College of the Sequoias
Associate Degree
Registered Nursing Program

Student Handbook

1970-2013
43 Years of Nursing Excellence

Revised 5/2014
College of the Sequoias
Associate Degree Registered Nursing Program

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Welcome
Dear Students,

Welcome to the COS Registered Nursing Program! This handbook is a supplement to the college catalog and the general COS student handbook. The purpose of this handbook is to provide you with information which is specific to the nursing program. It is important that you keep and refer to this handbook throughout your program of studies. As policies, procedures, and guidelines change, you will be notified and the handbook will be revised.

If at any time throughout your program of studies you have any questions or problems or you need any assistance; please do not hesitate to contact any of the nursing faculty, the nursing Director, and/or the program secretary. Our primary goal is your success, both during nursing school and eventually as a member of the nursing profession.

Sincerely,

Belen Kersten
Interim Director of Nursing
History of College of the Sequoias Nursing Program

The College of the Sequoias Associate Degree Registered Nursing Program was established in January of 1970 as the culmination of long term planning among community leaders, college administrators, and members of the health care community to solve an acute nursing shortage. Since the first class was admitted in 1970, over 2400 associate degree registered nurses have graduated from the College of the Sequoias. Since its inception, the nursing faculty, the college, and the health care community have worked together to provide educational opportunities for students which would enable them, as graduates, to meet the standards of excellence established by a long and proud history of nursing.

Florence Nightingale Pledge

Florence Nightingale is the founder of modern professional nursing. She was called "The Lady with the Lamp" because she believed that a nurse’s care was never ceasing, night or day. Even though she was born almost two hundred years ago, her ideas about sanitation and environmental health hold true today. At each pinning ceremony, the International Nurses Pledge is recited. The International Nurses Pledge is based on the Original Florence Nightingale Pledge that was written for Miss Nightingale in 1893. The reciting of the pledge is to remember our nursing heritage, to affirm our dedication to our clients, and to celebrate the graduates' entry into professional nursing.

I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician, in his work, and devote myself to the welfare of those committed to my care.
General Information
Nursing Office Hours
Monday - Friday 8:00am – 4:30pm

Registration
All nursing classes have controlled registration. The nursing department controls the registration and reserves places in each class for all nursing students throughout the entire program. It is your responsibility to acquire a semester schedule and register each semester using the standard COS registration process. Only registered students will be allowed to attend nursing classes, including clinical classes.

Program Expenses
Program expenses include items such as registration fees, health exam, books, supplies, student uniforms and accessories, parking, and student health fees. The majority of the cost occurs at the beginning of the first semester. All of these costs are the responsibility of the student.

Required Documentation
The required documentation must be provided to the Nursing Office prior to attendance in any nursing classes. Students not keeping this information updated will not be allowed to participate in clinical assignments. Verification of current data must be presented to the Nursing Office as well as uploaded to the American DataBank Immunization Tracking System (ITS).

Current Address and Phone Number
You must keep your most current address and phone number(s) on file with the nursing office. Be sure to include all applicable phone number (cell phone, emergency number, etc.). This information will be kept confidential.

Note: This is a mandatory requirement. No Exceptions.

Children In Class
Under no circumstances are children to accompany you to class, skills lab, clinical, or scheduled meetings with instructors. If this occurs, you will be asked to leave. Your absence will be considered unexcused.

“C” Grade As A Minimum Requirement
All courses, both nursing and general education, required by the COS Nursing program must be completed with at least a minimum “C” or 75%.

Note: Grades are not rounded up, 74.9% is failing grade. No Exceptions.

Student Communication
The student COS email account is the official communication from the College of the Sequoias and COS Nursing instructors and staff. It is the student’s responsibility to access this account. For further information on navigating the new student e-mail system go to: http://www.cos.edu/help/liveemail.asp
**Student-Instructor Communication**

Instructors have faculty mailboxes in the college mail room as well as a mail slot in their office door. All instructors have scheduled office hours which are posted outside their office doors. Please contact your instructors or the Director to discuss your progress, any problems, or if you need assistance.

**Student Assistance For Learning Disabilities**

Any student who believes he/she has a learning disability which requires special testing, tutoring, a designated reader, etc., is encouraged to contact the Disability Resource Center on campus. Before special testing arrangements can be made, semester faculty must receive official documentation from the center. It is the student’s responsibility to arrange for a disability assessment and/or special testing at the beginning of each semester.

**Nursing Computer Lab**

The program also maintains a computer lab for use by students for group, and/or instructor-assigned activities. Students may utilize the computer lab during posted hours. Students should be sure to log-in and log-out when utilizing these resources.
Work Experience Program

This elective course provides the student enrolled in the Registered Nursing program an opportunity to obtain structured work-study experience under the supervision of Registered Nurses in participating health care agencies. It promotes additional practice and development of skills and confidence through application of previously learned knowledge. The course is broken up into 4 semesters: 193N, 194N, 195N, 196N; additional semesters may be added as needed (193W, 194W, 195W, 196W) for students taking this course in the summer, and students enrolled in the part-time program. A student may take up to 16 Units (lifetime) in work experience. The work experience office keeps a history of courses completed and units earned.

General Information

Work Experience information, including the syllabus, can be found on the COS Nursing Website (Titled “Work Experience”) and in Blackboard. Information related to registration will also be located at these sites.

Course Requirements

The course is open to the nursing student currently enrolled in the RN program who:

- Has successfully completed first semester course requirements.
- Is employed by participating clinical agencies that have approved participation in the work experience program; has been assigned to a Registered Nurse for supervision/mentoring.
- Is recommended by College of the Sequoias nursing faculty from the most recent semester completed.
- Will commit to working a minimum of 75 hours per semester.

Approved Clinical Sites

Kaweah Delta Health Care District, Tulare District Hospital, Sierra View Hospital, and Adventist Health (Hanford, Selma). Other hospitals utilized previously: Madera Community, California Children’s Hospital in Madera. If a student would like to work at any other hospital not listed, a contract must exist with the College of the Sequoias District. This request would need to be brought to the attention of the Work Experience Instructor/Coordinator for the Nursing Division for discussion.
Insurance

All nursing students are covered by an insurance policy that provides coverage for accidents which occur during school sponsored, supervised curricular and co-curricular activities. This policy coordinates with students' personal insurance policies so that duplicate benefits do not result in double compensations. All students are required to have a valid California driver's license and current automobile insurance coverage as required by the State of California. A copy of your license and proof of insurance must be on file with the American DataBank ITS by the first week of your first semester, and then updated as necessary throughout the program.

Note: This is a mandatory requirement. No Exceptions.

CPR

Prior to the beginning of the nursing program, and then throughout the program, you are required to show proof of a current Health Care Provider Cardio Pulmonary Resuscitation CPR card from the American Heart Association (AHA only, we do not accept CPR cards from other providers). Please make sure your card is for Health Care Provider. CPR classes are offered throughout the year and at various locations in Visalia and surrounding communities. If you need more information about where classes are offered, please contact the nursing program secretary. Please provide a copy of your current CPR card to the American DataBank ITS.

Note: This is a mandatory requirement. No Exceptions.

Immunizations

Verification of the following requirements must be on file with the American DataBank ITS at all times. Failure to maintain any of the following requirements will result in ineligibility to participate in clinical processes and/or experiences. Inability to meet clinical participation requirements will result in a failure of the clinical component of the program and dismissal from the COS Registered Nursing Program.

Note: This is a mandatory requirement. No Exceptions.

Required Immunizations

- MMR (Measles/Mumps/Rubella) vaccine - 2 doses required or positive titer
- Varicella (chicken pox) vaccine - 2 doses required or positive titer
- Hepatitis B – 3 dose series or positive titer
- Tetanus/Diphtheria/Pertussis (Td/Tdap) vaccine. All adults who have completed a primary series of a tetanus/diphtheria containing product (DTP, DTaP, DT, Td) should receive Td boosters every 10 years.
- TB Skin test – 2-step is required at start of program (used for initial skin testing of adult healthcare providers), yearly thereafter.
- If PPD reactor – symptom questionnaire and chest x-ray (provide copy of results)
- If x-ray is over 12 months we may accept documentation from the student’s Health Care Provider (MD, DO, NP, PA, CNM) stating that the student is asymptomatic.
TITLE: San Joaquin Valley Nursing Education Consortium (SJVNEC) Clinical Placement System

PURPOSE: To describe the means by which student clinical placements are managed by area health care facilities, the responsibilities of participating SJVNEC members, and the responsibilities of College of the Sequoias staff, faculty, and students.

DESCRIPTION:

Division Secretary

The secretary of the division will maintain current student data through the online American DataBank Immunization Tracking System, to include:

1. Immunizations status.
2. Current car/truck Insurance.
3. Current CA driver’s license.
4. Active AHA CPR card.

The American DataBank Immunization Tracking System (ITS) automatically generates emails to students reminding them of their verification status and letting each individual student know when a specific record in the system is set to expire. The ITS will send out an administrative email to the division secretary at set time intervals (30-days before, 15-days before, the day of) sending notification of the status of students who have records set to expire. Each student is required to update the ITS and upload the required documentation before that specific record is set to expire. Any student who fails to upload and record new verifications will be notified by the ITS as well as the division secretary.

Every February, Consortium Request Spreadsheets will be created and distributed for each nursing course. The semester team members are responsible for completing the Consortium Request Spreadsheet for each clinical rotation to include clinical sites used, dates of rotations, observation experiences, assigned instructor, orientations dates, post-conference times, and any days/dates students are not on the clinical units. The deadline for submission of the Consortium Request Spreadsheets is by the end of February each year. The division secretary will input data from the Consortium Request Spreadsheets into the SVNNEC computerized clinical placement system. The deadline for clinical rotation data input is the middle of March each year.
Clinical Faculty

Each nursing team leader, working with full-time and adjunct clinical faculty will complete the Consortium Request Spreadsheets for the Fall, Spring, and Summer semesters of the upcoming year. Information to be included is:

1. Identify semester term and year
2. Dates of each rotation (begin with the first a day of patient care, not orientation date)
3. List any days/dates the students will not be on the unit(s) (e.g., holidays, Grace Homes, ATI testing, skills lab day, etc.)
4. Number of students in the rotation
5. Agency/Facility and nursing units utilized
6. Float units (e.g., Endoscopy, OR, Wound Nurse, Home Health, etc.)
7. Locations of observational experiences

It is the responsibility of the clinical faculty to insure that students under their supervision have current information documented in their Professional Binder. Students whose information is outdated or incomplete will be excused from the clinical lab until the information is complete and current. Students will not be allowed to make up these absences. If the number of absences exceeds the absence policy (see policy B-19) students may fail the clinical lab.

Nursing Students

All nursing students are informed of the information that must be kept current for clinical lab placement, beginning with orientation to the first semester course. Students who allow their required documents to lapse will not be allowed in clinical lab until their information is current and on file with the American DataBank ITS.

It is the students’ responsibility to maintain current required documents in the Professional Binder and with the American DataBank ITS (see Policy B-4). Failure to do so will result in dismissal from clinical experiences until the information is received which will result in clinical absences. Required documents must be current and uploaded to the ITS regardless of school breaks, holidays, or summer break. Example: TB skin test is due July 1st. The student has until July 1st to submit the test results to the ITS. Any required documents that expire during school holidays and/or breaks, are due no later than the first day the semester begins.

Students will place their background check and urine drug screen orders through American DataBank by visiting www.sjvnecbackground.com web site. See attached SJVNEC information.

If the student does not complete or does not pass the Background Check and Urine Drug Screen or refuses to comply with this policy, then the student understands that the Nursing Program will make reasonable efforts to secure alternative clinical experiences for the student but these experiences may not be available. Lack of available clinical experiences will prevent the student from completing the clinical objectives of the Nursing Program resulting in failure.
of the course.

Reference: SJVNEC Background Check/Drug Screen Process
San Joaquin Valley Nursing Education Consortium Reporting Process
American DataBank (ADB) Student Ordering Instructions
American DataBank (ADB) Immunization Tracking System (ITS) Student Ordering Instructions

Policy and Procedure Committee
Informing Nursing Students of Program Changes

To describe the process for informing Nursing students of program changes.

Policies and procedures are communicated to students by means of the Nursing Student Handbook. This handbook is revised regularly to provide current and accurate information. Each Nursing student receives his/her own printed copy of the Handbook upon entering the program. The Student Handbook is also available online via the COS Nursing Website.

Changes in the Nursing Program policies and procedures will be communicated to the Nursing Office staff by the Chairperson of the Policy and Procedure committee. The changes will then be communicated to each student and faculty members via email by Nursing Office Staff once the official changes are received. The online Student Handbook and the hardcopy Policy and Procedure Manual will be updated at that time by Nursing Office Staff.

Additional ways that changes may be communicated are via the course management system of the faculty members or posting the policy in the Hospital Rock hallway glass cases.

The program Director and Faculty members are responsible for and should be available to answer questions regarding any changes.

Policy & Procedure Committee
TITLE: STATEMENT OF NON-DISCRIMINATION

PURPOSE: This statement reflects the Division’s position against discrimination and its commitment to adopting and supporting the non-discrimination policy of the College of the Sequoias.

DESCRIPTION:

COS does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), the Age Discrimination Act of 1975 (pertaining to age), and the Americans With Disabilities Act of 1990.

This non-discrimination policy covers admission and access to, and treatment and employment in, the College’s programs and activities, including vocational education.

REFERENCE: Administrative Procedures 5141
COS General Catalogue-Compliance Statement

Policy & Procedure Committee
TITLE: STUDENT GRIEVANCE

PURPOSE: To describe the procedure a nursing student follows when filing a grievance.

DESCRIPTION:

The District utilizes a formal grievance procedure which can be initiated by any student who reasonably believes a district decision or action has adversely affected his or her status, rights, or privileges as a student. The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances against the District. A full description of the procedure is available on the COS website or upon request from Student Services (See AP 5503). The COS Nursing Division adopts and utilizes this same procedure. Additional information can be found in the COS General Catalog under “Student Rights and Responsibilities”.

REFERENCE: AP 5503 – Student Rights and Grievances
COS Statement of Grievance Form

Policy & Procedure Committee
The Nursing Program
TITLE: REGISTERED NURSING PROGRAM PHILOSOPHY

PURPOSE: To describe the philosophy of the registered nursing program.

DESCRIPTION:

The philosophy of the Division of Nursing and Allied Health endorses and supports the mission statement of the College of the Sequoias. The curriculum prepares men and women who complete the program with the knowledge and skill necessary to function at not less than the minimum standards of competent performance.

The nursing faculty believe that:

The Individual is a unique, complex biological, psychosocial, cultural, and spiritual being. All people develop in identifiable stages through their life span. Each person possesses dignity and worth with the right to self-determination.

The Environment/Society consists of all interactions that possess the potential to define or delineate a person’s state of well being. The individual constantly interacts with a changing environment that has both internal and external dimensions. The internal environment consists of cognitive, developmental, physiological, spiritual, and psychological processes; the external environment consists of physical and socio-cultural processes. Both internal and external processes create conditions which require individuals to adapt. Society is composed of individuals, families, groups, and communities who coexist and adapt.

Optimal Well-being represents a desired state on the health illness continuum. Health is a complex, dynamic process of the person interacting positively with the environment. Degrees of health or illness are represented by a continuum, ranging from optimal wellness to illness. Interaction with the environment can alter a person’s ability to function, thus changing his/her position on this continuum and requiring adaptation.

Nursing is an art and applied science that synthesizes the elements of knowledge, caring and skills to assist the client. The concept of Client includes individuals, families, groups, and communities. The role of the nurse is to join with the client to promote adaptation to altered functional status on the health-illness continuum. Nursing is a theory based discipline in which nurses use cognitive, psychomotor, and affective skills in the application of the nursing process to assist clients to promote, maintain, and/or restore wellness and prevent disease; or to support the client to experience dignity in death. The nursing process is a problem-solving process that requires the use of decision-making, clinical judgment, and other critical thinking skills.
to assess, identify and prioritize client problems, to assign nursing diagnoses with measurable outcomes, to plan care systematically, and to implement and evaluate the results of the care given. The associate degree nurse functions in a role of provider of care, planner/coordinate of care, client teacher, communicator, and as a professional within the discipline of nursing as well as a member of a multidisciplinary team in a variety of health care settings within the community.

**Nursing Education** occurs at various levels within institutions of higher learning and involves the student, instructor, and environment in a dynamic process to prepare graduates of the nursing program. Associate degree nursing education represents the entry level of professional nursing and the College of the Sequoias’ nursing faculty encourage graduates to continue their education as lifelong learners. Students are individuals who have different backgrounds, goals, and learning styles. College of the Sequoias’ students are characterized by their cultural and ethnic diversity, differences in age and life experiences, support systems, economic and educational resources, and this diversity must be addressed in order to support their educational process. Students must transfer knowledge from the social, biological, and physical sciences into the application of the nursing process in a variety of settings. Principles of teaching and learning are applied to assist students to meet their educational goals. Nursing education course content progresses from basic to complex client care and from normal to abnormal in order to provide a foundation for further learning. The complexity of a concept can be reflected in both depth and breadth. Faculty function as educators, facilitators, resource persons, and role models to promote an environment that provides students with opportunities to experience interactive, theoretical, and hands-on learning that prepares them for competent nursing practice.

*Policy & Procedure Committee*

DATE APPROVED/REVIEWED/REVISED: 2/2004; 2/2010
TITLE: CURRICULUM DESIGN & IMPLEMENTATION

PURPOSE: To describe how the registered Nursing Program is designed and implemented, and to provide a description of courses/content contained within the program.

DESCRIPTION:

CURRICULUM DESIGN

The Nursing Program is organized into three major components: courses required for the Associate Degree, biological and social science courses, and nursing courses. The nursing courses are further organized into three distinct areas: the theoretical portion of the courses present concepts and knowledge essential to the practice of nursing; the skills laboratory portion of the courses allow the development of manual skills required for nursing practice; the clinical laboratory portion of the courses provides the opportunity to apply both knowledge and skills in the direct care of clients. The curriculum is designed to provide the student with a theoretical framework on which to base nursing interventions and a way of processing information to arrive at those interventions, as well as competence in manual skills basic to nursing practice. In the first year, basic nursing science is emphasized. Physical assessment and pharmacology courses are designed to complement and enhance the nursing science component.

The four-semester sequence of nursing courses provides for the progressive development of knowledge and skills. Students learn basic technical and interpersonal skills and provide care to clients across the age continuum whose health-illness problems are stable and predictable as the focus for the first two semesters.

The last two nursing courses focus on the assessment and intervention process for clients experiencing unstable and unpredictable illness states. These courses present the knowledge and skills necessary to care for clients experiencing altered human needs of increasing acuity. The emphasis is on problem-solving the management of care for groups of clients at various developmental levels.

COURSE DESCRIPTIONS

NURS 161 - An introduction to the elements of client-centered care based on the Nursing Process, emphasizing assessment and the older adult. Introduces Nursing Program threads: caring, safety, psychomotor skills, critical thinking, communication, teaching, growth, development, adaptation, and legal, ethical, and professional nursing. The progressive themes of the Nursing Program are applied through the Nursing Process to attain the client’s optimal well-being.
1st Semester

**NURS 151**- An introduction to medical-surgical nursing principles and clinical skills which assist adult clients in promoting and restoring optimal wellness. Client care occurs in a variety of acute and community settings. The progressive themes of the Nursing Program are applied through the Nursing Process to attain the client’s optimal well-being.

2nd Semester

**NURS 152**- The study and application of theory to clinical care of the childbearing family, including maintaining and promoting optimal wellness. It includes concepts of perinatal care. The progressive themes of the Nursing Program are applied through the Nursing Process to attain the client’s optimal well-being.

2nd Semester

**NURS 153**- The study and application of theory to clinical care of the pediatric patient and family, including maintaining and promoting optimal wellness. The progressive themes of the Nursing Program are applied through the Nursing Process to attain the client’s optimal well-being.

3rd Semester

**NURS 154**- The study and application of theory to the clinical care of the psychiatric client. It focuses on promoting optimal mental wellness and restoration of health. The progressive themes of the Nursing Program are applied through the Nursing Process to attain the client’s optimal mental well-being.

2nd Semester

**NURS 155**- Students will acquire the knowledge and skills to assess the client for intravenous therapy, to initiate intravenous therapy and to maintain intravenous therapy for clients across the lifespan. Students will spend a portion of the laboratory time in a clinical setting applying these knowledge and skills on actual clients.

3rd Semester

**NURS 163**- A study of intermediate medical-surgical nursing principles and clinical skills which assist adult clients in promoting and restoring optimal well-being. Client care occurs in a variety of acute and community settings. The progressive themes of the Nursing Program are applied through the Nursing Process to attain the client’s optimal well-being.

3rd Semester

**NURS 164**- A study of complex medical-surgical nursing concepts to promote and restore wellness in complex clients. In the clinical laboratory, students will increase skills to promote and restore optimal wellness. The progressive themes of the Nursing Program are applied through the Nursing Process to attain the client’s optimal well-being.

4th Semester

**NURS 166**- A study of the leadership role of the Registered Nurse in providing integrated, cost-effective nursing care to clients by coordinating, supervising, and collaborating with
members of the health care team. This course includes theory concepts and laboratory experience. The progressive themes of the Nursing Program are applied through the Nursing Process to attain the client’s optimal well-being.

4th Semester

IMPLEMENTATION OF THE PROGRAM

Implementation of the Nursing Program is based upon the following principles:

- Courses of study are designed so that the student moves from simple or basic aspects of a topic to the complex or more difficult concepts related to that topic.
- The sequence of topics among nursing courses and between nursing and related science courses is planned to correlate material so far as it is practical or possible.

- Courses are organized to provide didactic instruction, skills laboratory and simulation exercises, seminars and small group discussions, and direct clinical practice with correlation between theory and practice maintained at a high level.

- Learning is structured by program design and consistent use of theory and clinical weekly objectives.

The organization of nursing content and process is structured by the human needs framework, as it relates to Maslow’s Hierarchy of Needs and Erikson’s 8 Stages of Development, and the Nursing Process. The common curricular threads are essential to all levels of the curriculum. These threads represent content identified by the faculty as appropriate to the practice of an associate degree nurse while satisfying the requirements of the BRN.

Policy & Procedure Committee
TITLE: CONCEPTUAL (ORGANIZING) FRAMEWORK

PURPOSE: To describe the organizing framework of the registered nursing program.

DESCRIPTION:

The conceptual (organizing) framework of the Associate Degree Nursing Program at College of the Sequoias is derived from statements in the program philosophy relating to the individual, the environment, health, and nursing. The philosophy and organizing framework provide guidance to the establishment of educational outcomes, course objectives, the sequencing of course content, and the program in general. The nursing curriculum is comprised of eight concepts which form the progressive themes of the nursing program. They also form the basis for the course objectives that show increasing complexity in depth or breadth throughout the program. These concepts are: caring; safety; psychomotor skills; critical thinking; communication; health teaching; growth, development, and adaptation; and legal/ethical and professional practice. Pervasive themes that provide structure to the program include: client, optimal wellness, and nursing process.

The CLIENT is viewed as a unique, complex, being with biological, psychosocial, cultural, and spiritual dimensions. Individuals develop in identifiable stages through the life span. Individuals possess diverse values and beliefs and possess dignity and worth with the right to self-determination. Individuals are members of families, and often function in groups that exist within communities.

OPTIMAL WELL-BEING is viewed as a desired state on the wellness-illness continuum. As individuals progress through life, optimal levels of wellness can be achieved through a process of environmental and physical adaptation. Illness occurs when an individual’s level of wellness diminishes as a result of alteration(s) in function.

Nursing is a dynamic profession that is scientifically based and executed through the use of the NURSING PROCESS and involves critical thinking. Nursing is directed towards promoting, maintaining, or restoring an individual’s optimum wellness through processes of adaptation. The associate degree nurse functions in a role of planner/coordinator of care, client teacher, communicator, and as a professional within the discipline of nursing as well as a member within the discipline of nursing.

Program Outcomes

By the end of each semester and at the completion of the program, the student/graduate will:

Program Outcome #1: Demonstrate a caring approach that validates the worth and dignity of the client through the effective use of interpersonal processes.
  Semester 1 – Recognize and respect the individual dignity and worth of the client.
  Semester 2 – Demonstrate effective interpersonal processes in caring for clients with diverse backgrounds.
  Semester 3 – Incorporate clients' value/belief systems in providing care.
  Semester 4 – Create a climate of acceptance, respect, and positive regard.

Program Outcome #2: Safely perform nursing care to assist the client to promote, maintain, or restore an optimal level of well-being.
  Semester 1 – Identify and utilize concept of safe client care with emphasis on the older adult.
  Semester 2 – Incorporate advancing knowledge of safety principles for clients across the life span.
  Semester 3 – Incorporate advancing knowledge of emotional, physical, and environmental safety to restore clients’ optimal well-being in a variety of settings.
  Semester 4 – Maintain the emotional, physical, and environmental safety for clients with complex barriers to optimum wellness.

Program Outcome #3: Satisfactorily perform the psychomotor skills necessary in the delivery of nursing care to clients across the life span.
  Semester 1 – Demonstrate basic skills with minimal assistance, stating rationale.
  Semester 2 – Demonstrate a mastery of basic nursing skills and modify skills relative to client age.
  Semester 3 – Prioritize and perform more complex nursing skills without assistance.
  Semester 4 – Select, perform, and evaluate advanced nursing skills which promote, maintain, and restore the client’s optimal well-being.

