



PRACTICAL NURSING PROGRAM



Aurora Public Schools
PICKENS TECHNICAL COLLEGE
Health Pathway

PRACTICAL NURSE STUDENT POLICY HANDBOOK 2025-2026

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Welcome to the Pickens Technical College Practical Nursing Program!

On behalf of the Pickens Practical Nursing program faculty and staff, I would like to welcome you to a year full of challenges and rewards. When nursing students enter a program of study together, they often graduate as life-long friends and colleagues. Nurses create change in the lives of your clients and their families. Entering the nursing program you too will change and grow and attaining knowledge and skill as a Practical Nurse.

The Nursing Faculty developed this Handbook to guide your journey through the nursing program. Information on courses, expectations, and policies specific to the nursing program are included. It is the expectation that you will read and be familiar with this Handbook, along with the Pickens Technical College Student Handbook.

Nursing students are required to read and follow all policies outlined in this handbook. Students will sign the Acceptance of Understanding located on the last page of this document by the end of the first month of the nursing program. Please submit the signed document to the Director of the Nursing program for filing in the students record. All returning students are required to sign the acceptance form for the current handbook upon reenrollment. Lack of knowledge about the contents of this handbook is not justification or defense for unacceptable or inappropriate actions. If you have any questions about any of the material you read, please talk with the Nursing Faculty or the Director of the Nursing program.

Again, welcome to this year in the nursing program. I look forward to getting to know you and help you meet your academic goals. Feel free to stop by my office and share your excitement and experiences as you begin your journey becoming a nurse.

Sincerely,

Dr. Jane Idika, DNEP
Director Nursing Education Programs

Disclaimer

The Nursing Student Handbook is intended to be a fair summary of matters of interest to students and is used in conjunction with the Pickens Technical College Student Handbook. The Pickens Technical College catalog and Student Handbook can be found at www.pickenstech.org. Readers should note that this is not intended to be a complete statement of all procedures, policies, rules, and regulations. The College/Department reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in this handbook.

EACH STUDENT WILL BE HELD RESPONSIBLE FOR READING, UNDERSTANDING, AND OBSERVING THESE POLICIES DURING THE ENTIRE NURSING PROGRAM.

****Acceptance of this responsibility will be indicated by your signature on the final page of this handbook.****

Administration and Program Faculty

Micheal Giles Jr.

Aurora Public Schools- Superintendent

Dr. Teina McConnell

Pickens Technical College- Executive Director

Dr. Larry Irwin

Health Pathways Administrator

Dr. Jane Idika, DNP,MSN,BSN,RN DNEP

Director- Practical Nursing Education Program

Jayne Stephens, RN, MSNed,

Faculty- Practical Nursing Education Program

Betsy Hardy, BSN, RN, DNS-CT

Faculty- Practical Nursing Education Program

Wendy Berry, MSN, RN

Faculty-Practical Nursing Education Program

Healthcare Simulation Specialist

Mission and Vision Statements

Aurora Public Schools

Mission

Teach every student within a safe environment the knowledge, skills and values necessary to enter college or a career and become a contributing member of society who flourishes in a diverse, dynamic world.

Vision

Graduate every student with the choice to attend college without remediation.

Pickens Technical College

Mission

Pickens Technical College provides unsurpassed, equitable Career and Technical Education.

Vision

Pickens Technical College prepares all students for Post-Secondary and Workforce Readiness (PWR).

Practical Nursing Program

Vision

The Practical Nursing Program at Pickens Technical Center will provide an unsurpassed, equitable, quality education that prepares the learner to become a member of the profession of nursing.

Mission

The student will acquire the knowledge, skills and values necessary to become a contributing member of society who flourishes in a diverse, dynamic world. The program will educate every student within a safe environment to meet the needs of a diverse population, in the ever-changing health care field.

Colorado State Board of Nursing: Nurse Practice Act

The Nurse Practice Act defines the scope of practice of the licensed practical nurse (LPN) as that which is taught in schools of practical nursing in Colorado at this time. Therefore, all decisions regarding tasks that may be performed by an LPN are based on the present curriculum criteria. The LPN curriculum in Colorado is a 9 to 11-month course focusing on the care of patients with predictable outcomes. The curriculum emphasizes the maintenance of those patients and the performance of nursing skills with a high degree of technical expertise. The practical nursing student is taught to identify normal from abnormal in each of the body systems and to identify changes in the patient's condition, which are then reported to the RN or MD for further or "full" assessment.

Practical Nursing Program Outcomes

- A. Performance on licensure exam: The program's 3 year mean for the NCLEX-PN pass rate will be at or above 80% for the same 3-year period.
- B. Program completion rates: 80% of students will complete the program within 3 semesters of the projected completion date.
- C. Role related - Job placement rates: A minimum of 75% of graduates from the nursing program will be employed within the practice of nursing, enrolled in further education programs, or serving in the military within 12 months of graduation.

