



NURSING PROGRAM STUDENT HANDBOOK

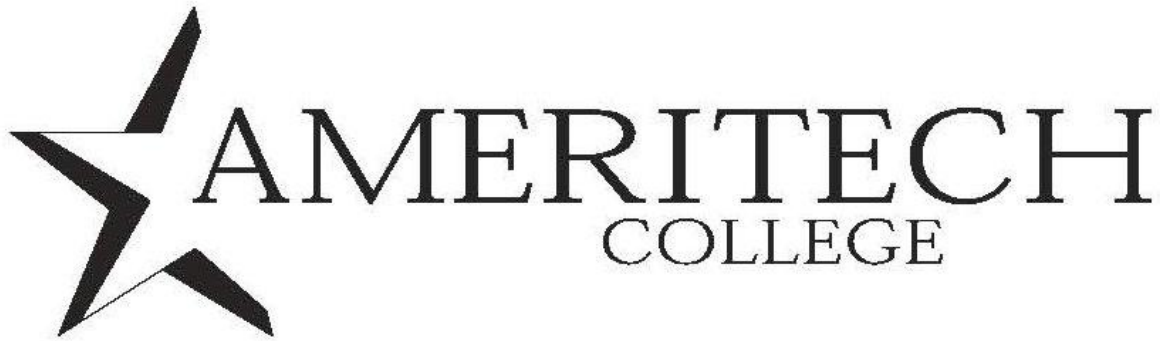
HANDBOOK: I, _____, a nursing student at AmeriTech College have received the Nursing Program Student Handbook. My signature indicates receipt of this book and the responsibility for reading all policies enclosed. I understand that if changes regarding the student handbook occur during my course of study, I will be notified and will be expected to abide by the changes as they apply.

HONOR CODE: In academic and professional matters, I will not lie, cheat, steal, nor tolerate those who do. I will not disclose the content of examination items before, during or after the examination. I will not give nor receive, nor will I tolerate others' use of unauthorized help on exams and assignments.

Print Student Name _____

Student Signature _____

Date _____



NURSING PROGRAM

Student Handbook

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* AmeriTech College reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations in this publication. Currently, all nursing courses are available at the Draper campus only.

AMERITECH COLLEGE NURSING PROGRAM STUDENT HANDBOOK

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ABOUT THIS PUBLICATION

The *Student Handbook* of the AmeriTech College Nursing Program (ACNP) is intended as a guide that sets forth the ACNP guidelines and policies. When policies are interpreted, they are interpreted in a light most favorable to AmeriTech College, Inc. All students enrolled in the ACNP are responsible and held accountable for understanding the guidelines and policies that appear in this document. AmeriTech College and its administration and professional committees reserve the right to make changes in guidelines and policies and other matters as appropriate to changes in regulations. Students will receive or have access to information concerning such changes or revisions to the student handbook or course policy as they occur.

NOTICE OF NON-DISCRIMINATION POLICY

The AmeriTech College Nursing Program admits both women and men. AmeriTech College will not discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability, marital status, veteran status, or ethnic background. AmeriTech College abides by these policies in the administration of its student admissions, financial aid and career placement programs, as well as in all other student-related services and educational programs and opportunities.

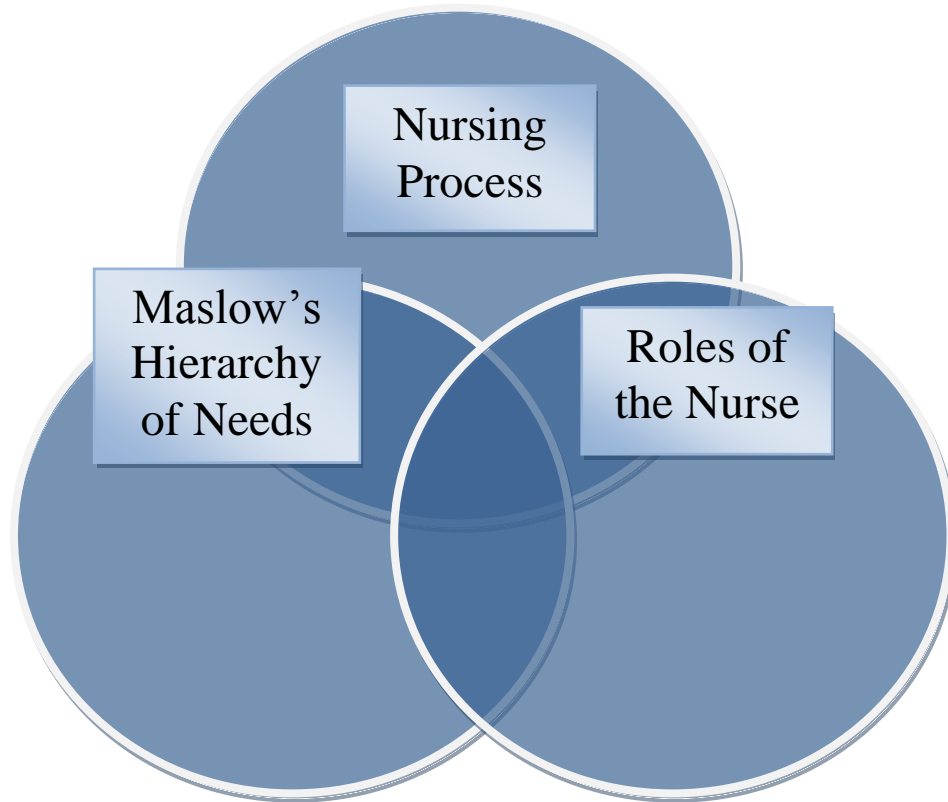
COMMUNICATION TO NURSING STUDENTS

Communication to students will be through the AmeriTech email system. Email should be checked daily (Monday through Friday) and students will be held responsible for all information transmitted through the email system.