Program Outcome #4: Employ critical thinking in applying the nursing process to manage client care.
  Semester 1 – Identify elements of critical thinking in each of the steps of the nursing process.
  Semester 2 – Utilize the nursing process to construct a plan of care.
  Semester 3 – Participate in interdisciplinary care planning for the client.
  Semester 4 – Demonstrate critical thinking skills when managing the plan of care for complex clients.
**Program Outcome #5**: Effectively integrate written, verbal, and nonverbal communication modalities in complex client and health team interactions.

Semester 1 – Demonstrate basic verbal, nonverbal, and written communication skills in the care of clients.

Semester 2 – Use age appropriate and therapeutic communication techniques in working with families.

Semester 3 – Apply empathetic and assertive communication techniques in the care of clients.

Semester 4 – Optimize opportunities to participate in verbal, nonverbal, and written communication in the multidisciplinary team.

**Program Outcome #6**: Implement principles of health teaching when promoting wellness.

Semester 1 – Identify and apply the basic principles of client education. Recognize their use in caring for older adults.

Semester 2 – Develop and implement individualized client teaching plans with emphasis on health promotion and maintenance.

Semester 3 – Design and implement multiple client teaching plans with emphasis on health promotion and restoration.

Semester 4 – Facilitate client’s health education. Evaluate effectiveness and institute changes as identified.
**Program Outcome #7:** Apply principles of growth, development, and adaptation that will result in optimal well-being.

Semester 1 – Identify principles of growth, development, and adaptation in providing nursing care that maintains optimal well-being.

Semester 2 – Differentiate effective and ineffective growth, development, and adaptation when providing nursing care.

Semester 3 – Apply principles of health adaptation when assisting clients in achieving optimal well-being.

Semester 4 – Employ age-specific adaptations when promoting, maintaining, and restoring optimum wellness with clients.

**Program Outcome #8:** Apply legal, ethical, and professional practices while acting as client advocate in providing nursing care to a diverse population.

Semester 1 – Identify and apply the legal, ethical, and professional foundations of nursing practice.

Semester 2 – Expand on the legal, ethical, and professional role of the nurse including the role of client advocate.

Semester 3 – Utilize complex, legal, ethical, and professional guidelines in providing client care.

Semester 4 – Model the legal, ethical, and professional behaviors of the registered nurse.
TITLE: NURSING PROCESS

PURPOSE: To describe the Nursing Process as a pervasive theme which provides structure to the nursing curriculum.

DESCRIPTION: The Nursing Process is a problem-solving process that requires the use of decision making, clinical judgment, and other critical thinking skills to assess, identify and prioritize client problems, to assign nursing diagnoses with measurable outcomes, to plan care systematically, and to implement and evaluate the results of the care given.

The steps of the Nursing Process include:

1. **Assessment**: Establishing a data base by continuously gathering objective and subjective information about the client's actual and potential problems and needs. The data base includes nursing history, physical assessment, review of the client record and nursing literature, and consultation with the client's support system and the healthcare team. The data base is continuously updated, validated, and communicated.

2. **Analysis**: A nursing diagnosis is formulated by analyzing client data related to real or potential problems and needs and the factors which contribute to or cause these problems. Client coping patterns and strengths are also analyzed. When data analysis reveals an actual or potential health problem that nursing interventions can prevent or resolve, the problem is termed a "nursing diagnosis". During this step of the Nursing Process, the nurse interprets and analyzes client data, identifies client strengths and health problems, formulates and validates nursing diagnoses, and prioritizes client problems and needs.

3. **Planning**: Establishing client goals/outcomes by the nurse, working with the client, that prevent, reduce, or resolve problems identified through assessment and analysis/diagnosis. Includes the determination of related nursing interventions most likely to assist the client in achieving these goals. In addition, a comprehensive plan of care also specifies the nursing assistance needed by the client to meet human needs and the nursing interventions dictated by the plan of medical care. The nurse also communicates the plan of care.

4. **Implementation**: Involves carrying out the plan of nursing care, including all interventions performed by nurses to promote wellness, prevent disease or illness, restore health, and facilitate coping with altered functioning. During this step of the Nursing Process, the nurse carries out the plan of care, continues data collection.
and modifies the plan of care as needed, and communicates and documents care.

5. **Evaluation**: This step involves the measuring of the extent to which client goals have been met (if nursing interventions were effective in preventing, reducing, and/or resolving client problems). Together, the nurse and client identify factors that either positively or negatively influenced goal/outcome achievement. Client response to the plan of care determines whether nursing care should be continued as is, modified, or terminated. If evaluation points to the need to modify the nursing care plan, then the accuracy, completeness, and relevance of the assessment data, as well as the appropriateness of client diagnoses, goals, and nursing interventions, should all be carefully reviewed and modified. During this step of the Nursing Process the nurse compares actual outcomes with expected outcomes of care, evaluates client compliance, records and communicates client responses to care, and reprioritizes client problems and needs as indicated.
TITLE: CREDIT BY EXAMINATION

PURPOSE: This policy describes the general procedure for challenging one or more courses within the COS Nursing Program. This policy applies only to the advance placement student.

DESCRIPTION:

The credit by examination procedure is described in the current college catalog. The student must file a petition for approval to challenge a course by examination with the Admissions and Records Office. This petition must be approved before the Credit by Exam begins.

Once approval is received, the process in the division is as follows:

1. The challenge option for each course being challenged contains two (2) parts:
   
   Part 1: Theory portion  
   Part 2: Clinical portion

2. Students wishing to challenge courses within the COS Nursing Program must notify the Director of the program in writing a minimum of six (6) full weeks before the semester begins.

3. If a student chooses to challenge a course, ALL portions (theory & clinical) in that course must be challenged.

4. The student must first achieve a score of at least 75% on the written exam for the theory portion of the course being challenged. If the theory score is below 75%, the student must take the course as scheduled.

5. Once the theory portion has been passed with 75% or more, the student must take the clinical part of the challenge option. If a student earns a satisfactory (Pass) rating on the clinical portion, the grade earned will be the grade achieved on the written portion. If clinical performance is less than satisfactory, the student will take the course as scheduled.

6. The clinical portion of the challenge option will comprise at least one eight-hour day where the student is involved in direct patient care activities.

7. The Clinical Evaluation Tool (CET) will be used to determine the student’s clinical competency. Three (3) instances of failure to meet any of the starred (*) objectives listed for a specific curriculum outcome (for example “Caring”) will result in failure of the course – OR – does NOT meet all 8 objectives – OR – remediation plan was unsuccessful.
8. Where applicable, the student must complete a satisfactory nursing care plan for each clinical rotation being challenged.

9. The student will take the proctored ATI exam given to all students in the course being challenged and must pass with a Level 2 or higher (see Policy A-23, ATI Testing).

REFERENCE: Each course’s specific challenge procedures (Attached)
AP 4235 Credit By Examination
STUDENT ESSENTIAL TECHNICAL STANDARDS

In compliance with the Americans with Disabilities Act, students must be, with or without reasonable accommodations, physically and mentally capable of performing the essential technical standards of the program. If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made.

The following Essential Technical Standards identify essential eligibility requirements for participation in the College of the Sequoias Registered Nursing Program:

**Work Hours:**
- Able to work up to two 12 hour days per week at hospital sites.

**Work Environment:**
- Exposure to hazardous material and blood borne pathogens requiring safety equipment such as masks, head coverings, glasses, rubber and latex gloves, etc.
- Must be able to meet hospital and college performance standards.
- Must travel to and from training site.

**Cognitive Abilities:**
- Understand and work from written and verbal orders.
- Possess effective verbal and written communication skills.
- Understand and be able to implement related regulations and hospital policies and procedures.
- Possess technical competency in patient care and related areas.
- Perform calculations to determine correct dosage or flow rate.
- Speak to individuals and small groups.
- Conduct personal appraisals and counsel patients and families.

**Physical Demands:**
- Standing and/or walking, continuous, during all phases of patient care.
- Bending, crouching, or stooping several times per hour (e.g., emptying catheter drainage bags, checking chest tube containers, positioning of wheelchair foot supports, during bathing, during dressing changes, during feeding, catheterizations, etc.)
  - Lifting and carrying a minimum of 30 pounds several times per hour.
- Lifting, frequently, with weight lifted ranging from 100 – 300 pounds (approximately), rarely 300+ pounds. Lifting should always be done with help.
- Reaching, frequently, overhead, above the shoulder 90 degrees (e.g., during bathing, manipulating IV equipment, obtaining supplies, transferring patient into or out of bed, etc.)
- Twisting, frequently (e.g., transferring patients from chair to bed, feeding patients, performing some sterile procedures, etc.)
- Pushing patients, objects, and equipment, frequently, up to 45 pounds effort (e.g., pushing beds, gurneys, and wheelchairs, etc.)
- Pulling patients, objects, and equipment, frequently, up to 70 pounds effort (e.g., positioning patients in bed, during transfer to and from gurneys, wheelchairs, commodes, etc.)
- Utilizing eyesight to observe patients, manipulate equipment and accessories and/or
evaluate radiographs for technical quality under various illumination levels (i.e., illumination varies from low levels of illumination to amber/red lighting to bright light levels)

- Hearing to communicate with the patient and health care team.
- Utilizing sufficient verbal and written skills to effectively and promptly communicate with the patient and health care team.
- Manipulating medical equipment and accessories, including but not limited to switches, knobs, buttons, and keyboards, utilizing fine and gross motor skills (e.g., preparing and administering medications, utilizing medication delivery systems with or without scanning devices, setting up and monitoring IV equipment such as infusion pumps (40 pounds effort), cardiovascular hemodynamic equipment (40 pounds effort), suction equipment (30 pounds effort), performing dressing changes and other procedures, manipulating oxygen equipment, and various other items ranging from 2 – 40 pounds effort).
- Performing the assigned training related tasks/skills responsibilities with the intellectual and emotional function necessary to ensure patient safety and exercise independent judgment and discretion.
- Utilizing the above standards/functions to respond promptly to the patient needs and/or emergency situations.

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Student Essential Technical Standards either with or without accommodation.

Additional assessments may be necessary during the program if your physical, cognitive, or emotional circumstances change. Please see the categories of pregnancy and extended illness/surgery.
Student Conduct and Performance
The COS nursing program adopts and adheres to the legal standards of competent performance as defined by the California Board of Registered Nursing and the Business and Professions Code Title 16. Licensed registered nurses as well as nursing students in the State of California are required to meet the following standards:

"A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological, and physical sciences in applying the nursing process, as follows:

1. Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.

2. Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.

3. Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.

4. Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.

5. Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed.

6. Acts as the client's advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

Excerpt from Calif. Code of Regulations, Title 16-Chapter 14 (Authority Cited: Business and Professions Code, Section 2715; Reference: Business and Professions Code, Sections 2725 and 2761).
The development of a code of ethics is an essential characteristic of a profession and provides one means whereby professional standards may be established, maintained, and improved. A code indicates a profession’s acceptance of the responsibility and trust with which it has been invested. Each practitioner, upon entering the profession, inherits a measure of that responsibility and trust and the corresponding obligation to adhere to standards of ethical practice and conduct set by the profession.

A code of ethics for the American Nurses’ Association (ANA) was originally formulated and adopted by the membership in 1950. The original code has undergone revisions in the intervening years. In 1959, members of the National Student Nurses’ Association (NSNA) voted at their convention to endorse the code of ethics of the American Nurses’ Association as applicable also to students enrolled in nursing programs. An official representative for the NSNA participated in the discussions held by the ANA’s Committee on Ethical Standards for revisions of the code in 1960, 1968, 1976, and 1985.

In June 2001, the ANA House of Delegates voted to accept nine major provisions of a revised Code of Ethics. In July 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the nine provisions with interpretive statements resulting in a fully approved revised Code of Ethics for Nurses With Interpretive Statements.

The Code of Ethics for Nurses with Interpretive Statements provides a framework for nurses to use in ethical analysis and decision-making. The Code of Ethics establishes the ethical standard for the profession. It is not negotiable in any setting nor is it subject to revision or amendment except by formal process of the House of Delegates of the ANA.

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession.
The Code of Ethics for Nurses serves the following purpose:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- It is the profession's nonnegotiable ethical standard.
- It is an expression of nursing's own understanding of its commitment to society.

Provision 1 – The nurse, in all relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision 2 – The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

Provision 3 – The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 4 – The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

Provision 5 – The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Provision 6 – The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

Provision 7 – The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8 – The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision 9 – The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.


Policy & Procedure Committee
TITLE: San Joaquin Valley Nursing Education Consortium (SJVNEC) Clinical Placement System

PURPOSE: To describe the means by which student clinical placements are managed by area health care facilities, the responsibilities of participating SJVNEC members, and the responsibilities of College of the Sequoias staff, faculty, and students.

DESCRIPTION:

Division Secretary:

The secretary of the division will maintain current student data through the online American DataBank Immunization Tracking System, to include:

1. Immunizations status.
2. Current car/truck Insurance.
3. Current CA driver’s license.
4. Active AHA CPR card.

The American DataBank Immunization Tracking System (ITS) automatically generates emails to students reminding them of their verification status and letting each individual student know when a specific record in the system is set to expire. The ITS will send out an administrative email to the division secretary at set time intervals (30-days before, 15-days before, the day of) sending notification of the status of students who have records set to expire. Each student is required to update the ITS and upload the required documentation before that specific record is set to expire. Any student who fails to upload and record new verifications will be notified by the ITS as well as the division secretary.

Every February, Consortium Request Spreadsheets will be created and distributed for each nursing course. The semester team members are responsible for completing the Consortium Request Spreadsheet for each clinical rotation to include clinical sites used, dates of rotations, observation experiences, assigned instructor, orientations dates, post-conference times, and any days/dates students are not on the clinical units. The deadline for submission of the Consortium Request Spreadsheets is by the end of February each year. The division secretary will input data from the Consortium Request Spreadsheets into the SJVNEC computerized clinical placement system. The deadline for clinical rotation data input is the middle of March each year.
Clinical Faculty

Each nursing team leader, working with full-time and adjunct clinical faculty will complete the Consortium Request Spreadsheets for the Fall, Spring, and Summer semesters of the upcoming year. Information to be included is:

1. Identify semester term and year
2. Dates of each rotation (begin with the first day of patient care, not orientation date)
3. List any days/dates the students will not be on the unit(s) (e.g., holidays, Grace Homes, ATI testing, skills lab day, etc.)
4. Number of students in the rotation
5. Agency/Facility and nursing units utilized
6. Float units (e.g., Endoscopy, OR, Wound Nurse, Home Health, etc.)
7. Locations of observational experiences

It is the responsibility of the clinical faculty to ensure that students under their supervision have current information documented in their Professional Binder. Students whose information is outdated or incomplete will be excused from the clinical lab until the information is complete and current. Students will not be allowed to make up these absences. If the number of absences exceeds the absence policy (see policy B-19) students may fail the clinical lab.

Nursing Students

All nursing students are informed of the information that must be kept current for clinical lab placement, beginning with orientation to the first semester course. Students who allow their required documents to lapse will not be allowed in clinical lab until their information is current and on file with the American DataBank ITS.

It is the students’ responsibility to maintain current required documents in the Professional Binder and with the American DataBank ITS (see Policy B-4). Failure to do so will result in dismissal from clinical experiences until the information is received which will result in clinical absences. Required documents must be current and uploaded to the ITS regardless of school breaks, holidays, or summer break. Example: TB skin test is due July 1st. The student has until July 1st to submit the test results to the ITS. Any required documents that expire during school holidays and/or breaks, are due no later than the first day the semester begins.

Students will place their background check and urine drug screen orders through American DataBank by visiting www.sjvnecbgbackground.com web site. See attached SJVNEC information.

If the student does not complete or does not pass the Background Check and Urine Drug Screen or refuses to comply with this policy, then the student understands that the Nursing Program will make reasonable efforts to secure alternative clinical experiences for the student but these experiences may not be available. Lack of available clinical experiences will prevent the student from completing the clinical objectives of the Nursing Program resulting in failure of the course.
Reference: SJVNEC Background Check/Drug Screen Process
San Joaquin Valley Nursing Education Consortium
Reporting Process
American DataBank (ADB) Student Ordering Instructions
American DataBank (ADB) Immunization Tracking System (ITS)
Student Ordering Instructions

Policy and Procedure Committee
COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING AND ALLIED HEALTH

TITLE: STUDENT ACCOUNTABILITY AND COMMITMENT

PURPOSE: The purpose of this policy is to describe the accountability and commitment required of students in the Nursing program.

DESCRIPTION:
The California Nurse Practice Act requires its practitioners to be fully accountable for their clinical decisions and actions. Each nursing student is legally accountable to the level of her/his preparation and does not function under the licensure of another nurse. Accountability is the quality or state of being responsible and answerable for one’s decisions, actions, and behaviors. Nurses committed to interpersonal caring hold themselves accountable for the well-being of clients entrusted to their care and are accountable to their patients and their colleagues. They are legally and ethically responsible for any failure to act in a safe and prudent manner. The California Nurse Practice Act gives nurses and student nurses the right to perform a broad range of dependent and independent functions. Enjoying this privilege means that they also assume legal and ethical responsibility for safe and effective performance at all times. Standards of practice have been developed by professional organizations which serve as guidelines in maintaining quality practice.

For the COS nursing student, accountability means that she/he will be, at all times, willing to learn and practice nursing with commitment and with personal integrity. It means being attentive and responsive to the needs of individual clients and colleagues. As the student acquires nursing knowledge and skills, she/he will assume professional responsibilities and develop competencies which will shape her/his attitude of caring. This attitude of caring and of being accountable develops as the student becomes sensitive to the ethical and legal implications of nursing practice. In nursing, we share a common goal of providing the highest quality of care to every individual entrusted to our care. To successfully achieve this goal, the student should be dedicated to the following actions:

a. Sharing ideas, learning experiences, and knowledge,
b. Upholding the philosophies and policies of the college, the nursing program, the clinical agencies within which the student practices, and the California Board of Registered Nursing,
c. Maintaining the highest ideals, morals, personal integrity, and ethics possible,
d. Making a commitment to being fully accountable, responsible, and answerable for her/his academic and clinical decisions, actions, and behaviors.

REFERENCE: BRN Policy Statements (located in the Student Handbook)

Policy & Procedure Committee
TITLE: STUDENT LEGAL AND ETHICAL REQUIREMENTS

PURPOSE: To provide guidelines for the nursing student regarding legal and ethical requirements to clients, to clinical facilities, to the RN program, and to faculty.

DESCRIPTION: Nursing students must always:

1. Be prepared for clinical assignments. Being prepared for clinical assignments consists of, but is not limited to: having completed patient and medication research, completed appropriate paperwork prior to patient care, adhering to nursing student dress code requirements, and bringing required necessary supplies and equipment as outlined in the Clinical Information Packet for each clinical rotation.

2. Consider all client/family information as strictly confidential. Such information shall not be related, posted, discussed or communicated by any means, (e.g., conversation, telephone calls, texting, e-mails, or social networking media), with anyone except instructors, peers, and significant hospital personnel.

3. Submit reports on patients to instructors using patient initials only, never the patient’s full name.

4. Remove the name of the patient from copies of documents used in conjunction with learning activities.

5. Consult with the instructor if the student believes that circumstances regarding the patient will interfere with giving effective care (e.g., personal friend, family member).

6. Maintain a professional attitude at all times when caring for patients.

7. Communicate any criticism of an agency, an individual, or an instructor to the Director of the Nursing Program, and refrain from critical discussion outside the school or with other students.

8. Be honest at all times. A student who would cheat on a test ultimately is cheating patients. A student who is less than completely honest in the clinical area jeopardizes patient safety and is subject to termination from the nursing program.

9. Be responsible for his/her own learning, and help promote an atmosphere which facilitates maximum learning for his/her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor’s time.

10. Act professionally.

11. Seek necessary patient referral (with instructor approval) to help solve patient’s social problems.

12. Be responsible for reading and familiarizing self with printed college and nursing department policies and procedures.

13. Be aware that continued violations of this policy may be grounds for dismissal from the Nursing program.

14. Maintain current documentation in the Professional Binder. NOTE: the student is still responsible for submitting copies of required documentation for immunizations, TB skin test results, CPR card, CA Driver’s License, and automobile insurance to the nursing division office. Failure to do so will result in dismissal from clinical experiences until the information is received. Dismissal from clinical experiences results in clinical absences. It is the students responsibility to assemble the Professional Binder with the following numbered tabs and place the required items under each tab:
Pre-Tab  Faculty Signature Page
Tab 1  CPR Card
Tab 2  Immunizations and TB Skin Test results
Tab 3  Driver’s License/Car Insurance
Tab 4  CET/Student Handbook
Tab 5  Other - Professional Items (e.g., LVN license, CNA certificate)
Tab 6  San Joaquin Valley Nursing Education Consortium (SJVNEC) – [http://sjv nec.org](http://sjvnec.org)
  • Under Form Downloads, click on:
  • Faculty/Student Orientation Guide
  • Complete:
    o Post Test (starting on page 28)
    o Sign acknowledgement page (page 30)
Tab 7  Facility Computer Training Post Test
Tab 8  Professional Portfolio
  • Letters of recommendations
  • Additional classes taken (e.g., EKG, ACLS, PALS)
  • Certificates

The Professional Binder is to be taken to each clinical site/experience. To maintain student privacy, the binder can be kept in a private automobile at the clinical site, but must be made readily available to the clinical instructor and/or clinical facility when requested. The student is responsible to keep all requirements current and have each clinical instructor sign-off the Faculty Signature page for each clinical rotation in each semester of the program.

REFERENCE: BRN Policy Statements

Policy & Procedure Committee
TITLE: Standards of Student Clinical Conduct/HIPAA Compliance

PURPOSE: This outlines the policy regarding student conduct and responsibility in the clinical setting.

PROCEDURE:

1. "Nursing services may be rendered by a student when these services are incidental to the course of study of one of the following:
   (a) a student enrolled in a board-approved prelicensure program or school of nursing,
   (b) a nurse licensed in another state or country taking a board-approved continuing education course or a post-licensure course."

Reference: Calif. Board of Registered Nursing. *Nurse Practice Act; Article 2; Section 2729; 2011*

2. Nursing students are held to the same standards of care as those rendered by the graduate nurse. Nursing care is measured against the BRN "Standards of Competent Performance."

3. Every person has the right to expect competent care even when such care is provided by a student as part of clinical training.

4. The instructor will be the ultimate authority to judge student performance in the clinical setting. It is mandatory that the instructor have unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, clinical performance, and patient safety (*Nurse Practice Act*).

5. A student may be refused access to any clinical facility for infractions of facility rules and regulations.

6. Students must strictly adhere to HIPAA guidelines (Health Information Portability and Accountability Act) in all clinical facilities. HIPAA is a federal law created in 1996. The key focus of HIPAA is to protect patient privacy by any unauthorized (inappropriate) access, use or disclosure of Patient Health Information (PHI). Examples of PHI include:
   - Names
   - Geographic subdivisions smaller than a state
   - Dates including birthdate, admission date, discharge date, date of death, and all ages over 89
   - Telephone numbers
   - Fax numbers
   - Electronic mail addresses/social networking sites
   - Social security numbers
   - Medical record numbers
   - Health plan beneficiary numbers
   - Account numbers
   - Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Universal Resource Locater (URL)
- Biometric identifiers, including finger or voice prints
- Full face photographic images and any comparable images
- Internet Protocol address numbers
- Any other unique identifying number characteristic or code

**HIPAA Privacy-Friendly Practices:**
- Avoid talking in public areas. Be aware of who can hear conversations.
- Keep patient information out of public areas.
- Ask the patient if they want their care discussed while a visitor is present.
- Use privacy curtains when available.
- Shred or destroy PHI before leaving the facility.
- Secure records in all locations.
- Use passwords and keep them confidential.
- Logoff systems when leaving the computer.
- Keep computer screens out of public view.
- Remember email is not confidential and is retrievable.
- Access information on a “need to know” basis in order to perform job duties.
- Report any perceived misconduct or breaches of confidentiality (actual and/or potential) (e.g., facility compliance officer, instructor, etc.).
- Remember individuals’ right to privacy at all times.

7. HIPAA violations can result in personal fines up to $25,000 per patient. The COS nursing faculty recognize a HIPAA violation as a serious breach of patient privacy. Disciplinary action will be determined on a case-by-case basis and could include dismissal from the program.

8. A student involved in an adverse occurrence which causes or has the potential of causing serious harm to another (patient, staff, visitor, other student, etc.) may be asked to withdraw from the program. Such an event will be documented on the “Critical Incident” form and in the student’s Clinical Evaluation Tool (CET). The instructor will complete a facility incident report/form as required by the clinical agency.

**REFER TO:**
- BRN “Standards of Competent Performance”
- COS RN Program Policy B-3 and B-4

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**Policy & Procedure Committee**
TITLE: IMAGE OF THE NURSING STUDENT

PURPOSE: This policy describes the standards of professional behavior and appearance required of all COS nursing students.