Practical Nursing Student Learning Outcomes

- A. Provide safe, quality, patient-centered nursing care in a variety of healthcare settings considering basic research, evidence, and patient preferences as the basis for care.
- B. Engage in critical thinking and clinical judgment (within the practical nursing scope of practice) to make patient-centered care decisions.
- C. Participate in performance improvement/quality improvement activities to improve patient care.
- D. Collaborate with healthcare team members, the patient, and the patient's support persons to facilitate effective patient care.
- E. Use information technology to support and communicate the planning and provision of patient care.
- F. Manage care in a variety of healthcare settings for diverse patient populations through the process of planning, organizing, and directing.
- G. Function within the scope of practice of the Practical Nurse incorporating professional, legal, and ethical guidelines.
- H. Promote a culture of caring to provide support, compassion and culturally-competent, holistic care.

Adapted from Colorado Community College System Program, Prepared by Linda Caputi, MSN, RN, ANEF, CNE, March 2012.



The practical nursing program consists of 15 core nursing courses designed to foster success as a practical nurse. Classroom and laboratory hours are scheduled during the hours of 7:50 am to 2:50 pm. Clinical hours vary according to facility, objectives, and availability.

Course	Title	Min Credit
NUR 1001	Pharmacology Calculations	1
NUR 1002	Alterations in Adult Health I	4
NUR 1003	Basic Health Assessment for the PN	1
NUR 1004	Alterations in Adult Health II	5
NUR 1005	Practical Nur Arts and Skills	6
NUR 1010	Pharmacology Practical Nursing	3
NUR 1011	Advancement into Practical Nur	1
NUR 1013	Basic Concepts of MA NB Nursing	2
NUR 1014	Basic Concepts Peds Nursing	2
NUR 1015	Basic Concepts Mental Health	1
NUR 1016	Basic Concepts of Geri Nursing	1
NUR 1070	Clinical I Appl Arts Skills	3

NUR 1071	Clinical II Appl Adult Health	2
NUR 1072	Clinical III Appl Mtrnl Child	1
NUR 1073	Clinical IV Adv Adult Health	3

Licensure of the Practical Nurse

This program prepares students for entry-level professional nursing as a licensed practical nurse. The nursing program is a ten month curriculum. Practical nurses function in a variety of roles: provider of care and manager of care in various health care settings including acute care hospitals, long term care settings, and community settings such as clinics, home health and health maintenance organizations. As a member of this discipline of nursing, practical nurses practice within the scope of practice as outlined in the Colorado Nurse Practice Act. Many students pursue an associates, baccalaureate or master's degree after completion of licensure of practical nursing. More advanced positions usually require advanced degrees. Military commissioned status after graduation has special requirements. Contact an advisor for further information.

Pickens Technical College Practical Nursing Program is approved by the Colorado State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN) located at 3390 Peachtree Road NE, Suite 1400 Atlanta, Georgia 30326, Phone (404) 975-5000, Fax (404) 975-5020
Email: info@acenursing.org, Web: www.acenursing.org

Upon successful completion of the nursing program, the student is awarded a certificate (Practical Nursing Certificate) and then is eligible to take the National Council Licensure Examination.

Academic and Clinical Policies: Pickens Technical College Practical Nursing Program

The following program policies have been adopted in order to maximize success and maintain fairness for all nursing students.

Learning depends on class attendance, participation, and preparation. Nursing courses are different from many of those taken before in that each subsequent course builds on prior learning. In addition, nursing is different from any other career. The knowledge gained in class, laboratory, and clinical experiences provides the foundation for all aspects of a professional practice as a nurse.

The faculty recognizes and appreciates the multiple roles and responsibilities of students. Students are encouraged to place a high priority on the education commitment of attending the nursing program of study. At times, it may be necessary for students to withdraw from the Nursing Program when personal commitments must receive a higher priority than their educational goals.

Clinical Progression

All students must demonstrate proof of the following for attendance in clinical education:

- a. Negative background check and drug screen.
- b. Immunity to Rubella and Rubeola, proof of illness from the primary care provider, or MMR vaccination.
- c. Negative TB skin test (must be **current through the graduating year**) or chest x-ray for TB (no **older than 5 years old** unless symptomatic; must be redone if symptomatic, as advised by primary care provider).
- d. Hepatitis B Series (3), or positive titer.
- e. Varicella positive titer, or proof of illness from primary healthcare provider or vaccination.
- f. Diphtheria/Tetanus within the last 9 years.
- g. Influenza combination immunization when available in the fall.
- h. Basic Life Support for Healthcare Providers (American Heart Association only) that will be **current through the entire program.**
- i. Proof of COVID vaccination as clinical partners are requiring this to attend clinical training.

Student Professional Expectations

The following are expectations that are to be observed in the classroom, laboratory and clinical settings. All students will;

1. be self-directed in seeking guidance and clarifying questions with instructors and facility staff.

