EACH STUDENT IS RESPONSIBLE FOR READING, UNDERSTANDING, AND COMPLYING WITH THESE POLICIES DURING ENROLLMENT IN THE ENTIRE NURSING PROGRAM. Acceptance of this responsibility will be indicated by your signature on the final page of this Handbook.

1860 Lincoln Street, 5th Floor.
Denver, CO 80203
720-423-4700

[Revised 08/2016]
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td></td>
</tr>
<tr>
<td>Purpose of the PN Handbook</td>
<td>3</td>
</tr>
<tr>
<td>Code for License Practical/Vocational Nurses</td>
<td>3</td>
</tr>
<tr>
<td>PN Program Mission and Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>PN Program Conceptual Framework</td>
<td>6</td>
</tr>
<tr>
<td>Program Description</td>
<td>7</td>
</tr>
<tr>
<td>PN Program Student Learning Outcomes</td>
<td>9</td>
</tr>
<tr>
<td>General Expectations and Policies</td>
<td></td>
</tr>
<tr>
<td>EGTC Student Code of Conduct</td>
<td>10</td>
</tr>
<tr>
<td>Professional Behavior Expectations</td>
<td>11</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>12</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>12</td>
</tr>
<tr>
<td>Attendance Expectations and Policies</td>
<td>13</td>
</tr>
<tr>
<td>Student Accident or Injury Reporting Process</td>
<td>14</td>
</tr>
<tr>
<td>Snow Days</td>
<td>15</td>
</tr>
<tr>
<td>2015-2016 EGTC School Calendar</td>
<td>15</td>
</tr>
<tr>
<td>Course Expectations and Policies</td>
<td>15</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>16</td>
</tr>
<tr>
<td>Standardized Assessments</td>
<td>16</td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td>17</td>
</tr>
<tr>
<td>Requirements for Successful Program Completion</td>
<td>17</td>
</tr>
<tr>
<td>Probation and Dismissal</td>
<td>17</td>
</tr>
<tr>
<td>Readmission Policy</td>
<td>17</td>
</tr>
<tr>
<td>Substance Abuse Policy</td>
<td>18</td>
</tr>
<tr>
<td>Drug and Alcohol Prevention Program</td>
<td>19</td>
</tr>
<tr>
<td>Clinical Course Rules and Expectations</td>
<td></td>
</tr>
<tr>
<td>Clinical Policies</td>
<td>21</td>
</tr>
<tr>
<td>Clinical Dress Code</td>
<td>21</td>
</tr>
<tr>
<td>Clinical Facility Policies</td>
<td>22</td>
</tr>
<tr>
<td>Professional Clinical Behavior</td>
<td>22</td>
</tr>
<tr>
<td>Medication Administration</td>
<td>23</td>
</tr>
<tr>
<td>Clinical grading and Evaluation</td>
<td>23</td>
</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
<tr>
<td>Disability &amp; Learning Support Services</td>
<td>24</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>24</td>
</tr>
<tr>
<td>Library Resources</td>
<td>24</td>
</tr>
<tr>
<td>Post-Graduation Satisfaction Survey</td>
<td>24</td>
</tr>
<tr>
<td>Acknowledgement of Receipt &amp; Understanding</td>
<td>25</td>
</tr>
<tr>
<td>Confidentiality Agreement</td>
<td>25</td>
</tr>
<tr>
<td>For-Cause/Random Drug Screen Waiver</td>
<td>26</td>
</tr>
</tbody>
</table>
Welcome to the Practical Nursing (PN) Program at Emily Griffith Technical College (EGTC)

Welcome to the EGTC Practical Nursing Program! One of the most highly valued careers in health care today is the Licensed Practical Nurse (LPN). This is a rewarding profession for those individuals who enjoy having a positive presence in the lives of sick and injured. The faculty and staff are here to facilitate your learning and to help be successful as you begin your nursing career.

Purpose of the PN Handbook
The purpose of this handbook is to familiarize practical nursing students with specific policies and procedures that relate to the PN Program at EGTC. In addition to abiding by these policies, all students are expected to read and comply with EGTC Student Handbook policies that can be found on the EGTC website.

Code for License Practical/Vocational Nurses
The Code for License Practical/Vocational Nurses, referred to as “The Code,” was adopted by the National Federation of Licensed Practical Nurses (NFLPN) in 1961 and revised in 1979. The Code provides the motivation for establishing, maintaining, and elevating professional standards. Upon entering the profession, each licensed practical (LP)/vocational nurse (VN) inherits the responsibility to adhere to the standards of ethical practice and conduct set forth in this Code:

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies which lead to quality patient care.


In 2007, The National Association for Practical Nurse Educators (NAPNES) established Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs to not only improve educational achievement for licensed practical/vocational nurses, but also to enhance the quality of patient care. NAPNES established standards of practice in the following areas:

A. Professional Behaviors: Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse

[Revised 08/2016]
B. Communication: Effectively communicate with patients, significant support person(s) and members of the interdisciplinary health care team, incorporating interpersonal and therapeutic communication skills.

C. Assessment: Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate patient responses to interventions.

D. Planning: Collaborate with the registered nurse or other members of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

E. Caring Interventions: Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each patient.

F. Managing: Implement patient care, at the direction of the registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).


EGTC PN Program Mission and Philosophy

The vision of EGTC is to serve as the premier college of excellence in the delivery of career and technical education for the workforce. This vision is supported by the EGTC mission, which is to provide the knowledge, skills, and values that enable students to compete successfully in the workforce and to be self-sufficient citizens and life-long learners.

EGTC PN Program upholds the vision and mission of EGTC by ensuring that the PN Program integrates professional standards, guidelines, and competencies which provide the foundation for student learning outcomes and program outcomes. The legislative and professional organizations that provide these standards are: the Department of Regulatory Agencies (DORA): Division of Professions, the Colorado State Board of Nursing (SBON), the Colorado Community College System (CCCS), the National Federation of Licensed Practical Nurses, Inc. (NFLPN), the National Association for Practical Nurse Education and Service, Inc. (NAPNES), the National Council of State Boards of Nursing (NCSBN), and the National League for Nursing (NLN).