DESCRIPTION

Student Attire for Direct Client Care

Only the COS approved student uniform is to be worn in the clinical area or for special events as designated by the Director, Division Chairperson, and/or semester faculty, according to the following specifications:

1. Uniforms are to be clean, pressed, and in good repair at all times. All undergarments (e.g., bra, underwear, socks, t-shirt, etc.) must be white or beige.

2. Uniforms should not be worn outside the clinical area (i.e. to a place of employment, to the grocery store, while shopping, etc.). If the student is required to return to the COS campus during or after clinical, a clean lab coat may be worn over the uniform.

3. Shoes are to be of white leather with rubber heels. No clogs, canvas tennis shoes, high tops, boots, or shoes with open toes or heels are permitted. Shoes and laces must be clean and in good repair at all times.

4. A wrist watch with a second hand, bandage scissors, stethoscope, and name badge are considered essential parts of the uniform.

5. Hair should be clean, styled conservatively, away from face, and up off the neck/collar. Extreme hair fashions are not acceptable including trendy hair coloring. Only neutral-colored, plain hair clips may be worn. Ribbons, colored bands, or other hair ornaments are not allowed. Male students must keep beards and mustaches clean and neatly trimmed. Facial hair may not be any longer than one inch from the face.

6. Body art/tattoos must be completely covered whenever possible (e.g., long sleeve white t-shirt, body make-up, bandages/bandaids, dressings, etc.).

7. Acceptable jewelry is limited to a wedding ring/set and one pair of plain, small (no >3mm in size), gold, silver, or pearl studs for pierced ears. Visible pierced areas other than earlobes may not be ornamented, including the tongue/nose/eyebrow/cheek/lip, etc.

8. Gum chewing is not permitted while wearing the school uniform or professional attire with the short lab coat.

9. Cologne and scented cosmetics CANNOT be worn when providing patient care as these scents may be offensive to an ill patient.
10. The breath of a student who smokes may be offensive to patients. The scent of smoke should not be detectable on the breath or clothing.

11. The approved short lab jacket may be worn in the clinical setting but not while engaged in direct patient care.

12. The approved uniform vest may be worn over the uniform top while in the clinical setting and while providing direct patient care. The vest may not be worn as a substitute for the lab coat.

13. The COS-issued name badge must be worn and visible at all times while the student is in a clinical facility (whether dressed in uniform or lab jacket).

14. A white, long sleeved knit shirt is permissible to be worn under the school uniform. No logos, lettering, or logos may be present on the shirt. All undergarments (e.g., bra, underwear, socks, t-shirt, etc.) must be white or beige.

15. The fingernails are to be kept short, clean, and well manicured. Students may wear only clear, white or neutral shades of nail polish, but old nail polish must be removed every four (4) days and new polish applied. Artificial nails of any type must not be worn while providing direct patient care.

16. Some clinical areas may have more stringent requirements. The students will follow their clinical guidelines.

**Student Attire for Clinical Experiences Outside the Hospital**

1. The student must wear professional clothing, this includes the COS polo shirt and the COS-issued name badge. Professional clothing may include skirts, or pants (ankle length), in good repair which fit properly and are clean and pressed, and represent conservative attire. Length of skirts must be no higher than the knees and stockings are required. Jeans, denims, sweatshirts, sweatpants, Capri pants, tank tops, low-cut tops or dresses, halter-tops, miniskirts, and jumpsuits are not considered professional attire. Lab jacket or Vest optional.

2. See items 5 – 9 in the previous section.

**Student Attire for the Psychiatric/Mental Health Setting**

1. The student must portray a positive professional RN image. In psychiatric nursing, uniforms are not worn so as to de-emphasize the fact that the client is “sick”. Professional (and appropriate) casual street clothing is worn which helps to reinforce an environment that is as “normal” as possible. Clothing should be comfortable. The student should not wear a lab jacket over their street clothing unless instructed to do so.

The following are **NOT** considered professional attire:

- Sun dresses, backless or open back tops, no open work dresses or blouses, halter-tops, midriffs, t-shirts, or tank tops
- Capri or chopped pants (slacks/pants must be ankle length)
- Shorts
• Opened toed shoes, sandals, slides, clogs or thong type of footwear (shoes must have some type of back. Tennis shoes may be worn as long as they are clean and in good repair)
• Jeans of any type or color
• Sweat suits
• White leggings, scarves, dangling earrings (earrings must be “posts” only and only one per ear)

2. Sleeveless dresses and tops must not gap or be revealing at the neckline or armholes so as not to show any undergarments. Necklines must be modest.

3. The COS-issued name badge must be worn and visible at all times while the student is in any psychiatric/mental health setting.

4. Hair that is collar length must be worn back away from the face. Long hair is a safety issue with aggressive clients that could pull on it.

5. Fingernails: See #9 under “Student Attire for Direct Client Care”

6. Students who present to any of the psychiatric/mental health settings without the appropriate attire will not receive a clinical assignment and may be sent home. This will be counted as a clinical absence.

**Professional Behaviors**

The COS Nursing student is expected to conduct him/herself in a professional manner at all times while in uniform and/or while representing the school. The following standards of professionalism are considered mandatory for all nursing students:

1. Preparation (for both lectures and clinicals)
2. Effective communication (both verbal and non-verbal)
3. Enthusiasm/positive attitude
4. Effective team work/cooperation
5. Accepts and benefits from constructive criticism
6. Recognition of the impact of one’s behavior on others, especially patients; modification of inappropriate behavior
7. Accountability/ legal and ethical responsibilities
8. Respectful and courteous at all times
Failure to Meet These Standards

If, in the estimation of the Director, Division Chair, and/or faculty, the student fails to maintain these standards, the student will be counseled and may be sent home from a clinical setting and charged with a clinical absence. Continued violations of this policy can result in clinical failure.

Policy & Procedure Committee
TITLE: ABSENCE AND TARDY POLICY

PURPOSE
The purpose of the absence and tardy policy is to ensure quality education for the student. Because of the large volume of material covered each day, and because clinical laboratory experience validates learning objectives, it is extremely important that absences and tardies be kept at an absolute minimum. Regular and timely attendance in the classroom and clinical area is necessary for the student to meet the stated objectives of each course. Attendance and punctuality are considered important professional responsibilities both in the classroom and in the clinical laboratory.

TARDY POLICY
Tardiness is disruptive to the learning of others and is not acceptable for professional nurses. Tardiness results in unsafe patient care due to lack of or abbreviated shift report. The student is considered tardy if they arrive later than the designated start time at the designated location as defined by each theory and/or clinical instructor. Missing twenty minutes of a class session (theory and/or clinical) is counted as an absence. Being late (1-19 minutes) three times equals one absence. A student who is tardy on a test day will not be allowed to enter the classroom until after the testing is completed. The student will be counted absent for the time during which the test was conducted.

ABSENCE POLICY
A. Reporting an Absence
Students are expected to attend all scheduled theory and clinical classes. In the event of illness or family crisis, the lecturing or clinical instructor should be notified as soon as possible. If the instructor cannot be reached, the student should contact the nursing office and report the absence to the Division secretary or leave a voice mail message. Students should refer to the individual instructor’s course syllabus and/or clinical guidelines for special instructions regarding reporting of absences. The instructor whose class/clinical was missed is responsible for reporting the absence in the attendance record maintained by the teaching team.

B. Clinical Absences
There are no make-up provisions for missed clinical experiences. If the student is absent from clinical and unable to complete a required assignment, the student will receive an “F” for the missed assignment. Due to policies, computer usage, safety issues, and clinical expectations unique to each clinical setting, attendance on the first clinical day (orientation) of each rotation is mandatory.

C. Making Up a Missed Exam
If a student is absent on a test day, the student must make arrangements with the testing instructor to take the make-up test within one week from the date of the missed test. The student will receive an alternate test version.

D. Make Up Test Format
The instructor whose test was missed will determine the testing format for the make up test (i.e. multiple choice, essay, care plan construction, etc.).
E. **Maximum Allowable Absences**
The maximum number of allowable hours which a student can miss per semester is as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory Hours</th>
<th>Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 161</td>
<td>10</td>
<td>18 (2 clinical days)</td>
</tr>
<tr>
<td>NURS 151</td>
<td>4</td>
<td>9 hours or 2 days</td>
</tr>
<tr>
<td>NURS 152</td>
<td>4</td>
<td>18 hours or 2 clinical days.</td>
</tr>
<tr>
<td>NURS 154</td>
<td>4</td>
<td>Cumulative throughout the 3 courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer absences will be accumulated with fall absences.</td>
</tr>
<tr>
<td>NURS 153</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>NURS 163</td>
<td>10</td>
<td>18 (2 clinical days)</td>
</tr>
<tr>
<td>NURS 164</td>
<td>8</td>
<td>18 (2 clinical days)</td>
</tr>
<tr>
<td>NURS 166</td>
<td>2</td>
<td>Any missed Leadership shift will be rescheduled</td>
</tr>
</tbody>
</table>

F. **Consequences of Absences**
Any student exceeding the maximum number of allowable hours for theory absences - **OR** - the maximum number of allowable hours for clinical absences will be asked to withdraw from the course. The student will be encouraged to apply for readmission to the course on a space-available basis. Withdrawal from the course will be the responsibility of the student.

G. **Letter of Variance**
A student exceeding the maximum number of hours which can be missed may submit a letter to the nursing faculty requesting a variance to the policy. The student should understand that the evaluation criteria for granting a variance will be based on the request documentation/circumstances and a comprehensive review of the student’s experience and performance in the COS Program. The letter of variance must be submitted within five school days following the date the student exceeds the absence limit. Notification of the decision regarding the variance request will be within 5 working days of submission of the letter. Each student is allowed only one (1) letter of variance while enrolled in the nursing program. At the time the student submits the letter of variance they must be passing with a theory grade of 75% or better.

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*Policy & Procedure Committee*

TITLE: UNACCEPTABLE CLASSROOM BEHAVIOR

PURPOSE: This policy describes those classroom behaviors which are considered unprofessional and unacceptable, the procedure for reporting such behavior, and the consequences to the student who engages in such behavior.

DESCRIPTION: Unacceptable classroom behavior/conduct includes, but is not limited to, the following:

1. Interference with the learning of others.
2. Excessive tardiness.
3. Interruptions by excessively talking during class.
4. Intimidation of students and/or faculty (angry, hostile, or violent behavior).
5. Inappropriate/provocative dress/appearance.
6. Use of pagers or cell phones during class time.
7. Dishonesty.
8. Sexual harassment.
9. Use of vulgar/obscene language.
10. Any other behavior deemed by Nursing Faculty as unacceptable and which interferes with the learning or safety of others, including those behaviors and activities listed in the COS Code of Conduct.

If an instructor identifies a student who is demonstrating any unacceptable classroom behavior, the instructor will immediately request that the student leave the classroom and may call for assistance from the COS Police Department when deemed necessary. The student will be counted as absent for the missed class time.

The instructor will, as soon as possible, notify the Division Director and/or Division Chairperson of the incident, and document the incident using the report form. The instructor (along with the semester team members and/or the Division Director or Chairperson) will meet with the student to discuss the behavior and the conditions which the student must meet (i.e. no further incidents of unacceptable behavior) to avoid dismissal from the program. The student will be given a copy of the report listing the specific remediation plan at the time of the meeting.

Failure of the student to correct the unacceptable behavior will result in failure of the course and dismissal from the program.

REFERENCE: Unacceptable Classroom Behavior Incident Report
UNACCEPTABLE CLASSROOM BEHAVIOR INCIDENT REPORT

Student Name________________________ Semester __________ Incident Date____________

Description of Incident: (Include Names of Witnesses & Others Involved)

Terms/Conditions for Remediation in Order to Avoid Dismissal: (Include Mtg Dates & Deadlines)

Date___________ Instructor______________________ Student_________________

Signature Signature

Director’s Comments:

Date____________ Director Signature_________________________

Original to Director then Student File Copy to Student
TITLE: The Impaired Nursing Student

PURPOSE: To describe the COS Nursing program’s policy regarding drug and alcohol screening of applicants and drug, alcohol, and mental health screening of currently enrolled students.

DESCRIPTION:
The College of the Sequoias registered nursing program maintains contractual agreements with clinical agencies used in the education of nursing students. These agencies require drug and alcohol testing of employees and students. For incoming nursing students, drug and alcohol screening is required as part of the pre-admission process. For currently enrolled students, drug, alcohol and mental health screening is mandatory when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol or suffering from a mental disorder while in the classroom and/or clinical settings.

The College of the Sequoias Registered Nursing Program believes that students who are impaired due to the use of alcohol, drugs/chemicals, and/or mental illness may have an impairment in judgment, cognitive abilities, interpersonal interactions, and psychomotor skills to the degree that the student is unsafe to deliver client care and to function safely in the role of a professional nurse. Unsafe nursing practice places the clinical site, their staff, the College, faculty, and student in jeopardy for a potential critical incident.

The California Board of Registered Nursing and the faculty of the College of the Sequoias believe that early intervention for addictions and mental illness is the key to assisting the nursing student to recovery. Early intervention may prevent disciplinary action or the inability to be licensed in the State of California.

Behaviors indicative of alcohol abuse, drug/chemical abuse, or mental illness and which pose a danger to self and others include, but are not limited to the following:

- Physical impairment
- Impaired judgment
- Mental or emotional impairment
- Disruptive actions
- Inconsistent behavior patterns

The College of the Sequoias Nursing faculty believe that:
1. Addiction to drugs and/or alcohol and mental illness is a disease and should be treated as such.
2. Psychosocial and health problems involving addiction, substance abuse, and/or
mental health issues may affect a student’s academic and clinical performance.

3. An impaired nursing student may be a danger to self, a danger to others, or gravely endanger clients in their care.

4. Individuals with drug, alcohol, and/or mental illness can recover with appropriate therapy.

5. All addiction, drug, alcohol, and/or mental illness issues will be handled and dealt with in the strictest of confidence.

6. Students must be honest about their impairment issues and take responsibility for the consequences of such impairment and work toward the goal of recovery. It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.

The College of the Sequoias nursing faculty encourage the nursing student to be aware of any impairment by alcohol, drugs, addiction or mental illness. The student is urged to seek immediate help, realizing that such a problem, if left untreated, could prevent the student from satisfactorily completing the course objectives of the program and obtaining licensure to practice nursing in the state of California (Refer to BRN “Impaired Nursing Students” policy EDP-B-03). The Director of Nursing in collaboration with the Student Health Center can provide information and resources regarding treatment.

PROCEDURE:

1. All students accepted into the COS Nursing program will be tested for drug and alcohol use as part of the pre-admission process. If the applicant fails to comply with the pre-admission screening test, his/her application to the Nursing Program will be rescinded. The results are made available to area clinical sites to approve the student for clinical placement in their facility (see Policy B-26 Criminal Background Check/Urine Drug Screening).

2. All students enrolled in the COS Nursing Program must sign a statement agreeing to immediate monitored drug, alcohol, and/or mental health screening upon request of the Director of Nursing and/or a nursing instructor when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol. Failure to comply with testing will be grounds for immediate dismissal from the program.

3. A positive urine drug test makes the applicant ineligible for admission into the nursing program for the academic year. The applicant will need to reapply and comply with any new selection criteria for the application year. The applicant will need to submit another urine specimen at an additional cost to the applicant if the applicant’s urine is diluted and/or the laboratory reports questionable specimen collection.

4. Any currently enrolled student who exhibits signs of alcohol abuse, drug abuse, and/or mental illness will be removed from the classroom or clinical setting. For students exhibiting such behaviors, the following procedure is implemented:
   a. The student is immediately removed from the classroom or clinical area.
b. The instructor will immediately report the incident to the Director of Nursing.
c. Any student suspected of being impaired may be required to find alternative transportation from the site.
d. The student, at the request of the instructor or Director, will go to the contracted lab immediately upon being requested to do so to provide the necessary specimen. Refusal by the student to submit to testing results in dismissal from the Nursing Program. A positive drug screening test will result in dismissal from the Nursing Program and/or further disciplinary action.
e. The instructor will complete a Critical Student Incident form (see policy B-20) identifying the behaviors that led to the dismissal from the classroom or clinical setting with required action plan and/or referral.
f. The student will meet with the Director of Nursing within forty-eight hours of the incident. The student will not be allowed to return to the classroom or clinical site until given permission by the Director or designee. The student will be directed to seek appropriate assistance through a health care provider or licensed chemical dependency/mental health counselor and provide the Director with proof of such treatment.
g. To be considered for re-entry to the Nursing Program the student must provide evidence of participation in a recovery or rehabilitation program for a minimum of six months, provide a release to return to the program at the time of re-entry request, and contract to continue active participation in a recovery program and remain clean and/or sober. Re-entry is on a space available basis.
h. The evidence of continued rehabilitation treatment will be provided on a schedule determined by the Director of Nursing. Failure to submit evidence on the determined schedule will result in dismissal from the Nursing Program and a designated status of ineligible to return to the Nursing Program.
i. A second documented incident of impaired behavior results in dismissal from the Nursing Program and a designated status of ineligible to return to the Nursing Program.
j. If a student who has been readmitted into the nursing program after successfully completing a rehabilitation program fails a subsequent drug and alcohol screen, the student will be dismissed from the program and will be ineligible for readmission.

5. Students displaying behaviors consistent with mental or emotional impairment will be removed from the classroom or clinical setting at the discretion of the nursing instructor and counseled verbally and in writing about the behaviors observed. Suggestions may be made by the instructor, as well as, referrals if indicated. If patient and/or student safety is not compromised, the student may return to the clinical area with the nursing instructor’s permission.

6. If patient and/or student safety is compromised, the nursing instructor has the authority and responsibility to take immediate corrective action, which may include:
   a. Removing the student from the classroom or clinical setting.
b. Utilizing specified (e.g., Tulare County) crisis intervention team.
c. Referral to counseling/professional help.
d. The instructor will complete a Critical Student Incident form (see policy B-20) identifying the behaviors that led to the dismissal from the classroom or clinical setting with required action plan and/or referral.
e. The student will provide evidence of counseling or treatment in a recognized treatment modality and that he/she will be able to function safely and effectively in the classroom and/or clinical setting.

7. Re-entry to the Nursing Program is on a space available basis. Should the student demonstrate evidence of mental or emotional impairment after being readmitted to the program, they will be directed to the Director of Nursing for consideration of options, which may include permanent dismissal from the Nursing Program.

The California Board of Registered Nursing expects that schools of nursing will ensure that instructors have the responsibility and authority to take immediate corrective action with regard to the student’s conduct and performance in the clinical setting (refer to BRN guidelines).

All information regarding drug and alcohol testing and resulting actions (i.e. rehabilitation, dismissal) will be kept confidential and will be maintained in a file separate from the student’s regular file. Only the Director of Nursing will have access to the file.

REFERENCE: “Impaired Nursing Students: Guidelines for Schools of Nursing in Handling Nursing Students Impaired By Chemical Dependency or Mental Illness” (EDP-B-03) California Board of Registered Nursing, 11/84 8/10 (See Appendix)

Student Permission for Drug, Alcohol, and Mental Health Screening Form (Attached)

The Signs and Symptoms of an Impaired Nurse (Drugs, Alcohol, and Mental Illness) (Attached)

Policy & Procedure Committee
STUDENT PERMISSION FOR DRUG, ALCOHOL, AND MENTAL HEALTH SCREENING

I have received a copy of the COS Registered Nursing Program's policy regarding drug, alcohol and mental health screening and I fully and completely understand this policy.

I agree to submit to a pre-admission drug and alcohol screening test as a condition for admission into the nursing program.

I also agree to immediate monitored drug and alcohol testing and/or mental health screening upon request by the Director of Nursing and/or a nursing instructor, such request having been made because of a reasonable suspicion and/or probable cause that I am/was under the influence of drugs and/or alcohol or displaying behaviors consistent with mental impairment while attending clinical activities.

I understand that failure to appear for any requested/required drug and alcohol screening tests or mental health screening will result in either the rescinding of my application to the nursing program or dismissal from the program.

I also understand that all information regarding my drug, alcohol, and mental health screening (such as requests, test results, and consequent actions) will be kept confidential at all times and will only be released by my written consent.

I further understand that this policy and my permission for testing will remain in effect throughout my program of nursing studies from admission into the program through graduation from the program.

Print your name: ________________________________________________

Student Signature: ________________________________________________

Date: _________________________

Original to Student File
Copy to Student
The Signs and Symptoms of an Impaired Nurse
(Drugs, Alcohol, and Mental Illness)

The signs and symptoms of mental and/or emotional illness and/or intoxication or withdrawal include but are not limited to the following:

- Yawning, easily falls asleep when not warranted, complains of insomnia, complaints of wanting to sleep all the time
- Runny nose (rhinorrhea) or eyes (lacrimation) not related to cold or seasonal allergies
- Profuse sweating or chills
- High levels of anxiety, restlessness, fidgeting, difficult time sitting or standing still even for small periods of time
- Depressed all or most of the time, crying easily for no apparent reason
- Voicing suicidal thoughts, engaging in acts that physically hurt the student, any type of self-mutilation, apathy for client, peers, and self
- Overly excited or grandiose, euphoric, emotions change rapidly from one emotion to another, impulsive in words and actions, flight of ideas
- Thoughts are rambling, disorganized, and nonsensical in content
- Belligerence, agitation, irritability, easily angered for no apparent reason, easily frustrated
- Poor decision making and problem solving, a noticeable decline in ability to make healthy, appropriate, sound decisions
- Short attention span, less than what is expected for the situation, unable to focus or stay on task, easily distracted, disoriented, confused, difficulty remembering information
- Slurred speech, incoherent speech, hyper-verbal and talks all the time, appears to be unable to stop self from talking too much, talks in a faster pace/speed than is their usual pattern
- Clumsy, uncoordinated, unsteady gait, exaggerated body movements, holds on to people or objects to ambulate
- Nystagmus, flushed face, eyes darting back and forth, hand and body twitching and tremors (slight to coarse), seizure activity
- Complaints of muscle weakness or rigidity, generalized body weakness, malaise
- Increased or decreased blood pressure, pulse or respirations (abnormal), ALOC
- Changes in appetite (noticeable shift in weight)
- Complaints of nausea, vomiting, diarrhea
- Headaches, frequently taking medication for pain relief
- Auditory or visual hallucinations
- Pervasive distrust and suspiciousness, pervasive pattern of detachment, pervasive pattern of low self-image, identity disturbance, and impulsive behavior that is potentially injurious to self or others, socially isolated
- Inability to focus, concentrate, or perform clinically
- Failure to participate in activities required to meet objectives
TITLE: Criminal Background Check and Urine Drug Screening

PURPOSE:

As part of the San Joaquin Valley Nursing Education Consortium (SJVNEC) Clinical Placement System the College of the Sequoias Registered Nursing Program will comply with the standardized process for clinical placement in the SJVNEC affiliate clinical facilities. To comply with the SJVNEC, as well as other state, local, and federal regulations, all incoming students will complete a criminal background check and urine drug screening upon acceptance to the program.

(Note: This policy was also instituted because The Joint Commission (TJC) requires any health care facility that requires employees to have personal criminal background checks must also require the same background check for students and volunteers involved in patient care.)

DESCRIPTION:

Students must have a clear criminal background check and negative urine drug screen to participate in placement(s) in clinical facilities which the college affiliates with for student clinical learning experiences. The SJVNEC has contracted with American DataBank for these services. The nursing division will provide guidelines to the student on how to apply for their background check and urine drug screening.

Criminal Background Checks

Background checks will include the following:

- Seven years residence/background history
- Address verification
- Sex offender and Predator Registry database search
- Two names (current legal and one other name)
- Three counties
- OIG search
- Social Security or VISA number verification
- Search through applicable professional certification or licensing agency for infractions if student currently holds a professional license or certification (e.g., respiratory therapist, CNA)
- Drug screen with urine sample

A student with a background check that indicates any of the following felony and/or misdemeanor convictions may be denied clinical placement in healthcare facilities that are part of the SJVNEC:
• Murder
• Felony assault
• Sex offenses/sexual assault
• Abuse
• Felony possession and furnishing (without certificate of rehabilitation)
• Other felonies involving weapons and/or violent crimes
• Class B and Class A misdemeanor theft
• Felony theft
• Fraud

PROCEDURE:

Upon receipt of a “flagged” background check, the clinical facility will make the determination whether to accept the student in their facility or deny placement. The clinical site will use the same guidelines used for the acceptance/rejection of an employment application in approving student placement at their site. Final placement status based on background check information is the clinical facilities determination.

If the student’s background check is not clear, the student will be responsible for obtaining the necessary documents for record clearance and having the record corrected to clear it. If this is not possible, the student will be unable to attend clinical rotations. Participation in clinical rotations is a mandatory part of the nursing program; therefore the student who is refused admittance to any healthcare facility will not be able to meet clinical objectives and will be ineligible to continue in the program.

NOTE: Being cleared on the background check for participation in clinical by the clinical facility is a separate process than that of the BRN. The student, upon graduation, will complete an entirely new fingerprint Live Scan process for the NCLEX licensure application process. Permission to take the NCLEX-RN examination based on the Life Scan results is determined by the BRN after review by the Enforcement Division. (See attached, “Board of Registered Nursing Application Instructions for Reporting Prior Convictions”).