2. demonstrate active participation in all lecture, lab, and clinical activities.
3. be respectful, polite, without aggression or raised voices when communicating with Practical Nursing program faculty, staff, clinical colleagues, and college administration at all times.
4. maintain professional, respectful behavior with patients, peers, instructors and facility staff.
5. adhere to the practical nurse code of ethics at all times.
6. demonstrate proficiency in skills in a safe and effective manner. In order to assess these objectives, student progress will be evaluated in the laboratory and/or clinical setting.
7. observe policies regarding patient privacy at all times.
8. maintain a current email account for the purposes of receipt of communications from the Nursing Program, and will regularly check the email for nursing program information.
9. limit personal electronic device use in the clinical setting except from accessing medical information resources, diagnosis etc., and during off clinical unit breaktime.
10. refrain from chewing gum or tobacco, use of illegal drugs or alcohol, smoking, vaping, and sleeping during clinical education.
11. set an appointment to discuss any issues related to the classroom, laboratory or clinical courses with the associated instructor.

Maintaining Physical and Mental Health
(Impaired Student/Change in Health Status Policy)

Nursing students are being educated to provide safe and supportive client care. Nursing students must remain free of chemical impairment or should disclose a physical, mental or emotional ailment that may impair participation in any part of the nursing program. A student who is exhibiting impaired behaviors may be removed from any classroom, laboratory or clinical settings. In adherence with the Aurora Public Schools “No Tolerance Policy”, random drug testing is at the discretion of the instructors, Program Director, or Administrator. Students will be responsible for the cost of the screening exam including safe transportation to and from the screening site and exiting the campus/clinical. A student may be drug tested at any point during the program. Students may be required to see a healthcare professional if instructor or staff believes that a health issue may jeopardize a client/family, staff, student, or instructor well-being, or student success.

Prior to returning to class/clinical following any physical or mental illness or injury, the student is required to bring documentation from their primary care provider stating that they are “physically and mentally able to resume the duties of a student practical nurse” without causing harm to themselves or others.

The Practical Nursing program complies with the Americans with Disabilities Act. The student is responsible for providing documentation to the school Health and Safety Coordinator in order to be considered for reasonable accommodations.

Probation/Dismissal Criteria

Students are required to maintain a satisfactory classroom, laboratory or clinical performance. Students not meeting these expectations may be placed on probation or dismissed from the program. The combined academic and administrative faculty will make the final decision regarding the retention, dismissal or readmission of any student. Dismissal may result from, but is not limited to:

1. Dishonesty in any form or knowingly furnishing false information to school or clinical site personnel.
2. Forgery, alteration, or misuse of school or clinical site documents or records.
3. Failure to comply with written or verbal directions by authorized school or clinical site officials.
4. Abuse of any person on school property or at a clinical site which threatens or endangers the health and safety of others.
5. Theft or damage to property at the school or clinical site.
6. Unauthorized entry or use of school facilities or clinical site facilities.
7. Unlawful possessions, use or distribution of drugs or alcohol on school property or at a clinical facility.
8. Disorderly conduct or lewd, indecent, or obscene conduct on school property, at a clinical facility, or on social media.
9. Possession of any weapon, drugs, paraphernalia, or alcohol on school property or at a clinical facility.
10. Inappropriate behavior and failure to act in a professional manner at the clinical site.
11. Failure to adhere to the clinical guidelines of the nursing program or the clinical guidelines of the facility.
12. Failure to attend mandatory orientations.
13. Jeopardizing the program's ability to continue at, or return to, a clinical facility.
14. If the instructor determines that the student's behavior could be detrimental to the health, safety, and/or well-being of clients or fellow students.
15. Students placed on clinical probation will remain on probation for the duration of the rotation.
16. Students will get a written warning and/ or be placed on probation for violation of department/school policy.

Academic Due Process

In cases where academic matters are in question or where an instructor's judgment is in question, the first contact for resolving the matter should be with the instructor. The next line of appeal is the director of the program. If the student is still not satisfied, the student may request that administration appoint an academic appeal committee to mediate the appeal.

Refund Policy

The refund policy for Pickens Technical College is based on the fact that tuition provides a portion of the cost of education. When a student enrolls in a program/class, he/she reserves a place which cannot be made available to another student until he/she officially drops the program/class. In addition, a student's original enrollment represents a sizable cost to the State of Colorado whether or not he/she continues in the program/class. To be eligible for a tuition refund, a student must **officially** drop the program/class and apply for a refund within the designated refund time period.

1. One hundred percent (100%) refund, less \$20.00 processing fee and less additional fees for high cost programs, is granted to students for classes dropped from the first day of class through the

refund date. Refund time period or date is the date when <15% of the scheduled class time has occurred.

