



NURSING PROGRAM STUDENT HANDBOOK 2020-2022

Chabot Nursing Program
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Welcome to the Chabot College Nursing Program



Dear Student,

The information in this handbook is designed to help orient and clarify the policies and procedures of the Nursing Program during your enrollment as a nursing student. The Chabot College Nursing Program enjoys an enviable reputation as a high quality program. Our graduates have demonstrated success on the National Council Licensing Examination for Registered Nursing (NCLEX-RN) with pass rate of 96-100% over the past ten years.

This handbook and your course syllabi outline our expectations and your responsibilities for your education as you progress through the nursing curriculum. The material continued within is drawn from a number of official sources such as the California Education Code, the Chabot College Catalog, The California Board of Registered Nursing Rules and Regulations, Federal Regulations and Chabot-Las Positas District policies.

The Nursing Faculty believes that all Registered Nursing programs, including ours, are academically and physically rigorous. The program requires that you will be responsible for your own learning. Nursing Faculty serve as your resource and share your goal of successful completion of the Nursing Program. You will need to practice in the skills laboratory and receive clinical experiences in area hospitals and selected other community health care agencies to meet the objectives of the program. We recommend reviewing test-taking and study skills information before starting the Nursing Program.

It is recommended that students see a Chabot College academic counselor prior to starting the Nursing Program to ensure that all general education requirements are met.

With the demands of the program, clinical commitments need to take precedence over outside employment requirements. Where there is a conflict, a student may be requested to reduce or eliminate those conflicting demands during the college academic year.

We look forward to participating with you in your preparation for a successful and productive Nursing career.

Chabot Nursing Program Faculty

Chabot College Nursing Program

Student Handbook



2020-2022

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Section 1

Nursing Program Framework

Program Vision

The vision of Chabot College is to provide educational excellence and life-long learning. The Nursing Program is one of the comprehensive ranges of educational programs and services designed to meet the needs of the diverse community. It is recognized by the employing health care agencies in the nearby geographic area a valuable entity in providing well-prepared graduates for entry-level staff nurses. It is our hope that the student continues their education endeavors by pursuing a Baccalaureate, and/or Post Graduate degree in nursing.

Nursing Program Philosophy

The philosophy of the Nursing Program is consistent with the mission statement of the College and the Roy Adaption Model. Chabot College places emphasis upon providing a rich learning environment where critical analysis and independent thinking are fostered. Students are expected to take an active role in their own learning. The college supports sensitivity to individual differences in learning styles utilizing both traditional and non-traditional methods of learning as well as respect for diverse cultures represented in the student body.

The concept of a community-centered institution that recognizes and endeavors to provide a framework of educational excellence has a particular significance for the Nursing Program. Nursing education is a lifelong process that begins with a progressive course of learning activities to prepare a safe and competent entry-level nurse who is accountable for clinical decisions, nursing actions, and professional behaviors. Within this context the nursing curriculum is based on the following premises.

We believe that...

- 1. Each person is a bio-psychosocial being with the ability and capacity to adapt to change.***
- 2. Every person has the right to receive compassionate, competent, individualized nursing care regardless of the circumstances of their illness.***
- 3. The essence of nursing practice may evoke responses in the care giver necessitating the use of supportive systems to promote health coping.***
- 4. The protection of human and legal rights of patients forms the basis for the role of advocacy in patient care.***
- 5. The health status of each person is dynamic and directly related to his/her capacity to adapt to changes in the internal and external environment. Nursing can enhance health adaption through direct intervention, educations, environmental awareness, and preventive health practices.***
- 6. Health and illness are not mutually exclusive; health is a dynamic state of being that moves back and forth across a continuum.***
- 7. The perception of health is uniquely individual; Nursing is a variable which facilitates client identification of their health status and the promotion of individual adaptation.***
- 8. There is a special core of nursing knowledge which is adaptable to society's needs throughout the life cycle across diverse populations, and within a variety of clinical settings.***
- 9. Critical thinking within the nursing process involves understanding and integration of the scientific bases (physical, biological, and behavioral) in order to meet the client's health needs.***
- 10. Effective verbal and written communication skills form the basis for utilization of the nursing process, patient teaching, leadership development and professional growth.***
- 11. Each person possesses a system of values, beliefs, and health practices, influenced by their own culture. The nurse acknowledges these differences and incorporates them into the plan of care.***

- 12. Nursing students, as adult learners, vary in experiences, values, cultural beliefs, learning styles, goals, and potential for growth.**
- 13. Utilization of and referral to resources and programs that help students develop their potential;**
- 14. Active encouragement in transferring to a state university to obtain a Bachelor of Science degree in Nursing.**

Provisions of the Code of Ethics for Nurses*

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

*Interpretive Statements can be found in the *Code of Ethics for Nurses Book with Interpretive Statements*, American Nurses Association.

Program Learning Objectives (PLO's)

The Nursing Program at Chabot College is designed to prepare an entry-level staff nurse to be able to provide direct client-centered care in accordance with the California Nursing Practice Act and the American Nurses Association (ANA) Code of Ethics. The program's conceptual framework is based on Roy's Adaptation Model. The framework is integrated in the core curriculum, by applying and including the Nursing Program's philosophy as a foundation for development of course objectives beginning with the initial courses and continuing through the completion of the final course in the program. The terminal objectives of the Nursing Program incorporate the philosophy and meet all the standards according to item BRN 1443.5 "Standards of Competent Performance" of the California Nurse Practice Act, 2019.

Upon completion of the Nursing Program, the Chabot College Nursing Graduate will:

1. Incorporate the core of knowledge unique to the nursing profession in the delivery of health care in acute, chronic or community health settings;

2. Utilize the nursing process to provide care for clients, families, and significant others with diverse health needs and practices;
3. Apply current relevant knowledge from natural and behavioral science and alternative therapies in the provision of health care;
4. Respond to the demands of rapidly changing information technology by incorporating informatics in health care delivery and utilizing the internet for research;
5. Employ the principle of therapeutic communication to facilities and maintain effective verbal, written and group interaction;
6. Apply appropriate teaching-learning principles in the incorporation of activities designed to assist the adaption of the client and family across the health-illness continuum;
7. Use critical thinking skills in decisions related to managing care for groups of clients;
8. Utilize evidence-based practice in the provision of nursing care;
9. Apply the principle of Quality, Safety, and Education in Nursing (QSEN) in health care delivery;
10. Practice within the profession's ethical and legal framework;
11. Recognize the need for accountability in the practice of nursing utilizing the principles of professionalism and ethics;
12. Act as the client's advocate by initializing action to provide the opportunity to make informed decisions about health care;
13. Respond to the unique health needs of culturally diverse clients across the life span.



Section 2 Curriculum And Program Requirements

Curriculum: Nursing Program Courses (Generic RN)

The Nursing Program in Registered Nursing is approved by the California Board of Registered Nursing. Completion of this program qualifies the student to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN).

| Nursing Program Chabot College | | Units | |
|--------------------------------|--|-------|--------|
| Course | First Year | Fall | Spring |
| NURS 55 | Fundamentals of Nursing Practice | 9.0 | |
| NURS 88 | Pathophysiology | 3.0 | |
| NURS 51 | Obstetrics | | 4.0 |
| NURS 52 | Pediatrics | | 4.0 |
| NURS 77 | Health Assessment | | 0.5 |
| NURS 64 | Pharmacology | | 3.0 |
| | | | |
| | Second Year | | |
| NURS 53 | Mental Health | 4.0 | |
| NURS 60A | Adult Health I Medical Surgical | 4.0 | |
| NURS 73 | Intravenous Therapy | 1.0 | |
| NURS 60B | Adult Health II Advanced Medical Surgical | | 6.0 |
| NURS 60C | Adult Health III Leadership/Preceptorship | | 3.5 |
| | | | |
| | Total Nursing Program Units | 42 | |
| | Total Units for Licensure | 69 | |
| | Total Units for Graduation per BRN approved Curriculum | 80-83 | |

Once the student has been admitted to the Chabot College Nursing Program, all courses must be taken in the prescribed sequence at Chabot College.

It is the ultimate responsibility of the student to be sure that all required courses have been taken in correct sequence, and that all General Education requirements are met in order for the Associate Degree. Students are encouraged to meet with a college counselor to ensure that all required coursework has been completed. Requirements for the Associate Degree can be found in the current College Catalog.

Graduates of the Chabot Nursing Program will receive an Associate in Science Degree in Nursing.

Note: The Board of Registered Nursing (BRN) requirements override the Chabot College requirements for graduation as stated in the Chabot College Catalog.

Program Requirements

In order to comply with requirements of the Joint Commission, area hospitals require that all students who participate in clinical experience show proof of recent physical examination, immunizations, clearance for tuberculosis, background check and drug screening.

Background Check

Students who are admitted to the Chabot College Nursing Program must submit to a urine drug screen and a background check. If a student has **any** issues in his/her background, the student must meet with the program director prior to starting the program.

The Policies of the Background check are consistent with the Board of Registered Nursing Policy number EDP-1-33. See Appendix G.

If you have been convicted of a misdemeanor, felony, or an infraction involving drugs or alcohol, it is possible you will be denied placement in one or more hospitals that are used for clinical experience. In addition, the Board of Registered Nursing (BRN) may not grant you a license.

Chabot College is required to secure background checks on all students entering clinical sites. We will review the following with each student.

1. Social Security Number Trace
2. Felony/Misdemeanor Criminal Conviction Search
3. Combined Office of Inspector General (OIG/Government Services Administration (GSA)) search

In the event that the Background Check reveals some issue, the student will need to demonstrate to the satisfaction of the BRN that the behavior that resulted in the conviction has been remediated. The student is encouraged to contact the BRN or review the California Nurse Practice Act – Section 480 at www.RN.CA.gov for further instructions. Please note that expunged records are discoverable by the board. The Board has added an informational webinar on its website that provides beneficial information for applicants with a history of criminal conviction or discipline against another professional license. <https://www.rn.ca.gov/applicant-enforcement.shtml>

Who will perform the search?

The background check will be performed by:

CastleBranch© www.castlebranch.com

1845 Sir Tyler Drive, Wilmington, NC 28405

Student Services 888-723-4263 ext. 7196

Who will pay for the process?

The prospective student is responsible for payment of the background check and drug screen. All students must have a social security number.

Where and by whom will the results be maintained and protected (student confidentiality)?

The student records are maintained in a confidential file with the Program Director.

What criteria will be used to exclude a student from a particular clinical placement?

If the background check reveals a misdemeanor felony, or infraction involving drugs or alcohol, the Nursing Program Director will contact each clinical site's Human Resources department and inquire if this student with the identified background would be allowed to complete their clinical experience in their facility. If any clinical site refuses a student due to this background the student may not enroll in the Chabot Nursing Program.

Should the Nursing Program office become aware of a misdemeanor, felony or infraction which occurred prior to or during the student's enrollment in the Nursing Program, the student may be dismissed from the program. An evaluation of the incident will determine if the student may continue in the program. If a student fails to report such an incident and it is discovered, the student will not be allowed to progress in the Nursing Program.

Drug Screen Policy

Students are required to have a 'clean' drug screen prior to program admittance. Students are held to the same standard as candidates for employment at health care facilities in regards to drug screens and background checks. Positive results of any non-prescriptive drug may result in non-admission into the program. Hospital administration will deny student placement if the urine drug screen is positive for marijuana. In the event that a student does not pass a drug screen, the student may not be admitted to the Nursing Program.

Drug testing will be performed using a 10 panel, urine-based test performed at Substance Abuse and Mental Health Services Association (SAMHSA) certified laboratories. An adulteration test will be performed as well. All drug tests will be sent to a medical review officer (MRO). Every individual that has a non-negative or dilute laboratory result will have an opportunity to speak with an MRO before a report is made to the client (Chabot College). In the event of a dilute lab test, the student will be allowed one more opportunity to repeat this test at their expense. Should the second specimen be dilute the student will be denied admission into the Nursing Program.

Physical Examination and Immunization Records

The Nursing Program has established partnerships with Bay Area hospitals and clinics to provide our students with in-person clinical experience. All students must meet the hospital immunization documentation requirements. Students who have been selected for the Nursing Program must submit documentation of the physical exam and all immunizations/titers by the posted date. Failure to submit documentation to the program office or/before the deadline, will result in the student being ineligible for admission/progression in the Nursing Program. See Appendix F for the Policy on Physical Examination and Immunization Records.

CDC Healthcare Provider requirements <https://www.cdc.gov/vaccinies/hcp/index.html>

Special Health Problems or Changes in Current Health Conditions

Faculty and/or Nursing Program Director must be notified of any change in your health condition(s) necessitating clinical and/or classroom absence. Failure to report any change in a health condition(s) affecting student performance may result in dismissal from the program. Each situation will be evaluated on an individual basis by the Nursing Program Faculty.

Pregnancy:

Student must meet the following requirements:

1. The Nursing Program director and clinical instructor must be notified immediately.
2. The attending physician **must attest in writing** to the student's physical capacity to continue in the program sequence **with no limitations** at the time in pregnancy is verified and monthly throughout the pregnancy. The student **must** be able to meet the objectives (clinical and theory) in the same manner as the non-pregnant student. It is the responsibility of the student to notify the program office if there is any change in their ability to perform the full responsibility of the nurse at the bedside.
3. Students are not allowed to be in the clinical area under a modified or restricted duty status during the pregnancy.
4. After delivery, her physician must attest in writing that the student's physical capacity allows her to continue **with no limitations** in the program sequence. The student must be able to meet the objectives (clinical and theory) in the same manner as the student who has not recently delivered a baby.

5. The student may decide to withdraw from the nursing program because of pregnancy and may withdraw 'under good standing' if she has completed the first semester, if she is passing her classes at the time of withdrawal. The student must return to the program in the same program sequence within two years of leaving the program through the Advanced Standing readmission process.

Illness while in the Nursing Program

Some illnesses are more incapacitating than others in meeting clinical obligations. If the student wishes to continue in the Nursing Program despite his/her personal condition, the student must meet the following requirements:

1. As soon as possible after the medical illness has been diagnosed, the attending physician must attest in writing to the student's physical ability to continue in the program sequence. The student must be able to meet the objectives (clinical and theory) in the same manner as the student who does not have the medical illness.
2. Students are not allowed to be in the clinical area under a modified or restricted duty status.
3. If the student chooses to withdraw (or must withdraw) from the Nursing Program to have the condition treated h/she must notify the Program Director in writing. If the student withdraws and is currently passing with 73% in all classes h/she will be readmitted as a student in 'good standing' (See Advance Standing Ranking). Student must return to the program within two years for leaving the program.
4. Students who are taking physician prescribed medication which have the potential for impaired behavior may not be in the clinical area (including the Skills Laboratory).
5. Students may not be in the clinical area if they are under the influence of any medication or drug which may affect their cognitive or manipulative skills.

The student, upon recovering sufficiently from the illness, may seek to apply for readmission to the Nursing Program following the guidelines for readmission. The attending physician must attest in writing that the student's physical capacity will allow him or her to meet the objective (clinical and theory) **with no limitations** in the same manner as the student who has not required treatment for a medical illness.