Drug Screening

The College of the Sequoias Registered Nursing Program maintains a “no tolerance” policy regarding substance abuse. Students must clear a urine drug test. Incoming students with a verified positive test result for alcohol, any illegal drug, or abuse of prescribed or over-the-counter medications or mind-altering substances will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists (MD note on file), incoming students will not be admitted to the program. Either a positive test result or failure to complete the urine drug screen will result in the offer of acceptance to the program being withdrawn. A student denied enrollment due to a positive drug test or failure to complete the drug test must make a new application to the program and begin the application process again in accordance to the established procedure. The student will not be granted any special consideration in priority and is eligible to re-apply only once.

(Note: the California Supreme Court has ruled that prescriptions for marijuana do not exempt users from workplace rules, and they may be fired for a drug test that is positive for marijuana. Accordingly, any student who tests positive will have their offer of acceptance withdrawn).
Criminal Background Check/Drug Screening Results

Students must provide information allowing American DataBank to conduct a background check and with authorization to share any flagged results on the background check with healthcare facilities to which students may apply or be assigned for clinical rotations. American DataBank will conduct an internal review, verify student information, and send any flagged results to the clinical sites for review.

The results of the urine drug screen (negative/positive/dilute) will be sent to American DataBank for input. The Director of Nursing will have access to the results via American DataBank. If the student has a verified positive and/or dilute result, they must meet with the Director of Nursing to discuss the results (see Policy B-22). The nursing program does not retain printed urine drug screen results in the office or student files.

The nursing program does not retain printed background check reports in the office or student files and do not review or evaluate any background check information. The Director of Nursing will only receive confirmation from ADB that students have completed a background check to confirm compliance with this policy.

Criminal Background Check/Drug Screening Process

Students will access the SJVNEC website (www.sjvnecbackground.com) for information and instructions for completing a background check and urine drug screening. Students are responsible for all costs associated with criminal background checks and drug screening. Students will make payment directly to American DataBank. Upon completion, the results will be delivered to the applicant per American DataBank protocol.

(Note: If there is a break in continuous enrollment in the program (more than one semester out of the program), students will be required to repeat background checks and urine drug screening upon re-entry to the program. The student is responsible for all costs associated with repeat background checks and urine drug screening).

After completing the on-line order application for the urine drug screen and submitting payment for the test, the student will bring the receipt of payment to the nursing office to obtain a Chain of Custody Form. The chain of Custody Form will not be given to the student unless a receipt of payment for the test is presented. The student will then contact one of the drug screening locations (Quest Diagnostics) listed on the web site to schedule an appointment for the urine drug screen.

Students will be given a deadline date by which the background check and urine drug screen must be completed. Students who do not complete the background check and urine drug screening by the deadline date will not be allowed to register for classes.

Any student who has any concerns about criminal background checks or drug screening is encouraged to contact the Director of Nursing for confidential advising prior to completing either procedure.

REFERENCE(s): “Impaired Nursing Students: Guidelines for Schools of Nursing in
Handling Nursing Students Impaired By Chemical Dependency or Mental Illness,” (EDP-B-03) California Board of Registered Nursing, 11/84, 8/10.

Board of Registered Nursing Application Instructions for Reporting Prior Convictions (attached)

See also Policy B-22: Drug and Alcohol Testing

Policy and Procedure Committee
Date Approved/Reviewed/Revised: 9/2009; 5/2012
Board of Registered Nursing
Application Instructions for Reporting Prior Convictions

Applications that result in review by the Enforcement Division staff of the BRN need to have appropriate supporting documentation submitted with the application. Without the supporting documentation, the BRN staff cannot make a prompt decision to approve or deny the application. Each case is evaluated on its own merit.

Some of the factors that the BRN evaluates, particularly with DUI, include the age of conviction and the blood alcohol content (BAC). The higher the BAC (above .15), the more likely there is an ongoing problem with alcohol, even with a single DUI. Additionally, if there has been a history of drug use, the BRN will require more proof that chemical dependency is not a current issue. If the conviction is recent, it will probably result in denial. However, based on a number of factors, including mitigation, etc., the BRN may settle on a probationary license. Theft is another big issue. Again, age of conviction makes a difference. Spousal abuse, sexual misconduct or any other kind of violent incident, depending on the age of the incident, will likely end up a denial, but a lot depends on the circumstances and the mitigation.

Include ALL documentation and mitigation evidence along with the application, even if you believe the charge has been expunged. Otherwise, the licensure application process is held up while the BRN waits to receive requested documentation.

You must include all the following information CLEARLY LABELED with the application:

**Written Statement:**

- A written statement from the applicant, in their own words, describing the incident(s), date(s) incident(s) occurred, outcome (ex. paid fine, placed on probation, court ordered classes or rehabilitation), and any rehabilitative efforts or changes to prevent future occurrences.

**Certified Arrest/Incident Reports:**

NOTE: Court documents **DO NOT** include arrest reports and **MUST** be requested separately.

- Contact the arresting agency for this report. The arresting agency is the agency that conducted the arrest and/or issued the citation (ex. Highway Patrol, Police Department, Sheriff’s Office).
- If the arrest is for **DUI** ensure the Blood/Breath Alcohol Content (BAC) is included in the report.
- Traffic violations involving driving under the influence, injury to persons or providing false information must be reported. The definition of conviction includes a plea of Nolo Contendere (no contest), as well as, pleas or verdicts of guilty. Must include misdemeanor as well as felony convictions.
- Traffic violations over $300 must be reported. If no court papers to send, then you must send a copy of the ticket along with written statement describing the violation.
• If there are no reports on file for the violation (e.g., it happened a long time ago, nothing left in file) you must get something in writing from the arresting agency that it no longer exists.
• Under age violations still need to be reported.

Certified Court Documents:

• Contact the court to get a certified copy of all court documents pertaining to the conviction(s) including satisfaction/compliance with all court ordered probation orders.

Evidence of Rehabilitation:

• Include completion certificates of court ordered/voluntary rehabilitation.
• Include letter of “relapse prevention plan” if no formal rehabilitation was completed (e.g., write-up of educational journey towards RN, responsible, good GPA, go to meetings NA/AA, get control logs of person conducting the meetings).

Reference Letters for Alcohol or Drug Related Convictions:

• Recent, dated letters from professionals in the community (ex. AA/NA Sponsor, counselor, probation officer, employer, instructor, etc.) who can address an awareness of the past misconduct and current rehabilitation (ex. use/non-use of alcohol/drugs). The letters must be signed and dated by the author of the letter within the last year.

Reference Letters for all other Convictions:

• Recent, dated letters from professionals in the community (ex. counselor, probation officer, employer, instructor, etc.) who can address an awareness of the past misconduct and current rehabilitation (ex. honesty/integrity, management of anger/stress). The letters must be signed and dated by the author of the letter within the last year.

Work Performance:

• A copy of a recent work evaluation or review which may or may not be from a health related agency.

Calls to analysts to determine application status should not be made until a file has been in enforcement for at least 4 weeks (not 4 weeks since the application was submitted to the BRN). Phone calls requesting application status further delays the process for everyone.

The goal is to complete enforcement reviews and return files to licensing staff within two weeks of receipt in enforcement. This can only be accomplished if all required documents are included at the time of application and phone calls are limited.

BRN Enforcement process:

In instances of prior conviction, the application goes directly to the enforcement unit where all documentation regarding the conviction(s) is gathered and analyzed. When the outcome is denial, the student receives a letter of denial from the BRN, with information that the applicant may elect to be heard (appeal) in front of a judge. The applicant has 60 days to send their decision to appeal to the BRN. The decision to appeal is then sent to the Attorney General's
Office, where a Statement of Issues is made and sent to the applicant. Once the applicant has received the Statement of Issues, all their communication is with the Attorney General’s Office. They may decide to settle or to continue with a hearing.

May 7, 2012
TITLE: STUDENT ILLNESS, INJURY OR PREGNANCY

PURPOSE:
To describe the program requirements for students in the program who experience an illness, injury or who become pregnant before or during the program. The purpose of the policy is to ensure protection of the students, patients, clinical personnel, and faculty in the clinical setting.

DESCRIPTION:
In order to meet course and program learning objectives in the College of the Sequoias Registered Nursing Program, every student must be physically and emotionally able to function fully without restrictions or limitations, in all instructional areas of the program.

**No limited assignments or modified objectives/outcomes are available in the RN Program,** because full participation in clinical activities is necessary to meet the objectives of the program and to allow adequate evaluation of the students’ achievement of the objectives.

Therefore, students should strive to maintain a high level of wellness throughout the program, and **must** provide a medical release from their health care provider if they are diagnosed with an illness, an injury, or if they are pregnant or become pregnant during progression in the program.

The release must state:
1. The illness, injury or pregnancy will not prevent their continuance in the program.
2. **There are no restrictions or limitations on the student’s activities.**

The written clearance must be submitted to both the clinical instructor and Director of Nursing.

If a student does not provide a release that meets program requirements, it may be necessary for a student to withdraw from the program and return, on a space available basis, when the physical restrictions or limitations are lifted.

Students concealing an illness, injury or pregnancy are jeopardizing patient safety and their own safety. A student found to have concealed an illness, injury, or pregnancy will be subject to faculty review and possible permanent dismissal from the program.

**ILLNESS, INJURY, or SURGERY:**

For illnesses exceeding the maximum allowable absences, and depending on the circumstances, a student may be required to submit a medical release from their health care provider that states the student may return to the program without limitations or restrictions.

A student with a potentially communicable illness is required to report to the clinical instructor immediately and then provide written medical clearance before returning to theory course(s),
clinical, or skills lab. Students with casts, splints, crutches, cane, sling or condition/device that impairs mobility or motion will not be allowed in the clinical area. The student will be required to withdraw from the program until such items are no longer needed. The student will considered for readmission/reentry to the program on a space-available basis. Withdrawal from the course will be the responsibility of the student. The student who has had surgery or an injury must have a release form signed by his or her health care provider that states the student may return to the program, with full participation, and without limitations or restrictions.

**PREGNANCY:**
Nursing students who are pregnant and due to deliver during the course of a school semester are encouraged to take a leave of absence for that semester and will be readmitted on a space available basis. Students who begin a semester and then withdraw at any point will also be readmitted on a space available basis.

Any student who elects not to take the leave of absence may continue in the program during pregnancy only with the written permission of her health care provider.

- The release must state that the pregnancy will not prevent the student continuing in the program and that there are no limitations or restrictions on the student’s physical activities.
- The student must be able to meet all weekly clinical laboratory objectives.

The student will also be required to sign a program variance that states while every effort is made to protect all students, she will be required to take part in patient care. This patient care routinely requires lifting, as well as the possibility of exposure to infectious disease processes, radiation, and teratogens.

**Immediately upon confirmation of pregnancy, the student must:**
- Notify their theory instructor, clinical instructor and Director of Nursing.
- Provide the estimated date of delivery (calculated by health care provider).
- Submit a written release from their health care provider that states that the pregnancy will not prevent their continuing in the program and that **there are no limitations or restrictions**.
- Report any change in health status immediately.
- The maximum absence policy will apply.
- Observe usual pregnancy precautions while in the clinical area according to agency policy.

**Postpartum:**
- The student may return no sooner than one week postpartum.
- The student must submit a written release from her health care provider that states she may return to the program, full participation, and that **there are no limitations or restrictions**.

**REFERENCE:**  Pregnancy Health Waiver  
B-19  Absence and Tardy Policy  

*Policy & Procedure Committee*  
**DATE APPROVED/REVIEWED/REVISED:** 3/2011
Safe Practice Guidelines and Policies
TITLE: MEDICATION ADMINISTRATION POLICY FOR NURSING STUDENTS

PURPOSE: To provide the procedures for both medication administration competency and the administration of medications by students in the clinical setting.

DESCRIPTION:

First Semester Student Competency

1. Following the delivery of theory content related to pharmacology and math of drugs and solutions, the 1st semester student must pass a 20-item drug dosage calculation exam by scoring at least 85% or more.

2. The student will have two (2) attempts to achieve a score of 85% or more.

3. The exam will be non-multiple choice. The student may use a calculator during the exam.

4. Partial credit will NOT be given (i.e. for setting the problem up correctly). The student must calculate the correct answer for each problem. There are NO exceptions.

5. If a student is not successful in scoring 85% or more on both attempts, the student will fail the course and will need to withdraw from the program.

6. A student who fails the course due to inability to demonstrate basic competency in calculating drug dosages will be allowed to reapply to the nursing program.

First Semester Medication Administration

1. A student in the 1st semester who has demonstrated math competency, as described above, will be allowed to administer medications to patients at the discretion of their first semester clinical instructor.

2. NO student will be allowed to administer any type of medication to patients without having DIRECT supervision by the nursing instructor.

3. The student will be given a copy of the medication administration policy for the health care agency to which he/she is assigned. The student is expected to comply with this policy at all times. Failure to comply can result in clinical failure and dismissal from the program.

Second, Third and Fourth Semester Medication Administration

1. A student who has demonstrated proficiency in administering by mouth, topical, intramuscular, subcutaneous and other non-intravenous medications, as docu-
mented on the student’s Clinical Evaluation Tool (CET), will be allowed “Independent Function” when procuring, preparing and administering these types of medications. A student’s clinical instructor, not the agency nurse, will determine the student’s competency and level of independence.

2. Although the student will be allowed advancing independence in medication delivery, no student may administer a medication without the clinical instructor having verified student competency in medication administration.

3. For certain health care agencies, a student may be allowed to procure, prepare and administer non-intravenous medications with the support and direction of the agency nurse to which the student is assigned (i.e. the clinical instructor does not need to be present).

**Intravenous Medication Administration**

1. **NO student in any semester will be allowed to administer an IV medication or IV solution independently.** The student must have his/her clinical instructor present.

2. For certain health care agencies, a student may be allowed to procure, prepare and administer intravenous medications and solutions as long as direct supervision is provided by the agency nurse to which the student is assigned (i.e. the clinical instructor does not need to be present).

**Prohibited Medications**

1. Each student is expected to comply with the clinical syllabus and guidelines applicable to the semester level within which the student is registered. Included in the clinical syllabus will be specific medications and IV solutions which a student will NOT be allowed to administer (i.e. blood products, chemotherapy, etc.).

2. **Under NO circumstances will a student ever attempt to administer potassium chloride by the IV push route.** Such action can result in patient death.

**Student Orientation to Medication Administration Policies and Procedures**

1. Each student will be oriented to the medication administration policies and procedures applicable to the semester level and clinical agency to which the student is assigned.

2. Whenever agency or program policies/procedures related to medication administration change or are revised, students will be notified immediately.

3. This policy is located in the “Student Handbook” which is provided to each student as he/she begins the program. The student is expected to read/review the policy and be accountable for adhering to it at all times.

**Student SNA and SNI**

1. This policy applies to any student engaged in the SNA or SNI role.
Leadership Student

1. This policy applies to any student in the NURS 166 Leadership course; however, the student’s assigned RN preceptor will act as the “clinical instructor” while working with the student.

Violations of This Policy

1. Any deviation or alteration in this policy/procedure will be immediately reported to both the clinical instructor and the program Director.

2. It is the responsibility of the student, with assistance from the clinical instructor, to complete any and all required documentation/forms (i.e. Notice of Event or Incident Report) required by the agency/unit where the student is assigned.

3. Based on severity and the effects on patient condition, violations may result in clinical failure and/or dismissal from the program.

REFERENCES:
Policy B-9 “Peripheral Saline Flush”
Critical Student Incident Form

Policy & Procedure Committee
TITLE: Peripheral Intravenous Saline Flush Policy

PURPOSE: To provide a guideline for safe and effective peripheral IV flushing by RN students.

PROCEDURE:
The standard of practice is that students will only work with IV lines and equipment under the supervision of their clinical instructor or a Registered Nurse. Students in 2nd, 3rd, and 4th semester may independently perform peripheral saline IV flushes according to the clinical agency’s policy and procedure after having been cleared by a nursing instructor. Students must meet the following criteria:

Knowledge related to:
   a. the purpose of the flush
   b. the agency protocol for the flush

Demonstrated skills:
   a. satisfactory performance in skills lab and/or the clinical setting.
   b. signed/approved for independent function on CET.
   c. identification of the physician’s order and/or hospital protocol regarding the flush.

The student will follow the agency procedure specific to the age and type of patient needing peripheral IV saline flushing (refer to the hospital’s Procedure Manual and/or approved clinical protocol specific to the clinical unit).

TITLE: PREVENTION OF TRANSMISSION OF INFECTIOUS DISEASE

PURPOSE:
The management of issues related to infectious diseases in schools of nursing is of primary concern to nursing faculty and administration. The rapid increase of blood borne diseases has caused an awareness of the need for policies and guidance. This policy is designed to balance the protection from risk for students, faculty, and clients, while maintaining the individual’s right of privacy and equal opportunity. Each nursing student will be provided with guidelines regarding protection from infectious diseases to which the student may be exposed during his/her education. These guidelines are based on information provided by the Center for Disease Control (CDC), the Federal Occupational Safety and Health Administration (OSHA), the California Board of Registered Nursing Statement on Delivery of Health Care, and the National League of Nursing (NLN) guidelines for schools of nursing.

POLICY:
Control of microorganisms which cause disease in humans is vital in the health care environment. Although the risk of infection transmission exists, that risk can be minimized by appropriate education and actions taken to avoid transmission. It is the policy of the COS Registered Nursing program that:

1) Use of Universal/Standard precautions, as recommended by the CDC, is an effective means of preventing transmission of infectious disease. Since health care workers are unable to identify all patients with blood-borne disease, blood and body fluid precautions should be consistently used for all patients.

2) Instruction regarding chain of infection, universal precautions, and CDC recommended infection control measures will be given before the student begins clinical experience and will be reinforced at regular intervals. This information will be emphasized and reinforced throughout the student experience and as the student encounters more complex situations.

3) All students will be required to acknowledge in writing that they have been provided with information regarding:

a. The risk of transmission of infectious disease encountered in the practice of nursing,

b. Infection control measures consistent with Centers for Disease Control (CDC) and OSHA guidelines.
PROCEDURE/GUIDELINES:

UNIVERSAL/STANDARD PRECAUTIONS
According to OSHA guidelines, all body secretions are to be considered contaminated and Universal/Standard precautions should be used when handling the following:

Blood                Urine
Sputum               Stool
Wound Drainage       Vaginal Secretions
Emesis               Amniotic Fluid
Semen                Pleural Fluid
Saliva               Tears/Eye Fluids
Cerebrospinal Fluid  Peritoneal Fluid
Colostrum/Breast Milk

Treat all linen soiled with blood/body secretions as potentially infectious.
Process all laboratory specimens as potentially infectious

HAND WASHING
1. Wash hands before and after all client or specimen/body fluid contact
2. Wash hands after gloves are removed
3. If hands are not visibly soiled, use an alcohol-based waterless cleanser for routine decontamination in the clinical setting
4. When caring for patients with Clostridium difficile-associated disease, wash hands with soap and water as alcohol based products are ineffective against C-diff spores

GLOVES/PROTECTIVE EQUIPMENT
1. Gloves are not a substitute for good hand washing
2. Wear gloves for all potential contact with blood or body fluids
3. Wear gloves if splash with blood or body fluids is anticipated
4. If a glove is torn or damaged, remove them, wash hands, and apply new gloves if care is to continue
5. Wear new gloves each time you perform a procedure and discard after use
6. Wear double gloves if the situation warrants
7. Wear an agency-approved filtration mask if airborne transmission is possible
8. Wear protective eye wear if splatter with blood and body fluid is possible
9. Wear gown if clothing is likely to come in contact with blood or body fluid
10. Follow agency policy regarding resuscitation during respiratory arrest

NEEDLE/SHARPS SAFETY
1. Use disposable needles/sharps whenever possible
2. Do not re-cap or manipulate needles
3. Consistently activate the safety feature prior to disposal
4. Discard used needles/sharps in the designated puncture proof container

GUIDELINES REGARDING BLOOD BORNE PATHOGEN EXPOSURE
A significant occupational exposure is defined as:

- A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood/body fluid
- A mucous membrane exposure to blood or body fluids (i.e. splash to the eyes, ears, mouth)
- A cutaneous exposure involving large amounts of body fluid or prolonged contact with body fluid, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, or compromised/broken in any way.

Procedure following exposure:

1. Wound care/first aid should occur immediately following exposure:
   a. All wounds should be vigorously cleansed with soap and water immediately and for a period of at least 3 minutes
   b. Mucous membranes should be flushed with water or normal saline solution immediately and for a period of at least 5 minutes
   c. Additional treatment should be rendered as indicated.

2. Following immediate wound care/first aid measures:
   a. The student will immediately report to the clinical instructor any incident of exposure.
   b. The clinical instructor will complete a Notice of Accidental Exposure form and submit it to the Nursing Program Director.
   c. Clinical instructor or student will notify the designated agency department of the clinical agency involved for further direction
   d. Specific recommendations will be made according to the type of exposure and infectious agent involved.

REFERENCE: Notice of Accidental Exposure (Attached)
http://www.cdc.gov/niosh

Policy & Procedure Committee
NOTICE OF ACCIDENTAL EXPOSURE TO INFECTIOUS AGENT

Student Name________________ Exposure Date & Time____________ Date of This Report__________

Brief Description of Incident:

Hospital/Agency/Location Where Exposure Occurred________________________ Client ID #________

Was Treatment Received Following Exposure? ____Yes ____No  If No, State Reason(s):

Where Was Treatment Received? __________________________ Date________ Time________

Treatment Received Following Exposure (Check All That Apply):

_____ Wound/area cleansed with soap and water/saline
_____ Mucous membrane(s) flushed with water/saline
_____ Additional treatment: Describe fully:

Reported to Clinical Instructor  Yes____ No____ Date/Time________ Instructor______________
Accidental Exposure Form Completed Yes____ No____ Date/Time________
Agency Infection Control Officer Notified Yes____ No____ Date/Time________ Name_________________
Source Was Approached for Testing Yes____ No____ Response___________________________
Source Was Confirmed Positive Yes____ No____ Describe_______________________________
Other Pertinent Information:

Recommendations:
1. If you have been immunized for Hepatitis B or C but have not had an antibody level determined, you should have one done to assure that the immunization was effective and you are protected.
2. If HIV status of the source of exposure (i.e. client) is unknown and/or the source has not been tested for HIV, we recommend that you be tested now for seronegativity, followed by a retest at 3 months and again at 6 months following exposure in order to monitor for serum changes.
3. For both of the above tests, you may see your private physician. For HIV testing, you may consider using either the COS Student Health Center or the Tulare County Health Department.

Confidentiality: Information related to exposure, treatment, and testing will be kept confidential at all times.

Student Signature_________________________ Date________
Instructor Signature________________________ Date________

Original to Student File
Copies to Student and Director
OSHA Guidelines following Percutaneous or per mucosal Exposure

A significant occupational exposure is defined as:
- A needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood/body fluid.
- A mucous membrane exposure to blood or body fluids (i.e. splash to the eyes, ears, mouth)
- A cutaneous exposure involving large amounts of body fluid or prolonged contact with body fluid, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, or compromised/broken in any way.

Procedure following exposure:
1. Wound care/first aid should occur immediately following exposure:
   a. All wounds should be vigorously cleansed with soap and water immediately.
   b. Mucous membranes should be flushed with water or normal saline solution immediately.
   c. Other treatment will be rendered as indicated.
2. Following immediate wound care/first aid measures:
   a. The student will immediately report to the clinical instructor any incident of exposure.
   b. The clinical instructor will complete a Notice of Accidental Exposure form and submit it to the Nursing Program Director (form available from the Division secretary).
   c. Clinical instructor or student will notify the Infection Control Officer of the clinical agency involved.
   d. Specific recommendations will be made according to the type of exposure and infectious agent involved.
**TITLE:** HEPATITIS B VACCINATION

**DESCRIPTION:**
Hepatitis B is a highly transmissible disease following percutaneous exposure and poses a risk to health care workers. A means of preventing HBV (Hepatitis B virus) infection is immunization.

Students are strongly advised to:

a. Present documentation of a completed HBV immunization series --OR-- an HBV immunization series in progress prior to clinical contact with patients.

b. Students who present documentation of HBV series in progress must validate completion of the series within the length of time prescribed by the manufacturer.

c. Students demonstrating positive HBV titers are exempt from this requirement. The student is responsible for presenting evidence of the titer level.

d. Students who are medically at risk from the vaccine, or who for personal reasons refuse to receive vaccination will sign an Informed Refusal Form indicating a decision to assume responsibility for the risk they incur.

e. Students who do not have evidence of vaccination or serologic evidence of immunity from previous infection are responsible for producing evidence of medical supervision following an exposure incident with physician clearance for clinical practice.

f. See Guidelines to Prevent Transmission of Infectious Diseases for definition of exposure incident and the procedure following exposure.

**NOTE:** The COS Registered Nursing Program participates in the San Joaquin Valley Nursing Education Computerized Clinical Placement Consortium. A completed Hepatitis B immunization series is mandatory for clinical placement. Students who refuse vaccination for any reason may be prohibited from participating in clinical experiences at agencies utilized by the COS Registered Nursing Program. This results in the students’ inability to meet the clinical component and objectives of the program, which could result in dismissal from the COS Registered Nursing Program.

