



Department of Health Sciences
Moss School of Nursing

Practical Nurse
(PN)
Student Handbook

Disclaimer: This handbook is a supplement to the Colorado Mesa University student policies provided in the Maverick Guide <https://www.coloradomesa.edu/student-services/documents/maverick-guide.pdf>. ~~Students are responsible~~ for adhering to university policies.

This nursing handbook includes additional policies and processes for students seeking a Practical Nursing Certificate. Students are expected to uphold the policies of the University and those specific to the nursing programs outlined in this handbook.

Table of Contents

Mission	5
Philosophy	5
Program Outcomes	5
Student Learning Outcomes	5
Guiding Standards	7
NSNA Student Bill of Rights	8
Scope of Practice for Practical Nurses	8
Policies	9
Academic Advising	10
Academic Dishonesty	11
Code of Academic and Clinical Conduct	12
A Code for Nursing Students	13
Confidentiality	14
Course and Faculty Evaluation	16
Dismissal	17
Ethics	17
Grading/Testing	20
Grievance and Appeals	21
Releasing Contact Information to Outside Agencies	21
Student Awards, Recognition and Scholarship	21
Student Representative to Faculty Meetings	22
Withdrawal, Probation and Suspension	23
Bringing Children to Class	23
Cardio-Pulmonary Resuscitation (CPR) Certification	23
Class/Clinical Attendance	24
Collective Bargaining Activities	24
Criminal Background Investigation	25
Electronic Media and Communications	27
Email Addresses	28
Emergency Communication	29
Graduation	29
Immunizations	32
Kaplan Testing Exams	33
Liability Insurance for Students	34
Needlestick, Body Fluid Exposure and other Injuries	34
Professional Appearance Policy	35
Professional Behavior in the Academic and Clinical Setting	37
Progression	38
Re-Admission	39
Student Success Plan (SSP)	40

Revalidation of Nursing Courses	43
Students' Response to Emergency Situations at Clinical Facilities	43
Substance Abuse	44
Testing of Nursing Competencies	48
Appendix	49
Agreement to Read Handbook	50
Academic Honesty Agreement	51
Substance Abuse Compliance Forms	52
Confidentiality Agreement	53
Electronic Media and Communications Agreement	54
Criminal Background Investigation Agreement	55
Training Acknowledgement for HIPPA, OSHA, Cultural Competency	56
Behavioral Contract	57
Reporting Form for Allegedly Chemically Impaired Student	58
Contract for the Chemically Impaired Student	59
PN Acknowledgement of Course Failure	60
Request for Leave of Absence Form	61
Intent to Withdraw from the PN Program Form	62
PN Program Request for Readmission	63

Mission

The Colorado Mesa University (CMU) Moss School of Nursing is committed to providing high quality nursing education where nurses are prepared to provide, within their scopes of practice, evidence-based, individualized care to diverse populations.

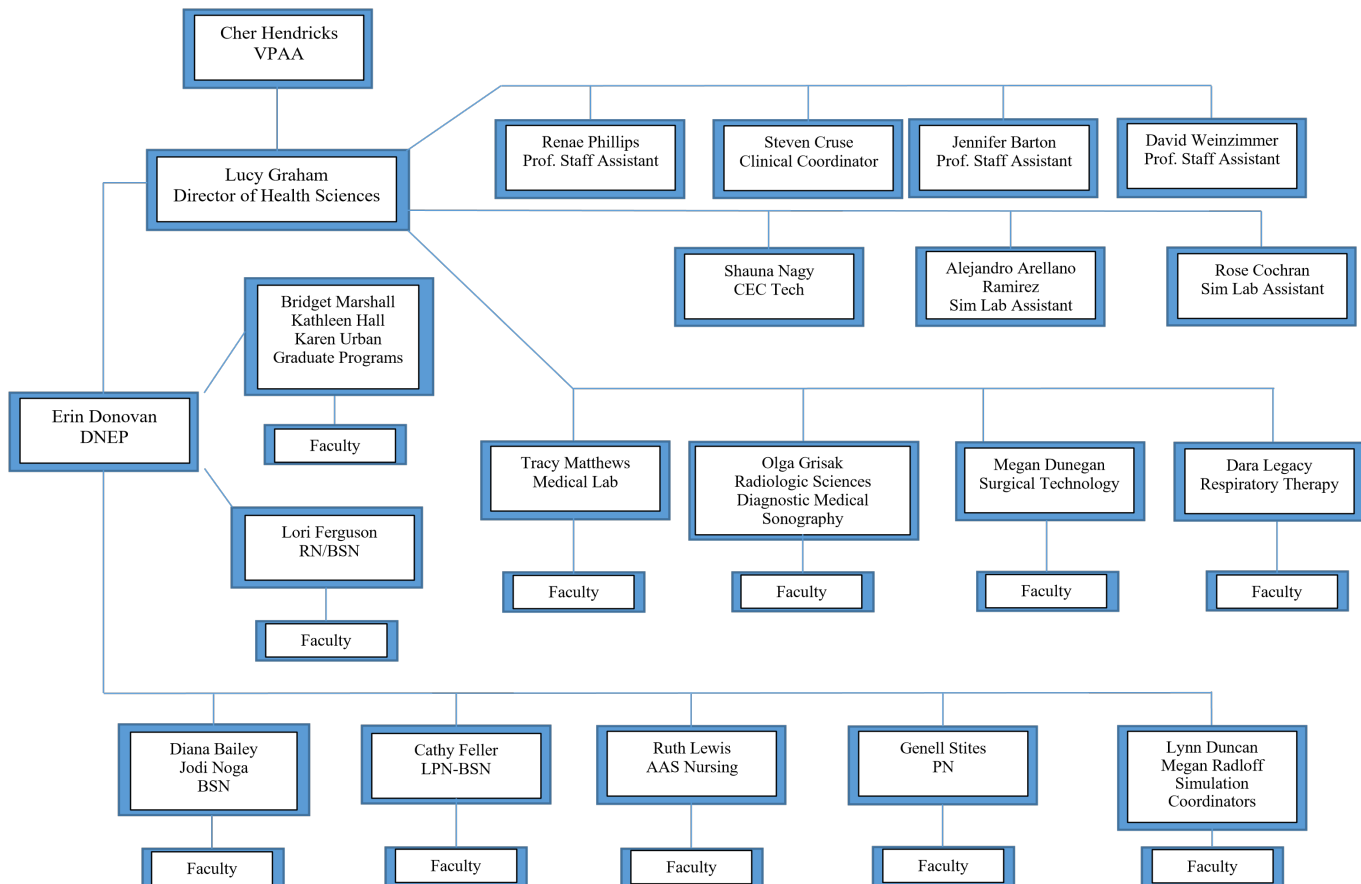
Philosophy

The **philosophy** of the PN program integrates CMU’s values of love, dignity, courage, humility, resilience, curiosity, and power, nurses help to create and serve the world we live in. Each **learner** possesses unique experiences, interests, values, and learning styles that must be recognized and cultivated to support the diversities of the learner. The program prepares the learner to fulfill the role of a Licensed Practical Nurse, who values the lifelong-learning process.

Vision

This Certificate of Practical Nursing program is designed to respond to the emerging health care needs of individuals, families, and groups and provide a foundation for excellence in nursing practice. Licensed practical nurses are an integral component of the nursing profession and are accountable for the ethical, personal, and professional standards that guide their delivery of care.

Department of Health Sciences Organizational Chart



Graduates of the program will be able to:

PROGRAM OUTCOMES (POs):

1. **Program Completion:** Eighty five percent of students who enter the Practical Nurse (PN) program will complete the program within two semesters (on-time completion). Calculation is each cohort fall term through spring term.
2. **Performance on Licensure Exam:** Eighty percent of graduates will pass the NCLEX-PN on their first attempt.
3. **Program Satisfaction:**
 - a. **Graduate/Alumni Satisfaction:** Eighty-five percent of graduates or alumni will express satisfaction with their preparation for practice.
 - b. **Employer Satisfaction:** Eight five percent of Employers will express satisfaction with graduate’s preparation for practice
4. **Job Placement:** Ninety percent of graduates will be employed as an LPN Part-time or full-time within 6-12 months of graduation.

STUDENT LEARNING OUTCOMES

In alignment with *Colorado Mesa University Student Learning Outcomes*

- *Applied Learning- Specialized Knowledge*
- *Intellectual Skills-Communication Fluency*
- *Intellectual Skills-Critical Thinking*

This course embraces the Expected Student Learning Outcomes:

The student learning outcomes are derived from the program’s mission and philosophy, and current professional guidelines for practical nursing education. Upon completion of the program, students will have demonstrated the ability to apply the following attributes:

STUDENT LEARNING OUTCOMES

CMU Certificate SLO	PN Program SLO
Outcome #1: Make and defend claims in a well-organized, professional document and/or oral presentation that is appropriate for a specific audience (communication fluency)	Outcome #1: Communication: Promote therapeutic communication across the lifespan. (Communication fluency)
Outcome #2: Locate, gather, and organize evidence on an assigned topic addressing a course or discipline-related question or a question of practice in a work or community setting (specialized knowledge/applied learning)	Outcome #2: Safety and Effective Care Environment: Recognize changes and respond to interventions while providing a safe environment. (Specialized knowledge/Applied learning) Outcome #3: Nursing Process Implement the nursing process, by collecting patient data, identifying needs, reporting findings, and providing input into the plan of care. (Specialized knowledge/Applied learning) Outcome #7: Basic Care and Comfort: Demonstrate competent nursing practice within a legal and ethical framework, respecting values, culture and expressed needs. (Specialized knowledge/applied learning)
Outcome #3: Identify and gather the information/data relevant to the essential question, issue and/or problem and develop informed conclusions (critical thinking)	Outcome #4: Critical Thinking: Utilize critical thinking and evidence-based practice in the application of the nursing process. (Critical thinking) Outcome #5: Coordinated Care: Incorporate assessment data collaboratively to plan/revise patient care based on the nursing process. (Critical thinking) Outcome #6: Health Promotion and Maintenance: Utilize data to ensure quality improvement to support evidence-based practice. (Critical thinking)

PROFESSIONAL GUIDING STANDARDS

American Nurses Association. (2017). Nursing's social policy statement. Silver Springs, MD: Author. ISBN: 9781558107199 [Official Position Statements - Nurse Practice & Policy | ANA](#)

Department of Health and Human Services. (2022). Healthy People 2030. Retrieved from <https://health.gov/healthypeople>

American Nurses Association. (2025). Code of ethics for nurses with interpretive statements <https://codeofethics.ana.org/home>

The Joint Commission (2025) National patient safety goals. Retrieved from <https://www.jointcommission.org/en-us/standards/national-patient-safety-goals>

Quality and safety education for advanced nursing practice (QSEN; 2022), located at <http://www.aacnursing.org/Quality-Safety-Education>

National League for Nurses. (2025-2027). Mission and Strategic Plan, Retrieved June 23, 2025. [Mission and Strategic Plan](#)

Colorado State Board of Nursing. (2024). Retrieved June 23, 2025. <https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=11428&fileName=3%20CCR%20716-1>

