HANDBOOK: I, __________________________________, a nursing student at Ameritech College of Healthcare, have received the Associate of Science in 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 examinations and assignments.

Student Name (Print) ____________________________________________

Student Signature __________________________________________ Date _______________
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WELCOME to the Ameritech College of Healthcare Associate of Science in Nursing Program. This Student Handbook provides an overview of the guidelines, policies, and procedures that govern the Nursing Program.

ASSOCIATE OF SCIENCE IN NURSING PROGRAM: MISSION, VISION, AND PHILOSOPHY

MISSION AND VISION
The mission of the Ameritech College of Healthcare Associate of Science 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. The Associate of Science in 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 that successfully complete the Associate of Science in Nursing Program will be prepared for success in taking the National Council Licensure Exam (NCLEX-RN).

PHILOSOPHY
The philosophy of the Associate of Science in Nursing Program supports its mission and vision. The concepts of Persons and Environment, Health, and Nursing, as defined by the Ameritech faculty, are implemented through vertically integrated curricular strands and support the three main components of the curriculum’s Organizing Framework. The Associate of Science in Nursing Program has also defined the concept of “Learning” to guide the teaching and learning experience for faculty and students.

A. Persons and Environment: In the Ameritech College of Healthcare Associate of Science in Nursing Program, “Persons” are unique, dynamic, holistic entities who interact with their “Environment” in a way that is consistent with their individual values, beliefs, experiences, and needs. The curricular strands of “Interpersonal Relationships”, “Communication”, and “Lifespan and Developmental Influences” emphasize the need for nurses to consider and respect the unique and individual nature of each person.

B. Health: Health is a dynamic life experience that, in its ideal state, results in an integrated wholeness of the person. The curricular thread of “Health” within the Ameritech Associate of Science in Nursing Program emphasizes the continuum of health ranging from optimal wellness to illness or death.
C. 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. Students in the Ameritech Associate of Science in Nursing Program will learn about nursing as they explore the three main concepts of Maslow’s Hierarchy of Needs, Roles of the Associate Degree Nurse, and the Nursing Process. Additional support for the learning of “Nursing” comes through the curricular threads of Legal/Ethical Principles, Psychomotor Skills, Professionalism, and Critical Thinking/Clinical Reasoning.

D. Learning: Learning is both an individual and social process. Learning produces changes in the cognitive, affective, and psychomotor domains. Through learning, the mission statement and vision of the program can be fulfilled. Learning takes place over time, starting with simple concepts and moving to advanced knowledge.

Faculty members utilize several principles when preparing learning experiences for students:
- Students need to be intrinsically motivated and responsible for their own development as a professional.
- Students learn best when they are engaged in the process.
- Students need a non-judgmental environment to explore feelings, thoughts, and ideas.

Students are encouraged to utilize faculty members as guides and mentors throughout their learning experience. Faculty members will assist students by reinforcing their unique strengths and assisting them to set realistic goals for improvement.

ORGANIZING FRAMEWORK OF THE NURSING CURRICULUM

The Ameritech Associate of Science Nursing Program Curriculum is based upon three main concepts (see Figure 1):
- The Nursing Process
  - The Nursing Process is a systematic method that the student will learn to utilize when planning, implementing, and evaluating nursing care.
- Maslow’s Hierarchy of Needs
  - The Hierarchy of Needs assists the student to understand priorities for care given to a single patient as well as groups of patients.
- Roles of the Nurse
  - The Associate Degree Nurse will be a Provider of Care, Manager of Care, and Member of the Profession. Through coursework within the program, the student will become prepared to assume these roles.
**END-OF-PROGRAM OUTCOMES**

The Ameritech College of Healthcare Associate of Science in 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 continuous quality improvement in nursing practice.

5. Provide a foundation for baccalaureate nursing education.

END-OF-PROGRAM STUDENT OUTCOMES

At the completion of the Ameritech College of Healthcare Associate of Science in Nursing Program, graduates will have demonstrated ability to:

1. Partner with clients and the healthcare team to formulate plans of care that are consistent with the realities, experiences, and values held by diverse populations.

2. Use the nursing process to prioritize, plan, and carry out independent and collaborative nursing interventions.

3. Apply critical thinking and evidence-based practice when implementing nursing interventions.

4. Facilitate client-centered 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 client-centered care that improves clinical outcomes and promotes safety.

