice.

- Advocate for consumers and the nursing profession.

3. Incorporates evidence-based care to complex patient situations including strategies for health promotion and disease prevention for individuals, families, groups, communities, and diverse populations across the lifespan and continuum of healthcare environments.

   - Assess protective and predictive factors, including genetics, which influence the health of individuals, families, groups, communities, and populations.
   - Participate in clinical prevention and population-focused interventions in relation to effectiveness, efficiency, cost-effectiveness, and equity.
   - Advocate for social justice, including a commitment to the health of vulnerable population and the elimination of health disparities.
   - Implement evidence-based nursing interventions as appropriate for managing the acute and chronic care of patients and promoting health across the lifespan.
   - Provide nursing care based on evidence that contributes to safe and high quality patient outcomes within healthcare microsystems.

4. Develops interpersonal communication and collaboration of the entire interdisciplinary team for improving patient health outcomes.

   - Use inter- and intraprofessional communication and collaborative skills to deliver evidence-based, patient-centered care.
   - Incorporate effective communication techniques, including negotiation and conflict resolution to produce positive professional working relationships.
   - Develops teambuilding skills and collaborative strategies when working with other interprofessional teams.

5. Analyzes patient situations and applies clinical reasoning/critical thinking skills as necessary to provide quality patient care to diverse populations by combining previous nursing knowledge with a liberal education base.

   - Integrate theories and concepts from liberal education into nursing practice.
   - Apply knowledge of social and cultural factors to the care of diverse populations.
   - Use skills on inquiry, analysis, and information literacy to address practice issues.
   - Value the ideal of lifelong learning to support excellence in nursing practice.
   - Engage in clinical/critical and ethical thinking to provide leadership in promoting advocacy, collaboration, and social justice.

6. Incorporates information technology to communicate, manage knowledge, mitigate error, and support decision-making by using current information management and patient care technologies.

   - Apply skills in using patient care technologies, information systems, and communication devices that support safe nursing practice.
   - Demonstrates effective communication in a variety of healthcare settings by using telecommunication technologies.
   - Recognizes the role of information technology in improving patient care outcomes and creating a safe care environment.
   - Evaluates data from all relevant sources, including technology, to inform the delivery of care.

RN-BSN Student Learning Outcomes (SLO) Competency Evidence Chart and Student Portfolio

The nursing program monitors each student's progression in the program through the use of the *RN-BSN Student Learning Outcomes (SLO) Competency Evidence Chart* and Student Portfolio. Students participate in this process by engagement in online discussions, submitting assignments that best demonstrate meeting student learning outcomes, and demonstrating the five roles of the nurse. The RN-BSN Student Learning Outcomes (SLO) Competency Evidence Chart (found on the **CMC Nursing Basecamp page**)contains the assignments related to this topic.

BSN Student Portfolio

All BSN students are responsible for following the required steps to create a Student Portfolio which is an electronic data base of student work affirming achievement of the required Student Learning Outcomes.

RN-BSN Program Curriculum

The nursing curriculum of CMC is ever evolving and created from evidence-based research to ensure that students are prepared for professional practice. Nursing is a caring art and science. Through the use of hybrid courses and practicum field experiences, the faculty will empower the students with the knowledge needed to practice safe, quality, patient-centered nursing creating optimum patient outcomes. The requisites for the RN-BSN Nursing Program provide the student with a well-rounded liberal education that prepares graduates to deal with complexity, diversity, and change. The CMC RN-BSN program embeds practice experiences woven throughout the curriculum to enable graduates to achieve the Essentials of Baccalaureate education for professional nursing practice (AACN, 2008). These practice experiences provide students opportunities to deliver care across the life span and across the continuum of care.

Evidence-based practice uses current nursing and medical research incorporated into quality, safe, patient care techniques creating professional nursing practice. Nursing as a science is based in research, both qualitative and quantitative, that is used to guide and create professional nursing practice. Quality research is performed by nursing researchers and scientists. The research is published in nursing journals and incorporated in nursing practice to ensure optimum patient outcomes. The faculty uses nursing research to create and update the curriculum on a continual basis to improve the education all students. Documents incorporated into the curriculum are ANA Standards of Practice, ACCN Essentials of Baccalaureate Education, NLN, and QSEN guidelines.