EPSLO	PN Guiding Standards
<p>Outcome #1: Communication:</p> <p>Promote therapeutic communication across the lifespan.</p> <p>(Communication fluency –CMU SLO)</p>	<p>Quality and safety education for advanced nursing practice (QSEN; 2022), located at http://www.aacnnursing.org/Quality-Safety-Education</p>
<p>Outcome #2: Safety and Effective Care Environment:</p> <p>Recognize changes and respond to interventions while providing a safe environment.</p> <p>(Specialized knowledge/Applied learning –CMU SLO)</p>	<p>Quality and safety education for advanced nursing practice (QSEN; 2022), located at http://www.aacnnursing.org/Quality-Safety-Education</p> <p>The Joint Commission (2024) National patient safety goals Retrieved from https://www.jointcommission.org/standards_information/npsgs.aspx</p> <p>Colorado State Board of Nursing. (2025). Retrieved June 23, 2025. https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=11428&fileName=3%20CCR%20716-1</p>
<p>Outcome #3: Nursing Process</p> <p>Implement the nursing process, by collecting patient data, identifying needs, reporting findings, and providing input into the plan of care. (Specialized knowledge/Applied learning –CMU SLO)</p>	<p>National League for Nurses. (2025). Retrieved June 23, 2025. https://www.nln.org/</p> <p>Colorado State Board of Nursing. (2025). Retrieved June 23, 2025. https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=11428&fileName=3%20CCR%20716-1</p> <p>American Nurses Association. (2017). Nursing’s social policy statement. Silver Springs, MD: Author. ISBN: 9781558107199 https://www.nursingworld.org/ana/</p>
<p>Outcome #4: Critical Thinking:</p> <p>Utilize critical thinking and evidence-based practice in the application of the nursing process. (Critical thinking –CMU SLO)</p>	<p>American Nurses Association. (2017). Nursing’s social policy statement. Silver Springs, MD: Author. ISBN: 9781558107199 https://www.nursingworld.org/ana/</p> <p>National League for Nurses. (2025). Retrieved June 23, 2025. https://www.nln.org/</p>
<p>Outcome #5: Coordinated Care:</p> <p>Incorporate assessment data collaboratively to plan/revise patient</p>	<p>Quality and safety education for advanced nursing practice (QSEN; 2022), located at http://www.aacnnursing.org/Quality-Safety-Education</p>

<p>care based on the nursing process. (Critical thinking- CMU SLO)</p>	<p>National League for Nurses. (2025). Retrieved June 23, 2025. https://www.nln.org/</p> <p>Colorado State Board of Nursing. (2025). Retrieved June 23,2025. https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=11428&fileName=3%20CCR%20716-1</p>
<p>Outcome #6: Health Promotion and Maintenance:</p> <p>Utilize data to ensure quality improvement to support evidence-based practice. (Critical thinking-CMU SLO)</p>	<p>Department of Health and Human Services. (2022). Healthy People 2030. Retrieved from https://health.gov/healthypeople</p>
<p>Outcome #7: Basic Care and Comfort:</p> <p>Demonstrate competent nursing practice within a legal and ethical framework, respecting values, culture and expressed needs. (Specialized knowledge/applied learning –CMU SLO)</p>	<p>National League for Nurses. (2025). Retrieved June 23, 2025. https://www.nln.org/</p> <p>American Nurses Association. (2025). Code of ethics for nurses with interpretive statements. https://codeofethics.ana.org/home</p>

PN FACULTY ADVISORS

A relationship with your faculty advisor is highly recommended. The purpose of a faculty advisor is to assist in the process of degree completion. Degree Works is a useful advising tool for students and is available on MAVzone. Students are required to have a faculty advisor approve the Graduation Plan on Degree Works when submitting the Intent to Graduate Form to the registrar. Degree Works is a useful advising tool for students and is available on MAVzone. Advisors are not responsible for failure to meet degree requirements.

Find Your Advisor Your advisor is listed within Degree Works. To request a PN advisor, contact the Department of Health Sciences.

Faculty Can Help You Succeed as a Student

1. Faculty can refer students to other staff, faculty, or services that may meet a student's needs or interests. Faculty can also be a great resource for information about on campus clubs, organizations, and activities that can lead to future career opportunities or provide students with the necessary experience for prospective careers.

Find Your Advisor

- Your advisor is listed within Degree Works. To request a PN advisor, contact the Department of Health Sciences.

Faculty Can Help You Plan Your Future

- **Career Information & Internships:** Faculty can also be an invaluable resource for career information, experience, and contacts!
- **Referrals:** Faculty can refer students to other staff, faculty, or services that may meet a student's needs or interests. Faculty can also be a great resource for information about clubs, organizations, and activities that can lead to future career opportunities or provide students with the necessary experience for prospective careers.
- **Letters of Recommendation:** Letters of Recommendation from faculty may be needed for career and scholarship opportunities. Faculty are more likely to recommend internships, letters, or faculty advisor today!

NSNA Student Bill of Rights

The National Student Nurses' Association (NSNA) is a valuable resource for you as a student. Information and guiding documents are available at <https://www.nсна.org/publications.html>
Board of Nursing: Laws, Rules, and Policies

The Scope of Practice for a Practical Nurses is applicable for the state to which the Licensed Practical Nurse works. The Colorado Department of Regulatory Agencies and the Scope of Practice is available at <https://dpo.colorado.gov/Nursing/Laws> .

All states Scope of Practice is retrievable at the Find Your Nurse Practice Act here <https://www.ncsbn.org/npa.htm>. The practice laws are covered in the curricula and students can reach out to faculty for details.

Scope of Practice for Licensed Practical Nurses (LPN)

Retrieved June 23, 2025. Policy 30-12 LPN Scope of Practice.

https://drive.google.com/file/d/1r2680Fcz0ITpLtD-auLd_GXgWHY22ybH/view

Policies

Academic Advising

I. Purpose:

- A. To explain the roles of the student and the advisor in the academic advising relationship.
- B. To ensure that students make satisfactory progress toward a degree.
- C. To set standards for satisfactory progress in the nursing program.

II. Policy:

A. Academic Advising

1. Students are responsible for contacting their assigned faculty advisor for initial advising prior to each semester's registration and at any other time that the student and advisor may deem necessary.
2. Students are strongly encouraged to have their faculty advisor review their course load, but the advisor's signature is not necessary for the student to proceed with the registration process.
3. The help of a faculty advisor does not relieve the student of the fundamental responsibility for establishing and maintaining his/her own academic program. Students are responsible for full knowledge of the provisions of their program.
4. For courses requiring "permission of the instructor" as an alternate to a stated prerequisite course, the students must receive such permission before registering for class. Instructors reserve the right to withdraw any student who does not have permission.
5. Colorado Mesa University advisors maintain a minimum of 5 scheduled office hours per week, which are scheduled for the purpose of being available to students.
6. Students must contact the program coordinator to have appropriate forms signed withdrawing from the program.
7. The advisor will refer the student to the college registrar regarding evaluation of courses for credit and other appropriate matters.
8. Each student is responsible for completing the Intent to Graduate from the semester prior to graduation and complete the Graduation Plan on Degree Works.

B. Counseling

1. Students may discuss personal problems with an advisor in a confidential, accepting atmosphere.
2. Advisors may refer students for counseling.
3. The Student Wellness Center is available to provide counseling and referral services to students seeking counseling and resources.

ACADEMIC DISHONESTY

Academic Dishonesty

I. Definition per the CMU Maverick Guide:

<https://www.coloradomesa.edu/student-services/documents/maverick-guide.pdf>. The protection of academic integrity requires clear and consistent standards and definitions, as well as confrontation and sanctions when individuals intentionally violate those standards. The most important of the definitions is that of academic dishonesty.

Academic dishonesty undermines the educational experience, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty. Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to:

- Forgery/fabrication/falsification/plagiarism of academic documents
- Intentionally impeding or damaging the academic work of others
- Assisting others in acts of academic dishonesty
- Cheating in the classroom
- Unauthorized attendance
- Multiple submissions
- Unauthorized collaboration
- Students will not use Chat GPT or other AI software for assignments in this course unless otherwise stated in the assignment directions, rubric, and/or class discussions.
- AI Generators are based on other publication or published materials.
- Using AI Generators without proper citation constitutes plagiarism.
- AI Generators and the information coming from them may not be accurate, even when citations are provided.
- In the event unauthorized collaboration (e.g., AI software is used, plagiarism is discovered, collaboration with others) is used, the consequence for such actions may include, 1) a zero for the assignment, 2) failure (F) for the course, and/or 3) expulsion from the program.
- Academic dishonesty and/or plagiarism policies for Colorado Mesa University will be enforced.

II. Policy:

A. Each fall, all students will be required to sign a statement of acknowledgement regarding academic dishonesty. This statement is in effect for the entire program of study. B. The Program Coordinator will maintain the security of the signed documents.

C. Course, laboratory, and clinical materials are intended to be for each student's personal academic use and remain the intellectual property of the PN Program.

III. The PN program has zero-tolerance for academic dishonesty of any sort on any quiz, exam, or assignment. The student has the choice to continue in the course during the appeal process, if initiated, except in cases where patient, student or other faculty and staff safety has been compromised or there is a potential of continued risk of safety. If the incident involves a clinical setting the student will not be allowed to attend or participate in further clinical work toward

course completion. A second act of academic dishonesty will result in termination from the PN program at the end of the semester the student is currently enrolled if the incident is uncontested and not overturned on final appeal with the institution. The student must follow the appeal process for academic dishonesty as outlined in the Maverick Guide.

Academic Honesty Agreement will be signed in orientation via D2L PN Onboarding.

Nursing Ethics

I. Purpose: To define the obligation and responsibility for nursing student and faculty ethical behavior.

II. General Information

A. Having a code of ethics has long been a hallmark of disciplines considered to be professions. A code of ethics guides decision making and behavior and is based on the goals, values, and duties of the profession.

B. The Code of Ethics for Nurses with Interpretive Statements (ANA, 2015) is the nursing profession's ethical standard, statement of obligations of professional nurses, and commitment to society. The nine provisions are as follows:

1. The nurse, in practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligations to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

C. Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The NSNA Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of the code provides guidance for the nursing student in the personal

development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

D. Human dignity and respect for persons is the foundation of ethical principles used in nursing practice.

Autonomy is based on the assertion that individuals have the right to determine their own actions and the freedom to make their own decisions.

Beneficence is defined as “the doing of good” and is often thought to be the most critical ethical principle in health care. The student nurse should always consider one’s actions in the context of promoting good for others.

Nonmaleficence is defined as the duty to do no harm. The student nurse must not knowingly act in a manner that would intentionally harm another.

Veracity is defined as “telling the truth” and is the foundation for development of trust between human beings. Student nurses are expected to be accountable in telling the truth with their patients, peers, agency staff, and faculty.

Fidelity refers to faithfulness or honoring one’s commitments or promises to patients. A student nurse accepts certain responsibilities as part of the contract with society by upholding the NSNA Code of Academic and Clinical Conduct.

Justice states that equals should be treated the same, and that that unequal should be treated differently. Student nurses should treat people fairly.

III. Policy

1. Nursing students will be held accountable for demonstrating ethical behavior.
2. Concerns about unethical behavior by a student nurse should be immediately reported to a faculty member and/or the Program Coordinator.
3. Self-reporting of unethical behavior demonstrates accountability and will be considered in the disciplinary process.
4. The identity of a student who reports suspected unethical behavior by another student or faculty will be protected in the investigation process.
5. The faculty member and/or Program Coordinator will investigate in a timely fashion the reported behavior to determine if there is evidence that a violation of the Ethics policy has occurred.
6. The faculty member and/or Program Coordinator will develop a performance improvement plan that includes disciplinary sanctions that address the specific violation.
7. A recurrent pattern of unethical behavior by a student nurse may lead to administrative withdrawal from the program.