ORGANIZING FRAMEWORK

Integral to the nursing faculty and curriculum are a set of beliefs expressed as assumptions that are embraced by nursing program faculty. Nursing faculty has chosen to base their assumptions on concepts of Nursing Process, Abraham Maslow's Hierarchy of Needs, and Roles of the Associate Degree Nurse.

Figure 1. Organizing Framework



NURSING PROGRAM VISION, MISSION, AND PHILOSOPHY

Vision

The AmeriTech College Nursing Program believes that graduates who experience its community of learning will become caring and sensitive care providers who demonstrate excellence, wisdom, and practice safely and responsively. Graduates are expected to commit to and demonstrate behaviors that promote health and well being of themselves and others. Our graduates will also learn to respond to the ever-changing needs of those to whom they will provide care, as well as their future employers. They will develop lifelong learning skills that will enable them to learn to efficiently seek out, identify, and master the most effective nursing skills, as quickly as they are developed.

Mission

The mission of the AmeriTech nursing program is to provide a quality nursing education to students that will prepare them with the requisite knowledge and skills to practice nursing competently.

The program, as guided by this mission statement, provides students with a foundational education that enables career-oriented or baccalaureate bound students to accomplish their personal and professional goals. Students are educated in an environment that is supported by a strong commitment to diversity and individualism. The nursing program prepares a nurse generalist for beginning-level practice using knowledge derived from the liberal arts, biological sciences, physical sciences, social sciences, and behavioral sciences. Students are exposed to the types of experiences that facilitate growth of the total person, while allowing them to practice in a variety of settings. Students will be prepared for success in taking the National Council Licensure Exam (NCLEX-RN).

Philosophy

The philosophy of the nursing program supports its mission and goals. The program provides an education that leads to the development of knowledge, skills and behaviors for beginning level professional nursing practice. Assumptions underpinning the philosophy are followed by descriptions of beliefs regarding person and environment, health, nursing, and learning.

Persons and Environment

Persons are unique, dynamic, and holistic entities possessing the capacity for unlimited growth. They possess innate worth and individuality, which reflects integration of the bio-psycho-social and spiritual nature of one's being. The potential exists for individuals to think, feel, reason, interact, and make decisions affecting health, based upon perceptions, expectations, and needs. Values, beliefs, experiences, and culture affect the perceptions of each individual.

Fundamental to this definition is the individual and unique nature of each person, and respect for the individual is essential to nursing practice. In considering the definition of persons, nurses and nursing students should examine their own perceptions and needs; and understand how their individuality affects expectations and experiences in nursing practice.

Health

Health is a dynamic life experience that, in its ideal state, results in an integrated wholeness of the person. When a person is in a healthy state, there is congruence and unity between the person and the environment. Health is not static or absolute. It moves along a continuum, ranging from optimal wellness to illness or death. Health is achieved when physical, emotional, social, and spiritual needs are met. Maslow's Hierarchy of Needs assists in determining the progression of needs to be met in order to progress towards optimum wellness.

Nursing

Nursing is viewed as both an art and a science. The "Art" of nursing is the ability to account for the needs and perceptions of individuals as the nurse assists them to move toward a state of health. "Science" may be viewed as the evolving body of theoretical and empirical nursing knowledge. Nurses act in a way consistent with scientific evidence. Knowledge from multiple disciplines is integrated with nursing knowledge to promote health, prevent disease, assist in rehabilitation, and support the individual.

The essence of nursing is in a caring interaction with the individual. In the nursing program at AmeriTech College, nursing students are taught to use the nursing process as a guide to critical thinking as they implement a systematic way to assess, plan, implement, and evaluate interventions used to assist clients away from illness and toward wellness. Nursing care is prioritized using Maslow's Hierarchy of Needs. The Nursing Process and Maslow's Hierarchy of Needs are used as guidelines which are adjusted as needed to account for unique characteristics of individuals and families.

Nurses fulfill three major roles as they practice. The first major nursing role is that of *provider of care* in assisting clients to increased wellness. Nurses are accountable for the care that they give in their implementation of nursing practice. Students learn their responsibility for client, group and personal safety as they provide care. Second, nurses are *managers of care*. Nursing is practiced in a myriad of health settings and in a variety of situations. Nurses are responsible to delegate appropriately and to act as advocates for clients and families. Students learn the importance of collaboration and leadership when delivering care. Finally, nurses must always keep in mind their responsibilities as *members of the nursing profession*. Faculty models principles of professionalism in interactions with students and with the members of the health care team. Students are required to maintain standards of conduct that will prepare them to add a positive contribution to the nursing profession. Nurses should hold to these standards and values the importance of participation, collaboration, and lifelong learning in order to add to nursing as a whole.

Learning

Learning is both an individual and social process. It produces changes in the cognitive, affective, and psychomotor domains. Learning is optimized by moving from simple to complex in concepts and content. Essential to learning is the ability to integrate past and present experiences into new constructs. Consistency, organization, and structure enhance the learner's ability to process and retain information.

Students learn best when they are intrinsically motivated and responsible for their own professional development. They construct meaningful knowledge as a result of their own activities and interactions with others. Engagement between students and faculty members is essential to promoting problem solving, critical thinking, and development of appropriate attitudes. Faculty members challenge students to think critically in a non-judgmental environment which fosters learning through diverse, creative and flexible learning experiences. Faculty also facilitate student growth by reinforcing individual strengths, assisting the student to recognize areas of needed improvement, and implementing teaching strategies conducive to individual learning styles.