Colorado Mountain College RN-BSN Program Curriculum

General Education Requirements	RN-BSN General Ed/Support courses
BIO 111 – General Biology with Lab (5) HPR 115 – Intro to Nutrition (2) ENG 121 – English Composition I (3) BIO 201 – Human Anatomy & Physiology I (4) BIO 202 – Human Anatomy & Physiology II (4) BIO 204 – Microbiology (4) PSY 235 – Human Growth & Development (3) Social or Behavioral Science Elective (3)	BIO 216- Pathophysiology (4) MAT 135 – Introduction to Statistics (3) ENG 122 – English Composition II (3) History Elective (3) Electives (3): Any guaranteed transfer or generally transferrable course numbered 100-499 OR upper division nursing elective

NURSING MAJOR COURSES for RN-BSN	
300 Level Courses	**400 Level Courses**
NUR310 - Dimensions of Professional Nursing Practice & Transition (3) NUR320 – Nursing Ethics and Legalities of Healthcare (3) NUR330-Advanced Health Assessment(3) NUR350- Advanced Gerontology (3) NUR370 - Community & Public Health Nursing (5) NUR380- Healthcare Finance & Economics (3)	NUR430 - Nurse Researcher & Evidence-based Scholarly Practice (3) NUR440 – Information Management, Healthcare Systems and Processes: Safety, Quality and Sustainability (3) NUR460- Leadership: Professional Role as Communicator, Collaborator and Change Agent(3) NUR490– Senior Synthesis Project (5)

Total Credits: 122

Admission Requirements

The RN-BSN Program Packet provides specific information regarding admission requirements for the nursing program. The student applying for admission into the RN-BSN program must meet the requirements as stated by the most recent packet. Please see the nursing website: www.coloradomtn.edu/nursing for the admission application packet. In addition students must maintain a current Colorado or Compact State nursing license while in the program. Some RN-BSN courses are offered one time per year. Please take this into consideration when developing the student academic plan and sequencing courses. The projected course schedule is posted on **CMC Nursing Basecamp page**. If the applicant previously attended an RN-BSN program the applicant must submit to the CMC Associate Dean – Nursing, a letter of recommendation from that nursing program.

Grading

In order to progress through the curriculum, the student must pass all nursing courses with a C (77%) . Any student who does not receive a C (77%) average or greater on exams will not pass that didactic course regardless of points earned on non-exam work. The exam average shall be calculated by averaging the exams in the course.

Once it is determined that the student has met the criteria of a C (77%) exam average, then the student's grade will be calculated as stated in the syllabus. Faculty may use the Gradebook application on

Canvas or another online LMS program to assist students in monitoring their progress and current grade based on completed assignments and exams. While this may be a useful tool for the student, calculated grades on Canvas or other LMS applications are not official grades. Official grades will be posted in WebAdvisor.

Grading Scale

The following grading scale will be used throughout the Nursing Program:

A	96 – 100	C+	80 – 82
A-	93 – 95	C	77 – 79
B+	90 – 92	C-	73 – 76
B	86 – 89	D	70 – 72
B-	83 – 85	F	0 – 69

Grade Rounding

All individual exams will be carried one decimal point (to the tenth place) before calculating exam scores. The total exam scores will be calculated without rounding. Final course grade computation can then include additional learning requirements for the course. Students must achieve 77.0%exam average on all quizzes, exams, and finals before class projects and papers are computed into the course grade. Each course syllabi will identify how final grades are calculated and are course specific. The final course grade recorded on the student's record may be rounded to the CMC Nursing department grading scale.

EXAMPLES

<u>Student 1:</u>

Exam 1	Exam 2	Exam 3	Exam Score Average (Exam 1+2+3) / 3
82.3%	78.9%	84.6%	81.9% (cannot round up)

Resulting Grade: This student passed the course. When calculating the final grade, the instructor will use 81.9% as the exam score average, not 82.0%.

<u>Student 2:</u>

Exam 1	Exam 2	Exam 3	Exam Score Average (Exam 1+2+3) / 3
76.5%	75.8%	76.3	76.2 (cannot round up)

Resulting Grade: This student does not meet the requisite of 77% for the overall exam average, and no additional assignments will be added to the grade. This student earned a 76.2% in the course, and would be awarded the grade of C- for the final grade (see above for Grading Scale). Because the student did not earn a C or better in the course, he or she would not be eligible to take the progressive nursing courses.

Grade Expectations.

