



Chabot College Nursing Program

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S tudent Handbook

Class 2018 – 2020

Chabot College Nursing Program
25555 Hesperian Blvd Room 2273
Hayward, California 94545
Website: www.ChabotCollege.edu/Nursing
510.723.6896



WELCOME TO THE CHABOT COLLEGE NURSING PROGRAM

Dear Student,

Welcome to the Chabot College Associate Degree Nursing Program.

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 a pass rate of 96-100% over the past five 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 contained 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 be responsible for your own learning. Nursing faculty members 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 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

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TABLE OF CONTENTS

Page

INTRODUCTION

Welcome from Nursing Faculty

iii

SECTION ONE: NURSING PROGRAM FRAMEWORK

Program Vision and Philosophy.....	3
Provisions of the Code of Ethics for Nurses	5
Program Learning Objectives.....	6

SECTION TWO: CURRICULUM AND PROGRAM REQUIREMENTS

Curriculum:	Nursing Program Course (Generic RN)	9
Program Requirements:	Background Check and Drug Screen Policy.....	10
	Physical Examinations.....	11
Health:	Special Health Conditions.....	12
	Pregnancy, Changes in Condition (physical or mental) Impairment Drugs or Alcohol	
	Emotional Health	13
	Uniform requirements	15
	Health/Auto Insurance	16
	Malpractice/Liability Insurance	16
	Benchmark Testing Service	16
	DSRC Benchmark Testing Requirements.....	17
Policies:	Policy on Student Injury.....	18
	Policy for Occupational Exposure.....	18
	Policy for Electronic Devices.....	19
	Policy on Sexual Harassment.....	19
	Policy on Educational Rights and Privacy Act.....	19
Skills Lab:	Policy and Procedures Skills Lab.....	20
	Injections/IV Therapy in Skills Lab	21
	Medication Calculation Test.	21
	Medication Check-off	22
	Textbooks see Appendix K	100

SECTION THREE: PROGRAM STANDARDS AND STUDENT DUE PROCESS

	Program Policy	25
	Priority Commitment	25
Standards:	Academic Standards	25
	Process for Review of Academic Standards.....	26
	Coaching	26
	Clinical Experience Standards.....	26
	HIPAA Confidential Client Information.....	26
	Clinical Performance.....	27
	Punctuality and Attendance.....	29
	Hours of Instruction.....	29
	Bereavement Policy	30
	Behavior Standards	30

		<u>Page</u>
TABLE OF CONTENTS		
<i>SECTION THREE CONTINUED</i>	Code of Ethics for Nursing Students.....	30
	Code Of Nursing	30
	Progression and Promotion	31
	Progression of Student to 2 nd , 3 rd and 4 th Semesters	32
Statement of Due Process	Definitions of Statement of Due Process	32
	Procedure for Due Process Notification	33
	Immediate Dismissal (Grounds for).....	34
	Academic Honesty (Cheating).....	34
	Nursing Program Testing Policy.....	35
	Dismissal from Nursing Program	35
	Student Grievance Policy	36
	Student In Put to Nursing Program	36
<u>SECTION FOUR: STUDENT RESOURCES</u>		
	Chabot Library	39
	Support Services	39
	Nursing Counselor/ Case Manager.....	39
	Financial Aid/Employment	39
	Scholarship	39
	Student Participation	
	Student Nurse Association (SNA).....	40
	Liaison Meetings	40
	Faculty Meetings.....	40
	Student In Put	40
	Meeting with Director	41
	Communication	41
	Estimated Expenses	41
	Transportation.....	42
	Student Data Change of Address/Phone/Name.....	42
<u>SECTION FIVE: ADVANCED STANDING</u>		
Advanced Standing	Definition	45
	Clinical Validation	45
	Clinical Exam Police and Procedures	45
	Ranking	46
	Re-Admission to Program	47
	Medical Military Personnel	48
	LVN-RN Upgrade	48
LVN-RN Program Options	AA Degree Coursework	49
	30 Unit Option Coursework	50
	Benchmark Testing	50

APPENDISES

APPENDIX A: Social Networking Policy	55
APPENDIX B: Statement of Due Process Form.....	58
APPENDIX C: Assistance Referral Form.....	63
APPENDIX D: Clinical Simulation Experience Program General Guidelines	67
APPENDIX E: Policy: Immunization Requirements.....	73
APPENDIX F: Pinning Ceremony Guidelines.....	77
APPENDIX G: Nursing Release Authorization for Injections	81
APPENDIX H: Simulation Lab Confidentiality Agreement.....	85
APPENDIX I: BRN Background Checks for Student Clinical Placement	88
APPENDIX J: BRN 1443.5 Standards of Competent Performance	95
APPENDIX K: Fall 2018- Spring 2019 Textbooks List	98
APPENDIX L: Student Nursing Association (SNA) By-Laws	102
APPENDIX M: Military Personnel Nursing Program Challenge Policy	109
APPENDIX N: Course Challenge	113
APPENDIX O: Policy: Student Coaching – Retention Plan	117
APPENDIX P: Certificate of Student Understanding and Agreement	121
Campus Map.....	122

NURSING
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FRAMEWORK

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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 as 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 and philosophy of the College and the Roy Adaptation 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 which are designed to teach Nursing practice competencies, based on clinical practice standards. The desired outcome of this process is 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 healthy 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 healthy adaptation through direct intervention, education, 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. These student variables are recognized through the implementation of:
 - a. Utilization of and referral to resources and programs that help students develop their potential;
 - b. 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 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 personal and professional growth.
6. The nurse, through individual and collective effort, in 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 profession of nursing, collectively through its professional organizations, 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* published through the American Nurses Association.