Impairment by Alcoholism and/or Drug Abuse

The Chabot College Nursing Program follows the policy of the BRN located at <http://www.RN.CA.gov> under "Enforcement" tab. It is the responsibility of the student to voluntarily seek diagnosis and treatment for any suspected impairment. The Counseling Department of the college, as well as the Nursing Program, will offer assistance by referral to appropriate sources. As with all matters involving student, the right to privacy is observed. The following procedures will be followed:

1. The student will be removed from the classroom or clinical facility (considered to be an extension of the college campus) upon identification of behaviors suggesting impairment.
2. The situation will be discussed by the faculty, program director and dean. A plan of action will be recommended to the student.
3. If the faculty decides to dismiss the student, the following will be observed:
 - a. Student who has been referred to any type of diversion program will need to have repeat drug screen and background check before re-entering the Nursing Program.
 - b. The student should follow the guidelines for readmission to the Nursing Program. If the student withdraws from the program and is currently passing with a 73% in all classes h/she will be readmitted as a student in 'good standing' (See Advanced Standing Ranking).
 - c. In addition, the student will:

- i. Provide satisfactory evidence of having participated in and successfully completed the plan of action.
 - ii. Be subject to random urine drug screen analysis at the student expense.
4. Should the student fail to adhere to any one or more of the conditions of the individualized rehabilitation program/plan, the student's admission and/or progression in the Nursing Program will be forfeited.
5. It is the responsibility of the student, not the faculty, to take steps to resolve the impairment.

Emotional Health

The signs and symptoms of emotional distress may affect one's clinical or academic performance. It may also adversely affect patient safety. These may include, but are limited to the following:

- Extreme anxiety resulting in the inability to focus, concentrate or perform clinically or academically,
- agitation, hyperactivity, severe apprehension,
- multiple somatic complaints that impair the student's functioning,
- excessive fatigue,
- errors in judgement due to anxiety or indecisiveness,
- extreme sadness, tearfulness, unresolved grief,
- self-destructive behaviors,
- pessimism, feelings of hopelessness and helplessness, or loss of interest or motivations,
- attention seeking or overly-dependent behaviors,
- manipulative behaviors,
- angry, aggressive behaviors or verbalizations,
- failure to participate in activities required to meet objectives (clinical or theory).

Faculty responding to a student(s) displaying behaviors consistent with emotional distress or illness will follow Chabot College Faculty Handbook. Measures that may be taken by faculty may include referral to the Chabot College Health Center, Counseling Service and/or notification of Campus Safety.

If patient and/or student safety is compromised, the Nursing Faculty has the responsibility and the authority to take immediate action, which may include:

- removing the student from the setting,
- requiring the student to find alternative transportation from the facility,
- writing up a formal referral to other departments or agencies, a copy will be given to the student and one placed in the student file,
- referring the student to the Nursing Program Director or Assistant Director, and
- referring the student to the Vice-President of Student Services,
- the faculty will document the incident in the student's file.

The Board of Registered Nursing emphasizes "the importance of seeking voluntary aid for conditions that could, if left unattended, lead to disciplinary action and may prevent the student from being licensed to practice nursing in the State of California." Therefore, the student is expected to furnish evidence of counseling or treatment in a recognized treatment modality and that h/she will be able to function safely and effectively in a classroom/clinical setting.

Basic Life Support (BLS – Healthcare Provider)

All students, prior to entry to the Nursing Program, must obtain certification in cardiopulmonary resuscitation (BLS/CPR) for the Healthcare Provider. The American Heart Association is the only acceptable provider. Your

certification must be current through an entire semester, preferable through the two-year program. If it does expire mid-semester, it must be renewed prior to the beginning of the semester.

It is the student's responsibility to maintain this certification for the duration of time h/she is enrolled in the Nursing Program. Students should be prepared to show a valid BLS certification request of the faculty member or representative of the clinical agency.

Students not meeting the above requirement will not be allowed in the clinical area.

Uniform Requirements

Students will be required to look neat, professional, and wear designated uniforms in all clinical classroom, skills and simulation lab at all times. When students are in the clinical setting, or on campus in their uniforms, they are reminded that they represent the Chabot College Nursing Program. Information on cost and availability is given at the time of acceptance into the program.

Appropriate Dress

1. **Photo identification** (Chabot College) is required to be worn at all times while in the hospital or clinic. Any hospital identification must be worn in accordance with the hospital policy. Student will not be allowed in the hospital without required hospital ID and equipment. Instructor will ask you to leave and return is time permits. Missed clinical time must be made up. All hospital parking permits, or identification cards must be returned to the instructor or hospital at the conclusion of the clinical rotation.
2. **White Uniform:** Student should purchase enough uniforms to assure h/she are able to report to the clinical area in a clean uniform each day. The uniform must not be too tight or small for wearer.
 - a. Uniforms must be clean, neat, pressed, in good repair, and appropriate in size.
 - b. Appropriate undergarments must be worn and should be skin color or white without a pattern. Undergarments should be discreet and not visible through the uniform. Cleavage must not be visible.
 - c. A Chabot College Nursing patch must be sewn to the left shoulder on the white uniform and lab coat. This patch is available in the Chabot College Bookstore. Nursing program acceptance letter must be shown to authorize purchase.
 - d. Shoes must be solid white and are to be kept clean. Heels and toes must be enclosed. No sandal, high heels or clogs are to be worn in clinical, the skills lab or simulation lab.
 - e. Socks may be white or neutral in color.
3. **Solid Colored Scrubs:** Each class will be assigned a specific color scrub selected by the faculty to be worn during lecture, skills lab and simulation lab. The student may wear athletic shoes with this uniform.
4. **Hospital:** When reviewing their clinical client assignment, the student will wear a short length white lab coat, with left shoulder nursing patch, and photo ID over the Chabot College Nursing polo shirt and khaki pants.
5. **Outside clinics or events:** Students are required to wear khaki or black pants with a Chabot College polo shirt during the mental health rotations, while participating in outside clinics or events representing the program or college.
6. **Hygiene and patient safety:** The following list is expected standards but not comprehensive.
 - a. Nails must be kept clean and short. No nail polish, nail decoration or artificial nails are permitted.
 - b. Hair must be confined and off the shoulder. No extreme hairstyles or colors are permitted.
 - c. Hygienic practices must be used that prevent body odor and bad breath.
 - d. No perfumes or colognes are to be worn. This is also as college policy.
 - e. Excessive makeup is not permitted.

- f. Facial hair must be closely trimmed and the student must pass the N95 fit test. Once a student is fitted for the N95 mask, facial hair must remain consistent throughout the program.
7. **Jewelry:**
 - a. Earrings must be simple: one post type only in the earlobe, no hoops or dangling earrings. Gauged earlobes must be plugged and approved by the faculty.
 - b. No other visible body piercing is permitted; this includes nose, lip, eyebrow or tongue rings.
8. **Gum/Tobacco:** No chewing gum, vaping or tobacco, is permitted during clinical hours or within the skills lab. If you are a smoker, you must not come to class or clinical with the smell of smoke on your uniform.
9. **Tattoos:** No visible tattoos are permitted. You will need to wear plain white T-shirt to cover the tattoos in clinical.

Health and Auto Insurance

Health Insurance is not provided for the students by the college. It is strongly urged that health insurance coverage be obtained by you while you are in the program. All students registered at Chabot College have access to the Student Health Center. The Chabot Health Center can provide a number of services both physical and mental health at low to no cost to students. They can also help you connect with Covered California for basic health insurance coverage. Please check their website for information. <http://www.chabotcollege.edu/student-services/health-center/index.php>

California law requires current automobile insurance. Student must have reliable transportation during the program to reach clinical sites during day and evening hours.

Malpractice/Liability Insurance

The Chabot-Las Positas Community College District provides malpractice liability insurance for all students at no cost to the student. All students must be registered in the Nursing Program.

Benchmark Testing

Students entering the Chabot College Nursing Program will be required to take standardized and normed on-line testing examinations on a periodic basis. A fee will be assessed of each student upon admission to the Nursing Program and all subsequent semesters in which the students is enrolled. The testing is packaged and the cost is approximately \$600+. The semester payments are required.

The goal of these examinations are to:

- enhance learning,
- assist in reducing attritions
- develop/increase critical thinking skills,
- provide opportunities for remediation,
- assist in early referral for tutorial or other college learning assistance services,
- increase program first-time pass rates for the NCLEX-RN licensing examination.

Students are reminded to review their courses syllabi for dates on which the proctored examinations will be given.

E-Books and non-proctored practice tests are available to all program students. At the end of each semester, a proctored on-line test will be administered covering the content taught in the courses. Results of the proctored

examinations will be available to the student immediately following the exam. The student will be able to identify the areas of strengths and weaknesses in h/her knowledge base and remediation will be required for all students. This remediation must be completed within two weeks of testing.

Benchmark Testing Procedure Accommodations

Students who have been evaluated by the Disabled Student Program and Services Center (DSPS) must request to test via paper and pencil at least 14 days prior to the scheduled test. The student is responsible for making arrangements for testing with accommodations. Please see DSPS webpage for instructions.

<http://www.chabotcollege.edu/dsps/>

Policies

Policy for Education Rights and Privacy Act

The Chabot College policy on “The Family Educational Rights and Privacy Act” (FERPA) will be upheld by the Nursing Program at all times. This policy can be found on the Chabot College Admission and Records website.

<http://www.chabotcollege.edu/admissions/ferpa.php>

Policy for Electronic Devices

Cell phones: Cell phone must be off during class and clinical unless cleared with your instructor.

Laptops or tablets: Electronic devices are not allowed in the clinical area. Students may not, under any circumstances, copy patients’ files in print or electronically via USB drives. This is a HIPAA violation and will result in dismissal from the Nursing Program.

Policy for Textbooks

A list of required textbook list is in Appendix P. The Chabot College Bookstore has individual course requirements on their website.

Policy for Student Injury during Clinical Experience or Skills Lab

Chabot College Policy: In accordance with the requirements of California state law, all employees of the District are covered under Worker's Compensation Insurance. The word "employee" is extended to include students in the clinical or skills lab area. Any injury, no matter how slight, should be reported. A claim records will be established if physical disability or the need for medical attention arise at a later date.

All students are to be advised by their instructor in the clinical areas of the need to be informed immediately if any injury (fall, needle puncture, back strain, etc.) occurs in the course of the delivery of care. When the student reports the injury, h/she may seek care at the hospital or agency Emergency Room, or occupational health department (if services are available) or approved Chabot-Las Positas District Office Worker's Compensation treatment sites. See District Human Resources Benefits/Worker's for approved locations. Private or personal physician treatment may not be covered.

There is documentation which must be completed by the student and instructor within 24 hours of incident. The instructor is responsible for obtaining the forms. The student will receive a copy of the "Employer's Report". Both forms will be taken by the instructor and

forwarded to the Nursing Program office for submission to the District.

Policy for Occupational Injuries or Exposures

Healthcare workers are at risk for occupational exposure to blood-borne pathogens through direct inoculation with blood or body fluids. At the time of your medical consultation, you will be advised whether post-exposure prophylaxis is indicated based on U.S. Public Health guidelines. Such prophylaxis, if deemed necessary. Needs to be initiated within 24 hours of the exposure. Clearance for the healthcare provider with no limitations will be required.

For maximum protection, students must be careful to follow CDC "Standard Precautions".

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

Exposures

1. The following exposures should be treated as potentially infectious for blood-borne pathogens:
 - a. Contaminated needle sticks,
 - b. Puncture wounds from a contaminated sharp instrument,
 - c. Contamination of any obviously open wound, non-intact skin or mucous membrane (eye, nose or mouth) by blood, or a mixture of blood and bodily fluids.
2. Exposure to a patient's blood or saliva on the unbroken skin is not considered significant. Thoroughly wash the contaminated area with soap and water.
3. If exposure is to non-intact skin or mucous membrane of eye, nose or mouth, wash area with copious amounts of water and proceed with steps outlined in [Injuries](#) below.
4. Puncture wounds from contaminated needle sticks or sharps:
 - a. Do not make a judgement concerning the seriousness of the injury yourself. Instead, immediately administer first aid treatment by:
 - i. Squeeze (bleeding) the wound,
 - ii. Cleansing the wound by running under tap water,
 - iii. Washing thoroughly with soap and water and/or disinfecting with betadine solution or chlorhexidine,
 - iv. Stop bleeding by applying pressure to the affected area,

- v. Apply antiseptic and bandage as needed.
5. Report the injury to the supervising instructor, who will assist you in reporting the exposure and obtaining emergency care.
6. Treatment must be sought within one hour of exposure.
7. Complete all required facility paperwork.

Injuries

1. Report the injury immediately to the instructor. They will assist you in obtaining emergency medical care or care at occupational health, complete the required forms and notify the program office and District Human Resources.
2. The student is responsible for all follow-up care as recommended by the Healthcare Practitioners as deemed necessary.

Policy for Sexual Harassment

The Chabot College policy relating to sexual harassment will be upheld by the Nursing Program at all times. The policy and standard are in the Chabot College Catalog, as well as on the Board of Trustees webpage. See District Board Website for Board Policies Chapter 3 General Institution. <http://districtazure.clpccd.org/policies/index.php>



Section 3

Program Standards And Student Due Process

Program Standards for Academic and Clinical

Program Progression and Grading

The two-year Chabot College Nursing Program sequence is rigorous. It is expected that students will prioritize course and clinical work. Failure to be able to keep this commitment may severely compromise progress in the program and may result in non-progression. Progress from one course to another in the entire Nursing Program is contingent upon satisfactory completion of each course in the nursing major, both theory and clinical.

Academic (Theory) Standards

Students must complete each course in the nursing major with a “C” (satisfactory) or better in the sequence for which the student has been programmed. The California Board of Registered Nursing (BRN) rules and regulations does not recognize a letter of grade of “D” as satisfactory evidence of completion for eligibility to take the NCLEX-RN exam. Most courses in the Nursing Program are presented in a special sequence, and the knowledge and skills therefore cumulative.

Grading Standards (Theory and Clinical)

A= 90.0 – 100%

B= 80.0 – 89.9%

C= 73.0 – 79.9%

A performance level of “C” or better must be earned in all courses in the nursing major. In those courses with a theory AND clinical component, the student MUST receive a passing score (73.0%) in the theory and pass the clinical objectives at a satisfactory level regardless of whether or not the two scores are combined for a composite grade. In case of the courses in which a “Pass/No Pass” is the awarded, the student MUST receive a “Pass” in order to progress. The minimum standard for “Pass” is 73.0%. Please note that grades are not rounded up.

Process for Review of Academic Standards

In the event that the student is not successful in passing of any class with 73.0% the student will be unable to progress in the Nursing Program. If the student wishes to appeal this process, h/she may avail h/herself of the academic review *Student Conduct and Due Process* policy in the Chabot College Catalog (must current edition). Please consult with the Division Dean and/or Vice President of Academic Services.

Coaching

At Chabot College two of the nursing faculty have been trained as Life Coaches. As nurse coach leaders we embody and practice aspects of self-development, including self-reflection, self-assessment, self-evaluation, and self-care. We believe this is every nurse's primary commitment to self. The meeting is confidential but if an action plan is developed it will be filed in the student file.