An "A" student demonstrates the following:

Demonstrates interest by asking questions and finding out what they do not understand Possesses determination, initiative, self-discipline and professionalism

Demonstrates intelligence, insight, and critical thinking

Submits high level work including excellent discussion and participation postings, exemplary scholarly work and outstanding group assignments

Engaged and interactive in all synchronous meetings

A "B" student demonstrates the following: Meets all course requirements

Submits work which meets all criteria but does not go above and beyond the required aspects of each assignment

Discussion and participation postings are basic and lacking in depth and critical thinking attends synchronous meetings with little engagement

A "C" student demonstrates the following:

Meets minimum requirements for the nursing program

Assignments are average in quality and do not exceed beyond a basic submission

Discussion postings are basic and just meet the requirements with no attempt to create engaging participation in postings

Missing assignments

BSN e-Portfolio

      CMC Canvas LMS provides a data repository for the student's completed assignments and creation of an electronic portfolio. The student's completed portfolio consists of student assignments demonstrating student accomplishments, academic work, and faculty feedback. All BSN students are responsible for following the required steps to create an individual Student e-Portfolio. This electronic data base of student work affirms achievement of the required CMC BSN Student Learning Outcomes (See **CMC Nursing Basecamp page** *BSN Student Learning Outcomes (SLOs) Competency Evidence Chart*).

1. Review closely the RN-BSN SLO Competency Evidence Chart located on the **CMC Nursing Basecamp page** and determine how you will meet the goal of an e Portfolio with your completed student assignments demonstrating achievement of these six learning outcomes and five nursing roles. Selecting one assignment under each of the SLO criteria (the left column of the chart) and one assignment for each of the RN roles. Each assignment may only be utilized once. The students will be required to upload six assignments to meet the six SLOs and five nursing roles. There are 10 BSN courses and students may choose six assignments from any of the courses demonstrating student accomplishment of the SLOs.

2. Save your assignments in this format –
   - Your last name, course number, assignment title
     For Example: Smith310DimensionsScholarlyPaper

3. Log into CMC Web site/Basecamp.

4. Click on 'My Teams" under Menu.

5. Select BSN.

6. Follow the video to complete the submission of each document. **BSN Student Files**

Note: If you cannot locate a previous Course assignment in your personal files, student assignments can be retrieved within the Canvas Course; please call the CMC IT help desk for further assistance if needed.

Audit Policy

      Auditing of a nursing course requires approval from the Associate Dean - Nursing. Students who register for a class through the audit option receive an "AU." This symbol verifies only that the student registered for the class. The student is not required to regularly attend class or to be evaluated. However, all risk management and student conduct requirements still apply. A student registered as an AU cannot change to a grade option. Students cannot meet prerequisite requirements through this grade option.

Hybrid Class Attendance, Online Learning Responsibilities and Requirements

Hybrid courses combine set days for synchronous classroom instructions with a significant amount of asynchronous learning activities. The definitions of synchronous and asynchronous classrooms are as follows:

Synchronous. Online classes are those that require students and instructors to be online at the same time. Lectures, discussions, and presentations occur at a specific hour. All students must be online at that specific hour in order to participate.

Asynchronous. Classes that do not meet face to face are the opposite of synchronous. Instructors provide materials, lectures, tests, and assignments that can be accessed at any time. Students may be given a time frame – usually a one week window – during which they need to connect at least once or twice. Asynchronous components may include online discussions, audio-video presentation, reading assignments, self-testing exercises, and small group work. Each course will have specific due dates/times for all asynchronous course work. The CMC RN-BSN hybrid course week starts on Sunday and ends on Saturday each week.

All eight week hybrid courses have at least two scheduled synchronous meetings and all fifteen week courses have at least three scheduled synchronous meetings. The instructor will provide details about the class schedule, synchronous meeting times, and other details to help in your success. Students should make appropriate efforts to attend live either in-person or online via the CMC online conferencing software WebEx. Any students unable to attend the live meeting must contact their course faculty for the meeting make up requirements.

Students must possess basic computer skills including the ability to navigate varied web sites and programs, use e-mail, send attachments, and utilize DSL, etc.

Learning environment. The hybrid learning environment is unique and requires student attendance for success. Students who are not active in the online classroom or in communication with their instructor during the first week of a course are at the risk of being dropped from the course for inactivity resulting in failure to attend. If a student is dropped for failure to attend they will have to make up the course the next time it is offered and progression and graduation may be delayed. Additionally the student may be responsible for a portion of the cost of the course depending on the date of withdrawal.

Hybrid course work requires a high level of personal responsibility and an active role in the student's learning process. It is expected that the student be self-driven and motivated. On-line attendance means that all lessons and assignments are completed independently and by the listed due date. Each course will list any required minimum on-line attendance or activity. The course syllabus for each individual course will establish the specific course attendance policies, the online discussion requirements and the face-to-face attendance dates and requirements.

