NURSING PROGRAM STUDENT HANDBOOK 2025-2027

Chabot Nursing Program
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Internal

Chabot College Nursing Program

Student Handbook

2025-2027

Chabot College Nursing Program

25555 Hesperian Blvd, Bldg. 2200, Room 2273,

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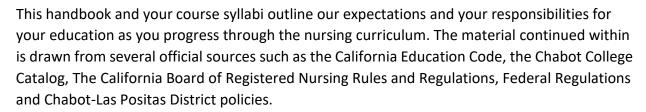
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Welcome to the Chabot College Nursing Program

Dear Student,

The information in this handbook is designed to help orient and clarify the policies and procedures of the Nursing Program during your enrollment as a
nursing student. The Chabot College Nursing Program enjoys an enviable reputation as a high-quality program. Our graduates have demonstrated success on the National Council Licensing Examination for Registered Nursing (NCLEX-RN) with a pass rate of 95-100% over the past ten years.

This handbook and your course syllabi outline our expectations and your responsibilities for your education as you progress through the nursing curriculum. The material continued within is drawn from several 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 serve as your resource and share your goal of successful completion of the Nursing Program. You will need to practice in the skills laboratory and receive clinical experiences in area hospitals and selected other community health care agencies to meet the objectives of the program. We recommend reviewing test-taking and study skills information before starting the Nursing Program.

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

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

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

Chabot Nursing Program Faculty

Chabot College President's Equity and Inclusion Message

We are committed to diversity, equity, inclusion, accessibility, and social justice as we provide an encouraging, inspiring, safe, and nurturing learning environment. Chabot College is intentional in our culture of care for keeping students first. Our Classified Professionals, Faculty, and Administrators are all here to serve you and your educational journey. We look forward to our time together and opening up your possibilities for a fantastic college experience!

Jamal A. Cooks, Ph.D.
President, Chabot College

Nursing Program Equity, Inclusion, and Accessibility (DEIA)-Statement

The Chabot College nursing program acknowledges the historical and ongoing structural and systemic racism embedded in our society, educational systems, and healthcare institutions. These systems have disproportionately disadvantaged marginalized communities, including Black, Indigenous, and People of Color (BIPOC), LGBTQIA+ individuals, people with disabilities, immigrants, and, others with intersecting identities. As educators, healthcare professionals, and learners, we hold a collective responsibility to confront these inequities and work towards justice.

We affirm our unwavering commitment to dismantling racism, prejudice, and all forms of discrimination by embedding Diversity, Equity, Inclusion, and Accessibility (DEIA) into the core values of our nursing program. This includes, but is not limited to:

- **Diversity**: We value and actively seek to increase representation of diverse identities, backgrounds, perspectives, and experiences within our student body, faculty, staff, and leadership.

- **Equity**: We strive to provide fair access to opportunities, support, and resources tailored to individual needs, particularly for those from historically marginalized and underrepresented groups.

- **Inclusion**: We are dedicated to creating a welcoming and respectful environment where all members of our community feel valued, supported, and empowered to contribute fully.

- **Accessibility:** We commit to identifying and removing barriers to physical, academic, technological, and psychological access for all individuals, including those with disabilities.

For more detailed information, please check the Chabot College Website "About Equity and Inclusion" tab.

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Chabot College Mission and Vision

Chabot College is a dynamic, student-centered community college that serves the educational, career, job skills, and personal development needs of our community. We provide culturally responsive, revitalizing, and sustaining learning and support services driven by a goal of equity. Building upon students' strengths and voices, we empower students to achieve their goals and lead us towards an equitable and sustainable world. Chabot College empowers students to reach their academic and career goals and to lead sustainability, innovation, and equity in their communities and the world.

Chabot College Nursing Program 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 Chabot College Nursing Program aligns with the mission of Chabot College, which emphasizes a rich learning environment that fosters critical analysis, independent thinking and lifelong learning In keeping with this mission, the Nursing Program prepares students to be reflective, compassionate, and competent healthcare professionals capable of meeting the evolving needs of a diverse society. The Nursing Program believes that nursing education is a dynamic, lifelong process. It begins with foundational learning experiences designed to prepare safe, competent, and entry-level professional nurses who are accountable for their clinical decisions, nursing actions, and professional behaviors.

This program is grounded in the NCSBN Clinical Judgment Measurement Model (NCJMM) and the Nursing Process Theory, which together provide a comprehensive framework for nursing education and practice.