**REFERENCE:**
- Student Health Form
- Informed Refusal Form (Attached)

*Policy & Procedure Committee*
Registered Nursing Program
Informed Refusal/Immunization Declination Form

*To be completed by student*

Name: ____________________________  Sex: Male  Female  Birth Date: ____________

Address: __________________________  City/State/Zip: _______________________

Phone: ____________________________  Email: ____________________________

The following are accepted reasons for declination and must be accompanied with written proof:

- Allergic Reaction - Letter/note from Doctor
- Medical Reasons - Letter/note from Doctor
- Religious Reasons - Letter from religious leader

I understand that my exposure to patients, blood, or other potentially infectious materials at healthcare facilities with the following vaccine preventable diseases puts me at risk of acquiring the disease. I have had the opportunity to be vaccinated, however, I choose to decline the vaccination(s) checked below at this time. I understand that by declining vaccine protection I continue to be at risk of acquiring the disease.

☐ Hepatitis B
   Reason for Declination: __________________________

☐ MMR
   Reason for Declination: __________________________

☐ Influenza
   Reason for Declination: __________________________

In refusing to receive the above listed vaccines, I am assuming full responsibility for costs incurred should I sustain an exposure during my enrollment in the Nursing Program. I also understand that refusal to receive the vaccine may prohibit me from participating in clinical experiences at agencies utilized by the COS Registered Nursing Program (per the San Joaquin Valley Nursing Education Computerized Clinical Placement Consortium). This will result in my inability to meet the clinical component and objectives of the program, which could result in dismissal from the COS Registered Nursing Program.

If I should sustain an exposure, I will provide the Division of Nursing documented evidence of medical follow-up within seven (7) days of exposure.

Student Signature: ____________________________  Date: ______________________

Printed Name: ____________________________
TITLE: HIV/AIDS GUIDELINES

DESCRIPTION:

The emergence of the HIV/AIDS virus as a blood borne pathogen is a major health issue and has an impact on all segments of our society. These guidelines are provided in order to protect the rights of a person with the virus and those that interact with them in the course of their program of study as well as to create an informed and supportive faculty and student community. This policy conforms with the College of the Sequoias policy on HIV and is intended to provide clear guidelines in case of exposure/infection among students and clients.

a. The same policy should apply to students, faculty, or staff except where statutes regulate employment or other relationships.

b. Inquiry into HIV status is not part of the student application process.

c. Schools should inform students of potential infectious hazards inherent in nursing education programs, including those that might pose additional risks to the health of HIV positive persons.

d. Qualified individuals cannot/will not be denied admission to the nursing program on the basis of HIV status.

Since prevention is the only means of controlling HIV, it is imperative that students be aware of prevention guidelines. The current Center for Disease Control (CDC) guidelines and recommendations for preventing transmission of HIV, Hepatitis B, and Hepatitis can be accessed by logging on to:

http://www.cdc.gov/niosh/topics/bbp/universal.html

GUIDELINES:

Nursing students may enter school without an understanding of the risk of HIV or of the CDC guidelines. As novice practitioners with limited skills, students may have a greater risk of personal injury with sharps, increasing their risk of exposure to HIV.

Guidelines for Prevention of HIV include the following:

a. Students will be provided with current information regarding personal health habits, HIV transmission and risk behaviors, and preventive measures as part of their requisite pre-clinical preparation.

b. Students will receive written and verbal information and instructions on universal precautions in accordance with CDC guidelines. (See Policy B-10 Guidelines to Prevent Transmission of Infectious Disease).

c. These instructions will be reinforced throughout the program and clinical supervision provided to permit compliance in all clinical learning experiences. Faculty will be competent
role models in the care of HIV infected clients.

Guidelines for Management of HIV Positive Clients include the following:

a. All nursing personnel are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No nursing personnel may ethically refuse to treat a client solely because the client is at risk of contracting or has an infectious disease such as HIV or AIDS.

b. Students and faculty will follow rules of confidentiality and individual rights which apply to all clients.

Guidelines for Exposure to HIV include the following:

a. See Policy B-10 Guidelines to Prevent Transmission of Infectious Diseases regarding infection control precautions and procedures following exposure.

b. If exposure occurs, the student will be informed of the CDC recommended guidelines for occupational exposure:

   Test for HIV to establish seronegativity at the time of the incident,

   Retest at 3 months and 6 months following exposure to rule out development of positive serology.

c. If exposure occurs, counseling will be provided by appropriate personnel through the COS Student Health Services.

REFERENCE: Notice of Accidental Exposure

Policy & Procedure Committee
TITLE: CLINICAL INJURY OR ILLNESS

PURPOSE: This policy describes the procedure to be followed when a student is injured or becomes acutely ill during a clinical assignment.

DESCRIPTION:

When a student receives an injury or becomes acutely ill in the clinical laboratory setting, the instructor or designated responsible party shall be notified.

Instructor Responsibility:
A determination shall be made if the student is in need of referral to one or more of the following:

- Emergency Room: used for treating injuries/illnesses requiring immediate assessment and treatment (i.e. trauma).

- Employee Health Service: if available, may be used to provide a record of the injury and/or illness.

- COS Student Health Service: used for immunization, counseling, follow up, etc.

- Private Physician: for health problems that are not emergency in nature and do not involve possible liability on the part of the agency, or for health clearance to return to class.

- No Referral required.

Note: Do not send students to the Emergency Room for needle sticks, splashes, or other contamination incidents unless emergency care is needed. Refer to Guidelines to Prevent Transmission of Infectious Disease (policy B-10).

The instructor will then notify the Program Director and/or Division Chair of the incident, document the injury/illness on letterhead (original to be filed and copy to the student), and refer the student to the COS Payroll department for further direction (see flow chart).

Student Responsibility: When a student is seen in the Emergency Room for care, he/she will notify his/her own insurance carrier. The student and his/her health insurance company will be billed for services rendered. If a student has private insurance, that insurance provides the primary coverage. COS Student Insurance is a secondary provider for injuries occurring during clinical laboratory assignments. Further expenses may be covered by COS Student Insurance.

If a student has no other health insurance, COS becomes the primary insurer. This insurance may not pay the entire bill for the ER visit. The student is liable for expenses not paid by student insurance.
When an injury occurs, a claim must be filed with student insurance. In order for charges to be paid, the following items must be submitted to student insurance:

- Claim form (see B-13 flow chart)
- Verification of other insurance
- Itemized bills for services rendered.
- Copy of payments made.

After the private carrier (if any) has paid benefits, the Explanation of Benefits Form the student receives must be forwarded to Student Insurance so that any remaining balance can be paid.

REFERENCE:  
Guidelines to Prevent Transmission of Infectious Disease (B-10)  
Notice of Accidental Exposure to Infectious Agent Form  
Prevention of Transmission of HIV/AIDS (B-12)  
Claim Filing Instructions (COS Student Insurance)  
B-13 Clinical Injury or Illness Flow Chart
B-13
CLINICAL INJURY OR ILLNESS FLOW CHART

Student Nurse is Injured

On any COS Campus
- Student is ambulatory
  - COS Health Center
- Student is not ambulatory
  - Call 911

At any clinical location during assigned clinical time
- Seek immediate first aid as required
- Inform the clinical instructor
- Inform the charge nurse

Contact Mary Leal
COS Payroll Office
559-737-4843
maryl@cos.edu

Complete Workman’s Comp Insurance Packet
- Approved Healthcare Providers are listed in the packet
- Mary Leal will make the appointment for you within 24 hours. On weekends/holidays Mary will schedule on the next regular college business day

Return the completed insurance packet to the COS Payroll Office
TITLE: CRITICAL STUDENT INCIDENT

PURPOSE: This policy describes the procedure for managing and documenting critical violations in students’ clinical performance.

DESCRIPTION:
1. A Critical Student Incident form will be completed whenever a student is involved in an adverse occurrence in the clinical setting which causes or has the potential of causing serious harm to another (patient, staff, visitor, other student, etc.).

2. Examples of serious/critical adverse occurrences include, but are not limited to, the following:
   a. serious medication errors endangering or having the potential to endanger a patient
   b. negligent acts resulting in endangerment to another
   c. violations of agency and/or school policies and procedures which endanger another
   d. evidence of being under the influence of drugs/alcohol during clinical rotations
   e. falsification of information
   f. breach of confidentiality (eg. HIPPA)

3. The critical incident shall be immediately reported to all appropriate parties including the Director of the nursing program.

4. The student will be immediately relieved of further clinical responsibilities.

5. The clinical instructor and the Director shall confer to discuss the nature of the incident and its severity. It is the student’s responsibility to make an appointment with the instructor and with the Director within one week from the date of the incident.

6. The student may not continue to participate in clinical experiences until he/she has met with the director or designee and been cleared by the instructor. Failure to do so may result in dismissal from the program.

7. Based on the seriousness of the incident, the student may receive a grade of “Fail” for the clinical portion of the course.

8. Should the student be allowed to continue in the clinical rotation, the Critical Incident form will be attached to the student’s Clinical Evaluation Tool. The incident and a written remediation plan will be outlined in the CET and the student’s clinical performance will be closely monitored throughout the remainder of the semester.

9. A letter documenting the incident, the remediation plan, and the consequences of further violations in clinical performance will be given to the student with a copy placed in the student’s file.

REFERENCE: Critical Student Incident Form (Attached)
Policy & Procedure Committee
College of the Sequoias
Division of Nursing and Allied Health

CRITICAL STUDENT INCIDENT

DATE OF INCIDENT ____________ STUDENT ___________________ COURSE _______

Instructor’s Description of Incident:

Required Action:

__________________________________________________________________________

Instructor Signature                     Date

Student’s Comments:

__________________________________________________________________________

Student Signature                     Date

Director’s Comments:

Reviewed by Director:  ______________________________________________________________________

Director Signature                     Date

Original to Director then Student File    Copy to Student
Student Evaluation and Grading
TITLE: STUDENT GRADING

PURPOSE: To describe the policy for grading nursing students’ theory and clinical performances.

DESCRIPTION:

Students will receive a numerical theory grade and a Pass/Fail clinical grade. Any student who does not receive at least a "C" grade for theory and a "Pass" grade for clinical will fail the course.

Examination grades will be posted following testing. Grades will be posted no sooner than 24 hours and no later than 1 week following a test.

Theory grades will be assigned on the following scale:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 - 100</td>
<td>A</td>
</tr>
<tr>
<td>81 - 90</td>
<td>B</td>
</tr>
<tr>
<td>75 - 80</td>
<td>C</td>
</tr>
<tr>
<td>Less than 75</td>
<td>F</td>
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</table>

Note: Grades are NOT rounded up.

A grade of 74.5 is not rounded up to 75%.

A grade of 74.9 is a failing grade.

Teaching teams will record theory grades and notify students in writing of failing status at midterm before the drop date. Students will be notified of their options at that time:

a. Withdraw prior to the deadline so that the student’s grade will be a “W”

b. Continue in the program with the understanding that if the student’s scores do not improve, he/she could receive a grade of “F” for the course.

Clinical Pass or Fail grades will be based upon the student’s satisfactory clinical performance as outlined in the Clinical Evaluation Tool (CET).

REFERENCE: Evaluation of Clinical Performance/CET (Policy B-18)
Standards of Clinical Conduct (Policy B-5)
TITLE: STUDENT EVALUATION RECORD: THEORY AND CLINICAL

PURPOSE: The purpose of the Student Evaluation Record (SER) is to provide ongoing evaluation for the student of both theory and clinical performance. The SER is correlated to the Registered Nursing program outcomes and is based on current nursing standards. (ANA;QSEN;IOM;BRN see reference)

DESCRIPTION:
1. Evaluation is a collaborative, proactive, and ongoing process between student and instructor. It is based on a student’s progress in the following areas:
   - Achieving all theory objectives by maintaining a passing grade of 75% or higher on exams
   - Passing all curriculum outcomes and their respective critical behaviors/objectives
   - Passing all theory, clinical, and ATI assignments as described in Course Syllabi
   - No violations of COS, Nursing Program, or Agency policies, procedures, regulations, and laws
   - Maintaining current required documents on file with the Nursing Office (CPR; TB test, Immunizations, etc)
   - No critical incidents in the clinical setting, as documented on the Critical Incident form

2. Each student will be provided with a copy of the SER in their Student Handbook

3. The permanent copy of the SER will be maintained in the Nursing Office for access by all instructors working with the student. This permanent copy will be forwarded to subsequent instructors as the student progresses through the nursing program.

4. Evaluation of student performance is specifically based on meeting objectives related to the Eight (8) Outcomes of the curriculum:
   - Caring; Safety; Psychomotor Skills; Critical Thinking; Communication; Health Teaching; Growth, Development, and Adaptation; and Legal/Ethical/Professional Practice

5. Objectives are leveled (semester-specific) and build upon each other, progressing from basic to complex. They represent the expected competencies of the student as they complete the Associate Degree Nursing Program and are designed to be in compliance with BRN regulations which require “minimum competency”.

6. When problems occur, the student is notified and every effort is made to assist the student through formal remediation, to address and correct the problems as they occur and to provide a supportive and successful learning experience.

7. Procedure: The following shall be documented in the SER:
   - Dates and total time of all incidents or tardiness and absence
   - Notification of Mid-Term warnings (formative evaluation) for theory failure (<75%)
   - Theory failure (<75%) at the end of the semester (summative evaluation)
   - Skills lab referrals
   - Remediation(s)
   - Critical student incident involving the clinical setting
• Violations of policies, procedures, regulations, or laws
• Student withdrawal from the program
• Student dismissal from the program

8. Throughout the semester the instructor(s) of record will maintain the SER and update it as required. Whenever documentation is made, the instructor will meet with the student to discuss the entry. Both the instructor and student will sign the record indication that they met to discuss the entry and that a remediation plan was jointly formulated.

9. For clinical evaluation, the procedure shall be:

• During each rotation, faculty will make entries related to clinical performance as necessary. The instructor will schedule a face-to-face meeting with the student to discuss the entry and to formulate a remediation plan for correction of the problem. Both instructor and student will sign the record and the student will be given a copy of the entry and action plan.
• At the end of each rotation (or at the midterm and end of rotation for 1st semester), the instructor and student will meet face-to-face for a formal evaluation of the student’s overall clinical performance throughout the entire rotation. Both instructor and student will sign the record indication that this process was completed.
• To successfully pass a clinical rotation, the student must be in compliance with all Eight (8) curriculum outcomes and their respective objectives, in order to progress to the next rotation.
• If, during a clinical rotation, a significant problem occurs, instructor and student will discuss it at the time of occurrence and will jointly formulate a specific remediation plan with target dates to achieve remediation. The student will receive a copy of the documentation and the remediation plan.
• If remediation is not successful by the target date, the student will receive a “Failure” for that clinical rotation and will not progress to the next rotation (or next semester if failure occurs during the last rotation).
• If a problem should arise during the last week of a rotation or semester, where adequate remediation time is not available, the remediation plan will carry over to the next rotation or semester, and the incoming instructor will be notified by the out-going instructor prior to the student progressing.

• **Critical Student Incident:** If a student is involved in a clinical incident which is considered serious enough to cause real or potential harm to a client, the incident will be documented on the Critical Student Incident form and the incident will be immediately reported to the Nursing Division Director. The incident will be managed according to the departmental policies and procedures (see Policy and Procedure manual). A copy of form will be attached to the SER.

10. Students who receive a failure in either theory or clinical will be referred to the RN Program Director to discuss the failure and their options for continuing in the program.

11. If a student questions the failure, he/she will be directed to the “Student Grievance Procedure” located in the Student Handbook.

**REFERENCE:**
- Student Evaluation Record (Policy B18-1)
- Grading Policy (Policy B17)
- Critical Incident Report (Policy B20)
Unacceptable Classroom Behavior (Policy B21)
Early Alert Warning Form (Policy B23)
Student Grievance Form (Policy B24)
BRN Standards of Competent Performance (Appendix)
American Nurses Association (ANA)
Quality and Safety Education for Nurses (QSEN)
Institute of Medicine (IOM)
Board of Registered Nursing (BRN)

Policy & Procedure Committee
Description
Evaluation is a collaborative and ongoing process based on a student’s progress in the following areas:
- achieving all theory objectives and maintaining a passing grade of 75% or higher
- passing all curriculum outcomes and objectives (outlined in the Clinical Eval portion of this record)
- passing all theory, clinical and ATI assignments as described in course syllabi
- having no violations of COS, Nursing Program and agency policies, procedures, regulations and laws
- maintaining current required documents on file with the nursing office (i.e. TB test, CPR etc.)
- having no critical incidents in the clinical setting, as documented on the Critical Incident Form

Timely Documentation and Notification
Evaluation is a joint process between student and instructors. It is ongoing, proactive, and collaborative. When problems occur, the student is notified and every effort is made to assist the student, through formal remediation, to address and correct problems as they occur and to have a successful learning experience.

Evaluation of Clinical Performance
Evaluation of clinical performance is specifically based on meeting objectives related to the eight (8) outcomes of the curriculum: caring, safety, psychomotor skills, critical thinking, communication, health teaching, growth, development and adaptation, and legal/ethical and professional practice. Objectives are leveled (semester-specific) and build upon each other, progressing from basic to complex skills. They represent the expected competencies of the student as they complete the Associate Degree Nursing Program and are designed to be in compliance with BRN regulations which require “minimum competency.”

Procedure:
The following shall be documented in this evaluation record:
- Dates and total time of all incidents of tardiness and absence
- Notification of mid-term warnings (formative evaluation) for theory failure (<75%)
- Theory failure (<75%) at the end of the semester (summative evaluation)
- Skills lab referrals
- Remediation(s)
- Critical student incidents involving the clinical setting
- Violations of policies, procedures, regulations and laws
- Student withdrawal from the program
- Student dismissal from the program

Throughout the semester, the instructor(s) of record will maintain this evaluation record and update it as required. Whenever documentation is made, the instructor will meet with the student to discuss the entry. Both the instructor and student will sign the record indicating that they met to discuss the entry and that a correction plan was jointly formulated.

For clinical evaluation, the procedure shall be as follows:
- During each rotation, faculty will make entries related to clinical performance problems as necessary. The instructor will schedule a face-to-face meeting with the student to discuss the entry and to jointly formulate an action plan for correction of the problem. Both instructor and student will sign the record and the student will be given a copy of the entry and action plan.
• At the end of each rotation, the instructor and student will meet face-to-face for a formal evaluation of the student’s overall clinical performance throughout the entire rotation. Both instructor and student will sign the record indicating that this process was completed.

• To successfully pass a clinical rotation, the student must be in compliance with all 8 curriculum outcomes and their respective objectives in order to progress to the next rotation. If, during a clinical rotation, a significant problem occurs, instructor and student will discuss it at the time of occurrence and will jointly formulate a remediation plan which lists specific actions and target date(s) for successful remediation. The student will receive a copy of the documentation and remediation plan.

• If remediation is not successful by the target date, the student will receive a grade of “Fail” for that clinical rotation and will not progress to the next rotation (or the next semester if failure occurs during the last rotation).

• If a problem should arise during the last week of a rotation or semester, where adequate remediation time is not available, the remediation plan will carry over to the next rotation or semester, and the incoming instructor will be notified by the outgoing instructor prior to the student progressing.

Critical Student Incident: If a student is involved in a clinical incident which is considered serious enough to cause real or potential harm to a client, the incident will be documented on the Critical Student Incident form and the incident will be immediately reported to the Nursing Division Director. The incident will be managed according to departmental policies and procedures (refer to P&P Manual). A copy of the incident form will be attached to this record.
### Attendance Record

#### TARDINESS

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#### Documentation of Actions Due to Tardiness:

- **1st Sem**
  - Include Date, Action, Student & Instructor Signatures

- **2nd Sem**
  - Include Date, Action, Student & Instructor Signatures

- **3rd Sem**
  - Include Date, Action, Student & Instructor Signatures

- **4th Sem**
  - Include Date, Action, Student & Instructor Signatures
## Mid-Term Warning and Theory Failure

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<td>Date: __________   Final % Grade: ______</td>
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<td>Date: __________   Final % Grade: ______</td>
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<td>Date: __________   Final % Grade: ______</td>
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## Skills Lab Referrals and Remediation

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<td>(  ) Form Completed/Original to Student</td>
<td>(  ) Written Remediation Plan/Original to Student</td>
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<td>(  ) Copy to Skills Lab Instructor</td>
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<td>Target Date for Improvement: ________________</td>
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<tr>
<td>Date Student Attended Lab: ____________</td>
<td>(  ) Remediation Successful (  ) Not Successful</td>
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<td>(  ) Successfully Remediated Skill(s)</td>
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<td><strong>2nd Sem</strong></td>
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**Reference Table of Curriculum Outcomes & Objectives**

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<thead>
<tr>
<th>CURRICULUM OUTCOME 1: CARING</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
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</thead>
<tbody>
<tr>
<td>Objective:</td>
<td>Recognizes and respects the individual dignity and worth of the client by consistently demonstrating behaviors like providing privacy, listening attentively &amp; attending to client concerns, maintaining confidentiality and involving the client/family in the care process.</td>
<td>Objective:</td>
<td>Demonstrates effective interpersonal processes in caring for clients with diverse backgrounds by consistently demonstrating behaviors like being non-judgmental toward clients/families from diverse backgrounds, cultures, religions and persuasions and having self-awareness of one's personal impact on others.</td>
<td>Objective:</td>
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<td>CURRICULUM OUTCOME 2: SAFETY</td>
<td>1st Semester</td>
<td>2nd Semester</td>
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<tr>
<td>Objective:</td>
<td>Identifies and utilizes concepts of safe client care by consistently demonstrating behaviors like identifying pts, following the 5 Rights of med administration, performing fall risk assessments, practicing universal precautions and properly disposing of hazardous materials.</td>
<td>Objective:</td>
<td>Incorporates advancing knowledge of safety principles for clients across the lifespan by consistently demonstrating behaviors like implementing safety precautions for infants, children and mental health clients, providing a safe environment for pts at risk for suicide or self-harm and accurately calculating drug dosages.</td>
<td>Objective:</td>
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<td>CURRICULUM OUTCOME 3: PSYCHOMOTOR SKILLS</td>
<td>1st Semester</td>
<td>2nd Semester</td>
<td>3rd Semester</td>
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<tr>
<td>Objective:</td>
<td>Demonstrates basic skills with minimal assistance while stating evidence-based rationales. Refer to Skills List</td>
<td>Objective:</td>
<td>Modifies basic skills relevant to client age. Refer to Skills List</td>
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<td>CURRICULUM OUTCOME 4: CRITICAL THINKING</td>
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<td>Objective:</td>
<td>Identifies elements of critical thinking in each step of the nsg process by consistently demonstrating behaviors like performing accurate health assessments, developing a plan of care and making sound clinical decisions.</td>
<td>Objective:</td>
<td>Utilizes critical thinking and the nursing process by consistently demonstrating behaviors like identifying patterns and examining assumptions, prioritizing interventions and assessing alterations in health status.</td>
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Continued
### CURRICULUM OUTCOME 5: COMMUNICATION

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<th>3rd Semester</th>
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<td><strong>Objective:</strong> Demonstrates basic verbal, non-verbal and written communication skills when caring for clients by consistently demonstrating behaviors like communicating with clients/families in a therapeutic manner, effectively communicating with members of the health care team, using a trained medical interpreter and accurately documenting care.</td>
<td><strong>Objective:</strong> Uses age-appropriate and therapeutic communication techniques when caring for clients across the lifespan by consistently demonstrating behaviors like discussing and documenting plans of care, identifying blocks/barriers to communication and engaging in therapeutic communication with mental health clients.</td>
<td><strong>Objective:</strong> Applies empathetic and assertive communication techniques when caring for clients by consistently demonstrating behaviors like assertively communicating clients’ needs to other members of the care team (advocacy), using non-judgmental statements and by engaging in collegial dialogue when managing all aspects of client care.</td>
<td><strong>Objective:</strong> Optimizes opportunities to participate in communications with the multidisciplinary team by consistently demonstrating behaviors like explaining complex situations to pts/families, providing reports to staff and physicians and making presentations.</td>
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### CURRICULUM OUTCOME 6: HEALTH TEACHING

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<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
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<tr>
<td><strong>Objective:</strong> Identifies and applies basic principles of health teaching by consistently demonstrating behaviors like assessing the pt’s readiness to learn, identifying nsg diagnoses r/t pt’s knowledge deficits and designing and implementing a teaching plan.</td>
<td><strong>Objective:</strong> Develops and implements individualized pt/family teaching plans by consistently demonstrating behaviors like assessing learning needs and barriers to learning, using age-appropriate techniques and evaluating effectiveness of teaching.</td>
<td><strong>Objective:</strong> Designs, implements and evaluates multiple pt/family teaching plans by consistently demonstrating behaviors like focusing on promoting and restoring health, modifying approaches for pts with special learning needs/challenges and measuring teaching effectiveness using behavioral data rather than personal reflection.</td>
<td><strong>Objective:</strong> Facilitates clients’ health education needs by consistently demonstrating behaviors like serving as a resource to the health care team, providing information so clients/families can make health care choices and adapting teaching content for clients experiencing the stress of a complex and/or life-threatening illness.</td>
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### CURRICULUM OUTCOME 7: GROWTH, DEVELOPMENT & ADAPTATION (GDA)

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<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
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<td><strong>Objective:</strong> Identifies principles/stages of GDA by consistently demonstrating behaviors like facilitating adaptation, recognizing the special needs of elderly pts r/t the aging process and by assessing developmental level.</td>
<td><strong>Objective:</strong> Differentiates between effective and ineffective GDA factors when providing nsg care by consistently demonstrating behaviors like using age-appropriate pain rating tools, recognizing abnormal findings during developmental and health assessments and by identifying risks to achieving normal developmental outcomes.</td>
<td><strong>Objective:</strong> Applies principles of health adaptation to client care by consistently demonstrating behaviors like incorporating unique lifespan, coping and adaptation processes in planning care and acknowledging and accepting clients’ limitations.</td>
<td><strong>Objective:</strong> Employs age-specific adaptations when promoting, maintaining and restoring wellness by consistently demonstrating behaviors like assisting clients with complex comorbidities to adapt to injuries and illnesses and to achieve optimal wellness.</td>
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### CURRICULUM OUTCOME 8: LEGAL, ETHICAL & PROFESSIONAL PRACTICE (LEP)

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<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
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<tr>
<td><strong>Objective:</strong> Identifies and applies LEP foundations of nsg practice by consistently demonstrating behaviors like reporting unsafe practices, exhibiting honesty, reliability, accountability, punctuality and preparation and by adhering to all college, program and agency policies, guidelines, regulations and laws.</td>
<td><strong>Objective:</strong> Expands on the LEP role of the nurse, including the role of pt advocate, by consistently demonstrating behaviors like adhering to practice standards, seeking learning opportunities, accepting criticism and by identifying the scopes of practice of other members of the health care team.</td>
<td><strong>Objective:</strong> Utilizes complex LEP guidelines in providing care by consistently demonstrating behaviors like promptly reporting deviations in practice standards by self and others and by being a positive role model to the profession and the community.</td>
<td><strong>Objective:</strong> Models the LEP behaviors of the registered nurse is all aspects of care by consistently demonstrating behaviors like ensuring pts’ rights, practicing within the BRN Scope of Practice, assuming responsibility for competency and assisting clients/families with ethical dilemmas.</td>
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# RECORD OF CLINICAL EVALUATION

**1st SEMESTER**

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<tr>
<th>Date</th>
<th>Rotation</th>
<th>Narrative Comments/Documentation</th>
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# RECORD OF CLINICAL EVALUATION

**4th SEMESTER**

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TITLE: EARLY ALERT (MIDTERM WARNING)

PURPOSE: To describe the policy for notifying students of failing grade status at the mid-point of the semester.