Expectations. The student is expected to actively participate in the asynchronous or online portion of the hybrid courses, complete all online assignments as scheduled, take all quizzes/examinations when scheduled, and notify instructor if unavailable to participate in an online activity by deadline. The student is expected to follow current edition of APA guidelines for required written reports/papers. Timely submissions of student posts in weekly discussions are essential for successful completion of BSN Courses. A CMC BSN Nursing program Discussion Rubric is used to guide your student participation and learning.

Practicum Field Experiences, Course Lab, Clinical Course and Simulation Attendance

Practicum field experiences will be required to build upon the RN skills and to meet the BSN competencies and must be completed in Colorado. These practicum field experiences are arranged

preceptorships and will be guided by the course faculty. These clinical hours must be documented and recorded in the form provided in the syllabus. All missed clinical time must be made up. There are courses that may include a course lab or simulation. These are required and if missed are required to be made up. All program required documentations are tracked through CastleBranch and is the students' responsibility this is all up to date. If not updated, the student may be delayed in participating in clinical experience. This could lead to receiving an incomplete for the course.

Practicum Field Experiences/Clinical Requirements Data Repository

The CMC Nursing Program subscribes to myClinicalExchange LLC which is an information technology professional service organization that serves as a repository of student data, such as immunizations, and required clinical site orientation and safety requirements. *Completion of these requirements is the student's responsibility*. The fee for myCLinicalExchange services is the student's responsibility.

My Clinical Exchange is a clinical processing and placement program utilized by many of our clinical facilities. Students who participate in a clinical field experience in a facility which uses My Clinical Exchange will be charged a fee for clinical placement and will be notified of specific requirements for each clinical site.

It is the student's responsibility to complete these uploads in a timely manner prior to clinical rotations. *Failure to complete these requirements and the transfer of individual records may result in failure to progress in the program.*

Guidelines for Student Success

The CMC nursing program is designed to create nurses capable of professional practice. The following guidelines should serve as a guide for you to develop your professional practice.

General Guidelines for Success

- Online orientation to the BSN program is essential for your success in the program. This orientation must be completed prior to the start of the first RN-BSN course and reviewed as needed throughout the program. The RN-BSN online orientation is available on your Canvas online course. Log onto Basecamp and into Canvas and the orientation course will pop up.
- All healthcare workers are required by federal law to protect and guard private patient information. As nurses you will have access to private and confidential information. It is your responsibility to protect the patient's confidential information at all times under the guidelines of the Federal Health Information Portability and Accountability Act (HIPAA).
- In alignment with professional nursing practice, you must understand the guidelines for participating in on-line social networking sites. Students who participate in on-line social networking sites are not to discuss the policies or procedures of the CMC nursing program or any of the clinical sites used by CMC. The nursing program should only be discussed in a positive and professional way. Professional behavior is required in nursing practice; all inappropriate photographs should be removed prior to starting the nursing program. If you have any issues within the nursing program or CMC, use the appropriate channels to get resolution. Social networking sites are not intended for discussion of professional issues but for social interaction. If the CMC nursing program or any of the clinical sites used by CMC are discussed in an online social networking site, avoid any negative or unnecessary comments. As a professional practicing nurse, inappropriate behavior on a social networking site can have severe repercussions including, but not limited to, disciplinary action and loss of nursing license.