- This emphasizes the development of clinical judgement by guiding students through the processes of recognizing and analyzing cues, prioritizing hypotheses, generating solutions, taking actions, and evaluating outcomes, essential competencies in providing safe and effective patient care.

- The Nursing Process Theory offers a systematic, patient-centered approach to nursing practice through assessment, diagnosis, planning, implementation, and evaluation (ADPIE), ensuring holistic, individualistic care.

Chabot College values individual differences in learning styles and recognizes the importance of all perspectives and cultural backgrounds. The Nursing Program upholds these values by supporting inclusive practices and utilizing both traditional and innovative learning methods to meet the needs of all students.

As a community-centered institution, Chabot College and its Nursing Program are committed to educational excellence and equitable access to opportunities. We strive to prepare nurses who not only demonstrate clinical competence but also advocate for health equity and contribute to the well-being of their communities.

Provisions of the Code of Ethics for Nurses*

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

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

Program Learning Objectives (PLO's)

The Nursing Program at Chabot College is designed to prepare an entry-level staff nurse to provide direct, client-centered care in accordance with the California Nursing Practice Act and the American Nurses Association (ANA) Code of Ethics.

The program's conceptual framework is based on the NCSBN Clinical Judgment Measurement Model (NCJMM) and the Nursing Process Theory. The framework is integrated throughout the core curriculum, by applying and incorporating 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 reflect this philosophy and align with the standards according to (BRN) Section 1443.5 "Standards of Competent Performance" of the California Nurse Practice Act, current edition.

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

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

Implicit Bias Statement

In our commitment to fostering an inclusive and equitable learning environment, this course acknowledges the impact of implicit bias in healthcare and education. Implicit biases are unconscious attitudes and stereotypes that affect our understanding, actions, and decisions. As future nursing professionals, it is crucial to recognize and address these biases to provide compassionate and equitable care to all patients.

Throughout this Program, we will explore the influence of implicit bias on patient outcomes and healthcare disparities. We encourage self-reflection, open dialogue, and continuous education to mitigate these biases. By promoting awareness and understanding, we aim to prepare you to deliver high-quality, culturally competent care and to advocate for social justice in healthcare settings.

We are all committed to creating a supportive and respectful environment where diversity is valued and every voice is heard.

Artificial Intelligence (AI) Statement:

We acknowledge the increasing integration of Artificial Intelligence (AI) into healthcare and its growing relevance in nursing education and practice. AI tools have the potential to support learning, enhance patient care, optimize clinical decision-making, and reduce healthcare disparities when used ethically and responsibly.

As part of our commitment to professional integrity, academic honesty, and patient-centered care, the use of AI technologies in this Nursing Program is **permitted only within clearly defined boundaries**:

Permissible Uses of AI Tools:

- AI may be used **to support the learning process** (e.g., for reviewing content, generating study questions, or checking understanding), with **faculty guidance**.

- Students may consult AI for **non-graded brainstorming** or **preliminary research but** must **clearly cite** AI-generated content when used.

- AI use may be allowed in assignments **if explicitly approved by the instructor** and in accordance with assignment guidelines.

Restricted and Prohibited Uses of AI:

- AI must **not** be used to **complete graded assignments**, clinical documentation, reflective journals, concept maps, or exams unless clearly permitted.

- Submitting AI-generated work as one's own **without disclosure** constitutes academic dishonesty.

- Students must not use AI to fabricate, alter, or falsify clinical or patient-related data or documentation.

- Use of AI that bypasses critical thinking or misrepresents the student's competency will be treated as a **violation of professional and academic standards**.

Ethical and Professional Expectations:

As future nurses, students are expected to:

- Understand the **ethical implications** of using AI tools in both academic and clinical settings.

- Apply **professional judgment** in evaluating AI-generated information.

- Ensure that technology use does not compromise **patient privacy, data security, or culturally competent care**.

- Recognize that while AI may support equity, **improper use may reinforce bias or misinformation**. Responsible use is essential.

Citations and References:

- **AACN Essentials (2021)** – Domain 1: Knowledge for Nursing Practice

- **QSEN Competency** – Informatics

- **Northern Illinois University AI Guidelines for Class Use**: NIU AI Policy Guide

Equity and Student Success Lens:

AI tools have the potential to support equitable access to knowledge. However, to ensure fairness, all students must use AI tools **within ethical and academic boundaries**. Faculty are committed to guiding students in responsible AI use that promotes learning while protecting professional standards.

Section 2 Curriculum And Program Requirements

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Curriculum: Nursing Program Courses (Generic RN)

The Nursing Program in Registered Nursing is approved by the California Board of Registered Nursing. Completion of this program qualifies the student to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN). The curriculum approval can be found at the BRN website.