Nurses share responsibility for client education with other members of the health care team. Nurses determine client readiness, appropriate teaching moments, and evaluate changes in behavior indicating client learning has occurred.

PROGRAM OUTCOMES

The AmeriTech College Nursing Program will:

1. Serve the community by admitting, supporting, and graduating a diverse student body prepared to fill the projected need for nurses.
2. Graduate students who are successful on the national licensure examination.
3. Prepare nurses with the requisite skills to practice as generalists in today's healthcare setting.
4. Emphasize responsibility and accountability in nursing practice.
5. Provide a foundation for baccalaureate nursing education.

STUDENT OUTCOMES

At the completion of the AmeriTech College Nursing Program, graduates will have demonstrated ability to:

1. Formulate plans of care for clients that are consistent with the realities, experiences and values held by diverse populations.
2. Provide independent and collaborative nursing interventions utilizing the nursing process.
3. Apply critical thinking and prioritization skills when implementing nursing interventions.
4. Facilitate education in response to client's needs across the life span.
5. Exhibit respect for self and others while providing responsible, safe nursing practice.
6. Participate in professional organizations, community involvement and lifelong learning.
7. Use technology to deliver and document client care.
8. Implement therapeutic communication skills when interacting with clients and members of the health care team.

PROGRAM OF STUDY

Effective June 2008

SEMESTER 1:

General Education:

BIO 210 Anatomy & Physiology	6.00 credits
ENG 120 English Composition	3.00 credits
PSY 210 Life Span Psychology	3.00 credits

Other required courses:

MAT 112 Clinical Mathematics	2.00 credits
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TOTAL: 14.00 credits

Semester One is a preparatory semester that will give students admitted to the Nursing Program the theory base necessary to succeed in their clinical nursing courses. Students should utilize this time to establish excellent study skills, become acquainted with their fellow students, and learn time management. Time spent in the courses as outlined above will be 14 credit hours over 2 to 4 days per week; students should expect to study 25-35 hours per week outside of class. Some students may not have a full load due to transfer credits. They may register for other General Education courses as directed by the Campus Registrar.

SEMESTER 2:

General Education:

CHM 210 Chemistry	3.00 credits
NTR 110 Nutrition	2.00 credits

Nursing Core Courses

NUR 111 Fundamentals of Nursing	6.00 credits
NUR 131 Pharmacological Principles	3.00 credits

TOTAL: 14.00 credits

During Semester Two, students start their first nursing core courses with Fundamentals of Nursing, which introduces them to the Nursing Process, Maslow's Hierarchy of Needs, and the Roles of the Nurse, which are the underpinnings of the AmeriTech Nursing Program philosophy and curriculum. In the Fundamentals course, students will gain skills in the practice laboratory and begin their clinical experiences in acute, rehabilitation, and/or long-term care settings. The Pharmacological Principles course teaches students the essence of pharmacology, giving them the knowledge to safely administer medications to a variety of clients. The general education courses of chemistry and nutrition round out this busy and involving semester. Students will find that they will be spending two to three days per week on campus, and generally one day per week at clinicals. Class and lab time alone will take 14 to 20 hours per week and clinical will be

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6 to 8 hours per week. Outside study time ranges from 30-35 hours per week or more. If students need to work, they are encouraged to maintain a part-time schedule only, and this will apply until graduation. Now that students are entering clinical, they must bear in mind that class and clinical days cannot be scheduled around work schedules, and students may only have one week to two weeks' notice before they know what days they will be involved in classes and clinicals (and these may change at any time).

SEMESTER 3:

General Education

BIO 230 Microbiology	3.00 credits
COM 110 Oral Communications	2.00 credits

Nursing Core Courses

NUR 171 Psychiatric/Mental Health Nursing	3.00 credits
NUR 191 Medical-Surgical Nursing I	6.00 credits

TOTAL:	14.00 credits
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In Semester 3, the student will take two difficult and intricate nursing core courses. Students can expect to spend two to three days per week on campus for class and one to two days a week for clinicals, which will accompany both nursing core courses. NUR 171 will require students to have a flexible schedule to accommodate a variety of clinical experiences in the psychiatric setting. For NUR 191, the student will be spending eight hours per week in an acute care facility, delivering nursing care to adults in a variety of areas within the facility. The student will also spend time in the practice laboratory to gain advanced skills needed to supplement their classroom and clinical work. Class and lab time will take about 17 hours per week, and clinical will be 8 to 16 hours per week. Classroom work for both nursing core courses is difficult and rigorous, and outside study time between nursing and general education courses easily requires more than 30 hours a week.

SEMESTER 4:

General Education:

HIS 111 World Civilizations	3.00 credits
SOC 210 Marriage & Family	3.00 credits

Nursing Core Courses:

NUR 211 Nursing Care of the Childbearing Family	4.00 credits
NUR 221 Medical-Surgical Nursing II	5.00 credits

TOTAL:	15.00 credits
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Students in Semester 4 find that their studies become even more challenging as they study about and take care of patients with even more complex issues and problems. In NUR 211, students learn about the process of childbearing and have the opportunity to care for women who are giving birth or who have just had a baby, as well as their newborns in the nursery. During this semester, students in NUR 221 learn about more complex medical and surgical problems in their theory course and care for these types of patients in the clinical setting as well. The clinical experience for these two courses is combined, and requires the student to spend one 12-hour day per week in the hospital. Students will also have their first opportunity to work with patient simulators on campus in one of the simulation laboratories. Class and simulation hours will total about 14 hours per week over 2 to 3 days and students should expect to spend over 30 hours per week studying outside of class. The student will finish their general education courses this semester.