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

PN Program Philosophy: The philosophy of the EGTC PN Program is based upon the belief that nursing education provides a unique, holistic base of theoretical and practical knowledge that prepares the individual to practice in ways that promote the health of individuals, families, and communities. This philosophy is supported by the following values:

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

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

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

Nursing Practice: As a member of the health care team within the discipline of nursing, the Licensed Practical Nurse (LPN) provides direct individualized care with shared responsibility for the care of the individual(s) under supervision of a professional nurse, licensed physician, podiatrist or dentist. LPNs practice within the ethical and legal framework of nursing while modeling positive professional behaviors and personal development. Nursing education is directed toward facilitating a student to develop knowledge, skills, and attitudes necessary for entry level practical nursing. Upon entry into practice, the practical nursing graduate is prepared to function as a novice generalist in the roles of provider and manager of care, teacher, patient advocate, and member within the discipline of nursing. The practical nurse provides direct care to patients with varying healthcare needs, identifying problems, adjusting care as patient situations change; collecting and analyzing data from patient, families, and other health care resources; implementing therapeutic interventions and assisting with the development and revision of plans of care based on evaluation. The LPN maintains professional relationships by advocating and supporting patient decisions, and by collaborating and communicating with patients, families, and other health professionals. The LPN performs
therapeutic and preventive nursing measures in structured settings within traditional and alternative health care delivery systems.

Nurses of all educational levels practice collaboratively and complement each other in a cooperative venture, with the shared goal of providing quality care. LPNs practice their profession in increasingly expanded roles and settings. The skill set and scope of practice of the LPN provides a balance to those skills and scope of practice of the associate and baccalaureate nurse. In this environment, nurses undertake the shared goal of protecting the health and safety of the patient, regardless of their education level.

**Teaching/Learning/Nursing Education:** Learning is the acquisition of knowledge, understanding and skills as demonstrated in the change in behavior that persists. Learning is the cultivation of the potential of the individual and is more effectively achieved when learning opportunities are integrated and meaningfully related to the learner’s interests and level of achievement. The potential for education can exist in any situation, but the responsibility for learning lies predominantly with the learner. The nursing education process is seen as a cooperative effort requiring extensive interaction between students and faculty. A variety of teaching and learning strategies are utilized to meet individualized needs of students in both the academic and practice settings. Curriculum content is designed to proceed from the simple to the complex and progresses from the known to the new material.

**EGTC PN Program Conceptual Framework**
The EGTC PN Program’s organizing framework has seven major concepts integrated throughout the curriculum. These concepts include: professionalism, nursing process, communication, health-illness continuum, holistic care, teaching/learning, and caring intervention and are integrated into every nursing course. The curriculum is designed to incrementally increase in difficulty and complexity, building on the foundational knowledge of required general education prerequisites. Definitions of the seven key concepts of the organizing framework, which incorporate the roles identified by the CCCS Nursing Articulation Model, are provided below:

**Professionalism:** As a member of the profession, learners become familiar with ethical and legal requirements, complete their education, and plan for continued learning. They participate in collaborative relationships within the health care team.

**Holistic Care, Nursing Process, Communication, and Health Illness-Continuum:** As a provider of care, learners attend to individuals, families and communities. This role is the main focus at the PN level and a holistic approach is emphasized. Learners utilize the nursing process to meet identified or potential health needs across a variety of health care settings. Learners provide care with appropriate knowledge, skills and attitudes, regardless of race and other cultural diversities.

**Care Intervention and Communication:** As an advocate, learners take responsible actions to protect patient rights. The practical nurse works closely with patients and family to assist patients in accessing available resources, and intervenes when they are unable to act in their own interest.

**Teaching/Learning, Nursing Process, and Communication:** As a teacher, learners utilize the nursing process to assess, implement and evaluate teaching plans in many health care settings. Teaching is focused on maintaining or promoting health and/or maintaining quality of life.
Professionalism, Holistic Care, and Communication: As a manager, learners are provided opportunities (primarily in a long term care setting) to observe and participate in management roles. Students observe processes for policy revisions, nursing care plan updates, and organizational skills for managing large patient assignments. Students participate in the patient (resident) plan of care from a multi-disciplinary perspective. These experiences prepare practical nurses to transition into a long term care setting as a manager or charge nurse. Either of these roles is typical for new graduates in this geographical area.

**Practical Nursing Program Description**

Licensed practical nurses (LPNs) are prepared to give direct patient care under the supervision of a registered nurse or a physician. Employment areas include nursing homes, extended care facilities, physicians’ offices, medical clinics, hospitals, and home health agencies. The PN program prepares students for the National Council Licensure Examination (NCLEX-PN Examination). Students that successfully complete the IV Therapy for LPNs course are eligible for IV certification by the Colorado State Board of Nursing. The Practical Nursing Program is approved by the Colorado State Board of Nursing and is accredited by the Accreditation Commission for Nursing Education (ACEN); 3343 Peachtree Road, NE, Suite 850; Atlanta, GA 30326; 404.975.5000; [www.acenursing.org](http://www.acenursing.org). All applicants to the PN Program must be certified as a nurse aide (CNA) or a medical assistant (MA).

There are two PN Program options at EGTC: full-time and part time. Both options consist of 16 nursing courses (39 credit hours) that are designed to achieve the Student Learning Outcomes and Program Outcomes of the EGTC PN Program:

- **NUR 101:** Pharmacology Calculations 1 credit
- **NUR 102:** Alterations in Adult Health I 4 credits
- **NUR 103:** Basic Health Assessment for the Practical Nurse 1 credit
- **NUR 104:** Alterations in Adult Health II 5 credits
- **NUR 105:** Practical Nursing Arts and Skills 6 credits
- **NUR 110:** Pharmacology for Practical Nursing 3 credits
- **NUR 111:** Advancement into Practical Nursing 1 credit
- **NUR 113:** Basic Concepts of Maternal-Newborn Nursing 2 credits
- **NUR 114:** Basic Concepts Pediatric Nursing 2 credits
- **NUR 115:** Basic Concepts of Mental Health Nursing 1 credit
- **NUR 116:** Basic Concepts of Geriatric Nursing 1 credit
- **NUR 131:** Clinical I: Application of Practical Nursing Arts and Skills When Caring for Adult Patients 3 credits
- **NUR 132:** Clinical II: Application of Adult Health 2 credits
- **NUR 133:** Clinical III: Application of Basic Concepts of Maternal-Newborn and Pediatric Nursing 1 credits
- **NUR 134:** Clinical IV: Advanced Applications in Adult Health 3 credits
- **NUR 201:** IV Therapy for LPNs 3 credits

**Total:** 39 credits

**Full-time PN Program:** The full-time PN Program is an eleven month (two-term) program. Classroom, skills laboratory (lab), and clinical practice hours are scheduled weekly, Monday through Thursday. Classroom and skills lab practice hours are scheduled between 7:30 am – 4:00 pm. Clinical hours may vary according to facility and course objectives; day shift schedules range in time from 5:30 am - 3:15
pm and evening shift schedules range in time from 2:00 pm to midnight. On occasion, it may be necessary to assign weekend clinical hours when placement on weekdays is not available. Students will be assigned clinical practice experiences in the following areas: adult medical/surgical, psychiatric, geriatric, obstetric/gynecological, and pediatric nursing.