DESCRIPTION:

The college utilizes an "early alert" program to notify students at the mid-point of the semester should their midterm grades fall below passing (<75% for the Nursing Division). Consistent with this practice, the Nursing Division notifies a failing student by way of a notification form (see attached) which includes suggestions for improving the theory grade (i.e. study group, tutoring, and meeting with instructors).

Included in the notification are the final drop date and a statement reminding the student of his/her options (dropping/withdrawing or continuing with the possibility of a failing grade and its effects on GPA, class standing, etc.).

The semester team coordinator and/or the instructor of the course will be responsible for preparing and sending a midterm warning form to each failing student at the mid-point of the semester (following midterm examination). A copy of this form will be placed in the student’s file.

REFERENCE: Midterm Warning Notification Form
COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING AND ALLIED HEALTH

MIDTERM WARNING

Date________ Student_________________ Course________ Grade______ %

This is your official notification that you are currently FAILING your theory class. Your course instructor(s) are committed to assisting you to improve your grade. Please make an appointment with the course instructor right away so that we can discuss an action plan and provide you with some suggestions for being successful in mastering theory content, such as:

1. Participating in an effective study group.
2. Utilizing the skills lab instructor to help tutor (when they are available and are not helping students to practice skills).
3. Practicing NCLEX review test questions.
4. Improving study skills.
5. Completing ATI practice exams in the course content area(s).

You should be aware of your options:
1. Continue in the class with the hope that you will improve your grade.
2. Withdraw from the class by the final drop date in order to avoid the possibility of a final grade of “F” and its effects on your GPA.
3. Withdraw after the final drop date but you will receive a final grade of “F.”

Both #2 and #3 will count as having taken the class. You can re-enter the nursing program only one more time.

I need to meet with you within one week after you have received this letter. At that time you will present in writing a remediation plan describing how you will be more successful during the rest of the semester.

____________________
Instructor Signature

Original Copy to Student
Copies to Director and Student File
Withdrawal and Readmission
C-6
COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING AND ALLIED HEALTH

TITLE: Student Withdrawal and Incomplete Grade

PURPOSE: To describe the procedures to be followed when a student either withdraws from the program or receives an Incomplete grade.

DESCRIPTION:
Withdrawal from the program may be based on theory failure, clinical failure or personal reasons such as an extended illness, an injury or a family emergency. In these instances, a student may apply for readmission by contacting the Director. Readmittance is determined on a space-available basis. A student who withdraws due to a theory and/or clinical failure will be allowed only one (1) readmittance.

Withdrawal Due to Theory and/or Clinical Failure
Theory failure is based on achieving a grade below 75%. Clinical failure is based on achieving less than minimum expectations as delineated by the Clinical Evaluation Tool (CET). Clinical failure may also be a result of a serious, critical incident. If a student withdraws prior to the last drop date, the student will receive a grade of “W.” If a student leaves the program after the final drop date, the student will receive a grade of “F” for the course. The faculty team coordinator will complete a Student Withdrawal Form and forward it, along with the semester team’s recommendations regarding eligibility for readmission, to the Director. The student will make an appointment with the Director for an exit interview. The Director will have the final determination regarding a student’s readmission.

Withdrawal Due to Personal Reasons
A student who must leave the program due to personal reasons, such as an illness or family emergency, and cannot take an Incomplete status can withdraw from the program and receive a grade of “W” if the withdrawal occurs prior to the last drop date. The faculty team coordinator will complete a Student Withdrawal Form and forward it, along with the semester team’s recommendations regarding eligibility for readmission, to the Director. The student will make an appointment with the Director for an exit interview. The Director will have the final determination regarding a student’s readmission.

Incomplete Grade
If, after the final drop date, a student cannot complete course requirements due to an illness, injury, and/or family emergency, the student can request a grade of “Incomplete.” If an Incomplete is given, the student must complete required course work within one year from the date the incomplete grade was submitted. The student is not required to re-enroll or pay additional laboratory fees. The formal process for obtaining an Incomplete grade is initiated in
the college’s Admissions and Records office. The student will also meet with the semester team and the Director to discuss the terms and conditions for satisfying the Incomplete, including specific course work and deadlines. The student will not be allowed to progress to the next semester or graduate until the Incomplete has been satisfied and the student receives a passing grade for the course.

Instructor Documentation
The faculty team coordinator will complete the Student Withdrawal form at the time the student gives notice of his/her intent to withdraw. The teaching team will document their recommendations for re-entry and will assign a readmission category (refer to Nursing Division Policy C-9).

REFERENCE: Student Withdrawal Form

Policy & Procedure Committee
STUDENT WITHDRAWAL FORM

Student Name________________ Withdrawal Date________________

Semester____________________ Faculty Name____________________

Reason for Withdrawal:
(   ) Theory Failure      Grade_______%      (   ) Clinical Failure
(   ) Personal Reasons(   ) Illness/Injury

Give brief description of incident(s) resulting in clinical failure:

Give brief description of illness/injury and need for withdrawal:

Recommendation for Readmission:
(   ) Readmit Readmission Category_______  (Refer to Policy C-9)
(   ) Do Not Readmit

Give brief description of reason(s) to readmit or not readmit:

Instructor Signature___________________________ Date______________

Director Signature ___________________________ Date______________

Original to Director for Signature then to Student File
TITLE: Readmission into the Nursing Program

PURPOSE: To describe the readmission procedure for an RN student and/or an LVN to RN advanced placement student who withdraws during the semester or who fails either theory or clinical and who desires to be readmitted into the nursing program.

DESCRIPTION:
Withdrawal from the program may be based on theory failure, clinical failure or personal reasons such as an extended illness, an injury or a family emergency. In these instances, a student may apply for readmission by contacting the Director. Readmittance is determined on a space-available basis. A student who withdraws due to a theory and/or clinical failure will be allowed only one (1) readmittance.

Withdrawal Due to Theory and/or Clinical Failure
Theory failure is based on achieving a grade below 75%. Clinical failure is based on achieving less than minimum expectations as delineated by the Clinical Evaluation Tool (CET). Clinical failure may also be a result of a serious, critical incident.

Withdrawal Due to Personal Reasons
A student who must leave the program due to personal reasons, such as an illness or family emergency, and cannot take an Incomplete status can withdraw from the program.

Readmission Procedures
1. The student must notify the Director in writing of his/her desire to be readmitted by the 12th week of the semester in which the failure/withdrawal occurs.
2. If the student left the program for personal reasons, the student is responsible for notifying the Director in writing of his/her progress in resolving the issues and events which led to the withdrawal.
3. If any student has been absent from any program for more than one (1) year, he/she will be asked to enroll in the Student Success Program. Any student that returns after at least one (1) semester will be asked to enroll in the SSP.
4. The time limit for readmission to the nursing program is two (2) years from the original date of withdrawal from the COS Nursing Program or any other nursing program. Prior to the first day of class the student must demonstrate minimum competency on all starred skills on the CET. All starred skills from previous
semesters must be verified. This is accomplished by enrolling in NURS 400 skills lab. Any exception can only be determined after the student submits a written petition for waiver to the Director and a signed skills check off list from previous program to the Director.

5. A student who fails clinically and is readmitted will meet with the 1st rotation clinical instructor during the first week of school. This instructor will review the Student Withdrawal Form which was completed at the time the student left the program. Then the instructor will provide the student with an action plan for remediation designed to specifically address the reason(s) for the clinical failure and to support the student’s success. The student must achieve the goals/objectives of the action plan AND meet all semester objectives listed on the CET as outlined by the determined date on the remediation action plan. A copy of the action plan will be given to the student and to other semester team members who will provide clinical instruction during the semester. The original of the plan will be signed by both student and instructor and will be placed in the student’s file.

REFERENCE:  

Student Withdrawal Form  
Readmission Priority and Advanced Placement Policy  
Clinical Remediation Action Plan Form
CLINICAL REMEDIATION ACTION PLAN
For Re-entry Student

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<th>Student Name</th>
<th>Course</th>
<th>Date</th>
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Brief Description of Reason(s) for clinical failure:

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<th>Remediation Action Plan:</th>
<th>Goals &amp; Specific Student Responsibilities</th>
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<tr>
<td>Areas of Concern</td>
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Note: All areas of concern must be remediated AND CET must be in passing range by the date of the mid-term clinical evaluation in order for the student to continue in clinical.

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<th>Student</th>
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124
TITLE: Readmission Priority and Advanced Placement Decisions

PURPOSE: To describe the procedure for assigning priority for readmission into the nursing program for re-entry students and advanced placement students (LVN to RN students and transfer students).

DESCRIPTION:

In order to provide a fair and orderly process in the event of multiple eligible applicants, the following procedures will be followed:

1. Readmission positions will be decided after the semester is completed and the number of spaces available in the class of re-entry is determined.

2. At the time of a student’s withdrawal or failure, the semester faculty team will assign the student to a category as listed below:

3. Transfer students who have failed once in any other RN program or combination of programs can only be admitted one time to the COS RN Program.

**Category I: A. Health/Personal Injury/Family Reasons for Withdrawal**

Should more than one (1) student be assigned to this category, readmission priority will be given to the student who has the earlier withdrawal date. If there is no space available in the desired class of re-entry, the student will be given priority for readmission for the following semester in which a space is available in class.

**Category I: B. Advanced Placement Candidates (LVNs returning to complete requirements OR transfer students)**

Advanced placement candidates will be placed in sequence on the waiting list once they are accepted into the program. Each student’s date of acceptance into the program will be his/her priority date. If more than one candidate has the same priority date, a lottery will determine the order of priority.

**Category II: A. Failure/Withdrawal Due to Low Grades or Poor Performance**
These candidates will be second in priority to students in Category I. Should more students desire readmission than spaces available, date of withdrawal will determine order of readmission. If more than one candidate has the same withdrawal date, a lottery will determine the order of priority. Students who fit into this category and are not readmitted due to lack of class space in the desired class of re-entry will have first priority for readmission for the following semester behind students left over from Category I.

**Category II:** B. Nursing 161 Withdrawal or Failure

Students who fail or withdraw from N161 need special consideration since there are not likely to be available spaces in those classes. For the semester following the failure or withdrawal, candidates who fall into this category will be designated as Alternates for the desired class of re-entry. If they do not receive readmission as alternates, a space will be reserved for them at the following admission session.

**Category III: Failure to Meet Standards Specified by Handbook Policies**

For these students, there is NO automatic readmission. If the faculty agrees to readmit, readmission priority will be behind Category I and II applicants.

**REFERENCE:**
Readmission Into the Nursing Program Policy
Student Withdrawal Form (Completed When Student Withdrew)

*Policy & Procedure Committee*
Student Activities
TITLE: STUDENT ACTIVITIES

PURPOSE:

This policy provides guidelines for a variety of student activities in which questions arise regarding standards.

DESCRIPTION:

Student Activities

Students who wish to do so are invited to join appropriate student nurse organizations. Students are encouraged to participate in both class and department activities. Opportunities exist for students to participate on Division Committees (see policy D-6) to provide input and gain information regarding the means by which the division develops guidelines in the maintenance of effective educational programs. Students are also encouraged to participate in college and community organizations, clubs, and activities as much as possible.

Class Officers

Each class may elect class officers. Class officers will coordinate class activities as desired by their classmates and represent their class at health care liaison meetings. These officers include president, treasurer/secretary, and historian. Officer responsibilities are as follows:

President:
- Officiate at class meetings
- Represent the class at Nursing division meetings
- Communicate information regarding activities and encourage class participation
- Plan and organize fund-raising activities
- Mentor president of following class

Treasurer/Secretary:
- Record minutes of class and officer meetings
- Collect monies for class fund-raisers, projects, cards, flowers, etc.
- Maintain records of all monies associated with class projects
- Represent class at Nursing division meetings
- Plan and organize fund-raising activities
- Mentor treasurer/secretary of following class

Historian:
- Maintain class history
- Obtain and maintain pictures for class
- Participate in developing class video presentation for pinning ceremony
• Mentor historian of following class

Student Awareness Committee

The purpose of the Student Awareness Committee is to bring awareness of Student Handbook policies, campus activities, and general information to students in the first and second semesters of the program. The committee will consist of two or more student volunteers from the first and second semesters of the program. Activities of the committee include but are not limited to: preparing a monthly newsletter with a variety of topics discussed, assisting with the pinning ceremony each semester, and other activities as identified by the committee.

Outside Activities

Students are encouraged to limit outside jobs during the school year, and are responsible for ensuring that the job does not interfere with their student responsibilities. Students who plan to work part time are encouraged to work in a health care setting for added experience. All students are strongly encouraged to seek health care employment in the summer time. **A student may not work from 11:00 pm to 7:00 am or any portion of the shift on a night before a clinical assignment.** A student’s work hours must not interfere with required school attendance. No exceptions will be made.

Students who receive mandated legal summons (e.g., jury duty, subpoena) will not have the absence counted against them for having to appear for such summons. Should the legal summons event require prolonged absences from theory and/or clinical the student will meet with their instructor and Director of the program to discuss alternate assignments.

Transportation

Each student must have unlimited access to reliable transportation and possess a valid California drivers license. It may be necessary to drive to a clinical site several days per week. Car pooling is encouraged as much as possible, but clinical assignments cannot always be made according to convenient geographical locations.

Student to Instructor Email

Instructors and students may wish to communicate via e-mail; however, students are encouraged to discuss their progress, problems or need for assistance by meeting face-to-face. E-mails to instructors containing jokes, chain letters, etc., are inappropriate.

Policy & Procedure Committee

GUIDELINES FOR PINNING CEREMONY

PURPOSE:
The purpose of the Pinning Ceremony is to recognize nursing students’ successful completion of the requirements for the Associate of Science degree in Nursing and their qualifications as candidates to sit for the licensing exam as Registered Nurses. This is a COS Division of Nursing and Allied Health activity and it is meant to be a culminating experience for nursing students and their families and friends, as well as nursing faculty. The College of the Sequoias Associate Degree Registered Nursing pinning ceremony is the faculty’s and staff’s gift to the graduating students. This ceremony is in addition to the COS graduation exercise held every year in May.

PLANNING:
Some classes wish to add individual touches, and if students have new ideas they wish to incorporate, the faculty will consider them. NURS 164 class officers should schedule an initial planning meeting with the Director no later than the fifth week of the semester. Class officers are responsible for coordinating all student activities and serving as a liaison between the class and the Division of Nursing. The Director should be kept informed of all discussions and plans, either through formal meetings or written memos. A completed Pinning Ceremony Approval Form must be submitted to the Director by the twelfth week of the semester. Final class voting regarding all planning decisions must be attached. Plans cannot proceed until the Director has given written approval. NURS 164 class officers must have at least one final planning meeting with the Director no later than three weeks before the pinning ceremony.

PROGRAM FORMAT: * Indicates content must be previewed by the Director
The usual format for nursing pinning ceremonies is as follows:

- Processional: Students march in to "Pomp and Circumstance"
- Opening: Student Speaker *
- Welcome/Introductions: Director
- Welcome: COS Administrator
- Video Presentation: Optional Class Video Montage with Music *
- Presentation of Awards: Director
- Presentation of Diplomas: COS Administrator
- Presentation of RN Pins: Nursing Faculty (rotating basis)
Nursing Pledge

Division Chair

Closing

Student Speaker *

Recessional

March out to musical selection (students may
give input)

SPEAKERS:
Opening and closing remarks must not exceed 2 to 5 minutes each. Speeches
can include topics such as the value of nursing education and the significant
growth and enrichment achieved as a result of the college experience. It may
not be religious in nature, other than in the very broadest sense. Since our
students and/or college represent all religions, it must be acceptable to
everyone. Speakers may use poems and famous quotations, citing the authors.
Written speeches must be submitted to the Director by the twelfth week of the
semester.

VIDEO PRESENTATION:
This is optional. Students may select photographs of their journey through
nursing school to be set to music and put into a video montage. These may be
serious and humorous, but discretion is advised. The presentation should reflect
positively on the school's image. Please note that any photos of nursing faculty
or clinical agency staff must have their prior written approval before inclusion.
NO patients and/or occupied patient room may be depicted. The video
presentation may be no longer than 5 minutes (100 pictures maximum), and
must be previewed by the Director or Division Chair at least three weeks
before the pinning ceremony. The COS Audio Visual Department will put
together a video presentation for nursing students free of charge. Mr.Terry Gray
(737-4864) will assist students, or the class may have this done at their own
expense by an outside source.

VIDEOTAPING OF CEREMONY:
Students may contact Mr. Terry Gray (737-4864) about videotaping their pinning
ceremony. This is done at a minimal cost to students. The DVD cost is
approximately $5-$10. Students must pay for the DVD at the cashier’s office
and obtain a receipt. The student then brings the receipt to either the AV office
or Nursing office to obtain a copy of the DVD.

INVITATIONS:
Invitations are ordered through the COS Print Shop. The number of invitations
ordered per student is based on the number of graduates. They will be
distributed to each student and the Division of Nursing will be responsible for
sending invitations to local hospitals, nursing staff, administrators, faculty, and
other key members of the community. Once all dedicated invitations are given
out, any remaining invitations will be made available to students who need
additional sets.
PRINTED PROGRAMS:
The Division of Nursing will be responsible for printing the pinning ceremony programs. These are passed out to attendees as they enter the building and include the order of the ceremony, student names, faculty names, and the Nightingale Pledge. Other content may be added by the class with the Director’s prior approval.

DECORATIONS:
If students wish to have extra decorations or carry flowers, they will be responsible for those arrangements and the costs incurred. Creativity and simplicity with decorations is encouraged, as students are responsible for putting up and taking down all decorations on the day of the pinning ceremony. Decorations must be approved by the Director.

PROFESSIONAL ATTIRE:
Only the COS student uniform (Dove, white) will be worn for the pinning ceremony. Uniforms are to be clean, pressed, and in good repair. Shoes are to be of white leather with rubber heels. No clogs, canvas tennis shoes, high tops, boots or shoes with open toes or heels are permitted. Hair should be clean, styled conservatively, and up off the collar. Please keep make-up, jewelry, and accessories professional. Gum chewing is not permitted. Use of cologne and scented cosmetics should be used sparingly. The scent of cigarette smoke should not be detectable on your person or uniform. These scents and odors can be offensive to those sitting in close proximity during the pinning ceremony.

Noncompliance to the above may result in non-participation in the pinning ceremony.

CLASS PARTY (Optional):
Graduating students generally plan and attend a class party. Family, friends, and faculty are generally invited. The party is usually held within a few days of pinning, and students should reserve their location as early as possible (especially for December pinning ceremonies) and send out flyers or invitations well in advance. Students are responsible for organizing and paying for their party.

CLASS PICTURE:
This is an optional activity depending on class consensus. All costs of the picture are the responsibility of the students. The picture can be no larger than 25 X 21 (including the frame).

FUNDRAISING/PINNING EXPENSES:
All fundraising, collection of dues or any requests for money from students must be approved by the Director. Money collected as students of the COS/Nursing
Program may only be used for costs associated directly with Pinning/Graduation and/or philanthropic goals. A class “party” does not meet the above criteria.

**NOTE:** Pinning Ceremony Form can be obtained from the Director and a sample is on the following page.
Pinning Ceremony APPROVAL FORM

Pinning Ceremony: Date___________ Time___________
Practice: Date___________ Time___________

Deadline for Director Approval is 12th week
Attach Evidence of Class Vote!

Date submitted_____________ Student Contact Person______________

1. **Open Student Speaker:** Include speaker’s name, estimated length of speech (no more than 5 minutes), and attach a copy of the speech to this form by 12th week:___________

2. **Decorations:** Describe decorations, type, placement, etc.________________________________________
   _______________________________________________________________

Name of Student(s) in Charge________________________

3. **Video/Slide Presentation:** (optional) Describe content, musical accompaniment, and estimated time needed (no longer than 10 minutes in length). The Director must preview presentation by the 14th week:___________

4. **Closing Student Speaker:** **Class Speakers:** List the names of speaker, estimated length of each speech (no more than 5 minutes each) and attach copies of speech to this form by the 12th week:___________

5. **Printed Programs:** Additions requested (attach materials). Please see details in the student handbook concerning Guidelines for Pinning.

Director Comments:

Approved_____ Disapproved_____ Date_______ Director
Signature________________
TITLE: Student Representatives on Nursing Committees

PURPOSE: To describe the process for selecting student representatives as members of the Division’s standing committees and their role and responsibilities.

DESCRIPTION:
The process for selecting nursing students to serve as representatives on standing committees will be as follows:

1. Semester faculty will announce committee vacancies to their classes and request volunteers to serve on committees:

   - Policy & Procedure Committee: 1 Student each from N154, N163 & N164
   - Curriculum Committee: 1 Student each from N163 & N164
   - Admission, Recruitment & Retention Committee: 1 Student each from N161 & N154

2. Nursing student representatives shall serve as advisory (non-voting) members on each standing committee.

3. Representatives shall serve for one semester

4. Representatives will not participate in discussions/decisions related to sensitive and/or confidential student issues.

Roles and responsibilities of student representatives include the following:

1. Make a commitment to regularly attend and actively participate in committee meetings.

2. Obtain input from the student body and provide information to the student body related to committee activities.

3. Respective committee chairs will notify representatives of meeting dates/times and provide them with agenda packets and copies of minutes in a timely manner.

Policy & Procedure Committee
Student Success
Program Success

Registered Nursing is an exciting and fulfilling career, and the faculty and staff of the COS RN program are committed to providing you curriculum and clinical experiences necessary for you to become a licensed Registered Nurse. Your success will be equal to your commitment, and the more you know, the better your choices can be. Following are the best practices for the nursing students in their first semester:

1. **Do not work more than 20 hours a week**, and, if possible, not at all. Why? You are making a huge adjustment to the world of nursing. You will need more time than ever for study, on your own and with your classmates. Schedule at least 2 hours of study for each hour you are in class each week.

2. **Stay healthy.** Eat well, get some quality rest, and get some exercise in the fresh air every day.
   a. Fast food may be easy, but the lack of high quality nutrition will take its toll on your body.
   b. Make time for enough sleep and rest. In the middle of a busy nursing school schedule, sleep is often sacrificed first.
   c. Create and stick to a formal exercise plan; even if it’s just parking in the farthest space from your class.

3. **Join a study group.** Why take part in a study group? Here are some reasons:
   a. **Get Questions Answered:** Your study group can be one of the best places to get your questions answered about confusing/difficult course material. Often, one member of the study group will understand some of the material, and others will find other elements easier to learn.
   b. **Build Confidence:** Taking turns in explaining the difficult parts helps build confidence in all the members. And when no one understands it, your group can all go together for help. The study group allows for a good course review, so even when you understand material it is good to review the material by explaining it to someone else.
   c. **Develop Self Discipline:** The study group decides on a meeting time and then everyone agrees to the schedule.
      i. You will have to prioritize and adapt to keep your commitment to study.
      ii. You support your team and become responsible for the group effort.
   d. **Learn Problem-solving Skills:** Everyone in a study group can improve his/her problem-solving abilities, by working together to solve difficult questions.
      i. Different people have individual ways to approach problems, conduct research, and reason out answers.
      ii. As your group works and spends more time together, everyone
will learn the skills required to solve many types of problems.

e. **Learn Teamwork Skills:** Being a good a good team member is a skill that can only be learned by doing. There are definitely challenges to working in a group, but the rewards outweigh these challenges.