Nursing Program Chabot College		Units	
Course	**First Year**	Fall	Spring
NURS 55	Fundamentals of Nursing Practice	8.5	
NURS 51	Obstetrics Or Nurs 53 Mental Heath		4.5
NURS 52	Pediatrics Or Nurs 60A Adulth Health I Med Su		4.5
	Second Year		
NURS 53	Mental Health Or Nurs 51 Obstetrics	4.5	
NURS 60A	Adult Health I Med Surg Or Nurs 52 Pediatrics	4.5	
NURS 60B	Adult Health II Advanced Medical Surgical		6.0
NURS 60C	Adult Health III Leadership/Preceptorship		3.5
	Total Nursing Program Units	36	
	Total Units for Licensure	64	
	Total Units for Graduation per BRN approved Curriculum	74-77	

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

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

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

Program Requirements

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

All students must have a social security number.

Background Check

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

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

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

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

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

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

Who will perform the search?

The background check will be performed by:
CastleBranch© www.castlebranch.com
1845 Sir Tyler Drive, Wilmington, NC 28405
Student Services 888-723-4263 ext. 7196

Who will pay for the process?

All costs for required screenings are the sole responsibility of the student and are considered a requirement for Program admission. Castle Branch cost is approximately $123.74 and subject to change. There will be a one-time annual compliance tracker fee of $29.99.

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

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

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

If the background check reveals a misdemeanor felony, or infraction involving drugs or alcohol, the Nursing Program Director will contact each clinical site's Human Resources department and inquire if this student with the identified background would be allowed to complete their clinical experience in their facility. If any clinical site refuses a student due to this background the student may not enroll in the Chabot Nursing Program.
Should the Nursing Program office become aware of a misdemeanor, felony or infraction which occurred prior to or during the student's enrollment in the Nursing Program, the student may be dismissed from the program. An evaluation of the incident will determine if the student may continue in the program. If a student fails to report such an incident and it is discovered, the student will not be allowed to progress in the Nursing Program.

Drug Screen Policy

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

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

Physical Examination and Immunization Records

The Nursing Program has established partnerships with Bay Area hospitals and clinics to provide our students with in-person clinical experience. All students must meet the hospital immunization documentation requirements. Students who have been selected for the Nursing Program must submit documentation of the physical exam and all immunizations/titers by the posted date. Documentation not submitted to the program office or/before the deadline, will result in the student being ineligible for admission/progression in the Nursing Program. See Appendix F for the Policy on Physical Examination and Immunization Records.

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

Special Health Problems or Changes in Current Health Conditions

Faculty and/or Nursing Program Director must be notified of any change in your health condition(s) necessitating clinical and/or classroom absence. If changes in a health condition(s) affect student performance and are not reported this may result in dismissal from the program. Each situation will be evaluated on an individual basis by the Nursing Program Faculty.

Pregnancy

Student must meet the following requirements:
1. The Nursing Program director and clinical instructor must be notified immediately.
2. The attending physician **must attest in writing** to the student's physical capacity to continue in the program sequence **with no limitations** at the time in pregnancy is verified and monthly throughout the pregnancy. The student **must** be able to meet the objectives (clinical and theory) in the same manner as the non-pregnant student. It is the responsibility of the student to notify the program office if there is any change in their ability to perform the full responsibility of the nurse at the bedside.
3. Students are not allowed to be in the clinical area under a modified or restricted duty status during the pregnancy.
4. After delivery, her physician must attest in writing that the student's physical capacity allows her to continue **with no limitations** in the program sequence. The student must be able to meet the objectives (clinical and theory) in the same manner as the student who has not recently delivered a baby.
5. The student may decide to withdraw from the nursing program because of pregnancy and may withdraw 'under good standing' if she has completed the first semester, if she is passing her classes at the time of withdrawal. The student must return to the program in the same program sequence within two years of leaving the program through the Advanced Standing readmission process.

Illness while in the Nursing Program

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

As soon as possible after the medical illness has been diagnosed, the attending physician must attest in writing to the student's physical ability to continue in the program sequence. The student must be able to meet the objectives (clinical and theory) in the same manner as the student who does not have the medical illness.

Students are not allowed to be in the clinical area under a modified or restricted duty status.

If the student chooses to withdraw (or must withdraw) from the Nursing Program to have the condition treated, they must notify the Program Director in writing. If the student withdraws and is currently passing with 75% in all classes, they will be readmitted as a student in 'good standing' (See Advance Standing Ranking). Student must return to the program within two years for leaving the program.