NSNA Student Bill of Rights

The National Student Nurses’ Association (NSNA) is a valuable resource for you as a student. Information and guiding documents are available at <https://www.nsna.org/publications.html>

Code of Academic and Clinical Conduct

- I. Purpose: To outline student responsibilities regarding adherence to the National Student Nurses' Association (NSNA) Code of Academic and Clinical Conduct.
- II. Policy
 - A. Nursing students will be held accountable for following the NSNA Code of Academic and Clinical conduct in both classroom and clinical settings.
 - B. Violation of the NSNA Code of Academic and Clinical conduct should be immediately reported to a faculty member and the Program Coordinator.
 1. Self-reporting of a violation demonstrates accountability and will be considered in the disciplinary process.
 2. The identity of a student who reports a suspected violation of the code by another student will be protected in the investigation process.
 3. The faculty member and Program Coordinator will investigate the reported violation to determine if there is evidence that a violation has occurred.
 4. The faculty member and Program Coordinator will develop a report of student performance.
 - C. Recurrent violation of the NSNA Code of Academic and Clinical Conduct may lead to dismissal from the PN program.
 - D. Other policies in the PN student handbook refer directly to specific behaviors in the NSNA Code of Academic and Clinical Conduct.

NSNA Code of Ethics

The National Student Nurses' Association encourages nursing programs to adopt the NSNA Code of Ethics. In this document, you will find the following:

- NSNA Core Values and Interpretative Statements
- NSNA Code of Professional Conduct
- NSNA Code of Academic and Clinical Conduct
- NSNA Bill of Rights and Responsibilities for Students of Nursing
- Guide to Grievance Process
- Notes on Revisions and Amendments [Click here to access NSNA code of ethics](#)

Confidentiality

- I. Purpose: To provide guidelines about Colorado Mesa University's Department of Health Sciences position on confidentiality and protection of privacy
- II. Policy
 - A. A confidential communication is one that contains information given by one person to another under circumstances of trust and confidence with the understanding that such information must not be disclosed. Clearly, information about a patient—gathered by examination, observation, conversation, or treatment—is the type of confidential information the law has always protected. Nurses are legally and morally obligated to keep secret any information about a patient's illness or treatment that is obtained in the normal course of their professional duties. The observance of confidentiality is one of the fundamental tenets of the Code for Professional Nurses adopted by the American Nurses' Association and is also addressed in the *NSNA Code of Academic and Clinical Conduct*.
 - B. Students will receive initial and ongoing education about confidentiality and patient privacy during their nursing education.
 1. In fall, at the beginning of program, the student will receive printed information about Confidentiality (see after this policy in this handbook) and will be required to watch a video and sign a form stating agreement to comply with this policy.
 2. The form must be signed and a copy uploaded into the D2L Onboarding Shell before being allowed to attend clinical.
 3. Each semester, faculty will highlight specific issues regarding confidentiality that are unique to each clinical or academic course.
 - C. In the academic setting, a patient may be extended to include a guest speaker or individual whose knowledge or experience is used to assist with the students' learning in the classroom or clinical environment. Faculty may also ask students to maintain confidentiality during other learning experiences in which confidential or sensitive information may be shared (i.e. ASSIST training, group discussions or processes).
 1. All members of the health care team are duty bound to treat patients with decency, respect, and the greatest degree of privacy possible. At the very least, this means that the patient should be seen, examined, and handled only by those persons directly involved in his or her care and treatment. Unnecessary exposure of the patient's body or unwarranted discussion of his or her care with third parties will give rise to a legal cause of action for invasion of privacy, with appropriate damages assessed against the offending party. The nurse must always be alert to any witting or unwitting violation of the patient's right of privacy.

2. Only those individuals directly involved in care of a patient or client shall have access to patient records or information, whether in electronic or paper format.
 3. Students may not access patient records of themselves, other students, family members, or patients unless they are directly involved in their care as a student.
 4. Students may discuss patient information with their instructor and preceptor or other involved in assisting with care of a patient.
 5. Students may discuss their patient with other students to assist with the students' learning in the classroom or post-clinical conference. No discussions (e.g. direct conversations, cell phones, text messaging) can occur outside of these "confidential" settings, including lunchroom or break rooms, hallways, non-clinical settings, or in social networking media (i.e. Facebook, Instagram, Snapchat, YouTube, X).
 6. In general, if information from a patient's chart is disclosed without the patient's express consent, or without a court order or express statutory authority, the hospital—as well as those who made the disclosure—may be held liable in damages should the patient be able to prove invasion of privacy or perhaps defamation of character.
- D. Every person has the right to withhold his or her person, personality, and property from unwarranted public scrutiny. This right—called the right of privacy—includes the freedom to live one's life without having one's name, photograph, or private affairs made public against one's will. A negligent violation can have serious legal consequences. A patient places the integrity of his or her person and reputation in the hands of all health care personnel who attend him or her, and they must always be aware of their legal and ethical responsibility to preserve and protect the patient's right to privacy.
1. Students must protect the privacy of those they care for and not reveal patient names or identities on assignments, journals, or any other written or electronic means. Students may use a patient's initials on assignments. "Identity" refers to age, sex, room number, name of hospital, physician, date of birth.
 2. Students may not take photographs of patients without prior written consent according to hospital policies.
- III. Disciplinary action
- A. Student nurses will be held liable for their own acts of negligence committed during clinical experiences. If they are performing duties that are within the scope of professional nursing, they will be held to the same standard of skill and competence as registered professional nurses. A lower standard of care will not be applied to the actions of nursing students.

1. Breach of confidentiality or patient privacy will result in disciplinary action up to and including immediate expulsion of the student(s) involved.
 2. The department head and/or program director will meet with the student(s) to discuss the breach and develop a disciplinary contract that will be in effect for the remainder of the student's nursing degree program. Any subsequent breach of confidentiality or patient privacy will result in immediate administrative withdrawal from the nursing program.
 3. The department head will notify the Vice President for Student Affairs to inform them of the disciplinary contract.
 4. The department head and/or program director will notify the chief nursing officer when a breach has occurred for a patient at a healthcare facility and provide information to assist the agency in their investigation and reporting of the breach.
- B. *Statutes of Nurse Practice Act 12-38-117. Grounds for Discipline*
1. The board has the power to revoke, suspend, withhold or refuse to renew any license, to place on probation a licensee or temporary license holder, or to issue a letter of admonition to a licensee in accordance with the procedures set forth in subsection (3) of this section, upon proof that such person...has violated the confidentiality of information or knowledge as prescribed by law concerning any patient;

Confidentiality Agreement will be signed in orientation via D2L PN Onboarding

Releasing Contact Information to Outside Agencies

- I. Purpose: To establish guidelines for Department of Health Sciences about releasing information about students.
- II. General Information:
 - A. The Department of Health Sciences will comply with the Family Educational Rights and Privacy Act (FERPA).
 - B. Any information needed about students (i.e., social security numbers) will only be provided with written permission of the student.

Course and Faculty Evaluation

- I. Purpose: To assist faculty in strengthening course offerings and improving the quality of teaching in the nursing program.
- II. Policy:

A. Course Evaluations:

1. Each course in the curriculum is available to the students for evaluation. Students evaluate the course in relation to whether course objectives have been met, and whether the teaching methodologies were effective in fostering their learning.
2. Students are requested to identify, strengthen and to make realistic suggestions for course improvement.
3. Course evaluations need not be signed by the student evaluator.
4. Access to the course evaluations is in D2L, the course learning management system (LMS) found on the Mav Zone website.
5. Following course closure, the course evaluations are analyzed by the instructor to determine student perceptions of course strengths and weaknesses.
6. The results of the analysis are shared with the Practical nursing faculty at the close of each semester.
7. The instructors consider student suggestions to strengthen course offerings in revising and updating courses.

B. Evaluation of Faculty:

1. The process of evaluation for faculty is designated in the Trustees of the State Colleges in Colorado *Handbook for Professional Personnel*.
2. The students are encouraged to provide constructive feedback in relation to areas for improvement and to identify the strengths of the faculty member.
3. Faculty evaluations need not be signed by the student evaluator.
4. The student evaluations of faculty are analyzed and submitted to the Chair. The results are communicated to the faculty member.
5. Faculty members incorporate student suggestions that will strengthen the quality of teaching in the program.

Grading/Testing

I. Purpose: To describe the system for grading, the examination process and grade reporting.

II. General Information

- Instructors have the freedom to determine the grading components for individual courses.
- Instructors will determine the components that comprise the final grade in a course and include this information in the course syllabus, along with course expectations.
- The grading system in practical nursing courses is:

93-100% = A

85-92% = B

76-84% = C

70-75% = D

69 and below = F

III. Academic Standards

Academic standards will be followed as explained in the Colorado Mesa University Catalog.

IV. Examinations

- A. The faculty member may administer unit, midterm, and final examinations as part of the evaluation process.
- B. The faculty member may assign an alternate learning project to examine mastery of course content when appropriate.
- C. The class must meet during the final examination period to fulfill standard requirements for semester instructional time.
- D. Students are expected to take examinations at scheduled times. With prior approval of the faculty member, an examination may be taken at another time. The students and the faculty member must make specific arrangements for date and time and location (see individual syllabi)
- E. Students requiring special testing needs will follow university EAS
<https://www.coloradomesa.edu/educational-access/index.html> guidelines.

- F. Average score of all exams (as defined by course syllabus) must be at least 76% in order to pass the course. If average exam scores are less than 76%, the final course grade will be the exam scores average, following the practical nursing grading scale.

Withdrawal, Probation and Suspension

- I. Purpose: To identify conditions related to withdrawal, probation and suspension.
- II. Policy:
 - A. The PN program will follow the policies as outlined in the current [Colorado Mesa University Catalog](#) and the "[Maverick Guide](#)."
 - B. Withdrawal from a course for academic reasons is considered a course failure.

Dismissal

- I. Purpose: To set standards for students who may be dismissed from the PN Program.
- II. General Information:
 - A. A student dismissed from a Department of Health Sciences program for behavioral, safety or academic reasons is not eligible to reapply to any of the Department of Health Sciences programs for a period of five years from the dismissal date.
 - B. Students may be eligible to reapply in accordance with program requirements after five years but must retake all nursing courses (NURS) if they are readmitted.
 - C. This does not apply to a student who has withdrawn because of an emergency hardship as defined in the Colorado Mesa University Catalog <https://catalog.coloradomesa.edu/> and the Maverick Guide <https://www.coloradomesa.edu/student-services/maverick-guide.html>
- III. See Academic Dishonesty Policy.

Grievance and Appeals

To grieve an academic or clinical evaluation the student must follow the CMU Maverick Guide, (Student Handbook). See <https://www.coloradomesa.edu/student-services/maverickguide.html>

Student Awards, Recognition and Scholarship

- I. Purpose:

To describe the process of nominating students for awards, special recognition and scholarships.
- II. General Information:

- A. The criteria and deadlines for nominations for awards and special recognition shall be communicated to all faculty.
- B. An application form, if necessary, will be available to qualified students in the department.

III. The Pharos' Award

- A. Criteria for award – the student nominee consistently displays the following characteristics:
 - 1. Positive attitude
 - 2. Compassion
 - 3. Respect for others
 - 4. Integrity, initiative, creativity, and tenacity

IV. Student of the Year

- A. Criteria for award – the student nominee consistently displays the following characteristics:
 - 1. Excellent role model
 - 2. Shows respect to self, peers, staff and the environment.
 - 3. Shows a willingness and enthusiasm for learning.
 - 4. Has integrity
 - 5. Fully engages in school life with strong academic achievement.

V. Nightingale

- A. Criteria for award – the student nominee consistently displays the following characteristics:
 - 1. Exemplifies the traits of Florence Nightingale, who was described as resilient, innovative, adaptable, superior clinical skills, compassionate nurse, and an advocate for all.

VI. Scholarships:

- A. The criteria for awarding scholarships shall be communicated to all faculty as they are made known.
- B. The necessary forms shall be secured from Colorado Mesa University's website or the Financial Aid office.
- C. Students shall submit scholarship interest form to the Financial Aid office by March 1.
- D. Faculty review submitted applications and recommend nominees and alternates for the next academic year. The Chair will submit the list of nominees to Director of Financial Aid. The list of recipients and alternates shall be announced by the Colorado Mesa University President.