As nurse coach leaders we assist nursing students to achieve academic success and self-development by increase self-confidence, finding balance between school and personal life creating action plans to become a safe-competent RN. See Policy for Student Coaching in Appendix O.

Any student may participate in a coaching session is welcome. Any student not passing any skills or test(s) will be required to schedule and attend a coaching session with one of the qualified instructors. Students will contact the program office to schedule their session within three (3) days of failing the skills or theory test.

Clinical Experience Standards

Students receive clinical experience in a variety of healthcare settings. The hours and days of attendance in clinical may vary depending upon the particular course. Students may be assigned to day, evening, night or weekend experience throughout the Nursing Program. You will be notified in advance of any time/day changes.

During preceptorship (NURS 60C) students will be required to work any days/ shifts that the preceptor is scheduled during the six (6) week course in the final semester of the program.

Students should expect to spend the evening before the clinical experience preparing for client care. Students are not to be in the clinical areas unless preparing for client experience or for actual client care. Students may not have any contact with patients unless the instructor is present in the clinical facility.

You are reminded that as a Chabot nursing student you are representative of the College when in clinical facilities. Expected behaviors include: cooperation with hospital staff, courteous communication, respect for institutional policies, and proper attire.

HIPAA Confidential Information

All information which come from a patient conversation, health team member conversation or the client's chart is considered confidential (HIPAA). Students may not access any client charts that they are not assigned. Information which is discussed in post-conference is also considered to be confidential and should not be discussed outside the confines of that group. It is unethical to photograph (cellphone or tablet), print, email or photocopy any information from a client's record. No paperwork with identifying client/hospital information (i.e. client name, room number, or physician name) can be removed from the hospital. All worksheets/client notes /sample documentation must be shredded prior to leaving the facility.

Clinical Performance

The clinical categories of **safety** and **professional** behavior are critical behaviors. They are required from the very first day in the clinical setting. In the event deficits in these areas are noted a *Statement of Due Process* will be issued to the student. Each student must be able to demonstrate satisfactory competence in all clinical skills.

Should a student be unsuccessful in the clinical area, the student will be unable to progress in the Nursing Program. Unsatisfactory clinical performance will override the theory grade.

Failure in the clinical area will result in failure or non-passing grade in the course. Failure to complete a Nursing course with a "C" or better or receipt of as "W", constitutes non progression in the program. If this occurs after completion of the first semester, the student will have one opportunity to re-apply to the Nursing Program as an Advanced Standing student on a space-available basis, unless behavior demonstrated by the student has been deemed egregious by a faculty decision.

The student who is passing in the clinical area demonstrates the following characteristics: (This is not an exhaustive list.)

1. demonstrates consistency in accomplishment of the clinical objectives identified in the course;
2. shows evidence of in-depth theoretical preparation and ability to integrate and apply this content to patient care in the practice area;
3. actively seeks out new experiences in the practice area;
4. demonstrates improvement in behavior change in the practice area as a result of instructor suggestions/recommendations;
5. consistently provides a safe environment for self and patient;
6. demonstrates continued improvement and growth in the organization and prioritization of care;
7. functions in a professional manner at all times;
8. safely, and competently performs all clinical skills and assessments;
9. communicates effectively with clients, staff, and peer;
10. performs all required tasks in an efficient and timely manner;
11. appropriately seeks instructor guidance.

Some examples of behaviors noted in the non-passing student in the Nursing Program and/or clinical are, include, but not limited to:

1. inability to explain the client diagnosis, plan of care, labs or medications to the instructor or other members of the healthcare team;
2. inability to integrate information and skills from previous courses into the current course;
3. may be able to demonstrate the ability to accomplish most of the objective that the passing student can, but lacks depth and/or does not consider as many variables in the practice (clinical) area;
4. may show improvement in practice clinical skills, but is inconsistent;
5. requires repeated assistance to accomplish the same practice (clinical) objectives;
6. demonstrates actions that appear highly questionable and unrelated to theoretical knowledge;
7. continues to need instructor supervision and help to accomplish safe care in the practice (clinical) area;
8. does not meet standards of safe practice in client care;
9. violation of patient confidentiality (i.e. photocopies, screenshots, downloads, etc.) or any misuse of information from patient records (HIPAA);
10. violation of ethical standards;
11. unprofessional/discourteous behavior toward students, staff, instructors or clients;
12. dishonesty in any aspect of the Nursing Program;
13. a pattern of tardiness and/or absences from classes/clinical;
14. receiving multiple "yellow cards" or recommendation for additional skills practice;
15. any breach of *Standards of Competence Performance* as outlined by the BRN (See Appendix J)

Attendance and Punctuality

The Nursing Program has rigorous attendance standards, in accordance with the BRN regulations that often exceed college standards. Attendance at all clinical, lecture and skills lab is mandatory. Absence must be reported to the instructor before the absence occurs.

According to the *Chabot College Catalog*, a student absents may not exceed a total of four consecutive or six cumulative instructional hours and/or two consecutive weeks of instruction may be dropped from that class by the instructor. This action constitutes an official termination of class enrollment, and failure to progress in the Nursing Program.

Excessive absences may result in non-progression in the program. All clinical hours are mandated by the BRN, and may be used to assess overall student performance. Students who have excessive absences, regardless of the reason, will receive a *Statement of Due Process* for clinical absences, and may be in jeopardy of failing the course.

Punctuality at all theory and clinical classes is mandatory. Punctuality is also expected in the submission of all course work, both theory and clinical assignments. Failure to meet the standards of punctuality and attendance shall be considered in the evaluation and grading of student performance. Excessive absences or tardiness may result in non-progression in the program.

Standards of Punctuality and Attendance will override College policy. It is the instructor's prerogative to disallow admission into the classroom once course instruction has begun. Entering the classroom late is disruptive to the learning process, and is considered to be unprofessional behavior, subject to discipline.

Hour of Instruction

One hour of lecture (theory) class time is defined as 50 minutes of instruction. Two hour classes (100 minutes) will also include a 10 minute of break time.

Clinical Attendance

Unexcused absences are not permitted. Students may not miss more than five (5) clinical days over the course of the entire program, irrespective of the reason. Any missed clinical time must be made up. This may include a written research paper or completion of additional simulation time. Check the course syllabus for specific course requirements. Arriving more than 30 minutes late for clinical will be counted as an absence. Extenuating circumstances will be reviewed by the faculty.

Students who are ill are expected to seek appropriate medical care. Absence due to illness or for any other reason requires notification to the instructor and when appropriate, the clinical agency at least one hour prior to scheduled class or clinical assignment.

- If instructor is not available, student should contact the program office (510) 723-6896. Absences lasting more than one day require daily instructor notification unless other arrangements have been made.
- It is the responsibility of the student to make arrangements with the instructor for return to clinical assignment and for make-up assignment(s). The instructor may request written medical approval and/or verification before student returns to the clinical area.

Bereavement

The Chabot College Nursing Program recognizes and is empathic with the impact that loss of a family member has on the nursing student. Often these factors influence the student's meeting theory and clinical requirements. It is the nursing student's responsibility to inform h/her instructor or instructors of the circumstances or impending

circumstances in a timely manner. A maximum of two clinical days is allowed. The instructor and student will then develop a mutually agreed upon plan to assist the student in meeting course (theory and clinical) objectives.

Behavior Standards

The Chabot College Catalog states that students are subject to disciplinary action for any of the following reasons, including but not limited to: **incivility** to fellow students and/or faculty and staff; **dishonesty**, such as cheating, plagiarism, or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identification, physical abuse or threat of physical abuse of any person on college owned or controlled property or at college sponsored or supervised functions, or conduct which threatens or endangers the health or safety of such person; **theft** of or damage to, or threat of damage to property of the college or a member of the college community or campus visitor. Students that violate these standards are subject to disciplinary action including program probation and/or dismissal from the program.

The Nursing Program place great importance on these behavioral standards. High moral and ethical standards are required of those in the healthcare professions. Nursing students who violate the Chabot College Policy will be subject to the sanctions as outlined in the current edition of the college catalog.

Code of Ethics for Nursing Students

The following *Code of Academic and Clinical Conduct* was proposed and adopted by the National Student Nurses Association, Inc.

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments.

The *Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student and is an agreement to uphold the trust with which society has placed us. The statements of the *Code* provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

Code of Academic and Clinical Conduct

The ethical principles include the student's responsibility to:

- ❖ Advocate for the rights of clients;
- ❖ Maintain client confidentiality;
- ❖ Take appropriate action to ensure the safety of clients, self, and others;
- ❖ Provide care for the client in a timely, compassionate and professional manner;
- ❖ Communicate client care in a truthful, timely and accurate manner;
- ❖ Actively promote the highest level of moral and ethical principles;
- ❖ Promote excellence in nursing by encouraging lifelong learning;
- ❖ Treat others with respect and promote an environment that respects human responsibility for our actions, professional development, rights, values and choice of cultural and spiritual beliefs.

Progression and Promotion

As previously noted, progress from one course to another during the entire program is contingent upon satisfactory completion of each course in the nursing major, both in clinical practice and theory, independently. Satisfactory completion is attained by receiving a "C" (73.0%) or higher in both areas.

Students admitted into the Chabot College Program assume both the right and responsibility to learn in accordance with the standards set for the program.

Each of the following is an example of a deviation from the acceptable standards of the program and may constitute grounds for disciplinary procedure and/or non-progression. The stated deviations from accepted standards are based on recommendations from the Board of Registered Nursing (BRN). However, this is not an exhaustive list:

1. misrepresentation in security appointment to the Nursing Program;
2. failure to meet clinical course objectives;
3. unsatisfactory academic performance (score below 73.0%);
4. impairment for alcoholism, drug abuse, and/or emotional illness;
5. excessive and and/or unexcused absences from class or clinical assignment;
6. unexcused lateness to class or submission of assignments;
7. discourteous/unprofessional treatment of the general public patients/clients, agency staff, instructor or fellow students;
8. academic/clinical dishonesty;
9. inability to demonstrate safe patient care at the course level required;
10. inability to remediate identified deficits in a timely fashion;
11. sexual harassment;
12. violation of *Social Networking Policy* (See Appendix A);
13. disruption of the learning environment or;
14. failure to adhere to clinical agencies' policies and procedures.

Progression of Students to Second, Thirds, and Fourth Semesters in the Nursing Curriculum.

1. The faculty places the students into equally distributed clinical groups. The decision for placement will be based on: (a) characteristics of the students; (b) facility requirements; (c) student needs.
2. During Spring Semester of the second year, students in the NURS 60C Adult Health III course will be placed with a nursing preceptor who has been selected by the instructor. Under no circumstances will the student arrange for h/her own preceptor. Except in unusual circumstances, each student will remain with h/her fourth semester NURS 60B Adult Health II clinical instructor in the same facility h/she was assign for that course. Any changes will be reviewed and approved by the NURS 60B/C Adult Health II & III faculty in the fourth semester.
3. Students should note the following:
 - a. The final decision of assignments rests with the nursing faculty;
 - b. There is no guarantee that a student will receive h/her choice of placement in a particular facility;
 - c. The times of clinical assignment and/or the place of clinical assignment may change with short notice, according to program and clinical needs;

- d. Students may be assigned to work any shift (days, evenings, or nights) during their preceptorships (NURS 60C) as well as weekends. Student should not work Mondays, set aside for seminar and lecture;
- e. Students will need to work with their preceptors on all assigned days. See Preceptor Guidelines for weekly maximum hours. Preceptorship must take precedence over your personal work schedules.

Statement of Due Process

Students are advised that the *Chabot College Catalog* articulates appropriate student conduct and student grievance procedures. A sample of the *Statement of Due Process* notification form is contained in Appendix C. Notifications may be issued for clinical and/or academic (theory) performance.

The following policies and procedures related to due process apply:

- Depending on the infraction, the student may be dismissed with the first *Statement of Due Process*.
- Multiple *Statements of Due Process* throughout the program may be grounds for dismissal, regardless of the reason for the notice.
- If the student submits a rebuttal, it will be attached to the notification, but does not negate the notification.
- Any *Statement of Due Process* notification remains in effect in the student's file for the duration of the student's enrollment in the program.

Definitions of Due Process

The *Statement of Due Process* form is categorized according to the following:

1. Academic Concern:

Students will receive a *Letter of Understanding* for academic performance below 73.0%.

2. Safety Issues in Clinical or Skills Lab:

Unsafe behavior mandates that a *Statement of Due Process* will be issued. "Unsafe patient care", for the purpose of this statement, is broadly defined. It can include such unsafe practices as leaving a side-rail down, medication errors, and any student behavior which potentially jeopardizes the safety and well-being of patients. However, an incident of unsafe behavior, if egregious may be ground for immediate dismissal from the program.

3. Professional Conduct:

A *Statement of Due Process* may be issued for violation of standards of professional conduct or other identified behavior standards. Violations included but not limited to: dishonesty; furnishing false information, incivility, violation of Nursing Social Media Policy, misuse of equipment in the skills lab, tardiness

4. Skill Performance:

Failure to pass a check-off demonstration after the second (2nd) attempt the student will receive a *Letter of Understanding*, notifying the student that in the event the student is unsuccessful on passing the skill after the third (3rd) attempt, the student will be dismissed from the program. An exception to this policy is the *Medication Administration Check-off* which allows only two (2) attempts.

5. Program Probation:

A student is placed on program probation for a variety of circumstances. These circumstances include, but are not limited to:

- An accumulation of *Statements of Due Process*, even if the student has remediated the deficits;

- A second deficit behavior of any kind in clinical performance that would jeopardize safety, even if the behavior is not identical to the first *Statement of Due Process* incident.
- A single deficit behavior in ethical/professional standards or one that is issued for serious deficit in clinical performance;
- Serious deficit may be defined as cheating, plagiarism, incivility, or any other unprofessional/ unethical conduct or behavior.

Other issues related to program probation are:

- The student will remain on probation for the duration of the Nursing Program.
- If there is any further deficit behavior meriting an additional *Statement of Due Process*, the student is subject to dismissal from the Nursing Program based on faculty review and recommendation.

Procedure for Due Process Notification

At the time that any deficiencies in either theory or clinical are identified, the student will be given h/her *Statement of Due Process* notice. The deficiency (ies) will be noted in writing, as well as the expected standard, a recommendation for correction, together with a plan and timetable for improvement. The *Statement of Due Process* constitutes a contract for continuation in the program and requires remediation of the deficiencies within the specified time. Failure to maintain the corrected standard in future nursing course work (theory and/or clinical) may constitute grounds for placement on program probation and/or dismissal. A student will receive a *Statement of Due Process* for behaviors such as, but not limited to:

- not identifying the client prior to initiating any care;
- medication administration errors or near misses;
- unsafe clinical practice;
- failure to follow instructions given by instructors;
- tardiness in the theory or clinical area;
- excessive absences in theory or clinical area;
- unprofessional conduct at any time while a nursing student;
- lack of preparation for clinical and inability to present plan of care/description of client diagnosis and requirements for care;
- inability to provide organized care with medications and treatments administered in a timely manner;
- violation of the Nursing Program *Social Media Policy*;
- violation of any college or hospital/facility policy;
- inability to perform all skills in the clinical area safely and competently.