**Part-time PN Program:** The part-time PN Program is an eighteen month (3-term) program. Classroom and skills laboratory (lab) are scheduled Tuesday and Thursday; clinical practice hours are scheduled on Saturday and/or Sunday. Classroom and skills lab practice hours are scheduled between 5:00 pm – 9:00 pm. Clinical hours may vary according to facility and course objectives; day shift schedules range in time from 5:30 am - 3:15 pm and evening shift schedules range in time from 2:00 pm to midnight. Students will be assigned clinical practice experiences in the following areas: adult medical/surgical, psychiatric, geriatric, obstetric/gynecological, and pediatric nursing.

**Text books:** The list of text books for the PN Program is located on the EGTC website under the Students tab. Please note: All text books and accompanying materials are copyrighted. Using a copier to make copies of textbook pages and materials is a copyright infringement and is punishable by law. This is also a violation of the Code of Conduct and can result in dismissal from the PN program.

**Supplies:** Students are responsible for purchasing the following supplies:
- Uniform and shoes
- Wrist watch with a sweeping second hand
- Stethoscope
- Gait belt
- Bandage Scissors

**PN Program Administration, and Faculty:**
Dean of Health Sciences: Dr. Patricia Armstrong
Director of Nursing Education Programs: Dr. Evelyn Shinn
Faculty:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Korman, MSN</td>
<td><a href="mailto:peggy.korman@emilygriffith.edu">peggy.korman@emilygriffith.edu</a></td>
</tr>
<tr>
<td>Rebecca Dethman, MSN in progress</td>
<td><a href="mailto:Rebecca.dethman@emilygriffith.edu">Rebecca.dethman@emilygriffith.edu</a></td>
</tr>
<tr>
<td>Nikki Knabenbauer, BSN</td>
<td><a href="mailto:nickcole.knabenbauer@emilygriffith.edu">nickcole.knabenbauer@emilygriffith.edu</a></td>
</tr>
<tr>
<td>Juanita Trancoso, MSN</td>
<td><a href="mailto:Juanita.trancoso@emilygriffith.edu">Juanita.trancoso@emilygriffith.edu</a></td>
</tr>
<tr>
<td>Rhonda Webster, MSN</td>
<td><a href="mailto:Rhonda.webster@emilygriffith.edu">Rhonda.webster@emilygriffith.edu</a></td>
</tr>
<tr>
<td>Debra Shafer, MSN</td>
<td><a href="mailto:debra.shafer@emilygriffith.edu">debra.shafer@emilygriffith.edu</a></td>
</tr>
<tr>
<td>Ginger Buckley</td>
<td><a href="mailto:Virginia.buckley@emilygriffith.edu">Virginia.buckley@emilygriffith.edu</a></td>
</tr>
</tbody>
</table>
EGTC PN Program: Student Learning Outcomes (SLOs)

Student learning outcomes (SLOs) are designed to prepare PN students for nursing practice, as well as to facilitate articulation between in-state nursing education programs as required by the Colorado Nurse Practice Act.

The EGTC PN Program SLOs are as follows:

1. Provide safe, quality, patient-centered nursing care in a variety of healthcare settings considering basic research, evidence, and patient preferences as the basis for care.
2. Engage in critical thinking and clinical judgment to make patient-centered care decisions.
3. Participate in performance improvement/quality improvement activities to improve patient care.
4. Collaborate with healthcare team members, the patient, and the patient’s support persons to facilitate effective patient care.
5. Use information technology to support and communicate the planning and provision of patient care.
6. Manage care in a variety of healthcare settings for diverse patient populations through the process of planning, organizing, and directing.
7. Function within the scope of practice of the Practical Nurse incorporating professional, legal, and ethical guidelines.
8. Promote a culture of caring to provide support, compassion and culturally-competent, holistic care.
General Expectations and Policies for EGTC PN Students

EGTC Student Code of Conduct:
Emily Griffith Technical College wishes to provide a school environment that is safe, conducive to learning, and free from unnecessary disruption. Behavior that is detrimental to the welfare or safety of other students or school personnel or behavior which interferes with the school’s ability to provide educational opportunities to other students will be considered inappropriate.

Students found to be in violation of the Student Code of Conduct will be removed from class until such time as the instructor and supervising administrator determine appropriate disciplinary action. The following violations will result in appropriate disciplinary action including removal from school, return under contract, or immediate expulsion:

