



# **A p p e n d i x A**



# Social Networking Policy

## Chabot Nursing Program

Social Networking: As used in this policy, means communicating with others over the Internet for social purposes.

This includes, but is not limited to, the following:

- Networking sites: *LinkedIn, Facebook, Twitter*
  - File hosting/sharing sites: *DropBox, MediaFire, Wiki*
  - Video/ Audio sharing sites: *YouTube, Vlogs, Podcasts*
  - Photo sharing sites: *Snapfish, Flickr, Photobucket, Instagram*
  - Blogs and personal websites: *Twitter, Blogspot, Wordpress*
  - Media sites that are offered by television networks, newspapers, and magazines
- Recommended reading from the Board of Registered Nursing; Sacramento Bee Article:

<http://www.sacbee.com/news/business/article208538754.html>

Purpose:

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

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

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

Guidelines:

1. Anything that bears the Chabot name or references the Chabot Nursing Program needs to be available for instructors to review.
2. Recorded lectures are not to be posted by students on any form of social media.
3. Students must obtain permission to videotape or record faculty or fellow students.
4. Patients/clients should never be videotaped or photographed, discussed or referred to, on any social media sites.
5. Clinical events, situations and/or facility staff may not be discussed on social media sites.
6. No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom.
7. Use of computers (iPad, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity, but those in the immediate area/vicinity.

8. Posts/comments should be respectful and in good taste. Negative or unprofessional posts/comments are unacceptable. Tagging, check-ins, or “liking” any comments indicates support of the comment and is subject to the same guidelines.
9. Should a student post a photo of themselves on a social media site where s/he can be identified as a Chabot College Nursing Program student, the photo must not portray the student or program in a negative/unprofessional manner.
10. Social online interaction between current students and faculty/staff is prohibited.

### Violations of Policy:

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

For Additional reference: National Council of State Boards of Nursing (NCSBN)  
[WWW.NCSBN.org](http://WWW.NCSBN.org)

### ANA’s Principles for Social Networking

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

### 6 Tips to Avoid Problems

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

### References:

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.

National Council of State Boards of Nursing. (2011, August). White Paper: A nurses’s guide to the use of social media. Chicago, IL: Author.

[www.NursingWorld.org](http://www.NursingWorld.org)

September 2011



# **A p p e n d i x B**

Chabot College Nursing Program  
**STATEMENT OF DUE PROCESS – SKILLS 3<sup>RD</sup> ATTEMPT**

Student Name: \_\_\_\_\_

Year: \_\_\_\_\_ Semester:  Fall  Spring

Date: \_\_\_\_\_

Observation made by: \_\_\_\_\_

Skill(s) requiring a third attempt: \_\_\_\_\_

**Section I: This is your Due Process Notification**

**Expected Behaviors:** Students have three attempts to successfully pass a skills check-off. Failure to complete any skill's check-off by the third attempt will result in dismissal from the Nursing Program

**Deficit Behaviors:**

**Remediation / Correction Required:** Student must pass the skills (s) listed above by the third attempt

**Section II:**

- This Statement constitutes a Notice of Program Probation.
  - Failure to successfully pass the skill (s) check-off listed above on the third attempt will result in dismissal from the Nursing Program.
  - If the student passes the skill(s) check-off on the third attempt, the student will be allowed to continue in the Nursing Program. The statement will remain in the student's file for the duration of the Nursing Program. Probation will be removed.

**Section III**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date/ Time:

\_\_\_\_\_  
Date/ Time:

**\*NOTE: If a rebuttal is elected and is not submitted within the approved time, the instructor's statement will be assumed to be accepted by the student.**



CHABOT COLLEGE NURSING PROGRAM  
**STATEMENT OF DUE PROCESS**

Date Issued: \_\_\_\_\_ Student Name: \_\_\_\_\_

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

Safety Concern \_\_\_\_\_ Course Name: \_\_\_\_\_

Professional Conduct \_\_\_\_\_ Year:  Fall  Spring  Summer

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

Date of Occurrence: \_\_\_\_\_ Observations/evaluation made by: \_\_\_\_\_

**SECTION I: THIS IS YOUR DUE PROCESS NOTIFICATION**

**Expected Behaviors:**

**Deficit Behaviors:**

Remediation/Correction Required:

Time limit for remediation/correction:

**Section II: Implications of Non-correction**

This Statement constitutes a **Statement of Due Process**. Failure to remedy expected behaviors in clinical or professional conduct, will result in program probation or dismissal from the nursing program.