8. Implement therapeutic communication skills when interacting with clients and members of the healthcare team.
PROGRAM OF STUDY

SEMESTER 1:

<table>
<thead>
<tr>
<th>General Education:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210 Anatomy &amp; Physiology</td>
<td>6 credits</td>
</tr>
<tr>
<td>ENG 220 English Composition &amp; Professional Writing</td>
<td>3 credits</td>
</tr>
<tr>
<td>TRM 102 Medical Terminology</td>
<td>1 credit</td>
</tr>
<tr>
<td>MAT 112 Clinical Mathematics</td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>Nursing Core Courses:</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 100 Introduction to Nursing Practice</td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14 credits</strong></td>
</tr>
</tbody>
</table>

Semester One is a preparatory semester that will give students admitted to the Associate of Science Nursing Program the theory base necessary to succeed in their clinical nursing courses. NUR 100, Introduction to Nursing, will familiarize students with the history of nursing and the nursing process, as well as the theoretical foundations underlying the Ameritech Associate of Science Nursing Program. 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 3 to 5 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.

The ENG 220 course and TRM 102 course are typically online courses. Assistance is available for students who are unfamiliar with online education. The workload is the same as a comparable course taught in the traditional classroom.

SEMESTER 2:

<table>
<thead>
<tr>
<th>General Education:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BIO 240 Pathophysiology I</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 212 Principles of Human Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Nursing Core Courses:</strong></td>
<td></td>
</tr>
<tr>
<td>NUR 112 Essentials of Nursing I</td>
<td>5 credits</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN NURSING PROGRAM
STUDENT HANDBOOK

<table>
<thead>
<tr>
<th>NUR 131 Pharmacological Principles I</th>
<th>3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14 credits</strong></td>
</tr>
</tbody>
</table>

In Semester Two, students start their first clinical nursing courses with NUR 112, Essentials of Nursing I, which will introduce them to the application of the nursing process, Maslow’s Hierarchy of Human Needs, and the Roles of the Associate Degree Nurse. In NUR 112, Essentials of Nursing I, students will have the opportunity to practice hands-on nursing skills in the clinical practice laboratory. Students will also begin clinical experiences in acute, rehabilitation, and/or long-term care settings. NUR 131, Pharmacological Principles I, teaches students the essence of pharmacology, and provides the knowledge to safely administer medications to a variety of clients. Students will also be taking BIO 240, Pathophysiology I, which covers disease processes as well as basic principles of chemistry and microbiology as they apply to alterations in health. PSY 212, Principles of Human Psychology, will teach students the basic principles behind mental health and illness. This course is typically an online course.

Students in this semester will usually spend two to three days per week on campus, and generally one day per week in the clinical practice laboratory or at a clinical site. Outside study time ranges from 30-35 hours per week or more. **If outside employment is necessary, students are strongly encouraged to work a part-time schedule (20-24 hours per week or less).** Full-time employment (now and through the rest of the program) is difficult to maintain and may prevent students from being successful in the Associate of Science Nursing Program.

**SEMESTER 3:**

<table>
<thead>
<tr>
<th>General Education:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 100 Nutrition</td>
<td>2 credits</td>
</tr>
<tr>
<td>BIO 250 Pathophysiology II</td>
<td>2 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nursing Core Courses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 120 Essentials of Nursing II</td>
<td>5 credits</td>
</tr>
<tr>
<td>NUR 141 Pharmacological Principles II</td>
<td>2 credits</td>
</tr>
<tr>
<td>NUR 171 Psychiatric/Mental Health Nursing</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>14 credits</strong></td>
</tr>
</tbody>
</table>

In Semester Three, the student will take three nursing core classes as well as general education requirements. 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 two of the three nursing core courses. NUR 120, Essentials of Nursing II, will build upon the skills learned in NUR 112, Essentials of
Nursing I; students will learn about the care of acutely ill adult clients in the classroom, skills laboratory, and clinical experiences. NUR 141, Pharmacological Principles II, will build upon the information learned in NUR 131, Pharmacological Principles I. In NUR 171, Psychiatric/Mental Health Nursing, students will learn about the role of the nurse in psychiatric care, with observational experiences in the mental health setting. The student must spend 35 to 40 hours per week outside of class studying and preparing during this challenging semester.

