



Student Manual
2023-2025

Welcome!

Our Faculty, staff and partners would like to welcome you to the Otero College Nursing Program. Whether you are a new or a returning student, we want to welcome you into an exciting and rewarding career path in Nursing and the health professions field.

We hope to make your educational experience here a rewarding and positive learning experience. We also hope that you will realize that your education has just begun and that learning is a life-long process in the nursing profession. The faculty at Otero College thrive to create an inclusive, compassionate, and understanding environment for all students.

At Otero College, we believe in being partners in learning. We will do what we can to provide insight, guidance, and extra support when needed, but also expect responsibility and accountability from you as you excel in your education. This handbook is designed to help you become oriented with the policies and procedures affecting your education while enrolled at Otero College and the Otero College Nursing Program. Please read the information carefully and keep this as a reference for your questions. You will be asked to sign and acknowledge that you have read and understand the information and policies contained in the handbook prior to the start of the semester.

We are excited to have you in our Program and hope that you will feel free to ask questions or to approach us with your concerns.

Best wishes for a successful year!

Nursing Faculty and Staff

Otero College

Nursing Student Handbook Provision

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

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

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

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GENERAL INFORMATION

Mission Statement of Otero College

The Mission of Otero College states:

To educate students and provide workforce training that enhances personal and professional growth in a learning environment that facilitates maintaining high academic standards, relationship building, academic and emotional support, and encourages all students to become the best version of themselves.

Otero College Vision

To be the best rural community College in Colorado.

Otero College Value Statement

At Otero College, our work is guided and informed by our commitment to diversity, integrity, learning and innovation, safety, and community.

Otero College Nursing Program Mission Statement

To provide an exceptional nursing education that prepares the future nurse to become a valuable member of the nursing profession, meeting and exceeding the needs of the diverse communities they serve.

Philosophy of the Otero College Nursing Program

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

The Individual

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

Health

Health is a dynamic state that is influenced by everyone's inherited characteristics and life experiences. At any given time, a person's health status is seen as being at a point on a continuum that extends from high-level wellness to the cessation of life. Human beings possess adaptive and recuperative abilities; individuals can alter their health status because of individuals moving in either a positive or negative direction on the health illness continuum in response to their own efforts and/or through intervention of the health care system. Individuals who have achieved a reasonable level of understanding have the right to information regarding their health and are entitled to make choices about their health care and status and the care they will receive. Wellness is viewed as a dynamic state of physical, psychological, social, and spiritual well-being. Wellness is defined by the individual's perception of wellness and influenced by the presence of disease and the individual's ability to adapt.

Nursing Practice

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

Teaching/Learning/Nursing Education

Learning is the acquisition of knowledge, understanding and skills as demonstrated in the change in behavior that persists. Learning is the cultivation of the potential of the individual and is more effectively achieved when learning opportunities are integrated and meaningfully related to the learner's interests and level of achievement. The potential for education can exist in any situation, but the responsibility for learning lies solely with the learner.

The nursing education process is seen as a cooperative effort and learning partnership requiring extensive interaction between students and Faculty. A variety of teaching/learning strategies is utilized to meet individualized needs of students in both the academic and practice settings. Curriculum content is designed to proceed from the simple to the complex and progresses from the known to the new material.

Nursing education is seen as a continuous, life-long process through which individuals expand learning, enhance practice ability, or qualify for advanced employment positions. Specific processes are provided to facilitate progression from the practical nurse to the associate degree professional nurse and then to the baccalaureate nurse level and are defined and validated through the Colorado Articulation Model.

The Profession of Nursing

The Licensed Practical Nurse cares for medically stable patients with predictable outcomes under the supervision of a professional nurse, MD, podiatrist, or dentist.

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

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

Accreditation

Otero College RN and LPN program is accredited by the Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (312) 263-0456.

Otero College's RN and LPN Nursing Program has continuing full approval from the Colorado State Board of Nursing and the RN program is accredited by the **Accreditation Commission for Education in Nursing (ACEN)**, formerly NLNAC.

Colorado Board of Nursing

1560 Broadway, Suite 1350

Denver, CO 80202

(303) 894-2430

[Colorado Board of Nursing](#)**Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Email: info@acenursing.orgWeb: [Accreditation Commission for Education in Nursing](#)**Nursing Program Organizing Framework**

The Otero College Nursing Program Organizing Framework has as its foundation the arts, sciences, humanities, and nursing knowledge. The structure of the curriculum is built upon eight (8) key concepts from the nursing philosophy which are: *professionalism, nursing process, communication, health illness continuum, holistic care, caring intervention, teaching/learning, and leadership*. These guiding concepts are foundational to education for the roles of the professional nurse and represent our Student Learning Outcomes. The curriculum is also guided by the Colorado State Board of Nursing (CSBON), The National League for Nursing's (NLN) Competencies of the Associate Degree Nurse, and the American Nursing Association (ANA) standards.

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

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

Otero College Nursing Program Student Learning Outcomes

Upon completion of the associate degree Nursing Program, the following outcomes are expected of the nursing graduate:

1. **Caring Intervention:** Provides safe, quality, evidenced-based, patient centered (holistic), and compassionate care in a variety of health care settings.
2. **Health-Illness Continuum:** Demonstrates critical thinking when analyzing patient data and considering quality improvement in healthcare delivery systems.

3. **Holistic Care:** Participates in collaborative relationships with members of the interdisciplinary team for the purpose of providing and improving patient care outcomes.
4. **Teaching/Learning:** Provide teaching to diverse patient populations across the lifespan incorporating the health-illness continuum.
5. **Nursing Process:** Provides and directs nursing care that coordinates, organizes, prioritizes, and modifies care using the nursing process in a variety of health care settings.
6. **Professionalism:** Functions as a competent nurse assimilating all professional, ethical, and legal principles related to nursing practice.
7. **Communication:** Utilize a variety of types of information, technology, and communication skills to communicate, manage knowledge, mitigate error, and support decision making.
8. **Leadership:** Provide leadership in a variety of healthcare settings for diverse patient populations.

Nursing Program Outcomes and Goals

Nursing Program outcomes are developed as performance indicators which provide evidence that the Otero College Nursing Program is meeting its mission and goals set by the Faculty. Program outcomes show the effectiveness of the educational Program and serve as a mechanism to guide development and revisions. Program outcomes have been developed using the National League of Nursing Accreditation Commission (ACEN) criteria and guidelines. The following Nursing Program outcomes are congruent with the mission and philosophy of Otero College and the Nursing Program.

- Outcome 1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
- Outcome 2. Engage in critical thinking and clinical reasoning to make patient-centered care decisions.
- Outcome 3. Implement quality measures to improve patient care.
- Outcome 4. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and the patient's support persons.
- Outcome 5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
- Outcome 6. Provide leadership in a variety of healthcare settings for diverse patient populations.
- Outcome 7. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.
- Outcome 8. Promote a culture of caring to provide holistic, compassionate, culturally competent care.

At completion of their Program of learning:

- **Outcome #1 Performance on licensure exam:** At least 80% of all first-time test-takers will pass the NCLEX-RN during the same 12-month period.

- **Outcome #2 Program completion:** 85% of our students will complete the Program within 150% of the time of starting their first nursing course.
- **Outcome #3 Program satisfaction:** At least 85% of survey respondents will report satisfaction with their level of preparation for beginning nursing practice gained through their Program of study.
- **Outcome #4 Employer satisfaction:** 90% of survey respondents will rate our graduates at “well” or better in all categories at six to twelve months post-graduation.
- **Outcome #5 Job placement:** 95% of our graduates surveyed are employed as an RN within twelve months post-graduation.

Associate of Applied Science Degree and Licensure Program Descriptions

The Nursing Program is a four-semester curriculum after prerequisites are completed and the student has begun nursing courses. This Program prepares students for entry-level professional nursing practice as a registered nurse. Registered nurses’ function in a variety of roles, including provider of care and manager of care in various health care settings such as acute care hospitals, long term care settings, and community settings. As members of the profession, registered nurses practice within the scope of practice as outlined in the Colorado Nurse Practice Act. Students may pursue a baccalaureate or master’s degree after completion of an Associate Degree in Nursing. Graduates of the Otero College Nursing Program are eligible for admission into many Baccalaureate Nursing Programs through RN to BSN Programs.

Upon successful completion and graduation in the Nursing Program, the student is awarded an Associate of Applied Science (AAS) Degree in Nursing. Graduates are eligible to apply to the Colorado Board of Nursing for the Next-Generation National Council of Licensure Examination for registered nurses (NCLEX-RN). Successful completion of the exam allows licensure as a registered nurse.

Otero College Associate Degree Nursing Curriculum AAS

Prerequisite Semester	Course Credits
BIO 2101* Anatomy and Physiology I	4
BIO 2102* Anatomy and Physiology II	4
ENG 1021 English Composition	3
PSY 2440 Human Growth and Development (Instructor request for waiver for PSY101 or use as elective)	3
TOTAL	14
BIO2101, ENG1021 and PSY 2440 Prerequisite courses need to be completed prior to the start of your first semester of nursing courses. BIO 2102 can be completed in first semester of your NUR courses with prior approval and if not taking compressed BIO2101/2102 course.	

FIRST SEMESTER (FALL)	Course Credits
NUR 1009 Fundamentals of Nursing	6
NUR 1012 Basic Concepts of Pharmacology	2
MAT 1120 Math For Clinical Calculations (Must be completed by 1 st semester with passing grade)**	3
HWE 1050 Nutrition Or HPR 1008 (1)**	3
Total	14

SECOND SEMESTER (SPRING)	Course Credits
NUR 1006 Medical Surgical Nursing concepts	7
NUR 1050 Maternal-Child Nursing	6
BIO 2116 Pathophysiology**(can be taken in any time before NUR206)**	4
Total	17

THIRD SEMESTER (FALL)	Course Credits
NUR 2006 Advanced Concepts of Medical-Surgical Nursing	6.5
NUR 2012 Pharmacology II	2
NUR 2011 Psychiatric Mental Health Nursing	4
Total	12.5

FOURTH SEMESTER (SPRING)	Course Credits
NUR 2016 Advanced Concepts of Medical-Surgical Nursing II	5
NUR 2030 Transition to Profession Nursing	4
Elective***	3
Total	12

Optional Courses (SUMMER)	Course Credits
NUR1089 LPN-RN Bridge (required for LPN-RN Bridge)	4
NUR 1069 Transition to LPN	4

Recommended Courses	
HPR 1039 Medical Terminology	2
CNA Program (NUA1001, NUA1002, NUA1070)	6

*All BIO classes must have been taken within 10 years of admission unless equivalent Bachelors of science degree or applying to the LPN-RN bridge program.

**May be taken before the first semester of NUR courses.

***Elective: Social & Behavioral Sciences

Students accepted into the Nursing Program must maintain a “C” or better in each required course (nursing and non-nursing). MAT 1120 must be completed by the end of the first semester, and BIO 2116 must be completed by the end of the 2nd semester or the summer before their 3rd semester. If BIO 2116 is not completed or successfully passed by the end of the summer before their third semester of the Nursing Program the student will not be allowed to progress to NUR 2006, NUR 2011, or NUR 2012. Exception to this may be with LPN-RN bridge program who will need to have it completed with their first semester into the NUR 200 level courses. Failure to complete either of those courses successfully and/or within the allotted semester will result in the student not progressing with their cohort and being held out for the following semester, with the exclusion of the summer semester. These courses must be successfully completed as listed in the Associate Degree Nursing Curriculum to progress in the Nursing Program.