Program Learning Objectives (PLOs)

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 Nurse 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 #1443.5 "Standards of Competent Performance" of the California Nurse Practice Act, 2018.

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 sciences 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 principles of therapeutic communication to facilitate and maintain effective verbal, written, and group interaction;
6. Apply appropriate teaching-learning principles in the incorporation of activities designed to assist the adaptation 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 principles 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 initiating 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.

CURRICULUM AND PROGRAM REQUIREMENTS

S E C T I O N 2

Curriculum: Nursing Program Courses (Generic RN)

The 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	
	FIRST YEAR NURSING PROGRAM	FALL	SPRING
Nursing 55	Fundamentals of Nursing Practice	8.5	
Nursing 58	Nursing Care of Patients with Infectious Disease	1.0	
Nursing 61	Clinical Nutrition	1.5	
Nursing 69	Gerontological Nursing	1.0	
Nursing 51	Maternity Nursing		4.0
Nursing 52	Pediatric Nursing		4.0
Nursing 75	Fluids and Electrolytes		1.0
Nursing 88	Pathophysiology		3.0
Nursing 88L	Health Assessment		1.0
	SECOND YEAR OF NURSING PROGRAM	FALL	SPRING
Nursing 53	Mental Health Nursing	4.0	
Nursing 60A	Adult Health I – Medical Surgical	4.0	
Nursing 64	Pharmacology for Professional Nurses	2.5	
Nursing 73	Intravenous Therapy	1.0	
Nursing 60B	Adult Health II – Advanced Medical Surgical		6.0
Nursing 60C	Adult Health III – Leadership/Preceptorship		3.5
	Total Nursing Program Units	46	
	Total Units for Licensure	70 - 73	
	Total Units for Graduation per BRN approved curriculum		
	including general education and pre-requisite/fixed courses	80 - 91	

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 AA degree. Students are encouraged to meet with a college counselor to ensure that all required coursework has been completed. Requirements for the AA degree can be found in the current College Catalog.

Graduates of the Chabot Nursing Program will receive an Associate in Arts 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 experiences 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** issue 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 I.

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 and 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 for 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 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 information. Please note that expunged records are discoverable by the BRN.

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 x 7196

Who will pay for the process? The prospective student is responsible for payment of the background check and drug screen.

Where and by whom the results will be maintained and protected (student confidentiality)? The student records are maintained in a confidential file in the Program Director's office.

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 and inquire if this student with the identified background would be allowed to complete their clinical assignment in this facility. If any clinical site refuses a student due to this background the student may not enroll in the Nursing Program.

Should the Nursing Program office become aware of a misdemeanor, felony or infraction which occurred prior to or during the students enrollment in the Nursing Program, the student may be dismissed from the Program.

Should a student be convicted of a felony, misdemeanor or an infraction regarding drugs or alcohol while in the Nursing Program, the student should immediately notify the Nursing Program director. 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. In the event that a student does not pass a drug screen, the student may not be admitted to the Nursing Program.

Positive results of any **non-prescription** drug may result in non-admission into the Program. Hospital administration will deny student placement if the urine drug screen is positive for marijuana.

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 client.

In the event of a dilute lab result, 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 Examinations and Immunization Records

Students who have been admitted to 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 prior to the deadline, will result in the student begin ineligible for admission/progression in the Nursing Program. See Appendix O for the policy on Physical Examination and Immunization Records.

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

Special Health Problems or Changes in Current Health Condition

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

1. **Pregnancy:** Student must meet the following requirements:
 - a. The Nursing Program Director and clinical instructor must be notified immediately.
 - b. The attending physician **must attest in writing** to the student's physical capacity to continue in Program sequence **with no limitations** at the time the pregnancy is verified and again at the 7th month of 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 a change in ability to perform the full responsibility of the nurse at the bedside.
 - c. Students are not allowed to be in the clinical area under a modified or restricted duty status during the pregnancy.
 - d. After delivery, her physician must attest in writing that the student's physical capacity allows her to continue **with no limitations** in 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.
 - e. The student may decide to withdraw from the Nursing Program because of pregnancy and may withdraw under good standing if she is passing her classes at the time of withdrawal.
2. **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:
 - a. 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 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.
 - b. Students are not allowed to be in the clinical area under a modified or restricted duty status.
 - c. If the student chooses to withdraw (or must withdraw) from the Nursing Program to have the condition treated, he or 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 Advanced Standing Ranking)
 - d. Students who are taking physician-prescribed medications which have the potential for impaired behavior may not be in the clinical area (including Skills Laboratory).
 - e. 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 may, upon recovering sufficiently from the illness, 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 objectives (clinical and theory) **with no limitations** in the same manner as the student who has not required treatment for a medical illness.