**SEMESTER 4:**

<table>
<thead>
<tr>
<th>General Education:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 212 The Study of Sociology</td>
<td>3 credits</td>
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</table>

<table>
<thead>
<tr>
<th>Nursing Core Courses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 193 Care of the Adult Client</td>
<td>6 credits</td>
</tr>
<tr>
<td>NUR 215 Maternal Newborn Nursing</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 225 Care of Pediatric Client</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**TOTAL** 15 credits

Students in Semester Four will develop their skills in caring for the acutely ill, adult client and learn about the care of clients in obstetric and pediatric settings. During this semester, students will spend a significant amount of time in simulation and clinical experiences. Students should plan for 2 to 3 days per week on campus and 1 to 2 clinical days per week. Success in coursework will depend on the student devoting enough time to preparation and study; this semester generally requires 35 to 40 hours per week outside of class, simulation, and clinical obligations. SOC 212, The Study of Society, is typically an online course.

**SEMESTER 5:**

<table>
<thead>
<tr>
<th>Nursing Core Courses:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 253 Care of the High-Acuity Client</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 273 Transition to the Professional Role</td>
<td>5 credits</td>
</tr>
<tr>
<td>NUR 290 NCLEX Review</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

**TOTAL** 12 credits

During this final semester, students will complete their most difficult and rewarding coursework as they prepare for graduation and taking the NCLEX-RN examination. NUR 253, Care of the High-Acuity Client, is a classroom-only overview of complex disease processes and the nursing care required in highly technical and acute environments. NUR 273, Transition to the Professional Role, assists students to ready themselves for graduation and job placement with a great deal of
focus on the transition from student to novice nurse. Part of this course is a capstone experience where students will have a one-on-one experience with a registered nurse preceptor. The school arranges capstone placements in a variety of clinical areas. Students should be prepared to be extremely flexible because their capstone hours may be during any shift and any day, depending on their preceptor’s schedule. Additional hours may be spent in a community setting, learning about the role of the nurse in the outpatient environment. The third nursing course for students in the fifth semester is NUR 290, NCLEX Review, a classroom experience which prepares students to take and pass the National Council Licensure Examination (NCLEX-RN), a requirement for licensure as a registered nurse. The final examination for NUR 290, NCLEX Review, is a standardized test that will assist students in evaluating their readiness to take the NCLEX-RN. Students will also take a more intense preparation and review course in order to maximize their chance for success on the NCLEX examination.

In the fifth semester, students spend 2 to 3 days per week in the classroom with additional hours in their capstone experience that can add 2 or 3 more days to their school time each week. Additionally, these challenging courses will require 35 to 40 hours (or more) of preparation outside of class each week. Students will find that outside employment during this semester is extremely difficult to maintain due to the rigor of study and variability of capstone hours.

PREPARING FOR THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM

TIME AND COMMITMENT

The Associate of Science in Nursing Program demands perseverance, stamina, and time devoted to a rigorous course of study. Students should be expected to devote at least two hours of outside work for every hour spent in the classroom. Preparation for theory classes, skills labs, simulation experiences, and clinicals requires full concentration. Successful students understand this time commitment and prepare for this focused course of study.

Other time requirements include time to travel to and from clinical experiences which may be scheduled any day of the week (including weekends), and may include day, evening, and/or night shifts. Scheduled times for courses, labs, simulations, and/or clinicals sometimes change with little advance notice. It is the responsibility of the student to maintain a flexible schedule to accommodate schedule changes. Absolutely NO guarantees can be made to students regarding days, shifts, or hours.

Several courses are typically taught online. The amount of time needed to complete an online course is comparable to what would be spent in the classroom plus outside preparation. For a 3-credit course, this is equivalent to about 9 hours per week.
OUTSIDE EMPLOYMENT RECOMMENDATIONS

The coursework of the Associate of Science in Nursing Program is designed to be a full-time college experience. Any outside work adds to the already strenuous workload. It is highly recommended that students discontinue, or at least minimize, hours spent at any type of employment during their course of study.

Students who have outside employment obligations should be careful to ensure that they are able to get adequate sleep prior to attending clinical, laboratory, simulation, and classroom sessions. In particular, students who are unable to safely perform in clinical experiences due to lack of sleep may be sent home and may risk being discharged from the nursing program.