Students who are taking physician prescribed medication which has the potential for impaired behavior may not be in the clinical area (including the Skills Laboratory).

Students may not be in the clinical area if they are under the influence of any medication or drug which may affect their cognitive or manipulative skills.

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

Impairment by Alcoholism and/or Drug Abuse

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

1. The student will be removed from the classroom or clinical facility (considered to be an extension of the college campus) upon identification of behaviors suggesting impairment.
2. The situation will be discussed by the faculty, Program Director and Dean. A plan of action will be recommended to the student.
3. If the faculty decides to dismiss the student, the following will be observed:

a. Student who has been referred to any type of diversion program will need to have repeat drug screen and background check before re-entering the Nursing Program.

b. The student should follow the guidelines for readmission to the Nursing Program. If the student withdraws from the program and is currently passing with a **75%** in all classes, they will be readmitted as a student in 'good standing' (See Advanced Standing Ranking).

c. In addition, the student will:

   i. Provide satisfactory evidence of having participated in and successfully completed the plan of action.

   ii. Be subject to random urine drug screen analysis at the student's expense.

4. Should the student fail to adhere to any one or more of the conditions of the individualized rehabilitation program/plan, the student's admission and/or progression in the Nursing Program will be forfeited.

5. It is the responsibility of the student, not the faculty, to take steps to resolve the impairment.

Emotional Health

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

- Extreme anxiety resulting in the inability to focus, concentrate or perform clinically or academically,
- agitation, hyperactivity, severe apprehension,
- multiple somatic complaints that impair the student's functioning,
- excessive fatigue,
- errors in 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 motivations,
- attention seeking or overly-dependent behaviors,
- manipulative behaviors,
- angry, aggressive behaviors or verbalizations,
- lack of participation in activities required to meet objectives (clinical or theory).

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

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

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

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

Basic Life Support (BLS – Healthcare Provider)

All students, prior to entry to the Nursing Program, must obtain certification in cardiopulmonary resuscitation (BLS/CPR) for the Healthcare Provider. The American Heart Association is the only acceptable provider. Your certification must be current through an entire semester, preferably 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 they are enrolled in the Nursing Program. Students should be prepared to show a valid BLS certification request of the faculty member or representative of the clinical agency.

If BLS/CPR certification is updated while in the Program, it is the student's responsibility to notify the Nursing Office and provide an updated certificate.

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

Uniform Requirements

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

Appropriate Dress

1. **Photo identification** (Chabot College) is required to be worn at all times while in the hospital or clinic. Any hospital identification must be worn in accordance with the hospital policy. Student will <u>not</u> be allowed in the hospital without required hospital ID and equipment. Instructor will ask you to leave and return is time permits. Missed clinical time must be made up. All hospital parking permits, or identification cards must be returned to the instructor or hospital at the conclusion of the clinical rotation.

2. **White top/Black pants Uniform**: Student should purchase enough uniforms to assure they are able to report to the clinical area in a clean uniform each day. The uniform must not be too tight or small.
   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 top and lab coat. This patch is available for purchase in the Nursing program.
   d. Shoes must be solid white "leather type" non-porous and are to be kept clean. Heels and toes must be enclosed. No sandal, high heels or clogs are to be worn in clinical, the skills lab or simulation lab.
   e. Socks may be white or neutral in color.
   f. Outerwear: The only approved outerwear in clinicals are in N53 (Vests with Chabot logo) or hospital provided jackets such as in N51. Tunics may be worn underneath uniform for warmth.

3. **Solid Colored Scrubs**: Each class will be assigned a specific color scrub selected by the faculty to be worn during lecture, skills lab and simulation lab. The student may wear athletic shoes with this uniform.

4. **Hospital:** When reviewing their clinical client assignment, the student will wear a short length white lab coat, with left shoulder nursing patch (available through the Nursing Office), or per hospital policy and photo ID over the Chabot College Nursing polo shirt and khaki pants.

5. **Outside clinics or events:** Students are required to wear khaki or black pants with a Chabot College polo shirt during the mental health rotation or any outreach or volunteer events.

6. **Hygiene and patient safety:** The following list are expected standards but not comprehensive.
   a. Nails must be kept clean and short. Clear nail polish permitted. No nail decoration or artificial nails are permitted.
   b. Hair must be confined and off the shoulder.
   c. Hygienic practices must be used that prevent body odor and bad breath.

     d.   No perfumes or colognes are to be worn.

     e.   Facial hair must be closely trimmed and the student must pass the N95 fit test. Once a student is fitted for the N95 mask, facial hair must remain consistent throughout the program.