Otero College Associate Degree Nursing Program Tuition and Fees

Please see student tuition cost link [Otero College Tuition Calculator](#)

Associated Fees [Otero College Tuition and Fees](#)

Student Application Process

1	Complete an online Otero College application at https://www.otero.edu/apply/ . Student must be a high school graduate or have a GED/HSE certificate. Submit transcripts to admissions@otero.edu . (Please note: Your application/acceptance to Otero College does not automatically admit you into the Nursing Program. Students will need to complete the separate Nursing Program application as explained below in #3)	
2	Obtain your Student ID or S#	
3	Apply to the Otero College Nursing program during the semester you will complete your pre-requisite courses. This helps us advise and track your progression into the nursing program. Applications need to be submitted by the below dates (dependent upon the program you are applying for): General First-Year Applications Due by May 30 th for admission into the Fall of that year. LPN-RN Bridge Applications Due by April 30 th for admission into the Summer of that year.	
4	Complete required pre-admission courses (Prerequisite Courses) with a grade of C or higher for each course and a cumulative Grade Point Average (GPA) of 2.5 or higher for the three listed courses. A higher GPA will receive a higher admission score. Your admission GPA will be calculated across the prerequisite courses listed below. Science courses must be completed within 10 years of the start date of the program.	
5	Schedule and take the Kaplan Nursing Entrance Exam before the application deadlines listed above. (Please note: Applicants will NOT receive information to schedule the Kaplan Entrance	

	Exam until ALL their application materials have been received and reviewed)	
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Required Pre-Admission Courses (Pre-requisite Courses):

Multiple attempts at pre-requisites will not disqualify you from being accepted into the nursing program. However, it will be considered when reviewing applications. Students with fewer attempts may be considered for acceptance first depending on the applicant pool at the time of application.

English composition I (3 credits)
Human Growth & Development (3 credits)
Human Anatomy & Physiology I with lab (4 credits)
Human Anatomy & Physiology II with lab (4 credits) This course can be completed in the 1 st semester of your nursing program with prior approval, however, we recommend that you take this course prior to your first semester of nursing.

LPN-RN Bridge Program

If you already have your LPN license, and are wanting to get your Associate of Applied Science Degree in nursing, and sit for your RN Licensure exam:

1	Complete the admission process above.
2	Must Complete the pre-requisites and required general education course above.
3	Must complete LPN-RN Bridge Program NUR1089 the summer before admission to the second-level, as a condition to acceptance to the nursing program. Please call to see if you are required to take this course.
4	Schedule and take Kaplan Nursing Entrance Exam (Please note: Applicants will NOT receive information to schedule the Kaplan Entrance Exam until ALL their application materials have been received and reviewed)

Background Check and Vaccination Requirements

1	Applicants must complete and pass a background check through CastleBranch before they are able to register for courses. The cost is \$34.20 cccs.castlebranch.com/ Select: Place Order, then “Otero Junior College,” then “Nursing,” then “I am applying to the program and need to order a background Check”
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2	Please see list of disqualifying offenses at the following link https://cccs.castlebranch.com/disqualifying-offenses.pdf
3	CastleBranch Vaccination requirements and compliance tracker. Please contact Rachelle Martin at 719-384-6854 or rachelle.martin@otero.edu to get a list of required vaccinations

Kaplan Nursing Admission Exam and Admission Scoring

- 1.) There is not a student fee for this exam.
- 2.) The Kaplan registration link will be sent to student email once all official transcripts are sent showing pre-requisite courses completed or in progress. Please contact the Nursing Program Coordinator at 719-384-6854 for more information.
- 3.) The Admissions Test consists of four sections with a total of 91 questions. The total testing time is up to 165 minutes.
- 4.) Applicants are scored on the total of Math, Reading, Writing, Science and Critical Thinking

READING: (Minimum Score Required 58%) 22 questions; time allotted is 45 minutes. Candidates read four passages and answer questions that measure the essential skills required for reading:

 - a. Determining the logic of a passage
 - b. Comprehending detail
 - c. Drawing basic inferences
 - d. Identifying the purpose of a passage

MATH: (Minimum Score Required 61%) 28 questions; time allotted is 45 minutes. The test measures the candidate's ability to apply mathematical principles in the following areas:

 - a. Conversions
 - b. Operations
 - c. Ratios
 - d. Word Problems

WRITING: (Minimum Score Required 50%) 21 questions; time allotted is 45 minutes. Candidates read nine passages and answer questions that measure the essential skills required for writing:

 - a. Assessing passage development
 - b. Assessing paragraph logic
 - c. Assessing mechanics of writing

SCIENCE: (Minimum Score Required 50%) 20 questions; time allotted is 30 minutes. Candidate knowledge of physiology is measured in the following areas:

 - a. Cardiovascular system
 - b. Electrolytes
 - c. Gastrointestinal system
 - d. Immune system
 - e. Nervous system
 - f. Renal system
 - g. Hematological system
 - h. Homeostasis
 - i. Respiratory system
 - j. Sensory system

CRITICAL THINKING: This category has no minimum score, but the score will be added to your total score so doing well in this category is still important.

Student Application Deadlines

While we understand that many of our students work full-time and have other obligations, it is important to remember that we cannot consider your application if certain deadlines are not met.

General First-Year Applications Due by May 30th for admission into the Fall of that year.

LPN-RN Bridge Applications Due by April 30th for admission into the Summer of that year.

Previous Nursing or Nursing Program Attempt at Other Colleges

Having previous nursing program attempts with a “W” or grade below a “C” in NUR courses will be taken into consideration in the application process. If an applicant has previous attempts at other nursing programs with failing grades, their application will be reviewed on a case-by-case basis by the Otero Nursing Faculty for acceptance.

License in Good Standing/Public Admonitions

Applicants who have admonitions on any previous licensure will be reviewed on a case-by-case basis by the Otero Nursing Faculty for acceptance, with the final decision resting with the Director of Nursing and Allied Health.

Current students must disclose if there are changes in ability to obtain license or if they have any new disqualifying offenses. Failure to do so may result in dismissal from the nursing program or applicant’s admission into the nursing program.

Student Standards of Conduct

Along with this Nursing Student Handbook, the Otero College Nursing Program follows the policies and procedures listed under the Otero Student Code of Conduct. Students are expected to adhere to both sets of policies and procedures. Any student who does not follow these or any Program requirements shall be subject to disciplinary action, up to and including dismissal from the Nursing Program and/or expulsion from Otero College.

Complete information for the Otero College Student Code of Conduct can be accessed at the website listed below. The Nursing Program also has additional policies and expectations for nursing students. (See also Technical Standards/Essential Requirements Policy, and the Nursing Program Code of Conduct section [below]).

The Otero College Student Code of Conduct can be accessed in the student handbook at:

[Otero College Student Code of Conduct](#)

Nursing Program Student Code of Conduct

Any student who does not follow these or any Program requirements shall be subject to disciplinary action, up to and including dismissal from the Nursing Program and/or expulsion from Otero College.

1. The student must safeguard the patient's right to privacy by maintaining confidentiality of information concerning the patient. As part of this, the student must always understand and comply with the Health Insurance Portability and Accountability Act (HIPAA).
2. Safe nursing practice is always expected. Any mistake, accident, or unusual occurrence involving a student must be reported immediately to the instructor and to the appropriate healthcare team member so that prompt action can be taken to initiate treatment or to alleviate harm.
3. Any substantiated instance of falsification of medical records will result in dismissal from the Nursing Program.
4. Students must comply with all policies of individual clinical sites to which they are assigned.
5. Students must adhere to the required student documentation required for clinical and comply with due dates. Students without current documentation will not be allowed to go to a clinical site under any circumstance and will be held out for that semester. (See Student Readmission Policy)
6. Students must maintain a "C" or better in each required course (nursing and non-nursing).
 - MAT 1120, HWE1050/HPR1010, BIO 2116 must be passed with a minimum of a "C".
 - MAT 1120 and HWE1050/HPR1010, must be completed by the end of the 1st Semester, and BIO 2116 must be completed by the end of the summer before second level courses.
 - i. If MAT 1120 or HWE1050/HPR1010 are not completed or successfully passed by the end of the 1st semester of the Nursing Program the student will not be allowed to continue in NUR 1009.
 - If BIO 2116 is not completed or successfully passed by the end of the summer before entering the 2nd level courses of the Nursing Program the student will not be allowed to progress to NUR 2006, NUR 2011, or NUR 2012.
 - Failure to complete any of those courses successfully and/or within the allotted semester will result in the student not progressing with their cohort and being held out for the following semester, or until that course is offered again, with the exclusion of the summer semester.
 - These courses must be successfully completed as listed in the Associate Degree Nursing Curriculum to progress in the Nursing Program.
7. Professional conduct and courtesy toward peers, Faculty, staff, patients, and families are expected in all classes, conferences, labs, simulations, and clinical experiences. Tardiness (being late more than 5 minutes), personal conversations, profanity, extraneous noise, leaving class frequently, etc. are distracting to others in the learning environment. Cell phones must be turned off or on silent mode during class, lab time, and simulation time. Students must follow Nursing Student Handbook mandates related to cell phone use in the clinical component of any NUR course.
8. Students are required to notify the course Faculty of impending absences, tardiness, or early departure. (See individual course syllabi).
9. Students must abide by the Alcohol and Drug Testing Policy.
10. Students must be able to meet Technical Standards and Essential Requirements to complete courses and clinical objectives. (See Technical Standards/Essential Requirements Policy).

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

All students are to use the following steps in sequential order prior to meeting with the Vice President of Academic and Student Affairs.

1. The student should first meet with the instructor and attempt to resolve the problem.
 - a. If there is no resolution, proceed to step 2.
2. The student must state the concern in writing and meet with the lead Faculty (in the case of an adjunct instructor) or the Director of Nursing (in the case of a full-time Faculty).
 - a. If there is no resolution, proceed to step 3.
3. If the student contests the Director of Nursing decision, they must submit the request in writing to the Vice President of Academic and Student Affairs.
 - a. The request should include documentation of everything that the student wants considered in the decision.

See the following link for the grievance procedures: [Student Concerns and Grievances](#)

Email Communication

All email communication will be through Otero College Student and Faculty College email accounts ending in @student.cccs.edu (student) or @otero.edu (faculty).

Faculty will not acknowledge student's email messages via personal email accounts.

It is the responsibility of the college Faculty, according to the Family Educational Rights and Privacy Act (FERPA) to maintain confidentiality by communicating only to the student enrolled in class and not others who may have access to personal email accounts.

Students can only email Faculty utilizing Faculty's college email accounts.

Grades are only to be communicated via posting on D2L and the student college email account.

Email communication will adhere to standard business hours: Monday-Friday 0800-1700 (Keep in mind, all Faculty and Staff have 24-48 business hours to respond to emails)

Academic Integrity

The Academic Integrity for all Otero College students is quoted below:

Academic Integrity: Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

Cheating: The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:

- Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).

- Having someone else do research, draft papers, or take examinations for someone else.
- Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
- Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.

Fabrication: The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:

- Inventing the data for a scientific experiment.
- Inventing the title and author of a publication to use the invented publication as a source. Knowingly attributing material to an incorrect source.

Plagiarism: The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

The Otero College catalog link for this policy is: [Academic Integrity](#)

Student Organizations

Otero College Nursing Program supports the student organization called Otero College Student Nursing Association. Students in any semester of the Program are encouraged to join. Please see the current student Otero College Faculty advisor or any of the student members for information on meetings, activities, and membership.

Graduation

Graduation requirements are presented in the Otero College Catalog. It is the student's responsibility to follow and complete all required graduation processes and applications by the due dates. Requests for graduation must be processed as indicated in the Otero College catalog/semester bulletin/schedule. Students will be responsible for submitting forms with correct information to the Records and Registrar Department as well as ensuring all transfer credits are correctly recorded. Financial obligations must be taken care of, or the processing of paperwork for transfer, graduation, transcript processing, etc. may be in jeopardy.

See link for graduation application and deadlines: [Graduation](#)

Please note, students MUST fill out a graduation application to have their official transcripts finalized.

Students who qualify to graduate from Otero College are eligible to attend the annual graduation ceremony.