The instructor will meet with the student to provide *Statement of Due Process*. Another instructor may be present at this meeting as well. The *Statement of Due Process* will be explained to the student. The student will be asked to sign the form. In event that the student elects not to sign the form, the *Statement of Due Process* will still be placed in the student's file. The student will be given the opportunity to submit a rebuttal may be submitted to the instructor or the program director with 48 hours or receipt of SDP. This will not remove the SDP but the rebuttal will be reviewed by the director and attached to the *Statement of Due Process*.

Ground for Dismissal

The faculty, in compliance with the appropriate college officials, reserves the right to immediately dismiss a student. The Nursing Program includes, but does not limit, such deficit behaviors to the following:

1. Impairment due to drug or alcohol abuse;
2. Inappropriate physical contact with clients, hospital staff or nursing faculty;
3. Verbally abusing or inappropriate physical contact with clients, peers, hospital staff or nursing faculty;
4. Ethical/professional violation;
5. Any other egregious infraction.

Under these circumstances, the student will be given notice of the deficiency and will have the opportunity to meet with the Program Director and college administrators.

Academic Honesty

Honesty and integrity are expected and required of all students. Academic misconduct is considered to be a violation in the program, classroom or clinical setting that is untrustworthy fraudulent, or lacks integrity. Examples of this misconduct includes (but is not limited to):

- cheating on examinations,
- letting others copy from one's own examinations or written papers,
- submitting written work by another and passing it off as one's own work,
- copying from any electronic or other written source without citing the source and passing it one's own work;
- handing in the same assignment from two different courses,
- taking credit for someone else's work on assignments,
- falsifying clinical documentation or documenting care or procedures that were not actually performed
- attempting to deceive another relating to patient data,
- violating HIPAA principles, and/or
- failing to report errors made in the course of delivery of patient care.

Students are referred to the following documents for information on academic dishonesty.

1. Course syllabus;
2. *Chabot College Catalog; Student Conduct and Due Process Policy*. A copy of the catalog may be obtained on www.chabotcollege.edu, or in the college bookstore. Subsequent sanctions are described in this section.

Nursing Program Testing Policy

Actions may be instituted for the purpose of discouraging cheating; violation of this policy may result in dismissal from the program.

1. No cell phone or other electronic devices, including but not limited to, watches, or any other device that the instructor feels may compromise the test integrity; discovery of such devices will result in a zero on the exam.
2. All backpacks are to be stored at the front of the testing room.
3. No hats are allowed.
4. Only non-substantive questions will be answered during the exam. Only information relating to the administration of the exam and not the content of the test items will be provided. For example: word definitions will not be given.
5. Students are required to remain in the room during CANVAS / Kaplan testing until dismissed by the instructor.

6. Faculty may choose to re-seat students during testing procedures.
7. Computerized testing may be used throughout the program. Opening of any outside window or other URL is strictly prohibited. If it is determined the student has overridden the testing environment in any way, it will be considered cheating.
8. Calculators will be provided if use is approved by the course instructor during testing.
9. Other appropriate methods or actions to discourage cheating as seem necessary by the individual instructor (s). See course syllabus for additional parameters.
10. Only other appropriate methods deemed necessary by individual instructors may be utilized.
11. Students may not leave the testing room for any reason.
12. Test reviews are the prerogative of the individual instructor and may or may not be offered in each course. Students are reminded that tests are used to evaluate performance and are not to be used as instructional devices or learning materials.
13. Exams may be taken at home, visual inspections by the exam proctor of testing location will occur.

Skills Lab Procedures and Policies

Skills lab is located in Building 3100, Room 3116, Phone (510) 723-6953. Please note this policy may change depending on pandemic protocols.

Hours will be posted on bulletin boards in building 3100 and on the Skills lab CANVAS site.

- Each student is required to spend twelve (12) hours in the skills lab for each nine (9) week nursing course NURS 51, 52, 53 and N60A. For other course requirements see the course syllabus.
- Students may not spend more than two (2) consecutive hours in the Skills Lab.
- The Skills Lab provided a simulated hospital setting at the various stations. You are expected to act professionally while in the lab.
- All manikins/equipment in the Skills Lab are expensive. Do not misuse them.
- Uniform dress as assigned to your class and rotation. (Solid scrubs or polo shirt/khaki pants)
- Uniform/uniform shoes worn in the clinical area should not be worn on Skills Lab or on campus. There is an assumption that they may be potentially contaminated.
- No food or drinks are allowed in the Skills Labs. Water is permitted.
- Children are not permitted in the Skills Labs.
- Student must not enter the Skills Lab when class is in session.
- Cell phones should be turned off while in the Skills Lab; do not leave class or check-off to answer the phone.
- Do not remove equipment, video tapes, CD's or books without checking with the skills personnel.
- If a student is ill and is unable to attend class or clinical the student may not come to the Skills Lab for practice or check-off on the day of illness.
- It is the responsibility of every student to ensure that the area and all equipment is picked up and put away after practice and /or check-offs
- Do not interrupt skills lab instructors and faculty members when they are in meetings in the Skills Lab.

Sign-In:

Chabot Skills Lab requires students to sign in and out on the computer outside the lab in the hallway (Bldg. 3100) using your student ID or W number. This will track your hours for required skills lab time.

- Sign in when using the Skills Lab for practice or check-off.

- Remember to Sign OUT when you leave the lab.

Check-off Sign-up Sheets

- Only sign-up for “Check-off” time.
- Sign up with pencil only. (Students need to be able to erase, change your time, etc. See cancellation policy.)
- Check-off time is limited. Make every attempt to keep your check-off appointment.
- **Cancellation:** If you are unable to keep your appointment you must notify the Skills Lab personnel **24 hours** in advance of the scheduled check-off. If notice of cancellation is not provided, the student will receive a *Statement of Due Process* (See Student Handbook). If you cancel by phone or email, please leave your name, appointment time and reason for the cancellation. If you suddenly become ill or have a family emergency, you must make every effort to notify the Skills Lab Coordinator.
- **Responsibility:** It is the students’ responsibility to sign up for skill check-offs and to cancel appointment should that become necessary. Student may not have friends/classmates sign them up for skills check-offs or erase their names from the sign-up sheet(s).
- **Practice:** Students are encouraged to use the Skills Lab as much as possible for unassisted practice. Plan on spending at least 1-2 hours per week in the Skills Lab. (This maybe changed depending on pandemic protocols.)
- **Timeline:** All skills which require a check-off with an instructor must be passed within two (2) weeks of the presentation of the skill.

Check-Off Procedures:

- Check-offs are to be completed when you are absolutely ready to demonstrate the skill; this is not the time to practice.
- Check-offs are a performance examination. Students may not receive help of any kind during the check-off.
- Skills check-offs should not be interrupted by other students.
- **Sign up:** Students must sign up for checking-offs for specific skills. Availability will be posted three (3) weeks ahead.
- **Supplies:** Students should come to the lab before the scheduled check-off time to set up and organize supplies.
- **Evaluation:** *Skill’s Performance Evaluation Sheets* (Check-Off Sheets) will be available on CANVAS. It is the student’s responsibility to print the sheet prior to the presentation of the skill and bring the sheet to the Skills Lab. All skills which require a check-off will be evaluated accordingly to the check-off sheets.
- **Time:** Students will have allotted time (usually one-half hour unless otherwise indicated) to do the skill. A timer will be used. The check-off will be terminated when time is up.
- **Lateness:** If a student is 10 minutes late, the check-off will be cancelled and the student will receive a *Statement of Due Process*.
- **Attempts:** Students have three (3) attempts to pass as check-off with the exception of the “Medication Administration” check-off that must be passed by the second (2nd) attempt.
- **Failed Attempt:**
 - If a student is unsuccessful in passing a check-off, the student must wait 24 hours before a second attempt.
 - Your instructor will be notified if a student does not pass the check-off.
 - If a student does not pass the skill check-off, the student will have to come into the lab and practice and then reschedule the check-off.

- A written notice will be issued in the event that a student does not pass a skill check-off on the second attempt. Unsuccessful third attempt will result in failure to progress in the program.

Injection and IV Therapy in the Skills Lab

Students will be expected to perform and to have performed on them by classmates' certain invasive procedures including injections, finger sticks, and venipunctures. The Nursing Release Authorization for these procedures is found in Appendix B. Students may select to use only available manikins and not participate in actual punctures, please contact the program director.

Medication Calculation Test

Students enrolled in Nursing 55 must pass a quiz on calculations for medication administration by the fifth (5th) week of the course. This quiz must be passed at a level of 90%. The score earned on this quiz will not be figured into the final grade for the course.

- Students will have three (3) attempts to successfully complete the requirement.
- Should a student not be successful by the second (2nd) attempt a *Statement of Due Process* will be issued. It is the responsibility of the student to seek tutoring through the STEM center prior to the third attempt.
- If the student is unable to pass this requirement by the third (3rd) attempt the student will not be able to progress in the program.

The check-off is a valuable, yet challenging experience. It is strongly recommended that every student spend time prior to their scheduled check-off practicing with the medication administration system and check-off procedures.

Dismissal from the Nursing Program

In the event that a student is being considered for dismissal from the Nursing Program, the Nursing Faculty will meet to discuss the student deficits and explore all possible alternatives. The students will be given the option of attending the Nursing Faculty meeting to discuss the issue. The student may elect to bring a classmate, friend or relative to the meeting for support. This additional person will not be allowed to speak during the meeting. Their role is for support and additional 'ear' in the room. It is advised that the student bring a prepared statement to this meeting to facilitate the discussion. The student will be informed of the Nursing Faculty decision regarding h/her continuation in, or dismissal from the Nursing Program.

Student Grievance Policy

Please refer to the current edition of the *Chabot College Catalog* that states; *Under this section, a grievance may be initiated by a student alleging violation of college/district policies and procedures. The grievance may be against another student, an instructor, an administrator or a member of the classified staff. See the Chabot College Catalog (most current edition).*

Student Input into the Nursing Program

Students are encouraged to offer input into the Nursing Program. Discussion and ideas can be presented in the open forum of the monthly Liaison Meeting or through a representative to serve as a liaison between their class and the Nursing Faculty, i.e. class officer (s) or a rotation representative. In addition to the class representative, any interested nursing student may attend meetings and address the faculty during the student input content of the meeting.

Any concern that a student may have regarding a class or clinical lab should be resolved by first seeking a conference with the respective instructor. If the problem is not resolved, the student, the instructor, or both may request a conference with the Nursing Program Director or designee.

Section 4



Student Resources

Chabot Library

The Chabot College Library has extensive on-line resources for the nursing students. Handouts are available regarding the use of the Publication Manual of the American Psychological Association (APA) style format for writing papers. The APA style is used for all papers submitted in the Nursing Program.

<https://www.chabotcollege.edu/library/documents/chabotapaworkscited.pdf>

Students are encouraged to use the library (Learning Resource Center) and the many services provided.

Support Services

The college is in full compliance with the American Disabilities Act. The college offers a number of support services. Information about them may be found in the college catalog and the college web page. They include, among others; counseling services, financial aid (scholarships, loans and grants), tutorials (for academic assistance), writing guidance (for term papers, etc.) Disabled Student Resource Center (DSRC) and child care services (Chabot Children's Center).

Counselor/Case Manager

Counselor/Case manager services are currently available. Some of the services provide are:

- Personal Counseling

- Strategies for success in the Nursing Program

- Transfer assistant (ASN to BSN Programs)

- Academic advising for completing Chabot GE and Graduation Requirements.

- Referral to other campus or community services and programs.

Financial Aid / Employment

Information and application concerning student financial aid are available through the Financial Aid Office, Building 700. Determination of need is based upon current filing of the Financial Aid Form, FAFSA. Information regarding on and off campus employment opportunities may be obtained through the Office of Students Life, Building 2300, 2nd floor.

Scholarship

Nursing scholarships are offered throughout the program. Information is posted on the Nursing website, bulletin boards in buildings 2200 / 3100 and via email to all students. See Nursing Program website for information.

Student Participation

Student Nurse Association (SNA)

Students are invited and encouraged to participate in activities and organizations across the campus whenever possible. The nursing students have developed and organized a Student Nurse Association (SNA). This organization

addresses social and other issues that affect nursing students throughout the program. A faculty advisor, the Nursing Program assistant director, assists and facilitates students in their endeavors.

1. Officers will include the following:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Project Chairperson / Social Director
2. Duties and responsibilities of these officer position are listed in the Appendix L.
3. Chabot College follows the National Student Nurse Association (NSNA) by-laws. The Chabot College SNA is not currently a member of this group but may choose in the future to join this national organization of student nurses. <https://www.nsna.org/>
4. The SNA is affiliated with the Students Senate of Chabot College (SSCC).
<https://www.chabotcollege.edu/student-services/student-life/index.php>

Liaison Meeting

Student representatives participate in the Student-Faculty Liaison Meeting which is held monthly. This meeting consists of a student representative from each clinical group in each year of the Nursing Program and a Nursing Faculty liaison. The meeting serves as a link between students and faculty. They deal with policy, curriculum, and program implementations. The Liaison meeting minutes will be typed and results of the faculty discussion posted and/or emailed to the program students.

Faculty Meetings

Students are encouraged to attend regularly scheduled Nursing Faculty meetings. The date and time are posed on a calendar on the nursing web page. Students should inform the Nursing Program administrative assistant one week in advance if they wish to attend a meeting so that sufficient meeting materials are available.

Student Input

Input from students is routinely solicited in areas of curriculum changes, scheduling, policy and procedure development, textbook selection and the evaluation process. If students wish to participate in any of these topic areas, please inform current instructor, the liaison-faculty mentor or the program director.

Meeting with the Nursing Program Director

There will be scheduled mandatory meetings with the Nursing Program Director at least once each semester during a pre-arranged college hour. These meetings are important and provide an opportunity to clarify issues and share information. Students may add, at any time, additional items for discussion to the agenda.

Communications

The Chabot College Nursing webpage is a regularly updated source of communications for the students. It contains announcements, calendars, Student Handbook (pdf file) and other valuable information. It can be access at www.chabotcollege.edu/nursing There are bulletin boards in the hallway of the second floor in building 2200 and

outside the Skills Lab in building 3100 designated for the use by the Nursing Program. They include class notices, information about loan, scholarships and job opportunities. Students are encouraged to check the board regularly. Instructors also communicate information via CANVAS, emails and text messages. Students must have access to a reliable computer, or similar device and internet services to facilitate online classwork and notifications. If a student needs assistance with these items, please check with financial aid.

Expenses

The first semester is the highest with the initial purchase of equipment and uniforms which may not need to be purchased again through your two years in the program. The medical surgical book purchase are books used in more than one course; N55, N60A and N60B. A package of supplies for the skills lab is a required purchase for skills practice supplies. If you have health insurance your physical and initial student health exam and immunizations costs will be reduced from the figures stated below.