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

**Section III: Acknowledgement**

I have read and **accept** the above statement (and agenda, if attached)

I have read and **do not** agree with the above statement and will submit a written rebuttal within 48 hours.

Signature (student) \_\_\_\_\_

Signature (instructor) \_\_\_\_\_

Date/time: \_\_\_\_\_

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

# Academic Standard: Letter of Understanding



Date:

Student Name:

RE: Class:

Dear Student,

Student Handbook Standards Academic Theory :

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

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

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

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

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

\_\_\_\_\_  
Student

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Cc : Student File





# **A p p e n d i x C**



## ASSISTANCE REFERRAL FORM

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

Student Name: \_\_\_\_\_ Referred by: \_\_\_\_\_

**Reason for referral** \_\_\_\_\_

### Coaching

Connie Telles or Elaine Baiardi  
Contact program office for appointment  
[RNProgram@chabotcollege.edu](mailto:RNProgram@chabotcollege.edu)

### Counseling Services - College

Bldg. 700 – Rm 755 (510) 723-7013

Ernesto Victoria  
[evictoria@chabotcollege.edu](mailto:evictoria@chabotcollege.edu)  
\_\_\_\_\_ Short-term Personal Counseling  
\_\_\_\_\_ Student Support Group

### Student Health & Wellness Center

Bldg. 2300 Rm 2315 upstairs  
(510) 723-7623

Mental Health Counselor  
*Text "Courage" to 741741 for appointment*

### Learning Connection ESL Language Center

Building 100, Rm 108 (510) 723-6920 (*LC Center*) or  
(510) 723-7679 (*STEM Center*)  
E-mail: [learningconnection@chabotcollege.edu](mailto:learningconnection@chabotcollege.edu)

[www.chabotcollege.edu/learningconnection](http://www.chabotcollege.edu/learningconnection)

\_\_\_\_\_ Test Anxiety Workshop  
\_\_\_\_\_ Test-taking Strategies  
\_\_\_\_\_ Study Skills  
\_\_\_\_\_ Time Management  
\_\_\_\_\_ Tutoring

### Disabled Students Resource Center DSRC

Building 2400  
(510) 723-6725

\_\_\_\_\_ Learning Disability Eligibility Assessment  
\_\_\_\_\_ Academic Accommodation

### Skills Laboratory

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

Skills Lab Coordinator  
Skills: \_\_\_\_\_

### Financial Aid Services

Bldg. 700, Rm. 702 – (510) 723-6748

Katherine Linzmeyer - Director

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

Student: \_\_\_\_\_ Date: \_\_\_\_\_

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





# **A p p e n d i x D**



## Chabot College Clinical Simulation Center

### **Introduction**

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

### **Patient Simulators**

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

### **Confidentiality Statements**

Realism of the scenarios is vital to learning for each student within the simulation lab. Providing an equitable learning experience for each student is just as important. All persons using the lab will be required to sign a *Confidentiality Agreement* that applies to the simulations. Because simulations may be recorded and/or videotaped, each student will sign a *Release to be Videotaped and Recorded*.

All new Nursing Students will complete these forms in the first semester nursing course.

No participant or instructor is allowed to tape or video (including use of a smart phone) a simulation and post it on any social media site.

### **Simulation and Skills Lab**

- Assessment in the simulation lab is a clinical day, and preparation is required. Simulation equipment should only be operated by personnel who have been trained by the Clinical Simulation Lab Staff.
- The Clinical Simulation Lab is operated by the Chabot Nursing Program faculty. The Simulation Lab Coordinator is responsible for coordinating and maintaining the Lab.
- Tours may be scheduled as needed with Clinical Simulation Lab staff.
- Computers for the Manikins should be used only to operate the simulators and run audiovisual debriefing equipment. These computers should not be used for Internet access. Software should not be loaded onto these computers due to the risk of incompatibilities with simulator or AV equipment software.
- Students should come prepared for the Clinical Simulation Lab as they would for any clinical day. Students should be dressed in their uniforms, and have their stethoscope, etc. with them.
- There is preparation work (pre-lab) for the posted on Canvas which must be completed prior to the simulation day. This will be turned in at the end of the sim day. Each student is responsible for completing their own pre-lab work.
- Safety of all participants and patients must be ensured just as in a real patient clinical setting.