Withdrawal/Adding/Dropping

Adding/Dropping Classes - After the first five days of classes, all courses added must be approved by the instructor of each course added. Students may officially drop classes during the first 12 class days of the term. Failure to officially drop by the deadline does not negate any financial obligation. Students wishing to drop or add a course or withdraw from college must secure necessary forms from the Nursing Program Coordinator.

Administrative Withdrawals - The college reserves the right to withdraw students from classes at any time during any given semester. These withdrawals are initiated because of non-attendance of classes, non-payment of tuition, or disciplinary problems. Such withdrawals do not negate any financial obligation on the part of the student.

Withdrawal from College - If a student withdraws from a course any time after the 12th class day until the end of the 12th week of the semester, the grade of “W” will be recorded on the student’s permanent record. A student who withdraws from the college before the end of the semester must obtain a withdrawal form from the Student Services Center. Leaving school before financial obligations are cleared will cause the withholding of all credit earned at the college. Students attending college under the GI Bill (GI Bill is a registered trademark of the U.S. Department of Veterans Affairs) are required to notify the VA certifying official in Student Services and the Veterans Administration whenever there is a change in training status.

Students need to consult the Otero College current academic calendar for the last date to withdraw with a grade of “W.” It is the student’s responsibility to keep up with the dates and deadlines for withdrawal.

If a student wishes to withdraw from a nursing course, the student should contact their lead Faculty to be officially withdrawn from the course.

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

Incompletes

Otero College acknowledges an “I” grade, representing an incomplete for a course. An “I” grade will be issued if the student in the nursing program has completed more than 75% of the course requirements and/or has an emergency that cannot be resolved prior to the end of the semester.

If the course Faculty and Director approve an Incomplete, the student is responsible to sign and agree to a contract for work that needs to be completed. All remaining work must be satisfactorily completed by the contracted date as arranged by the Faculty. Students receiving an incomplete grade in a nursing course will not be allowed to continue into any following courses until the incomplete is completed and a passing grade is earned.

If the required work as stated in the contract is not completed, the student will receive a grade of “F” for that course.

Please see your faculty advisor if you need to discuss an “I” incomplete for your course/s.

Outside Employment

It is the sole responsibility of the student to arrange work schedules to avoid conflicts with class, lab, simulation, and clinical requirements. If financial aid is needed, the student should consult the Financial Aid Office (719) 384-6834.

Liability Insurance Fee’s

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

For more information on this, see the link under “Tuition and Fees” in the Otero College catalog.
<https://www.otero.edu/payingforcollege/tuitionandfees.aspx>

Reporting of Accidents/Injuries

Any accident or injury occurring in the clinical setting should be reported to the clinical instructor immediately. The clinical instructor will provide the student with the required documentation for the accident/injury. The student is responsible for completing all forms, including the Worker’s Compensation form, in the required time frame. The student may be contacted by the Nursing Clinical Coordinator for further instructions. Additional information may be requested from the student’s medical care provider to ensure it is safe to return to the clinical setting.

Title IX: Preventing and Reporting Sexual Harassment and Sexual Misconduct

Otero College is committed to maintaining a work and learning environment where students, Faculty, and staff are treated with dignity and respect. Sexual harassment, sexual misconduct, and acts of discrimination are illegal, often demeaning for the individual student or employee, and can disrupt the college’s positive learning and working environment. As such, all members of the college community have a responsibility to be aware of what behaviors constitute these actions/offenses and to help create an environment free of harassment or discrimination. Information regarding sexual misconduct is available in SP19-60 Civil Rights and Sexual Misconduct Resolution Process and may be accessed at:

<https://www.cccs.edu/policies-and-procedures/sp-19-60-civil-rights-and-sexual-misconduct-resolution-process/>

Non-Discrimination Statement

Otero College prohibits all forms of discrimination, harassment, and retaliation including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 19-60. The College does not discriminate based on sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, family status, veteran or military status, pregnancy status, religion, genetic information, gender identity, gender expression or sexual orientation in its employment practices or educational Programs and activities.

Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education Programs. In addition, Otero College prohibits retaliation against any person because such person has opposed any discriminatory or unfair employment practice or filed or participated in any investigation or grievance process on campus or within the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, or other human rights agencies.

Information regarding civil rights or grievance procedures can be accessed at [Title IX Otero College Information](#)

Weather/ Snow Policy

Otero College stays open during regular business hours unless roads are impassable, or in case of an unforeseen emergency. Weather conditions and closures are based off service area and/or area of clinical rotations.

The Nursing Program may start a lab, simulation, and/or lecture later than the regularly scheduled time due to a campus-wide delayed start. In the event of a campus closure or delay, nursing students are expected to check their student emails and refer to D2L course information often to get the most up-to-date information related to schedule changes.

Scheduled classes will continue unless the Otero College Administration closes campus. In the event of a campus closure, students, Faculty, and Staff will receive notification emails, phone calls, text messages, and alerts.

If campus is closed or start is delayed, Nursing will follow suit.

Clinicals will still be held regardless of weather conditions UNLESS students are notified of a clinical cancellation ahead of time.

Keep in mind, hospitals and other medical facilities are 24/7 industries and in line with the same expectations of hospital staff, clinicals will continue regardless of weather, holidays, etc.

Children

Children of students are not allowed in the nursing classes, laboratories, simulation, or clinical facilities. Children of students are not permitted to wait in the nursing area while a nursing student is attending class or lab. Students should arrange for childcare prior to class. Please contact your instructors or Director of Nursing for extenuating circumstances.

Progression/ Dismissal Policy

To progress through the Nursing Program, a student must:

- Achieve a grade of “C” or better in every required course. For NUR courses this is a 77% or higher. If a “C” or higher is not achieved on a NUR course you will need to reapply to the Otero College Nursing Program, be accepted, and retake the course when offered the following year.
- Satisfactorily complete MAT 1120, HWE1050/HPR1010, BIO 2116, and BIO 2102 within the required time frame
- Satisfactorily complete all course requirements

Any student found to demonstrate any of the following behaviors will be subject to disciplinary action including removal from the academic activity/clinical activity and up to removal from the program based upon review of the case by the Director of Nursing and Faculty:

- Irresponsible, unsafe, unprofessional conduct in class, laboratories, simulation, or clinical experiences.
- Suspicion of impairment or erratic behavior from drugs or alcohol.

- Violence of any kind either verbal or physical.

Students must also maintain the professional behaviors identified by the Nursing Program. A student who does not achieve these standards may be dismissed from the Nursing Program.

Math/Calculations Exam Policy

Math and dosage calculations are essential for safe medication administration. Comprehensive math/dosage calculations exams will be given in the first semester, in NUR 1009 Fundamentals of Nursing, and prior to the third semester. Repeated errors with math/dosage calculations are considered the same as medication errors. Students are required to obtain a minimum test score of 97% prior to administering medications in the clinical rotations.

All nursing students are required to take the math proficiency exam during each year of the program. Each student will have two attempts to meet the required 97% on the exam. If the 97% is not met after the second attempt, tutoring must be scheduled with an instructor (inquire within the nursing office) prior to being granted a third attempt. Failure to schedule tutoring or pass on the third attempt will result in removal from the Otero College nursing program and the student must reapply to be considered for acceptance the following year. The student may also be required to retake the Math for Clinical Calculation class.

Drug Testing/Alcohol Testing/Criminal Background Investigation (CBI)

To ensure the safety of patients, Faculty, staff, and students, the use of drugs or alcohol by students is prohibited when participating in any Nursing Program classes, clinical, simulation, or labs at Otero College.

All nursing students will be expected to pass the drug tests and CBI prior to their first clinical experience in the program. Students may also be subject to suspicion-based testing while in the Program.

Students will have the opportunity to discuss the results of their drug test with a member of the human resources staff. Students who fail testing will not be admitted to the Nursing Program. All background investigation and drug testing information are kept confidential. Any violations of the Program or college drug and alcohol policy will be subject to disciplinary action, up to and including expulsion from Otero College.

The drug test and/or any necessary transportation to a testing facility must be paid for at the student's expense. For initial drug testing, students must use the designated lab and testing date identified by the Otero College Nursing Department.

Subsequent placement at Otero College Nursing Program clinical sites is contingent upon presentation of a negative drug test. Nursing students may be subject to random, mandatory drug testing at the clinical agency in which they practice. Students may also be responsible for that cost. If results are inconclusive, mandatory testing will be required at the student's expense. Students testing

positive will be immediately dismissed from the clinical agency. If a positive test is reported, the student must meet with the Director of Nursing and will be administratively withdrawn from the Nursing Program.

Nursing students may also be subject to additional background investigations mandated by a clinical site. In the event a nursing student is not cleared for clinical assignment, related to an additional background investigations requirement, the student will have the opportunity to discuss the results of their background investigations with a member of the human resources staff. Progression in the Nursing Program will be managed on a case-by-case basis. The student may be subject to additional background screening, at the student's expense; may be required to take a leave of absence from the Nursing Program; or may be subject to dismissal from the Nursing Program.

Any student who is readmitted to the Nursing Program for any reason must repeat the Criminal Background Investigation (CBI) and drug testing procedure at their own expense.

Criminal Background Investigation

All students must complete and pass the Criminal Background Investigation (CBI) and drug testing prior to admission to the Nursing Program. If the background investigation reveals information relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. Any offenses uncovered because of the background check shall be reviewed on a case-by-case basis. A non-passing background investigation may result in a student not being admitted or not being allowed to continue in the Nursing Program.

In addition, all re-entering students or students transferring into the Program must repeat the CBI and drug testing before they will be allowed to into the Nursing Program.

Refusal to Participate

Students may refuse to participate in initial or suspicion-based testing. However, a refusal to participate in required testing will be documented as an automatic fail of the drug test, and will result in disciplinary action, up to and including dismissal from the Nursing Program.

Please refer to the Otero College Student Conduct policy related to drugs and alcohol.

Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana in all its forms (including CBD oil products containing THC, etc.) 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 any time the student is in a clinical experience or representing the college.

Only the person for whom a prescription drug is prescribed can bring the medication on Otero College property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed. Suspicion based alcohol or drug testing will be performed if performance or behavior in the Nursing Program is suspected to be substance related.

Suspicion Based Testing

The Nursing Department may test students on a reasonable suspicion basis. If a student is having performance problems that a faculty member or clinical staff believe may be related to alcohol or drug use, 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. Continuation 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.

Definitions:

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

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

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

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

Positive Test: The presence in the test sample of illegal drugs and/or metabolites, or of prescription drugs and metabolites for which the student does not have a current prescription (excluding medical marijuana), at levels exceeding current testing guidelines. Dilute test results may be considered a positive test results.

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

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

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

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

State Board of Nursing Disciplinary Action

Any student who has received disciplinary action affecting a nurse aide certificate, practical nurse licensure, or any other regulated licensure or certification is to immediately inform the Director of Nursing in writing. All actions, admonitions, or notices on a student's license will be reviewed on a case-by-case basis by the Nursing Faculty and the Director of Nursing and Allied Health.

Commission of Disqualifying Criminal Offenses

Any disqualifying criminal offenses occurring after admission to the Nursing Program must be immediately reported to the Director of Nursing in writing.

Failure to inform the Nursing Program will result in immediate administrative withdrawal from the current nursing course(s). Depending on the actions and reports from the State Board of Nursing or result of a repeat background test (at student's expense), the student may be given an administrative withdrawal from the Otero College Nursing Program.

Students should be aware of the Colorado Community College System (CCCS) State Nursing Program disqualifying offenses available on the CastleBranch website located at <https://cccs.castlebranch.com/>

Policy Changes

The policies and procedures contained in this Handbook are to be used in conjunction with the general requirements, policies, and procedures of Otero College.