VII. Other:

- A. Other student awards and achievements will be recognized as available.
- B. Criteria will be established as appropriate.

Student Representative to Faculty Meetings

- I. Purpose: To outline the responsibilities of the student representatives at faculty meetings.
- II. General Information:
 - A. Attendance at these meetings will provide experience for students in working with faculty related to department concerns.
 - B. The students serve as a liaison between the students and faculty.
 - C. Designated students may serve on ad-hoc committees.
- III. Procedures:
 - A. A student representative is a voluntary position.
 - B. Two voluntary representatives will attend meetings each month

Cardio-Pulmonary Resuscitation (CPR) Certification

- I. Purpose: To assure that the student maintains certification.
- II. General Information:
 - A. Students must have a current CPR card upon entry into the nursing program.
 - C. Students must maintain a valid CPR certification throughout the remainder of the program.
- III. Procedure:
 - A. The student must attend a basic CPR course approved by the American Heart Association, as follows: BCLS-C from the American Heart Association
 - B. The student must present a valid CPR certification card to the PN program coordinator at the beginning of each academic year.

Class/Clinical Attendance

I. Purpose: To outline student responsibilities regarding attendance in class and in clinical sessions.

II. Class Attendance:

A. Attendance during classes, examinations, and assigned experiences are mandatory for the Colorado Mesa University Department of Health Sciences. All students are required to be on time and participate in all scheduled classes.

B. Orientations for clinical experiences and specific clinical sites are mandatory and may not be made-up. Students who do not attend orientations may not be allowed to participate in clinical experiences.

C. Failure to attend will cause missed opportunities that contribute to the education of safe nursing practice and may lead to patterns that will not be tolerated in the workplace.

D. Specific to each course, each faculty member, and outlined in each syllabus will be mandatory guidelines in attendance. Failure to comply may result in a grade reduction and/or course failure.

E. It is the student's responsibility to contact the course faculty member when an absence is anticipated.

- Students are expected to use their judgment with unsafe traveling conditions.
- Absence due to serious illness or strictly unavoidable circumstances will be handled on an individual basis.
- Should the student need to be absent, clinical agencies and/or faculty members must be notified one hour prior to the clinical experience if this experience will be missed.

F. If a student is unprepared for a clinical assignment, tardy for a clinical assignment more than once, or is a no call/no show for a clinical assignment, specific consequences are outlined in the course syllabus. A consequence may include a grade reduction and/or course failure.

- Missed clinical may result in a course failure if reasonable clinical site accommodations are not available for make-up clinical by end of course completion.

G. Each absence over two for courses lasting an entire semester OR each absence over one for courses lasting half a semester or a condensed course will result in a grade reduction outlined in the course syllabi.

Bringing Children to Class

- I. Purpose: To ensure a conducive learning environment for all students.
 - A. In an emergency, and only with course instructor's permission, a child may be brought to class. If the child's behavior becomes disrupting or distracting, the child's parent must immediately remove the child from the classroom.

Collective Bargaining Activities

- I. Purpose: To clarify the role of students in collective bargaining activities in clinical agencies.
- II. Policy:
 - A. When functioning in the student role, individuals will maintain a position of neutrality in relation to collective bargaining activities at agencies used for clinical experiences.
 - B. In the event of a work stoppage, the faculty will evaluate the appropriateness of the site for the scheduled learning experience.
 - C. If it is determined that the facility would not provide the desired learning experience, alternate methods of meeting clinical objectives will be utilized.
 - D. If a faculty member or student is assigned to an institution where they are also an employee, as an independent professional, he/she will assume accountability for action regarding strike notice activities during non-working or non-clinical assignment hours.

Criminal Background Investigation

I. Purpose:

All students who are accepted to the Colorado Mesa University Department of Health Sciences programs are required to submit a background investigation to maintain a safe and productive educational and clinical environment.

II. General Information

- A. Acceptance into the program is contingent upon passing the background investigation.
- B. Costs incurred for all background checks are the student's responsibility.
- C. Clinical sites may require copies of, and additional background investigations to attend clinical at their site.
- D. Clinical agencies have the right to refuse clinical rotations to any student based upon adverse information noted within the background investigation.
 - Neither CMU, nor the Department of Health Science, can determine if an individual is eligible to sit for national examination.

- Students are responsible for contacting their state board of nursing to determine if they will be eligible to sit for national examination.
- E. The Department of Health Science can request the completion of a background investigation at any point during their program.
- Students who have adverse notations on the background investigation that would have otherwise disqualify them from admission to the program, will be dismissed from all nursing classes and the nursing program.
 - The student can reapply to the program once their adverse notations are compliant with the requirements at the time of application (e.g., the offense is beyond the years immediately preceding the application).
- F. Students are responsible for self-reporting offenses that occur after admission to the Department of Health Sciences Director.
- The Department Director will review offenses with the respective Program Coordinator and/or designee to determine whether the student can continue in the program.
 - Failure to self-report an offense may lead to immediate dismissal from the program.
 - To comply with agency requirements, the Department Director or selected designee, will notify clinical agencies about students' offenses that occur after admission to the program.
 - Clinical agencies have the right to refuse any student rotations based upon adverse notations on a background check.
- G. Procedure for an appeal for the Department of Health Science decision of non-admission due to adverse notation on the background investigation:
- The applicant will be notified in writing of the background check decision.
 - If the applicant disagrees with the accuracy of information obtained, he/she may request in writing a review of the accuracy of the information within 10 days of the decision letter.
 - Continuation of the application process will be on hold pending results of the review.
 - It is the responsibility of the student to produce substantial evidence that demonstrates the crimes disclosed within the background investigation were inaccurate or incorrect.
 - The applicant has the right to appeal the decision of the Department Director and/or designee to the Vice President for Student Services within 10 days of the decision.
 - The decision of the Vice President for Student Services and/or designee is final.
- H. Additional information will be provided upon offer of admission and upon request of an additional background investigation.

Information to post on the website.

An applicant will be disqualified and not accepted in the Department of Health Sciences programs based upon the following guidelines from [Colorado Career and Technical Education \(coloradostateplan.com\)](http://coloradostateplan.com):

1. New students who refuse to comply with a background investigation will not be admitted to the program.

2. Students who do not self-report convictions once in the program and/or are convicted of any of the below convictions, that would disqualify an applicant, will be dismissed from the program.
3. Any felony violent conviction of homicide (no time limit).
4. A crime of violence against persons, not specified previously (e.g., assault, kidnapping, unlawful sexual behavior, any other sexual offenses, crimes against at-risk adults or juveniles, etc.) as defined in §18-1.3-406. C.R.S. in the 10 years immediately preceding the application submittal.
5. Any act of domestic violence as defined in Title 18-6-00.3 C.R.S in the 7 years immediately preceding the application submittal.
6. Any crime of child abuse or incest, as defined in Title 18-6-401 and 18-6-301. C.R.S., in the 7 years immediately preceding the application submittal.
7. Any crime related to drug abuse or distribution (e.g., sale, possession, distribution, or transfer of narcotics or controlled substances) in the 7 years preceding the application submittal.
8. Any misdemeanor crimes of theft, burglary, or robbery in the 5 years immediately preceding the application submittal.
9. Any felony crimes of theft, burglary, or robbery in the 7 years immediately preceding the application submittal.
10. Registered Sex Offenders (no time limit).
11. Any crimes of moral turpitude (e.g., prostitution, public lewdness, indecent exposure, unlawful sexual behavior, etc.) in the 7 years preceding the application submittal.
12. Any felony crimes of arson, criminal mischief, fraud, or forgery, in the 7 years preceding the application submittal.
13. More than one (1) driving under the influence (DUI) or driving with ability impaired (DWAI) offenses in the 7 years preceding the application submittal.
14. Any offense in any other state, the elements of which are substantially similar to the elements of any of the offenses listed above.

Electronic Media and Communications

I. Purpose: To define appropriate use of electronic media in classroom and clinical settings II. General Information:

- A. The CMU nursing programs follow the American Nurses Association (ANA) Principles for Social Networking.
- B. Students are responsible for understanding and following the ANA Principles for Social Networking.
 1. **Be aware of your audience.** Make sure that the content of your posts is appropriate for the people who will be seeing it and may share it with others.
 2. **Maintain your professionalism.** Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of patients.

3. **Know your social media policy.** Familiarize yourself with your employer’s social media policy and adhere to it across all the social media platforms that you choose to use.
 4. **Secure your social media profiles.** Review and set-up the respective privacy settings for the social media platforms that you choose to use.
 5. **Share credible information only.** The dissemination of credible and reliable information protects the health and well-being of the public.
 6. **Engage with respectful content.** Do not share content that is harmful, disparaging, racist, homophobic, or derogatory.
- C. Electronic communication devices (cell phones, smart watches), which can facilitate sharing information in a timely and consistent manner, may also create the potential for breaching patient privacy in clinical settings.
- D. Electronic media (cell phones, laptops, iPads) can facilitate the learning process in the classroom setting, however, can also create the potential to interfere with the classroom learning environment.
- E. Social media platforms are public domains which facilitate networking and communication. Unprofessional and unethical communications by health care providers in such public forums has led to serious consequences with their employers and the State Board of Nursing. In addition, confidential information about a patient discussed by a health care provider at any time represents a violation of the [Health Insurance Portability and Accountability Act](#) (HIPAA).

III. Policy:

- A. Students may not use cell phones, smartwatches, or electronic devices in direct patient care areas.
- B. Students may use cell phones, smartwatches, or electronic devices within a clinical facility outside of direct patient care areas with faculty approval. Students must use discretion when patients or families are present and avoid all circumstances that might breach patient confidentiality or privacy.
- C. Students are prohibited from taking photos while in the clinical setting.
- D. Cell phones and smartwatches must be completely turned off and stored with other personal items during all exams. In the event a student is found to be using a cell phone or smartwatch during an examination, the student may be asked to leave the examination and may receive a zero for the examination.
- E. Faculty will inform students in each class of the appropriate uses of electronic media in the classroom settings for note taking, reviewing power point slides, in-class assignments or research.

1. Faculty has the right to restrict student use of electronic media during examinations.
 2. Faculty has the right to restrict student use of electronic media when students are using the device for non-academic purposes in the classroom setting.
 3. Faculty may initiate a Report of Student Performance (RSP) contract for a student who violates the privilege of using electronic media in the classroom or clinical setting.
- F. Communications in social networking media which violate the BSN Student Handbook policies (i.e., Code of Academic and Clinical Conduct, Confidentiality, or Ethics) will lead to disciplinary action according to the respective policy.

Email Addresses

- I. Purpose: To enhance relevant communication within the Department of Health Sciences.
- II. General Information:
 - A. Electronic communication will facilitate information in a timely and consistent manner.
 - B. Students are given free email addresses as part of the university community.
- III. Policy:
 - A. Student must have a CMU email account upon entering the program, which may be obtained from the Computer Lab in the Library.
 - B. It is the student's responsibility to check his/her email address on a routine basis. Important student announcements and program information will be sent to all nursing students via email.

Emergency Communication

- I. Purpose: To identify a process for facilitation of emergency communications between students, families, and faculty members.
- II. Policy
 - A. Students and faculty who are in hospital clinical settings are advised to not access cell phones in the "patient care area", for emergency communications, the student will notify instructor prior to contacting family members, day care providers, etc.
 - B. In the event of an emergency, family members or day care providers can also call the Department of Health Sciences during normal business hours (Monday-Friday, 8:00-5:00) at 970-248-1398.
 - C. Clinical faculty will provide the student with contact information for each clinical course.
 - D. Clinical and class schedules and emergency contact numbers for all students and faculty will be maintained in the Department of Health Sciences.