- All participants must wash their hands before touching the simulator Manikins.
- No Betadine, ink pen, or felt tip marker is to be used on or near the Manikin simulators. Ink will permanently stain the simulator Manikins' skin. Do not write notes on gloves as ink may transfer to the Manikins' skin.
- Iodine or other staining medications should not come into contact with the Manikins.
- All Manikins must be kept dry; care should be used when simulation involves fluid (i.e. blood, urine, etc.).
- Do not spill fluids over any component inside simulator Manikin torsos. This could damage the unit and present a possible hazard for the operator.
- Do not place artificial blood or other materials on the Manikins' skin without first verifying with the Simulation Lab Staff that the materials will not cause damage.
- Once the clinical simulation day is completed, students must help restore the simulator and environment to baseline status.

## **Lab Etiquette**

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

## **Student Orientation**

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

## **Assessment of Learner Development**

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



## **Evaluations**

An evaluation of the Clinical Simulation Experience will be completed by the students to provide feedback regarding their experience. This will guide the Lab Staff to make improvements.





# **A p p e n d i x E**



## Program Policy: Immunization Requirements

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

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

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

- a. Recent physical examination with a release with no limitations with verification of health status by a physician or health care provider;
- b. Immunization record;
  - i. TB requires a Quantiferon Gold blood test. If the tuberculin test is positive, the student will need a recent negative chest x-ray completed within the last year along with a tuberculosis questionnaire, completed and signed by a medical doctor or nurse practitioner. TB testing is updated annually.
  - ii. Titer report of immunity to MMR, Hepatitis B, Varicella, and a recent Hepatitis C exposure level.
  - iii. TDaP.
  - iv. Flu shots will be given during the flu season and updated annually.
2. If PPD positive only: An annual update of the tuberculin test (or completion of the tuberculosis *Symptom Review* form) must be submitted to *CastleBranch* prior to the beginning of second year of the Nursing Program. The Tuberculosis *Symptom Review* form must be obtained from the nursing webpage and completed for any positive TB skin test.
3. The student may be asked to consult a physician or dentist if health problems appear to be impeding performance in course work, and/or may be asked to withdraw if health problems require it. This student, if passing all classes at time of withdrawal, will be considered for re-admission as in "good standing" with the program.
4. N95 Mask Fit Test is required for all program students and must be renewed each year.
5. Each student that is admitted to the Nursing Program must be fully capable of performing the vigorous duties of the bedside nurse such as bending, lifting 50 pounds, moving and transferring patients and equipment.





# **A p p e n d i x F**





## PINNING CEREMONY GUIDELINES

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

### Guidelines:

1. A committee of students should be formed for planning the ceremony. The Assistant Director (or his/her designee) will be appointed to assist students with planning.
2. The dress code will be as follows:
  - a. Females will wear a white uniform, white uniform shoes, and hose. If the graduate elects to wear a uniform dress, it should be at least knee length.
  - b. Males will wear a white uniform top and white pants, white shoes and socks.
  - c. Appearance should be neat and professional
3. Reservation of an appropriate event center needs to be made approximately one year in advance so that the date the students will want will be available. If videotaping of the ceremony is planned, it must be cleared with the Reed L. Buffington Visual and Performing Arts Theatre staff and the rights of privacy of all members of the class must be discussed and resolved.
4. Any speaker would be selected and notified at least eight weeks prior to the ceremony.
5. Invitations need to be sent to the following:
6. All members of the Board of Trustees
  - a. Chancellor, President, Vice President of Academic Services, Vice President of Student Services, Dean of Health and Natural Sciences, Dean of Student Services
  - b. All members of the Nursing Advisory Committee
  - c. All full time and adjunct nursing faculty
7. No invocation or benediction in the traditional sense will be permitted.
8. The number of invitations may be limited. Style, format, and number of invitations needs to be decided two months in advance of mailing.
9. Chabot College Nursing pins must be ordered four months in advance of the pinning. Pins are to be ordered and paid for through the Bookstore.
- ~~10.~~ The actual pinning may be done by family members or friends, if desired by the entire Nursing class. ~~However, if this alternative is taken, it must be limited to family members or friends.~~ **Why?**
  - a. No more than three people should be on the stage to pin the graduate.
11. Graduates may elect to write a statement and have it read at the time their name is called to be pinned. The statements should be 50 words or less, and should be typed in no smaller than 16 point font and placed on an index card. This needs to be completed the week prior to the pinning ceremony.
12. The pinning ceremony must be conducted in a timely fashion. In no case should the entire ceremony exceed one hour.
13. No helium balloons are allowed in the auditorium.
14. Flowers may be used for stage decoration but a method of disbursement after the ceremony must be discussed with first year students or stage staff working the event.