3. **Impairment by alcoholism, drug abuse**: The Chabot College Nursing Program follows the policy of the BRN located at <http://www.rn.ca.gov>. 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 students, the right to privacy is observed. The following procedures will be followed:
 - a. 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.
 - b. The situation will be discussed by the faculty, and a plan of action will be recommended to the student.
 - c. If the faculty decides to dismiss the student, the following will be observed:
 1. Students who have been referred to any type of diversion Program will need to have a repeat drug screen and background check before re-entering the Nursing Program.
 2. The student should follow the guidelines for readmission to the Nursing Program. If student withdrew and is currently passing with 73% in all classes h/she will be readmitted as student in 'good standing' (See Advanced Standing Ranking)
 3. In addition, the student will:
 1. Provide satisfactory evidence of having participated in and successfully completed the plan of action.
 2. Be subject to random urine drug screen analysis.
 - d. 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.
 - e. It is the responsibility of the student, not the faculty, to take steps to resolve the impairment.

Emotional Health

1. The signs and symptoms of emotional distress may affect one's clinical or academic performance and may adversely affect patient safety. These may include, but are not 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 judgment due to anxiety or indecisiveness,
 - extreme sadness, tearfulness, unresolved grief,
 - self-destructive behaviors,
 - pessimism, feelings of hopelessness and helplessness, or loss of interest or motivation,
 - attention seeking or overly-dependent behaviors,
 - manipulative behaviors,
 - angry, aggressive behaviors or verbalizations,
 - failure to participate in activities required to meet objectives.
2. Faculty responding to students displaying behaviors consistent with emotional distress or illness will follow Chabot College's 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 Referral Sheet and give a copy to student and to student file
- referring the student to the assistant director and/or Nursing Program Director, and
- referring the student to the Vice-President of Student Services.

3. The faculty will document the incident in the student's file.

The Board of Registered Nursing Emphasizes " *the importance of seeking voluntary aid for condition that could, if left unattended, lead to disciplinary action and may prevent the student from begin 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 he/she will be able to function safely and effectively in a classroom/clinical setting.

Basic Life Support (BLS)

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 he/she is enrolled in the Nursing Program. Students should be prepared to show valid CPR certification upon 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

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

Appropriate Dress for the Clinical Setting:

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. All hospital parking permits, or identification cards must be returned to the instructor at the conclusion of the clinical rotation.
2. **White uniform:** Student should purchase enough uniforms to assure being able to report to the clinical area in a clean uniform each day. The uniform must not be too tight/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.
 - d. Shoes must be solid white and are to be kept clean. Heels and toes must be enclosed. No sandals, high heels or clogs are to be worn in clinical or the skills lab.
 - e. Socks may be white or neutral in color.
3. **Blue (Navy) Scrubs:** During lecture, skills lab, and simulation lab, the student will wear blue scrubs with athletic shoes.
4. Hospital: When reviewing their clinical client assignment, the student will wear a short length white lab coat, with left shoulder patch, and photo ID over the Chabot Nursing polo shirt and khaki pants.
5. Students are required to wear khaki pants with a Chabot Nursing polo shirt during the mental health rotations and while participating in outside clinics.
6. **Hygiene and patient safety:**
 - a. Nails must be kept clean and short. No nail polish or nail decorations or

- artificial nails are permitted.
 - b. Hair must be confined and off the shoulder. No extreme hairstyle 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 a 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 fitted for the N95 mask, facial hair must remain consistent.
- 7. Jewelry:**
- a. Earrings must be simple: one post type only in the ear lobe, no hoops or dangling earrings. Gauged earlobes must be plugged, and approved by faculty.
 - b. No other visible body piercing is permitted; this includes nose, lip, eyebrow or tongue rings.
- 8. Gum/Tobacco:**
- a. No chewing gum, vaping or tobacco, is permitted during clinical hours or within the skills labs. If you are a smoker, you must not come to class or clinical with the smell of smoke on your uniform.
- 9. Tattoos:**
- a. No visible tattoos are permitted. You will need to wear a plain white T-shirt to cover the tattoos.

Health and Auto Insurance

1. Health insurance is not provided for the students by the college. It is strongly urged that health insurance coverage be obtained by you while enrolled in this Program.
2. California law requires current automobile insurance.
3. All students registered at Chabot College have access to the Student Health Services.

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 as full-time students will be required to take standardized and normed on-line 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 student is enrolled on a full-time basis. The testing is packaged and the cost is approximately \$600+ and is required.

The goals of these examinations are to:

- Enhance learning
- Assist in reducing attrition
- 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 course syllabi for dates on which the proctored examinations will be given.

E-books are available to all Program students. Non-proctored practice tests are available. 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 given to the student immediately. The student will be able to identify the areas of strengths and weaknesses in his/her knowledge base and remediation will be required for all students. This remediation must be completed within two weeks.

Benchmark Testing Procedures for DSRC Students

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

Policies

Policy on Student Injury during Clinical Experience

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 area. Any injury, no matter how slight, should be reported so that a claim record is established should 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 area 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, he or she may seek care at the hospital or agency Emergency Room, or employee health department (if services are available) or approved Chabot-Las Positas District office Worker's Compensation treatment sites. See Human Resources for locations. Private or personal physician treatment may not be covered.