SEMESTER 5:

Nursing Core Courses:

NUR 231 Nursing Care of the Child	4.00 credits
NUR 251 Medical-Surgical Nursing III	6.00 credits
NUR 271 Trends & Issues in Nursing	2.00 credits
NUR 290 NCLEX Review	3.00 credits

TOTAL: 15.00 credits

During this final semester, the student will have their most challenging experience yet in four different nursing courses. The NUR 231 course involves the care of the child, and students will be spending time in clinical experiences caring for both well children and those with health problems. On campus, the NUR 231 course involves both theory and simulation. NUR 251 consists of classroom work involving the most complex health problems as well as more simulation time and finally a capstone experience where students work one-on-one with a nurse preceptor for a total of 120 hours in an acute care setting. These hours are highly varied and require the student to be extremely flexible with their time. NUR 271 and NUR 290 involve classroom hours that will help the students to understand current issues in nursing and review for the NCLEX exam. Total classroom and simulator hours will be about 13-14 hours per week over 2 to 3 days; clinical hours will be highly variable but generally average about 12 to 18 hours per week. Outside studies can easily average 35 to 40 hours per week in a last push towards graduation; it will be extremely difficult to work an outside job during this semester.

Please see the AmeriTech catalog for further course information.

PREPARING FOR THE NURSING PROGRAM

Time and Commitment

The Nursing Program demands perseverance, stamina, and time devoted to a rigorous course of study. Additionally, time is required to travel to and from clinical experiences which typically range from day to evening shifts. Community based sites may have unique scheduling requirements. In addition, testing during non-scheduled class hours may be required. Preparation for theory classes, skills labs, simulated as well as clinical experiences requires full-time concentration. Successful students understand this time commitment and prepare for this focused course of study, making course requirements and clinical performance a priority.

Outside Employment Recommendations

In the interest of patient safety and optimal learning, nursing students are advised to make arrangements during nursing school to decrease their workload outside of school. Students will be successful as they balance work, school, family and self, ensuring they maintain adequate time for theory and clinical requirements.

Clinical Experiences

A number and variety of clinical facilities are utilized and vary from semester to semester. Clinical assignments will be given to each student at the end of each semester for the upcoming semester. Occasionally, it may be necessary for a student to be assigned a clinical experience in a facility that is some distance from the student's home. Flexibility of time and arrangements for transportation remain the responsibility of the student. Trading clinical assignments is not allowed.

LEGAL IMPLICATIONS FOR STUDENT EXPERIENCE AND STATE LICENSURE

Admission to or graduation from the nursing program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Utah State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act independent of any college or school requirements for graduation. Students must be in compliance with all college and Utah statutes, rules, and regulations in order to be identified as an AmeriTech nursing student. The student is expected to review independently the Utah Nurse Practice Act, §R156-31b of the Utah Administrative Rules, to be found at <http://www.dopl.utah.gov/laws/58-31b.pdf>.

All nursing applicants for certification and licensure will be fingerprinted to permit the Utah Bureau of Criminal Identification to obtain state and federal criminal history information. Students should be aware that a criminal history may preclude them from licensure. If there is

any question about eligibility for licensure or certification, contact the nursing education consultant at the Utah State Board of Nursing at <http://www.dopl.utah.gov/licensing/nursing.html> or (801)-530-6628.

ACADEMIC PROGRESSION

Students admitted to the AmeriTech College Nursing Program will be eligible for enrollment in clinical and non-clinical courses for which they are qualified. Once entering the AmeriTech College Nursing Program, students must take all required courses in the ACNP. Any courses that need to be repeated must be repeated at AmeriTech College.

Criteria for Progression:

1. A minimum grade of “C” or better (75%) is required in all courses to progress to the next level of study.
2. Refer to the AmeriTech Satisfactory Academic Progress (SAP) Policy for details regarding cumulative grade point averages (GPAs) and amount of time allotted to complete the Nursing Program. Students must satisfy both Nursing Program progression requirements as well as AmeriTech SAP policy in order to continue in the program.
3. In order to pass the NUR 290 NCLEX Review course, students must achieve a minimum score, as determined by the AmeriTech College Nursing Program, on a standardized, comprehensive exit exam. If a student fails to achieve the minimum score on the first attempt, the student will attend an on site review course prior to the second attempt on the comprehensive exam. If a student fails to achieve the minimum score after two attempts, the student must complete an individual remediation plan as set forth by the nursing program and at the student’s cost. If a student fails to complete the remediation plan, the student will receive a failing grade in NUR 290.
4. A letter grade of C- or below in any nursing course and other required courses in the AmeriTech College Nursing Program (including general education courses) will require the student to repeat the course before progressing to the next nursing course, or, in the case of a final semester, before graduation.
5. All ACNP courses may be repeated only once (including general education, core courses or other nursing course requirements). If a student must repeat a course in the ACNP, it must be repeated at AmeriTech College. The student receiving a C- or below in the same course twice will be dismissed from the Nursing Program. A student receiving below a C in two courses (simultaneously or subsequently) will be dismissed from the ACNP. If repeating a nursing course, the student may be required to complete ancillary learning experiences that validate the requisite theoretical

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- knowledge base and clinical competency.
6. Grades of "I" (Incomplete) must be removed from any prerequisite course prior to progressing to the next course/semester.
 7. Methods of evaluation and their percentage weight for each course's grade calculation will be explained in each course syllabus.
 8. No rounding will occur with the calculation of the final course grade to achieve a passing score of 75%. Prior to the final grade, fractional grades (*i.e.*, 99.25) will be carried.
 9. All nursing core courses will have a comprehensive final exam. Final examinations in other courses will be at the discretion of the instructor.
 10. At the end of each semester, students will be expected to pass a clinical math calculation exam with 100% accuracy. Students who are unable to successfully pass the math exam after three attempts will not be allowed to progress to the next semester of the nursing program.