4. **Use your syllabus.** The Syllabus contains information critical to your success.
   a. The Unit Objectives are the source of the quiz items.
   b. Be sure you understand what is being asked of you in each objective, and how you will be expected to display your mastery of the objective.
   c. Ask your instructor for examples if you are unsure of what is expected.

5. **Use your nursing instructor’s office hours** for help with review, testing concerns, and clarification.
   a. Your instructor has 5 office hours a week dedicated to helping you.
   b. Instructor office numbers are listed on Banner web and on instructor’s doors.

6. **Be sure you understand your assignments.**
   a. What are the requirements?
   b. What are the expectations for format, grammar, font, etc?
   c. What is your instructor looking for?
   d. What feedback will you receive?
   e. What are you expected to do with that feedback?

7. **Study Effectively and Efficiently.**
   a. Reading complex textbooks is very different than recreational reading. Try this website: www.athabascau.ca/counselling/whats_in_it_for_me.php
   b. Use your personal learning preferences. Don’t know them? Try this website: http://www.learning-styles-online.com/inventory/

8. **Use the open skills lab.** The psychomotor skills you learn in first semester will be the foundation you build on for the rest of your nursing career. Make it solid!
   a. The skills lab is open each week for your convenience. The schedule is posted on the door.
   b. The skills lab instructors are all registered nurses with a special knack to assist you in learning complex skills.
   c. Skills lab instructors will also help you with nursing math, care plans, and the application of theory from your lecture classes!
   d. Schedule skills lab time like study group time and sleep. Necessary and good for you!
TITLE: STUDENT SUCCESS PROGRAM (SSP)

PURPOSE: This policy describes the criteria and process utilized to support student success and retention in the COS Registered Nursing Program.

DESCRIPTION: Students identified as being “at risk” for academic success and retention in the COS Registered Nursing program are eligible to participate in the Student Success Program (SSP). The SSP is a formalized and structured support service which partners the student with mentors, tutors, academic coaches and clinical preceptors. It also provides evidence-based learning and life resources which support and assist students to successfully manage the stress and demands of the nursing program and to eventually be successful in completing the program. All returning nursing students will be referred to the SSP by their faculty of record.

PROCEDURE:

AT-RISK IDENTIFIERS:
At-risk students will be identified and referred to the SSP. Identifiers fall into three (3) main categories:

1. Academic At-Risk Identifiers
   a. Composite TEAS score <70%
   b. Returning student
   c. LVN to RN bridge or 30 Unit option students
   d. Excessive tardies/absences (See Policy B-19)
   e. Two (2) or more failed quizzes in a row
   f. Midterm theory grade <75% (See Early Alert process)
   g. Proctored ATI Content Mastery Assessment score < Level 1
   h. Faculty-identified concerns about theory knowledge
   i. First failure of any course
   j. Older student returning to academia after many years
   k. Student placed on academic remediation plan
   l. Student with math comprehension challenges

2. Clinical At-Risk Identifiers
   a. Repeated difficulty meeting critical elements (Student Learning Outcomes) as documented in the Clinical/Student Evaluation Tool
b. Inability to maintain leveled progression of program content and outcomes (e.g. can’t apply concepts/skills from N161 while enrolled in N151 or N163)

c. Student involvement in an adverse and/or critical clinical incident that causes or has the potential of causing serious harm to another person (patient, staff, visitor, other student, etc.)

d. Student placed on clinical remediation plan

e. Student referred to Skills Lab > 2 times

3. Psycho-Social At-Risk Identifiers

a. Employment > 20 hrs/week
b. Lack of family, social or financial support system/network
c. Childcare issues
d. English language comprehension problems (e.g. poor verbal and/or written communication skills, ESL, heavy accent making it difficult to understand the student, etc.)
e. Health issues
f. Increased life-stressors (e.g. lives with a chronically ill person)
g. Older student returning to academia after many years
h. Test anxiety, performance anxiety

REFERRAL PROCESS

1. A student may be referred to the SSP Coordinator at any time throughout the program/semester. The earlier in the semester a student is referred, the more effective the SSP interventions will be.

2. Sources of referral include the Nursing Director, nursing faculty and clinical staff at contracted health care agencies where students attend clinical laboratory practice.

3. Any student registered in the nursing program may self-refer.

4. Regardless of referral source, all referred students should be given the name, email address and phone number of the SSP Coordinator.

5. **ALL RETURNING NURSING STUDENTS MUST BE REFERRED BY THEIR FACULTY OF RECORD TO THE SSP.**

ROLE OF THE SSP COORDINATOR

1. Once a student is identified and accepted into the SSP, the Coordinator
will schedule a meeting with the student to initiate required documentation, perform an intake assessment, and develop a Student Success Plan.

2. The SSP Coordinator will act as a liaison between the student and the student’s nursing instructors, providing on-going feedback, progress reports and recommendations.

3. The SSP Coordinator, with input and participation from the student’s instructors, will make referrals to resource persons, provide resource materials and provide regularly scheduled counseling to the student.

4. The SSP Coordinator will meet with each SSP student weekly.

5. The SSP Coordinator will maintain all SSP records/documentation and will provide reports as required by the nursing Director.

6. The SSP Coordinator will provide all nursing faculty with a brief status report, as part of the agenda (standing item) at monthly Nursing Division meetings.

SSP RESOURCES

Resources include, but are not limited to, the following:

- Nursing Tutors
- Nursing Skills Lab Instructors
- Nursing Simulation Lab Instructors
- Learning resource Center (LRC) Study Skills Lab
- COS Disability Resource Center (DRC)
- COS Student Health Care Center/Counseling
- ATI Practice Assessment and Tutorial on-line resources
- Student Success Seminars
- COS Student Services
  - Financial Aid
  - Tutorial Center
  - Veteran’s Center
  - EOPS
  - CalWORKS
- Community Referrals

EXITING THE SSP

The student may exit the SSP at any time by submitting a written request to the SSP Coordinator which explains the reason(s) for exiting the program. At that time, the SSP
Coordinator will notify the student’s nursing instructors and the nursing program Director of the student’s decision to terminate the SSP program.

REFERENCE:
  - SSP Intake Form and Success Plan
Student Name: __________________________________________________ Date: ________
Address: ____________________________________________________________
Home Phone #: __________________________ Cell Phone #: __________________________
Student Signature: ____________________________________________________
Program Start Date: __________________________ Currently Enrolled in: __________________________
Clinical Rotation Days: T/W_______ Th/F_______ S/Su _______
Day _______ PM _______

This student is referred to the COS RN Student Success program for the following reason(s):

**Academic Indicators**

- Two or more failed quizzes in any 9-week period
- Midterm theory grade < 78%
- ATI Content Mastery Assessment score below level ≤1
- Excessive Tardy/absences (Policy B-19)
- Faculty identified concerns for student success
- Comments, please see below

**Clinical Indicators**

- Repeated difficulty meeting critical elements or a concept from the Clinical Evaluation Tool (CET)
- Failure to meet semester-specific clinical objectives and outcomes:

  ________________________________________________________________
  ________________________________________________________________

- Student was involved in an adverse occurrence that causes or has the potential of causing serious harm to another (patient, staff, visitor, other student, etc.)
- Chronic non-compliance with COS RN student image/dress code
- Comments, please see below

**Social Indicators**

- Breach of student conduct code:
  - Unacceptable classroom or clinical behavior/conduct
  - Missed appointments with faculty or staff
  - Missed testing appointment
  - Lack of appropriate follow-through
- Employment more than 20 hours per week impacting program success
- Lack of family, social, financial support network
- Childcare issues
- Poor communication skills
- Specific Concern(s): ____________________________________________
Student Success Program - Referral Form

Comments:
______________________________________________________________________________________
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Referring Faculty Signature:___________________________________ Date:______________
Student Success Coordinator Signature:____________________________ Date:______________

Additional Comments:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Signature:________________________________________________________
Student Success Program – Student Action Plan

Student Name: ___________________________________________ Date: ____________________

☐ I understand that I have been assigned to the COS Registered Nursing Student Success Program because I have factors that may negatively affect my success in the COS RN program.

☐ I understand that I have to complete and submit my Student Success Activity Report to my theory faculty member on a monthly basis.

☐ I understand that I am responsible for making contact with all referrals indicated as components of my Student Success plan, and completing activities associated with those referrals.

☐ I will contact my theory faculty member during their regularly scheduled office hours or by prior arrangement.

☐ I self-referred for a student success evaluation because I believe that I have circumstances/issues that may affect my progress/success in the program. I have received an evaluation, and I understand that the Student Success Program does not have resources to address my specific needs. Further, I understand that I may re-refer myself at any time if my circumstances/issues change.

☐ I refuse the services of the Student Success Program offered to me at this time by the COS Registered Nursing Program. I further understand that refusal of such services will not affect my standing in the program/course, but may negatively impact my ability to meet the course objectives in both theory and/or clinical or in meeting the performance expectations in my role as a COS RN student. I also understand that I may request services at any time during the program, should I desire to do so, or if there is a change in my needs/situation.

My Student Success Plan components are:

☐ Nursing Counselor:

☐ Nursing Skills/Simulation Lab Assignment:

☐ COS Health Care Center/Counseling Concern:

☐ COS Disability Resource Center Reason:

☐ LRC Study Skills Lab Topic/Content:

☐ COS Student Services:
  o Financial Aid
  o Tutorial Center
  o Veteran’s Center
  o EOPS
  o CalWORKs
  o
  o Other:

Goal of the Success Action Plan:
____________________________________________________________________________________
______________________________________________________________________________

____________________________________________________________________________________
______________________________________________________________________________

Student Signature: ___________________________________________ Date: ____________________

Faculty Signature: ___________________________________________ Date: ____________________
## Student Success Program – Student Activity Report

**Instructions:** Please document the time and hours spent on resources, activities, assignments and contacts with faculty advisor during your student success program. Review the student success report monthly with your instructor. A separate report will be completed for each semester you are enrolled in the SSP. Submit completed reports to the Student Success Coordinator at the end of each semester.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Assignments/Contact(s) with Instructor</th>
<th>Amount of Time Spent</th>
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Student Signature: _______________________________ Date Submitted: _______________
## Student Success Program Evaluation

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Student Success Plan Components</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Student met with Student Success Coordinator</td>
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<tr>
<td></td>
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<td>Student met with faculty as scheduled</td>
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<tr>
<td></td>
<td></td>
<td>Student referred to resources</td>
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<td></td>
<td>Nursing Success Resources</td>
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<td>COS Health Center</td>
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<td>COS Student Services</td>
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<td>COS Foundation</td>
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<td>COS Disability Resource Center</td>
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<td>Social Services</td>
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<td>Legal</td>
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<td>Virtual ATI Study</td>
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<tr>
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<td>Student received services</td>
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<td></td>
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<td>Student grades improved</td>
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<td></td>
<td>Student successfully completed nursing program</td>
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</tbody>
</table>

Comments: 
____________________________________________________________________________
____________________________________________________________________________

Faculty Signature: ______________________________ Date: ________________

Student Success Coordinator Signature: ______________ Date: ________________
Understanding the NCLEX-RN
The **NCLEX-RN** (National Council Licensure Examination-Registered Nurse) is a computer-adaptive test designed to test the knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry-level. The test is given only in English, and the content of the items of the NCLEX exam is based on a practice analysis conducted every three years.

**Who Runs It?**
The organization that oversees NCLEX and updates the test plan is the National Council of State Boards of Nursing (ncsbn.org). Please pay a visit to their web site. The latest information about NCLEX is available there. Bonus: ATI and your nursing faculty use the NCSBN test plan to write your exams!

**How Do They Decide How Much of Each Test Area?**
The percentage of test questions assigned to each Client Needs category and subcategory of the NCLEX-RN Test Plan is based on the results of the Report of Findings from the 2005 RN Practice Analysis: Linking the NCLEX-RN Examination to Practice (NCSBN, 2006) and expert judgment provided by members of the NCSBN Examination Committee.

<table>
<thead>
<tr>
<th>Client Needs</th>
<th>Percentage of Items from Each Category/Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe and Effective Care Environment</td>
<td></td>
</tr>
<tr>
<td>Management of Care</td>
<td></td>
</tr>
<tr>
<td>Safety and Infection Control</td>
<td>16-22%</td>
</tr>
<tr>
<td>Health Promotion and Maintenance</td>
<td>8-14%</td>
</tr>
<tr>
<td>Psychosocial Integrity</td>
<td>6-12%</td>
</tr>
<tr>
<td>Physiological Integrity</td>
<td></td>
</tr>
<tr>
<td>Basic Care and Comfort</td>
<td>6-12%</td>
</tr>
<tr>
<td>Pharmacological and Parenteral Therapies</td>
<td>13-19%</td>
</tr>
<tr>
<td>Reduction of Risk Potential</td>
<td>10-16%</td>
</tr>
<tr>
<td>Physiological Adaptation</td>
<td>11-17%</td>
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</tbody>
</table>

**NCLEX Question types**
Most of the questions on the NCLEX-RN exam are multiple choice questions. In recent years, however, the NCSBN has added broader types of questions. For example, some questions require:
- Identifying and selecting a particular area of a drawn body part pertaining to the question
- Selecting multiple correct answers (by checking the correct boxes)
- Calculating an answer for a mathematical question (usually for medication dosages) and inputting the answer
- Placing response items in the correct order by dragging and dropping
And, the NCLEX Is All About You and Your Abilities…

Your examination is unique because computer technology selects items to administer that match your ability level.

The items have been classified by test plan category and level of difficulty. After you answer an item, the computer calculates an ability estimate based on all of the previous answers you selected.

This means that if you answer the question correctly, the test increases in difficulty. Conversely, if you answer incorrectly, the test decreases in difficulty. This process is repeated for each item, creating an examination tailored to the knowledge and skills. The examination continues with items selected and administered in this way until a pass or fail decision is made.

How Many Questions on the NCLEX RN?

All registered nurse candidates must answer a minimum of 75 items, 15 of which are pretest items and will not count toward the exam score. The maximum number of items that you can answer is 265 during the allotted six-hour time period. Examination instructions and all rest breaks are included in the measurement of the time allowed for you to complete the examination.

How Are Questions Written?
The NCLEX consists of items that use Bloom’s taxonomy as a basis for writing and coding items. Bloom was an educational psychologist who identified six levels of cognitive domains. Ranging from lowest level to the highest, the cognitive domains are classified as following: knowledge, understanding, application, analysis, synthesis, and evaluation.

Since the practice of nursing requires application of knowledge, skills and abilities, the majority of items are written at the application or higher levels of cognitive ability, which requires more complex thought processing.

What is in it?

According to the NCSBN, the NCLEX-RN test plan categories all address:

Client needs… Across the entire life span… In a variety of settings…

Under this broad topic, you'll find four major categories of Client Needs that organize the content within the test plan. Two of the four categories are further divided into a total of six subcategories.

1. Safe and Effective Care
2. Health Promotion and Maintenance
3. Psychosocial Integrity
4. Physiological Integrity
The NCLEX Test Plan (Short Version)

NCLEX Category One: Safe and Effective Care Environment

The nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery setting in order to protect clients, family/significant others and other health care personnel.

Safe and Effective Care Environment Subcategory: Management of Care - providing and directing nursing care that enhances the care delivery setting to protect clients, family/significant others and health care personnel. Related content includes but is not limited to:

- Advance Directives
- Advocacy
- Case Management
- Continuity of Care
- Client Rights
- Collaboration with Interdisciplinary Team
- Concepts of Management
- Confidentiality/Information Security
- Consultation
- Delegation
- Establishing Priorities
- Ethical Practice
- Informed Consent
- Information Technology
- Legal Rights and Responsibilities
- Performance Improvement (Quality Improvement)
- Referrals
- Resource Management
- Staff Education
- Supervision

Safe and Effective Care Environment Subcategory: Safety and Infection Control - protecting clients, family/significant others and health care personnel from health and environmental hazards. Related content includes but is not limited to:

- Accident Prevention
- Disaster Planning
- Emergency Response Plan
- Ergonomic Principles
- Error Prevention
- Handling Hazardous and Infectious Materials
- Home Safety
- Injury Prevention
- Medical and Surgical Asepsis
- Reporting of Incident/Event/Irregular Occurrence/Variance
- Safe Use of Equipment
- Security Plan
- Standard/Transmission-Based/Other Precautions
- Use of Restraints/Safety Devices
NCLEX Category Two: Health Promotion and Maintenance
The nurse provides and directs nursing care of the client, and family/significant others that incorporate the knowledge of expected growth and development principles; prevention and/or early detection of health problems, and strategies to achieve optimal health. Related content includes but is not limited to:

- Aging Process
- Ante/Intra/Postpartum and Newborn Care
- Developmental Stages and Transitions
- Disease Prevention
- Expected Body Image Changes
- Family Planning
- Family Systems
- Growth and Development
- Health and Wellness
- Health Promotion Programs
- Health Screening
- High Risk Behaviors
- Human Sexuality
- Immunizations
- Lifestyle Choices
- Principles of Teaching/Learning
- Self-Care
- Techniques of Physical Assessment

NCLEX Category Three: Psychosocial Integrity
The nurse provides and directs nursing care that promotes and supports the emotional, mental and social well-being of the client and family/significant others experiencing stressful events, as well as clients with acute or chronic mental illness. Related content includes but is not limited to:

- Abuse/Neglect
- Behavioral Interventions
- Chemical and Other Dependencies
- Coping Mechanisms
- Crisis Intervention
- Cultural Diversity
- End of Life Care
- Family Dynamics
- Grief and Loss
- Mental Health Concepts
- Psychopathology
- Religious and Spiritual Influences on Health
- Sensory/Perceptual Alterations
- Situational Role Changes
- Stress Management
- Support Systems
- Therapeutic Communications
- Therapeutic Environment
- Unexpected Body Changes
NCLEX Category Four: Physiological Integrity
The nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery setting in order to protect clients, family/significant others and other health care personnel.

Physiological Integrity Sub-category: Basic Care and Comfort- providing comfort and assistance in the performance of activities of daily living. Related content includes but is not limited to:

- Assistive Devices
- Complementary and Alternative Therapies
- Elimination
- Mobility/Immobility
- Nutrition and Oral Hydration
- Palliative/Comfort Care
- Personal Hygiene
- Rest and Sleep
- Non-Pharmacological Comfort Interventions

Physiological Integrity Sub-category: Pharmacological and Parenteral Therapies- providing care related to the administration of medications and Parenteral therapies. Related content includes but is not limited to:

- Adverse Effects/Contraindications
- Blood and Blood Products
- Central Venous Access Devices
- Dosage Calculation
- Expected Effects/Outcomes
- Medication Administration
- Parenteral/Intravenous Therapies
- Pharmacological Agents/Actions
- Pharmacological Interactions
- Pharmacological Pain Management
- Total Parenteral Nutrition

Physiological Integrity Sub-category: Reduction of Risk Potential- Reducing the likelihood that clients will develop complications or health problems related to existing conditions, treatments or procedures. Related content includes but is not limited to:

- Diagnostic Tests
- Laboratory Values
- Monitoring Conscious Sedation
- Potential for Alterations in Body Systems
- Potential for Complications of Diagnostic Tests, Treatments, Procedures
- Potential for Complications from Surgical Procedures and Health Alterations
- System Specific Assessments
- Therapeutic Procedures
- Vital Sign
Physiological Integrity Sub-category: Physiological Adaptation - managing and providing care for clients with acute, chronic or life threatening physical health conditions. Related content include but is not limited to:

- Alterations in Body Systems
- Fluid and Electrolyte Imbalances
- Hemodynamics
- Illness Management
- Infectious Diseases
- Medical Emergencies
- Pathophysiology
- Radiation Therapy
- Unexpected Response to Therapies

And, Those Areas All Fit As…

Integrated Processes: The following processes are fundamental to the practice of nursing and are integrated throughout the Client Needs categories and subcategories:

- Nursing Process - a scientific problem-solving approach to client care that includes assessment, analysis, planning, implementation and evaluation.
- Caring - interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides encouragement, hope, support and compassion to help achieve desired outcomes.
- Communication and Documentation - verbal and nonverbal interactions between the nurse and the client, the client’s significant others and other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care.
- Teaching/Learning - facilitation of the acquisition of knowledge, skills and attitudes promoting a change in behavior.
General Assessment Information
ATI’s nursing assessments follow the most current NCLEX® Detailed Test Plans and are similar in content and in format to the licensure examination. They reflect content that is taught in MOST nursing programs nationwide. Because of the differences in school and program philosophy, objectives, student body, and curricula, it is not possible for these assessments to cover all material offered in every program.

ATI’s assessments provide data about the student’s knowledge base in a particular area. Each piece of data is one bit of information about a student’s overall knowledge and should be used in conjunction with other methods of evaluation when making a judgment about the student’s abilities, competence, knowledge, and safety.

Criteria for the interpretation of ATI assessment scores are the sole responsibility of the institution. ATI encourages the use of multiple sources of information when making decisions about individuals.

Comprehensive Assessment and Review Program

ATI offers a revolutionary Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam and lower program attrition. Used as a comprehensive program, the tools can help students prepare more efficiently, as well as increase confidence and familiarity with content. This complete package of student assessment and review materials is offered at a significant savings over the individual component price.

Entrance/Orientation

This part of the program is typically offered at the beginning of the student's course of study in nursing:

Self-Assessment

ATI’s Self-Assessment Inventory identifies unique learning style characteristics, quantifies critical thinking components, and serves as a communication tool to improve the understanding of each student’s professional and work values. Questions on the Self-Assessment Inventory use a five-point Likert scale to provide educators with data about the thinking process, learning style, professionalism, and work values of each student.

Critical Thinking Entrance/Exit Exams

These non-nursing exams are usually administered at entrance and exit from a nursing program to assess the student's ability to use the phases of the critical thinking process.

Quest for Academic Success

This tool provides students with an introduction to the concepts of the critical thinking process. Study and testing skills are enhanced by highlighting key points for note-taking, textbook annotation, and content application through case study.

Content Mastery and Review

The heart of ATI’s Assessment Driven and Review program is the Content Mastery Series. This program aids students in the review and remediation process for the state licensing exam in nursing. Each module combines thorough content mastery assessment with review questions based on case studies. Review modules are followed by a non-proctored student exam to assess the effectiveness of remediation. Assessment and review are designed in accordance with the NCLEX test plan and cover the following nursing specialty areas:
Review modules include:

- Medical-Surgical (RN/PN)
- Maternal-Newborn (RN/PN)
- Nursing Care of Children (RN/PN)
- Fundamentals of Nursing Practice (RN/PN)
- Mental Health (RN/PN)
- Pharmacology of Nursing Practice (RN/PN)
- Community Health Nursing Practice (RN)
- Leadership and Management for Nursing Practice (RN/PN)
- Nutrition (PN)

**Content Mastery Exam**

A proctored, standardized exam is administered at the end of each nursing content area. This diagnostic tool provides scores for mastery of nursing content areas, nursing process, critical thinking phases, and cognitive levels. The NCLEX test plan correlation for each item can be used as a resource for directed study.

ATI offers a choice of Internet-based testing or a fax-back service for scoring paper and pencil tests. Results are available immediately with Internet-based testing and within 24 hours (usually less) for paper and pencil tests when retrieved online. Individual and class performance results are provided to help students and instructors identify the specific areas for review and remediation.

**Content Area Review Module**

Review modules for the major nursing specialty areas are available for streamlined remediation. Based on summary information of the content, the modules strengthen the student's review with content application in the form of case study.

**Non-proctored Exams**

For each content area, the Assessment-Driven Review program provides a non-proctored, Internet-based exam reflecting the NCLEX test plan. These exams identify any remaining areas of content weakness for directed study. The interactive style provides the student with immediate feedback on all response options. A performance report summarizes the student's knowledge of content areas and use of the critical thinking phases, nursing process, and cognitive levels.

**Licensing Exam Preparation**

The final phase of Assessment-Driven Review provides two-stage preparation for the NCLEX.

**Comprehensive Predictor**

The proctored RN Comprehensive Predictor is 96% predictive for outcomes of the NCLEX. Scores are included for content, nursing process, critical thinking, and knowledge level. The exam report includes NCLEX correlation and a study guide.

**Preparing for the NCLEX- RN and Preparing for the NCLEX- PN**

This preparatory guide features strategies for improving performance on the NCLEX.
TITLE: NURSING SKILLS LAB

PURPOSE:
To describe the resources available to students for clinical practice and the process for coordinating these resources. The goal of the Nursing Skills Lab is to provide the student with an opportunity to become competent with nursing skills and thereby become a safe practitioner while working towards excellence in nursing.

DESCRIPTION:

1. The RN program maintains a clinical practice laboratory which is open to students and instructors, and which has the following functions:

   A. Enhances the nursing curriculum by providing learning activities which reinforce clinical objectives,
   B. Provides an environment within which students can practice clinical skills prior to performing these skills in actual patient-care settings,
   C. Provides a mechanism for the remediation of clinical skills when students need extra training opportunities, and
   D. Assists students in completing clinical objectives when they don’t have opportunities to do so in actual clinical settings.