2. No refund will be given for fees and other obligations not retrievable by the institution.
3. No refund will be given once 15% or more of the scheduled time for the class has elapsed.
4. When the class section is canceled due to lack of enrollment or other cause, the school will notify the student and the student is entitled to 100% refund. Students may come to the Registration/Records Office and choose from the class section still available to substitute for the canceled class or apply for a refund.
5. Records will not be released until all obligations to Pickens Technical College are fulfilled.
6. A student receiving financial aid who withdraws during the semester may be required to repay a portion of the financial aid. For more information concerning the methods of determining when a repayment may be due, contact the Financial Aid Office or refer to the Financial Aid Handbook.
7. Students whose tuition is being paid by an agency or third party are responsible for their tuition if the agency or third party does not pay.
8. All Practical Nursing students will have a \$1000 non-refundable ATI Tool Kit expense.
9. **Allow two to three weeks for all** refund checks to be processed.

Standards of Progress

To maintain the required Standards of Progress in the Practical Nursing program, the student must meet the following minimum requirements:

1. Satisfactory attendance (see attendance policy).
2. The average of the work in each course in the approved schedule must be a (77%) "C" grade or better, as listed in the school catalog of the year in which the student enters the program.
3. If a student fails to earn a letter grade (77%) "C" grade or better in any practical nursing course, then the student receives a letter grade "F" for the course. Listed below are the directions for a course failure.
 - a. Schedule an appointment with the Director of Nursing Education Program to review the course grade.
 - b. Students who are unsuccessful in one nursing course are then required to drop from the nursing program and may apply to reenter the nursing program when the course is next offered.

- c. Students will be given **one** opportunity to repeat a nursing course time to improve the course grade.
- d. Students must present, in writing, a self-assessment regarding the student's reasons for the unplanned program progression, and present the plan for success to the Director of nursing Education Program.
- e. Student applications for readmission will be presented to the Nursing Faculty Placement committee by the Nursing Program Director. The decision for readmission will be made by the committee and the students will be notified of the decision by the Director of the Nurse Education Program.
- f. Students failing two or more courses during the program will be dropped from the program and will be ineligible for readmission to the Pickens Tech Practical Nursing Program at any time.

Snow Days

1. Your Personal Safety is our number one concern; please do not drive to school or to the clinical site if you do not feel you are safe to do so.
2. The announcements regarding school closures need to state that Pickens Technical College is closed.
3. If the snow day is a clinical day, you are not to go to clinicals. Do not call the facility.
4. Check the Aurora Public Schools website for cancellation information: www.aps.k12.co.us
5. If class is canceled for a snow day, class that day is canceled.
6. Classes will resume as scheduled once the weather clears.
7. Make up classes may be required.
8. If the announcement states that Aurora Public Schools is delayed, it means that you are expected to report to school as soon as it is safely possible.

ATTENDANCE POLICY

1) Classroom/Skills lab/SIM Lab Attendance

- a) Classroom attendance is expected of all Practical Nursing students.
- b) Skills lab and clinical hours are mandatory. Attendance hours are calculated requirements by the accrediting body and the Colorado State Board of Nursing.
- c) Some courses have specific attendance guidelines as part of the course grade. See individual course syllabi for specific policies.
- c) Students are responsible for accessing, reading and responding appropriately to all announcements, handouts, and other material presented in class and for meeting all course requirements.
- d) Punctuality is expected. Students should plan accordingly for traffic and weather.

Tardiness to classroom:

Any student entering the classroom after the scheduled starting time will be marked as tardy. Entering a class that is in progress is disruptive to other students and the instructor. The instructor will close the door at 10 minutes after the start of class and students will not be allowed to join until the break. Excessive tardiness is not considered professional behavior, and will negatively impact the student's progress.

Tardiness to clinical:

Students are expected to arrive on time for all clinicals. Being on-time for mandatory experiences is a component of professional behavior.. The consequences for lateness to clinical practice of more than 15 minutes may be sent home.

Absences:

1. Excused absence: when the student follows guidelines for reporting clinical absences (e.g. notification of the clinical faculty prior to the clinical experience) and the absence is for serious or unexpected occurrences such as illness (may be subject to healthcare provider verification) court appearance (may be subject to verification) and/or other extenuating circumstance.
2. Unexcused absence: when the student does not follow the guidelines for reporting absences or the absence does not meet any of the above circumstances.
 - a. ONE unexcused absence from the clinical experience will result in formal written communication and students will be required to make-up the clinical or lab hours.
 - b. TWO unexcused absences from the clinical experience will result in dismissal from the program.

NOTE: Any student who is exhibiting a pattern of repeated unexcused tardiness and/or absences across courses throughout the program may face disciplinary action up to and including dismissal from the program.

ALCOHOL AND DRUG TESTING POLICY

The Pickens Technical College Department of Practical Nursing conforms to the common health profession requirement for drug testing. Subsequent placement at clinical sites is contingent upon presentation of a negative drug test. Pickens will not accept a previous employment drug test.