The grades given for academic achievement are interpreted as follows:

Letter Grade	Percentage	GPA Equivalent	Status	Letter Grade	Percentage	GPA Equivalent	Status
A	94 – 100%	4.0	Passing	C-	70 – 74%	1.7	Not Passing
A-	90 – 93%	3.7	Passing	D+	67 – 69%	1.3	Not Passing
B+	87 – 89%	3.3	Passing	D	64 – 66%	1.0	Not Passing
B	84 – 86%	3.0	Passing	D-	60 – 63%	0.7	Not Passing
B-	80 – 83%	2.7	Passing	F	0 – 59 %	0	Not Passing
C+	77 – 79%	2.3	Passing	I	Incomplete	**	
C	75 – 76%	2.0	Passing	W	Withdrawal	**	

Readmission Following Dismissal

Nursing students, who have withdrawn either voluntarily or involuntarily and wish to resume their studies in the nursing program, must complete the entire (re-entry) application process and will be subject to current nursing admissions requirements. If a student is withdrawn for code of conduct violations, the student will be permanently terminated, without possibility of re-admission into the nursing program.

Re-admitted students will be subject to current institutional and programmatic policies and will be responsible for reading and understanding the current college catalog, nursing handbook, course syllabi, and all other applicable documents where policy is outlined. All students withdrawn as a result of unsatisfactory academic progress (SAP), two failures, or unsatisfactory attendance and are allowed re-admittance, will return on probation and must pass all remaining program courses, including general education, core courses, and any other nursing course requirements. If a student fails an additional course after re-admission, the student will be permanently terminated, without possibility of another re-admission into the nursing program.

During the first semester following readmission, students will meet monthly with a faculty advisor to review academic progress in all currently enrolled courses. Where needed, an action plan may be developed to assist students with successful course/program completion. If all courses are successfully completed during the semester following readmission, the student will no longer be considered on probation; however, the student will still remain subject to the two failure policy and must pass all remaining program courses.

ATTENDANCE POLICY

Regular attendance at all classroom, lab, simulated clinical experience (SCE), and clinical shifts is essential to student success in the AmeriTech Nursing Program. Even a single absence has a serious impact on the student's ability to learn. Additionally, clinical hours must be completed in their entirety. Students need to schedule vacations and other events that would keep them from attending classes, labs, SCE and clinicals during times when school is not in session. Absences should occur only in the case of true illness or emergencies, and students are responsible for contacting their instructor to report the absence as soon as possible. Students are also expected to arrange with classmates to get material and information that they missed during an absence day. Instructors are NOT permitted to "excuse" absences.

Students are allowed ONE absence per semester, per course in the Nursing Program (this applies to both core and ancillary courses). A second absence from any class, lab session, SCE, or clinical will require the student to repeat the entire course. Any clinical/SCE absences must be made up by the end of the semester as specified in the course syllabus, regardless of the reason for the absence. The repeat of a course due to absences will preclude the student from progression to the next semester of nursing courses.

Students who report to class, lab, SCE, or clinical tardy or who leave early will have that time subtracted from their attendance. If a student has three episodes of tardiness in a class, lab session, SCE, or clinical, it is equivalent to one absence.

DRESS CODE AND APPEARANCE

The Dress Code Policy of the AmeriTech College Nursing Program promotes the nursing role of “member of the profession” by requiring students to maintain a professional appearance at all times while on campus and during clinical rotations. The dress code policy is as follows:

1. **Scrubs:** When attending clinical, classes, labs, simulated clinical experiences (SCE), taking tests, and at any other times as requested, students will wear the official AmeriTech College of Nursing scrub uniform. This consists of a solid color royal blue scrub top and bottom with the AmeriTech patch on the **left sleeve**. Patches must be sewn on. Scrubs need to be clean and in good repair at all times. No other color is acceptable, unless the student is unable to obtain that color in their size due to pregnancy or other issues. In this case, students must consult with the Nursing Director to determine an acceptable uniform. Students are responsible for purchasing, cleaning, and maintaining their own scrubs and for sewing the patch on the sleeve. Patches may be obtained from the AmeriTech front office. In the clinical facility, only **white** shirts may be worn under the scrub top, and only a **white scrub jacket** may be worn over the scrubs, with the AmeriTech patch sewn onto the left sleeve of the jacket. Other colors are unacceptable. On campus, students may wear shirts of other colors under their scrubs and/or jackets over scrubs, but the royal blue top must be visible and the ID badge must remain visible.
2. **ID Badges:** An ID badge will be issued at registration and must be worn at all times while on campus (for any reason) and at clinical sites. Some clinical sites will have an additional ID badge to be worn only while at that facility. ID badges must have the name and picture visible and it must be worn above the waist. Replacement ID badges may be obtained from the AmeriTech front office, and a fee may be charged for their replacement.
3. **Shoes:** While attending clinical, SCE, and laboratory sessions, students must wear nursing or athletic shoes that are white or mostly white, easily cleaned, and that cover the entire foot from toe to heel without holes or gaps. If a student is unsure about the appropriateness of footwear, they should consult a member of the AmeriTech Nursing Program department prior to wearing them to clinical, lab, or SCE. While attending classes or other on-campus functions (i.e. testing center, registration), students are permitted to wear any type of shoe (but if they have lab or SCE on the same day, they must change to appropriate footwear as noted above).
4. **Jewelry/body art:** In order to facilitate a professional look at all times, students must adhere to the following standards during class, clinical, SCE, and laboratory sessions:
 - a. One pair of post earrings only. Other piercings must be removed (including multiple ear piercings, tongue, eyebrow, or nose piercings, or other types of visible piercings). Students are not to wear ear “gauges”. No hoop or dangle earrings may be worn.
 - b. No other jewelry may be worn during clinical, SCE, or lab with the exception of a wedding ring and a modest watch (students must wear a watch with a second