15. The graduates should consult with the students in the first year prior to the actual pinning ceremony in order to arrange adequate numbers of students to assist with rehearsal, set-up, serving of refreshments and clean-up after the event.

[Rev: 2019]



# **A p p e n d i x G**



## Nursing Student Release Authorization

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

1. Consent to the application of injections and / or skin punctures to the undersigned by other participants in this course;
2. Agree to release from all liability Chabot College and each of its employees for any and all acts performed in good faith and without malice in connection with the performance of injection and finger puncture techniques to the undersigned; and
3. Agree to release from all liability all other participants in the *Fundamentals of Nursing* course for any and all acts performed in good faith and without malice in connection with the performance of injection and finger puncture techniques to the undersigned.

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

Student Signature	Student Name ( PRINT)	Date
<b>Decline:</b> I respectfully decline to participate in application of injections and/or skin punctures. I understand that this will not affect my progress in the Nursing Program.		
Student Signature	Student Name ( PRINT)	Date





# **A p p e n d i x H**





## **SIMULATION CENTER & PHOTO CONFIDENTIALITY AGREEMENT**

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

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

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

You will be discussing the scenarios during debriefing, but we believe that "All that takes place in the simulation environment – stays in the simulation environment!" I agree to maintain strict confidentiality about the details of the scenarios, participants, and performance of any participant(s).

### **RELEASE TO BE VIDEOTAPED AND RECORDED**

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

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

I understand that the recording may be reviewed with me for learning purposes.

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Signature

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Print Name

Date





# **A p p e n d i x I**



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



## BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT

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

The use of background checks on individuals working in clinical settings is one of the means agencies use to help protect their clients/patients. While obtaining background checks on employees is not new for clinical agencies, the Joint Commission has added to their Human Resources standards (HR.1.20) a section related to criminal background checks. The Joint Commission standard requires agencies to include nursing students in criminal background checks *when required by state law, regulation or hospital policy*. ([www.jointcommission.org](http://www.jointcommission.org))

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

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

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

The written policies should include the following:

- Who will perform the search (the college, the agency or an independent service);

- Who will pay for the process;
- Where and by whom the results will be maintained and protected (student confidentiality);
- What criteria will be used to exclude a student from a particular clinical placement; and
- What alternatives if any will be available in the event a student is denied a clinical placement.

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

#### **Frequently Asked Questions Related to Background Checks:**

***Question: Does the BRN require student nurses to undergo criminal background checks prior to admission in a prelicensure school of nursing?***

No. The Board has no authority to request a criminal background check except at the time of application for licensure.

***Question: Does the Joint Commission require that student nurses in California have criminal background checks done prior to the students participating in a clinical rotation in a Joint Commission approved facility?***

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

***Question: If a clinical agency denies a student with a prior conviction from being placed at their facility does the BRN require that the student be dropped from that course or from the program?***

No. The program is encouraged to evaluate such students, in collaboration with their clinical agencies, to find possible alternatives for the student to complete the objectives of the course. All students are expected to meet course objectives as defined by the course syllabi and program policy.

***Question: If students have had a criminal background check done as part of clinical placement can they use that information as part of their application packet for licensure?***

No. The Board requires a background check on all applicants for licensure by the Department of Justice. As a health care licensing Board, the background check conducted on applicants is more extensive than most employers obtain.

**Question: If a student is denied access to a clinical site due to a positive criminal background check does the nursing program have to find an alternative site for the student to meet course requirements?**

No. The Board encourages programs and agencies to work collaboratively to review students with a prior conviction on an individual basis since the specific conviction may not prevent the student from ultimately being licensed. While the BRN encourages alternative placement ultimately the program would need to follow their published policy regarding the options available to the student in this situation. (See the attached Criteria for Rehabilitation, CCR 1445.)