There is documentation which must be completed by the student and instructor. 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 District's Employee Benefits/Workers' Compensation manager.

Policy for Occupational Exposures/Injuries

Health care 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 from the health care provider with no limitations will be required.

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

A. 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 part B (Exposures and Injuries) below.
4. Puncture wounds from contaminated needle sticks or sharps:

- a. Do not make a judgment 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.

B. Injuries

1. Report the injury immediately to the instructor who will assist you in reporting the injury and obtaining emergency medical care.
2. The student should go to the Emergency Department or Occupational Health of the hospital in which you are receiving clinical experience.
3. The student is responsible for all follow-up care as recommend by the Health Care Practitioner as deemed necessary.

Policy for Electronic Devices Policy

- Cell Phones: All cell phones must be off during class and clinical unless cleared with your instructor.
- Laptops or tablets are not allowed in the clinical area.

Policy on 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.

Policy on Educational Rights and Privacy Act

The Chabot College Policy on "The Family Educational Rights and Privacy Act" will be upheld by the Nursing Program at all times. This policy can be found on the Chabot College Admission and Records website. www.chabotcollege.edu/admissions/ferpa.cfm

Policies and Procedures: Skills Lab

Skills Lab is located in Building 3100, Room 3116, Phone: (510) 723-6953
Hours: Will be posted on bulletin board in Building 3100.

- Each student is required to spend 12 hours in the skills lab for each 9 week nursing course (NURS 51, NURS52, NURS 53, and NURS 60A).
- Students may not spend more than two consecutive hours in the skills lab.
- The Skills Lab provides a simulated hospital setting at the various stations. You are expected to act professionally while in the Lab.
- All of the manikins/equipment in the Skills Lab are expensive. Do not misuse them.
- Dress: Blue scrubs or Khaki and polo shirt with lab coats are required.
- No food or drinks are allowed in the Skills Labs. Water is permitted.
- Children are not permitted in the Skills Labs.
- Students must not enter the Skills Labs when class is in session.
- Cell phones should be turned off while in the Skills Lab; do not leave class or check-offs to answer a phone.
- Do not remove equipment, video tapes, CDs or books without checking with skills lab 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/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 the skills lab instructors and faculty members when they are in meetings in the Skills Lab.
- Uniform/uniform shoes worn in the clinical area should not be worn in the Skills Lab, There is an assumption that they may be potentially contaminated.

Sign-up Sheets: Located on Nursing Bulletin Board outside the skills lab in Building 3100

- 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.
- If 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 and must leave a message, please leave name, appointment time and reason for cancellation. If you suddenly become ill or have a family emergency, you must make every effort to notify the lab.
- It is the students responsibility to sign up for skills check-offs and to cancel appointments should that be necessary. Students may not have friends/classmates sign them up for skills check-offs or erase their names from the sign-up sheet.
- 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.
- All skills which require a check-off with an instructor must be passed within two weeks of the presentation of the skill.

Sign In:

Chabot Skills Lab: Sign in on the computer in the hallway (building 3100) using your W#.

- Sign in when using the Skills Lab for practice or check off.
- Remember to sign out when you leave the lab.

Check offs:

- Check-offs are to be completed when you are absolutely ready to demonstrate the skill; this is not the time to practice.
- Students must sign up for check offs for specific skills. Availability will be posted 3 weeks ahead.
- Students should come to the lab before the scheduled check off time to set up and organize supplies.
- Students will have the 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.
- If a student is 10 minutes late, the check off will be cancelled and the student will receive a *Statement of Due Process*.
- Skills Performance Evaluation Sheets (Check-Off Sheets) will be available on Canvas. It is the student's responsibility to print them out prior to the presentation of the skill and bring them to Skills Lab. All skills which require a check-off will be evaluated according to the check off sheets. Bring them to 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.
- If the student is unsuccessful in passing a check off, the student must wait 24 hours before a second attempt.
- Students have 3 attempts to pass a check off, with the exception of the "Medication Administration" check-off that must be passed by the 2nd attempt. A written notice will be issued in the event that a student does not pass a skill check-off on the second attempt, and a third attempt is necessary.
- Your instructor will be notified if a student does not pass the check off.
- Skills check-offs should not be interrupted by other students.
- Check offs are a performance examination. Students may not receive help of any kind during the check off.

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 this procedure is found in **Appendix G**.

Medication Calculation Test

Students enrolled in Nursing 55 must pass a quiz on calculations for medication administration by the 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 may have no more than three (3) attempts to successfully complete this requirement.

- Should a student not be successful by the 2nd attempt a *Statement of Due Process* will be issued. It is the responsibility of the student to seek tutoring prior to the third test.
- If unable to pass the 3rd attempt the student will not be able to continue in the Program.

Medication Check-Off

In NURS 55 each student will be required to successfully complete a medication check-off in the Skills Lab before the student is able to administer medications in the hospital. Check the course syllabus for completion dates.

- Students may have no more than two (2) attempts to successfully complete this check-off.
- If the student is not successful by the second attempt, s/he will be unable to progress in the Nursing Program.

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

Textbooks

A list of required textbooks may be found in **Appendix K**.