7. **Jewelry:**
    a. Earrings must be simple: one post type only in the earlobe, no hoops or dangling earrings. Gauged earlobes must be plugged and approved by the faculty.
    b. Student will adhere to any body piercing policy of clinical facilities; this includes nose, lip, eyebrow or tongue rings.

8. **Gum/Tobacco:** No chewing gum, vaping or tobacco, is permitted during clinical hours or within the skills lab. If you are a smoker, you must not come to class or clinical with the smell of smoke on your uniform.

9. **Tattoos:** Student will adhere to any body piercing policy of clinical facilities. You may need to wear plain white T-shirt to cover the tattoos in clinical facilities.

10. The above criteria may change to reflect clinical sites policies. You will have until the next clinical day to be in compliance.

Health and Auto Insurance

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

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

Malpractice/Liability Insurance

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

Benchmark Testing

Students entering the Chabot College Nursing Program will be required to take standardized and normed on-line testing examinations on a periodic basis. A fee will be assessed of each student upon admission to the Nursing Program and all subsequent semesters in which the students are enrolled. The testing is packaged and the cost is approximately $700+, subject to change. The semester payments are required.

The goal of these examinations is to:

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

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

E-Books and non-proctored practice tests are available to all program students. At the end of each semester, a proctored on-line test will be administered covering the content taught in the courses. Results of the proctored examinations will be available to the student immediately following the exam. The student will be able to identify the areas of strengths and weaknesses in their knowledge base and remediation will be required for all students. This remediation must be completed within two weeks of testing.

Benchmark Testing Procedure Accommodations

Students who have been evaluated by the Disabled Student Program and Services Center (DSPS) must make their request at least 14 days prior to the scheduled test. The student is responsible for making arrangements for testing with accommodations. Please see DSPS webpage for instructions. http://www.chabotcollege.edu/dsps/

Policies

Policy for Education Rights and Privacy Act

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

Policy for Electronic Devices

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

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

Policy for Textbooks

Nursing students are responsible for obtaining all required textbooks and course materials, whether in electronic or hard copy format. Students are also responsible for the associated costs. Required materials will be specified in course syllabi or communicated by faculty prior to the start of each term. It is the student's responsibility to ensure timely access to all materials to support academic success. The Chabot College Virtual Bookstore has individual course requirements on their website at https://bncvirtual.com/chabotcollege

Policy for Student Injury during Clinical Experience or Skills Lab

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

Any student injured (fall, needle puncture, back strain, etc.) during the course of the delivery of care in the clinical area must notify their instructor immediately upon occurrence. When the student reports the injury, they may seek care at the hospital or agency Emergency Room, or occupational health department (if services are available) or approved Chabot-Las Positas District Office Worker's Compensation treatment sites. See District Human Resources Benefits/Worker's for approved locations. Private or personal physician treatment may not be covered.

The documentation must be completed by the student and instructor within 24 hours of incident. The instructor is responsible for obtaining the forms, providing them to the student and ensuring they are completed and forwarded to the Nursing Program office for submission to the district immediately. The student is required to complete the forms. The student will receive a copy of the "Employer's Report".

Policy for Occupational Injuries or Exposures

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

For maximum protection, students must be careful to follow CDC "Standard Precautions".
https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html

Exposures

1. The following exposures should be treated as potentially infectious for blood-borne pathogens:
    a. Contaminated needle sticks,
    b. Puncture wounds from a contaminated sharp instrument,
    c. Contamination of any obviously open wound, non-intact skin or mucous membrane (eye, nose or mouth) by blood, or a mixture of blood and bodily fluids.
2. Exposure to a patient's blood or saliva on the unbroken skin is not considered significant. Thoroughly wash the contaminated area with soap and water.
3. If exposure is to non-intact skin or mucous membrane of eye, nose or mouth, wash area with copious amounts of water and proceed with steps outlined in Injuries below.
4. Puncture wounds from contaminated needle sticks or sharps:
    a. Do not make a 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.

Injuries

1. Report the injury <u>immediately</u> to the instructor. They will assist you in obtaining emergency medical care or care at occupational health, complete the required forms, and notify the program office. The Program office must notify District Human Resources within 24 hours, please ensure the required forms are completed ASAP.
2. The student is responsible for all follow-up care as recommended by the Healthcare Practitioners as deemed necessary.