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

Technical Standards/ Essential Requirements Policy

Otero College Nursing Student: Technical Standards/ Essential Requirements Policy

1. **Disability Related Information** - Students are expected to participate fully in activities required by the Program. (See the Essential Skills and Functional Abilities for Nursing Students, shown below).
2. It is recommended that students requiring accommodation set up their initial appointment with the ADA coordinator prior to starting the Nursing Program. Students having a temporary medical condition that inhibits or restricts their activities while in the Program should also contact this department. Specific information regarding the accommodation process is outlined below.
3. Should a student become unable to participate fully in the Program's activities, the student may be granted an Incomplete or be administratively withdrawn. Questions regarding a grade of Incomplete or an administrative withdrawal should be directed to the Nursing Department.

Essential Skills and Functional Abilities for Nursing Students

Individuals enrolled in the Otero College Nursing Program must be able to perform the essential skills as established by the Program. If a student believes that they cannot meet one or

more of the standards without accommodation, the student should request an ADA appointment with Frida Beyerl the Disability Services Specialist by calling 719-384-6963.

Technical Standards/ Essential Requirements Policy

Introduction

Otero College has adopted the following technical standards for admission, progression, and graduation of all Nursing Program students in clinical courses involving direct client care. Candidates for these degrees must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

Observation

The student must be able to observe lectures, demonstrations, research, and practice situations in nursing. Students must be able to observe health assessments, interventions, diagnostic specimens as well as digital and waveform readings to determine a client's condition and the effect of therapy. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

Communication

A student must be able to communicate effectively in English with clients, teachers, and all members of the health care team. Students must communicate with clients to elicit information regarding history, mood, and activity, and to perceive nonverbal communication. Communication includes speech, hearing, reading, writing and computer literacy. A student must be able to report to members of the health care team, express appropriate information to clients, and teach, explain, direct and counsel people. Examples of communication include ability to detect sounds related to bodily functions using a stethoscope, detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells, as well as the ability to observe and collect data from recording equipment and measurement devices used in client care. Students need the ability to communicate with clients and members of the healthcare team in person and over the phone in a variety of settings, including isolation or the operating room where health team members are wearing masks or there is background noise.

Motor

A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities, and sense of smell to conduct nursing procedures and operate equipment safely. A student must have sufficient motor function to elicit information from patients by observation, palpation, auscultation, percussion, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., using a glucometer, slide preparation) and perform patient care procedures (e.g., tracheostomy care, urinary catheterization, insertion of intravenous catheters, giving intramuscular and subcutaneous injections, and use of oxygen/respiratory equipment). He/she must be able to execute motor movements required to provide routine and emergency care and treatment including cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and opening of obstructed airways. The student should be able to lift and/or support at least 50 pounds to reposition, transfer, and ambulate clients safely. Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with nursing education or practice. Some illnesses may lead to a higher likelihood of student absences and should be thought through carefully.

Intellectual, conceptual, integrative, and quantitative abilities

The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. The student must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings, and diagnostic studies. The student must be able to use this information to develop a diagnosis, establish priorities and monitor treatment plans and modalities. In addition, the student must be able to comprehend three-dimensional and spatial relationships.

Behavioral and social attributes

A student must have the capacity to demonstrate full utilization of their intellectual abilities, emotional stability, exercise good judgment under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings. The student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients in a variety of settings and from diverse cultures.

Individual patient care must be performed regardless of the patient's race, ethnic group, age, gender, religious or political preference, ability to pay, sexual orientation, or diagnosis.

The student will be required to perform nursing care in many settings including acute care inpatient settings (e.g., medical surgical, obstetrics, psychiatric, pediatric) as well as outpatient settings (e.g., outpatient clinics, long term care facilities, schools, and homes). The student must have the ability to perform nursing care that may be outside their own personal level of comfort in these settings so that the patient's needs are a top priority. The student must be able to tolerate physically and mentally taxing workloads and function effectively under stress. The student must be able to exhibit a level of consciousness and attentiveness that guarantees patient safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, or an inability to retain pertinent details of a patient's situation or to perform skills in a timely manner. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the Otero College Student Code of Conduct.

Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable disease using appropriate standard precautions and/or guidelines.

Deficiencies in knowledge, judgment, integrity, or professional attitude may jeopardize patient care, and as a result could become grounds for course failure and dismissal from the Nursing Program.

Functional Ability	Standard	Examples of Required Activities in Clinical, Simulation, Skills Lab, and Lab Practice
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care. Lift and/or support 50 pounds.	Mobility sufficient to conduct patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in a confined space such as a treatment room or operating suite.

Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to manage small equipment such as insulin syringe and administer medications by all routes, perform tracheostomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.). Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/ Interpersonal/ Emotional	<p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner.</p> <p>Capacity for development of mature, sensitive, and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds.</p> <p>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct.</p>	<p>Establish rapport with patients/clients and colleagues.</p> <p>Work with teams and workgroups.</p> <p>Emotional skills sufficient to remain calm in an emergency.</p> <p>Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities involving the diagnosis and care of clients.</p> <p>Adapt rapidly to environmental changes and multiple task demands.</p> <p>Maintain behavioral decorum in stressful situations.</p>
Safe environment for patients, families and co-workers	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other caregivers.</p> <p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p>	<p>Prioritizes tasks to ensure patient safety and standard of care.</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level or expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.</p>

	<p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient family and co-worker falls.</p>	
Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families, and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. Elicits and records information about health history, current health state and responses to treatment from patients or family members. Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective, and timely manner.</p> <p>Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.</p> <p>Establishes and maintain effective working relations with patients and co-workers. Recognizes and reports critical patient information to other caregivers.</p>
Cognitive/ Conceptual/ Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency.</p>	<p>Calculates appropriate medication dosage given specific patient parameters in the minimum amount of time deemed necessary to promote best patient outcomes. Analyzes and synthesizes data and develops an appropriate plan of care.</p> <p>Collects data, prioritizes needs, and anticipates reactions.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths.</p> <p>Recognizes an emergency and responds to quickly and effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic</p>

		sheets, medication administration records, other medical records, and policy procedural manuals.
Punctuality/ Work habits	<p>Ability to adhere to policies, procedures and requirements as described in the Nursing Student Handbook, Otero College Student Handbook, college catalog and course syllabi.</p> <p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands, and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact the instructor in advance of any absence or late arrival.</p> <p>Understand and complete classroom and clinical assignments by due date and time.</p>

Americans with Disabilities Act (ADA)

Otero College is committed to complying with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Otero College prohibits any form of discrimination based on race, gender, disability, economic background, national or ethnic origin, or sexual orientation.

Students with disabilities are protected under the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act. These laws provide student attending college or university with the following rights:

- Equal access to courses, programs, services, and activities offered through the college.
- The right of having information about the student's disability confidential.
- The use of appropriate and reasonable accommodation.
- The right to request a copy of the Accessibility Services policies and procedures, as well as the student's accommodations, at any time.

It is the student's responsibility to self-identify as an individual with a disability to Accessibility Services if requesting accommodations and to obtain information as needed. The student understands that to utilize their approved accommodations they are required to discuss the implementation of the approved accommodations with their instructor.

The student understands that the approved accommodations are not retroactive.

The student understands that they are required to follow operational procedure and request accommodation each semester

It is the student's responsibility to fill out all required accommodations forms prior to needing accommodation (please refer to the accommodation specialists' timeframes for submitting forms).

It is the student's responsibility to contact Accessibility Services if they add classes or if they need assistance advocating or clarifying the implementations of their accommodations to their instructors.

Procedures for Documentation of Disability

Students with a disability are required to contact the Disability Services Specialist at 719-384-6963 if they need assistance. The specialist will evaluate the documentation of disability, facilitate reasonable and appropriate accommodations, and monitor academic progress. It is the responsibility of the student to supply adequate documentation of disability and bear the cost of provision of such documentation. When documentation is received, the student and the specialist determine reasonable and appropriate accommodation and details for permission to conference. Instructors in each of the students' classes are then notified of necessary accommodation. For more information, call: 719-384-6963.

Any student eligible for and needing academic accommodation because of a disability must speak with the Disability Services Specialist. New students should do this 6-8 weeks* before the semester begins and returning students should do this 4-8 weeks before the beginning of every semester.

It is the student's responsibility to self-advocate for approved accommodations that are not being provided since accommodations cannot be provided retroactively.

The following link provides additional information:

<https://www.otero.edu/resources/accessibility-services/>

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

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

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

***Even if you have not met these timelines, please still call the Disability Services Specialist for information or an appointment.**

Attendance

Participation - Participation in all class activities is essential for success. This includes arriving in the classroom prior to the start of class and/or logging in and attending synchronous Webex lectures online with all the needed course materials, having completed any reading or homework assignments that may be required, along with participation in the various in class activities. These activities may include, but are not limited to lectures, discussions, demonstrations, lab work, online assignments, and group projects.

*Nonparticipation activities may include, but not be limited to not actively participating for the required time on D2L, absenteeism, tardiness, inattention, use of electronic devices not directly related to classroom activities, failure to complete reading, homework or lab/project assignments, and disruptive behavior.

Arriving late, leaving early or being disruptive is unprofessional and unacceptable. If the student does not participate in class for three contact hours and the lack of participation is unexcused, his or her final grade for the course may be reduced by one letter grade.

Students must attend and are expected to attend class as scheduled. If a student has more than two (2) unexcused absence from lecture in one given semester, they will be required to schedule a meeting with the courses' lead faculty and the Director of Nursing with the understanding that the disciplinary results could place the student in danger of earning a failing grade in the course and/or being automatically withdrawn from the course. More than one (1) unexcused absence from clinical, lab and/or simulation will result in failure of the course and the student will be required to retake the whole course. Nursing lab attendance and proficiency is required prior to entering the clinical experience.

EVALUATION/ GRADING

Grading/Evaluation Policies

An overall GPA of 2.0 or higher must be maintained for the student to progress in the Nursing Program.

If the final clinical performance evaluation is unsatisfactory, the course grade recorded will be a failure regardless of the theory grade achieved. A student receiving a failing grade for a nursing course must repeat all components of that course.

Students who fail the clinical component of any course will in-turn fail that course, as each section of the course must be passed with a 77% or higher.

The evaluation procedure for computing the theory grade and the general and specific performance criteria for each course are given to the student in writing in the syllabus and/or on the first day of class.

Percentage Value for Grades in NUR Courses:

A=90-100%
B=81-89.9%
C=77-80.9%
D=69-76.9%
F=Below 69%

A cumulative grade of 77% or above must be achieved in each course section as determined by the syllabi to pass each NUR course. A cumulative grade of below 77% is considered a failing grade in any NUR courses. There is no rounding of percentages in the Nursing Program.

Grade Calculations:

- All course grade calculations are determined by the NUR course syllabi.
- Total number of points achieved per section/Total number of course points will equal the final course percentage. Each section will have the weight in the syllabus of the course.
- The total calculation will only be made at the END of the course grading period.
- If you fail any lab, simulation, clinical or exam average that failing section grade will become the final grade for the course.

Students should refer to individual course syllabi for complete explanations of course points, quizzes, exams, and any other assignment. It is the student's responsibility to clarify all grading questions with the instructor.

There will be no repeat exams on exams that have been failed.

Exams will not be rescheduled unless under extenuating circumstances, and only at the discretion of the instructor.

Assignments and Grading Time Expectations

Your nursing instructors acknowledge that feedback and grading in a timely manner is important to your success as a student. Instructors are expected to make every effort to grade assignments and exams within the time frame noted below:

- Clinical/Simulation assignments: Two weeks from due date
- Exams: One week from time student took exam
- Class assignments: One week from due date
- Discussions: Two weeks from end/due date

Kaplan Exam Testing Policy

Kaplan Integrated exams are required in all NUR courses in the Program. All Kaplan Exams must be taken by the due dates listed in the individual course calendars. Kaplan tests will be scheduled by the lead instructors and are mandatory. Each course will have identified Kaplan Focused Review Exams that will be required as part of their class assignments. Kaplan Integrated (proctored) testing will be done before the end of the semester with specific benchmarks (levels) required depending on the course. Remediation is required for *each* Kaplan exam taken within a course and is intended to help students achieve the outcomes of the course by meeting recommended benchmarks. Written remediation is due one week after the Kaplan exams.