Chabot Nursing Program Cost of Two Year Program

| Resident Rates | Books | Fees \$46/Credit | Kaplan | Immunizations | Uniforms/ Equipment | NCLEX Fees | Per Semester | Per Year |
|----------------|----------------|---------------------|--------------|---------------|------------------------|--------------|-----------------|----------------|
| Semester one | \$1,000 | \$622 | \$145 | \$345 | \$545 | | \$2,657 | |
| Semester Two | \$650 | \$622 | \$145 | | | | \$1,417 | \$4,074 |
| Semester Three | \$500 | \$484 | \$145 | \$195 | | | \$1,324 | |
| Semester Four | \$350 | \$507 | \$145 | | | \$500 | \$1,502 | \$2,826 |
| | \$2,500 | \$2,235 | \$580 | \$540 | \$545 | \$500 | \$6,900 | \$6,900 |

This includes only those textbook which are required. Other textbooks will be recommended or supplemental but are not mandatory. The bookstore will have a variety of books available for purchase. Tuition is calculation at the current tuition rate without student, health, parking or processing fees which change each year.

Equipment / Uniforms

The following items are mandatory. In order to maintain a clean and neat appearance, a minimum of two uniforms in each color will be needed. In an attempt to keep costs down, and in cooperation with the Student Liaison Committee, efforts are made to purchase polo shirts as inexpensively as possible and still make them washable and comfortable. Considering the maximum cost for the minimum number of items, the following estimates are given:

| Equipment / Uniform | Estimated Cost |
|---|----------------|
| Skills Lab Supply Kit | \$175 |
| Uniforms White(2)/Navy Blue Scrubs(2)/Polo shirt(2) | \$150-\$250 |
| School Patches (3) | \$30 |
| Lab Coat (1) white, short | \$35 |
| Clinical White Shoes | \$125 |
| Stethoscope / Goggles | \$100 |
| Scissors / Pocket Pack | \$25 |
| Wrist Watch with sweep second hand | \$40 |
| Program name tag (2) | \$20 |

Additional Costs: The preceding estimates do not reflect any cost that may be determined by your Nursing Class (such as dues, fund-raising for your graduation ceremony (Pinning) or events during the school year).

Transportation

Each student is expected to provide his/her own transportation to and from school and clinical facilities in a reliable and timely fashion. Although students are encouraged to car pool they may not always be possible depending on clinical assignments. All students who are driving between clinical sites must maintain their own automobile insurance.

Student Data Change to Address/Phone/Name

In the event that a nursing student changes his/her name, email, address, or phone number during their tenure in the Nursing Program, the program office must be notified. The Personal Data Change form is available online through the Chabot website. The form will be submitted by the program office to Admission and Records to update your official college student file. It is the student's responsibility to notify the program office of changes.



Section 5

Advanced Standing Re-Admission, Military and LVN-RN Students

Advanced Standing

All applicants are advised that admission to the program is on a 'space available' basis. These openings are created only when someone leaves the program or decline admission to the program.

1. Re-admission: former Chabot College Nursing Program students who have complete the first semester then withdraw from the program and/or unable to progress for other reasons (theoretical or clinical failures)
2. Medical military personnel
3. LVN-RN Students

Re-admission candidates will complete a paper application and submit directly to the Nursing Program office. Medical military personnel and LVN-RN candidates will apply on-line through Class-Web. Applications can be completed in fall or spring, depending on semesters the student is entering.

Fall: Students apply for admission to the fall semester must have basic skills testing completed by April 1st and final skills testing by May 15th. If space is available in the required readmission cohort, applicants will be evaluated and ranked in January of each year. Ranking will be adjusted on or before April 15th to determine if standards and skills testing requirements have been met only if necessary.

Spring: Students applying for admission to the spring semester must have basic skills testing completed by November 15th and final skills exam by December 15th. If space is available in the required readmission cohort, applicants will be ranked by November 15th. Ranking will be adjusted on or before November 15th to determine if standards and skills testing requirements have been met only if necessary.

**Test completion dates may be changed by the N84 Skills Lab Coordinator. Check the CANVAS site and syllabus for NURS 84 for updates or changes.*

Advanced Standing Clinical Validation

Students applying to Chabot College's Nursing Program on an 'Advanced Standing' basis shall be required to validate clinical competence commensurate with placement in the program through a clinical examination. Advanced Standing applicants will enroll in NURS 84 (Clinical Skills) at the beginning of the semester prior to admission in order to take skills exams. The NURS 84 syllabus is available on CANVAS. Student should contact the skills lab coordinator at (510) 723.6853 to review the NUS 84 orientation date and time.

The clinical examination consists of:

1. Math for Medications written examination which must be passed with a score of 90.0% or higher, limit three attempts;
2. HIPAA, Standard Precautions will be validated through *HealthStream* modules;
3. Therapeutic Communications written examination which must be passed with a score of 90.0%. Limit three attempts;
4. IV Modules;
5. Final Skills Exam, a three hour skills lab exam which must be passed with a score of 85.0%. Limited to one attempt.

The purpose of the testing package is to validate minimal theoretical core information and a minimal level of safe clinical behaviors considered by the nursing faculty to be pre-requisites for the course or program level in which the advanced standing applicant is to be placed.

Clinical Examination Policies and Procedures:

1. The applicant must consult with the Skills Lab Coordinator prior to being admitted to any nursing major course which includes a clinical component. The coordinator will advise the applicant regarding pre-requisite skills in the clinical course or program level for which the applicant will be required to demonstrate competency.
2. The applicant must enroll in NURS 84 and read the syllabus for this course titled "Advanced Standing Clinical Performance Guidelines". The syllabus delineates clinical skills expectations for various advanced standing points of entry. It also details the requirements of the clinical performance examinations.
3. Students will enroll in NURS 84 in order to practice skills and otherwise prepare for the examination. Skills Lab Coordinator is available for questions and guidance during this course.
4. All exams must be scheduled in advanced with the Skills Lab Coordinator. Cancellations must be given with a 24 hours advanced notice except in extenuating circumstances. If the exam is cancelled, regardless of the circumstances, the applicant will be rescheduled (upon request) after all other applicants who are awaiting appointments have been accommodated.
5. Advanced Standing testing: A. All theory validation (including math calculations), as well as IV Skills demonstration must be satisfactorily completed before scheduling the skills performance examination. B. Students must complete all skills performance by assigned dates or they will not progress in the program.
6. Only one attempt will be allowed for the skills final exam. If the exam is not successfully completed, the student will not pass NURS 84. This student will not be allowed to enter this program through this process but may apply for the generic program.
7. When both the theory and the skills have been satisfactorily completed and validated by the Skills Lab Coordinator, the Director of the Nursing Program will be notified in writing.
8. The testing process (written and skills lab) is considered valid for six (6) months.
9. Dress Code: all students are required to dress in accordance with the Chabot Nursing Program uniform requirements.

Ranking: Advanced Standing Order of Program Acceptance

Advanced Standing status is granted to students who have previously completed any portion of the defined Chabot Nursing curriculum.

Ranking: Admission is based on space in specific cohort(s) availability. Applicants will be ranked according to the following:

1. Chabot Nursing Program students that left the program for issues other than failing coursework. For example, this would include personal or family issues. Students will be ranked by GPA from Nursing Program course grades only.
2. Chabot Nursing Program students who withdrew due to failing academic performance (theory coursework). Students will be ranked by GPA from Nursing course grades only.
3. LVN / Military* students who have completed NURS 70, NURS 70L and NURS 88. Ranking will be based on
 - a. ATI TEAS Score,
 - b. GPA from N70, N70L, N88,
 - c. Successful completion of benchmark testing (number of attempts),
 - d. GPA for N77, N81, N82 if taken.
4. Chabot nursing students who withdrew due to failing clinical performance. Students will be ranked by GPA from Nursing Program course grades only.

*Medical Service technicians (corpsmen) who have served on active military duty in the medical corps of the Armed Forces of the United States. Proof of active military service in the last five (5) years and honorable discharge are required. Transcripts and experience must be validated and approved by the Nursing Program Director.

In any case where students have the same GPA, and benchmark scores, we will use the skill exam scores and/or ATI TEAS scores to break 'tied' scores.

Benchmark Testing

The purpose of the testing package is to validate entry level nursing knowledge and safe clinical behaviors considers by the nursing faculty to be prerequisite for the course or program level in which the advanced standing applicant is to be placed.

LVN's and Military applicants will be required to test in the areas of: Fundamental of Nursing, Pediatrics, Obstetrics, and Pharmacology. Students must meet the standard benchmark scores for all exams on the second attempt.

There will be a one-time fee for all exams. Testing is completed in conjunction with the NURS 70, Transition Course. Approximate cost for the testing is \$600. Online study materials will be available. Testing occurs in a proctored environment. This cost is non-refundable.

1. Students who are unsuccessful with meeting standard benchmark in Fundamentals of Nursing exam will not be allowed to progress in this pathway and will need to apply as a generic student.
2. Students who fail to meet the benchmark for exams in Pediatrics, Obstetrics, and Pharmacology will be required to enroll in those theory courses in which they are not successful.
 - a. Students will have only one (1) opportunity to pass the theory course for NURS 81 Obstetrics, NURS 82 Pediatrics and/or NURS 64 Pharmacology.
 - b. Additional theory courses, NURS 70 Transition Course, NURS 70L Clinical Practice, NURS 88 Pathophysiology and NURS 77 Health Assessment, NURS 84 Prescriptive Clinical Skills must be pass with a grade of "C" calculated at 73% or higher. The student is allowed only one opportunity to pass these courses. If the student withdraws from any of these courses, they will not be allowed to progress in this pathway.
3. The student will have only one (1) attempt to pass the final skills exam in NURS 84.
4. In event the student is unsuccessful, in any of the above course, he/she will not be eligible for entry in the Nursing Program as an Advanced Standing Student. In this case, the student may apply as a beginning, generic student.

Advanced Standing Students

Re-Admission Students

The Chabot College Nursing Program has a two (2) admission policy for the generic nursing students. Students must complete their first semester to be considered for re-admission. Students who are dismissed or withdraw from the program after completion of the first semester cohort of classes may reapply. The second admission to the program will be through the advanced standing process. Readmission will be on a space-available basis for the respective cohort and as established using the ranking priorities described above. Every students seeking re-admission will be evaluated on an individual basis after having completed the Advanced Standing process.

Re-entry/re-admission to the program may be initiated by the former students using the appropriate application channels based on college policy. Student must re-enter the program within two (2) years of withdrawal or

dismissal. Some courses in the Nursing Program have a pre-requisite nursing course, which must be satisfactorily completed. Thus, there may only be certain times during the year when re-entry into the program will be possible. Each former student will receive clarification as to the appropriate cohort entry time.

If non-progression in the program resulted from circumstances impacting academic or practice problems, evidence substantiating that these circumstances are no longer a factor will be required of the student. A contract may be established (if determined in a case-by-case review) by the student and the Nursing Program outlining any further steps needed to maintain satisfactory progress in the remaining nursing courses.

A student, who has been re-admitted to the program and then fails to meet the requirement of any course will be dismissed.

Medical Military Personnel:

All military applicants will be evaluated on a case-by-case basis, with emphasis on clinical and educational background and experiences as well as benchmark testing. The course sequence will be similar to the LVN-RN Pathway. See Appendix E.

LVN-RN Upgrade

The LVN-RN application must meet the following requirements.

- Pre-requisite requirements: the student must have a minimum of 4-5 semester units with a laboratory component in each of the following courses: Anatomy 1, Physiology I and Microbiology.
 - Overall GPA in the science course must be a minimum of 2.5.
 - All science must be completed with a passing grade of "C" prior to submitting this application.
 - In addition, only one grade of "C" in the three sciences is allowed.
 - A recency of seven (7) years is required on all science coursework. Date set from entry into the fall transition semester.
- All students must take and pass the Test of Essential Academic Skills (TEAS) with an Individual Score of 62.0%. As of 1/1/2017, the ATI TEAS will be the approved exam.
- Be currently working in an inpatient environment and hold a current State of California LVN License.
- Attend one of the mandatory information meetings held in December and May of each year.
- Have a minimum of 500 hours in acute or subacute care. Please submit a letter from employer on facility letterhead stating job title and start date.

LVN-RN Program Options

Associate Degree in Nursing

Chabot College offers a transition program to assist Licensed Vocational Nurses or Military personnel previously outlined to achieve eligibility to sit the Registered Nursing Licensing Examination (NCLEX). The recommended path is for students to achieve the Associate Degree in Nursing. The program meets the requirements of the Nurse Practice Act and Section 19429 of the Board of Registered Nursing (2019 Edition).

The pathway is available only to Licensed Vocation Nurses holding a current State of California LVN License. The student must have completed a minimum of 500 hours of direct patient care within the last two (2) years in acute care or skilled nursing facility in order to qualify for admission.

| Prerequisites | | | Units Accepted | | |
|---------------|-----------------------|--|----------------|---|--|
| | Anatomy 1 with Lab | | 4 | 5 | |
| | Physiology 1 with Lab | | 4 | 5 | |
| | Microbiology with lab | | 4 | 5 | |

| | | | |
|---|--|-------------|---------------|
| 1. Pre-requisites for admission to the program include a. Completion of Advanced Standing application; b. Benchmark testing, validation of previous nursing knowledge is required for counseling/assessment purposes c. Additional required coursework includes English 1, Sociology 1, Psychology I and Communications 1 or 10. | | | |
| First Year Transition: Theory/Skills | | <u>Fall</u> | <u>Spring</u> |
| | Nursing 70 LVN-RN Transition | 1.5 | |
| | Nursing 70L LVN-RN Lab | 0.5 | |
| | Nursing 88 Pathophysiology | 3.0 | |
| | Nursing 84 Clinical Skills | | 0.5 |
| | Nursing 77 Physical Assessment | | 0.5 |
| | English 1 (Fall or Spring) | | 3.0 |
| | Sociology 1 (Fall or Spring) | | 3.0 |
| | Communications 1 or 10 (Fall or Spring) | | 3.0 |
| Second Year of Program : Theory/Clinical Sequence (Space available placement) | | | |
| | Nursing 53 Mental Health | 4.0 | |
| | Nursing 60A➊ Adult Health I (Medical Surgical) | 4.0 | |
| | Nursing 73 IV Therapy (if not already certified) | 1.0 | |
| | Nursing 60B Adult Health II (Adv. Med/Surg.) | | 6.0 |
| | Nursing 60C Adult Health III (Preceptorship) | | 3.5 |
| All nursing courses must be passed with 73.0% or better to progress. ➊ It is highly recommended that the LVN-RN student enroll in N60A Adult Health I although optional, to prepare for the rigors of N60B and N60C Adult Health II and III. | | | |

30 Unit or Non-Degree Option

LVN-RN students may select the Non-Degree 30-unit option. The Associate Degree is NOT awarded with this option and the nurse will always be considered a “non-degree” graduate. Students who select this pathway are eligible to take the National Council Licensing Examination (NCLEX) for Registered Nursing. However, unlike the Associate Degree graduate, the licenses of students who choose non-degree 30-unit option may not be recognized in other states. Please see the Nursing Program Director if you are interested in this option. It must be selected prior to entering the LVN-RN transition program.