- Violent behavior or the threat of violent behavior toward employees, students, the general public, school property or school operated facilities will not be tolerated.
- No person in any facility used by Emily Griffith Technical College may have on his or her person any firearm, ammunition, explosive device, or illegal weapon as defined by Colorado law.
- Fighting, assault, threat of bodily harm, or sexual harassment.
- Verbal abuse, intimidation, or harassment of instructors, students, or staff.
- Willful defiance of authority
- Distribution, possession, use, or being under the influence of alcohol, an illegal drug, or controlled substances as defined in section 12-22-303, Colorado Revised Statutes.
- Gang-related activities and such gang-related characteristics as colors, hand signs, graffiti, apparel, jewelry, notebooks, trademarks, and any other attributes denoting gang affiliation.
- Destroying, defacing, or theft of school property or property of others.
- Dishonesty, cheating, plagiarism, or knowingly furnishing false information.
- Forgery, alteration or misuse of school documents, records, identification materials, educational materials, and Internet access.
- Use of obscenities or vulgarities.
- Gambling, wagering, or betting of any type either on or about the premises.
- Unauthorized entry or use of school facilities and/or equipment.
- Unauthorized distribution or sale of goods or unauthorized postings of materials on school bulletin boards or building surfaces.
- Smoking in any of the Emily Griffith Technical College buildings, shops, or on Emily Griffith Technical College property.
- Food or drink brought to or consumed in the classroom without instructor consent.
- The parking of any two-wheel vehicle in the building.
- Students bringing children to class or leaving children unattended or unsupervised on school property or grounds.
- Animals or pets of any type in the building. (Exception: Seeing Eye and Hearing Dogs.)
- Friends in the building. Visitor passes are issued only for potential students to meet with the counselor or to visit classes.
- Use of headphones, cellular phone, pager, or any similar form of electronic device during class.
- Any form of dress that is determined to be disruptive to the educational process which includes wearing shorts, halters, or other garments that tend to expose the body.
- Other conduct policies as stated in the Denver Public School's Student Conduct and Discipline Policy or other appropriate policies developed within individual classrooms or programs.

These policies have been developed to provide an optimum learning environment for all.
Professional Behavior Expectations:
Students enrolled in the EGTC PN program are expected to demonstrate professional behavior, which must be practiced during interactions with EGTC faculty and staff, colleagues, clinical site employees, patients, and families. All students in the PN program must abide by the following guidelines:

1. The EGTC PN Program has unconditional expectations regarding the confidentiality of patient related information, including classroom content, clinical content, and student’s individual acquisition of information. Signature of the EGTC Confidentiality Agreement is required to proceed in the EGTC PN Program.

2. Use of cell phones is distracting and disruptive to the learning environment and is not permitted during lecture, lab or at the clinical site (clinical agencies do not permit use while on premises). Cell phones must be turned off or put in vibrate mode while in the classroom, skills lab, and at the clinical site.

3. Inappropriate communication, verbal or non-verbal, such as use of foul language, constant interruptions, loud and/or abusive tone, and inappropriate gestures viewed as inappropriate by faculty, school staff, facility staff, or classmates as being such is not permitted.

4. Smoking and/or chewing tobacco, use of illegal drugs, marijuana, or alcohol are not permitted in the classroom, skills lab, or at the clinical site.

5. Personal laptop computers are permitted in the classroom for note taking purposes. Inappropriate use of laptop computers during class time (e.g. playing games, accessing e-mail, shopping, etc.) is not permitted.

6. Practical nursing students are representatives of EGTC. Students are expected to demonstrate behaviors both on and off campus that support the reputation of EGTC and of the nursing profession as a whole. Therefore, students must abide by the Practical Nurse Code of Ethics and the EGTC Student Code of Conduct.

Additional PN Student Expectations:

1. Students must demonstrate proficiency of skills in a competent, safe, and efficient manner. In order to assess competency, student progress will be evaluated in both the laboratory and clinical setting. A variety of evaluation tools will be used throughout the duration of the program to verify knowledge, understanding, and skills competency.

2. Students who wish to meet with faculty or the Director of Nursing Education Programs (DNEP) are encouraged to schedule an appointments. The student must notify faculty or the DNEP in the event that he/she must cancel the appointment.

3. Each student will be assigned a nursing faculty advisor (may vary by semester) for assistance in progressing through the program. Students may schedule an appointment with their assigned advisor; faculty advisors may schedule a meeting with an individual student.

4. Students must keep a current and active email account in their student file at all times. It is the student’s responsibility to check this email account on a daily basis for communication and assignments from PN faculty. Changes in name, address, phone number(s) or email address must be reported to the EGTC registrar and to the administrative assistant in office of the College of Health Sciences.

5. Students are expected to demonstrate initiative for locating resources, requesting guidance and/or direction on assignments from faculty and staff.

6. Children are not permitted in classes, labs, or other learning environments on school premises during school hours. EGTC defines a child as any youth under the age of 16 who is not officially registered in an EGTC class. Students must have an emergency plan and a back-up plan for the care of a child or children when enrolled in the EGTC PN Program.
7. Any violation(s) identified on the Nursing Background Check Disqualifications list that occur while the student is enrolled in the PN program must be reported to the Director of Nursing Programs (DNEP). If, the faculty and/or the DNEP suspect a violation has occurred, an additional background check or drug screen may be requested during the program. The student will be responsible for the cost and must comply immediately.

8. License application process: The Colorado State Board of Nursing (SBON) requires graduates to disclose any arrests, charges, convictions or guilty pleas associated with any criminal act. An arrest, conviction, or disciplinary action does not automatically disqualify an applicant. The SBON will review the facts and make a determination to either grant or deny an application. All complaints, disciplinary actions, arrests, charges, or convictions must be noted on the license application form. Failure to fully disclose information may constitute grounds for application denial. Please visit the SBON website for additional information.

Academic Integrity:
Students are responsible for honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes but is not limited to cheating, fabrication, plagiarism, facilitating and forgery, unauthorized collaboration, participation in academically dishonest activities, unauthorized possession of academic materials, and facilitating academic dishonesty. [The EGTC Student Handbook provides additional information academic integrity. The EGTC Student Handbook can be downloaded from http://emilygriffith.edu/file/student-handbook ]

PN Program Student Dress Code

Professional appearance is an important element of the nursing profession. Students enrolled in the PN Program are expected to follow the PN Program student dress code in the classroom, skills lab, and clinical practice site.