Policy for Sexual Harassment

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

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Section 3
Program Standards
for Success and
Development Plan

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Program Standards for Academic and Clinical

Program Progression and Grading

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

Academic (Theory) Standards

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

Grading Standards (Theory and Clinical)

A= 90.0 – 100%

B= 80.0 – 89.9%

C= 75.0 – 79.9%

A performance level of "C" or better must be earned in all courses in the nursing major. In those courses with a theory AND clinical component, the student MUST receive a passing score **(75.0%)** in the theory and pass the clinical objectives at a satisfactory level regardless of whether or not the two scores are combined for a composite grade. In case of the courses in which a "Pass/No Pass" is awarded, the student MUST receive a "Pass" in order to progress. The minimum standard for "Pass" is **75.0%**. Please note that grades are not rounded up.

Process for Review of Academic Standards

In the event that the student is not successful in passing of any class with **75.0%** the student will be unable to progress in the Nursing Program. If the student wishes to appeal this process, they may avail themselves of the academic review *Student Conduct and Due Process* policy in the Chabot College Catalog (current edition). Please consult with the Division Dean and/or Vice President of Academic Services.

Academic Honesty

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

- cheating on examinations,
- letting others copy from one's own examinations or written papers,
- submitting written work by another and passing it off as one's own work,
- copying from any electronic or other written source without citing the source and passing it 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.

1. Course syllabus;
2. *Chabot College Catalog*; *Student Conduct and Due Process Policy.* A copy of the catalog may be obtained on www.chabotcolllege.edu, or in the college bookstore. Subsequent sanctions are described in this section.
3. Nursing Program Handbook (Current Class Year Ed.)

Nursing Program Testing Policy

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

a.   No cell phones or other electronic devices, including but not limited to watches, Fitbit, VR glasses, 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 either the front or back of the room; Per faculty instruction

c.   No baseball hats, hoodies or other brimmed hats are allowed;

d.   Instructors may ask students to reveal their arms, scantrons and water bottles prior to testing. No personal items at the computer including water bottles/Starbucks coffee, good luck charms etc.

e.   Only non-substantive questions will be answered during the exam. Only information relating to exam administration and not the test items' content will be provided. For example, word definitions will not be given.

f.   Once the student has completed/submitted the exam, they will collect their belongings and leave the room immediately. The instructor is responsible for providing post-test instructions.

g.   Computerized testing will be used throughout the Program. Opening of any outside window/any other URL/leaving the test is prohibited. If it is determined the student has overridden the testing environment in any way, it will be considered cheating, and the student will be dismissed from the exam with referral to the Director of Nursing;

h.   Other appropriate methods or actions may be implemented by the testing instructor to discourage cheating. See course syllabus for additional parameters;

i.   In the case of campus closure or emergencies, exams may be taken at home if decided by the instructor. If exams are administered off campus, visual inspections by the exam proctor of testing location and environment must occur.

j.   Only Calculators embedded in Canvas or provided by the Program Office may be used during any exam;

n.   Test reviews are the prerogative of the individual instructor or instructional team and may or may not be done. During test review, no electronics or paper allowed. There will be nothing on desks.

o.   There are no question reviews immediately <u>following</u> exams. Testing in the Nursing Program is considered an evaluation process, not instructional devices or learning tools.

p. All exams will be timed. If you have approved accommodations, you may be allowed extended time for exams.

Basic Math Skills

Students should have basic math skills in order to be able to do more advanced medication calculation problems. Recommended to attend summer math refresher workshop. By the end of the third week of class, a Math for Medication Calculation Test will be given. All Nursing Program students must pass this test with a grade of 85% or higher. A student may not take the exam more than three (3) times. Should a student not pass the exam at 85% by the third attempt, s/he will be unable to progress in the Nursing Program. You will need to be comfortable with basic math skills in order to do medication calculations.

Kaplan Integration

The Chabot Nursing Program will prepare students for Kaplan integrated testing by incorporating Kaplan assessments, videos, and readings throughout each semester.

Remediation Requirements:

-Students must use the Kaplan Integrated Test Reflection Tool.
-Students must complete the reflection tool entirely.
-Students must spend 1 minute on each correct and incorrect answer

Coaching

At Chabot College we embody and practice aspects of self-development, including self-reflection, self-assessment, self-evaluation, and self-care. We believe this is every nurse's primary commitment to self. The meeting is confidential but if an action plan is developed it will be filed in the student file. As nurse coach leaders we assist nursing students to achieve academic success and self-development by increase self-confidence, finding balance between school and personal life creating action plans to become a safe-competent RN. See Policy for Student Coaching in Appendix O. Any student may participate in a coaching session.