- Students are required to-wear their CMC ID badges while on campus, in practicum field experiences, simulation lab, or in any way representing the Colorado Mountain College Nursing Program.
- Professional communication is expected in all forms of communication (i.e., verbal, email, text messaging, phone, social networking).
- Accountability is a positive attribute for the profession of nursing and is expected of all CMC nursing students.
- American Psychological Association (APA) format is the standard for the field of nursing. All formal written work must be written in APA format. *Students are expected to purchase or have available the most current edition of the APA Manual.*
- Students are held to the expectations and guidelines within the contents of the *CMC Student Handbook* and *CMC Nursing* Student *Handbook*.
- Students attending classes at CMC are provided with a CMC email address. In addition, Canvas has emailing capabilities. These will be the *only email addresses* used for all purposes in the nursing program and students are expected to check their email every 24 hours. Personal email accounts and text messaging should be avoided unless the student has express permission from the instructor. Other channels of communication are not recognized as part of the educational process and are strongly discouraged. Using email is an excellent way to communicate with your faculty and faculty will respond to all emails within 48 business hours of being sent
- CMC is committed to providing access to everyone with the ability to benefit from a program of higher education. We empower students with disabilities to take responsibility for their education. Services are available to meet your special needs and assist you in meeting your educational goals. Please contact our CMC Disability Services Coordinator by calling: 970.945.8691 or our toll free number at 800.621.8559 and request to speak to the CMC Disability Coordinator at your nearest CMC location. They will assist you in the process for individual accommodations.
- If a student receives an injury, the healthcare provider written medical release must be submitted to the Associate Dean -Nursing before returning to class or clinical.
- Students who will return after a health related leave of absence, including an illness, surgery, or pregnancy related health conditions, are required to obtain a written release from their health care provider before returning to class or clinical/practicum.
- The Colorado Mountain College Nursing Program is committed to civility in all interactions between and among the individuals and groups making up the campus and the community. Civility is behavior that shows respect toward another and causes another to feel valued. Civil behavior can consistently be expressed through social politeness, keen sensitivity, respect, and courteous treatment to others. The Colorado Mountain College Nursing Program acknowledges differences amongst student in values, interests, and experiences, and we encourage students to participate by offering and listening to individual views. While engaged with others in the classroom, on the Discussion Board, and in the community, disagreements can occur, and the Colorado Mountain College Nursing Program expects students to express ideas in a civilized manner and respond to opposing positions with civilized responses. Incivility (i.e. verbal and nonverbal insults, personal attack, etc.) will not be tolerated and may result in disciplinary action.

Synchronous Classroom Guidelines for Success

- All students are expected to come to class prepared for the unit topic. Completing all assigned readings will help you to learn and apply your knowledge in a more useful way. Utilize the course schedule you receive to manage your time well in order to complete all written assignments on

the assigned due date. All of your courses will have a syllabus and course schedule, with due dates. Assignments not turned in on the due date may receive a 5% deduction per each class day that it is late.

- The expectation is that only registered students in the nursing program should be in the scheduled classes or synchronized classrooms. Students' children are not to be in class, and childcare should be arranged prior to the start of all nursing course work. This includes any synchronized classroom activities (i.e. live chats).

Hybrid Classroom Guidelines for Success

In a hybrid course with an online component, the dynamics have shifted to a collaborative teaching and learning environment. The teacher is more of a guide to learning resources than a lecturer. The student has more responsibility for reading and interacting with content material, the teacher, and the other students in the class.

To be successful in a collaborative learning environment you need to be an active participant in the process.
- Take responsibility for your learning and listen carefully.
- Read all of the assigned materials before any group activities.
- Explore external resources on the assigned topics.
- Actively participate in the opportunities for interaction in discussion forums, chat rooms, synchronous meetings, and email.
- Stay engaged throughout the course, ask questions if you do not understand, seek clarification if process and procedures are confusing, and ask for help if the technology is not working.
- Expect feedback on your performance in a timely manner.
- Provide constructive feedback to your classmates as appropriate.
- Share any relevant professional experiences with your classmates.
- Apply your new knowledge to your own environment.
- Be flexible, adaptable, and patient with technology challenges, glitches, and failures.

Time Management

A set of well-developed time management skills may be the most important factor in succeeding in a hybrid course with an online component. The student needs to organize and plan ahead to be able to allocate sufficient time to access course materials, participate in online classes and discussion boards, and complete all of the assignments.

1) The student should plan to spend approximately three hours per week per credit hour reading, writing papers, participating in discussion boards, etc. in a traditional semester format. All 8 week BSN courses are 3 credits so the workload should be approximately 15 hours per week, the goal range should be 12-17 hours. All 15 week BSN courses are 5 credits, so the workload should be approximately 15 hours per week didactic, in addition to practicum field experience hours.
2) Check the Canvas course space daily for new announcements, assignment modifications, due dates/times, discussion board interactions, and new course materials and web resources.
3) Plan your time well and schedule all required course work including discussion and participation postings, individual and group assignments and practicum field experience time; it is easy to procrastinate and to be pulled to other responsibilities if you don't assign yourself time for the coursework.
4) Accelerated approach. Due to the 8 week – 3 credit hour structure of BSN Courses, student work is

very intense and students must carefully evaluate their work/life balance before committing to each BSN Course. Students working full-time and having several commitments especially will need to evaluate their course load and each semester's course load.