**PROGRAM
STANDARDS
AND
STUDENT
DUE PROCESS**

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Program Policy

Progress from one course to another in the entire Nursing Program is contingent upon satisfactory completion of each course in the nursing major, both in theory and clinical.

Priority Commitment

The two-year Chabot College nursing 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.

STANDARDS

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 rules and regulations does not recognize a letter grade of "D" as satisfactory evidence of completion for eligibility to take the NCLEX exam. Most courses in the Nursing Program are presented in a special sequence, and the knowledge and skills are therefore cumulative. It is not possible to take most nursing courses out of sequence. Once you have enrolled in the Nursing Program the student must have permission from theory instructor to take any Nursing Program courses outside of Chabot College. The same grading standards apply to all nursing courses and must be verified with transcripts from the institution. If the student earns a "C" in courses outside of Chabot College; the student must submit a final percentage grade from the instructor (73% is passing).

Grading Standards: (Course 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 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%.

Process for Review of Academic Standards:

In the event that the student is not successful in passing of any class with 73% the student will be unable to progress in the Nursing Program. If the student wishes to appeal this process, he/she may avail him/herself of the academic review Student Conduct and Due Process policy in the Chabot College Catalog (most current edition). Please consult the Division Dean and/or VP of Academic Services.

Coaching

At Chabot College two of our 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 placed in the student file.

As nurse coach leaders 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 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 will be required to attending 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 skill or test.

Clinical Experience Standards

Students receive clinical experience in a variety of health care settings. The hours and days of attendance in clinical may vary depending upon the particular course. Students may be assigned to evening, night or weekend experiences 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 this 6 week course.

Students should expect to spend the evening before the clinical experience preparing for client care. Students are not to be in 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 a 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 comes 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 to. 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), 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 and 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 clinical area will result in failure in the course. Failure to complete a Nursing course with a "C" or better, or receipt of a "W," constitutes dismissal from the Nursing Program. If this occurs, the student will have one opportunity to re-apply to the Nursing Program as an advanced standing student on a space-available basis, unless the behavior demonstrated by the student has been deemed egregious by 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 peers.

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

1. inability to explain the client diagnosis, plan of care, labs or medications to the instructor or other members of the health care 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 objectives 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) objective;
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. any breach of Standards of Competent Performance as outlined by the BRN. (See Appendix J)

Standards of 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. Any absence must be reported to the instructor.

According to the *Chabot College Catalog*, a student absent for 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 in academic 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 the 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 minutes of break time.

Clinical: Unexcused absences are not permitted. Students may not miss more than 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 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 work. The instructor may request written medical approval and/or verification before allowing return 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 classroom and clinical requirements. It is the Nursing Student's responsibility to inform his/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 (clinical and classroom) 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 places great importance on these behavioral standards. High moral and ethical standards are required of those in the health care 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 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 health care 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 in 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 for Nursing Students

The ethical principles include the students' responsibility to:

- Advocate for the rights of all 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 Nursing 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. However, this is not an exhaustive list:

1. misrepresentation in securing appointment to the Nursing Program;
2. failure to meet clinical course objectives;
3. unsatisfactory academic performance (score below 73%);
4. impairment from alcoholism, drug abuse, and/or emotional illness;
5. excessive 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.

The above stated deviations from accepted standards are based on recommendations from the Board of Registered Nursing.

The Board of Registered Nursing requires that students be separately evaluated for promotion from first year curriculum to second year curriculum. The first year faculty promotes the student to second year status with a "clear" status, or may make specific recommendations for the student. The evaluation will be written and given to the student at the end of the first year (Appendix E). The student will be asked to sign one copy and return it to the Nursing Program files.

Progression of Students to Second, Third 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 Adult Health III (Nursing 60C) course will be placed with a Nursing preceptor who has been selected by the instructor. Under no circumstances will the student arrange for his or her own preceptor. *Except in unusual circumstances*, each student will remain with his or her fourth semester Medical-Surgical Nursing instructor in the same facility he or she was in for that course. Any changes will be reviewed and approved by the entire Medical-Surgical Nursing Faculty teaching in the fourth semester.
3. Students should note the following:
 - a. The final decision of assignment rests with the Nursing faculty;
 - b. There will be no guarantee that a student will receive his/her choice for 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.
 - e. Students will need to work with their preceptor on all assigned days. Preceptorship must take precedence over 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 Due Process notification form is contained in Appendix B and is titled "*Statement of Due Process.*" 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.

Any *Statement of Due Process* form 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:

ACADEMIC CONCERN:

Students will receive a *Letter of Understanding* for academic performance below 73%.

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 very 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 grounds for immediate dismissal from the Program.

PROFESSIONAL CONDUCT:

A *Statement of Due Process* may be issued for violation of standards of professional conduct or other identified behavior standards. Violations include but are not limited to: dishonesty, furnishing false information, incivility, violation of Nursing Social Media Policy, misuse of equipment in the skills lab, tardiness, failure to notify the Skills Lab coordinator/assistant or instructor for missed clinical or skills lab appointments, and/or disruption of the class.

SKILLS PERFORMANCE:

Failure to pass a check-off demonstration after the second 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 3rd attempt, the student will be dismissed from the Program. An exception to this policy is the Medication Administration Check-off which allows only 2 attempts.