Only the person for whom a prescription drug is prescribed can bring the medication on Pickens' property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed. Suspicion based alcohol or drug testing will be performed if performance or behavior in the nursing program is suspected to be substance related. Under no circumstances may the students use medical marijuana.

Refusal to Participate. Students may refuse to participate in testing prior to clinical placement or suspicion based testing. A student who refuses to test based on reasonable suspicion while they are in the program could be subject to disciplinary action, up to and including dismissal from the Nursing Program. Pickens Department of Nursing supports and enforces a zero (0) tolerance alcohol and drug policy.

Definitions:

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

Authorized Lab: Collection site or sites identified by the Pickens Nursing program where students may present themselves for the purpose of taking a drug test

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

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

Positive Test: The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription, at levels exceeding current testing guidelines. Dilute test results may be considered to be positive test results. Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including while on a clinical experience or representing the College.

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

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

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

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. This includes the Colorado Peer Assistance program.

Suspicion-Based Testing: The student may be required to submit to a drug test if Nursing Program personnel or clinical site personnel have reasonable cause to believe that a student's performance problems or displayed behavior may be substance related. The Department of Nursing may test students on a reasonable cause basis. 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 student will be requested to submit immediately to drug or alcohol testing at the student's expense. If this must be performed at an alternative site, transportation must be arranged via taxi and the student is responsible for paying for transportation. Continuance in the nursing program is contingent on consent by the student for testing. Refusal to consent to testing will result in disciplinary action up to and including dismissal from the program. The program has the right to access and review the results of any testing. If the test is positive and/or the student is impaired the student will be sent home via alternative transportation, at the student's expense. The student will be dismissed from the program.

INJURY/ACCIDENTAL EXPOSURE

Students are covered under Workers Compensation for clinical injury and exposure to infectious disease. Students are **not** covered by Worker's Compensation for any injury or exposure occurring at the college.

If a student sustains an injury or is accidentally exposed to an infectious disease (needle stick, exposure to TB, etc.) in the clinical area, the student should notify the instructor immediately. An occurrence report will be completed according to agency policy and immediate treatment will be at the facility, if available. If treatment is not available at the facility and the injury is an emergency, use the nearest emergency room. If not an emergency, use the facility list provided by Human Resources. The student must fill out a Worker's Compensation form in the office of Human Resources within 24 hours of the incident (unless over a weekend.) A sample form is in Appendix I. **It is critical that only facilities listed by APS Workers Compensation in order for medical expenses to be paid by the Workers Compensation coverage. If an unapproved facility is used, payment for services rendered will be the student's responsibility.**

Protecting the Privacy of Patients

All students are required to attend a session each year, prior to clinical, detailing the Occupational Safety and Health Act (OSHA) and Health Information Portability and Accountability Act (HIPAA) requirements for

education required by clinical agencies. Students may also be required to attend specific agency OSHA, HIPAA, or computer training sessions outside of or in addition to scheduled clinical time.

All Protected Health Information (PHI) is to be used and/or disclosed only as needed to provide care to the patient. Protected Health Information (PHI) is defined as:

Individually identifiable health information that is transmitted by or maintained in electronic media or transmitted by or maintained in any other form or medium and includes but may not be limited to: Patient name, address, all dates related to patient, telephone number, fax number, email address, social security number, medical record number, health plan number, account number, certificates or licenses, vehicle ID, including license plate, device IDs and serial numbers, web URLs, IP addresses, finger or voice prints, photographs or images, any other unique identifying number, characteristic, or code.

Students are not permitted to disclose any information (written or electronic) relating to patients, their clinical care, or the agency in which students performed patient care. Students are not permitted to remove any PHI from the healthcare facility or post PHI on any social networking site. This includes taking pictures, (including pictures of vehicles), Facebook, Twitter, or Instagram postings, or use of texting or electronic messaging in the clinical setting.

Electronic devices such as earbuds or Blue-Tooth devices are not permitted in the clinical setting.

Cell phones or other electronic devices must be silenced before entering the clinical setting. Students are not permitted to use personal electronic devices in any clinical patient care area. Personal devices may be used only during break time in a breakroom or outdoors away from patient care areas. **Failure to comply will result in disciplinary action, up to and including dismissal from the Program.**

Health Information

1. Injuries and illness occurring during class or clinical time must be reported **immediately** to the instructor.
2. Any injury or illness that hinders the student's ability to function in the laboratory or clinical setting must be evaluated by a physician. The student will not be able to attend laboratory or clinical experiences until they provide a release from a licensed healthcare provider stating that they are able to function fully as a practical nurse.
3. Students who may be immunocompromised from any condition or have been advised by a physician to limit exposure are encouraged to report this to their clinical instructor so that appropriate safety measures can be put in place.
4. Any student who has 3 or more consecutive absences due to illness must present a written notice from a physician stating that usual duties as a practical nursing student may be resumed. Final decisions in regard to resuming the program will be made by the faculty and director of the program.