Technology

Hybrid courses with an online component use a variety of constantly evolving technology tools to facilitate teacher/student and student/student interactions. This is still a new field and glitches, delays, and malfunctions are inevitable.

1) Know the minimum hardware, software, and skills requirements for the course before you register: http://coloradomtn.edu/departments/information_technology/help_for_canvas/canvas-faq-_for-students/
2) Be sure to make back-ups of your course work -- experiencing a technology failure at the eleventh hour is very stressful and seldom an acceptable excuse
3) Be sure to make a backup computer plan. If your personal computer is experiencing technical difficulties, plan which devices you can use as a back-up while your own personal device is being serviced/repair.
4) Test your equipment and connections before meetings and presentations
5) Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from www.OpenOffice.org to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.
6) Know where to get help for technology issues. Service Desk phone number, 970-947-8438, and email address, servicedesk@coloradomtn.edu.

Internet Etiquette (Netiquette)

Always practice Internet Etiquette when communicating electronically. The purpose of communicating electronically in an online course is to share information.
1) Be respectful of other participants, their time, their bandwidth, and their opinions.
2) Remember that you are communicating with real people who do not have the advantage of seeing your body language or hearing your voice inflections, and who may interpret your message differently than you intended.
   a. Using all caps may be interpreted as shouting.
   b. Use humor and sarcasm carefully (we can't see the twinkle in your eye); add emoticons to provide a visual representation of your intent.
   c. Keep your critiques constructive; antagonistic criticism may cause an unwanted reaction.
   d. Civility during interactions with peers and faculty is expected at all times. Incivility will not be tolerated and may be subjected to disciplinary action.
3) Remember that you are judged by the quality of your writing
   a. Spelling and grammar do count.
   b. Be coherent and succinct.
   c. Don't plagiarize; respect copyrights.
   d. Don't depend on a single source when contributing new information from external resources.
   e. Be professional.

Dress Code Policy

General Dress Code Guideline

The professional image promotes trust and confidence in your patients as well as in yourself.

- **CMC Nursing Program Student ID badge** is to be worn at all times in class, simulation lab and practice experiences. If you misplace your ID badge it is your responsibility to replace it at a cost of $25.00.

- Professional attire or uniform are required anytime you are representing CMC at a clinical or community facility, including orientations.

- Uniforms must fit professionally, provide modesty and room to move in the active role of the nurse.

- Students are expected to use good taste in considering appropriate dress for classroom environment. The nursing program is a prominent and respected program and students within the program are expected to lead by professional example. Dress may be casual but should reflect the position of nursing students preparing for professional employment.

- When in practicum field experience setting:

  - A white lab coat with the CMC logo may be worn over professional attire or business casual attire.

  - The **CMC navy polo shirt** should be worn in the practicum field experience unless specifically identified by the healthcare agency or site.

  - **CMC Nursing Program Student ID badge** is to be worn at all times during field experiences. If you misplace your ID badge it is your responsibility to replace it at a cost of $25.00.

  - Hair must be clean and neat. Long hair must be pulled back from the face so that it does not fall forward when leaning over. Beards and mustaches must be clean, trimmed, and neat. Cosmetics are to be used moderately. No large headbands or excessive hair jewelry.

  - Stethoscope covers are not allowed in the clinical setting.

  - Artificial nails (including wraps, acrylics or tips) are known sources of bacteria. For infection control purposes, artificial nails are not allowed at any time during the clinical rotations or simulation labs.

  - Natural nails tips must be kept to ¼ inch in length per the CDC Hand Hygiene in Healthcare Settings-Core (2012). Nail polish is strongly discouraged.

  - No open-toe or open-back shoes are permitted in clinical/practicum or simulation lab.

  - For infection control purposes and for patient and student safety, the only acceptable jewelry to be worn in clinical or simulation lab are: engagement rings, wedding rings, and a maximum of two small plain post style ear studs are acceptable. No jewelry in any body part except ear lobes is acceptable.

  - Because of the close and physical nature of direct care nursing, students are expected to be clean and odor free. Perfume or shaving lotion is not permitted as they may be offensive and irritating to patients.

  - Maternity uniforms must be made of the same fabric and approved by the Associate Dean -Nursing.

  - Tobacco odors and second hand smoke are offensive and physiologically dangerous to some patients and are unacceptable in the clinical area. CMC nursing program believes in health promotions and disease prevention; therefore, the CMC supports tobacco free

healthcare facilities and smoking breaks are not permitted.