CLINICAL EXPERIENCES

A number and variety of facilities are utilized for clinical experiences. Clinical assignments are subject to change at any time and cannot be guaranteed to any student. Occasionally, it may be necessary for a student to be assigned a clinical experience that is up to 100 miles from the Ameritech campus. Students are required to attend the clinical to which they have been assigned; they may not trade with other students. Flexibility and arrangements for transportation are the responsibility of the student.

LEGAL IMPLICATIONS FOR STUDENT EXPERIENCE AND STATE LICENSURE

All states, including Utah, have multiple requirements for licensure beyond completion of an educational program. Admission to and completion of the nursing program DOES NOT GUARANTEE licensure in Utah or any other state. For example, certain criminal offenses may prevent a student from being able to obtain a nursing license, even if the student was allowed at clinical sites after a background check and drug testing. Prospective students are encouraged to review the Nurse Practice Act in the state(s) of their choice to determine if they are eligible for licensure in their chosen state(s).

All clinical site participation and coursework is conducted in compliance with the Utah Board of Nursing Nurse Practice Act and Rules. Students must be aware of and compliant with the rules and guidelines set by the state, clinical institution, and Ameritech regarding the practice of nursing care. Clinical procedures that students perform under the direct or indirect supervision of faculty and/or clinical staff may only be performed in accordance with each course syllabus. Additionally, students employed in clinical settings are not granted additional privileges to perform clinical procedures outside the scope of their employment.
ACADEMIC PROGRESSION AND THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM

CRITERIA FOR PROGRESSION

1. In the Associate of Science Nursing Program, a minimum percentage grade of 76% is required in all courses to progress to the next level of study.

2. Nursing courses may have several requirements for successful completion of the class. This may include passing other components with a satisfactory score, including laboratory, simulation, and/or clinical components. When one component of a course is not successfully completed, the entire course is considered a “fail” even if the graded component of a course is equal to or greater than 76%.

3. 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 Associate of Science Nursing Program. Students must satisfy both Associate of Science Nursing Program progression requirements as well as Ameritech’s SAP policy in order to continue in the program.

4. Students are required to pass NUR 290, NCLEX Review, in order to successfully complete the nursing program. A major portion of the course is the successful completion of an NCLEX RN comprehensive final examination. The final examination will be reflective of the NCLEX-RN test plan as well as the rigor of the NCLEX-RN. If a student fails NUR 252/253 and/or NUR 272/273, he/she will have to repeat and pass the failed course(s) upon return, as well as NUR 290, NCLEX Review, regardless of his/her previous grade.

5. A grade less than 76% in any course in the Associate of Science Nursing Program (including general education coursework) will require the student to repeat the course. Failure(s) prevent progression in the program while repeating the failed course. Students who must repeat a course that has a clinical component are not guaranteed that a clinical placement will be immediately available the next semester, and this may further delay their progression.

6. All Associate of Science Nursing courses may, in general, be repeated only once (including general education, core courses, or other nursing course requirements). If a student must repeat a course, it must be repeated at Ameritech College of Healthcare. The student receiving less than 76% when repeating a course may be dismissed. If a student fails three or more courses, the student may be automatically withdrawn from the program with no opportunity for readmission.
7. Methods of evaluation and percentage weights for each course’s grade calculation are explained in each course syllabus.

8. Grades are calculated to the nearest tenth percent and rounding does not occur. For instance, a student whose final grade is 75.7 will have a reported grade of 75.7 and will not achieve a passing score of 76%.

9. All nursing core courses have a comprehensive final exam. Additionally, some nursing courses may have a content-related, nationally normed examination that counts as part of the student’s final grade.

10. Prior to the beginning of each semester (usually around Week 10 of the previous semester), students enrolling in clinical coursework are required to pass a Safe Medication Administration Calculation and Knowledge (SMACK) exam. This requirement confirms that students have the ability to safely calculate medication dosages and perform other mathematics-related nursing tasks within the clinical environment. Students who do not pass the SMACK exam after three attempts are required to meet with the faculty to create a remediation plan. Requirements of the remediation plan may include: auditing the clinical mathematics course at the student’s expense (even if the student had previously passed the course), a hold on progression to the next clinical course(s), one-on-one remediation with a faculty member, and/or other requirements depending on the individual situation.

READMISSION FOLLOWING DISMISSAL FOR NURSING STUDENTS

Anyone who wants to re-enter the nursing program should contact student accounts and the Registrar for information regarding the re-entry process.