Coursework 30-Unit Option

| Course | Units Accepted | Units Accepted |
|-------------------------------------|----------------|----------------|
| Microbiology 1 with lab | 4.0 | 5.0 |
| Physiology 1 with lab | 4.0 | 5.0 |
| Nursing 70 LVN-RN Transition Course | 1.5 | 1.5 |
| Nursing 84 Clinical Skills | 0.5 | 0.5 |
| Nursing 88 Pathophysiology | 3.0 | 3.0 |
| Nursing 77 Physical Assessment | 0.5 | 0.5 |
| Nursing 53 Mental Health | 4.0 | 4.0 |
| Nursing 60B Adult Health II | 6.0 | 6.0 |
| Nursing 60C Adult Health II | 3.5 | 3.5 |
| Total 30 Unit Option | 27.5 up to | 29.5 |



A P P E N D I X A

Appendix A Social Networking Policy

| Chabot College Nursing Program |
|---|
| Social Networking Policy |
| Effective: 01/2016 Reviewed: 07/2020 Revised: |
| Program Director: Connie Telles, DNP, CNE Assistant Director: Tami Washington, MSN, PHN, RNC-OB, C-EFM |

Social networking: As used in this policy, means communicating with others over the Internet for social purposes. This includes, but is not limited to the following:

- Networking sites: *LinkedIn, Facebook, Twitter*
- File hosting / sharing sites: *DropBox, MediaFire, Wiki*
- Video / Audio sharing sites: *YouTube, Blogs, Podcasts*
- Photo sharing sites: *Snapfish, Flickr, Photobucket, Instagram*
- Blogs and personal websites: *Twitter, Blogspot, Wordpress*
- Media sites what are offered by television networks, newspapers and magazines.

Recommended reading from the Board of Registered Nursing: Sacramento Bee Article

[Http://www.sacbee.com/news/business/article208538754.html](http://www.sacbee.com/news/business/article208538754.html)

Purpose:

This policy is to provide guidelines to students, faculty and staff who engage in online social networking. Information published on social media sties must comply with the *Chabot College Nursing Program's Social Networking Policy* as well as upholding HIPAA and the policies of the clinical sites used by Chabot College.

When this policy may need to modified as new technologies and social networking tools emerge, the guiding principle of the policy is to ensure that the reputation of clinical sites, the Chabot College Nursing Program, and that of individual persons is protected.

Students are expected to represent the College in a fair, accurate and legal manner while protecting the band and reputation of the institution. When publishing information on social media sites, students should remain cognizant that information may be public for anyone to see and can be traced back to the individual.

Guidelines:

1. Anything that bears the Chabot name or references the Chabot Nursing Program needs to be available for faculty to review.
2. Recorded lectures are not to be posted by students on any form of social media.
3. Students must obtain permission to videotape or record faculty or fellow students.
4. Patients/clients should never be videotaped or photographed, discussed or referred to, on any social media sites.
5. Clinical event, situation and/or facility staff may not be discussed on social media sties.
6. No personal phone conversations or texting are allowed at any time while patient/client areas or in the classroom.

7. Use of computer (iPad, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity, but those in the immediate area/vicinity.
8. Post/comments should be respectful and in good taste. Negative or unprofessional posts/comments are unacceptable. Tagging, check-ins, or 'liking' any comments indicates support of the comment and is subject to the same guidelines.
9. Should a student post a photo of themselves on a social media site where s/he can be identified as a Chabot College Nursing Program student, the photo must not portray the students or program in a negative/unprofessional manner.
10. Social online interaction between current students and faculty/staff is prohibited.

Violations of Policy: Chabot College's Nursing Program will not tolerate violations of social networking policy. All reports of such behavior will be investigated. If the activity on a social networking site is considered an infraction of school policy, it will be handled according to the disciplinary process. Violation of this policy can result in disciplinary action ranging from program probation to dismissal.

ANA's Principles for Social Networking

1. Nursing must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed profession patient – nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal device, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Reference: American Nurses Association
www.NursingWorld.org



A P P E N D I X B

Appendix B: Nursing Release Authorization Form



Nursing Release Authorization

The undersigned have enrolled as a student in the Nursing Program at Chabot College Nursing Program, Hayward, CA. The undersigned understands that it is highly recommended that each participant in this class perform injections and skin punctures on classmates. The undersigned can thus expect to perform invasive procedures on other classmates and to have these classmates perform these invasive procedures on the undersigned. Prior to performing these procedures, each class member will have received information on injection therapy and skin punctures, including the potential dangers inherent in such procedures. The undersigned understands that all reasonable care and precautions will be taken by the instructor, other participants in the course, and the undersigned in practicing and demonstrating the above stated procedures. Accordingly, the undersigned does hereby:

1. Consent to the application of injections and skin punctures to the undersigned by other participants in this course;
2. Agree to release from all liability **Chabot College** and each of its employees for any and all acts performed in good faith and without malice in connection with the performance of injection and finger puncture techniques to the undersigned; and
3. Agree to release from all liability all other participants in the *Fundamentals of Nursing* course for any and all acts performed in good faith and without malice in connection with the performance of injection and finger puncture techniques to the undersigned.
4. Pictures may be taken throughout the program. I agree to allow my picture to be used for program promotional purposes; brochures, posted to web page or bulletin boards.

The undersigned has read the foregoing provisions, understands them, and agrees that they shall become terms and conditions under which the undersigned will be provided the opportunity to participate in the injection and skin puncture component of the *Fundamentals of Nursing* course, and to perform injections and skin punctures.

| Student Signature | Student Name (PRINT) | Date |
|---|----------------------|------|
| <div>Declination</div> <div>If for any reason you do not wish to participate in this aspect of the program, please contact the program director for an appointment to discuss.</div> <div><input type="checkbox"/> I will contact the nursing program director to discuss this selection prior to the first day of class. I respectfully decline to participate in application of injections and/or skin punctures. I understand that this will not affect my progress in the Nursing Program.</div> <div>Student Signature Student Name (PRINT)</div> | | |



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Appendix C: Student Due Process Forms



Skills: Letter of Understanding

Date:

Student Name:

RE: Class:

Skill:

First Attempt No Pass Date:

Second Attempt No Pass Date:

This letter is to notify you that you have not succeeded in required skills check off listed above in the first two attempts. This letter clarifies for you that you have not met the program standards for skills and if not successful in your third attempt at the above listed skill you will be dismissed from the nursing program.

Your third attempt will be scheduled with _____ on _____
Instructor Date/Time

If you have any concerns, please refer to your current handbook and/or please set up an appointment with the program director.

Skills Check-offs Criteria :

- In addition to the medications check-off, there are other skills which the student must successfully perform in the Skills Lab with an instructor, or clinical assistant.
- All skills which require a check-off should be completed within two(2) weeks of the presentation of the skill. This will enable the student the opportunity to use the skill in the clinical area.
- Students should plan to practice at least one hour in the Skills Lab each week. This time does not include reading, watching videotapes, etc.
- The student is allowed an maximum of three (3) attempts to successfully perform a skill. In the event that a third check-off is needed, the skills exam may be videotaped.
- Failure to pass the a skill with the third attempt will result in dismissal from the nursing program. In the event the student is unsuccessful in passing the skill on the third check-off attempt, the student will receive a « D » in the course.

Student

Instructor

Date

Date

Cc : Student File



CHABOT COLLEGE NURSING PROGRAM STATEMENT OF DUE PROCESS

Date Issued: _____ Student Name: _____

Total Number of SDP issued to student: _____ Chabot ID #: W _____

☐ Safety Concern _____ Course Name: _____

☐ Professional Conduct _____ Year: _____ ☐ Fall ☐ Spring ☐ Summer

☐ Program Probation *Program Probation will continue through your tenure in the Chabot Nursing Program. Probation and remediation are effective immediately. Any additional Statements of Due Process for any reason will result in program dismissal.*

Date of Occurrence: _____ Observations/evaluation made by: _____

SECTION I: THIS IS YOUR DUE PROCESS NOTIFICATION

Expected Behaviors:

Deficit Behaviors:

Remediation/Correction Required:
Time limit for remediation/correction:

Section II: Implications of Non-correction

- ☐ This Statement constitutes a **Statement of Due Process**. Failure to remedy expected behaviors in clinical or professional conduct, will result in program probation or dismissal from the nursing program.
- ☐ This Statement constitutes a **Notice of Program Probation**. Failure to remedy expected behaviors and or any further violation in any area; clinical or professional, will result in dismissal from the nursing program.

Section III: Acknowledgement

- ☐ I have read and **accept** the above statement (and agenda, if attached)
- ☐ I have read and **do not** agree with the above statement and will submit a written rebuttal within 48 hours.

Signature (student) _____ Signature (instructor) _____

Date/time: _____

NOTE: If a rebuttal is elected and is not submitted within **48 hours of receipt of this form**, the instructor's statement will be assumed to be accepted.

Academic Standard: Letter of Understanding



Date:

Student Name:

RE: Class:

Dear Student,

Student Handbook Standards Academic Theory :

A performance level of "C" or better must be earned in all courses in the nursing major. In those courses with a theory AND a clinical component, the student MUST receive a passing score (73%) in theory and pass the clinical objectives at a satisfactory level regardless of whether or not the two scores are combined for a composite grade. In the case of courses in which a "Pass/No Pass" is awarded, the student MUST receive a "Pass" in order to progress. The minimum standard for "Pass" is 73%.

This letter is to clarify for you, your current grades in your nursing courses. At this time, your overall grade in the course listed above is less than 73%. You are not passing this course.

If you have any concerns please set up an appointment with the nursing counselor, Ernesto Victoria or the program director, Connie Telles.

☐ I, the undersigned, understand the Standard of Performance for grading in all nursing courses is 73%.

☐ I, the undersigned, understand that if I do not earn the passing grade with 73% I will be dismissed from the nursing program.

Student

Instructor

Date

Date

Cc : Student File



A P P E N D I X D

Appendix D: Pandemic Letter of Understanding

Letter of Understanding

Nursing is a physically and emotionally demanding profession with inherent risks. The clinical experiences provided for students in nursing education include community sites/non-acute care and acute/long term care hospitals. These organizations care for a myriad of patients, including those exposed to COVID-19. Nurses and other health care providers are those who provide direct and essential care to the sickest, impacting all health care professionals during this pandemic.

Clinical nursing care is an essential job that CANNOT practice social distancing. Students are provided education and training in Personal Protective Equipment (PPE), but it is the students responsibility to practice those skills that are required when working with patients.

Final Note to Students

If you as an incoming nursing student have health or life circumstances that put you or your family at increased risk for COVID-19 you may choose to participate in this nursing program at a later time.

Please be aware Chabot College Nursing Program does not maintain a waiting list and you will need to apply again when your circumstances have changed. We cannot guarantee a spot in the Nursing Program in the future if you do decide to forgo your position.

Chabot Nursing Faculty, 2020

I, _____ (Print Name)

have read and understand the foregoing statement and that I may be exposed to patients, students, and staff exposed to COVID-19 during this pandemic. Exposure to COVID-19 may require me to self-isolate. It will be my responsibility to communicate with the Nursing Director and my instructor concerning any potential exposure and isolation needs.

I give my consent to continue in the Chabot College Nursing Program during this time.

Signature: _____

Date: _____



A P P E N D I X E

Appendix E: Challenge / Advanced Placement for Military Personnel

| CHABOT COLLEGE NURSING PROGRAM |
|--|
| CHALLENGE / ADVANCED PLACEMENT INTO THE NURSING EDUCATION PROGRAM FOR MILITARY PERSONNEL |
| Effective: 09/2016 Reviewed: 07/2020 Revised: |
| Program Director: Connie Telles, DNP, CNE Assistant Director: Tami Washington, MSN, PHN, RNC-OB, C-EFMN |

Challenge / Advanced Placement for Military, Trained Healthcare Personnel Policy:

Individual who have held Military Healthcare Occupations, specifically: Basic Medical Technician Corpsman (Navy MN or Air Force BMTCP), Army Healthcare Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4M0X1C) may achieve advanced placement into the 2nd and 3rd semester of the Nursing Program. Required documentation of education and experience qualifying them for Advanced Placement will be needed. Upon successful completion of the challenge exam, dosage calculation exam, and skills competency exam, students may be eligible for placement in the Nursing Program on space-available basis.

1. Applicants must meet all general entrance requirement of the Associate Degree Nursing Program including completion of designated prerequisites and the Test of Essential Academic Skills (TEAS).
2. Acceptance of Military Challenge students into the Associate Degree Nursing program is contingent upon space availability, skills competency 80.0% or above on the Challenge Exam and 90.0% on the dosage calculation quiz.
3. Military Challenge students will be held to the same standards of all the Advanced Standing Student.

Procedure:

Interested candidates must request an appointment with the Program Director at least four weeks prior to the application period to discuss eligibility requirements for the Associate Degree Nursing Program.

- Interested students must attend an Advanced Standing Information Meeting.
- Applicants who are eligible for advanced standing placement include those individual who have satisfactorily completed, within the last two years, education and experience for the following:
 - Basic Medical Technician Corpsman (Navy MN or Air Force BMTCP),
 - Army Healthcare Specialist (68W Army Medic) or
 - Air Force Independent Duty Medical Technician (IMDT 4M0X1C)
- Applicants applying for transfer credit must submit the following materials verifying education and experience.
 - Transcripts from appropriate education program(s) demonstrating satisfactory completion of coursework and clinical experience;
 - Documentation of medical military experience;
 - After a review of the applicant's documentation, and upon determination that the applicant has met the educational and experience requirements, as well as the additional Nursing Program admission requirements, the student will be required to take NURS 70 and NURS 70L (LVN-RN Transition course and lab) and NURS 84 (Prescriptive Clinical Skills).

Written and skills competency examinations for Advanced Placement must be completed before admission into the full time program.



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Appendix F: Program Policy Immunization Requirements

| Chabot College Nursing Program |
|---|
| Student Immunization Requirement Policy |
| Effective: 08/1996 Reviewed: 07/2020 Revised: |
| Program Director: Connie Telles, DNP, CNE Assistant Director: Tami Washington, MSN, PHN, RNC-OB, C-EFM |

CDC HealthCare Provider requirements <https://www.cdc.gov/vaccines/hcp/index.html>

Each student, after acceptance to the Nursing Program and before the first day of the fall semester is the nursing sequence, must complete the following and submit to CastleBranch. Hospitals and clinics require this documentation up to six weeks before the student begins clinical rotations. If this documentation is not received, the student cannot attend clinical.

All of the forms for the physical examinations etc., are posted on the nursing website and include:

Recent physical examination with a release with no limitations with verification of health status by a physician or health care provider.

Immunization record:

1. TB requires a Quantiferon Gold blood test.
 - a. If the Tuberculin test is positive, the student will be required to submit a negative chest x-ray after the positive test date and within the last year along with a tuberculosis *Symptom Review Questionnaire*, completed and signed by a medical doctor or nurse practitioner. TB testing is updated annually. If positive the annual review is a *Symptom Review* form.
2. Titer blood report of immunity to Measles, Mumps, Rubella (MMR), Varicella, and Hepatitis B.
3. Recent Tetanus Vaccination Tdap (10 years). If your vaccine is over 8 years old, it is recommended a booster be received.
4. Flu shots will be given during the flu season and updated annually.
5. N95 Mask Fit test is required for all program students and must be renewed each year. We accept only specific vendors, see the *Incoming Student Packet* on our website.
6. Each student that is admitted to the Nursing Program must be fully capable of performing the vigorous duties of the bedside nurse such as bending, lifting 50 pounds, moving and transferring patients and equipment.