- Visible tattoos or body art must be covered to the greatest extent possible unless there is an infection control or safety issue when in uniform.
- Additional guidelines may be required by various clinical agencies and will be indicated on course syllabi or as necessary in coordination with the Course or clinical faculty or preceptor.

Student Involvement

Student Faculty Representatives

Students are encouraged to actively participate with the CMC BSN nursing program. A faculty representative (either RN-BSN advisor or the Program Lead) will be the designated liaison between the students and faculty to address students' concerns or issues.

Communication within the Nursing Program

Within the profession of nursing, appropriate, creative, problem solving and conflict resolution is a necessary skill. The goal within the nursing program is to resolve all issues on a case by case basis, and we encourage resolution at the lowest level possible. When individual issues occur that can be dealt with on an individual basis, please communicate directly with the faculty or student involved with the issue prior to advancing on the channel of communication.

Proper channels of communication are necessary for success within the nursing program. Within the CMC Nursing Program, as in any organization, there are appropriate lines of authority and channels of communication. If you encounter a problem in a nursing class, and the problem directly relates to the class or the nursing faculty, then contact that <u>nursing faculty first</u>. If the problem is not resolved, or if the problem is a broader issue within the nursing program, then the following lines of communication should be followed (in order from first to contact to last). The channels are as follows:

> Nursing Faculty teaching the course <u>first</u>
> Nursing Faculty Advisor (for issues of program progression, course registration or resource identification)
> RN-BSN Program Lead
> Associate Dean -Nursing or Designee
> Vice President for Academic Affairs
> President of the College

When the channels of communication are not used in appropriate order, and a higher positioned individual is contacted, the communication moves back down the channel until the person with the most direct knowledge of the issue is contacted. Failure to follow the channel of communication in conflict resolution is an unprofessional behavior and may impair the appeals process.

If problems arise, please save everyone time and energy and use the proper line of communication. Students work with the CMC faculty and staff when arranging clinical rotations and schedules. Students are not to make the initial contact for any clinical, practicum or required community hours. The CMC Administrative personnel serve to maintain clear, timely communication within CMC and outside agencies, such as hospitals, long-term care centers, and community health departments.

Course Cancellation Policy

All RN-BSN courses follow the CMC course enrollment policy and courses will all have a minimum of eight students. Courses which do not meet the enrollment policy may be cancelled. All students will be notified of course cancellation as soon as is possible.

Audit Policy

Auditing of a nursing course requires approval from the Associate Dean - Nursing. Students who register for a class through the audit option receive an "AU." This symbol verifies only that the student registered for the class. The student is not required to regularly attend class or to be evaluated. However, all risk management and student conduct requirements still apply. A student registered as an AU cannot change to a grade option. Students cannot meet prerequisite requirements through this grade option.

BSN Program Progression

The CMC RN-BSN program requires at least a 77% (C) on all nursing and non-nursing (C, not C-) classes to progress in the program. Note that classes may not be offered every semester, and some classes have prerequisite classes. In addition, placement in a class for a student who is retaking the class is based on space-availability. This may mean that graduation will be delayed. A student who does not achieve a 77% in a class must meet with his or her advisor to create a plan for the student including next steps for improving academic performance and/or professional behavior in the program. This meeting should also include the faculty teaching the course in which the student earned the non-passing grade.

One action required by the student who has not passed a class is to write a letter (due in 5 business days from the meeting) to the Associate Dean - Nursing addressing the following:

- Reason(s) student believes he or she did not progress or pass the course
- Plans or changes to the student's daily life, study habits, etc., that the student believes will facilitate success in future courses

A student can repeat a course one time. If the student is unsuccessful on the second attempt (i.e. does not achieve a C (77%), the student will not be able to continue in the program. Students who are failing to progress or choose to withdraw from the program are required to meet with the Associate Dean - Nursing to address success strategies.

If there is a gap of greater than two semesters between courses, the student may be required to complete remediation and/or retake pre-requisite nursing courses. Specific guidelines for remediation will be written by the Associate Dean - Nursing and the Admissions/Appeals Committee. Students are expected to inform their nursing faculty advisor every semester about their course plan and plan for graduation.

Incompletes, Withdrawal or Leave of Absence from the Nursing Program

Incompletes

In rare circumstances, situations not controllable by the student may occur that will result in excessive absences. Excessive absences resulting from serious illness (as diagnosed by a physician), hospitalization, family crises, or death in the immediate family may prevent a student from meeting course objectives during the regularly scheduled semester timeframe.