If the student was withdrawn for academic reasons, he/she is required to complete an Appeal Form. A committee including the Dean of Nursing/Assistant Dean(s) and the Registrar, or their designees, reviews the appeal and responds, generally within 10 days.

If the student withdrew for other reasons, he/she is required to complete an Intent to Return Form. This is sent to the Dean of Nursing (or his/her designee) who will meet with the student, generally within 10 days, to determine the final decision. If denied, the Registrar will inform the student of the reasons why their appeal was denied. If approved, the student will meet with the Registrar to sign a Re-Entry Application Form, meet with Admissions to sign a new enrollment form, and meet with Financial Aid to determine a financial plan to complete the nursing program.

Students should be aware that there are certain exceptional situations that, if they occur, may make a student not eligible to return. These circumstances include, but are not limited to, situations in which a student:
• failed any one course twice
• has three course failures
• has code of conduct issue(s)

Student may receive an automatic re-entry if:
• progression was delayed due to courses that were not available
• extenuating circumstances exist that would have otherwise been grounds for a Leave of Absence (LOA)

ATTENDANCE POLICY: PROGRAM-SPECIFIC REQUIREMENTS FOR NURSING

Because of the accelerated nature of this program, any absence(s) from class(es) poses a significant problem. Students are expected to attend all sessions of the courses for which they are registered. The attendance policy for each course is in the course syllabus, and students out of compliance with the attendance policy may be withdrawn.

Regular attendance at all classroom, lab, and simulated clinical experiences and at clinical shifts is essential to student success. 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 should not schedule vacations and other events during times when they are expected to attend school. Absences should occur only in the case of illness or emergencies, and students are responsible for contacting their instructor(s) to report any absence(s) as soon as possible. Students are responsible for obtaining any information and turning in assignments from the day they were absent. Students may attend another section covering the material missed. However, doing so does not negate the absence. The missed class may constitute the student’s one and only absence allowed for the course. There are no make-ups for absences and instructors are not permitted to “excuse” absences.

Because students are expected to attend all scheduled coursework, two absences from any theory class, laboratory/simulation experience, or clinical may result in the student being immediately withdrawn from the course. Students withdrawn for violation of the attendance policy are required to complete the course in its entirety. When a student misses all or part of a clinical day, the student must make up the entire clinical day by the end of the semester as specified in the course syllabus, regardless of the reason for the absence. If the hours are not made up, the student may fail the course. The repeat of a course due to an absence(s) may preclude the student from progression to the next semester of nursing courses. Students with attendance issues should contact Student Services for further guidance.

Punctuality and attendance for all course sessions are important components of the attendance policy. Tardiness (greater than ten minutes) at the beginning of a session or when returning from break, as well as early departure from a class, is unprofessional, disrespectful, and disruptive to the faculty and other students. If a student is not present for report in the clinical setting, they may
be dismissed for the day and it may count as an absence. If a make-up day is available, the student must make up the entire clinical day by the end of the semester. Additionally, three episodes of tardiness (greater than ten minutes) or early departure is equivalent to one absence.

Students should be aware that when engaged in clinical or related activities, the facility schedule is followed and not Ameritech’s schedule. For example, if the Ameritech campus is closed, but the facility is open, the student must work at the facility that day.

**DRESS CODE AND APPEARANCE**

The Dress Code Policy requires students to maintain a professional appearance at all times while on campus and during clinical rotations. For students entering the program after December, 2018, the dress code policy is as follows:

1. **Scrubs:** When attending clinical/capstone/simulation, students may only wear royal blue scrub top and bottom with the embroidered Ameritech logo on the front left side of the scrub top. Scrubs must be clean and in good repair at all times. Long-sleeved under shirts may be worn under the scrub top, and a scrub jacket may be worn over the scrubs. Students may wear a royal blue polo shirt with royal blue scrub pants when in classes or taking exams. Students are responsible for cleaning and maintaining their own scrubs. Scrub bottoms may not be rolled up and hemlines may not touch the floor.

2. **ID Badges:** An ID badge will be issued at registration and must be worn at all times on campus and at the 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 must be worn above the waist. Replacement ID badges may be obtained from the admissions office, and a fee may be charged for their replacement.