Dress Code for All Classes:
• EGTC issued identification (ID) badges must be worn and visible at all times when on campus or at the clinical site
• Standards of cleanliness, personal hygiene, and appearance must be maintained
• No offensive body odor
• No odor of smoke or cologne, perfume, powder, scented lotions, or after shave lotion
• Clothing must be clean, non-revealing, properly fitting, and in good repair (not torn, ripped, or frayed)
• Bare midriffs, shear/revealing garments, and/or visible undergarments are not allowed
• Clothing and/or body art may not convey messages or symbols that are offensive, sexually suggestive, gang related, violent/death orientated or endorse intolerance and/or promote illegal activity
• Shoes must be worn at all times
• Any items deemed inappropriate by the faculty, such as headphones/ear buds, hats, and/or hoodies are not permitted
Skills Lab and Clinical Practice Attire:

- Designated uniform is a white scrub top and navy scrub pants, clean and wrinkle–free
- EGTC Practical Nursing patch: worn on left sleeve of scrub top, two (2) inches below the shoulder seam
- Shoes: clean, solid closed-toe, closed heal shoes with non-skid soles and in good condition are required; color must coordinate with uniform; shoes must remain clean and in good repair throughout enrollment in the PN Program
- Coordinating socks/hosiery must be worn with shoes
- Hair must be secured, pulled away from the face, and off of the shoulders
- Watch: Must wear a non-ornamental wrist watch with a sweeping second hand,
- Visible tattoos must be covered during clinical
- No facial jewelry; all other jewelry is limited to engagement or wedding rings, and one small post earring/ear lobe
- Finger nails must be clean, trimmed to a length not beyond the fingertip, and free of polish or with clear polish that is in good condition; false nails, acrylic overlays, or gels are not permitted
- Make-up must be limited and used with discretion
- Bring stethoscope, gait belt, bandage scissors, small notebook, pen, and resources as required by instructor

Failure to adhere to the dress code will result in disciplinary action.

Attendance Expectations and Policies:

Classroom attendance is necessary to maximize student-learning opportunities and to achieve the PN Program student learning outcomes. To achieve these outcomes, students are expected to abide by the following policies:

1. Students are required to attend all scheduled orientations, including program and clinical site orientations.
2. Students are expected to attend all scheduled sessions of class, skills lab, clinical practice, lab simulation, and special assignments.
3. Consistent attendance, including arriving to class on time, is the responsibility of each student, and will be monitored by the instructor who is teaching the course/clinical.
4. Students are required to notify their instructor and the DNEP of unplanned absences or tardiness at least 30 minutes prior to the start of the class. Students may call and leave a message at 720-423-4734 or send an email to their course instructor and the DNEP.
5. All prescheduled absences must be submitted to the course instructor in writing at least 24 hours in advance of the absence. The absence must then be approved by the appropriate course instructor(s).
6. Written documentation must be provided for unexpected illness, injuries, or emergencies. Extenuating circumstances will be handled at the discretion of the individual course faculty and/or DNEP.
7. Irregular attendance, excessive patterned absence chronic tardiness, unauthorized absence, or failure to follow policy regarding notification of absence to the school are non-academic infractions subject to disciplinary action.
8. Students who are absent from class are responsible for obtaining missed material from their classmates.

9. Students should report absences related to the death of immediate family, contagious illness, hospitalization, or jury duty to the course faculty and/or DNEP as soon as possible.

10. Student’s attendance that falls below 90% may lead to failure of the course. Students withdrawn from the program or failed for poor attendance may be able to register to repeat the course the next time it is offered on a space available basis.

For additional information, please review the EGTC Catalog and EGTC Student Handbook. The EGTC Student Handbook is located on the EGTC website or can be downloaded from [http://emilygriffith.edu/file/student-handbook](http://emilygriffith.edu/file/student-handbook)

**Tardiness:** A student is considered tardy (late) to class and skills lab, if he/she arrives five more minutes after the class start time (according to classroom clock). This includes returning late to class after assigned breaks. The time that a student misses by being tardy will be deducted in 15 minute increments from the total hours of absence permitted. See CLINICAL COURSES for policies related to tardiness for the clinical practice experience.

**Leaving Class Early:** It is expected that students will remain in class until dismissed by the instructor. The time that student misses when leaving class early will be deducted in 15 minute increments from the total hours of absence permitted.

It is the student’s responsibility to keep track of his/her absenteeism and may request review of their individual attendance record. Failure to abide by Attendance Expectations and Policies will result in the absence being treated as a “no call-no show” and will result in the following consequences:

- 1st occurrence will result in a written warning
- 2nd occurrence will result in probation for duration of program
- 3rd occurrence will result in program dismissal

**Student Accident or Injury Reporting Process:**

If an accident or injury which does not require immediate medical attention occurs on College property, it is the student’s responsibility to seek medical attention, if so desired. For an accident or injury requiring immediate medical attention, EGTC staff will call 911.

Any EGTC student who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).

To report an accident or injury sustained on College property, the instructor must contact DPS Safety & Security at 720-833-3344 immediately to file an incident report.

**Reporting a Student Accident or Injury during a Clinical Experience:**

- Injured students should immediately call 1-877-764-3574, anytime day or night. They should report all injuries/illnesses, whether they seek medical treatment or not. A list of designated medical clinics can be found at [http://risk.dpsk12.org > Worker’s Compensation](http://risk.dpsk12.org)
- Students must notify the instructor of the accident or injury within 24 hours
Snow Days/Inclement Weather:
In Colorado, the weather is unpredictable and snow is inevitable during the winter months. In the event of a school closure the following rules apply:

- The announcements regarding school closure will be specific to Emily Griffith Technical College or Denver Public Schools. **Announcements that Denver Public Schools are on a delayed schedule do not apply to EGTC classes** (classes will start at the usual time unless heard otherwise).
- Information on school closures is available on all local news stations, the Emily Griffith website, and radio station KOA 850 AM.
- Students are expected to plan ahead and be aware of severe weather alerts that may affect attendance or participation in program activities. Please allow extra time for travel.
- If EGTC is closed and classes are cancelled due to snow/inclement weather, all clinical practice is cancelled as well.
- Each student is expected to use his/her own judgment in determining unsafe travel conditions.