PROGRAM PROBATION:

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

- a. an accumulation of *Statements of Due Process*, even if the student has remediated the deficits;
- b. 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*;
- c. a single deficit behavior in ethical/professional standards or one that is issued for serious deficit in clinical performance;
- d. a serious deficit may be defined as, cheating, plagiarism, incivility, or any other unprofessional/unethical conduct or behavior.

Other issues related to Program probation are:

1. The student will remain on probation for the duration of the Nursing Program;
2. 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 his/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:

1. not identifying the client prior to initiating any care;
2. medication errors or near misses;
3. unsafe clinical practice;
4. failure to follow instructions given by instructors;
5. tardiness in the clinical area;
6. excessive absences in class/clinical;
7. unprofessional conduct at any time while a Nursing Student;
8. lack of preparation for clinical and inability to present plan of care/description of client diagnosis and requirements for care;
9. inability to provide organized care with medications and treatments administered in a timely manner;
10. violation of the Social Media Policy;
11. inability to perform all skills in the clinical area safely and competently.

Please note: This is not a comprehensive list.

The instructor will meet with the student to provide a *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 the event that the student elects not to sign the form, the *Statement of Due Process* will still be placed in the student's file. If a rebuttal is written by the student, it will be attached to the *Statement of Due Process*.

Grounds for Immediate 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 any 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 done 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 off as 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.

- a. Course syllabus;
- b. 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 may result in dismissal from the Program:

- a. No cell phones 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 for the exam;
- b. All backpacks are to be stored at the front of the room;
- c. No baseball hats are allowed;
- d. 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;
- e. Students are required to remain in the room during Canvas/Kaplan testing until dismissed by the instructor;
- f. Faculty may choose to re-seat students during testing procedures;
- g. 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;
- h. Calculators may not be used during any exam;
- i. Other appropriate methods or actions to discourage cheating as seem necessary by the individual instructor(s). See course syllabus for additional parameters;
- j. Only other appropriate methods deemed necessary by individual instructors may be utilized;
- k. Students may not leave the testing room for any reason;
- l. Test reviews are the prerogative of the individual instructor and may or may not be done. Students are reminded that tests are used to evaluate performance and are not to be used as instructional devices or learning materials.

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 student 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 able to speak during the meeting. 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 his/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 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.

STUDENT RESOURCES

S E C T I O N 4

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. <http://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.

Counselor/Case Manager

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

- Personal Counseling
- Strategies for success in the Nursing Program
- Transfer assistance (ADN to BSN Programs)
- Academic advising: Completing Chabot GE and Graduation Requirements
- Referral to other campus or community services and Programs

Financial Aid/Employment

Information and applications 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. Information regarding on and off campus employment opportunities may be obtained through the Office of Student Life, Building 2300.

Scholarship

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

Student Participation

Student Nursing 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 Nurses Association. This organization addresses social and other issues that affect Nursing Students throughout the Program. A faculty advisor 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
2. Duties and responsibilities of these officer positions are listed in Appendix L.
3. Chabot College follows the National Student Nurse Association (NSNA) bylaws. 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. <http://www.nсна.org/Activities/Bylaws.aspx>
4. The SNA is affiliated with The Associated Students of Chabot College (ASCC). The bylaws can be viewed at <http://www.chabotcollege.edu/ascc/governance/bylaws.cfm>

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 student and faculty and deals with policy, curriculum, and Program implementation. The Liaison meeting minutes will be typed and results of faculty discussion posted and/or emailed to program students.

Faculty Meetings

Students are encouraged to attend regularly scheduled Nursing Faculty meetings. The date and time are posted on a calendar on the Nursing webpage. Students should inform the Nursing Program Administrative Assistant one week in advance if they wish to attend a meeting so that sufficient meeting materials will be available.

Student Input

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

Meeting with the Nursing Program Director

There will be scheduled mandatory meetings with the Program Director once a semester during a

pre-arranged college hour. These meetings are important and provide an opportunity to clarify issues and share information. Students may add any item for discussion to the agenda.

Communications

The Chabot College Nursing webpage is a regularly updated source of communication for the students. It contains announcements, calendars, Student Handbook and other valuable information. It can be accessed at www.chabotcollege.edu/nursing. There are bulletin boards in the hallway of the 2nd floor in building 2200 and outside the Skills Lab in Building 3100 designated for use by the Nursing Program. They include class notices, information on loans, scholarships and job opportunities. Students are encouraged to check them regularly. Instructors also communicate information via Canvas, emails and text messages.

Estimated Expenses

A package of supplies for the skills lab will be required for purchase in the Bookstore. In addition, the following are *estimated* expenses. In general, books will be the largest expense. The approximate cost of books and other fees for the Program are as follows:

	Books	Fee/Tuition	Immunizations	Exam Fees	Uniforms	NCLEX Fees	
Semester One	\$1000	\$668	\$345	\$135	\$545		\$2693
Semester Two	\$650	\$622		\$135			\$1407
Semester Three	\$500	\$622	\$195	\$135			\$1452
Semester Four	\$350	\$507		\$135		\$500	\$1492
Totals	\$2,500		\$540	\$540	\$545		\$7044

This includes only those texts which are required. Other texts will be recommended or supplemental, but are not mandatory. The bookstore will have a variety of books available for purchase. Tuition is calculated at current rate of \$46 per unit plus student health and processing fees.