3. **Shoes:** While attending clinical/capstone/simulation, students must wear all black athletic shoes that are easily cleaned and 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 faculty member prior clinical/capstone/simulation. Slippers are not permitted as footwear at any time.

4. **Personal Appearance:** Students must maintain a clean, conservative, and professional appearance and must adhere to the following standards:
   a. One pair of post earrings only during clinical, lab, or simulation. No hoop or dangle earrings should be worn. Students should not wear any other jewelry except for a wedding ring and a wrist watch (waterproof or water-resistant with a second hand). Some clinical experiences may request the removal of all jewelry.
   b. While in class/lab/clinical/simulation, only single ear piercings are acceptable.
Body jewelry must be removed from any other areas, including multiple ear piercings, tongue, eyebrow, nose, or other visible piercings. Students who wear ear “gauges” or have intradermal piercings should consult with the Dean.

c. Visible tattoos must be covered while attending clinical/capstone/lab/simulation. 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.

d. Nails must be trimmed and clean with NO artificial nails or acrylic wraps, and clear nail polish only (some clinical sites prohibit nail polish).

e. No hats or caps may be worn on campus when taking exams or quizzes or when at clinical.

f. Hair that is shoulder length or longer (men and women) MUST be pulled up off the collar and neatly secured at all times. Hair should always be neat, clean, and styled conservatively (i.e. no extreme colors or hair styles, “Mohawk”-type styling, etc.). If a student is unsure about the appropriateness of a hairstyle, he/she should consult a member of the nursing faculty.

g. Facial hair is permitted but must be neat and trimmed. Some clinical sites may require modifications regarding facial hair (consult the clinical instructor for guidance).

h. Students should take daily baths and/or showers and wear deodorant. Students should NOT wear strong perfumes or colognes. Some clinical sites prohibit any perfume or cologne.

NOTE. Any member of the Ameritech faculty or administrative staff is authorized to enforce dress code guidelines. Instructors may dismiss any student not in compliance with the dress code and absence hours may accrue.

NOTE. Students registered for the Fall 2018 semester may follow the Dress Code Policy in effect at the time they entered the program.

STANDARDS OF PROFESSIONAL CONDUCT

Professional behavior is an integral component of nursing, and students must adhere to standards of professional conduct. Students will be held accountable for learning and acting in accordance with the following guidelines and standards:

- ANA Code of Ethics (view only): [http://nursingworld.org/codeofethics](http://nursingworld.org/codeofethics)

- ANA Standards of Professional Nursing Practice and ANA Professional Performance in Nursing: Scope and Standards of Practice.
Unprofessional behavior is defined in Section R156-31b-502 of the Utah Nurse Practice Act. Students and faculty are responsible for maintaining professionalism at all times. 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. No information is to be photocopied or printed at the clinical site for any reason. Photographs should not be taken at the clinical site. No reference to clinical experiences should be made on social media sites (i.e., Facebook, Instagram, Twitter, etc.). This is considered a violation of the Health Insurance Portability and Accountability Act (HIPAA), and the student may face dismissal from the program.

2. **Accountability**: Students are accountable 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 and as specified in the appropriate course syllabus. The student will not act in the student role outside of specified clinical experiences.

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 to leave the site due to unprofessional, unsafe, or insubordinate behavior, the student must meet with the Dean of Nursing before return to clinical is authorized. 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. Students who are aware of dishonest behavior on the part of other students must immediately report this behavior to their instructor(s), the Dean of Nursing, or to a Student Services representative.
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. Students must treat their instructors as well as fellow students with respect. This is done by giving full attention 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. Students who are not following the above guidelines may be asked to leave the class, lab, simulation, or clinical. If a student is dismissed, it will count as an absence, and the student will be required to meet with the Dean of Nursing prior to returning to the next class session.

8. **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 drug screenings as outlined in the catalog.

9. **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 an Ameritech administrator immediately. Students are also obligated to follow all building requirements as posted or requested by building officials or administration.

10. **Civility**: Everyone is expected to contribute to a positive learning environment. Each student is expected to be reflective, courteous, respectful, and empathetic to classmates, instructors, and staff. Comments, gestures, or other communication that is rude, profane, sarcastic, demeaning, or in any way offends others is never acceptable.
HEALTH REQUIREMENTS AND SAFETY GUIDELINES

HEALTH DECLARATION

It is essential that nursing students perform a number of physical activities during 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 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 demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to application.