2016 – 2017 EGTC School Calendar

The EGTC Calendar, Catalog, and Schedule are located on the EGTC web site (www.emilygriffith.edu)

Course Expectations and Policies

1. Lectures, Assignments, and Assessments:
- A recording device is permissible in the classroom with instructor approval. Recording devices are not permitted at any time in the clinical setting as this may lead to HIPAA violations.
- Student learning is evaluated through assignments and assessments, such as homework, exams, quizzes, papers, presentations, and activities, which are outlined in the course syllabus. Unannounced “pop” quizzes may be given at the instructor’s discretion.
- Students are expected to complete all assignments, including papers, examinations, and evaluations, by the due date.
- All assignments and assessments will have a grade reduction of 5% per day for each day (including weekend days and holidays) that the assignment is late. After seven (7) days, the assignment will receive a grade of zero.
- Any student on campus at the time a scheduled exam is given but is not in the classroom to take the exam will receive a score of zero on the exam.
- Students who arrive after the beginning of a scheduled exam will receive an automatic 5% grade deduction and are expected to make arrangements with the instructor for making up the test. After seven (7) days (including weekend days and holidays), the exam will receive a grade of zero. It is the student’s responsibility to check the testing center hours and inform instructor of when he/she will be taking the exam.
- During a quiz or exam, desks must be clear of personal belongings and electronics, including cell phones, backpacks, papers, books, food, etc. Students may use calculators (not cell phone calculators) if approved by instructor.
2. Grades:
   • Student grades are posted in Brightspace, the EGTC Learning Management System. Students may request a grade review by scheduling an appointment with their course instructor.
   • Students are expected to monitor their grade point average throughout the class. Students whose are at risk for failing the course are required to schedule an academic advising appointment with their instructor and to develop an action plan for successful completion of the course.
   • In order to demonstrate mastery of content in each PN course, the student must:
     1. Achieve a final grade of 77% or higher
     2. Successfully perform a return demonstration/check-off of each skill in the laboratory to achieve a passing “P” laboratory grade
     3. Achieve a passing “P” clinical performance for all clinical objectives in clinical rotations as well as human simulation experiences.

3. Skills Lab Expectations and Policies
   • Students are expected follow the skills lab dress code and to come to skills lab prepared to meet the learning objectives for the day.
   • No food or drinks are permitted in lab area.
   • Students must attend the skills lab as assigned by the instructor.
   • Student must demonstrate proficiency in all nursing labs skills.
   • Students are allowed two (2) attempts to successfully pass a required nursing skill.
   • Students may not attempt a second check-off on the same day the initial check-off was failed.
   • Students must pass all required skills in order to successfully complete the course.

Grading Scale:

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>83-89%</td>
<td>B</td>
</tr>
<tr>
<td>77-82%</td>
<td>C</td>
</tr>
<tr>
<td>69-76%</td>
<td>D</td>
</tr>
<tr>
<td>0 - 68%</td>
<td>F</td>
</tr>
</tbody>
</table>

Standardized Assessments:
At the end of the PN Program, students complete the ATI Predictor exam. This is a 140 question exam that reflects the categories utilized by NCLEX and predicts the likelihood of students passing the NCLEX-PN exam on their first attempt. Upon completion of the ATI Predictor exam, students receive an analysis of their strengths and weaknesses to guide their preparation for the NCLEX exam.

Hurst Review:
During the final week of the nursing program, students are required to attend the Hurst Review. The Hurst Review is designed to prepare students to pass the NCLEX-PN exam on the first attempt. The review is generally two days, 8-hours each day.
Disciplinary Actions:
Failure to comply with PN Program expectations and policies may result in the following consequences:

1st infraction: Verbal warning with documentation of event placed in student file
2nd infraction: Written disciplinary action placing student on probation for the remainder of the program.
3rd infraction: Student dismissal from the PN program.

Faculty have the authority to ask a student to leave, or ask to have the student removed from an academic activity for any student behavior that demonstrates irresponsible, unsafe, or unprofessional conduct in class, laboratories, or clinical experiences.

Requirements for Successful Program Completion
To provide the student with a comprehensive learning experience, nursing content is taught in the classroom, skills lab, and clinical practice setting. A student must pass each of these components to progress in the nursing program. In the classroom, students must receive a final course grade of 77% or higher to pass the course. In courses that have a skills lab component, students must pass the skill check-off in order to pass the course. In the clinical setting, students must receive a grade of “Pass.”

Course Failure: Any students who fails one (1) nursing course will be placed on academic probation. The student may retake the course when it is offered again as space allows. It is important to note that because of the progression of nursing courses, the student may not be able to continue in the program until the repeated course is successfully completed. For example, a student must pass NUR105 before progressing in the program or attending his/her first clinical course, NUR131.

A student who fails a second course or fails two or more courses in the same term must withdraw from the program. The student may reapply to the program and will be re-admitted as space allows.

Students who have chosen to repeat a course are responsible for any associated financial obligations.

Probation and Program Dismissal Criteria
A student who does not meet attendance, academic, clinical practice, and/or professional behavior standards may be subject to probation and/or program dismissal. Probation is a formal written plan which identifies a student’s deficiencies and outlines a plan for corrective action and a time frame for correction. A student placed on clinical probation will remain on probation for the duration of the program and/or specific clinical rotation as determined by the nursing faculty. Nursing faculty and administration will make the final decision regarding retention or dismissal of a student. Probation and/or dismissal may result from the failure to abide by the policies included in the EGTC Catalog, EGTC Student Handbook, and/or EGTC Practical Nursing Student Handbook.

Program Readmission
The goal of the readmission process is to provide the applicant with a second opportunity for success. Readmission eligibility is based on the reason for program dismissal. The following violations will disqualify a student from being eligible for readmission to the EGTC PN program:

a. Academic misconduct
b. Threats or violent activity
c. Alcohol or substance abuse
d. Clinical violations or requests from a clinical facility that a student not return

Requests for readmission will be considered on an individual basis and are subject to space available at time of request. *It is important to note that a student may be granted readmission to the PN program only once and that not all requests will result in readmission.*

To be considered for readmission, the applicant must submit a written request for readmission, which will include (as applicable):

- Health release from a physician
- Steps taken to improve family/life situation
- Study skills improvements
- Time management skills improvement

Student who are readmitted into the nursing program must agree to a specialized learning plan developed with cooperation of the student, faculty, and DNEP to promote student success. Readmitted students will be placed on a 90 day probationary period for evaluation or counseling purposes. Faculty may require that a student repeat a course if it has been more than 2 years since course completion or student received a letter grade of “C”. Attendance in certain skills labs will be required.

**Substance Abuse/Use Policy**

1. All students are required, as a condition of program admission, to submit to a drug screening prior to the first clinical course. A repeat test by the student will not be allowed for drug screening results that are positive for alcohol and/or drugs.

2. Upon admission to the PN program each student must sign as “For-cause/Random Drug Screen Waiver” which allows the faculty or clinical agency to initiate a request for immediate testing if there is a reason to believe a student is under the influence of drugs or alcohol, including marijuana.