2. The skills lab provides the following resources for students and instructors:

   A. Simulated patient care stations with practice mannequins (e.g., Sim Man, Sim Baby, Vital Sim Anne, Vital Sim Child, and infant dolls).
   B. Audio-visual equipment for viewing clinical media
   C. Clinical equipment and supplies for practicing procedures (i.e. foley catheter kits, IV sets, BP cuffs, dressing supplies, injection supplies, etc.)
   D. Anatomical and clinically-focused models, charts, and diagrams
   E. Computer-assisted instruction (CAI) programs, instructional videos and DVDs, and resource library.
   F. Skills lab instructors to provide one-on-one and group instruction and tutoring during scheduled hours.

3. Skills lab activities, equipment, and supplies are coordinated by the Nursing Skills Lab Personnel.

REFERENCE: Nursing Skills Lab Guidelines
Skills Lab Referral Form

Policy & Procedure Committee
COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING AND ALLIED HEALTH

NURSING SKILLS LAB GUIDELINES

The Nursing Skills Lab is an extension of the students’ clinical and academic programs. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (i.e., dress and professional behavior, etc.). Students should wear their student ID and lab jacket or vest at all times while in the lab.

1. **NO FOOD OR DRINK** in the Skills Lab (Bottled water only).
2. **CELL PHONES turned off or placed on vibrate before entering the lab.**
3. **NO CHILDREN ALLOWED.**
4. Students are not allowed in the lab without a faculty or skills lab instructor present.
5. If you are aware that you have a latex allergy, or suspect that you do, it is your responsibility to notify skills lab personnel. Non-latex gloves are available upon request.
6. Sign in and out of the lab at all times for both practice and testing.
7. Review and check lab schedules for open and closed times (Posted on Website & Outside Lab).
8. Space, Equipment (mannequins, simulators, IV pumps) and Lab Personnel are limited during high usage times (e.g., right before and during testing times). Access is on a first-come first-served basis. Consider using off times to practice. The highest demand for use of space and equipment is right after class.
9. Prior to practicing or being signed-off for any skill in the skills lab, students must study each designated skill in the required textbook. Each procedure/skill is performed by the student to demonstrate competence, safety, and appropriate infection-control measures.
10. No inappropriate language and/or inappropriate behavior.
11. Please be courteous of other students who are testing.
12. Student-purchased lab-skills kits are for practice and skills check-off for NURS 161. Students need to keep supplies in their lab-skills kit well maintained for the entire length of the program. Students must bring their lab-skills kit to every skills check-off session. Failure to do so will result in automatic remediation of the skill.
13. If you notice a broken or damaged part/piece of equipment/supplies – please notify the instructor immediately.
14. Students are required to return equipment to its proper place after use.
15. Use **beds** for practice and testing purposed only.
16. Individuals serving as patients are to remove their shoes when lying on the beds.
17. Skills lab resource manuals/reference materials are available for reference. Please **DO NOT** remove from lab.
18. Lab videos/DVDs may be used during open lab hours only. Please **DO NOT** remove from the lab.
19. **Manikins:**
   a. **Wash hands** before touching any patient/manikin.
   b. **NO INK OR BETADINE** around manikins. Pencils only.
c. **Use gloves** when handling all manikins and parts.
d. **DO NOT MOVE MANIKINS OR MANIKIN PARTS WITHOUT THE HELP OF SKILLS LAB PERSONNEL.**
e. **DO NOT use** betadine on manikins. Use soap as lubricant for tubes.
f. Clean manikin surfaces with soap & water, leave to air dry.
g. Articulating parts will benefit from a light application of talcum powder prior to training sessions.
h. Ask for assistance for use of Vital Sim units (BP, assessments, etc.).

**Ending Skills Lab Time:**
1. Please pick up and throw away your trash!
2. Return all equipment and supplies to appropriate place.
3. If bed linen is in disarray, please straighten or re-make the simulator/manikin bed(s).
4. Return bed to the lowest position.
5. Maintain supply room in a neat and orderly fashion.
6. Return all tables and chairs to their appropriate place.
7. Turn off all simulators/equipment/remotes prior to leaving skills lab.
8. Please sign-out of skills lab session.
COLLEGE OF THE SEQUOIAS
DIVISION OF NURSING AND ALLIED HEALTH

SKILLS LAB REFERRAL

Student Name________________________ Course________________
Date__________________________

Required Clinical Remediation (Skills Practice, Skill Check-Off, Tutoring, etc.)
(Completed by Student’s Clinical Instructor)

| Instructor Signature__________________________ |
|____________________________________________|

Remediation Activities (Describe specific learning activities)
(Completed by Skills Lab Instructor)

( ) The student achieved competency in the area(s) requiring remediation
( ) The student could not achieve competency

| Skills Lab Instructor Signature__________________________ Date________________ |
|______________________________________________________|

Original to Skills Lab Instructor then Student File; Copy to Student
TITLE: ASSESSMENT TECHNOLOGIES INSTITUTE TESTING

PURPOSE: To describe the types of Assessment Technology Institute (ATI) testing, the responsibilities for ATI testing for staff and faculty in each testing type, ATI resource utilization, and the incorporation of ATI resources within each course, including grade weight.

DESCRIPTION:

ATI TESTING TYPES:

1. ADMISSION TESTING: All ATI testing taken by students prior to entry into the COS RN Program is admission testing.
   a. Admission Testing utilizes the ATI Test of Academic Skills (TEAS). This test has been approved by the California Community College Chancellor’s Office for evaluating student preparedness for nursing program curriculum and as a predictor of their success in the program, based on their individual scores.
   b. Students are required to achieve the CCCCO approved cut score on the current version of the TEAS in order to be eligible to apply to the COS RN Program.
   c. The current TEAS version and required minimum cut score is available on the website of the COS RN program.
   d. Students who do not achieve the minimum cut score in their first attempt are allowed one additional attempt to achieve the required score.
   e. Students who do not achieve the minimum score in their first two attempts become ineligible for program acceptance.
   f. Students who take the TEAS at COS must provide a copy of their TEAS results with their application packet.
   g. Students who do not take the TEAS at COS must provide a copy of their TEAS results with their application packet, and must purchase an electronic transcript from ATI and have it sent to the COS RN Program.
   h. ADMISSION TESTING RESPONSIBILITIES
      i. Program Director Designee
         1. Initiates and maintains agreements with ATI for testing dates and reimbursements.
         2. Schedules testing sessions and locations.
         3. Proctors TEAS sessions.
         4. Completes required TEAS reporting to CCCCO.

2. ATI CURRICULUM RESOURCES AND TESTING: Curriculum resources and testing include all those ATI resources utilized after students are formally accepted into the COS RN Program. ATI curriculum resources include tutorials, practice assessments, proctored assessments, and books.
   a. ATI curriculum responsibilities are as follows:

Program Director Designee
   1. Orders ATI testing resources for each semester, as needed.
   2. Orient students each semester to the use of ATI resources. This orientation may be conducted in groups or individually.
3. Orients faculty each semester to ATI resources and testing processes. Provides additional technical support as needed.

**Nursing Faculty:**
1. Distribute ATI resources to students as needed, including course specific assessment codes.
2. Determine assignments from ATI resources and integrates those assignments into their course syllabi.
   a. Faculty may choose from books, assessments, or tutorials, e.g., skills modules, RN Learning System 2, Nurse Logic, or any other ATI resource that supports Student Learning Outcomes.
3. Selects proctored test dates
4. Reserves the nursing computer lab for identified dates and times.
5. Proctors course assessment in the computer lab.
6. Notifies appropriate student(s) of the make-up day and time for the proctored assessment.
7. Identifies students who are required to complete remediation based on proctored assessment results.
8. Discusses with student the ATI results and assigned remediation plan.
9. Reviews completed remediation plan and assigns a retake date and time for students scoring at Level 1 or Below Level 1.
10. Coordinates with the semester team to ensure student compliance with ATI remediation plan.
Proctored Assessment Delivery Model

- The ATI recommended delivery model for proctored assessments provides that students take the course proctored assessment when 90% of course content has been delivered.
- Practice assessments may be taken at any time, and are designed to guide students’ study in the course content.
- Following this model, the COS RN program will provide proctored assessments at the following intervals (the week intervals may vary depending on room availability):

<table>
<thead>
<tr>
<th>Course</th>
<th>Weeks 3-4</th>
<th>Weeks 7-9 (midterm)</th>
<th>Weeks 15-17 (finals)</th>
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</thead>
<tbody>
<tr>
<td>NURS 161 Fundamentals Practice A</td>
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<td>X</td>
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<tr>
<td>NURS 161 Fundamentals Practice B</td>
<td></td>
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<tr>
<td>NURS 161 Nurse Logic</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td><strong>NURS 161 Proctored Fundamentals</strong></td>
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<tr>
<td>NURS 151 Nutrition Practice A</td>
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<tr>
<td>NURS 151 Nutrition Practice B</td>
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<td>X</td>
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<tr>
<td><strong>NURS 151 Proctored Nutrition</strong></td>
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<td>X</td>
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<tr>
<td>NURS 152 Maternal-Newborn Practice A</td>
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<td>NURS 152 Maternal-Newborn Practice B</td>
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<tr>
<td><strong>NURS 152 Proctored Maternal-Newborn</strong></td>
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<td>NURS 153 Nursing Care of Children A</td>
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<td>NURS 153 Nursing Care of Children B</td>
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<tr>
<td><strong>NURS 153 Proctored Nursing Care of Children</strong></td>
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<tr>
<td>NURS 154 Mental Health Practice A</td>
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<tr>
<td>NURS 154 Mental Health Practice B</td>
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<td>X</td>
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<tr>
<td><strong>NURS 154 Proctored Mental Health</strong></td>
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<tr>
<td>NURS 163 Targeted Review: Cardiovascular</td>
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<td>NURS 163 Targeted Review: Endocrine</td>
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<td>NURS 163 Targeted Review: FEAB</td>
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<td>NURS 163 Targeted Review: Gastrointestinal</td>
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<td>NURS 163 Targeted Review: Immune</td>
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<td>NURS 163 Targeted Review: Renal-Urinary</td>
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<td>NURS 163 Targeted Review: Respiratory</td>
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<tr>
<td>NURS 163 Pharmacology Practice A</td>
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<td>NURS 163 Fundamentals Practice B</td>
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<td>NURS 163 Pharmacology Practice B</td>
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<tr>
<td>NURS 163 Med-Surg Practice A</td>
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<tr>
<td>NURS 163 Medical Surgical Nursing Practice B</td>
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<td>X</td>
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<tr>
<td><strong>NURS 163 Proctored Pharmacology &amp; Proctored Med Surg</strong></td>
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<tr>
<td>NURS 164 Targeted Review Practice Neurological &amp; Musculoskeletal</td>
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<tr>
<td>NURS 164 Targeted Review Practice Perioperative</td>
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<tr>
<td>NURS 164 Comprehensive Predictor Practice A</td>
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<tr>
<td>NURS 164 Maternal Newborn Practice B</td>
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</tbody>
</table>
Proctored Assessment Remediation Plan:
The goal of a remediation plan is to direct students to the content areas in which questions were missed during the proctored course assessment, and to have students study that specific content.

Formal Remediation Plans
All students scoring a Level 1 or a Below Level 1 on proctored course assessments will be required to complete a formal remediation plan (with exception to 4th semester (N164/166) proctored assessments which are held at the end of the semester). The formal remediation plan for students earning a Level 1 or Below Level 1 on the first attempt of a proctored course assessment will consist of the following:

1. The course instructor will notify the student of the remediation due date.
2. The student will create a focused review of the proctored course assessment.
3. The student will complete the appropriate remediation template for each area listed on the focused review. Templates may be completed electronically and printed, or printed and completed by hand.
   a. The active learning templates (2013) are found on the home page, under Resources.
   b. The remediation templates categorized by subject:
      i. Basic Concept
      ii. Growth and Development
      iii. Diagnostic Procedure
      iv. Nursing Skill
      v. Medication
      vi. Therapeutic Procedure
      vii. Systems Disorder
4. The student will report to their faculty member with the completed remediation templates.
5. The faculty member will review the remediation plan and provide the student the date, time, and location of the proctored assessment retake.
6. Student will retake the proctored course assessment, thereby completing the formal remediation plan.

Informal Review Plans
All students scoring a Level 2 or Level 3 on the first attempt of a proctored course assessment will be encouraged to complete an informal review plan. The informal review plan will consist of the following:

1. The student will create a focused review of the proctored course assessment.
2. The student will complete the appropriate remediation template for each area listed on the focused review. Templates may be completed electronically and printed, or printed and
completed by hand.

a. The active learning templates (2013) are found on the home page, under Resources.

b. The remediation templates categorized by subject:

i. Basic Concept

ii. Growth and Development

iii. Diagnostic Procedure

iv. Nursing Skill

v. Medication

vi. Therapeutic Procedure

vii. Systems Disorder

3. The student will not be required to report to their faculty member.

Grade Weight

1. Each course will attach course value to the completion of assigned ATI activities.

a. All ATI assignments and their course weight will be included in course syllabi.

b. The ATI course weight will be at least 10%, and will not exceed 20% of the course grade.

Policy & Procedure Committee

Board of Registered Nursing Documents
Students must be familiar with important policies, standards, and statements by the California Board of Registered Nursing (BRN) which affect their nursing practice. Copies of some of these documents are located in this Appendix and should be regularly reviewed. Students are accountable for knowing and abiding by these and other BRN policies. Students are encouraged to visit the BRN website at www.rn.ca.gov.

The following are additional important BRN policies/standards/statements the student should be familiar with:

Scope of Regulation §2725 An Explanation of the Scope of RN Practice Including Standardized Procedures

Standards of Competent Performance
Policy Statement on Denial of Licensure
Statement on Delivery of Health Care
Abuse Reporting Requirements
Abandonment of Patients
BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT

During the past the Board of Registered Nursing (BRN) has received numerous questions regarding the issue of background checks on registered nursing students prior to clinical placement. The Board has been asked to assist programs with meeting this requirement.

The use of background checks on individuals working in clinical settings is one of the means agencies use to help protect their clients/patients. While obtaining background checks on employees is not new for clinical agencies, the Joint Commission has added to their Human Resources standards (HR1.20) a section related to criminal background checks. The Joint Commission standard requires agencies to include nursing students in criminal background checks when required by state law, regulation or hospital policy. (www.jointcommission.org)

The BRN does not require prelicensure nursing programs to screen potential students for a history of convictions prior to acceptance into their program. The BRN only requires background checks on criminal convictions at the time of application for licensure. Furthermore, BRN staff reviews all applications with prior convictions on an individual case-by-case basis before issuing or denying licensure. The criteria used by the Board in evaluating an applicant’s present eligibility for licensure are found in the California Code of Regulations (CCR) Section 1445. (www.rn.ca.gov)

Clinical agencies have the right to establish criteria that would exclude a student from placement at their facility. Those clinical agencies that have a policy that include student nurses in their requirement for criminal background checks will need to comply with their own policy to be compliant with the Joint Commission Standard HR 1.20. On the other hand agencies may use different criteria for students than are used for employees or exempt them entirely and still meet Joint Commission Standards.

Nursing programs should establish a written policy describing the process for obtaining background checks for those clinical agencies that require them. The Board recommends that the policy on background checks, like all program policies, be published in documents that are available to applicants and students. Examples include admission packets and school catalogs and/or nursing student handbooks.

The written policies should include the following:
- Who will perform the search (the college, the agency or an independent service);
• Who will pay for the process;
• Where and by whom the results will be maintained and protected (student confidentiality);
• What criteria will be used to exclude a student from a particular clinical placement; and
• What alternatives if any will be available in the event a student is denied a clinical placement.

The Board encourages clinical agencies and nursing programs to work collaboratively in establishing standardized policies that are the least restrictive possible while also protecting the rights of consumers. A process that allows for a case-by-case review of students with prior convictions is encouraged. However, the burden of proof lies with the student to demonstrate evidence of rehabilitation that is acceptable to the clinical agencies and the nursing program. (See the document “Prior Convictions and Disciplinary Actions” on the Board’s Website.)

Frequently Asked Questions Related to Background Checks:

Question: Does the BRN require student nurses to undergo criminal background checks prior to admission in a prelicensure school of nursing? No. The Board has no authority to request a criminal background check except at the time of application for licensure.

Question: Does the Joint Commission require that student nurses in California have criminal background checks done prior to the students participating in a clinical rotation in a Joint Commission approved facility? No. The Joint Commission requires that clinical agencies follow state law/regulation and their own organization’s policy regarding background checks on students. (See Joint Commission website www.jointcommission.org) There is no state law in California that mandates background checks be completed on nursing students. Some clinical agencies have included student nurses in the category of individuals that need to be screened, therefore, the Joint Commission would also require that nursing students need background checks done.

Question: If a clinical agency denies a student with a prior conviction from being placed at their facility does the BRN require that the student be dropped from that course or from the program? No. The program is encouraged to evaluate such students, in collaboration with their clinical agencies, to find possible alternatives for the student to complete the objectives of the course. All students are expected to meet course objectives as defined by the course syllabi and program policy.

Question: If students have had a criminal background check done as part of clinical placement can they use that information as part of their application packet for licensure?
No. The Board requires a background check on all applicants for licensure by the Department of Justice. As a health care licensing Board, the background check conducted on applicants is more extensive than most employers obtain.

Question: If a student is denied access to a clinical site due to a positive criminal background check does the nursing program have to find an alternative site for the student to meet course requirements?
No. The Board encourages programs and agencies to work collaboratively to review students with a prior conviction on an individual basis since the specific conviction may not prevent the student from ultimately being licensed. While the BRN encourages alternative placement ultimately the program would need to follow their published policy regarding the options available to the student in this situation. (See the attached Criteria for Rehabilitation, CCR 1445.)

Question: Can the college or university request the Department of Justice to perform a criminal background check on their nursing students in order to meet clinical agency requirements for placement?
No. Only authorized agencies may request the Department of Justice to perform criminal background checks. The nursing program or the agency may utilize private companies that provide background checks for a fee. The Board does not require the use of such a service nor does it endorse any specific company.

Question: Should results of criminal background checks be placed in the student’s academic file?
The self-disclosed student information and the results of a background check are confidential information. The nursing program must develop in consultation with their administration and clinical agencies a means to safeguard this information. It is recommended that the process, maintenance and security of student background checks should be described in the program’s contract with those agencies requiring screening of nursing students and in policies provided to students and applicants.

Question: Do students need to have a background check done every time they go to a new clinical agency?
The Board encourages nursing programs to work collaboratively with other nursing programs in their geographical area to develop a standardized policy with all clinical agencies requiring background checks on nursing students. Since there is no state law or regulation that mandates background checks on nursing students, individual agency policy is the source of this requirement. Working collaboratively within a geographic area is probably the most efficient way to coordinate requirements in the least disruptive manner.

Question: Can a clinical agency refuse to allow a student to do a clinical course at their agency as a result of a prior conviction?
Yes. The Board would encourage the nursing program to work with the agency to clearly identify the types of prior convictions that would exclude a student from clinical rotation. The BRN suggests using CCR 1445 as a guide.

Question: Can a nursing program require students to meet clear background checks prior to admission or as a requirement for progression in the program?  
Admission and progression policies are the purview of the program & the institution. The nursing program should seek guidance from their institutions legal counsel. The Board regulations require that all policies affecting students be written, available to students, and applicants.
Attachment:

TITLE 16, CALIFORNIA CODE OF REGULATIONS:
1445. Criteria for Rehabilitation

(a) When considering the denial of a license under Section 480 of the code, the board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:

(1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.

(2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the code.

(3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).

(4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.

(5) Evidence, if any, of rehabilitation submitted by the applicant.

(b) When considering the suspension or revocation of a license on the grounds that a registered nurse has been convicted of a crime, the board, in evaluating the rehabilitation of such person and his/her eligibility for a license will consider the following criteria:

(1) Nature and severity of the act(s) or offense(s).

(2) Total criminal record.

(3) The time that has elapsed since commission of the act(s) or offense(s).

(4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.

(5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.

(6) Evidence, if any, of rehabilitation submitted by the licensee.
STANDARDS OF COMPETENT PERFORMANCE

Website:  [http://www.rn.ca.gov/regulations/title16.shtml#1443.5](http://www.rn.ca.gov/regulations/title16.shtml#1443.5)

1443.5. STANDARDS OF COMPETENT PERFORMANCE

A registered nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows:

1. Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.

2. Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.

3. Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.

4. Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.

5. Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modify the plan as needed.

6. Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.
Registered Nurse Scope of Practice
Business and Professional Code Section 2725

1. The Registered Nursing Business and Professional Code is the set of laws that provide clear legal authority regarding the commonly accepted functions and procedures of Registered Nursing.

2. The Registered Nursing Business and Professional Code was created and is governed by the California State Legislature.

3. I, as a Registered Nursing Student and as a Registered Nurse am required to comply with all sections of the RN Scope of Practice as outlined in the California Business and Professional Code, section 2725.

4. Section 2725 includes the following:

Section (b)

The Practice of Nursing includes…basic health care that:

1. Helps people cope with difficulties in daily living that are associated with their actual or potential health or illness problems, or

2. Are the treatment for actual or potential health or illness problems, and

3. That require a substantial amount of scientific knowledge or technical skill, including all of the following:

   A. All patient care services that ensure the safety, comfort, personal hygiene, and protection of patients.

   B. The performance of disease prevention and restorative measures.

   C. All patient care services, including, but not limited to:

      ▪ Administering medications and therapeutic agents, necessary to implement a treatment, and/or disease prevention.

      ▪ Conducting a rehabilitative regimen ordered by and within the scope of licensure of a physician, dentist, podiatrist, or clinical psychologist, as defined by Section 1316.5 of the Health and Safety Code.

      ▪ Performing skin tests and immunization techniques.

      ▪ Withdrawing human blood from veins and arteries.

      ▪ Observing signs and symptoms of illness, reactions to treatment, general behavior, or general physical condition.

      ▪ Determining if the signs, symptoms, reactions, behavior, or general appearance of patients show abnormal characteristics.

      ▪ Appropriate reporting, referral, or undertaking standard procedures, standard changes in treatment, or starting emergency procedures if your observations indicate abnormalities.
What Are Standardized Procedures?

1. Policies and protocols developed by a health facility licensed pursuant to Chapter 2 (commencing with Section 1250) of Division 2 of the Health and Safety Code through collaboration among administrators and health professionals including physicians and nurses.

2. Policies and protocols developed through collaboration among administrators and health professionals, including physicians and nurses, by an organized health care system which is not a health facility licensed pursuant to Chapter 2 (commencing with Section 1250) of Division 2 of the Health and Safety Code.

The policies and protocols of Registered Nursing are subject to any guidelines for standardized procedures that the Division of Licensing of the Medical Board of California and the Board of Registered Nursing may jointly establish.

The guidelines are administered by the Board of Registered Nursing.

I Am Responsible For Knowing

- A Registered Nurse may dispense drugs or devices upon an order by a licensed physician and surgeon if the nurse is functioning within a licensed clinic.
- No clinic may employ a registered nurse to perform dispensing duties exclusively.
- No registered nurse shall dispense drugs in a pharmacy; keep a pharmacy, open shop, or drugstore for the retailing of drugs or poisons.
- No registered nurse shall compound drugs.
- No registered nurse may dispense drugs (except a certified nurse-midwife or a nurse practitioner) included in the California Uniform Controlled Substances Act.

For More Information:
http://www.rn.ca.gov/regulations/bpc.shtml
IMPAIRED NURSING STUDENTS

GUIDELINES FOR SCHOOLS OF NURSING IN HANDLING NURSING STUDENTS IMPAIRED BY CHEMICAL DEPENDENCY OR MENTAL ILLNESS

BOARD STATEMENT:

The Board of Registered Nursing considers the student use of controlled substances, dangerous drugs or devices or alcoholic beverages to an extent or in a manner injurious to self or others to constitute unprofessional conduct. The conviction of a criminal offense involving the prescription, consumption or self-administration of the above substances is conclusive evidence thereof. (B&P 2762).

Nursing students showing signs of mental illness or chemical dependency should be directed to a health care provider for diagnosis and treatment of the illness. Chemical dependency and mental illness are diseases and should be treated as such. The Board has established a diversion program for impaired registered nurses as a voluntary alternative to traditional Board disciplinary actions. (B&P 2770)

NURSING PROGRAMS ARE EXPECTED TO:

- Have a policy for students who are impaired by or demonstrate characteristics of chemical dependency or mental illness which directs the student to seek appropriate assistance through a health care provider and provide the nursing program with proof of treatment.
- Provide instructors with the authority and responsibility to take immediate corrective action with regard to the impaired student’s conduct and performance in the clinical setting. This includes removing the impaired student from the patient care area until the student is deemed medically safe to return to patient care activities.
- Provide this information to incoming students in their nursing program handbooks along with factual material related to chemical dependency and mental illness among nursing students.
- Handle the matter confidentially.

STUDENTS ARE EXPECTED TO:

- Voluntarily seek diagnosis and treatment for chemical dependency or mental illness and provide evidence of treatment and fitness for practice to the nursing program.
- Show evidence of rehabilitation when submitting their application for licensure.