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- hand). Some clinical experiences may require that the watch and/or wedding ring be removed. No necklaces (visible or hidden), bracelets, or other jewelry may be worn.
- c. Visible tattoos must be covered while at clinical sites. Students are discouraged from obtaining a tattoo in a prominent location (such as hands, face, wrists, neck, arms) as it is generally not in compliance with community standards for the professional nurse.
5. Personal appearance: The following standards apply to any classroom, SCE, lab, clinical, or other on-campus activity (except as noted):
- a. Nails must be trimmed and clean with NO artificial nails or acrylic wraps and clear nail polish only (some clinical sites may prohibit nail polish as well).
 - b. No hats or caps may be worn.
 - c. Hair that is shoulder length or longer (men and women) MUST be pulled up off the collar and neatly secured while at clinical, lab, or SCE sessions. Hair should always be kept neat and clean and styled conservatively (i.e. no extreme colors, “Mohawk”-type styling, etc.). If a student is unsure about the appropriateness of a hairstyle, they should consult a member of the Nursing Program faculty or the Program Director.
 - d. Facial hair is permitted but must be kept neat and trimmed at all times. Some clinical sites may require modifications regarding facial hair (consult the clinical instructor for guidance).
 - e. Students should take baths and showers as needed and wear deodorant. Students should NOT wear strong perfumes or colognes. Some clinical sites may prohibit any perfume or cologne.

Any member of the AmeriTech faculty or administrative staff are authorized to enforce dress code guidelines. **The instructor will dismiss any student not in compliance with the dress code from classroom, clinical, SCE, or skills laboratory sessions and absence hours will accrue for the time taken to come into compliance with the Dress Code.**

STUDENT COUNCIL

The ACNP values interaction and communication between students, faculty and administration. The student council functions to facilitate this interaction and consists of student ambassadors from semesters two through five, faculty members, career services director, and the student services director.

The purpose and functions of the AmeriTech College Student Council are as follows:

1. To provide communication and interaction between nursing students, administration, and faculty.
2. To ensure representation and participation of students in academic and policy formation.
3. To represent the opinions of ACNP students and initiate actions upon issues that may arise.
4. To coordinate student activities and involvement in the community.

STANDARDS OF PROFESSIONAL CONDUCT

The nursing faculty of the ACNP believes that professional behavior is an integral component of nursing and expects students enrolled in the nursing program to adhere to the standards of professional conduct. The nursing faculty members hold student nurses accountable to the following guidelines and standards:

- *ANA Code of Ethics* (view only) -
http://nursingworld.org/ethics/code/protected_nwcoe813.htm
- ANA Standards of Professional Nursing Practice and ANA Professional Performance in Nursing: *Scope and Standards of Practice*.
- Utah Administrative Code: Nurse Practice Act Rules:
<http://www.dopl.utah.gov/laws/R156-31b.pdf>
- *NLN Educational Competencies for Graduates of Associates Degree Nursing Programs*.

Unprofessional behavior is defined in Section R156-31b-502 of the Utah Nurse Practice Act. Students are accountable for their behavior and it is an expectation that faculty and students will conduct themselves in a manner congruent with professional standards.

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The AmeriTech Student Code of Conduct is outlined in the AmeriTech catalog. Further standards of conduct include, but are not limited to:

1. **Confidentiality:** Students will respect the privacy of clients and privileged information. No identifying information about clients (as defined by federal privacy guidelines) will be removed from the clinical site. Students will not share information about clients with others except as appropriate for learning.
2. **Accountability:** Students are answerable for their actions to themselves, the program, and the institution. Students will promptly report errors in the clinical site to their instructor and clinical staff and be responsible for the consequences of any mistakes. Resources such as computers, technical equipment, and other materials will be used appropriately.
3. **Responsibility:** The student will only perform duties as defined by their student role.
4. **Adherence to Clinical Site Policies and Procedures:** It is the responsibility of all students to read and adhere to the clinical site's policies and procedures. Students are representing AmeriTech and are expected to act in a professional manner at all times. If a student is asked by the clinical site to leave the site due to unprofessional, unsafe, or insubordinate behavior, the student must meet immediately with the Program Director. Consequences of being dismissed from the clinical site may include failure of the course and/or dismissal from the Nursing Program without the right of readmission.
5. **Honesty:** Students should practice fairness and straightforwardness of conduct, moral excellence and truthfulness at all times. Cheating, plagiarism, or other dishonest conduct is unacceptable and will be grounds for dismissal from the program. Students who are aware of dishonest behavior on the part of other students must immediately report this behavior to their instructor, the Program Director, or to a Student Services representative. Students who report dishonest behavior will have their names kept confidential.
6. **Punctuality:** Students must be prompt at all times, meaning that they are present and prepared to begin the session at the scheduled start time. Assignments must be completed on time as specified in the course syllabus.
7. **Respect:** The learning atmosphere is dependent on student, faculty, and staff treatment of each other with consideration and courtesy at all times. Sexual harassment, mockery of others, or any behavior that demeans another person or group will not be tolerated at AmeriTech. Students must treat their instructors as well as fellow students with respect during learning sessions. This is done by giving full attention to the session and not distracting others, sleeping, or using electronic devices (except as approved by the instructor). Property of the campus, clinical site, and other persons should also be respected and not stolen, used without permission, damaged, or vandalized.
8. **Professional Appearance:** Students must adhere to the established dress code in all clinical and professional activities. Proper personal hygiene is an essential part of

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maintaining a professional appearance.