The student may be asked to consult a physician or dentist and/or may be asked to withdraw if health problem if health problems appear to be impending performance in course work. This student, if passing all classes at the time of withdrawal, will be considered for re-admission as in "good-standing" with the program.



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Appendix G: BRN Guidelines for Background Checks for Student Clinical Placement.



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BOARD OF REGISTERED NURSING
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Louise R. Bailey, MEd, RN, Executive Officer



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 (HR.1.20) 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:

445. 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.
- c) 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.



A P P E N D I X H

Appendix H: Clinical Simulation Policies

| Chabot College Nursing Program |
|---|
| Clinical Simulation Policy |
| Effective: 08/2015 Reviewed: 07/2020 Revised: |
| Program Director: Connie Telles, DNP, CNE Assistant Director: Tami Washington, MSN, PHN, RNC-OB, C-EFM |

Introduction

Chabot College Nursing has adopted an educational innovation using simulation technology for enhancement of nursing education within the Associate Degree Program. High-fidelity adult, pediatric, infant and birthing mother simulators are used to simulate a realistic safe clinical environment. The simulation center offers students the opportunity to experience and care for high-risk" patients in a safe environment. Assessment in the simulation lab is a clinical day, and preparation is required.

Patient Simulators

High-fidelity patient simulator are manikins that have computers as internal organs that can allow them to have a heartbeat, breathe, talk and even deliver a baby. The purpose of the simulation experience is to allow the student(s) to participate in a realistic scenario of patient care that involves critical thinking, delegation, teamwork, coordinator, and collaboration.

Confidentiality Statements

Realism of the scenarios is vital to learning for each student within the simulation lab. Providing an equitable learning experience for each student is just as important. All persons using the lab will be required to sign a *Confidentiality Agreement* that applies to the simulations. Simulation may be recorded and/or videotaped, each student will sign a *Release to be Videotaped and Recorded*. All new nursing students will complete these forms in the first semester nursing course. No participant or instructor is allowed to tape or video (including use of smart phone) a simulation and post it on any social media site.

Student Orientation

- All first semester students will have a 30-minute orientation to simulation, tour of the simulation lab, and demonstrations of the high-fidelity simulator prior to a scenario. This will be with the Lab Team (Simulation Coordinator and Simulation Technician).
- Students will receive instruction in the location of supplies and equipment.
- Orientation will include where to auscultate lung sounds, heart sounds, bowel sounds, palpate pulses, BP and injection sites on the simulator.

Simulation and Skills Lab

- Assessment in the simulation lab is a clinical day, and preparation is required. Simulation equipment should only be operated by personnel who have been trained by the clinical Simulation Lab Staff.
- Students should come prepared for Clinical Simulation Lab as they would be any clinical day. Students should be dressed in their uniforms, and have their stethoscope, etc. with them.

- There is a preparation work (Pre-lab) for the day posted on CANVAS which must be completed prior to the simulation day. This work will be turned in at the end of the 'Sim' day. Each student is responsible for completing their own pre-lab work.
- The Simulation Lab Coordinator is responsible for coordinating and maintain the lab.
- Tours may be scheduled as needed with clinical Simulation Lab staff.
- Computers for the manikins should be used only to operate the simulators and run audiovisual debriefing equipment. These computers should not be used for Internet access. Software should not be loaded onto these computers due to the risk of incompatibilities with simulator or AV equipment software.
- Safety of all participant and patients must be ensured just as in a real patient clinical setting.
- All participants must wash their hands before touching the simulator manikins.
- No Betadine, ink pen, or felt tip marker is to be used on or near the manikin simulations. Ink will permanently stain the simulator manikin skin. Do not write notes on gloves as ink may transfer to the manikins' skin.
- Iodine or other staining medication should not come into contact with the manikins.
- All manikins must be kept dry; care should be used when simulation involves fluid (i.e. blood, urine, etc.).
- Do not spill fluids over any component inside simulator manikin torsos. This could damage the unit and present a possible hazard for the operator.
- Do not place artificial blood or other materials on the manikins' skin without first verifying with the Simulation Lab Staff that the materials will not cause damage.
- Once the clinical simulation day is completed, students must help restore the simulator and environment to baseline status.

Lab Etiquette

- All students will wear scrubs and closed-toed shoes when participating in learning activities. Instructors will wear lab coats or scrubs when conducting and observing. College dress code applies.
- Cellular phones and similar electronic devices are not allowed in the simulation lab. They interfere with the wireless connections between the manikins and the computers.
- Food, drink, and gum are not permitted at the bedside of the simulator or near the computer components.
- Facility users are expected to leave the Clinical Simulation Lab in order. Please dispose of any trash in appropriate containers and ensure all equipment is shut down and turned off.
- Facility users are responsible for following standard precautions. Sharps and syringes are to be disposed in appropriate containers. Anyone sustaining a needle-stick or any other type of injury must complete the college injury report.

Assessment of Learner Development

Observation and formative feedback will be part of the scenario of each individual student. Simulation scenarios are to support the core content of the curriculum. A student's performance in the simulation lab may be used in the overall clinical evaluation This is particularly important in situations where a student is not performing well in the clinical area. Student performance will be communicated to the lead instructor by the instructor and/or lab team conducting the scenario.

Evaluations

An evaluation of the clinical simulation experience will be completed by the students to provide feedback regarding their experience. This will guide the lab staff to make improvements.



A P P E N D I X I

Appendix I: Simulation Center & Photo Confidentiality Agreement

During your participation in a simulated clinical experience at Chabot College, you will be both an active participant in simulated scenarios and an observer.

The objective of the simulation program is to educate pre-license healthcare practitioners to better assess and improve their performance in evolving healthcare crisis situations. The simulation lab is designed to challenge a student's response and judgment in a high stress environment.

By signing this agreement, you agree to maintain strict confidentiality regarding all performances, whether seen in real time, or on video. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

You will be discussing the scenarios during debriefing, but we believe that "All that takes place in the simulation environment – stays in the simulation environment!"

Release to be Videotaped and Recorded

I agree to maintain strict confidentiality about the details of the scenarios, participants and performance of any participants(s).

I understand that the Chabot College Simulation Center will record my performance in the simulation scenario for teaching purposes and that it may be shown to other participants who are present during the debriefing portion of this learning activity. I understand that the recording may be reviewed with me for learning purposes.

Pictures may be taken throughout the program. I agree to allow my picture to be used for program promotional purposes; brochures, posted to web page or bulletin boards.

| | | | |
|-------------|--|-------|--|
| Signature: | | | |
| Print Name: | | Date: | |



A P P E N D I X J

Appendix j: BRN Standards of Competent Performance 1443.5



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STANDARDS OF COMPETENT PERFORMANCE

Website: <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 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.



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Appendix K: Course Challenge Policy

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| CHABOT COLLEGE NURSING PROGRAM |
| COURSE CHALLENGE POLICY (Credit by Examination) |
| Effective: 09/2016 Reviewed: 07/2020 Revised: |
| Program Director: Connie Telles, DNP, CNE Assistant Director: Tami Washington, MSN, PHN, RNC-OB, C-EFM |

Board of Registered Nursing Regulation: Every Nursing Program must have a policy permitting the student who has equivalent experience to challenge the course.

Nursing Program Policy: Each nursing course will have a specifically developed method by which the student who can substantiate previous job-related experience can challenge the course.

Guidelines:

1. Challenge procedures are not an option to remediate failing grades from previous nursing courses.
2. Only student who can document substantial job-related clinical experience will be permitted to challenge a course.
3. Each challenge applicant's credentials will be individually evaluated by the Nursing Faculty to determine eligibility for the challenge process. The faculty reserves the right to deny the challenge process to any applicants and required the applicant to apply for the generic program at the appropriate level on a space-available basis.
4. The Nursing Faculty has the sole authority to determine if the student has successfully challenged a course. An instructor of record will be assigned to the student, but the entire faculty may be involved in the ultimate determination of the student's progress.
5. An individual will only have one attempt to challenge a particular course.
6. The challenge process may be initiated by obtaining and completing an *Application for Credit by Examination* located in the Health, Kinesiology and Athletics Division Office. Upon completing, the form should be submitted to the Health, Kinesiology and Athletic Division dean for final approval.
7. The challenger's request will be considered for approval for the Nursing Faculty at the next regular scheduled Nursing Faculty meeting. The approval process may take three to four weeks.
8. The student will be responsible for meeting with the instructor and mutually agreeing for the setting up the following:
 - a. arranging the required instructor evaluation (if applicable) in the Skills Laboratory;
 - b. arranging to take the required theory examinations;
 - c. arranging any necessary instructor conference;
 - d. coordinating with the Instructor of Record for a clinical performance examination if required.
9. If the student intends to challenge a course, the student will need to pass both the course examination and the appropriate benchmark assessment test.
10. All challenge work must be completed within four weeks from the date of approval.
11. The successful challenge candidate will receive a "Credit" on the transcript, no letter grade will be assigned for a challenged course. It is necessary to achieve the equivalent of a grade of "C" or better to receive a "Credit". A "C" is based on a standard of 73.0%.

12. Once the student has successfully challenged the course, the student may apply for advanced placement I the Nursing Program on a space-available basis. All policies enumerated in the *Chabot College Nursing Student Handbook* apply to the challenge student on an equal basis with other nursing students.
13. The student may reasonably be held accountable for every skill enumerated in the Skills Laboratory component of the course he/she is challenging.



A P P E N D I X L

Appendix L: Student Nurse Association By-Laws

Chabot College Student Nurse Association

Article I Name of Organization

Section 1: The name of this organization shall be the Chabot College Student Nurse Association(SNA).

Article II Purpose and Function

Section 2: Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.

Section 2: Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- G. To promote and encourage collaborate relationships with nursing and health related organizations.

Article III Members

Section 1. Members shall be:

- A. Students enrolled in state approved programs leading to licensure as a registered nurse.
- B. Registered nurses enrolled in programs leading an associate degree with a major in nursing.
- C. Active members shall have all the privileges of membership.

Article IV Graduation Pinning Ceremonies Fundraising

Section 1. Fundraising

- A. Club/Organization is required to meet all Chabot College standards of fundraising as issued by the Student Life Office.
- B. Clubs/Organizations are able to sell food on campus. Food that is served or sold to the public must be prepared in or purchased from an approved food facility. An approved food facility is a restaurant, market, or other licensed by the Alameda County Health Department or from the Chabot College food vendors. Prior to selling, the club must submit Temporary Food Permit Form to the Student Life Office.
- C. Clubs/Organizations are able to sell (two times per semester) in our Chabot College Flea Market at no cost. Visit the Flea Market office located in Building 2300, 2nd floor, Room 2355.
- D. All money collected from fundraising, no matter the amount, must be deposited to the club co-curricular account via the Chabot College Business Office located on campus in building 200., A receipt will be provided for your accounting records, and should be kept by the club treasurer. Please submit a copy of

your deposit to the Student Life Office after each fundraiser. No money should be kept in the private accounts of individuals at any time.

Section 2. Dues

- A. Each class will determine through class discussion, the amount, if any, for class dues collected solely for the purpose of paying for graduation ceremony and any other event attended by the entire class.
- B. A Class vote shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.

Section 3. Payment of Bills

- A. No bills are to be paid for by cash. All bills are to be processed by *Request for Disbursement (RFD)* which requires the signature of the club treasurer and faculty advisor. RFD's may be obtained from the Student Life Office or their website, original invoice(s)(bill) must be attached to the completed RFD's and returned to the Student Life Office for processing through the College.
- B. In certain cases, club members may choose to personally pay for minor expenses of your club and request reimbursement from the club account a later time (provided the club account has sufficient funds). This may be done by completing the *Request for Disbursement (RFD)*, original receipts and/or delivered verification and paid invoice for the merchandise or services must be attached. Acquire signature of the club treasurer and faculty advisor returning the form to the Student Life Office (Rm 2355). It takes approximately 1-2 weeks to process the reimbursement. Please note by choosing this personally pay for expenses you accept full responsibility for any subsequent fees or interest incurred.
- C. Advance Check: If required to pay for merchandise or services at time of delivery a student should complete a *Request for Disbursement (RFD)* ensuring CASH AVANCE is marked. Club must provide vendor invoice before submitting your disbursement form. Obtain the required signature, attach invoice and expected costs, and return to Student Life Office.
- D. Matching Funds: The Student Senate (SSCC) offers 'fund matching' to clubs who do fundraisers. See their website for procedures and forms.

Section 4. Facilities Request

During the course of the academic year, clubs/organization often requires use of College rooms or location in order to hold event(s) or club meetings. Club/organization is required to complete "Facilities Request" form and sign the Facility Board Policies. The Reed Buffington Performing Arts Center (PAC) will be reserved each year on the last Thursday of the semester in May for the Pinning Ceremony through the Nursing Program office. On the form, please indicate the time, date, location you are requesting, and if any audio visual equipment is needed. For large more complex events, please attach a map indicating the desired set-up as well as a detailed description of the event so that your needs can be accommodated. A copy of the event flyer must be submitted with the facility form when hosting an event.

Article V. Officers

Section 1. Composition

The class officers will consist of President, Vice President, Secretary, Treasurer, and a Projects or Social Chairperson.

Section 2. Responsibilities

- A. The Class Officers shall be responsible for:
 - a. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled meetings.

- b. Filling vacancies in any office by two-thirds majority vote of the Class Officers except the Office of the President.
- c. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

Section 3. Quorum

A quorum for the board meetings shall be the president, vice president, three other board members and one faculty advisor.

Section 4. Duties of the Class Officers shall consist of:

- A. President
 - a. Shall preside at all meetings of this association, appoint special committee as needed, perform all other duties pertain go to the office and present this association in all matters to the local state nurses association, the local league of nursing, state nursing student association, National Nurses' Association, and other professional and student organizations.
- B. Vice President
 - a. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
 - b. Shall reside at meetings in the absence of the President.
 - c. Shall assist the President as delegated and act as advisor to the President.
- C. Secretary
 - a. Shall record and distribute the minutes of all meetings of this association as directed by the President.
 - b. Shall keep a file as a permanent record all reports, paper, and documents submitted to the Secretary.
 - c. Refer to dully appointed committee the necessary records for the completion of business.
 - d. Forward minutes to the Nursing Program Office after each meeting.
 - e. Delivery to the new elected Secretary all association papers.
- D. Treasurer
 - a. Shall service as chairperson of the budget/finance committee.
 - b. Submit financial reports to the membership as directed by the President.
 - c. Prepare financial reports submitted at the monthly Class Officers Meeting.
 - d. Keep a permanent record of all dues received from members and any other income and expenses.
 - e. Remit payment for approved debits according to the following:
 - i. Disbursement of Funds
 - 1. Request for disbursement of funds shall be made in writing to Student Life Office.
 - 2. No funds will be disbursed without prior approval.
- E. Projects / Social Chairperson
 - a. Serves as chairperson of Projects /Socials committee.
 - b. Attend student activities (SSCC) council meetings.
 - c. Be accountable to the membership for notification of pending student activities
 - d. Keep bulletin board up-to-date

Article VI Elections

Section 1. Election of Class Officers

- A. Election shall be held at the end of the first semester in December or no later than January of the 2nd semester.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. All nominations shall be made from the floor or via email through the Nursing Program office.