**Question: Can the college or university request the Department of Justice to perform a criminal background check on their nursing students in order to meet clinical agency requirements for placement?**

No. Only authorized agencies may request the Department of Justice to perform criminal background checks. The nursing program or the agency may utilize private companies that provide background checks for a fee. The Board does not require the use of such a service nor does it endorse any specific company.

**Question: Should results of criminal background checks be placed in the student's academic file?**

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

**Question: Do students need to have a background check done every time they go to a new clinical agency?**

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

**Question: Can a clinical agency refuse to allow a student to do a clinical course at their agency as a result of a prior conviction?**

Yes. The Board would encourage the nursing program to work with the agency to clearly identify the types of prior convictions that would exclude a student from clinical rotation. The BRN suggests using CCR 1445 as a guide.

**Question: Can a nursing program require students to meet clear background checks prior to admission or as a requirement for progression in the program?**

Admission and progression policies are the purview of the program & the institution. The nursing program should seek guidance from their institutions legal counsel. The Board regulations require that all policies affecting students be written, available to students, and applicants.

**Attachment:**

**TITLE 16, CALIFORNIA CODE OF REGULATIONS:**

**1445. Criteria for Rehabilitation**

- (a) When considering the denial of a license under Section 480 of the code, the board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:
- (1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
  - (2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the code.
  - (3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).
  - (4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
  - (5) Evidence, if any, of rehabilitation submitted by the applicant.
- (b) When considering the suspension or revocation of a license on the grounds that a registered nurse has been convicted of a crime, the board, in evaluating the rehabilitation of such person and his/her eligibility for a license will consider the following criteria:
- (1) Nature and severity of the act(s) or offense(s).
  - (2) Total criminal record.
  - (3) The time that has elapsed since commission of the act(s) or offense(s).
  - (4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.
  - (5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.
  - (6) Evidence, if any, of rehabilitation submitted by the licensee.





# **A p p e n d i x J**





BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

**BOARD OF REGISTERED NURSING**  
PO Box 944210, Sacramento, CA 94244-2100  
P (916) 322-3350 F (916) 574-8637 | [www.rn.ca.gov](http://www.rn.ca.gov)



## STANDARDS OF COMPETENT PERFORMANCE

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**Website:** <http://www.rn.ca.gov/regulations/title16.shtml#1443.5>

### 1443.5. STANDARDS OF COMPETENT PERFORMANCE

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

- (1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.
- (2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.
- (3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.
- (4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.
- (5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed.
- (6) Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.





# **A p p e n d i x K**

CHABOT COLLEGE OFFICE OF THE DEAN OF INSTRUCTION REPORT OF BASIC TEXTBOOKS <u>2019-2020</u>							
Subject Area: <u>NURSING</u>							
COURSE							
No.	Title	Title	Edition	Author	Publisher	ISBN	
N55 Textbooks should also be ordered separately							
						Verified	
	Fundamentals of Nursing Practice	Fundamentals of Nursing - Required	latest	Potter & Perry	Mosby/Elsevier (Bundle)	978-0-3237-0523-3 - Bundle	
	Fundamentals of Nursing Practice	Mosby's Diagnostic & Laboratory Test Reference	latest(14th?)	Pagana & Pagana	Mosby/Elsevier (Bundle)	978-0-3237-0524-0 Print + E Book	
	Fundamentals of Nursing Practice	Medical Surgical Nursing	Latest	Ignatavicius	Mosby/Elsevier (Bundle)		
	Fundamentals of Nursing Practice	Saunders Strategies for Test Success 2018-2019	2018-19	Silvestri/Silvestri	Mosby/Elsevier	978-0-323-47957-8	
	Fundamentals of Nursing Practice	Winningham's Critical Thinking Cases in Nursing Calculation of Drug Dosages: A Worktext (Recommended not Required)	current	Harding/Snyder	Mosby/Elsevier	978-0-323 52511-4	
	Fundamentals of Nursing Practice	Davis's Drug Guide for Nurses	Lastest	Ogden	Mosby/Elsevier	978-0-3236-0900-5	
	Fundamentals of Nursing Practice	Davis Nurse's Pocket Guide: Diagnoses, Prolitized Interventions & Rationals	16th	AH Valleran, CA Sanoski	FA Davis	978-0-8036-6945-1	
N55	Fundamentals of Nursing Practice	Nurse's Med Deck + Resource Kit CD- - Optional	15th	Doengenge, Moorhouse, Murr	FA Davis	978-0-8036-7644-2	
			latest (16th)	Vallerand, Sanoski	F. A. Davis	978-0-8036-6959-8	
	N51, N81 Obstetrics	Maternity & Womens' Health Care	12th Ed	Lowdermilk, Perry,	(Mosby/Elsevier	978-0-3235-5629-3	
	N52, N82 Pediatric Nursing	Wong's Essentials of Pediatric Nursing	10 Edition	Hockenbery, Wilson, Rodgers	Mosby Elsevier	978-0-323-353168	
	N52, N82 Pediatric Nursing	Pediatric & Neonatal Dosage Handbook - Required	22nd Edition	Taketomo, Pharm D	Lexi Comp	978-1-59195-349-4	