The preceding estimates do not reflect any cost that may be determined by your Nursing class (such as dues, fund-raising for the pinning ceremony, etc.)

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

Package of skills lab supplies.....	\$150
Uniforms.....	\$200
School patch (3).....	\$ 20
Lab coat (1).....	\$ 40
Shoes (1 pair).....	\$ 65
Stethoscope/goggles.....	\$100
Scissors/pocket pack.....	\$ 25
Watch with a "sweep" second hand	\$ 40
Name tag (2).....	\$ 30
TOTAL	\$650 – \$700 range

Other items for which you should budget include: (approximately \$700) medical examinations, immunizations, parking, fees for Benchmark testing, NCLEX-RN registration and testing fees. All

costs are subject to change.

Transportation

Each student is expected to provide his/her own transportation to and from school and clinical facilities in a reliable and timely manner. Although students are encouraged to car pool this 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 Address/Phone/Name

In the event that a Nursing Student changes his/her name, email, address or phone number during the Nursing Program, the Nursing Program Office must be notified. A change of information form is available in the Program office. The form will be submitted to the Admission and Records office. It is the student's responsibility to notify the Program office of changes in email or contact numbers.

Advanced Standing

Re-Admission,
Military and LVN-RN Students

S E C T I O N 5

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 declines admission to the Program.

1. Re- Admission former Chabot College Nursing students who withdrew, or were unable to progress;
2. Medical Military Personnel;
3. LVN-RN applicants.

Re-admission candidates will complete a paper application and submit directly to the program office. Medical military personnel and LVN-RN candidates will apply on-line through Class-Web.

Students applying for admission to the fall semester must have basic skills testing completed by April 1st and final skills exam by May 15th. Incoming students will be evaluated in January of each year to set ranking and again on April 15th to determine if standards have been met and re-ranked if necessary.

Students applying for admission to the spring semester must have basic skills completed by November 15th and final Skills exam by December 15th. If space is limited, students will be ranked by November 15th. In December the list will be evaluated to determine if standards have been met and re-ranked if necessary.

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 students will enroll in NURS 84 (Prescriptive Clinical Skills) at the beginning of the semester prior to admission in order to practice and take skills exams. The NURS 84 Syllabus is available on Canvas. Students should contact the skills lab coordinator at (510) 723-6953 to review NURS 84 orientation dates and times.

The clinical examination consists of:

1. Math for Medications written examination which must be passed with a score of 90% or higher, limit 3 attempts;
2. HIPAA/Standard Precautions validated yearly by HealthStream Modules;
3. Therapeutic Communications written examination passed with a score of 90%. Limit at 3 attempts;
4. IV module
5. Skills Exam: a three hour skills lab exam which must be passed with a score of 85%. 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-requisite 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 Nursing Program Director prior to being admitted to any nursing major course which includes a clinical component. The Director will advise the applicant regarding prerequisite 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 "Advance 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 examination.
3. Students must be enrolled in NURS 84 in order to practice skills and otherwise prepare for the examination. Skills Lab instructor is available for questions and guidance during this course.
4. All exams must be scheduled in advance with the Clinical Coordinator. Cancellations must give a twenty-four hour advance notice except in extenuating circumstances. If the exam is canceled, 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 the 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 into 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.
7. When both the theory and the skills have been satisfactorily completed and validated by the Clinical 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 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 College Nursing curriculum.

Ranking: Admission is based on space 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 (in

- theory classes). Students will be ranked by GPA from Nursing Program course grades only.
3. LVN/Military* Students who have completed N70 and N70L:
 - a. TEAS Score
 - b. GPA from N70 and N70L
 - c. Successful completion of Benchmark testing
 - d. GPA for N88, N88L, N81, and N82 if taken
 4. Chabot Program Nursing Students applying for readmission, who withdrew due to failing clinical performance, using GPA based on 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 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, the with skills exam scores and /or TEAS scores will be evaluated to break “tied scores”.

Re-Admission Students

Students who are dismissed or withdraw from the Program may reapply as an Advanced Standing Student. There is a ranking list and students will be readmitted on a space-available basis.

The Chabot College Nursing Program has a two-admission policy for the generic Nursing Student. Students must complete their first semester to be considered for readmission. The second admission to the Program will be through the advanced standing process. A student, who has been re-admitted to the Program and then fails to meet the requirement of any course will be dismissed.

Applicants are considered for admission to the full-time Program courses other than NURS 55 according to the following priorities. All applicants must have taken and passed the ATI TEAS with an Adjusted Individual score of 62%.

Re-entry to the Program may be initiated by the former student using the appropriate application channels based on college policy. Student must re-enter the Program within two years of dismissal or withdrawal. After that, the student is no longer eligible to return to the Nursing Program. Readmission will be on a space-available basis and as established using the priorities described below. Every student seeking readmission will be evaluated on an individual basis after having completed the Advanced Standing Application available in the Nursing Program office or from the Nursing Program website.

Some courses in the Nursing Program have a prerequisite 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 appropriate entry time.