Article VII Meetings

Section 1. Membership Meetings

- A. Meeting dates shall be set on the third Thursday of each month during college hour.
- B. The President shall have the authority to convene a special meeting such as time as is deemed necessary and shall notify the general membership of such meeting, location and time.

Article VIII

Amendments to the By-laws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article IX Parliamentary Authority

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these by-laws.



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Appendix M: Pinning Ceremony Policy

| CHABOT COLLEGE NURSING PROGRAM |
|---|
| Pinning Ceremony Policy |
| Effective: 09/2016 Reviewed: 05/2019 Revised: |
| Program Director: Connie Telles, DNP, CNE Assistant Director: Tami Washington, MSN, PHN, RNC-OB, C-EFM |

Introduction:

Nursing Program Policy: The Nursing Program Pinning Ceremony, if held at Chabot College, must follow College Policy and the following procedures:

Procedures:

1. A committee of students should be formed for planning the ceremony. The Assistant Director will be appointed to assist students with planning.
2. The dress code will be as follows:
 - a. Females will wear a white uniform, white uniform shoes, and hose. If the graduate elects to wear a uniform dress, it should be knee length.
 - b. Males will wear a white uniform top and white pants, white shoes and socks.
 - c. Appearance should be neat and professional.
3. Reservation of an appropriate event center needs to be made approximately one year in advance. See the *Reed L. Buffington Visual and Performing Arts Center* (PAC) website for procedures. If videotaping of the ceremony is planned, it must be cleared with the *Reed L. Buffington Visual and Performing Arts Center* manager and the rights of privacy of all members of the class must be discussed and resolved.
4. Any speaker would be selected and notified at least eight weeks prior to the ceremony.
5. Invitations need to be sent to the following:
 - a. All members of the Board of Trustees – see board secretary for Attendance Request forms.
 - b. Chancellor, College President, Vice Presidents of Academic Services, Students Services, and Business Services as well as all college deans. See executive administrative assistant to the President for 'Attendance Request' forms and procedures.
 - c. All members of the Nursing Advisory Committee.
6. No invocation or benediction in the traditional sense will be permitted.
7. The number of invitations may be limited due to number of students and size of venue. Style, format and the number of invitation needs to be decided two months in advance of mailing. Invitations will be printed by the Chabot Reproductive Department and charged to the division.
8. Chabot College nursing pins must be ordered in April to meet the end of May ceremony. Pins can be ordered and paid through the Chabot Bookstore.
9. The actual pinning may be done by family members or friends, if desired by the entire graduation nursing class. No more than three people should be on the stage to pin the graduate.
10. Graduates may elect to write a statement and have it read at the time their name is called to be pinned. The statement should be to words or less, and should be typed in no smaller than 16-point font and placed on an index card. This needs to be completed the week prior to the pinning ceremony.

11. The pinning ceremony must be conducted in a timely fashion. In no case should the entire ceremony exceed one hour\.
12. No helium balloons are allowed in the auditorium. See PAC website for additional restrictions.
13. Flowers may be used for stage decoration but a method of disbursement after the ceremony must be discussed with first year students or stage staff working the event.
14. The graduates should consult with the students in the first year prior to the actual pinning ceremony in order to arrange adequate numbers of students to assist with rehearsal, set-up, serving of refreshments and clean-up after the event.



A P P E N D I X N

Appendix N: Assistance Referral Form

ASSISTANCE REFERRAL FORM

The Chabot Nursing Faculty is committed to assisting students with special needs to obtain needed services. The following referral is being made to facilitate this process.

Student Name: _____ Referred by: _____

Reason for referral _____

Nursing Counselor

evictoria@chabotcollege.edu

Ernesto Victoria

Available Thursday 12-3:00 or other days by appointment.

Contact person: _____

Short-term Personal Counseling _____

Student Support Group _____

Counseling Services - College

Bldg. 700 – Rm 755 (510) 723-7013

Financial Aid Services

Bldg. 700, Rm. 702 – (510) 723-6748

Katherine Linzmeyer - Director

Learning Skills Services

Bldg. 2400 – (510) 723-6725

_____ Learning Disability Eligibility

Assessment

_____ Academic Accommodation

Health Center – Mental Health Counseling

Bldg 200 (510) 723-7623

Shana Castro Mental Health Counselor

ESL Laboratory

Bldg. 2300, Rm. 2351 (510) 723-6825

Tutorials/Learning Center

Student Center, Bldg. 2300 - Rm. 2351
(510) 723-6920

_____ Test Anxiety Workshop

_____ Test-taking Strategies

_____ Study Skills

_____ Time Management

_____ Tutoring

Skills Laboratory

Bldg. 3100 Rm 3116 - (510)723-6953

Skills Lab Coordinator

Skills: _____

Coaching

Office – Program Director or Mental Health
Instructor

Elaine Baiardi (510) 723-6902

ebaraidi@chabotcollege.edu

Connie Telles (510) 723-6874

ctelles@chabotcollege.edu

I have been informed about the services(s) available to me as indicated above. I understand that a copy of this referral will be placed in my student file.

Student: _____ Date: _____

Distribution:

Original - Student, Copy - to "Referral" Service copy to - Student file



A P P E N D I X O

Appendix O: Policy for Student Coaching – Retention Plan

| CHABOT COLLEGE NURSING PROGRAM |
|---|
| Policy for Student Coaching –Retention Plan |
| Effective: 09/2018 Reviewed: 07/2020 Revised: |
| Program Director: Connie Telles, DNP, CNE Assistant Director: Tami Washington, MSN, PHN, RNC-OB, C-EFM |

Need:

Nursing school is very difficult and a life changing experience. The faculty want students to be successful and complete the entire program in two years. Nursing exam questions are written at the higher level of application and analysis, in comparison to knowledge based exam questions that student may be familiar with from previous courses. Study techniques may need to be expanded and varied. Critical thinking skills will need to be learned.

Plan:

As nurse coach leaders we embody and practice aspects of self-development, including self-reflection, self-assessment, self-evaluation and self-care. We believe this is every nurse's primary commitment to self. The meeting with a coach is confidential, but if an action plan is developed it will be placed in the student file.

As nurse coach leader we assist nursing students to achieve academic success and self-development by increasing self-confidence, finding balance between school and personal life and creating action plans to become a safe, competent Registered Nurse.

Student

Any student that wants to participate in this coaching partnership with a nurse coach lead is welcome.

Any student that scores less than 73.0% on an exam, and/or

Any student that fails a skills return demonstration (one (1) attempt for the medication check-off and after two (2) attempts for any other check-off).

Time

Time is usually 30 minutes or less.

Place

TBA

Coaches

Elaine Baiardi, MS, MBA, CLC-NC, RN ebaiardi@chabotcollege.edu or Connie Telles, DNP, CNE ctelles@chabotcollege.edu

Students will need to email or call one of the nurse coaches within three (3) days of receiving a score less than 73.0% on an exam or failing a check-off following the above indicators.

Referral: If counseling services are required based on limitations within our coaching process a referral to a Chabot counselor or the Chabot Mental Health Services network will be completed.

We look forward to working with you!



A P P E N D I X P

Appendix P: Textbook Listing

| CHABOT COLLEGE OFFICE OF THE DEAN OF INSTRUCTION REPORT OF BASIC TEXTBOOKS <u>2020-2021</u> | | | | | | |
|--|----------------------------------|--|---------------------|------------------------------|-------------------------|--------------------|
| Subject Area: <u>NURSING</u> | | | | | | |
| COURSE | BASIC TEXTBOOK | | | | | |
| No. | Title | Title | Edition | Author | Publisher | ISBN |
| N55 Textbooks should also be ordered separately | | | | | | Verified |
| | Fundamentals of Nursing Practice | Fundamentals of Nursing - Required | 10th | Potter & Perry | Mosby/Elsevier (Bundle) | 978-0-323-67772-1 |
| | Fundamentals of Nursing Practice | Mosby's Diagnostic & Laboratory Test Reference | 14th | Pagana & Pagana | Mosby/Elsevier (Bundle) | 978-0-323-60969-2 |
| | Fundamentals of Nursing Practice | Medical Surgical Nursing | 9th | Ignatavicius | Mosby/Elsevier (Bundle) | 978-0-323-46178-8 |
| | Fundamentals of Nursing Practice | Saunders Strategies for Test Success 2018-2019 | 2020-21 | Silvestri/Silvestri | Mosby/Elsevier(Bundle) | 978-0-323-58194-3 |
| | Fundamentals of Nursing Practice | Critical Thinking Cases in Nursing | 7th | Harding/Snyder | Mosby/Elsevier(Bundle) | 978-0-323-52736-1 |
| | Fundamentals of Nursing Practice | Calculation of Drug Dosages: A Worktext (Recommended not Required) | 11th | Ogden | Mosby/Elsevier (Bundle) | 978-0-3236-55128-1 |
| | Fundamentals of Nursing Practice | Clinical Skills Nursing Video Essentials MOSBY | | Mosby | Mosby/Elsevier (Bundle) | 978-0-323-38947-1 |
| | Fundamentals of Nursing Practice | Davis's Drug Guide for Nurses | 16th | AH Vallerand, CA Sanoski | FA Davis | 978-0-8036-6945-1 |
| N55 Fall Only | Fundamentals of Nursing Practice | Davis Nurse's Pocket Guide: Diagnoses, Prioritized Interventions & Rationals | 15th | Doengenge, Moorhouse, Murr | FA Davis | 978-0-8036-7644-2 |
| | Fundamentals of Nursing Practice | Nurse's Med Deck + Resource Kit CD - Optional | latest (16th) | Vallerand, Sanoski | F. A. Davis | 978-0-8036-6959-8 |
| N51 F20 and S21 Obstetrics | | Maternity & Womens' Health Care | Latest (122) | Lowdermilk, Perry, (| Mosby/Elsevier | 978-0-3235-5629-3 |
| N52 - Fall 20 Only Pediatric Nursing | | Wong's Essentials of Pediatric Nursing | 10 Edition | Hockenberry, Wilson, Rodgers | Mosby Elsevier | 978-0-323-353168 |
| N52 - F20 & S21 Pediatric Nursing | | Pediatric & Neonatal Dosage Handbook - Required | 22nd Edition | Taketomo, Pharm | Lexi Comp | 978-1-591-95349-4 |
| Spring N52 S 21 Pediatric Nursing | | Essential of Pediatric Nursing | 4th Edition | Terry Kyle, Susan Carmen | Wolter Kluwer Health | 978-1-451-192384 |
| Spring N52 S21 Pediatric Nursing | | Pediatric & Neonatal Dosage Handbook - Required | 22nd Edition | Taketomo, Pharm | Lexi Comp | 978-1-591-95349-4 |

| Subject Area: <u>NURSING</u> | | CHABOT COLLEGE OFFICE OF THE DEAN OF INSTRUCTION REPORT OF BASIC TEXTBOOKS <u>2020-2021</u> | | | | | | | |
|-------------------------------|--|--|----------------|------------------------|----------------|--|----------|--|--|
| COURSE | | BASIC TEXTBOOK | | | | | | | |
| No. | Title | Title | Edition | Author | Publisher | ISBN | Verified | | |
| S60A MS F20 and S60B | Adult Health I | IV Therapy | lastest (2019) | Gahart | Mosby/Elsevier | 978-0-323-0-661386 | | | |
| | Adult Health I | Mosby's Diagnostic & Laboratory Test Reference | 14th Edition | Pagana & Pagana | Mosby/Elsevier | 978-0-323-399579 Student will purchase in N55 | | | |
| | Adult Health I | Medical Surgical Nursing | latest | Ignatavicius | Mosby/Elsevier | | | | |
| | Adult Health I | Clinical Skills Nursing Video Essentials | | Mosby | Mosby/Elsevier | 978-0-323-38947-1 | | | |
| | Adult Health I | Nurse's Med Deck + Resource Kit CD- Optional | latest | Vallerand, Sanoski | F.A. Davis | 13: 978-0-8036-2835-9 | | | |
| N53 Mental Health F20 & S21 | Mental Health | Psychiatric Mental Health Nursing : Concepts of Care in Evidence-Based Practice, 9th Edition | 9th or newest | Townsend | F.A. Davis | 978-8036-2840-3 | | | |
| | Mental Health | Pocket Guide to Psychiatric Nursing | Newest | Townsend | F.A. Davis | 9-7807036600557 | | | |
| S21 Nurs60B | Adult Health II | IV Therapy | latest | Gahart | Mosby/Elsevier | 978-0-8036-2840-3 | | | |
| | Adult Health II | Saunders Comprehensive Review NCLEX RN (Recommended not Required) | latest | Silverstari | Mosby/Elsevier | 978-14160-3708-8 | | | |
| S21 Nurs60C | Adult Health III & & Advanced Clinical | Essential of Nursing Leadership & Managements, | latest | Weiss/ Tappen | FA Davis | | | | |
| Nurs64 both F20 and S21 class | Pharmacology | Pharmacology & the Nursing Process | Latest | Lilly Collinger, Snydt | Mosby/Elsevier | 978-0-323-04486-8 | | | |
| N70/N70L | Nursing Theory: LVN_RN Transitions | LPN to RN Transitions | latest | Clawwell | Mosbv/Elsevier | 978-0-323-47386-6 | | | |

| <div>Subject Area: NURSING</div> <div> CHABOT COLLEGE OFFICE OF THE DEAN OF INSTRUCTION REPORT OF BASIC TEXTBOOKS 2020-2021 </div> | | | | | | | | | |
|---|------------------------------------|--|----------------|-------------------------------|-------------------|-------------------|----------|--|--|
| COURSE | | | BASIC TEXTBOOK | | | | | | |
| No. | Title | Title | Edition | Author | Publisher | ISBN | Verified | | |
| Class Cancelled | Nursing Theory: LVN_RN Transitions | Fundamentals of Nursing | 10th | Potter/Perry/Stockhert & Hall | Mosby/Elsevier | 978-0-323-04828-6 | | | |
| Nurs73 Moved to Spring 2021 | Intravenous Therapy - NEW BOOK | Manual of IV Therapeutics | latest 7th | Phillips, Gorsell | F.A.Davis | 978-0-8036-3846-4 | | | |
| N88 Moved to Fall 20 | Pathophysiology | Porths' Pathophysiology | 10th | Norris/Lalchandai | Wolters Kluwer | 978-1-49637-7555 | | | |
| N77 Spring 21 | Physical Assessment | Physical Examination & Health Assessment | latest | Jarvis | Saunders/Elsevier | 978-1-4377-0151-7 | | | |



A P P E N D I X Q

Appendix Q: Handbook Certificate of Understanding and Agreement



Chabot College
Division of Health, Kinesiology and Athletics
Nursing Program Bldg. 2200, Room 2273
25555 Hesperian Blvd.
Hayward, CA 94545
(510) 723.6896
RNProgram@chabotcollege.edu

Handbook Certificate of Understanding and Agreement

I _____ Student Name (Please Print)

have read and understand the foregoing statement in the Chabot Nursing Program Student Handbook

1. I understand the program is full-time, and requires completion of all courses each semester at 73.0% or better to progress in the program.
2. I understand this handbook may be amended, revised or updated via email and/or hardcopy through the program.
3. I agree to abide by all of the conditions therein.

Student Signature: _____

Student Name (Please Print): _____

Date: _____