CHABOT COLLEGE OFFICE OF THE DEAN OF INSTRUCTION REPORT OF BASIC TEXTBOOKS <b>2019-2020</b>								
BASIC TEXTBOOK								
No.	COURSE	Title	Title	Edition	Author	Publisher	ISBN	Verified
	Adult Health I	IV Therapy	IV Therapy	latest (2019)	Gahart	Mosby/Elsevier	978-0-323-0-661386	
Nurs60A MS	Adult Health I	Mosby's Diagnostic & Laboratory Test Reference	Mosby's Diagnostic & Laboratory Test Reference	14th Edition	Pagana & Pagana	Mosby/Elsevier	978-0-323-399579 Student will purchase in N55	
	Adult Health I	Medical Surgical Nursing	Medical Surgical Nursing	latest	Ignatavicius	Mosby/Elsevier		
	Adult Health I	Nurse's Med Deck + Resource Kit CD- Optional	Nurse's Med Deck + Resource Kit CD- Optional	latest	Vallerand, Sanoski	F. A. Davis	<b>13: 978-0-8036-2835-9</b>	
N53 MH	Mental Health	Psychiatric Mental Health Nursing : Concepts of Care in Evidence-Based Practice, 9th Edition	Psychiatric Mental Health Nursing : Concepts of Care in Evidence-Based Practice, 9th Edition	9th or newest	Townsend	F. A. Davis	978-8036-2840-3	
	Mental Health	Pocket Guide to Psychiatric Nursing	Pocket Guide to Psychiatric Nursing	Newest	Townsend	F. A. Davis	9-7807036600557	
Nurs60B	Adult Health II	IV Therapy Saunders Comprehensive Review NCLEX RN (Recommended not Required)	IV Therapy Saunders Comprehensive Review NCLEX RN (Recommended not Required)	latest	Gahart	Mosby/Elsevier	978-0-8036-2840-3	
	Adult Health II			latest	Silvestari	Mosby/Elsevier	978-14160-3708-8	
Nurs60C	Adult Health III & Advanced Clinical	Essential of Nursing Leadership & Managements,	Essential of Nursing Leadership & Managements,	latest	Weiss/ Tappen	FA Davis		
Nurs64	Pharmacology	Pharmacology & the Nursing Process	Pharmacology & the Nursing Process	Latest	Lilly Collinger, Snyd	Mosby/Elsevier	978-0-323-04486-8	
	Nursing Theory: LVN_RN Transitions	LPN to RN Transitions	LPN to RN Transitions	Latest	Claywell	Mosby/Elsevier	978-0-323-47386-6	
	Nursing Theory: LVN_RN Transitions	Fundamentals of Nursing	Fundamentals of Nursing	latest	Potter/Perry/Stock hert & Hall	Mosby/Elsevier	978-0-323-04828-6	
Spring 2019 NURS.70/70L	Nursing Theory: LVN_RN Transitions	Mosby's Drug Reference. (Recommended)	Mosby's Drug Reference. (Recommended)	latest	Skidmore	Mosby/Elsevier	978-0-323-56632-8	