Change in Status

Any changes in the information stated on the original application must be reported immediately to the instructor, registration, and the practical nurse office at Pickens Technical College. This includes a name with proof of change required, address and phone numbers.

Student Resources

The student resource center (SRC) is located in Bldg. B, computers and study areas are available. We also offer a free, full access online reference database through EBSCO. Students will be instructed in its use early in the program. In class reference libraries are available.

Breaks and Holidays

The Practical Nursing program follows the Aurora Public Schools schedule for breaks and holidays, Breaks include approximately one week in the fall, one week in the spring, two in December, and eight weeks during summer months. All other observed holidays are in accordance with Aurora Public Schools policy and published calendar. Students should make travel plans in accordance with the nursing program calendar.

Theory and Classroom Policies

1. Orientations
 - a. Students must be present at all orientations. This includes program orientation and all clinical orientations.
2. Classroom
 - a. Students are expected to act as self-directed learners and assume accountability for their own learning and academic responsibilities.
 - b. Students need to keep themselves continually aware of their academic progress and seek help as needed.
 - c. Post-secondary students may be given the opportunity to do make-up work for classroom activities which have been missed due to absence, however it is at the individual instructor's discretion and the instructor is NOT obligated to offer any make-up work. If the student wants the instructor to consider giving him/ her the opportunity to do make-up work, it is solely the student's job to request it within two additional meetings of the class.
 - d. All work is expected to be turned in by the due date. Early work is accepted. Work turned in on the due date can earn 100 percent of the points for the assignment. Please refer to the Practical Nursing Program course syllabus for late submission policies.
 - e. Students are expected to take exams as scheduled with their classmates. If the student notifies the faculty within 24 hours of the scheduled exam.
 - f. PN faculty reserve the right to deduct 10% off the exam grade per day until the exam is completed.
 - g. Instructors will make every attempt to complete test grade results in a timely manner.
 - h. **The student is to assume if grades are not given out by the instructor, the instructor has not yet completed the grading process.**

GRADING SCALE

The **grading scale** utilized in the **Practical Nursing Program** is different than that used by Pickens Technical College in order to be **consistent with the Colorado Community College System**:

A =	93 - 100
B =	85 - 92
C =	77 - 84
F =	Below 77

NURSING TEST-TAKING POLICY

Students are expected to take all exams the day on which the exam has been scheduled and at the scheduled start time.

A majority of nursing exams are conducted in the Pickens Technical College testing center. Students are expected to follow the policies of the testing center, and be respectful and professional with the testing center staff. Exams are presented on Canvas or ATI testing platforms. Students use these electronic platforms for testing purposes.

Students may not wear hats, use any type of electronic devices including hands-free cell phone devices, or headphones during the exam. All backpacks, papers, books, etc. need to be stored in accordance with the testing environment. Student personal cell phones must be turned off and stored out of sight of the exam environment.

Exam results will be posted as soon as possible following test analysis to the students. Exam review may be scheduled at the instructor's discretion. Students with additional questions or those that wish to review the exam further should contact the lead instructor. Taking/copying exam questions or answers are prohibited, both during the exam and during the review period.

Students are expected to initiate interactions with the course instructor regarding their academic standing. Any student not achieving 77% or greater on an exam should make an appointment with the instructor before the next scheduled examination. Tutoring may be available through Tutoring Services. All tutoring of a nursing course must be provided by nursing faculty. Tutoring will be scheduled as needed after school hours.

Skills and Simulation Laboratory Policies

Students are to be in full uniform described on the next page for all laboratory experiences.

1. **No food or drinks** permitted in the lab area.
2. Students must attend the skills lab as assigned by the instructor. Any changes in attendance must be approved by the instructor in advance. Excused absences will be rescheduled for an alternate date.
3. If a student fails in any skills lab return demonstration, attendance at all subsequent similar skill labs is required until skill is passed.
4. It is the student's responsibility to obtain assistance from an instructor, and practice the skill before attempting check-offs. Students will be notified regarding the amount of check-off opportunities allowed per skill (example: 2 attempts for non-critical skills and 3 attempts for critical skills).
5. All students must have had one opportunity to pass a skill before subsequent check-offs will be administered. Students may not be allowed to attempt a subsequent check-off on the same day as the 1st check-off, per instructor discretion. This time is to be used for practice.
6. Students will not be excused from lab for the day until:
 - a. All students have completed their check-off opportunity
 - b. Lab environment is organized and neatly arranged
 - c. Dismissed by lab supervisor or nursing arts instructor
7. Students are responsible for maintaining their clinical skills checkoff book and having it with them at all times.