3. The guidelines for the nursing faculty decision to refer a student for drug/alcohol testing will be based on, but not limited to:
   a. Observable phenomena such as direct observation of drug use
   b. Physical symptoms or manifestations of being under the influence of drugs or alcohol
   c. Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings
   d. Deterioration of work performance
   e. Information that a student has caused or contributed to an accident that resulted in injury requiring medical treatment by a licensed health care professional
   f. Conviction by a court, or being found guilty of a drug, alcohol, or controlled substance use, possession, or sale.

4. A clinical instructor who suspects that a student is under the influence of drugs or alcohol is required to contact the DNEP or Dean of Health Sciences to report his/her suspicions and to obtain the procedural steps for handling of the student.

5. Any student suspected of drug and/or alcohol use is to be tested immediately and sent home via safe transportation (i.e. taxi, friend, relative, etc) at his/her own expense pending results of the test.

6. Any student who refuses to submit to testing will be directed to leave the facility via safe transportation (at their expense) and will be dismissed immediately from the PN program.

7. The student suspected of being under the influence of drugs/alcohol will be responsible for any financial expenses incurred as a result of drug testing.
Drug and Alcohol Prevention Program:
EGTC is an area career/technical school governed by the Denver Public Schools (DPS) Board of Education and by regulations established by the Colorado Community College System (CCCS). These DPS Board polices require the school to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in federal law).
The EGTC Drug and Alcohol Abuse Prevention Program is outlined in the EGTC Catalog.

Information on available counseling, treatment, and rehabilitation is available at the school counseling office or the Colorado Department of Health. Colorado Board of Nursing supports early intervention and treatment through the Peer Assistance Program. Treatment prior to licensure is the financial responsibility of the non-licensed individual. For self-referral contact Denver: 303-369-0039 or Toll-free: 866-369-0039 or e-mail info@peerassist.org
Clinical Courses:

Expectations & Policies
Clinical Policies:

1. The EGTC PN Program has unconditional expectations regarding the confidentiality of patient related information, including classroom content, clinical content, and student’s individual acquisition of information. Signature of the EGTC Confidentiality Agreement is required to proceed in the EGTC PN Program.

2. Clinical syllabi will outline policies and be reviewed during each orientation prior to the start of the clinical rotation and outlined in each clinical course syllabus.

3. Attendance: Students must arrive to the clinical site a minimum of 15 minutes before the clinical practice experience is scheduled to begin.
   - Student that are 15 minutes late or more for a clinical day will be sent home, and the day will not be counted as a clinical day. Students will receive a verbal warning for the first offense; a written warning for the second offense. If a third offense occurs, the student will automatically fail the clinical course.
   - A student is not permitted to be on the clinical site premises without an instructor or preceptor present. At no time will a student perform any clinical duties without the clinical instructor being on site even if an employee of the facility asks them for help.

4. The Colorado State Board of Nursing requires that practical nursing students successfully complete a minimum of 400 hours clinical experience to be eligible for licensure. Due to the nature of clinical contracts and schedules, make-up time is generally not available for clinical absences. Therefore, any student that does not complete the required number of clinical practice hours will fail the course. The DNEP will evaluate instances of documented emergency-related clinical absences on an individual basis to determine if the student will be allowed to make-up missed clinical hours.

5. For patient and student safety reasons, students in either the full-time and part-time program are not allowed to work at the place of their employment the night before a clinical practice experience.

6. Grading: The clinical course grade is based on the successful completion of the Clinical Evaluation Tool (CET).

7. Clinical Placement: Faculty schedule clinical placements. Students may not change location or switch days/times with other students

Clinical Dress Code:

- EGTC issued identification (ID) badges must be worn and visible at all times when at the clinical site
- White scrub top and navy scrub pants; clean and wrinkle – free
- EGTC Practical Nursing Patch sewn on left sleeve, 2 inches below the shoulder seam
- Shoes: clean, solid closed-toe, closed heal shoes with non-skid soles and in good condition are required; color must coordinate with uniform; shoes must remain in clean and in good repair throughout enrollment in the PN Program
- Coordinating socks/hosiery must be worn with shoes
- Hair must be secured, pulled away from the face, and off of the shoulders
- Must wear a non-ornamental wrist watch with a sweeping second hand
- Visible tattoos must be covered during clinical practice
- No facial jewelry allowed
- Jewelry is limited to engagement or wedding rings, and one small post earring/ear lobe
- False nails, acrylic overlays, or gels are not permitted
• Finger nails must be clean, trimmed to a length not beyond the fingertip, and free of polish or with clear polish that is in good condition
• Make-up must be limited and used with discretion
• Standards of cleanliness, personal hygiene, and appearance must be maintained
• No offensive body odor
• No odor of smoke or cologne, perfume, powder, scented lotions, or after shave lotion
• Any items deemed inappropriate by the faculty, such as headphones/ear buds, hats, and/or hoodies are not permitted
• Must bring stethoscope, gait belt, bandage scissors, small notebook/pen, and resources as required by clinical faculty

Clinical Facility Policies:
1. Students are required to have met the following requirements prior to the first day of clinical. These requirements must also remain current throughout the length of the PN Program:
   a. Background check: www.emilygriffithtechnicalcollegecompliance.com
   b. Drug Screening: www.emilygriffithtechnicalcollegecompliance.com
   c. Liability Insurance: www.nso.com
   d. Current CPR for the Healthcare Provider (adult, child, infant)
   e. Immunizations:
      • Hepatitis B series (3 immunizations) –or proof of immunity
      • Measles, mumps, rubella (MMR) – two doses or serum titer
      • Varicella zoster – 2 doses, serum titer, or proof of immunity
      • Diphtheria, pertussis, and tetanus (DPT) within the last 10 years, Tdap booster within the last 5 years, or serum titer
      • Tuberculin skin test (TST) within the last year, or chest x-ray within the last 5 years
      • Current Flu vaccine
2. Students are expected to complete all specific facility requirements before attending clinical
3. Students must comply with facility policies at all times
4. Students are allowed one 15 minute break per four (4) hours of clinical time and one 30 minute lunch break per 8 hour shift. Breaks and lunch may not be combined for a longer lunch break
5. Smoking is not permitted on any clinical facility property. Use of vapor cigarettes is restricted to the policy of the clinical facility.