Upon re-entering the Program, the student shall be subject to the standards for progression. The re-entry student will be subject to the requirements set forth in the Student Handbook in effect on the date of re-admission.

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.

Medical Military Personnel:

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

LVN-RN Upgrade

- All students must take and pass the Test of Essential Academic Skill (TEAS®) with Adjusted Individual score of 62.0%. As of 1/1/2017, the ATI TEAS will be the new exam. If you have taken the TEAS Version V you will need to take the ATI TEAS newest version.
- The Licensed Vocational Nurse (LVN) applicant must:
- Be currently working and hold a current State of California LVN License.
- Attend a mandatory orientation in December or May.
- Have a minimum of one year experience of at least 500 hours. Submit a letter from employer on employer letterhead stating job title and start date.
- 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 1 and Microbiology. Overall GPA in the sciences must be a minimum of 2.5. All science courses must be completed with a passing grade of "C" prior to submitting this application. A recency of 7 years is required on science coursework.

LVN- RN Program Options

Associate Arts Degree in Nursing

Chabot College offers a transition Program to assist Licensed Vocational Nurses to achieve eligibility to sit the Registered Nursing licensing examination (NCLEX). The recommended pathway is for students to achieve the AA degree in Nursing.

This Program meets the requirements of the Nurse Practice Act and Section 1429 of the BRN Regulations. (2018 Edition)

This pathway is available only to Licensed Vocational 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 2 years in an acute care or skilled nursing facility in order to qualify for admission.

COURSES		UNITS	
Prerequisites:			
Anatomy 1		4-5	
Microbiology		4-5	
Physiology 1		4-5	
The science courses must be completed with a 2.5 GPA or better before clinical validation or admission to the Nursing Program. Science can be 4 or 5 units depending on college but must be with a lab component			
		Fall	Spring
Nursing 70 (Nursing Theory: LVN-RN Transition) ❶		1.5	
Nursing 70L Lab		0.5	
Nursing 84 Prescriptive Clinical Skills Nursing Practice			0.5
Nursing 88 (Pathophysiology)			3.0
Nursing 88L (Physical Assessment)			1.0
The above courses must be pass with 73% or better for admission to the full time Program.			
CLINICAL SEQUENCE		Fall	Spring
Nursing 53 (Mental Health Nursing)		4.0	
Nursing 60A (Adult Health I ❷)		4.0	
Nursing 69 (Gerontological Nursing)		1.0	
Nursing 73 IV Therapy (if not certified)		1.0	
Nursing 60B (Adult Health II)			6.0
Nursing 60C (Adult Health III)			3.5

❶ Prerequisites for admission to the Program include: (1) Completion of Advanced Standing application; (2) Validation of previous Nursing knowledge is required for counseling/assessment purposes. (3) Additional required coursework includes English IA, Sociology I, Psychology I, and Communications 1 or 10.

❷ It is highly recommended that the student enroll in Adult Health I (Nursing 60A- 4 units) although optional, to prepare for the rigors of Adult Health II and III.

30-Unit or Non-Degree:

Students that enter into the second year of the Nursing Program may select the 30 unit Non-Degree 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 AA graduate, the licenses of students who choose the non-degree 30-Unit option may not be recognized in other states. Please see the Director of the Nursing Program if interested in this option.

Coursework:

Microbiology with lab Minimum 4 units	4	
Physiology with lab Minimum 4 units	4	
Nursing 70 (Nursing Theory: LVN-RN Transition)	1.5	
Nursing 84 Prescriptive Clinical Skills Nursing Practice	0.5	
Nursing 88 (Pathophysiology)	3	
Nursing 88L (Physical Assessment)	1.0	
Nursing 53 (Mental Health Nursing)	4	
Nursing 60B (Adult Health II)	6	
Nursing 60C (Adult Health III)	3.5	
Nursing 69 (Gerontology Nursing)	1	
Total number of units	28.5	

Benchmark Assessment Testing

The purpose of the testing package is to validate entry level Nursing knowledge and safe clinical behaviors considered by the nursing faculty to be pre-requisite for the course or Program level in which the advanced standing applicant is to be placed.

LVNs and Military applicants will be required to test in the areas of: Fundamentals of Nursing, Pediatrics, Maternity, 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 Nursing 70, 70L. Approximate cost for the testing is \$600. Materials will be provided. Testing occurs in a proctored environment. This cost is non-refundable.

- (1) Students who fail to meet the benchmark for each exam will be required to enroll in those courses in which they were unsuccessful.
- (2) Those who are not successful will have one (1) opportunity to take and pass a *theory only* course [(N81 (Obstetrics), N82 (Pediatrics) and/or N64 (Pharmacology)]. Additional theory courses N70 (Transition), N70L (Clinical Practice), N84 (Prescriptive Clinical Skills)
- (3) Students who are unsuccessful in the Fundamentals of Nursing exam will not be allowed to progress in this pathway and will need to apply as a generic student.
- (4) N88 (Pathophysiology) and N88L (Health Assessment) must be passed with a grade of ‘C’ or higher in order to proceed in the Nursing Program. 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.

(4) The student will have only one attempt to pass the skills exam in Nursing 84.

(5) In the event that the student is unsuccessful in any of the above courses, 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.