9. **Ethical:** The Code of Ethics for Nurses with Interpretive Statements (2001) is the established ethical standard for the nursing profession. The document is under copyright and can be viewed http://www.nursingworld.org/ethics/code/protected_ncwoe813.htm. Students are expected to read and abide by this code.
10. **Legal:** All students must operate within the standard of care related to the student nurse role and may not function outside that role for any reason (even if they function beyond the student role in their employment). Students will not use, possess, transfer, or sell illicit drugs at any time and are subject to urine drug screening as outlined in the AmeriTech catalog.
11. **Safety:** It is vital that students prevent or minimize risks to themselves or others for physical, psychological, or emotional injury or damage. Weapons are not permitted at any time on the AmeriTech campus or at clinical sites. Students must not report to clinical sites if they are unable to safely practice due to the influence of alcohol, drugs, or other substances or if they have a physical or psychological condition that would impair their ability to safely perform the duties of a professional nurse. Students should keep their well-being as well as the best interest of the patient in mind when lifting, transferring, or assisting patients and always get the help and equipment necessary to do so in a safe and effective manner. If a student believes that an unsafe condition exists in the clinical site or on campus, they must report it to their instructor or to AmeriTech administration immediately. Students are also obligated to follow all building requirements as posted or requested by building officials.
12. **Civility:** All students in the AmeriTech College Nursing Program are expected to contribute to a positive learning environment. Each student in the nursing program is expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and other college staff supporting student learning. Comments, gestures, or other communication that is rude, profane, sarcastic, demeaning, or in any way offends others is never acceptable.

STUDENTS WHO FAIL TO ADHERE TO THE STANDARDS OF PROFESSIONAL CONDUCT WILL FACE CONSEQUENCES THAT MAY INCLUDE BUT ARE NOT LIMITED TO: LOSS OF COURSE CREDIT, A FAILING GRADE, OR DISMISSAL FROM THE PROGRAM AND WILL NOT BE ELIGIBLE FOR READMISSION.

ACADEMIC INTEGRITY

The AmeriTech College Nursing Program highly values academic integrity. The following standards may be found in the AmeriTech catalog, but are repeated here for emphasis.

Students are expected to adhere to the highest possible academic standards while attending AmeriTech College. The following are minimal guidelines that students are required to follow. These guidelines should be considered illustrative, and not comprehensive:

DISHONESTY

Students will adhere to the principles and rules of the college and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and sanctions may include, but are not limited to, failing grade for the assignment; failing grade for the course; probation; suspension; or expulsion from the program. *These sanctions do not need to follow in any specific order.*

Examples of Academic Dishonesty

1. **Cheating:** Presenting another's work as one's own or assisting another student to do so in the classroom, lab or any other location. Cheating may also occur when a student violates the conditions governing an examination. Examples of cheating include, but are not limited to, the following:
 - using oral, written, visual, or other forms of communication intended to give or receive improper assistance;
 - looking at or copying another's work;
 - use of unauthorized materials (texts, notes, calculators, etc.);
 - taking an exam for another student;
 - having someone else take an exam for you; or
 - obtaining and/or using an upcoming exam ahead of test time.
2. **Misrepresentation:** Falsifying information. This includes, but is not limited to, the following:
 - having another person represent or stand in for oneself in circumstances where one's attendance and/or performance are required;
 - misrepresenting class, clinical or externship attendance;
 - presenting false academic credentials;
 - submitting someone else's work as one's own;
 - submitting work originally submitted for one course to satisfy the requirements of another course without prior consent of the current instructor. (It is assumed that the current instructor expects the work to be original);
 - forging or using another's signature;
 - altering or destroying academic records and documents; or
 - presenting false data, experimental or physical results.
3. **Out-of-Class Work:** Collaborating on or aiding out-of-class work when prohibited by the instructor. Such unauthorized activity includes, but is not limited to, the following:

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- receiving unauthorized outside help on take-home exams;
 - consulting with others about homework, laboratory reports, etc.; or
 - copying another's homework, laboratory reports, etc. and submitting it as one's own.
4. **Plagiarism:** Using another person's ideas, evidence, or words without proper acknowledgment or conveying the false impression that the arguments and writing in a paper are one's own. A student must always submit work that represents his or her original words or ideas. Words or ideas that do not represent the original work of a student must be cited to include all relevant sources. The extent to which such sources were used should also be made clear. All submissions provided in any AmeriTech class forum fall within the scope of words and ideas that require citations if used by someone other than the original author. The work of a student that does not follow these standards will be considered plagiarism and violates the spirit of academic integrity. Plagiarism includes, but is not limited to, the following:
- acquiring by purchase or otherwise, a part of or an entire document of work which is represented as one's own;
 - representing the ideas, data, or writing of another person as one's own work, even though some wording, method of citation, or arrangement of evidence, ideas, or arguments have been altered;
 - concealing the true sources of information, ideas, or argument in any piece of work.
5. **Other Academic Violations:** Violations of academic policy considered as academic dishonesty include, but are not limited, to the following:
- removing materials from the classroom, laboratories, testing center, or Learning Resource Center without proper authority;
 - infringing on the rights of other students to fair and equal access to academic resources;
 - duplicating course materials expressly forbidden by the instructor;
 - using tape recorders, cameras, video recorders, or other recording devices in a classroom when not specifically authorized to do so by the faculty member; or
 - ignoring or willfully violating class or laboratory instructions or policies.