Professional Clinical Behavior:
1. Students must observe the PN and EGTC Codes of Conduct at all times.
2. Students are expected to observe confidentiality (HIPAA) policies regarding patient records at all times.
3. Students must report all patient related errors, omissions, and accidents immediately to their clinical instructor and/or charge nurse.
4. Students are encouraged to collaborate with their clinical instructor and the nurse(s) at the clinical practice site to identify learning opportunities that will assist them with meeting the clinical course objectives and enhance learning in the patient care unit.
5. Students must have demonstrated competency in required nursing skills prior to before performing skills in the clinical setting (e.g. urinary catheters, IVs, etc)
6. Any required nursing skill preformed on a patient at the clinical site must be supervised by the clinical instructor or a licensed nurse (LPN or RN).
Medication Administration:
1. The practical nursing student is responsible for any errors that occur before, during, and after the process of administering medication.
2. A medication error has occurred if the error actually occurred, or if, in the instructor’s opinion, would have occurred if the instructor had not intervened.
3. Medication errors include, but are not limited to:
   a. Failure to administer a medication as ordered
   b. Failure to follow of the six rights of medication administration
   c. Failure to assess vital signs when appropriate in relationship to medication administration
   d. Failure to evaluate and document the patient’s response to a medication given
   e. Failure to report adverse events or symptoms to the clinical instructor and the registered nurse (RN)
4. Disciplinary procedure for medication errors are as follows but are not limited to:
   a. 1st medication error will result in a written warning
   b. 2nd medication error will result in probation for duration of program
   c. 3rd medication error will result in program dismissal

Clinical Grading and Evaluations:
Students are evaluated on a weekly basis during their clinical rotation, as well as receiving a final grade at the end of the clinical course. The students’ performance is assessed using a Clinical Evaluation Tool (CET) which allows the student and the clinical instructor to provide input and to share comments throughout the clinical practice experience. The CET is based upon the clinical course objectives and reflects students’ understanding of nursing concepts and skills. The evaluation scale that is used to evaluate students’ performance on a daily and weekly basis is as follows:

- S: Satisfactory or acceptable performance
- NI: Needs improvement, inconsistent performance, requires more practice and consistency
- U: Unsatisfactory, failing performance
- IP: In progress
- NA: Experience not available or not observed

At the end of the clinical rotation, the clinical instructor completes a final evaluation. The final evaluation reflects the completion of the clinical course with the designation of a grade of “Pass” or failing “Fail.” This evaluation is supported by comments from the clinical instructor as well as input from the student’s preceptor or by the nurse that the student was assigned to.
ADDITIONAL INFORMATION

Disability & Learning Support Services
EGTC proudly complies with the Americans with Disabilities Act and other applicable laws designed to provide access to higher education for students with disabilities. Students with documented disabilities may request accommodations by registering with the Disability & Learning Support Services (DSS) office and providing documentation of disability from qualified professionals. Students may email dss@emilygriffith.edu for an appointment.

Students with Veterans Benefits
EGTC provides veteran support services to assist students with veteran educational benefits. Students should email veterans.info@emilygriffith.edu to access support services.

Student Success Center
Resources and personnel are available to assist students having difficulty with study habits, test taking, and academic challenges. The Student Success Center is located on the 6th floor of the Emily Griffith Campus building.

Library Resources
Access to scholarly journals and evidence-based practices is available to all PN students via the electronic databases CINAHL Complete and EBSCO Host. These databases are available on the EGTC website which allows students to have 24/7 access these resources. Additionally, two libraries are within close proximity: the Denver Public Library (DPL) and the Auraria Campus Library. DPL provides free library access to EGTC students which includes one-to-one research appointments, and computer lab instruction on using databases and resources. DPL also has special websites in English and Spanish such as espanol.denverlibrary.org which provides additional resources for the Spanish speaking students.

The Auraria Campus Library houses approximately 650,000 print books and provides access to 140,000 e-books, 60,000 e-journals, and 280 million electronic resource records through the Summon Discovery Service. To access the services of the Auraria Campus Library, students must go to the Library in person. The services provided by the Library are free to EGTC students.

Post-Graduation Surveys
Student feedback regarding the level of preparation for a career in nursing and overall satisfaction with the PN program is essential for the evaluation and improvement of the nursing program. Six to twelve months after graduation from the PN Program, students will receive a Graduate Satisfaction Survey. EGTC considers completion of this survey as the final assignment of the nursing education program and asks that the survey is completed and returned within two week it has been received.
EGTC PRACTICAL NURSING PROGRAM:
ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING
of PN PROGRAM HANDBOOK

I, (print student name) ___________________________________, have received a copy of the EGTC Practical Nursing Program Student Handbook. I acknowledge that I have received and understand all of the policies and statements contained in the Practical Nursing Program Student Handbook. I agree to abide by these policies, as well as the policies in the EGTC Catalog and EGTC Student Handbook, while enrolled as a student in the PN Program at EGTC in pursuit of my goal to become a practical nurse.

Confidentiality Agreement:
As a student in the EGTC PN Program, I am aware that I will receive information about patients in written form and in verbal discussions with EGTC nursing faculty, physicians, facility employees, and from the patient, patient’s family and significant others. I agree to abide by Federal HIPAA guidelines and clinical facility policies related to the sharing of patient information. I agree not to share confidential information through electronic means such as texting, Facebook.com, or Twitter.com. I agree not to use, copy, make notes regarding, remove, release, or disclose Protected Health Information (PHI) with any individual who does not have a specific need to know. If I knowingly violate this agreement, I will be subject to immediate dismissal from the EGTC PN Program.

________________________________________  ______________________
Student Signature  Date

________________________________________  ______________________
DNEP Signature  Date
For-Cause/Random Drug Screen Waiver

As a student nurse currently enrolled in the Practical Nursing Program, I acknowledge by my signature below that I may be asked to comply with a for-cause OR random drug screen as part of my compliance obligations for clinical placement during my clinical courses. This may be requested of me by my clinical agency or school of nursing representative. I understand that in order to continue my clinical hours, I will be expected to complete the testing immediately upon the request. I also understand that I am solely financially responsible for expenses related to drug testing. Failure to comply with the testing may result in my dismissal from the clinical agency and from the Practical Nursing program.

Print Name of Student:______________________________________________

Signature of Student: ________________________________________________

Date: ______________________

Signature of DNEP: ____________________________ Date:__________________