Any student not passing any skills or test(s) will be highly encouraged to schedule and attend a coaching session with one of the qualified instructors during office hours. Students will contact the program office to schedule their session within three (3) days of skills or theory exam non-passing.

Clinical Experience Standards

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

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

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

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

HIPAA Confidential Information

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

https://www.hhs.gov/hipaa/index.html

Clinical Performance

The clinical categories of **safety** and **professional** behavior are critical behaviors. They are required from the very first day in the clinical setting. In the event deficits in these areas are noted a *Success and Development Plan* will be issued to the student. Students may not perform a skill in the hospital/clinical setting until they have successfully passed the skills check off or demonstrated competency procedures for that skill under direction from instructor or skills lab coordinator. Students are not allowed to perform a skill in the hospital/clinical setting until they have successfully passed the skills check off or demonstrated competency and proficiency for that skill under the direction of skills lab coordinator.

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.

Nonperformance in the clinical area will result in a non-passing grade in the course. Inability to complete a Nursing course with a **"75.0%"** or better or receipt of as "W", constitutes non progression in the program. If this occurs after completion of the first semester, the student will have one opportunity to re-apply to the Nursing Program as an Advanced Standing student on a space-available basis, unless behavior demonstrated by the student has been deemed egregious by a faculty decision.

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

1. demonstrates consistency in accomplishment of the clinical objectives identified in the course;
2. shows evidence of in-depth theoretical preparation and ability to integrate and apply this content to patient care in the practice area;
3. actively seeks out new experiences in the practice area;
4. demonstrates improvement in behavior change in the practice area as a result of instructor suggestions/recommendations;
5. consistently provides a safe environment for self and patient;

6. demonstrates continued improvement and growth in the organization and prioritization of care;
7. functions in a professional manner at all times;
8. safely, and competently performs all clinical skills and assessments;
9. communicates effectively with clients, staff, and peers;
10. performs all required tasks in an efficient and timely manner;
11. appropriately seeks instructor guidance.

Some behaviors noted of a non-passing student in the Nursing Program and/or clinical are or 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 healthcare team;
2. inability to integrate information and skills from previous courses into the current course;
3. may show improvement in practice clinical skills, but is inconsistent;
4. requires repeated assistance to accomplish the same skill(s) or clinical objectives;
5. continues to need instructor supervision and help to accomplish safe care in the clinical area;
6. does not meet standards of safe practice in patient care;
7. violation of patient confidentiality (i.e., photocopies, screenshots, downloads, etc.) or any misuse of information from patient records (HIPAA);
8. violation of ethical standards;
9. unprofessional/discourteous behavior toward students, staff, instructors or clients;
10. dishonesty in any aspect of the Nursing Program;
11. a pattern of tardiness and/or absences from classes/clinical;
12. receiving multiple "yellow cards" for remediation or recommendations for additional skills practice;
13. any breach of *Standards of Competence Performance* as outlined by the BRN (See Appendix J)

Attendance and Punctuality

The Nursing Program has rigorous attendance standards, in accordance with the BRN regulations that often exceed college standards. Attendance at all clinical, lecture and skills lab are mandatory. An absence must be reported to the instructor before the absence occurs. All absences will be documented and kept in student files.

According to the *Chabot College Catalog*, student absences may not exceed a total of four consecutive or six cumulative instructional hours and/or two consecutive weeks of instruction. The student may be dropped from the class/Nursing Program for excessive absences.

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

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

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

Hours of Instruction

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

Clinical Attendance

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

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

- If instructor is not available, student should contact the program office (510) 723-6896. Absences lasting more than one day require daily instructor notification unless other arrangements have been made.
- It is the responsibility of the student to make arrangements with the instructor for return to clinical assignment and for make-up assignment(s). The instructor may request written medical approval and/or verification before student returns to the clinical area. Make-up work of clinical time is at the discretion and convenience of the instructor and/or clinical agency. **All absences**, regardless of instructor notifications, will be counted in the total number of absences a student has during a course and **may be used** to determine "*excessive absences*."

Proportionality

The concept of proportionality shall be applied to courses less than one semester long. Allowed absences will be reduced in proportion to the course length. When courses are less than a full semester, the concept of proportionality will apply when considering absences (i.e., in a nine-week course a student may not miss more than 3 consecutive or 4 cumulative hours of lecture or more than one day of clinical experience without exceeding the excessive absence college policy). For college policy details, see catalog.