Graduation

I. Purpose: To identify requirements for graduation from Colorado Mesa University with a Practical Nurse Certificate.

II. Policy:

A. PN Graduation requirements

To graduate from Colorado Mesa University with a certificate in Practical Nursing a student must:

1. Have been regularly enrolled for at least 2 semesters, including the semester during which graduation requirements are met, and must have earned a minimum of 16 semester hours at Colorado Mesa University for a certificate.
2. Meet with their advisor to complete their program sheet.
3. After the program sheet is approved by the Department Head, the student must file with the Registrar an application for graduation *during the semester preceding the semester in which graduation requirements are to be met.*
4. Satisfy all general and specific requirements of the university including the fulfillment of all financial obligations.
5. Have removed from the official record all marks of deficiency in those subjects for credit toward graduation.
6. The catalog used to determine graduation requirements is the academic year in which the student enrolls in the first nursing course.

B. Scholastic requirements

1. Only lower division courses will be accepted in fulfilling general education requirements.
2. Students are required to complete the curriculum or course of study in which they initially enroll, provided courses needed to complete the program are available. The student cannot choose part of the program from one catalog and part from another. If a student resumes study or begins a new course of study at Colorado Mesa University after having been absent from the university for one academic year or more, the student must follow the curriculum or course of study at the time of reenrollment unless the school concerned gives written authorization for the student to pursue a different curriculum or course of study.
3. Colorado Mesa University reserves the right to evaluate on a course by course basis any transfer credits earned 15 or more years prior to enrollment, which the student wishes to apply toward any degree.
4. Nursing course credit which is earned 5 or more years prior to the semester of graduation and meets degree requirements must be revalidated. (See Revalidation of Nursing Courses Policy.)

5. Science courses (BIOL 209 and 209L, BIOL 210 and 210L, BIO 241) required as prerequisites by the PN program, one of these courses must have been taken within the last ten (10) years to fulfill graduation requirements. If none of the course was taken within the last ten (10) years, the course must be re-taken or competency proven by a challenge examination. The challenge examination process may only be accomplished if a university-level course has been successfully completed previously with a letter grade of "C" or higher awarded. The final approval for all accepted support course requirements and/or challenge examination will be made by the Department of Health Sciences.
6. A GPA of 2.0 or higher must be maintained in all courses that apply to the PN certificate.
7. An overall cumulative GPA of 2.0 is required for graduation

A. Guidelines for Completing Petition to Graduate:

1. Student Responsibilities:
 - A. Obtain Intent to Graduate form from Registrar's Office.
 - B. Submit Intent to Graduate to Registrar by required date.
 - C. Create a Graduation Plan on Degree Works.
 - D. Make appointment with nursing faculty advisor to review the Graduation Plan.
 - E. Make certain there are no missing requirements or errors on the Degree Works.
2. Faculty Responsibilities:
 - A. Meet with student to complete the Graduation Plan on Degree Works.
 - B. Review the Graduation Plan with the student.
3. Graduation with Honors for Professional and Technical certificates:
 - a. High Distinction: cumulative GPA 3.75 or higher
 - b. With Distinction: cumulative GPA 3.50-3.74

Immunizations

- I. Purpose: To provide information and guidelines for vaccinations required for admission and ongoing progress in the nursing program.
- II. General information:
 - A. It is the student's responsibility to submit proof of compliance to all required immunizations and paperwork including TB Skin Tests (TST), TDaP, varicella, influenza, MMR, Hep B, yearly physical, health insurance, liability insurance, and American Heart Association BLS: Healthcare Provider CPR certification. Students who fall out of compliance at any time during the semester will not be allowed in the classroom or clinical setting until compliance is reestablished.
 - B. Hepatitis B

Student must have received the series of shots to continue in the program. Documentation that student has started the series is required on admittance to the program and dates of completion of the series must be submitted to the department.
 - C. Tetanus

A current Tetanus, Diphtheria and Pertussis (TDaP) vaccination must be documented for admittance into the nursing program. Tetanus boosters are required every 10 years and must be current to continue in the program.
 - D. Measles, Mumps, Rubella, Varicella

Documented immunity to Measles, Mumps, and Rubella and Varicella are required for admittance into the nursing program. Immunity may be documented by one of the following:

 - Born before 1/1/57 (date of birth)
 - Documentation of physician-diagnosed illness
 - Documentation of two doses of vaccine
 - Laboratory evidence of immunity to illness (titer)
 - E. Tuberculosis

There is no recommended vaccination for tuberculosis. Students must obtain either a twostep Tuberculin Skin Test or proof of negative TST documented yearly for two years upon admission to the PN program. Certain facilities may require additional testing and it is the student's responsibility to comply.
 - F. Influenza

Due to increased risk of exposure during clinical or college environment, students are required to receive an annual influenza vaccination.
 - G. COVID-19
 - The Department of Health Sciences requires current students enrolled in clinical courses to be fully vaccinated against COVID-19, along with other infectious diseases, by the date specified by the students' programs.
 - a) Medical and nonmedical exemptions are permitted if appropriate documentation is provided.
 - b) However, some clinical agencies may not accept these exemptions. When this is the case, students may be unable to complete their program.

- Students who cannot be placed at clinical sites will not be able to meet clinical requirements established by their program. As a result, their standing in their program will be jeopardized.
- As new COVID-19 variants emerge, additional vaccinations may be required pending recommendations of public health departments.

H. Pregnancy

Students who are pregnant refer to their physician for advice re: safety of immunization during pregnancy. A written waiver for immunizations must be submitted to the department.

Kaplan Testing Exams

- I. Purpose: To inform students about the assessment-driven review program designed to assess content mastery and increase student pass rates on the nursing licensing exam (NCLEX).
- II. General Information:
 - A. Student performance on NCLEX is an important outcome assessment indicator for the nursing curriculum. Content is presented throughout the curriculum to prepare students for the licensing examination.
 - B. The use of nationally benchmarked examinations assists the student in self-assessment of content mastery and focused their preparation for the licensing examination.
 - C. The use of nationally benchmarked examinations assist faculty in better preparing students for the NCLEX exam by identifying weaknesses for remediation. The examinations also assist in program evaluation and curriculum review.
 - D. Kaplan provides a comprehensive assessment and review program which begins prior to admission to the nursing program and continues beyond graduation as the graduate prepares for the licensing examination.
 - Skills Review Videos/Drug Calculation Modules – are available to the student for review and to improve critical thinking skills.
 - Focused Review Tests – are available for students in integrated testing categories, system or population specific topics, and math or drug calculations. The tests may be customized by the student and are available for practice at any time. The tests are designed to coach students through the specific content, providing rationales for the correct and incorrect answers, comprehensive content remediation to enhance student comprehension.
1. Kaplan Benchmark Testing – Kaplan Nursing’s end-of-course tests are nationally normed and tagged for QSEN and common accreditation categories. Because they are standardized tests, reports will still show an accurate snapshot of how students are performing compared to the normed cohort with over 140 trackable ear-marked items to each question.
2. NCLEX PN Prep Resource – This comprehensive prep program includes Review Resources and a Two- day NCLEX Review Course scheduled for PN students at the end of the final semester. The review resources include a suite of tests, video reviews,

NCLEX practice tests, and the NCLEX Readiness Exam. All PN students will be scheduled to take the NCLEX readiness exam before graduation.

Liability Insurance for Students

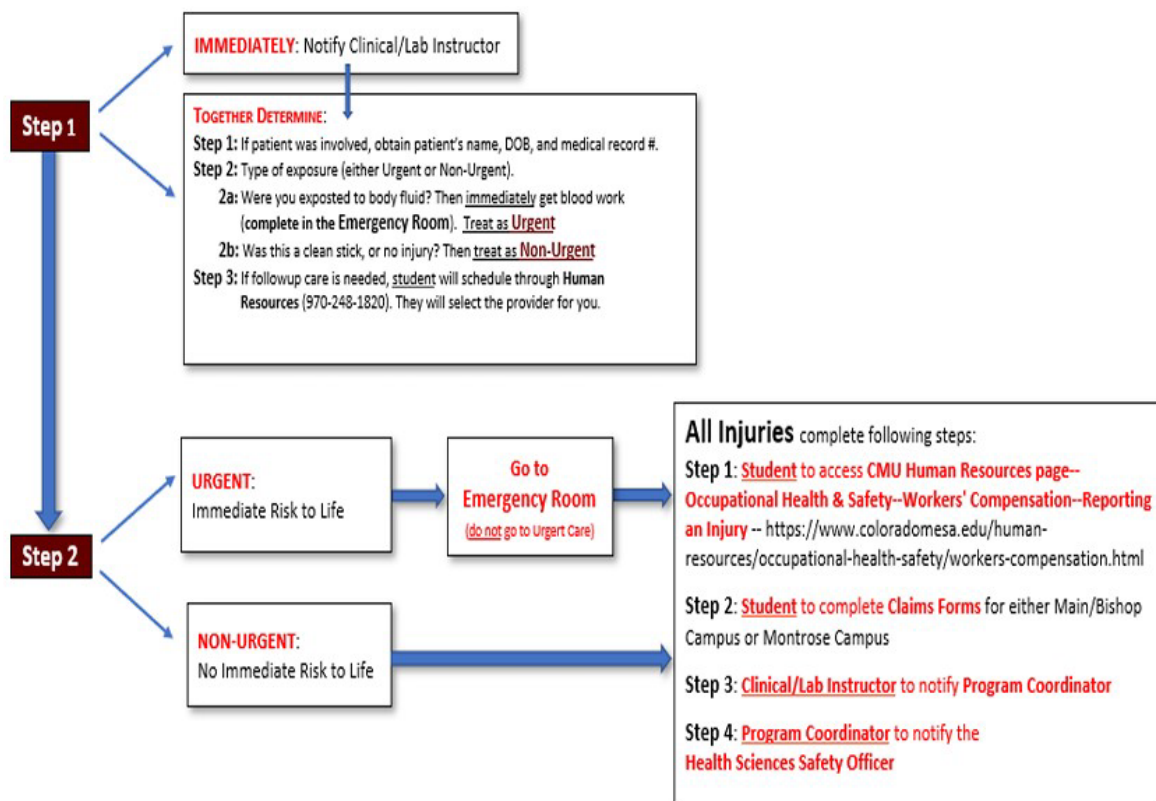
- I. Purpose: To comply with Agency's requirements that all students entering clinicals must have proof of liability/malpractice coverage.
- II. General Information:
 - A. According to agency mandate, the policy must be comprehensive medical professional liability insurance with minimum coverage limits of \$1,000,000 per claim/\$3,000,000 annual aggregate. Each student shall be required to provide a Certificate of Insurance as evidence of such insurance coverage prior to participation in any clinical experience within the program.
 - B. Students are required to obtain this at their own expense and maintain throughout the program. Information will be provided by the Department of Health Sciences.

Math Competency

- I. Purpose: To assure basic math competency to progress in the nursing program.
- II. Math requirements:
 - A. Semesters 1 and 2
Students will demonstrate medication calculation competency in NURS 101 Pharmacology Calculations, prior to clinicals starting, by achieving a minimum of 90% on a math competency exam.
The medication calculation exams will reflect the math needed for the clinical setting students will be exposed to that semester.
 - B. Remediation is required for all students who do not meet the minimum competency of 90% on the initial exam.
 - C. Students have an additional two opportunities to meet competency.
 - D. Failure to demonstrate medication calculation competency as stated above will result in the student's inability to attend clinical which may result in failure of the course (NURS 101) that semester.
 - E. Prior to spring semester, math competency exam will be administered, students will be required to have a 90% or greater with 3 attempts for completion.
 - F. It is a program requirement to pass the math competency exam in the spring semester with which will be added to clinical courses.