CHABOT COLLEGE OFFICE OF THE DEAN OF INSTRUCTION REPORT OF BASIC TEXTBOOKS <del>2019-2020</del> 2019-2020								
BASIC TEXTBOOK								
COURSE	No.	Title	Title	Edition	Author	Publisher	ISBN	Verified
Nursing Theory: LVN_RN Transitions		Mosby Guide to Nursing Diagnosis, VST (Recommended not required)		latest	Ladig, Ackley & Flynn	Mosby/Elsevier	978-0-323-39023-1	
Nursing Theory: LVN_RN Transitions		Mosby Diagnostic & Lab Test (Recommended not required)		newest	Pagana & Pagana	Mosby/Elsevier	978-0-323-60967-8	
Intravenous Therapy - NEW BOOK	Nurs73	Manual of IV Therapeutics		latest 7th	Phillips, Gorsell	F.A.Davis	978-0-8036-3846-4	
Pathophysiology	N88	Porths' Pathophysiology		10th	Norris/Laichandai	Wolters Kluwer	978-1-49637-7555	
Physical Assessment	N77	Physical Examination & Health Assessment		latest	Jarvis	Saunders/Elsevier	978-1-4377-0151-7	





# **A p p e n d i x L**

## **Chabot College Student Nurses Association**

### **ARTICLE I – Name of Organizations**

Section 1. The name of this organization shall be the Chabot College Student Nurses Association

### **ARTICLE II - Purpose and Function**

Section 1. Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to Nursing Students.
- C. To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2. Function

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

### **ARTICLE III - Members**

Section 1. Members shall be:

- A. Students enrolled in state approved programs leading to licensure as a registered nurse.
- B. Registered nurses enrolled in programs leading an associate degree with a major

- in nursing.
- C. Active members shall have all the privileges of membership.

## **ARTICLE IV – Graduation Pinning Ceremonies Fundraising**

### Section 1. Fundraising

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

### Section 2: Dues

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

### Section 3: Payment of Bills

- A. No bills are to be paid for by cash. All bills are to be processed by *Request for Disbursement (RFD)* which requires the signature of the club Treasurer and Advisor. RFD's may be obtained from the office of Student Life (RM 2355) invoice s(bills) must be attached to completed RFD's and returned to the Student life Office for processing through the College.
- B. In certain cases, club members may choose to personally pay for minor expenses of your club and request reimbursement from the club account at a later time (provided the club account has sufficient funds.) This may be done by completing an *Request for*

*Disbursement (RFD)*, attached the original receipts for the merchandise or services, acquiring the signature of the club Treasurer and Advisor, and returning the form to the Student Life Office (Rm. 2355). It takes approximately 1-2 weeks to process the reimbursement. Please note that by choosing to personally pay for expense you accept full responsibility for any subsequent fees/interest incurred.

- C. Advance Check: If required to pay for merchandise or services at time of delivery a student should complete a *Request for Disbursement Form*, ensuring the CASH ADVANCE is marked. Club must provide vendor invoice before submitting your disbursement form. Obtain the required signature, attach invoice and expected costs, and return to Student Life Office.
- D. Matching Funds: The Student Senate (SSCC) offers Fund matching to clubs who do Fundraiser. The ICC will match dollar-for-dollar fund raised by any recognized on-campus club/organization for up to four hundred dollars per semester.

#### Section 4: Facilities Request

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

### **ARTICLE V. - Officers**

#### Section 1. Composition

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

#### Section 2. Responsibilities

- A. The Class Officers shall be responsible for:
  - 1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
  - 2. Filling vacancies in any office by two-thirds majority vote of Class Officers except the office of President.
  - 3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

Section 3. Quorum. A quorum for the board meetings shall be the president, vice president, three other board members and one faculty advisor.

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

A. President

1. Shall preside at all meetings of this association, appoint special committee as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for Nursing , state Nursing student association, National Student Nurses' Association, and other professional and student organizations.
2. Shall serve as chairperson of the Board of Directors.

B. Vice President

1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
2. Shall preside at meetings in the absence of the President.
3. Shall assist the President as delegated and act as advisor to the President.

C. Secretary

1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
2. Shall keep on file as a permanent record all reports, paper, and documents submitted to the Secretary.
3. Refer to dully appointed committees the necessary records for the completion of business.
4. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
5. Deliver to the newly elected Secretary all association papers.