HEALTH AND SAFETY REQUIREMENTS

All nursing students are required to submit/maintain a set of health records while they are in the program. This information can/will be submitted to our clinical/capstone facilities. All health records must either be documented on the facility letterhead or be stamped on the student’s personal immunization card by the facility. Handwritten information is not acceptable.

- 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: annual TB testing, CPR certification/renewal, and immunizations.

- Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will be withdrawn from all nursing courses and will not be permitted to enroll in any nursing course until the requirements are met. Students, who enter the program in semester 2, must have their health records completed before their first clinical day. Students who are out of compliance will not be permitted to attend clinical and/or capstone until they are in compliance. Students may make up only one day due to lack of compliance. Students may be asked to renew health requirement prior to their expiration date in order to receive their schedule for the following semester.

- 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 to return.

- If the clinical facilities require additional health requirements, students assigned to those facilities will be required to meet those requirements and supply appropriate documentation.
prior to the first clinical day.

- Ameritech College of Healthcare is not responsible for expenses incurred as a result of health and safety requirements including laboratory tests, immunizations, CPR certification or other related expenses.

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

**HEALTH AND SAFETY REQUIREMENTS: DOCUMENTATION**

Students must provide official, documented evidence of having met the Health and Safety Requirements of the Nursing Program and the facilities where they complete clinicals or related activities.

1. **Background Check and Drug Screens** – Official documentation of completed background checks and drug screens is required prior to acceptance into the Nursing Program. Ameritech may require that applicants and students complete their background checks and drug screens through a designated company or facility. This designated company or facility is made known to applicants and students.

   **NOTE.** Students who return from a Leave of Absence (LOA) or are readmitted, and whose background check and/or drug screen will be a year or older upon returning to classes, may be required to complete a new drug screen and/or background check before returning to the nursing program. Drug screens and background checks must be completed through the currently used background check site.

2. **TB Skin Testing** – If the student has never had a TB skin test or has not had a TB skin test within the previous year, an initial 2-step skin test is required or a negative QuantiFERON Gold test. This will entail 2 separate PPD injections placed within a 1 to 3 week period. Results must be read 48-72 hours after each administration of PPD. The 2-step TB test may require a total of 4 clinic visits to complete. After the initial 2-step skin test with negative results, yearly 1-step TB skin tests are required. If the student allows the TB test to expire, the student will need to complete the 2-step TB skin test again. If the student has a positive result or history of a prior positive result, the student must provide a letter from the student’s physician clearing the student to work in a clinical setting or may be required to provide a clear chest x-ray or a negative QuantiFERON Gold test.

   **NOTE.** Vaccinations with live viruses may interfere with TB skin test reactions. Therefore, TB skin tests should be completed prior to the administration of live virus immunizations (MMR and/or Varicella).
3. **Tetanus, Diphtheria, Pertussis** – Student must provide proof of completed childhood DPT series and at least one TDAP booster within the last 10 years.

4. **Varicella** - Serological proof of immunity (titer) or prior vaccination with 2 doses of varicella vaccination given at least 4 weeks apart. If a titer does not show immunity, two varicella immunizations must be completed.

5. **Measles, Mumps, Rubella (MMR)** – Documentation of vaccination with 2 doses of MMR given at least 4 weeks apart or serologic proof of immunity (titer). If any component of the MMR is negative, the MMR immunizations must be repeated.

6. **Hepatitis B** – Completed 3-dose series and/or anti-HBs serologic testing (titer). If the titer is nonreactive, a new series of three immunizations must be completed.

7. **Influenza** – Annual influenza required. Student must provide annual proof of vaccination.

8. **CPR**—Students must maintain certification through American Heart Association (AHA) Basic Life Support for the Healthcare Provider. No other CPR cards will be accepted including CPR instructor cards.

**DISABILITIES AND THE NURSING PROGRAM**

The Associate of Science Nursing Program follows 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, immunosuppression, 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 of Healthcare 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. Ameritech 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 Associate of Science Nursing Program 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:
ASSOCIATE OF SCIENCE IN NURSING PROGRAM
STUDENT HANDBOOK

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, he/she may be withdrawn.

- Should the student require any type of special accommodation, the student must contact student services before any accommodation(s) can be made. It is the responsibility of the student to request accommodations.

- 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.