Needlestick, Body Fluid Exposure, and Other Injuries

- I. Purpose: To provide a protocol for Health Sciences students to receive appropriate treatment after a needlestick exposure, exposure to body fluids, or other types of injury.
- II. General Information: This policy pertains to the student who sustains an injury during assigned clinical or lab experience.



Professional Appearance Policy

I. Purpose: The purpose of the professional appearance and grooming policy is to provide a minimum standard for all health sciences students enrolled at Colorado Mesa University. This policy is intended to provide consistency throughout our health science programs and to help prepare and educate students for professional appearance and grooming expectations in the clinical setting and workforce. Many of the standards are present for professional image, while others are intended to provide safety measures for healthcare workers and the patients we serve. Some clinical sites may have additional standards. Students must comply with the Professional Appearance Policy and any additional clinical site requirements. Students in violation will be asked to take corrective action immediately and may face additional consequences. Students are encouraged to consult with their instructors if they have questions.

A. Personal Hygiene and Appearance:

1. The hair, body, and mouth are clean and free from offensive odor.
2. Gum chewing, eating, or drinking in a patient care area or laboratory is prohibited.
3. Tobacco use is prohibited, as is the use of any electronic cigarettes or vaporizers while students are in attendance in the classroom, in lab or at the clinical site.

4. Hair is clean, short or styled in a controlled, restrained manner so hair does not fall into the eyes or face. Hair longer than chin length is styled off the face with a simple band or hair clip. Hair bands may be white, beige, brown or black. Caps may be worn with prior approval from clinical faculty. Dyed hair must be of a natural human color.
5. Facial hair is clean-shaven or neatly trimmed, chest hair must not be visible even when bending or lifting.
6. Artificial nails or extenders in any form, or long natural nails, are not appropriate for health care workers for infection control reasons. Natural nails shall be no longer than $\frac{1}{4}$ inch and clean. A solid neutral colored nail polish may be used; the same color must be used for all nails. Nail art is not allowed. Individual clinical sites may restrict the use of nail polish when providing direct patient care.
7. Perfumes, aftershave/cologne, or scented lotions are not permitted.
8. Makeup is conservative and applied moderately.
9. Permitted jewelry/hardware are a wedding/engagement ring. Medic alert bracelets and watches are not considered jewelry. Earring location is limited to one per ear. Other jewelry such as necklaces and bracelets are not permitted. Facial, body and tongue piercing (s) are not permitted, these piercings must be removed and may have flesh toned replacements inserted.
 - a. Specific piercings for medical reasons may require additional documentation and are reviewed on a case-by-case basis.
10. Every attempt should be made to cover all body art/tattoos with clothing.
11. Ear gauges must be plugged and not larger than 10 mm, flesh colored.

B. Dress Code

1. Clinical Sites

- a. Uniform: All white scrub style uniform, short sleeve top. Royal Blue scrub bottoms or skirt. Fabric must be free of embellishment and thick enough that undergarments are not visible through the uniform. Uniforms must be clean, in good repair and neatly pressed. No white denim.
- b. Fit: Uniforms must be well fitted such that skin is not exposed while either upright or bending over in the chest or seat area. Choose tops that cover to mid-hip length to avoid skin exposure while reaching or bending over. Wear a high neckline undershirt if your top gapes in the front when bending over.
- c. Program patch: All students will have their program patch sewn on the upper left sleeve of the scrub top as well as lab coats (if required).
- d. Length: Hem of pants must be full length, reach the top of your shoes and not drag on the floor. Dress/skirt must be at least knee length.
- e. Undergarments: Undergarments must not be visible through the scrub fabric, avoid color/print undergarments. White/nude shade undergarments are best for both males and females. Students may find white, thin, "long john" type undergarments offer more coverage if the scrub fabric is too thin. White crew socks or white/natural hose are to be worn with pants. Hose must be worn with a dress/skirt uniform. A white undershirt may

- be worn with the uniform; it must be short or long sleeved and without embellishment. (No “burnout” tees, lace, embroidery, logos etc.)
- f. Shoes: All white, clean and polished, leather, professional, or athletic shoes with a closed toe and heel (lace-up shoe preferred). Shoes should not be perforated or made of absorbent material.
- g. Name tag: The Colorado Mesa University name pin (with first name and last initial), which is ordered shortly after school begins, must be always worn with uniform or lab coat.
- h. Clinical facility badge: A clinical site badge (if required) must always be visible on the upper third of the torso, including entering and exiting the clinical site. Plastic lapel pin holders are acceptable if they do not obscure the badge. Badge information must be visible and not obstructed when badge flips over. Lanyards are not acceptable for clinical site badges.
- i. Uniform code modifications, if permitted in a course syllabus, would be subject to the following requirements:
- Pants: Black/khaki (Dockers style slacks) should be full-length, clean, no holes or slits and should not drag on the floor.
 - Shirts: Solid color polo shirt in white, maroon, or black.
 - Shoes: Business or casual shoes with closed toe and heel (no athletic shoes or sandals).
 - Sweater/cardigan: washable, plain, white, cardigan-style sweaters may be worn.
- j. Business casual, if permitted in a course syllabus, would be subject to the following requirements:
- Pants: Slacks that are Dockers-like and other makers of cotton type material pants, and dress pants are acceptable. Slacks must be well fitting, and the waistline must fall at or slightly below the natural waistline.
 - Dresses/skirts: business casual dresses and skirts, including skirts that are split no higher than at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit modestly in public.
 - Shirts: business casual shirts, dress shirts, sweaters, tops, polo-type shirts, and turtlenecks are acceptable. Most suit jackets or sport jackets are also acceptable.
 - Shoes: Conservative walking shoes, loafers, clogs, flats, dress heels, and leather deck-type shoes are acceptable. No sandals or athletic shoes.
 - Lab coats: a white lab coat with program patch sewn to the upper left sleeve may be required at certain times during the clinical experience. Lab coats are worn over professional dress.

Professional Behavior in the Academic and Clinical Setting

- I. Policy: To provide guidelines for faculty concerning student behavior in the classroom and the clinical setting.
- II. General Information:
 - A. As students prepare for transition into professional life, certain behaviors are expected, consistent with safe and ethical professional nursing practices in the classroom and in the clinical setting.
 - B. Professional behavior and respect for classmates, faculty, preceptors, and guest speakers is always expected. This is also addressed in individual course modules.
Examples of non-professional behavior include:
 - Tardiness to class and clinical
 - Sleeping in class
 - Interruption of class by talking, passing notes, use of cellular phones, pagers, etc.
 - Use of profanity, name-calling
 - Being rude and hostile to faculty or classroom presenters or in clinical setting
 - Intimidating others
 - C. Assigned coursework should be original for each class or clinical.
 - D. When student behavior interferes with the conduct of class or the clinical experience or when safety of members of the campus community is endangered, such behavior will result in disciplinary action up to and including immediate expulsion from the program.
 - E. The Department of Health Sciences expects their students to always be ambassadors for CMU when professional uniforms are worn, both on campus and off campus (i.e., scrubs, CMU polo shirts, name tags). Illegal drugs and/or alcoholic beverages must not be consumed when professional attire is worn, neither on campus nor in the community.

Progression

- I. Purpose: to set standards for satisfactory progress in the nursing program.
- II. General information:
 - A. All pre-requisite courses must be completed prior to beginning nursing courses. Some exceptions may be made by the Admission Committee on an individual basis.
 - B. All required 100 level nursing courses must be taken in sequence.
 - C. Any student without a passing grade of "C" or above in required nursing classes may not progress to the next nursing course and will have to retake the course the next time it is offered as space is available.
 - D. Average score of all exams (as defined by course syllabus) must be at least 76% to pass the course. If average exam scores are less than 76%, the final course grade will be the exam scores average, following the practical nursing grading scale.
 - E. Students enrolled in nursing courses having both theory and clinical components must take these components concurrently. If a student receives a grade of less than "C" in either

component (theory and/or clinical) both components must be repeated. The student may not progress to the next nursing course and will have to retake both components the next semester that the course is offered as space is available.

- F. In the event of a PN course failure, the student nurse is required to meet with the program coordinator and sign the Acknowledgement of PN Course Failure form. The Acknowledgement of PN Course Failure form serves to instruct and guide students who have experienced a course failure.
- G. A second failure will result in dismissal from the current PN program or failing 2 nursing courses will result in a dismissal from the current PN program.
- H. A student may not obtain credit by examination for a failed course.
- I. A student may not obtain credit by examination to improve a grade.
- J. Degree Works provides information for progression records.
- K. Faculty members may withdraw a student due to unsafe clinical practice or behavior jeopardizing professional practice at any time during the semester.

Readmission

I. Purpose: To inform students who have been out of the nursing program for one semester or more of the policy/process for readmission into the prelicensure PN program.

II. General Information:

- A. All students requesting a Leave of Absence from the PN program must complete a Request for Leave of Absence Form. Students requesting readmission must complete a Request for Readmission Form. All forms are available on the Department of Health Sciences website.
- B. Any student withdrawing from the PN program must complete an Intent to Withdraw from the PN Program form. Students withdrawing from the program may not request readmission. All forms are available on the Department of Health Sciences website.
- C. The number of spaces available for returning students is limited. Student readmission is not guaranteed and is based upon space available, reason for leave of absence, and preparedness to return. Applications for readmission are due January 15th.
- D. Students may apply for readmission to the PN program once. The PN Program Coordinator and select program faculty will review any second readmission applications on a case-by-case basis.
- E. Students are responsible for understanding the implications of a temporary leave of absence or permanent withdrawal from the program regarding financial aid, health insurance, and progression toward completion of the degree.
- F. Failed nursing courses may only be repeated once.
- G. Two failed nursing courses will result in dismissal from the program and the inability to apply for readmission within 5 years.
- H. If a student fails a course due to unsafe physical or emotional care of patients, the student may not be allowed to repeat the course.
- I. Criminal background check, drug screening, health records and BLS certification must be resubmitted prior to reentry regardless of the length of time a student is out of the program.

III. Process:

- A. Students who withdraw from or fail to complete any of the first semester courses in the PN program may have to reapply for admission into the program. These individuals will be considered according to the criteria utilized for all other applicants.
- B. Students who request a semester of absence from the PN program must submit a request for readmission.
- C. Students readmitted to the PN program may be required to successfully validate clinical skills and/or knowledge obtained from previous nursing courses. Revalidation may be required for readmission.
- D. Once readmission form has been reviewed, the Program Coordinator will be in contact with the student regarding their readmission status.
- E. Priority for readmission applicants is based on space availability and at the discretion of the PN coordinator.
- F. Each applicant may be placed on a wait-list if space is limited.
- G. If readmitted, the student must follow the curriculum currently in place.
- H. A copy of the application for readmission can be found at the end of this handbook.

Student Success Plan

I. Purpose: To provide written agreement between student and faculty to satisfy areas of needed growth for a particular course.

II. Procedure:

- A. The faculty and student (and Program Coordinator, if needed) will jointly establish
 - Area in need of improvement
 - Plan for improvement
 - Resources
 - Date for Completion
 - Outcome
- B. Both parties will sign form
- C. The student will receive a three percent grade reduction for the course/clinical the SSP is initiated.
- D. Faculty will make copy to place in student file and the student will receive a copy. Colorado Mesa University

Student Success Plan

Student Name: _____ Level/ Year: ____/____ Course: _____

Clinical Lecture Other: _____ 1st SSP: 2nd SSP: 3rd SSP:

1. Student Success Plan (SSP): If a student exhibits unsatisfactory/inappropriate behaviors relating to class/clinical practice or failing to meet clinical objectives, the instructor will initiate an SSP with the student. The SSP will serve as a learning contract between the student and the instructor.