D. Treasurer

1. Shall serve as chairperson of the budget/finance committee.
2. Submit financial reports to the membership as directed by President.
3. Prepare financial reports submitted at the monthly Class Officers Meeting.
4. Keep a permanent record of all dues received from members and any other income and expenses.
5. Remit payment for approved debits according to the following:
  - a) Disbursement of Funds
    1. Requests for disbursement of funds shall be made in writing to the Board of Directors.
    2. Upon approval the treasurer will issue checks for those requests approved.
    3. No funds will be disbursed without prior approval.

E. Projects Chairperson

1. Serves as chairperson of Projects committee.
2. Attend student activities council meetings.
3. Be accountable to the membership for notification of pending student activities.
4. Keep bulletin board up-to-date.

## **ARTICLE VI - Elections**

### Section 1. Election of Class Officers

- A. Elections shall be held at the end of the first semester in December.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. All nominations shall be made from the floor or via email through the program office.

## **ARTICLE VII - Meetings**

### Section 1. Membership Meetings

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

## **ARTICLE VII - Amendments**

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

## **ARTICLE VIII – Parliamentary Authority**

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



# **A p p e n d i x M**





<b>CHABOT COLLEGE NURSING PROGRAM</b>
<b>CHALLENGE/ADVANCED PLACEMENT INTO THE NURSING EDUCATION PROGRAM FOR MILITARY PERSONNEL</b>
Effective: 9/2016 Reviewed: 5/2019 Revised:
Program Director: Connie Telles, DNP, CNE & Assistant Director: Rhonda Westmoreland, MSN

**CHALLENGE/ADVANCED PLACEMENT FOR MILITARY – TRAINED HEALTHCARE PERSONNEL POLICY:**

Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement into the 2<sup>nd</sup> or 3<sup>rd</sup> semester of the Nursing Program. Required documentation of education and experience qualifying them for Advanced Placement will be needed. Upon successful completion of the challenge exam, dosage calculation exam, and skills competency exam student may be eligible for placement in the Nursing Program on a space-available basis.

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

**PROCEDURE:**

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

\*Interested student must attend an Advanced Standing Information Meeting.

\*Applicants who are eligible for advanced placement include those individuals who have satisfactorily completed, within the last two years, education and experience for the following:

- Basic Medical Technical corpsman (Navy HM or Air Force BMTCP)
- Army Health Care specialist (68W Army Medic)
- Air Force Independent Duty Medical Technician (MDT 4 N0X1C)

\*Applicants applying for transfer credit must submit the following materials verifying education and experience:

- Transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience;
- Documentation of medical military experience;
- After a review of the applicant's documentation, and upon determination that

the applicants has met the educational and experience requirements, as well as the additional Nursing Program admission requirements, the student will be required to take NURS 70 and NURS70L (LVN-RN Transition course and lab) and NURS 84 (Prescriptive Clinical Skills).

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



# **A p p e n d i x N**



## **Course Challenge Policy (Credit by Examination)**

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

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

### Guidelines:

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

- enumerated in the Chabot College Nursing Student Handbook apply to the challenge student on an equal basis with all other Nursing students.
13. The student may reasonably be held accountable for every skill enumerated in the Skills Laboratory component of the course he/she is challenging.



# **A p p e n d i x O**





## **Policy for Student Coaching-Retention Plan Chabot College Nursing Program**

### **Need:**

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

### **Plan:**

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

As nurse coach 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.

### **Student:**

- Any student that wants to participate in this coaching partnership with a nurse coach leader is welcome.
- Any student that scores less than 73.0% on an exam, and/or
- Any student that fails a skills return demonstration (1 attempt for the medication check-off and after 2 attempts for any other check-off).

### **Time:**

Time is usually 30 minutes or less

### **Place:** TBA

**Coaches:** Elaine Baiardi RN, MS, MBA, CLC-NC & Connie Telles, DNP, MSN, CNE, CLC-NC  
[Ebaiardi@chabotcollege.edu](mailto:Ebaiardi@chabotcollege.edu) or [ctelles@chabotcollege.edu](mailto:ctelles@chabotcollege.edu)

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

Referral: If counseling services are required based on limitations within our coaching process a referral to a Chabot counselor or the Chabot Mental Health Services network will be done. We look forward to working with you!





# **A p p e n d i x P**