All students are required to turn in written remediation into the specified D2L course assignment dropbox for the Kaplan integrated exams regardless of the benchmarks received. If the student fails to turn in the written remediation by the due date, they will receive a zero on the Kaplan exam unless prior arrangements with the course instructor are made.

Please see individual course syllabi and course calendars for schedule of testing due dates, required level of achievements and any remediation requirements. Kaplan access and supplemental books may be purchased in the Otero e-campus Bookstore or the Kaplan website; www.kaptest.com Kaplan provides all enrolled students with e-books that can be downloaded from their website.

Testing/Exams Policy

All exams are to be taken at scheduled times and must be completed prior to the end of the course. If a student is unable to take an exam at the scheduled time due to extenuating circumstances, the student must call and notify the instructor in their office prior to the scheduled test time (or as specified in the individual course syllabi). Exams will not be rescheduled unless under extenuating circumstances, and only at the discretion of the instructor.

Exams will begin five minutes after the start of class time, any student who is not present, logged into a computer or ready for their exam at that time will be subject to a 10% reduction in their exam score.

Exams given in class will follow these guidelines in the Nursing Program:

- Remove all papers, books, notes, and electronic devices from your desk area and person. All electronic devices must be turned off during the exam. If a cell phone rings during the exam the student will be asked to leave and will receive a zero on the exam.
- All backpacks, purses etc. will be left at the front of the classroom during the testing period.
- Nothing is allowed on the student's desk except for a computer for testing, pencils, pens, and approved calculators unless specified by the faculty.
- Clear water/drink bottles are allowed.
- No hats/sunglasses are to be worn during testing in the classroom
- Students can request earplugs from the instructor at the time of the exam.
- It is the student's responsibility to mark all answers on the computerized or paper exams.
- It is the student's responsibility to verify all directions on the test before turning in or submitting the exam.

- No questions should be asked of Faculty about exam content during a test except for grammar or typographical error questions. Faculty will not answer or interpret any exam content during a test. Definitions of words/terms will not be given during a test.
- The Faculty will provide calculators to be used during testing if applicable
- Some courses may administer unscheduled quizzes. See specific course syllabi for related policies.
- Recording devices of any kind are prohibited in the classroom during exams.

Exam Review Policy

At the discretion of each instructor, students may be given the opportunity to review exams immediately after completing them. Instructors may allow students 30-minutes to review incorrectly answered questions, and the rationale for the correct answer. Please refer to your course syllabus or course instructor for exam review information.

Nursing Student Orientation

Nursing Students are required to complete the in-person orientation when accepted into the programs as a new student and as a repeating student. Inquire within the nursing office for orientation dates.

Orientation Content

The Nursing Online Student Orientation will consist of the following requirements.

- CastleBranch Compliance
- Navigating through D2L
- Campus Resources
- Learning Commons
- Mental Health Resources
- Emergency Aide
- Kaplan Resources
- Testing Software
- Campus Tour
- Program Expectations

LABORATORY INFORMATION

General Skills, Simulation and Open Lab Policies

1. All students are expected to clean up all items, supplies, and personal belongings at the end of the day. The lab should be left in the same condition you found it.

2. Students participating as patients in lab will be under the guidance of a Nursing instructor. No one shall attempt to give medication, injections, insert tubing, or provide any other invasive medical procedure to other students and live actors without instructor supervision.
3. All students will sign-in when attending open skills lab or practice time.
4. Instructors or lab staff must be informed of any injuries or accidents immediately.
5. Students must attend all labs and simulations in their complete student uniform.
6. All individuals are expected to read and adhere to instructions for properly and safely working with laboratory and simulation equipment.
7. Instructors may add additional rules at any time to ensure the safety of all individuals in the lab.
8. Iodine products are not to be used on any laboratory equipment.

Equipment & Room Safety

Electrical equipment:

1. Know your equipment before usage to prevent mishaps.
 2. Check for frayed or splitting cords, missing dials, or general damage to the equipment. Report damages to the faculty or lab staff immediately.
 3. Ensure equipment is not resting on the electrical cord.
 4. Ensure electrical cord does not become a tripping hazard.
 5. All equipment must be plugged into the proper electrical outlet.
 6. Unplug electrical cords by gripping and pulling from the plug base and not from the cord.
 7. Ensure equipment is turned off before leaving the lab.
 8. Return equipment to its appropriate location if directed by lab Faculty or staff.
- Students' personal items (books, coats, etc.) shall be placed in an area that should not obstruct entrances and exits to the lab to protect the personal safety of everyone.
 - Clean up any spills immediately. Inform Lab instructors or lab staff of spills of any kind.
 - All sharps will be placed into the sharp's container, no exceptions. The lab instructor will discuss this with you in greater detail during appropriate labs. Dispose of contaminated material in the appropriately marked containers and bags.
 - All furniture and manikins will be returned to their respective places after each lab.
 - All trash should be picked up and placed in the trash receptacle. All sharps, broken glass, or biohazard bag contaminants should be placed in the appropriate receptacles.
 - Simulated Medical Set-ups: All simulated IV fluid and simulated medications of any kind are used for practice purposes only and are not fit for human or animal consumption.

Nursing Simulation Lab Policies

A. Fiction Contract

1. Using patient simulators and simulation teaching techniques, your instructors will recreate realistic patient care situations. The realism of each simulation may vary depending upon the learning objectives for the simulation experience. The simulated environment and patient may have certain limitations in their ability to mirror living patients.
2. When participating in simulations, your role is to assume all aspects of a practicing healthcare provider's professional behavior. You should engage with the simulator and actors as if they are real patients, family members, or members of the healthcare team. During the

session, the Faculty and actors will take their roles very seriously and we ask that you do as well. Additionally, when a gap occurs between simulated reality and actual reality, the expectation is that you attempt to understand the objectives of the learning session and behave accordingly.

B. A Simulated Patient has the right to:

1. Be treated with courtesy and respect, with appreciation of their dignity, and with protection of privacy.
2. Receive a prompt and reasonable response to questions and requests.
3. Know who is providing medical services and is responsible for their care.
4. Know what support services are available, including if an interpreter is available if the patient does not speak English.
5. Be given by the health care provider information such as diagnosis, planned course of treatment, alternatives, risks, and prognosis.
6. Refuse any treatment, except as otherwise provided by law.
7. Receive medical treatment or accommodations, regardless of race, national origin, religion, handicap, or source of payment.
8. Receive treatment for any emergency medical condition that will deteriorate from failure to provide treatment.
9. Know if medical treatment is for purposes of experimental research and to give their consent or refusal to participate in such research.
10. Express complaints regarding any violation of their rights.

C. Instructor Responsibilities

1. Create purposeful, practical simulations based upon measurable learning objectives.
2. Add enough realism to each simulation so the learner receives sufficient clues to identify and solve a problem while creating and maintaining a safe, productive learning environment.
3. Provoke interesting and engaging discussions, fostering reflective practice.
4. Identify performance gaps and help close the gaps.

D. Learner Responsibilities

1. Suspend disbelief for simulation in exchange for the promise of learning new knowledge and skills.
2. Treat the simulated patient with the same care and respect due to a real patient.
3. Maintain confidentiality regarding the performance of others and the details of the simulation scenarios.
4. Come prepared for the simulation activities the same as you would for clinical. This includes wearing your official Otero College Nursing Student uniform, complying with simulation dress requirements, completing any required pre-work, and the simulation lab policies.
5. All students are to conduct themselves in a professional manner while in the lab before, during, and after simulation activities. Failure to maintain professionalism may result in disciplinary action at the discretion of the simulation and course Faculty.

E. Confidentiality Agreement

- As a user or visitor of the Otero College Simulation lab, I understand the significance of confidentiality with respect to information concerning patients – real or simulated – and other users and visitors including, but not limited to Otero College Nursing students, instructors,

and staff. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all other federal or state laws regarding confidentiality. Further, I agree to report any violations of confidentiality that I become aware of to a simulation facilitator or instructor. Sharing information about scenarios with students who have not yet participated is considered academic misconduct or cheating. Academic misconduct is outlined further in your Nursing Student Handbook and the Otero College Catalog. Only approved electronic devices are to be used in this setting such as cell phones, iPods, laptops, or iPad/tablet(s) that have your learning resources to assist with the simulation. No tape recorders or video recording are permitted by students during simulation activities.

F. Photographic Release

- I understand that photographs and videos can and will be made at various times while participating in the simulation lab. Photographs may be used for educational and/or marketing purposes. Examples may include project illustration, classroom presentations, academic conference presentations, fundraising presentation/proposals, newspaper publication, magazine publication, Otero College affiliated websites and promotional materials such as brochures and flyers. Your name may or may not be identified in these photos. Videos will only be used for educational purposes. Examples include Faculty training and Faculty evaluation. Additional written permission will be obtained to use videos for promotional material. Upon signature of this acknowledgement of policies, you are granting Otero College permission to use these photographs and videotapes. No remuneration will be provided to any student for the use of photographs or videotapes derived from the photos or videotapes now or in the future.

CLINICAL INFORMATION

Clinical Expectations

Clinical experiences provide the opportunity for the student to integrate theory into a patient-centered care setting. Punctuality, attendance, attentiveness, and professional behavior at clinical sessions are mandatory.

All requirements for clinical also apply to clinical simulation.

CastleBranch Requirements

Students are to submit all required documentation of vaccinations, BLS, acknowledgement forms and items required in their CastleBranch account.

It is the student's responsibility to keep track of the due date and expiration dates of these requirements.

Failure to adhere to the deadline will result in removal from the clinical schedule which will result in failure of Nursing Course/s. Please contact the Nursing & Allied Health Coordinator for more information on vaccination requirements.

Clinical Site Non-Responsibility for Pay

Students assigned to a clinical facility are not considered employees of the facility. Therefore, students are not eligible for benefits, pay, unemployment, workman's compensation, etc. The student will follow all rules, policies, and regulations of said clinical facility. The student will not be paid for clinicals at a facility they work in. Students attending clinical in facilities where they work are also disallowed from using their work access badge/keys to access areas where students are not permitted.

Professional Behavior

Students will maintain a professional manner in the clinical site/shuttle or while in the Otero College Nursing uniform. Inappropriate displays of verbal (cursing, shouting, belching, etc.) and physical confrontation in these areas will also be considered violations of professional behavior. Differences of opinion and issues will be managed in an open, caring manner, but not in the presence of patients, visitors, and staff. Students are expected to communicate professionally, positively, and respectfully with Faculty, adjunct Faculty, health care staff, community professionals, patients, and students, etc. Violations of professional behavior may result in a violation of Otero College code of student conduct and may result in disciplinary action up to and including dismissal from the Program and failure of the NUR course.

Safe Practice Guidelines (include but are not limited to):

- Completes clinical agency training/orientation as indicated per clinical facility
- Be adequately rested; students who are employed are expected to schedule their personal shifts to allow for adequate rest before school events. There should be 12-hours before your last worked shift and any clinical shift (per facility guidelines). Any student determined to be inadequately rested will be sent home.
- Follow agency policies and procedures, including patient fall guidelines
- Arrive early to clinical to ensure you are ready to assume your patient assignment and remain for the assigned clinical time
- Arrive to clinical site with all assigned paperwork/forms completed according to rubric, course/clinical syllabi guidelines, or written direction
- Students must follow agency policies and level of training of the student for medication administration
- Must provide report to the nurse (on-coming, change of shift) and appropriate interdisciplinary staff
- Answer call lights and report requests to the appropriate personnel
- Demonstrate ability to perform skills appropriate to the level of training of the student (see the Otero College Nursing skills checklist)
- Adhere to the Otero College Student Code of Conduct, Otero College Nursing Program Student Handbook, Student Confidentiality Agreement, and syllabi guidelines
- Adhere to dress code/personal appearance/grooming as defined in the Otero College Nursing Program Student Handbook

Health Insurance Portability and Accountability Act (HIPAA)

Students will follow HIPAA guidelines. All students must sign and return the confidentiality agreement as requested in a clinical course. Violations of HIPAA requirements are profoundly

serious and may result in dismissal from the Program. If the student has any questions concerning rules pertaining to confidentiality, it is their responsibility to ask for guidance from their instructors.