Lab and Clinical Uniform

Per The Alliance for Clinical Education (ACE) in the Denver Metro area:
(Revised October 2022)

- A. Practical Nursing students are to be in full uniform (Royal Blue scrubs) during their scheduled simulation and clinical rotations. Uniforms must be approved by PN faculty and will be evaluated daily as part of the student's evaluation. Full uniform is defined as:
1. Uniform top and pants in the approved style and color. White turtlenecks or long-sleeve white or dark blue t-shirts may be worn under the uniform top. No sweaters or lab coats may be worn during the clinical shifts or lab. Students may wear a warm-up jacket of the same color as the uniform when not doing patient care. It is up to the instructor if it can be worn in patient care areas. Instructors are to wear lab coats to distinguish them from students.
 2. Student uniforms should fit comfortably allowing for movement in patient care areas. Students' under-garments and mid-section should not be visible at any time.
 3. Plain white hose or socks (no skin showing), and white nurses shoes, or white, navy, black, or dark gray leather or vinyl athletic shoes (should be as close to solid colored as possible). No sandals, clogs, open-toed or high-heeled shoes, beach/ shower shoes, flip-flops, cowboy boots and crocs. No cloth tennis shoes. Footwear selection must be safe, clean, professional, non-skid/non-marking and in good repair.
 4. Pickens Technical College student picture identification tag is to be worn (clearly visible) at all times during assigned clinical shifts, or for information collection from patient charts. The identification tag should also be worn when attending professional activities as a student. Failure to have the student picture ID will result in being sent home and will count as an unexcused clinical absence.
 5. Accessories that will be needed in the lab and at the clinical site:
 - a. 5 1/4" bandage scissors
 - b. Patient care worksheets
 - c. Watch with second hand
 - d. Black ink pen
 - e. Stethoscope
 6. **Hair:** Hair must be clean, well groomed and off the collar or pulled back, (hair must be a natural color). Males should be clean-shaven, unless the student has a beard, mustache, or sideburns must be short, neat, well-trimmed and follow the contours of the face for sanitary and safety purposes.
 7. **Jewelry:** Jewelry should be professional in appearance. No jewelry should be worn on cheek, eyelid, eyebrow, lips, tongue or chin. Modest nose studs are permitted; nose rings/hoops are not allowed. Earrings can be worn in ears only and cannot exceed two earrings per ear. Jewelry such as chains and necklaces should not come into contact with patients, the work area, or be such that it may cause a safety issue. Gages in ears must be plugged, flesh-colored only. Accessories such as scarves, bandanas, hats, buttons and pins should not be worn unless approved by the clinical site. Please note: medic alerts and wristwatches are not considered jewelry.
 8. Special attention should be given to personal hygiene, i.e. daily bathing, oral hygiene, use of deodorant, clean and non-wrinkled clothes. The use of perfume and other heavy scented products is not allowed because these may be offensive or cause discomfort to others, particularly patients with respiratory disorders. Heavy use of make-up is not acceptable. **Visible tattoos** must be covered with flesh-colored band aids.
 9. Fingernails should be kept short, clean and neatly filed; polish, if used, should be neutral tones (clear, beige, light pink). No acrylic nails, overlays, decals or other additions are allowed in patient care areas per Center for Disease Control.

10. No chewing gum in the clinical site.
 11. No beverages or food are consumed in areas of blood-borne pathogens.
 12. During clinical time students are not permitted to smoke on healthcare facility grounds. Students who choose to smoke prior to clinicals or labs must deodorize their clothing/ uniform prior to entering the facility. Tobacco odors may be offensive or cause respiratory difficulty for some patients.
 13. No waist packs. "fanny" packs, or stethoscope covers will be allowed.
 14. **Personal Communication and Entertainment Equipment:** Personal electronic devices, including but not limited to, cell phones, wearable tech such as smart watches, headphones and tablets/laptops, are not permitted unless used as a part of patient care. Students must follow the policies of the agency at all times. Clinical sites are not liable for any personal items, including electronic devices that are lost, misplaced, stolen or damaged in a clinical setting.
- B. Students not in compliance with the dress code, as determined by this policy and the lab or clinical instructor, will be counseled and sent home to change. The time missed is counted as clinical absence

Clinical Facility Participation/Guidelines

Practical Nursing students are provided the opportunity to enhance their education and develop their clinical skills through placement in the actual clinical setting during their program course of study.

This is a transitional phase between the classroom and the workplace. Students will work with clients in health care facilities, and will be considered part of the patient care "team". It is expected that students will develop their communication and technical skills, as well as skills needed to obtain and maintain a job upon graduation. The participation of the clinical site staff in this process is voluntary, and is done because professionals in the field of nursing recognize the importance of properly training new individuals to enter their profession.

It is in this spirit that the student recognizes not only the value and importance of the training, but the clinical site's expectation that the student will conduct himself/herself in a manner that is consistent with the rules, regulations, and policies that govern all employees at the clinical sites.

Facilities may deny access to any person identified by either background check or by behavior as a potential threat to the physical and/or emotional well-being of the client/family or staff. The staff at the clinical sites as well as the instructor/program director/administrator has the right to deny access to any student who doesn't show up at the clinical site or cannot be found. The instructor has the right to deny access to any student for reasons other than those stated in this handbook that concerns responsibility, professionalism, and following directions. Students who cannot fulfill the clinical objectives will not be able to complete the Practical Nursing program.