- a. The SSP will include the behavior (s) which led to the performance report, goals, expected outcomes, strategies and/or interventions to achieve the goals.
 - b. The student and the instructor will specify a date when they will meet to evaluate the effectiveness of the SSP.
 - c. A 3% overall grade reduction may apply in the course the SSP was initiated. This is instructor specific. Inability to meet the terms of the contract will result in a course grade of "F".
 - d. A student who fails a course as a result of performance in the clinical area may be given an SSP even though one was not completed earlier in the term. Doing so may assist the student in planning for readmission.
2. Refer to specific nursing course syllabus/ clinical evaluation tool/Nursing Student Handbook to identify what comprises a deficiency which may result in an SSP being initiated.
3. Faculty members reserve the right to have a student immediately removed from a class or from a clinical unit based upon unsafe student performance. This can result in a course grade of "F".
- Written Warning Verbal Warning On-going review Program Termination

EVENT: Description, Date/ Time (add additional pages if necessary):

RECOMMENDATIONS FOR REMEDIATION (add additional pages if necessary):	
<input type="checkbox"/> Apology <input type="checkbox"/> Write paper <input type="checkbox"/> Review Article/DVD <input type="checkbox"/> Lab/Simulation <input type="checkbox"/> Time Management Plan <input type="checkbox"/> Dress Code <input type="checkbox"/> Communication <input type="checkbox"/> Professional behavior <input type="checkbox"/> Other	Details:

Your signature indicates you have read and understand this document.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____ Faculty Signature: _____ Date: _____

STUDENT OUTCOME (add additional pages if necessary):	DATE:

IS THERE A NEED FOR ONGOING REVIEW?

- No, Student has attained expected level of performance following remediation
- Yes, Date of next review: _____

Additional dates of review: _____, _____, _____, _____
(Document all reviews in Student Outcomes Box)

Date: _____ **Initials:** _____

Final Copies:

- Original should be completed, signed and placed in student file.
- Copies to Program Coordinator, faculty completing form, and student

Revalidation of Nursing Courses

- I. Purpose: To provide a mechanism whereby students will graduate from the Practical Nursing Program with current nursing knowledge and skill.
- II. General information:
 - A. Revalidation of Nursing courses and/or labs may be required as part of the readmission process.
 - B. Revalidation of a Nursing course will be evaluated by pass/fail. Pass is greater than 76%.
 - C. A student may attempt to revalidate a Nursing course once. If the attempt results in a failure the student will be required to repeat the course.
- III. Process:
 - A. The Program Coordinator will notify the student of courses that must be revalidated. The revalidation plan will be outlined on the PN Program Request for Readmission form.
 - B. A faculty member will conduct the revalidation and will notify the student of the assignment
 - 1 Revalidation of a theory course includes a 76% or above on all course exams, including final examination.
 - 2 Revalidation of a lab may include skills checkoffs.
 - C. The student is responsible for arranging for revalidation with the faculty member.
 - D. The plan for revalidation will be approved by the Program Coordinator.
 - E. The fee for course revalidation must be paid prior to revalidation.
 - F. Upon completion of revalidation a copy of the revalidation plan will be placed in the student file.

See Readmission Request Application at End of Handbook

Students' Response to Emergency Situations at Clinical Facilities

- I. Purpose: To assure students know how to respond to emergency situations (i.e., fire, codes, security, etc.) at clinical facilities.
- II. General Information:
 - A. Follow facility protocol pertaining to all emergency situations.

Substance Abuse

- I. Purpose: All students who are accepted to the Colorado Mesa University (CMU) Department of Health Sciences (DHS) programs are required to submit a drug screen to maintain a safe and productive educational and clinical environment.
- II. General Information:
 1. Acceptance into the program is contingent upon a negative drug screening.
 2. The DHS Director, Director of Nursing Education Programs, Program Coordinator(s), and/or any other faculty supervising the student may be notified of the drug screen results.
 3. The DHS can request the completion of a random 10 panel drug screening test at any point during the program.
 4. Clinical agencies may request additional drug screening prior to attending clinicals and may be at the expense of the student.
 5. The student is ultimately responsible for submitting any drug screening results requested by the DHS, or CMU clinical affiliations to the DHS.
 6. A negative drug screen is required for progression in all DHS programs.
 7. If the drug screening result is positive, the student may be denied the opportunity to complete the required clinical rotation to matriculate through the program.
 8. A positive drug screen or refusal to submit to testing may result in dismissal from the DHS program.
 9. The following options may be enforced if a drug screen is positive.

- Students can choose to take a medical leave of absence (e.g., to undergo treatment) if needed and must meet qualifications for admission to the program (i.e., a negative drug screen) prior to returning.
 - Students with a positive drug screen, that would have otherwise disqualified them from admission to the program, may be dismissed from all DHS classes and program(s).
 - The student can reapply to the program(s) once they meet compliance with admission requirements at the time of a new application.
 - Other options may be considered on a case-by-case basis.
10. Procedure for an appeal for the Department of Health Science decision of non-admission for a positive drug screen at admission or throughout the program:
- The applicant will be notified in writing of the adverse drug screening decision.
 - If the applicant disagrees with the accuracy of information obtained, he/she may request in writing a review of the accuracy of the information within 10 days of the decision letter.
 - Continuation (e.g., of the application process or class/program dismissal) will be on hold pending results of the review.
 - It is the responsibility of the student to produce substantial evidence that demonstrates justification (e.g., documentation of medication prescribed by a medical professional [MD, DO, PA, NP] resulting in an adverse drug screening).
 - The applicant has the right to appeal the decision of the Department Director and/or designee to the Vice President for Student Services within 10 days of the decision.
 - The decision of the Vice President for Student Services and/or designee is final.
11. Additional information will be provided upon offer of admission and upon request of an additional drug screening test.

III. In Class chemical impairment:

- A. If an instructor suspects that a student has ingested any mind-altering substance which may interfere with safe clinical performance, the student will be asked to leave the class or clinical area. The instructor must objectively document the behavioral symptoms noted and indicate how the learning environment, client safety and/or clinical performance were compromised by the student's actions. Transportation should be arranged to take the student home safely. This action will be counted as an unexcused absence.
- B. Once a pattern is established that strongly suggests substance abuse, the student is contacted, and an appointment is scheduled for an informational meeting within three working days between the student, instructor(s), and department head.
- C. Intervention meeting: The purpose of the intervention meeting is to review the student's behavior in class, discuss the policy for impaired student nurses and its implementation, discuss the academic consequences related to the policy violation, and secure the student's agreement to seek a comprehensive substance abuse evaluation. The intervention meeting will include the student, faculty who identified the problem and the department chair, and a representative from student affairs. Documentation is completed

that articulates the problem behaviors, any academic consequences, the students' agreement to seek a professional evaluation for a potential substance abuse problem, and the student's understanding that failure to abide by the recommended treatment plan will result in dismissal from the program.

D. The student will be referred to behavioral health services for substance abuse evaluation. If the student refuses to obtain an evaluation, he or she will not be allowed to reapply after being dismissed from the program. There are three general outcomes anticipated from the substance abuse evaluation:

- The evaluation DOES NOT substantiate the alleged substance abuse by the student. If this occurs, all documentation related to the alleged incident is removed from the student's file and the student may return to all courses without negative academic consequences.
- The evaluation DOES substantiate the alleged substance abuse by the student, but the student refuses to abide by the policy of enrollment in a treatment program and ongoing monitoring. If this occurs, the student is dismissed from the program and cannot return.
- The evaluation DOES substantiate the alleged substance abuse by the student, and the student agrees to abide by the policy. If this occurs, the student signs an agreement to participate in a treatment program and to have his or her progress monitored by the Department Chair. The student is allowed to continue in the program as long as he or she is compliant with the treatment contract.

IV. In Clinical chemical impairment

A. In the event chemical impairment symptoms are assessed in clinical

B. The faculty has the responsibility to intervene when patient safety and clinical performance are compromised by a student who exhibits chemical impairment.

C. If the faculty suspects that a student has ingested any mind-altering substance which may interfere with safe clinical performance, the student will be asked to leave the clinical area immediately. The faculty must objectively document the behavioral symptoms noted
D. Students will be required to complete a mandatory drug screen at the student's expense within an hour. The program will pay for the random test.

E. Urine, serum, hair and saliva analysis or a combination of these testing methods may be utilized. Samples will be obtained by an official drug testing facility approved by CMU. Each sample will involve a witness to the sample collected, and the chain of custody procedure. The student must fully comply with the testing laboratory's methods and procedures for collecting samples.

F. If the student refuses to obtain a drug screen when requested, he or she is dismissed from all classes and clinicals and will fail the lab class enrolled in when impaired.

G. The requirement that a student be tested as well as the test results will remain confidential and disclosed only to those individuals within CMU as well as any licensing, registering, or certification boards that have a need to know. If a student has a professional license, the University is obligated to report the results to the licensing agency. An affiliated clinical site with a need to know or as required by law or regulation will also be notified.

- H. If the drug screen test is positive the student will be dismissed from the program and fail the lab class.
- I. An intervention meeting will be planned between faculty, student, and program coordinator to inform of dismissal, discuss resources, and student options.
- J. If the student chooses to reapply to a nursing program, they must provide evidence that they have successfully completed a substance abuse evaluation and treatment program
- K.

The list of Drugs Included in Drug Screening Test and Drugs unacceptable during clinical may include:

Alfentanil	Tramadol
Butorphanol	Alcohol
(Stadol)	Amphetamines
Fentanyl	Barbiturates
Ketamine	Benzodiazepines
MDMA	Marijuana and Cannabinoids
(ecstasy)	Cocaine
Nalbuphine	Methadone
(Nubian)	Opiates
Sufentanil	Phencyclidine
Propoxyphene	Other drugs may also be detected

Signs and Symptoms and Other Indicators of Substance Abuse or Dependence

Physiologic

- Slurred or rapid speech
- Blackouts
- Trembling hands
- Agitation or restlessness
- Persistent rhinorrhea
- Sweating
- Altered pupil dilation or constriction
- Flushed complexion
- Swollen face
- Bloodshot or glassy eyes
- Odor of alcohol
- Unsteady/staggering gait
- Declining health
- Dramatic changes in weight
- Changes in mental status or cognition
- Palpitations or tachycardia
- Withdrawal symptoms or hangover

Behavioral

- Deterioration in personal appearance
- Rapid mood swings
- Increased irritability
- Paranoia
- Rage or anger
- Frequent tardiness
- Increased absenteeism
- Difficulty in meeting deadlines
- Frequently leaves the clinical unit or makes self-spouse
- Frequent trips to the restroom
- Eats alone, long coffee breaks, long lunch breaks
- Isolation/withdrawal from the group
- Decreased classroom and clinical productivity
- Fluctuating clinical and academic performance
- Making poor clinical decisions
- Errors in judgment
- Forgetfulness, confusion, decreased alertness
- Sleeping in class or clinical
- Inappropriate responses
- Elaborate excuses for behavior
- Blaming others for problems
- Patients complain of ineffective pain relief
- Excessive use of PRN medications or frequent medication errors
- Frequent un-witnessed medication wasting or loss
- Complaints from fellow students, nursing staff, patients, family members
- Self-disclosure of drug or alcohol abuse
- Other behaviors or symptoms of impairment not listed above

Appendix



COLORADO MESA UNIVERSITY
Department of Health Sciences Practical
Nursing Program
Agreement to Read Handbook

I have read, and agree to comply with the policies in the PN Nursing Student Handbook.

Print Student Name

Student Signature

CMU Student ID#

Date



**Department of Health Sciences
Moss School of Nursing
Practical Nursing Program**

Academic Honesty Agreement

Any evidence of plagiarism, any form of cheating or knowingly furnishing false information will result in disciplinary action up to and including immediate expulsion of the student(s) involved. (Colorado Mesa University Student Handbook and Colorado Mesa Catalog.)