Family Education Rights Privacy Act (FERPA)

Students and Faculty are expected to follow FERPA guidelines and protect from disclosure of student educational records.

Under the Family Education Rights and Privacy Act of 1974 (FERPA), the information in student files may only be released under specific conditions. Current or former students of Otero College have complete access to their records and may view them upon request at the Student Services Center. If records contain errors, appeals in writing must be submitted to the Vice President of Student Services.

Faculty & Staff will discuss information with the student only and will not release any student information without the appropriate FERPA release forms completed by the student.

Leaving a Clinical Site

Students are not permitted to leave the clinical site during clinical time. It is the student's responsibility to either purchase meals at the facility, or in situations where meals are not available for purchase, bring their own meal to the facility.

Social Media

Nursing students are expected to adhere to the Otero College Standards of Conduct. Furthermore, nursing students are advised to exercise good judgment when using social media. A few recommendations on how to avoid problems are highlighted in The National Council of State Boards of Nursing (NCSBN) White Paper: A Nurse's Guide to the Use of Social Media (2018):

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

Otero College Nursing Faculty ask nursing students, when posting, to be mindful of the copyright and intellectual property rights of the Nursing Department.

Nursing students that use tablets, cellphones, laptops, smart watches, and any other such electronic devices during clinical rotations do so with the understanding that such devices will be used only as authorized by the facility and/or Otero College Nursing Department guidelines.

No personal phone conversations or texting are allowed while at the clinical site unless the student is on their break in a private space away from all patients, common patient care areas, and common work areas.

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

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

Understand that all social media conversations that are exchanged through Otero College accounts/social media channels may be subject to public records law. Each student is legally responsible for individual postings. Students may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (test and/or lecture materials, music, videos, photographs, text, etc.).

(Reference: National Council of State Boards of Nursing [2018]. White Paper: A nurse's guide to the use of social media. Retrieved from [National Council of State Boards of Nursing](#))

Student Uniform/Dress Requirements

In portraying a professional image, it is a student's responsibility to adhere to the following guidelines.

When in any area of the clinical setting, a student is to be identified with the school by wearing an approved Otero College Nursing Program uniform, Otero College emblem, facility issued badge as appropriate, name tag, and school picture ID.

Uniforms should fit properly and be in good condition, wrinkle-free and clean always.

Undergarments will be worn and the pattern nor the outline should be visible through the uniform and must remain inconspicuous.

1. The Otero College Nursing Student Uniform should include the following:
 - a. Top: Navy Blue – Solid Navy only
 - b. Pants: dark grey/pewter colored uniform or scrub - Solid color only, **NO** Low-rise pants permitted, undergarments should not be visible through/above your scrubs. Pant cuffs/bottoms cannot drag on the floor.

- i. All nursing students are required to purchase scrubs. The colors listed above are through Cherokee scrubs brand. However, other brands are permitted if coloring matches.
 - ii. Skirts: If applicable- grey – solid color only, NO low-rise skirts permitted. Must be at least knee length.
 - iii. Dresses – solid navy color. Must be at least knee length. Modest neckline
 - iv. Scrub Jacket: Navy blue solid color with nursing program patch on left shoulder. No sweaters or jackets are allowed to be worn over the scrub top.
 - v. **Uniform during Pregnancy:** Pregnant students may wear maternity scrubs with the same color requirements. The uniform must cover the abdomen.
- c. Shoes: Shoes must be clean and free from debris.
- i. Close-toed and closed-heels only.
- d. A plain white, grey, or navy short-sleeved or long-sleeved tee-shirt or turtleneck may be worn under the uniform top. If wearing long sleeves, must be able to push up to safely perform sterile skills and hand washing.
2. The Otero College patch will be secured by Velcro/stitches (no safety-pins, tape, or staples are allowed to secure the patch) on the left sleeve of the uniform and lab coat approximately two inches below the shoulder seam. The patch is available from the Otero College Nursing Department or bookstore website.
 3. An Otero College Nursing student photo ID is also required and can be obtained from Student Services located in the McBride Building.
 4. Students must dress in the Otero College Student nursing uniform when reporting to the clinical site prior to clinical to receive their patient assignments when applicable. The Otero College emblem patch and name tag/photo ID must be always visible.
 5. Please see the individual course syllabi for course specific clinical equipment (i.e.: stethoscope, dry erase marker, black ink pen, paperwork, penlight, etc.)
 6. Students in psychiatric nursing courses or alternate sites will follow the dress code of the facility, per instructor directions in the course syllabi.

Personal Appearance/ Grooming

Hair

Hair must be clean, well-groomed, must be of natural human color. Hair that is collar length or longer, must be neatly secured, and pulled back from the face so that it does not interfere with patient care. Hair accessories must be securely fastened and low-profile. Cloth headbands are permitted in the clinical settings if not prohibited by facility. The clinical instructor may determine if further modifications are necessary.

Beards, sideburns, and mustaches need to be clean, neatly trimmed and not interfere with mask function. If required to wear N-95s, students must adhere to CDC recommendations and facility requirements about length of facial hair.

Clothing and accessories worn on and off campus during nursing program activities should remain free from profanity and offensive language and symbols.

Tattoos

Students with tattoos must follow agency policy when in the clinical setting. Some clinical agencies do not require that tattoos be covered unless they are derogatory, offensive or contain bad language or symbols, while other clinical sites may request, they be covered. Otero College reserves the right to request the student to cover tattoos should they be found offensive in nature. Students are not required to cover tattoos in class, lab, or simulation at the college unless for noted reasons above.

Piercings/Jewelry

- Body jewelry must follow clinical facility policy; anyone found to be wearing jewelry that violates facility policy will be asked to remove it immediately.
- Exception to jewelry policy will be a medical alert bracelet or necklace which should be shown to the clinical instructor prior to clinical starting. Religious or culturally based jewelry and accessories will be considered for exemption by Otero College Nursing Faculty and will be determined by facility policy.

Fingernails

Per facility policy, no artificial nail extensions/acrylics/wraps/silks/tips can be worn in the clinical facility. Any polish applied to the nails must be gel and must remain intact. Chipped nail polish is an infection risk for patients, and any student found to have chipped polish will be required to remove it immediately or leave from practice.

Make Up/Fragrances

Only basic make-up should be used.
No fragrances are permitted.

Smoking/Offensive Odors

Smoking, the use of e-cigarettes, and the use of chewing tobacco is not permitted at the clinical site or while on college campus.

A student who smokes cigarettes must take precautions so that smoking odor is not present on clothes or breath during a clinical day. Students who arrive to any course, lab, simulation, or clinical experience smelling of cigarette smoke will be sent home.

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

Miscellaneous

Leave all valuables at home when at clinical sites. The clinical sites and Otero College are not responsible for lost or stolen items.

Certain agencies may have additional dress codes to be followed.

No hats are to be worn when in Otero College Nursing uniform.

Non-Compliance with Personal Appearance/Grooming Policy

Students who are not in compliance with the clinical/simulation dress requirements/personal appearance/grooming policies will not be allowed to participate in clinical.

- If compliance can be immediately corrected at the clinical site and is corrected, the student will be allowed to attend clinical (e.g., hair being pulled into a ponytail; removing a piece of jewelry; badge left in backpack/purse in locker, etc.)
- If compliance cannot be instantly corrected, requires something to be brought to the clinical site, or the student returning to their vehicle, the student will be sent home with a clinical absence for the day. The clinical instructor will inform the lead instructor and the student will be required to make up the clinical time and pay the make-up fee per the student handbook.

Clinical Tardiness

Tardiness is defined as reporting to the clinical instructor after the designated start time. Reporting times vary with individual agencies. It is the student's responsibility to know their reporting times. The consequences for being late for each course are presented below.

In all instances of tardiness, it is the student's responsibility to personally inform their clinical instructor of their pending tardiness. This notification shall be made by telephone as soon as possible but no later than the designated start time. Notifications after the designated start time do not qualify as notifications for the purposes of the following discussion. If the student cannot connect with their clinical instructor by telephone, they will leave a message (for example: voice mail, text message, or email) providing details for the reason for their tardiness and their estimated arrival time.

However, if the student must leave a message, the student is responsible to verify that the instructor has received the message. Notifying another student to inform the clinical instructor one will be late is not acceptable. If a student is late, the student **must report to their clinical instructor prior to assuming any patient care**. The time at which the student notifies the clinical instructor of their presence will be the recorded reporting time for determination of tardiness.

Consequences:

At the discretion of the course instructor, each late occurrence regardless of time and/or notification can result in a 1% decrease in the student's theory grade for the first and second occurrence, for a third or subsequent occurrence of lateness, the students' theory grade will decrease 1% as well as the following:

Third or subsequent occurrences:

- These occurrences and consequences are regardless of notification or time. The student will not be allowed to remain in the clinical setting for that day and will receive a clinical absence in their clinical evaluation.
- A third or subsequent occurrence of being late results in an additional assignment from the lead Faculty. The clinical instructor will notify the lead Faculty of student's late occurrence. The student

will not be allowed to remain in the clinical setting for that day and will receive an unexcused absence in their clinical evaluation. The student will be required to do a clinical make up and pay the make-up fee of \$45.00 an hour.

- Clinical make up space is not guaranteed, and if there is no make-up time available, the student will receive an incomplete in the course and return the next semester to complete the hours required for clinical. This will affect students' progress in the Program as well.

Clinical Absences

Attendance at clinical sessions is mandatory. If a student must miss a clinical, the student must notify the clinical instructor one hour prior to the clinical start time. The clinical instructor will report the absence to the lead instructor. A student who does not abide by the reporting policy may be subject to the Performance Improvement Plan (PIP) process.

All missed clinical time must be made up. It is the student's responsibility to adjust their schedule to meet the prescribed makeup dates/times/shifts. Clinical makeup fees will be charged at the current rate. Clinical space and Faculty may not be available to accommodate makeup days; there is no guarantee of clinical make-up time.

Absences not made up will result either in an incomplete grade, withdrawal or, failing grade and may affect progression in the Program and/or graduation. Three or more absences from clinical during the Nursing Program may result in disciplinary action up to and including dismissal from the Nursing Program.

Return to Clinical after Illness or Injury

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

Students who are under the care of a physician and taking medications which may impair judgement or the ability to safely perform nursing duties/technical standards will need to contact their lead course instructor or Director of Nursing to discuss course of action. Students may be required to suspend clinical rotations or withdrawal from the class until they are no longer taking the medication in question. The clinical site may utilize their employee policies to determine which medications are in question. The Director of Nursing, Nursing Faculty or the clinical sites retains the right to ask for a doctor's clearance in this situation.

Clinical Dismissal

Examples of behaviors that may result in immediate dismissal from the clinical setting include but are not limited to the following: Unsafe and/or unprofessional behavior at the clinical site, inappropriate attire worn to the clinical agency, lack of preparation for patient care, failure to maintain current BLS/Health requirements on file, late occurrences, and failure to notify instructor of late arrival, aggressive or inappropriate behavior towards staff, peers, faculty, or other clinical partners. See the Nursing Program Student Code of Conduct.

Dismissal from the clinical agency because of inappropriate behavior will result in a clinical course failure or dismissal from the Nursing Program. If a clinical agency/facility requests that a student

NOT return to their facility (to complete a clinical the student is currently in or for a future clinical) due to behavioral issues, substances/drugs, etc., the Nursing Program may terminate the clinical experience for the student and/or assign a failing grade.