HEALTH AND SAFETY GUIDELINES

Health Declaration

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and bend at the waist and at the knees. Students who have a chronic illness or condition must be able to safely implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. See below for more specific information.

Health and Safety Requirements:

1. The nursing program will provide applicants with the Health and Safety Requirements as a part of the admission process. Students will be required to provide documentation regarding immunization status, TB testing, current flu vaccination, and current CPR certification as directed. CPR certification must be at the Healthcare Provider level.
2. All students entering nursing courses must continue to meet all Health and Safety requirements to maintain enrollment status for the course and register for upcoming courses. Students are responsible for tracking and maintaining their own requirements including, but not limited to: yearly TB testing, CPR certification renewal as needed, and completion of immunizations that are given as a series.
3. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from all nursing courses. They will not be permitted to enroll in any nursing course until the requirements are met.
4. In circumstances of student illness, injury, or other health limitations, both the clinical site and the college health policies must be upheld. The faculty member will determine a student's ability to give adequate nursing care and will determine if the student can remain and/or return to the clinical experience, regardless of a physician's approval for return.
5. If the clinical facilities require additional health requirements, students assigned to those facilities will be required to meet those obligations and supply appropriate documentation prior to the first clinical day.
6. AmeriTech College is not responsible for expenses incurred as a result of health and safety requirements including laboratory tests, immunizations, CPR certification or other related expenses.

7. Health and safety requirements may change during the program. Students will be made aware of these changes through the email system and be given a reasonable time to satisfy the new requirements.

Disabilities

The AmeriTech College Nursing Program follows AmeriTech College policies regarding disabilities, which are congruent with the Americans with Disabilities Act. Reasonable accommodation will be made for individuals with disabilities, including but not limited to persons with HIV, HBV, immune-suppression, TB, etc. All student, staff, and client personal information are held in strictest confidence. HIPAA regulations are taught and followed. The institution does not discriminate on the basis of race, color, creed, gender, age, national origin, or disability in taking such precautions or making said accommodations.

AmeriTech College also strives to be objective, honest, and fair in assessing the potential of applicants to succeed in their course of study and to become licensed and employed as registered nurses. The administration, under the guidance of the Nursing Program Director, reserves the right to require additional evaluation to determine an applicant's ability to complete program requirements and work as a registered nurse. However, no such evaluation guarantees that an applicant will be accepted for licensure by the Utah State Board of Nursing or any other state nursing board.

The Nursing Program offered by AmeriTech College is rigorous and demanding; additionally, nursing itself is a physically and psychologically demanding career. The following are guidelines for students to consider when choosing to enroll in the nursing program:

Students are expected to participate fully in activities required by the program. This includes, but is not limited to, lifting patients, standing for several hours at a time and bending at the waist and the knees. Students must also exhibit stable mental processes by being able to function appropriately under stressful conditions.

Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their physician. Should a student become unable to participate fully in the program's activities, may be withdrawn.

1. Should the student require any type of special accommodation, the student must notify the instructor and the administrative office before the first class session.
2. Special accommodations for testing will be given only with appropriate documentation of special needs. Individual faculty will not provide extra time, different environments, or dictionaries during testing without official documentation of disability.

Health Care Insurance

AmeriTech College expects that all students carry their own health care insurance. Nursing students are exposed to the usual risks of illness and accidents while in their student role.

The following pertain to student health care insurance while enrolled in the ACNP:

1. While students are participating in any academic or clinical learning experience, they have limited coverage by the Student Accident Insurance Policy. They are not covered in any activity outside of school requirements. The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student's primary coverage.
2. If a student is injured during a clinical experience, an AmeriTech College accident insurance form and verification of other insurance coverage must be completed. Incident Reports are available through the Nursing Program office or through Student Services and should be completed as soon as possible following an injury. Completed forms are submitted to the Nursing Program Director for signature and then forwarded according to campus procedure.
3. Students are responsible for their own transportation and vehicle insurance to and from clinical sites.
4. AmeriTech College provides malpractice insurance for students enrolled in the Nursing Program.

PROFESSIONAL BOUNDARIES AND COMMUNICATION

The AmeriTech College Nursing Program strives to maintain a professional atmosphere at all times. Respect, trust, and clear communication are important parts of the professional environment. Students, faculty, and staff each share the responsibility to maintain clear channels of communication as well as appropriate boundaries in order to practice and facilitate professionalism.

1. Channels of Communication

- a. Individual problems must be discussed with the instructor of the course in which the student is enrolled.
- b. After meeting with the subject faculty member, the student may file a written formal complaint with the Nursing Program Director. The student and the instructor will meet with the Nursing Program Director to discuss the concern.
- c. If the issue remains unresolved, an appointed ACNP Appeals Committee will review the formal complaint for final nursing program decision.
- d. Please refer to the College Catalog for detail regarding the student grievance process.

2. Professional Boundaries

a. Overall Behavior

- i. Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries.
- ii. In a student role, professional boundaries exist between the student and the instructor and between the student and the client.
- iii. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

b. Students and Faculty

- i. Faculty and students will maintain a professional relationship.
- ii. Students should not expect an instructor to act as personal counselor or therapist. Students should seek assistance on academic matters with their instructors and to obtain referrals for counselors as needed.
- iii. Students should not ask or expect the instructor to join an individual, group, or class in any social situations while the course is in progress.
- iv. Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards or notes when students wish to thank the instructor.

c. Students and Clients

- i. Students will maintain a professional nurse-client relationship.
- ii. Students providing nursing care strive to inspire the confidence of clients. Students must treat all clients, as well as other health care providers, professionally.
- iii. The student is required to abstain from obtaining personal gain at the client's expense and refrain from inappropriate involvement in the client's personal relationships.