- Special accommodations for testing apply only to Ameritech tests as specified in the disability accommodation guidelines. No promise is made that the student will receive similar accommodations for NCLEX-RN. The student is responsible for applying through the state Board of Nursing of their choice for accommodations in licensure testing.

HEALTHCARE INSURANCE

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

The following pertain to student healthcare insurance while enrolled in the Nursing Program:

- 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.

- If a student is injured during a clinical experience (including a needlestick or exposure to bodily fluids), or while on campus, an Ameritech College of Healthcare accident insurance form and verification of other insurance coverage must be completed. Incident Reports are available by contacting Student Services and should be completed as soon as possible following an injury. Completed forms are submitted to the Dean of Nursing (or designee) and then forwarded according to campus procedure.
ASSOCIATE OF SCIENCE IN NURSING PROGRAM
STUDENT HANDBOOK

- Students are responsible for their own transportation and vehicle insurance to and from clinical sites.

- Ameritech College of Healthcare provides malpractice insurance for students enrolled in the Nursing Program.

COMMUNICATION TO ASSOCIATE OF SCIENCE NURSING STUDENTS

Communication to students is through the Ameritech email system and the Learning Management System (Canvas). Email should be checked at least daily and students are held responsible for all information transmitted through the email system. Students should only use their assigned Ameritech email address when emailing faculty, administration, or staff.

COMMUNICATION AND PROFESSIONAL BOUNDARIES

The 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 share the responsibility to maintain clear channels of communication as well as appropriate boundaries in order to practice and facilitate professionalism.

CHANNELS OF COMMUNICATION

- Clinical concerns should first be discussed with the clinical instructor of the section in which the student is enrolled. Students may choose to bring up areas of concern in person or in writing. If writing to an instructor, students should utilize the Ameritech email system and should keep all communications confidential.

- After meeting with the clinical instructor, the student may meet with the Lead Faculty of the course. If the issue is not resolved, the student may file a written statement with the Assistant Dean.

- If the student feels that the issue is still unresolved, he/she may file a grievance with the Dean of Nursing. Please note that not all complaints meet the requirements for a grievance or appeal.

- This communication policy should not preclude the student from reporting behavior that is clearly inappropriate, degrading, or threatening. If a student feels that direct communication with an instructor is inappropriate, he/she should ask the Dean of Nursing to assist in the communication process.

- Please refer to the College Catalog for detail regarding the student grievance procedure.

Revised 8/2018
PROFESSIONAL BOUNDARIES

Overall Behavior

- Students enrolled in nursing must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the instructor and between the student and the client. Students unclear regarding an appropriate response to a client should consult the instructor for guidance. When students violate professional boundaries, they will be held accountable according to the Code of Conduct and penalties will apply as set forth in that Code.

Students and Faculty

- Faculty and students will maintain a professional relationship. Conduct, behavior, and conversations between students and instructors should be respectful both inside and outside of the classroom. It is inappropriate for students and instructors to be overly familiar in their words and actions, to engage in prolonged personal conversations, or to have disagreements characterized by disrespect and abrasiveness. Differences should be worked out in a manner that demonstrates mutual respect.

- Students should not expect an instructor, administrator, or staff member to act as a personal counselor or therapist. Students should seek assistance on academic matters with their instructors and to obtain referrals for counselors as needed. Student Services personnel should be utilized to assist the student in maintaining academic achievement and progress. While the Student Services staff may refer the student to other resources, they cannot and should not be expected to solve personal, financial, or social problems.

- Students should not ask or expect the instructor to join an individual, group, or class in any social situation and social media should not be used for personal communications between students and instructors.

- Students should not offer the instructor gifts or money as gratitude for instruction. Cards or notes are acceptable (but not required) methods for thanking an instructor, staff member, or administrator.

Students and Clients

- Students are to maintain an appropriate demeanor, and act respectfully when dealing with clients, visitors, and other healthcare providers.
• Students will maintain professional nurse-client relationships. There should be no sharing of personal information between student and client, including but not limited to: phone numbers, home addresses, and details about personal life not pertinent to the care of the client. Students that find themselves becoming inappropriately involved with a client should immediately consult their instructor.

• The student should never obtain personal gain from their relationship with clients and their families. It is inappropriate for students to initiate any type of business relationship with clients, receive money or other gifts from clients and families, or benefit personally in any other way.