The clinical instructor, in conjunction with the lead Faculty and/or Director of Nursing, has the right to send a student home and record the day as an absence and follow the Performance Improvement Plan (PIP) process if they feel the student is unprepared or unable to care for the assigned clinical patients or has demonstrated a violation of professional behavior. See the Performance Improvement Plan Process.

Clinical Incidents

A clinical incident is defined as any occurrence that will require an “unusual occurrence” (or as defined by the facility) form to be completed.

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

Patient Transfers

Students are never allowed to accompany any patient or person being transferred outside of the facility in which they are assigned for clinical experiences.

Medication Errors

1. The student will write a summary of the medication error with an opportunity to describe how to prevent errors in the future and submit one copy to the clinical instructor and one copy to the Lead Faculty.
2. If a medication error occurs within a course, the student will be asked to meet with the lead Faculty for remediation. (See the Performance Improvement Plan)
3. Discovery of a failure to report a medication error, performing medication administration outside of the student’s scope of practice, or failure to follow medication administration guidelines given in the course syllabi or those of the clinical facility may result in a clinical failure.

Clinical Paperwork

Journals, SBARs, and/or other written assignments will be required for each clinical rotation. Any late, incomplete, or missing paperwork will result in a 0% for that clinical assignment unless prior arrangements have been made with your course instructor. Students are required to pass the clinical performance and assignments section of each course with at least a 77% to pass the course.

COVID-19 Policy

Students are to adhere to clinical, simulation, and learning facility requirements. If the clinical facility requires a COVID-19 vaccination students must submit proof of vaccination to their CastleBranch account. If students are unable to provide proof of vaccination, for the clinical site they are scheduled, they will be unable to attend clinical rotations and may be subject to dismissal from the nursing program.

Students will need to continue to wear masks in all clinical settings, lab settings, simulation, Lecture, and clinical facility per the requirements of the State of Colorado and recommendations of the Centers for Disease Control and Prevention. Students are required to report symptoms of COVID-19 or exposure to their lead instructor or Director of nursing as soon as symptoms occur and are required to fill out the link below.

[COVID-19 Form](#)

Please note: Students that do not adhere to the policy above and COVID-19 requirements or are found to place other students, clinical facilities, or patients at harm by intentionally failing to disclose exposure may be subject to dismissal from the nursing program.

Students may be required to adhere to additional policies or procedures should the need arise.

Otero College Nursing Program reserves the right to change policies related to COVID-19 adherence should the need arise.

Clinical Evaluation

Assessment of the student's performance is done in writing with the clinical instructor, on an ongoing informal and formal basis. Each student will ensure a daily clinical evaluation is completed for each clinical day. The overall clinical evaluation must be "S" Satisfactory to complete the course. Any evaluation with "NI" Needs Improvement or "U" Unsatisfactory, will require a meeting with the student and lead faculty to create a Performance Improvement Plan.

Consequences Related to Unmet Student Learning Outcomes

Student clinical behaviors that do not meet Student Learning Outcomes (SLOs) are addressed to maintain patient safety and assist students towards being safe and professional in their nursing practice. Specific student behaviors are considered so that an appropriate consequence is given. Consequences include written reflective assignments, clinical make-ups, meeting with Director of Nursing, dismissal from Program and remediation through a Performance Improvement Plan (PIP). A PIP is a formal plan that identifies student clinical behaviors that do not meet SLOs and are related directly to patient safety. The PIP offers guidance with specific corrective behaviors and learning

activities. The goal for the student on a PIP is that they consistently demonstrate all aspects of safe and excellent nursing care to patients. The student is expected to demonstrate responsibility for their professional growth by completing the components of their PIP as detailed.

- Upon awareness of a student behavior that does not meet an SLO outlined in the student's clinical evaluation tool, the clinical instructor will note the date, time, and communicate with lead instructor. The lead instructor will determine whether the behavior involves a direct patient safety issue, violation of clinical facility/Otero College policy, or is a behavior, which is not related to patient safety (i.e., being late more than five minutes or being unprepared.)
- Student behaviors that do not meet the professional SLO but are not an infraction of HIPAA, facility or Otero College policy will result in the following:
 - See the Tardiness policy
 - For a student who comes to clinical unprepared, without clinical uniform, and/ or items required for clinical, they will be sent home and, must make up and pay for the missed clinical hours. See Non-Compliance with Personal Appearance/Grooming Policy.
 - Any incomplete or late clinical assignments will result in a 0% for that clinical assignment unless arrangements have been made in writing with your clinical instructor and only under extenuating circumstances.
 - Record of the student's behavior will remain in the student record throughout the student's time in the Nursing Program. Repetition of the behavior will result in appropriate consequences of either or both clinical make-ups and additional written assignments.
- Student behaviors that do not meet the Professional SLO and are an infraction of ethical, HIPAA or other facility/ Otero College policy will necessitate a meeting with the Director of Nursing as soon as possible. Depending on the nature of the behavior and clinical facility input, clinical failure and dismissal from the Program may result. If the student remains in the Program, the Director will determine the consequence. Documentation of the student behavior will remain in their record throughout the remainder of the Program.

Performance Improvement Plan (PIP)

Student behaviors that do not meet other SLOs and relate to direct patient care will result in a PIP. These behaviors include, but are not limited to, medication errors, failure to assess a patient, failure to chart patient findings, report an abnormal assessment, or repetitive poor evaluation scores. A student who does not communicate a safe prioritized plan of patient care in their verbal and/or written report (i.e., report to clinical instructor or written clinical assignments) represents a risk to patient safety and will be placed on a PIP. The PIP is available via the link and must be submitted through the following [Nursing Student PIP](#)

- Initiation of a PIP occurs during a meeting with the student, lead Faculty, and one other Nursing Faculty/instructor. The PIP meeting will be arranged between the student and lead Faculty, if possible, within a week of the behavior.
- The PIP meeting will cover the following:
 - The student will discuss or document their perception of his or her own behavior, related to the event.

- Faculty will respond to the student's perspective. Faculty will explain the significance of the student's behavior in terms of how it impacts the SLOs and, ultimately, their future as a nurse.
- Faculty will review the elements of the PIP
- Faculty will review consequences of not completing remediation assignments and/or consequences of repeated behaviors that do not meet SLOs.
- The student will verbalize their understanding of the PIP requirements (which will be documented on the Plan itself), all parties present will sign, and the student will receive a copy of the PIP via the student's Otero College email account.
- The short term and long-term goals will be evaluated according to the time frame and consequences outlined in the PIP to determine the student's progression in the Nursing Program.
- The PIP will remain active throughout the student's time in the Nursing Program to ensure continued success and meeting SLOs.
- A second offense for a student who is on a PIP will result in a repetition of the process above. A second offense may be a repetition of the original behavior or a behavior that does not meet another SLO that directly relates to patient care. The original PIP will be adapted to assist the student to satisfy the SLOs. For the remainder of the student's time in clinical, the student will not go on any float-off clinical rotations to provide clinical time to focus on SLOs.
- A third offense of not meeting SLOs that relate to direct patient safety will result in a meeting with the Director of Nursing to determine dismissal from the Nursing Program.

Policies Related to Clinical Assignments

Clinical Rotations/Assignments

Students may be assigned to the clinical facility where they are employed. If assigned to the same unit, the student may need to have permission from the employer. Students cannot be paid for clinical rotations where they are employed.

It is the student's responsibility to notify their clinical instructor if a significant other/family member is employed on a unit where the student will be assigned. Likewise, the clinical instructor should be notified of a family member/significant other being cared for on a unit where the student will be assigned.

Students who need to change a clinical day, regardless of reason (other than military service, COVID, pregnancy, etc.), will need to initiate the change themselves. The student requiring the change will find another student with whom they would like to switch. Once an agreement between students has been made, the student requiring the change will send an email to the Clinical Coordinator and the Director of Nursing and include the student they will be switching with.

Keep in mind, the official clinical schedule switch is not final until both students have received confirmation from the clinical coordinator or the Director of Nursing.

The Director of Nursing, Clinical Coordinator, and/or full-time Faculty retain the final decision for clinical placement.

Flexibility/ Clinical Site Assignments

Flexibility is essential. Students must be prepared to attend clinical/simulation any day of the week or any hours due to limited clinical facilities in the community. Due to the rapidly changing health care environment, clinical settings or assigned times may change on short notice. The Nursing Faculty make every effort to notify students of changes as quickly as possible.

Student Transportation

Students are responsible for providing their own transportation to clinical agencies as assigned and are expected to meet all clinical schedules as established.

Students must follow all parking guidelines and policies of the clinical facilities to which they are assigned. Parking guidelines and policies will be given to students in each course during clinical orientation.

Simulation Prep-Work

Simulation prep-work, when assigned, is due by 9am the day before your simulation is scheduled.

If the simulation pre-work is not completed the student will receive a NI for the clinical evaluation, will need to schedule a make-up day and will not be allowed to participate in the simulation.

State Authorization Reciprocity Agreement (SARA)

Otero operates under the State Authorization Reciprocity Agreement (SARA) to establish comparable national standards for interstate offerings of postsecondary distance education courses and programs. SARA is intended to make it easier for students to take online courses offered by postsecondary institutions in a state other than the one where they reside.

- Alabama
- Alaska
- Arizona
- Arkansas
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Hawaii
- Idaho

- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
 - Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- U.S. Virgin Islands
 - Utah
 - Vermont
 - Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

Click here for additional information on the National Council for State Authorization Reciprocity Agreements <http://nc-sara.org/>

LPN and RN Licensure

The State of Colorado is a member of the [National Licensure Compact \(NLC\)](#). As a resident of a compact state you may be eligible for a multistate license. A multistate license issued by Colorado is valid in all compact states. To practice in noncompact states, you must apply for a single-state license with the appropriate board of nursing.

- National Licensure Compact (NLC)
 - <https://www.ncsbn.org/nurse-licensure-compact.htm>
- Uniform Licensure Requirements for a Multistate License
 - https://www.ncsbn.org/NLC_ULRs.pdf
- Colorado License Information
 - <https://dpo.colorado.gov/Nursing>

Compact LPN/RN States

- Alabama
- Arizona
- Arkansas
- Colorado
- Delaware
- Florida
- Guam
- Idaho
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine

- Maryland
- Mississippi
- Missouri
- Montana
- Nebraska
- New Hampshire
 - New Jersey
 - New Mexico
- North Carolina
- North Dakota
 - Ohio
 - Oklahoma
- South Carolina
- Pennsylvania
- South Dakota
- Tennessee
 - Texas
 - Utah
- Vermont
- Virginia
- West Virginia
- Wisconsin
- Wyoming

Signature/Evaluation/Forms

Student Confidentiality Agreement

Responsibilities of Student

While involved in any clinical learning experience, the student will adhere to facility/agency policies.

Patient Confidentiality

The student recognizes that the knowledge and information acquired concerning any patient's health care and medical records or any other personal or privileged information is confidential information. The student agrees that this confidential information will not be disclosed or used except for the clinical learning experience (i.e., in relation to giving care and sharing information in conference or classroom situations with other students.) Patients are not to be discussed in elevators, hallways, cafeterias, on buses transporting students to clinical, etc., wherever someone other than an authorized person may overhear.

Students may not use any electronic means of transmitting confidential patient information to include but not limited to blogs, social networking sites, transmitting or taking photos or video, texting, or emails. Violations of the patient's Health Insurance Portability and Accountability Act (HIPAA) rights will be grounds for dismissal from the Nursing Program and will result in a clinical failure.

FERPA: Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable Program of the U.S. Department of Education.

Otero College students must be aware that this law applies to them and must not disclose any other student's information without their permission. Student information includes the use of the student's name, S number or SSN, photo, or other personally identifiable information. Disclosing student information includes providing class schedules to unauthorized third parties for the purpose of locating students. An example would be posting a clinical group list on Facebook or other social media.