Clinical Policies

1. Students are expected to be attentive and demonstrate a willingness and desire to learn.
2. Students are expected to assume accountability for their learning and act as self-directed learners.
 - a. Seeking out new learning experiences.
 - b. Asking for extra duties when not busy.
 - c. Demonstrating awareness about patients' changing conditions.
 - d. Demonstrating knowledge of the facilities' policies.
3. Students are directly responsible and accountable to the clinical instructor. The clinical instructor is authorized and empowered to remove a student from a clinical setting at any time. Dismissal of a student will be reported to the Director of Nursing Programs.
4. Students are expected to remain at the clinical site the entirety of the clinical shift. If the student must leave clinical for an unexpected reason, the student must report to the clinical instructor. Time away from the clinical site is considered a clinical absence, and will require make-up clinical hours. .
5. Students require direct supervision from the clinical instructor when performing any new skills, sterile procedures, or administration of medications. Students who perform skills without supervision may receive an unsatisfactory letter grade for the clinical course, and be subject to disciplinary action up to and including dismissal from the program.
6. Students are expected to demonstrate a positive and mature attitude when communicating with college faculty, facility staff and classmates. All communications within the nursing program will be of professional tone and free of inflammatory remarks or profanity. Students unable to remain professional will receive an unsatisfactory score for clinical education and may be subject to disciplinary action up to and including dismissal from the program.
7. Students should report any concerns regarding safe patient care or facility employee behavior to their clinical instructor or Director of Nursing Education programs.
8. As a student in the clinical setting, healthcare facility house phones are only for facility business. Students are not to use the facility phones unless on business call.
9. Use of alcoholic beverages or drugs prior to, or while attending clinical is unacceptable and irresponsible behavior. Students suspected of alcohol consumption, or who demonstrate behavior that is inappropriate will be asked to leave the clinical site and may be subject to urinary drug testing at that time. Any time missed will be counted as clinical absence time. Students found to have been participating in this type of behavior are subject to disciplinary actions. Disciplinary actions may include anything up to and including final dismissal from the program. Students should refer to Pickens Technical College Student Handbook for further details.
10. Students may be assigned to train on any shift and any day of the week, including Saturdays, Sundays, and holidays.
11. Students will notify the clinical instructor if the student is going to be absent or tardy.
12. Students are expected to conform to employment standards. As stated in those standards, an employee (student) who does not notify supervisory personnel or does not report to work for a stated number of days is assumed to have voluntarily resigned. This affects your ability to complete the program and you must contact the program director immediately for options for completion.
13. Clinical placement is based on the following criteria:
 - i. As permitted, students will be placed in facilities other than sites of current or previous employment.
 - ii. Changes to clinical schedule once published may only be granted for extreme circumstances by the Director of Nursing Education programs.
 - iii. Students may not switch with other students without program director permission.

Medication Administration Policy

Clinical medication administration requires thorough preparation and careful, detailed practice. It is each student's responsibility to utilize materials and resources ensuring proper knowledge of medications.

Due to the potential risk to patient safety, if the clinical instructor's evaluation of a medication preparation is not complete, the instructor may stop the student from administering any medication to a patient and assign a failing score for the medication pass. The student will require remediation of medication administration preparation. A student who acts irresponsibly and either harms a patient or potentially harms a patient may be placed on academic probation. The student will work with the Director of Nursing Education programs for skill remediation.

TERMINATION OF CLINICAL EXPERIENCE

If a student is demonstrating a pattern of unsafe performance, lack of accountability, or inconsistency in performance in the clinical area at the expected level of the course, the clinical experience may be terminated by the clinical instructor under direction of the Director of Nursing Education programs. If a student is asked to leave a clinical facility by any staff member at the care site due to inappropriate behavior or unsafe patient care practice, the student will leave the clinical site immediately and will not be permitted to return to the clinical site. The student's grade will result in a letter grade "U" representing an unsuccessful clinical grade. A student failing a clinical course will follow the same policies of any course earning a letter grade "F" and program progression will be halted. Student readmission will be based upon circumstances of the failure and application to the Student Placement Committee approval for returning to the nursing program.

The student's signature on the Acceptance form at the end of this document indicates that the student has not been involved in, or convicted of, any of the disqualifying offenses for the [Colorado Community College System health related programs](#).

ACCEPTANCE OF UNDERSTANDING

Pickens Technical College
Practical Nursing Program

NURSING PROGRAM POLICIES AND GUIDELINES

I, _____, have read and understand these policies and guidelines. I understand that these policies may be updated/different than those that were in place when I entered the Nursing Program and that I am held accountable to the most current policies.

Print Name: _____

Signed _____

Date _____

(Month/Day/Year)

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