When appropriate, a student may be eligible to take an incomplete in his or her coursework. Incompletes must be arranged by your nursing course faculty and nursing advisor with approval from the Associate Dean - Nursing. The faculty and student must create and submit a written completion plan as outlined in the CMC Student Handbook. Time frame for completion will be decided on an individual basis with approval of the Associate Dean - Nursing.

Withdrawal from a Nursing Course

To withdraw from a class you will need to follow the *Colorado Mountain College Withdrawal Policy*. It is the responsibility of the student to carry out the withdrawal process, but the student's advisor is available to assist.

To withdraw from a course (drop), you must complete an Add/Drop form and submit it to any CMC site registration office. Students should notify the course instructor that they are withdrawing from the course. Notifying the faculty, your advisor, or simply not attending class are not sufficient ways to ensure that you are withdrawn/dropped from the class.

If you cannot submit an Add/Drop form to any CMC site registration office, you must submit a written request to be dropped. This request must be submitted to any CMC site registration office. The date the written notice is received shall determine your eligibility to drop the class and/or receive any related refunds. *Students may not drop (withdraw from) a class after the class withdrawal date*. The date is published in the class schedule, or on the class syllabus. It is usually the date on which 75% of the course instruction has occurred. Students dropping (withdrawing from) a class after the census date published in the schedule will receive a "W" grade for the class.

Withdrawal from the Nursing Program

Withdrawing from the Nursing Program is not the same as withdrawing from a nursing course. A student who wishes to withdraw or take a leave of absence from the RN-BSN Nursing Program is required to give written notice to the Associate Dean - Nursing and the RN-BSN Program Lead, as soon as the decision is made. The student must submit a *Change of Program Status: Student Progress* form found on the **CMC Nursing Basecamp page**.

Readmission

A student who withdraws or takes a leave of absence from the RN-BSN Nursing Program may be allowed for readmission without reapplying if the following are true:

- The student is in good academic standing before withdrawing. This includes any current classes enrolled in when the decision to withdraw is made.
- The student commits to returning to the program within one calendar year of withdrawal
- There is available space in the courses

A student who chooses to withdraw or take a leave of absence from the program *must provide a written* letter to the Associate Dean- Nursing. The student must also have met the criteria listed above. A student who is requesting to reenter the program *must write a letter of intent to the Associate Dean-Nursing*. If any of the criteria above are not met, then the student must apply for readmission into the program. Initial acceptance into the program does not guarantee readmission. The student needs to be aware that it is still expected they complete the program by six semesters, *not including the leave time*.

Probation

A student placed on Academic or Non-Academic Probation will be given a *Counseling Form* (found on the **CMC Nursing Basecamp page** and must complete an Action Plan, developed jointly by student and faculty, indicating the student's plan for improvement in the identified area. Copies will be distributed as follows: Student, Student's Record, Nursing Faculty Advisor and the Associate Dean - Nursing.

Academic Probation. If a student is at risk for success within the program, the student's course faculty or nursing advisor may place the student on academic probation. Students who fail to follow their success plan may be at risk for termination from the nursing program. The following include some but not all reasons a student may be placed on academic probation:

a. Practicum field experience performance is unsatisfactory grade or percentage
b. Cumulative grade point average falls *below* a 2.4 during any semester
c. Synchronous/asynchronous attendance interferes with ability to achieve course outcomes
d. Failure to uphold the agreed upon action plan from a written *Student Counseling Form*(found on the **CMC Nursing Basecamp page**) or other agreed upon written plan

A student will be *removed* from academic probation when:

a. The unsatisfactory performance is improved to a satisfactory status as determined by the faculty or nursing advisor

Non-academic Probation. A student is automatically placed on Non-Academic Probation if misconduct unrelated to academic performance occurs (see Student Code of Conduct in the separate *CMC Student Handbook*). A student is removed from Non-Academic Probation when the conditions attached to sanctions imposed by the College have been satisfied. If the conditions have not been satisfied within the designated time frame, the student shall be dismissed from the College.

Suspension/Dismissal

The College may suspend, dismiss or otherwise discipline a student if:

1. The safety of a patient is at risk or jeopardized.
2. Conduct that threatens or endangers the health, safety or welfare of any person may result in disciplinary action by the College (see Student Code of Conduct in the separate *CMC Student Handbook*)

Following suspension, dismissal or discipline, a student must demonstrate his or her ability to perform safely in the clinical care area before the student will be allowed to return to any clinical area, in addition to any other requirements of the College or the Nursing Program

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