OSHA Compliance

Students will receive blood-borne pathogen safety training and standard precaution training.

Unauthorized Removal of Supplies

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

Signed _____

Print Name _____

Date _____ Student S # _____
mm/dd/yyyy

Academic Year _____

(Original to be kept in student file and uploaded to CastleBranch)

Acknowledgement of Written Requirements

I understand that I am responsible for providing the Nursing Program with any necessary required documentation such as initial immunization forms, proof of background checks and required updates for BLS or immunizations throughout the entire Nursing Program. I understand that I must provide copies of any requested documentation to CastleBranch Compliance Tracker. I understand that lack of proper documentation means I am not eligible to attend clinical under any circumstances. I understand that TB and BLS-American Heart Association cannot expire during the academic semester, or I will be removed from the clinical schedule resulting in possible failure of course.

Failure to provide required documentation may also require withdrawal from the Nursing Program. If withdrawal is necessary, I understand that I will be required to submit a Student Readmission Plan requesting re-entry to the Nursing Program and to follow the readmission policies found in the Nursing Program Student Handbook.

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

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

Student signature:

Signed _____

Print Name _____

Date _____ Student S # _____

Student Checklist for Withdrawal, Program Failure and/or a Course Failure

If you need to withdraw for non-academic reasons:

- Please contact your lead instructor to notify them of withdrawal.

The week of your failure:

- Please contact the lead instructor for an appointment.
 - If you have academic concerns regarding study issues or need additional resources, make an appointment with the Director of Nursing
- Withdraw with Enrollment Services (in person or on-line) from any additional nursing courses you are enrolled in. Failure to do this will result in charges to your account. Please withdraw from NUR _____

Prior to your readmission, please update all information to your CastleBranch account

- BLS
- TB/PPD, QuantiFERON gold or clear chest x-ray.
- Flu Shot

Contact The health professions coordinator or office assistant at 719-384-6898 for requirements to complete the following:

- Drug Screen
- CBI Background Check

Student Readmission Plan

Student Name: _____

Date: _____

Student S#: _____

School Email: _____

Phone: _____

Nursing Course Leaving: NUR _____

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

Reason for leaving: _____

How did each item impact your ability to be successful this semester? Choose a number from 1-5 and mark your answer.					
	No Impact	Little Impact	Neutral	Some Impact	Strong Impact
Transportation	1	2	3	4	5
Financial Stress	1	2	3	4	5
Class Schedule	1	2	3	4	5
Family Crisis/Responsibility	1	2	3	4	5
Employment Hours	1	2	3	4	5
Academic Difficulty/Failure	1	2	3	4	5
Child-care Issues	1	2	3	4	5
Personal Health Status	1	2	3	4	5
Leaving Nursing Major	1	2	3	4	5

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

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

Performance Improvement Plan for NUR

Student _____

Clinical Instructor _____

Lead Instructor _____

_____ has completed _____ hours of this _____ hour clinical
(Student's full name)

This Performance Improvement Plan identifies specific behaviors (name) _____ demonstrated which, if left unaddressed, would lead to nursing care that is potentially unsafe. This plan offers an opportunity for the student to learn and improve clinical behaviors so that they may succeed towards the goal of delivering consistently safe, excellent patient care. This plan clarifies the unsatisfactory behavior(s) in terms of the Student Learning Outcome(s) (i.e., SLO's) that are not currently met. Steps to meet the SLO's are clearly outlined along with a timeframe by which the steps need to be completed. The consequence(s) for both meeting and not meeting the SLOs are written. When the timeframe elapses, the student's performance will be evaluated in terms of successful completion or failure to meet SLO and the stated consequences will continue.

A student meeting will provide due process for the student to express themselves regarding their clinical behavior. During the meeting, the lead instructor will allow the student to review the plan and ask for any clarification needed to complete the goal(s) within the time limit. After review, all parties involved will sign, date, and receive a signed copy of the plan.

As stated in the Otero College Nursing Student Handbook, a student who earns one or more "NI" (Needs Improvement) on a daily clinical evaluation will only be able to proceed to the next clinical rotation with a performance improvement plan. The obstetric and pediatric clinical rotations are graded separately. The performance improvement plan will be maintained throughout the Nursing Program. A student who has had an "NI" on a daily clinical evaluation and earns an NI on a future second clinical may fail clinical. A "U" (Unsatisfactory grade) on any single daily clinical evaluation will result in an immediate intervention and PIP. A third "NI" or a second "U" on a

daily clinical evaluation will result in a failing clinical grade. A clinical failure equates with dismissal from the Nursing Program.

Behavior:

Date:

Location:

SLO:

SLO:

Goal

Student will (general goal of satisfying SLO)

A. (Short-term goal) Student will (specific action related to student goal) **by (date/ time)** _____

B. (Continuous goal) Student will proactively (long term goal that maintains behavior to satisfy SLO) **throughout the time in the Nursing Program.**

Consequences / Results of Performance Improvement Plan

Consequences / Results for Performance Improvement Plan (PIP) are determined by how student conducts each goal related to the SLOs. The result of student's performance related to goals will be reflected on the student clinical evaluation and on this document with the grades of "S," "U," or, "NI." Students can be placed on multiple PIPs for the same or for different issues in each semester.

1. **"S": Satisfactory.** Goals that are met by due dates specified in "Goal" section, will result in the student successfully completing with a grade of **"S" (Satisfactory)**. Successful completion of SLO(s) will be documented on the student clinical evaluation and plan.

The continuous/ long-term goals will be evaluated during each clinical. Demonstration of behaviors that satisfy the SLOs, as specified in the Performance Improvement Plan, will be documented as "S" throughout the Nursing Program in each clinical.

2. **"U": Unsatisfactory.** Short term goals for SLOs that are not met by the dates stated, or behaviors demonstrated which represent a direct patient safety issue, may result in the student receiving a "U" (Unsatisfactory) on their clinical evaluation. A "U" on a summative clinical evaluation will result in failure in clinical and dismissal from Nursing Program.

3. **“NI”: Needs Improvement.** Students who complete the short-term goals of the Performance Improvement Plan but continue to demonstrate behaviors not satisfying all SLO(s) may receive a summative grade of “NI.” For a student who is on a Performance Improvement Plan, any daily clinical evaluation “NI’s” earned after their PIP started, will necessitate a meeting with the director and lead instructor to determine student’s progression or dismissal from the Program. (See #4)
1. **All students progressing with a PIP:** Students, who have a Performance Improvement Plan and progress to the next clinical course, must continue to work on and demonstrate behavior that satisfies all SLO(s). In the event a student repeats behavior (in another clinical) that does not satisfy all SLO(s), the student will meet with the lead instructor and Director of Nursing for this second offense. The student’s original PIP will be adapted with goals to assist the student to meet SLOs. For a second offense, students will not be allowed to go to float-off clinical rotations for the remainder of the clinical or in a future clinical so that they can focus on satisfying SLOs in the clinical setting. In the event the student has a third offense of not satisfying SLOs, the student will need to meet with the lead Faculty and Director of Nursing to discuss the student’s progression, terms of progression, or clinical failure. The student’s progression, terms of progression, or clinical failure, will be determined by the Director of Nursing.

- ✓ **Student meeting signature:** To be signed during meeting at the initiation of the Performance Improvement Plan. Signature indicates understanding and agreement to comply with elements of Plan. Student received a copy of Plan with specific goals and due dates.

Student Signature/Date: _____

Lead Instructor/Date: _____

Clinical Instructor/Date: _____ (only for instructors continuing clinical w/ student)

- ✓ **Evaluation of student performance at end of clinical course**

1. SLO(s): Health- Illness Continuum, Teaching/Learning. Student **met / did not meet** objectives within the period demonstrated by:

Student completed Tardiness reflection paper _____

Student was punctual _____

Student completed assignments according to rubric _____

Summative Grade:

_____ ” S” **Satisfactory**

_____ “NI” **Needs Improvement**

_____ **“U” Unsatisfactory / Fail.**

Lead Instructor signature/ date:

_____ / _____

Signature Sheet – Instructor/Student Meetings – PIP**Student:** _____**PIP Follow Up**

Students who have had a PIP will briefly meet with each lead instructor at the onset of each new course. The purpose of the meeting is to be proactive so that the student can communicate their understanding of how they are doing and specify their plan of action for continued success in clinical. The student and instructor can clarify expectations related to specific behaviors identified as areas to improve. Specific plans and goals are communicated to the clinical instructor and will be followed up during clinical.

The meeting for _____ (course) occurred on _____. Behaviors relating to the PIP and continued success discussed.

Student signature/ date: _____ /

Lead Instructor signature/ date: _____ /

The meeting for _____ (course) occurred on _____. Behaviors relating to the PIP and continued success discussed.

Student signature/ date: _____ /

Lead Instructor signature: _____ Date:

The meeting for _____ (course) occurred on _____. Behaviors relating to the PIP and continued success discussed.

Student signature: _____ Date:

Lead Instructor signature: _____ **Date:**

The meeting for _____ (course) occurred on _____. Behaviors relating to the PIP and continued success discussed.

Student signature: _____ **Date:**

Lead Instructor signature: _____ **Date:**

Clinical Facility Evaluation

Write the clinical facility name: _____

Clinical Shift (circle one): Days or Evenings

Directions: Listed below are a number of statements that describe factors in the clinical setting that may facilitate or inhibit learning. Please evaluate from 5 to 1.

5 **4** **3** **2** **1** **N/A**
EXCEPTIONAL **ABOVE** **AVERAGE** **BELOW** **POOR** **NOT APPLICABLE**
 AVERAGE

FACTORS	RATING
1. Experiences are available that appropriately meet course objectives.	
2. Experiences offer opportunities to apply classroom theory.	
Experiences are available that facilitate critical thinking at an appropriate level.	
Experiences offered opportunities to utilize and develop clinical skills.	
The facility's medication system upheld the safe practice of medication administration.	
There are an adequate number of experiences for clinical assignments.	
There is evidence the nursing staff uses the nursing process model in delivering care.	
The unit(s) facility provides(s) opportunities for individualized student learning needs.	
Nursing staff are professional nurse role models.	
Instructor-nursing staff relationships facilitate open communication.	
Student-nursing staff relationships facilitate the students' learning.	
Unit/facility staffs' expectations of students are realistic.	
The overall milieu of the facility or unit is conducive to learning.	
The clinical environment is physically safe.	
The clinical environment is psychologically safe (i.e., enhancement of self-image, absence of harassment, etc.).	
Instructor/students are made aware of changes in client condition and treatments in a timely fashion.	
Privacy is provided for Faculty/student consultation.	
I would recommend use of this facility to other nursing students.	

Please feel free to make any comments, offer additional feedback, or offer suggestions. The Faculty appreciates your assistance in our evaluation processes. Thank you!

Worker's Compensation

Otero College provides Worker's Compensation coverage to student interns under the following conditions:

- Student association with the "employer" is placed by Otero College.
- Student does not receive remuneration from "employer;" and
- On-the-job training is not performed on Otero College campus or Otero College extension facility.

Work-related injuries and illnesses must be treated by one of Otero College's designated medical providers (listed below). Emergencies and/or serious injuries occurring after-hours (when the designated medical provider nearest you is closed) should be treated at the nearest emergency medical facility, with follow-up care provided by a designated medical provider. **If an unauthorized medical provider is used, the student is liable for costs incurred.**

By law, all work-related injuries and illnesses must be reported to the Human Resources Office within four (4) working days of the occurrence.

La Junta Area

Arkansas Valley Family Practice
2317 San Juan
La Junta, CO 81050
(719) 383-2325

Pueblo Area

Concentra
4112 Outlook Blvd Suite 325
Pueblo, CO 81008
(719) 562-6300

Lamar Area

Prowers Medical Center
2101 South Memorial Dr
Lamar, CO 81052
(719) 336-4343