Student's Name (Print) _____

Student's Signature _____

Student ID number _____

Date _____



Department of Health Sciences

Substance Use Compliance & Drug Screening Policy

This document constitutes my consent for drug screening by Colorado Mesa University (CMU) designated laboratory or any CMU clinical affiliation designated laboratory. It also constitutes consent for the Laboratory to release the result of my drug tests to the Department of Health Sciences (DHS).

I understand that as a requirement for admission to any CMU DHS programs, I must submit to a drug screening at a designated laboratory. I understand that the result will be submitted to the DHS and/or I will be responsible for turning in the official drug testing results within 24 hours. The Director of the Department of Health Sciences, Director of Nursing Education Programs, program coordinator, and other faculty supervising the student may also be notified.

- I understand that I may be subject to random drug screening while enrolled in the CMU DHS program, at my expense.
- I understand that clinical agencies may request additional drug screening prior to attending clinicals and may be at my expense.
- I understand that I am ultimately responsible for submitting any drug screening results requested by the DHS, or CMU clinical affiliations, to the DHS.
- I understand that if the screening result is positive, I may be denied the opportunity to complete the required clinical rotations to matriculate through the program. I understand that while some substances are legal in the state of Colorado, a drug screen must be negative for all substances, legal or illegal. If I am prescribed medication that may affect the drug screen, I must provide that information to the screening agency and the DHS.
- I understand a positive drug test or refusal to submit to testing may result in dismissal from the DHS program.
- I understand that a negative drug test is required for progression in all DHS Programs.

By signing this document, I indicate that I HAVE READ, I UNDERSTAND, AND I AGREE to the CMU Substance Use Compliance and Drug Screening Policy.

Student's Signature

Date

Student's Printed Name

700#



**Department of Health Sciences
Moss School of Nursing
Practical Nursing Program**

Confidentiality Agreement

I have read the information on confidentiality contained in my PN Nursing student handbook.

Patients, medical staff, and employees have a legal right to privacy. All students must exercise extreme caution and sensitivity with communicating or accessing information about patients and clinical facility operations: careless talk, inquiry in the system, repeating rumors or unauthorized access can result in serious harm to patients and their families or employees. Such communication and inquiry are limited to necessary disclosures required by individuals having a need-to-know.

Clinical facility standards prohibit employees and others with direct access to protected information about a clinical facility, its patients or their families, medical staff or its employees except when properly authorized. The release of all confidentiality information must meet all policy and legal requirements. Complete confidentiality is expected.

I understand and agree to comply with the confidentiality requirements as set by the Department of Health Sciences programs at Colorado Mesa University. If I should break patient confidentiality, I understand that I may be removed from the program.

Student's Name (Print) _____

Student's Signature _____

Date _____



**Department of Health Sciences
Moss School of Nursing
Practical Nursing Program**

Electronic Media and Communications Agreement

I have read the Electronic Media and Communications Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy

Student Name (Print) _____

Student Signature _____

Student ID # _____

Date _____



**Department of Health Sciences
Moss School of Nursing
Practical Nursing Program**

Criminal Background Investigation Agreement

I have read the Criminal Background Investigation Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

Student Name (Print) _____

Student Signature _____

Student ID # _____

Date _____



**Department of Health Sciences
Moss School of Nursing
Practical Nursing Program**

Training Acknowledgement for HIPPA, OSHA, Cultural Competency

<https://www.medscape.org/viewarticle/763251?src=ocr2>

<https://thinkculturalhealth.hhs.gov/education/nurses>

<https://www.youtube.com/watch?v=qbuSZ9rOKNk>

____ I hereby acknowledge I have received and have been trained on HIPPA. ____ I hereby acknowledge I have received and have been trained on OSHA. ____ I hereby acknowledge I have received and have been trained on Cultural Competency.

Signature: _____

Student Number: _____

Date: _____



**Department of Health Sciences
Moss School of Nursing
Practical Nursing Program**

Behavioral Contract

Date

Purpose: To outline a pathway for continuance in the Department of Health Sciences **(Program)** program following a positive drug screen of a legal substance (in the State of Colorado) for **(Student Name)**.

1. The student must upload their original positive drug screen to My Clinical Exchange (MCE) within 24 hours of this notification.
2. The student is responsible for all required and random drug screens, at their expense.
3. To continue in the program for the semester in which a positive drug screen occurred, the student is allowed to submit **one** additional drug screening result prior to the 1st day of clinical.
 - a. The screening must take place and be uploaded to MCE by 12:00pm (noon) on **date**, the day prior to the 1st day of clinical (**date**).
4. In the event the student tests positive and/or does not have a negative drug screen completed and uploaded into MCE by 12:00pm (noon) on (**date**) the day before the first day of clinical, the student will not be allowed in the clinical setting and the following will apply:
 - a. The student must reach out to the Program Coordinator immediately with any positive drug screen result.
 - b. If the drug screen is positive, the student will be suspended from the program for one semester.
 - c. Successful return to the program will be space-dependent and requires a negative drug screen, at the expense of the student.
 - d. If the student is unable to enter the program after the one-semester suspension due to space or program constraints, the student will be eligible to return to the program when space is available and based upon a prioritization scale (i.e., students out for medical/personal leave issues will have priority) AFTER successfully demonstrating competency of knowledge and skills. A drug screen at that time must be negative.
 - e. Upon return to the program, the student would be subject to random drug screening, at the expense of the student.
5. In the event of a negative drug screen:
 - a. The student would be allowed to continue to matriculate AND would be subject to random drug screening throughout the remainder of the program, at the expense of the student.
6. Any subsequent positive drug screens will result in program dismissal.

Printed Student name _____ Date/Time _____

Student Signature _____
Program Coordinator Printed Name _____ Date/Time _____
Program Coordinator Signature _____



Reporting Form for Alleged Chemically Impaired Student

Date: _____
Faculty: _____
Student: _____

Observed Behaviors: (see attached checklist)

Faculty Comments:

Student Comments:

Faculty Recommendations:

Conference date with student, faculty member filing report, Program Coordinator _____ (Date and time).

Faculty Signature: _____
Student Signature: _____



Contract for the Chemically Impaired Nursing Student

I, _____, admit that:

I consent to obtain a comprehensive chemical abuse evaluation for the purpose of professional evaluation of chemical abuse status and determination of a treatment plan.

I understand and acknowledge that the admission of abuse at this point may have academic consequences that include:

I am responsible for the cost of the chemical abuse evaluation and any prescribed treatment. Participation in clinical-course work will not be permitted until the terms of the treatment plan and return to clinical contract stipulations are fulfilled, see Nursing student handbook. I consent to have the results of the chemical abuse evaluation released to the program Coordinator.

I understand that failure to abide by the stipulations of my recommended treatment plan and monitoring of my progress will result in my not being reaccepted into a nursing program.

Terms for monitoring

1. Abstain from the use of all mind-altering and potentially addicting drugs, to include but not be limited to alcohol, marijuana, cocaine, stimulants, narcotics, sedatives, hallucinogens, tranquilizers, GHB, etc. In the event that such medications are legitimately required for medical care, I will notify the DHS department head and request the care provider to submit a letter of explanation. If necessary, I will investigate options other than the use of medications to establish abstinence from all mind-altering chemicals.
2. Provide proof of compliance with an approved, prescribed treatment plan, by allowing my health and treatment records to be released to the DHS department head.
3. Continue in outpatient treatment/aftercare and ensure that counselor/therapist submit written reports of progress

Signature of Student _____ Date _____

Signature of Witness _____ Date _____



**Department of Health Sciences
Moss School of Nursing
Practical Nursing Program
Acknowledgement of PN Course Failure**

I understand that:

_____ 1. During: _____, I failed _____
(Semester/Year) (Course name and number)

_____ 2. The reason for this failure is related to:
 Academics
 Academic dishonesty
 Clinical Performance
 Other _____

_____ 3. If I fail a second course, it will result in my dismissal from the PN program.

_____ 4. I am responsible for scheduling an appointment and meeting with the PN-Program Director once each subsequent semester that I am in the PN program.

_____ 5. The PN Program Director will communicate with faculty regarding my progress throughout the remainder of the PN program.

_____ 6. It is my responsibility to know my grade and be aware of my standing in all of my PN courses.

Student Nurse Printed Name
Date

Student Nurse Signature

PN Program Director Printed Name

PN Program Director Signature

Date



**Department of Health Sciences PN Nursing Program
Request for Leave of Absence Form**

This form must be completed by any student who deviates from the standard progression of the PN Program from the program.

Name _____ Date _____

Student ID 700 _____ Phone _____

Email Address _____

Starting Date of Leave of Absence _____

Current Level: Semester 1 Semester 2

Reason for Leave of Absence - Check all that apply:

- Personal: Medical
- Family: Medical reasons
- Military Commitment
- Financial
- Required withdrawal – academic
- Required withdrawal – disciplinary
- Elective – Academic
- Elective – Not sure of nursing

- Person Elective
- Family Elective
- Psychological– *recommendation by Counseling Center*
- Other: _____

Readmission to the PN program is on a “space available” basis. If you choose a temporary leave of absence from the program, readmission is not guaranteed. If time away from program exceeds one semester, re-validation of skills and/or knowledge is required. All students considered for readmission must be in “good standing” at the time of Leave of Absence.

Anticipated Date of Readmission _____

Student Signature _____ Date _____

Program Director Signature _____ Date _____

October 2014



**Department of Health Sciences
PN Nursing Program
Intent to Withdraw from the PN Program Form**

This form must be completed by any student who permanently withdraws from the LPN-PN program.

Name _____ Date _____

Student ID 700 _____ Phone _____

Email Address _____

Date of Withdrawal _____

Current Level: Semester 1 Semester 2 Semester 3

Reason for Withdrawal - Check all that apply:

- Personal: Medical
- Family: Medical reasons

- Military Commitment
- Required withdrawal – academic
- Elective – Academic
- Person Elective
- Psychological– *recommendation by Counseling Center*
- Other: _____
- Financial
- Required withdrawal – disciplinary
- Elective – Not sure of nursing
- Family Elective

Students withdrawing from the PN program may not request re-admission.

Student Signature _____ Date _____

Program Director Signature _____ Date _____

October 2016



COLORADO MESA UNIVERSITY
Department of Health Sciences
PN Nursing Program
PN PROGRAM REQUEST FOR READMISSION

This form must be completed by any student who deviates from the standard progression of the PN Program. Any student eligible for readmission should return the completed form to the PN Program Coordinator by the request for readmission due date (January 15th)

Semester Requesting Re-admission to: Fall 20____ Spring 20 ____

Level requesting re-admission to: Semester 1 Semester 2

Name: _____ CMU ID# 700_____

Email address: _____

Cell Phone/Home Phone: _____

Date of Leave of Absence: ____/____/____ thru ____/____/____

Last Semester Completed: Semester 1 Semester 2

Reason for Leave of Absence- Check all that apply:

Health/Medical:

Personal

Family

Academic

Personal:

Family

Elective

Financial

Required withdrawal

Disciplinary Issue

Elective – Academic

Not sure of nursing

Military Commitment

Other: _____

Comments:

COMPLETED BY PN PROGRAM COORDINATOR:

PN Program Recommendation:

If space available, based upon listed criteria:

High priority re-admission

Low priority re-admission

Denied, Reason for denial:

Medium priority re-admission

Committee Review

Re-Validation Plan:

Prepared for re-admission.

Skills check-off for last completed semester. *List required checkoffs:*

All Exam(s), including final, at a 76% or above, for last completed semester.

List required exams:

SIGNATURES:

Student:

Date

Program Coordinator:

Date

REVALIDATION RESULTS:

Course	Date of Revalidation	Instructor	Result : PASS/FAIL

10/2016 1/2024