Bereavement

The Chabot College Nursing Program recognizes and is empathic with the impact that loss of a family member has on the nursing student. Often these factors influence the student's meeting theory and clinical requirements. It is the nursing student's responsibility to inform their instructor or instructors of the circumstances or impending circumstances in a timely manner. A maximum of two clinical days is allowed. The instructor and student will then develop a mutually agreed upon plan to assist the student in meeting course (theory and clinical objectives.

Skills Lab Procedures and Policies

Skills Lab is located in Building 3100, Room 3116 with various satellite rooms as needed. Phone (510 723-6953. Please note that Skills Lab procedures are subject to change depending on any Pandemic and Campus protocols.

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

- The Skills Lab provides a simulated hospital setting in multiple rooms at various patient care stations. All manikins/equipment in the Skills Lab is expensive. Do not misuse them.
- You are expected to act and dress professionally while in the Skills Lab.
    - Uniform dress is assigned to your class/rotation. (Solid scrubs or polo shirt/khaki pants)
    - Uniform and uniform shoes worn in the clinical area are not be worn in Skills Lab or on campus. There is an assumption that they may be contaminated.
    - Name tags
- Each student is required to spend a specific amount of time working/practicing in the skills lab for Nursing Course NURS 51, 52, 53, N60A and N60B. For course requirements see the course syllabus.
- All skills which require a Check-off with an instructor/evaluator must be passed within two (2) weeks of the presentation of the skill (unless otherwise stipulated by the rotation Faculty Instructor).
- Students are encouraged to use the Skills Lab as much as possible for assisted/unassisted practice. Students will spend at least 2 hours per week in the Skills Lab.
- Students may spend up to two (2) consecutive hours in the Skills Lab at any one time without a break.
- No food or drinks are allowed in the Skills Labs. Water is permitted.
- Children are not permitted in the Skills Labs.
- Cell phones should be turned off /silenced while in the Skills Lab.
- Do not remove any equipment, video tapes, CD's or books from the Skills Lab. They are to be used while working/practicing in the Skills Lab.

- If a student is ill and unable attend class or clinical the student may not come to the Skills Lab for practice or check-off on the day of illness.
- It is the responsibility of <u>every</u> student to ensure that the Skills Lab is neat and clean, with all supplies and equipment cleaned, picked up and put away after class, including skills practice and check-offs.
- Students must not enter the Skills Lab for practice or check-offs when a class or meeting is in session.

Attendance Procedures for Skills Lab

Student Skills Lab time must be documented and is used towards your total class/rotation time set by the instructor. Each student must sign-in and out on the SARS Computer located in the center hall in Building 3100. Simply type your W# into the screen and enter to document student start time and again for student end time. If student forgets to log in or out of the Skills Lab, that time will <u>not</u> be recorded and cannot be added to the computer. The student will have to make up the lost time with additional documented Skills Lab time via the SARS Computer. Additionally, the weekly two assisted/unassisted practice hours requirement must be signed by the faculty member and described in details in the "Practice Plan" provided by the skills lab coordinator.

Behavior Standards

The Chabot College Catalog states that students are subject to disciplinary action for any of the following reasons, including but not limited to: **incivility** to fellow students and/or faculty and staff; **dishonesty**, such as cheating, plagiarism, or furnishing false information to the college, forgery, alteration or misuse of college documents, records or identification, physical abuse or threat of physical abuse of any person on college owned or controlled property or at college sponsored or supervised functions, or conduct which threatens or endangers the health or safety of such person; **theft** of or damage to, or threat of damage to property of the college or a member of the college community or campus visitor. Students that violate these standards are subject to disciplinary action including program probation and/or dismissal from the program.
The Nursing Program place great importance on these behavioral standards. High moral and ethical standards are required of those in the healthcare professions. Nursing students who violate the Chabot College Policy will be subject to the sanctions as outlined in the current edition of the college catalog.

Code of Ethics for Nursing Students

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

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

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

Code of Academic and Clinical Conduct –

The ethical principles include, but are not limited to, the student's responsibility to:

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

Progression and Promotion

As previously noted, progress from one course to another during the entire program is contingent upon satisfactory completion of each course in the nursing major, both in clinical practice and theory, independently. Satisfactory completion is attained by receiving a "C" **(75.0%)** or higher in both areas.

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

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

1. misrepresentation in securing appointment to the Nursing Program;
2. Inability to meet clinical course objectives;
3. unsatisfactory academic performance (score below **75.0**%);
4. impairment for alcoholism, drug abuse, and/or emotional illness;
5. excessive and and/or unexcused absences from class or clinical assignment;
6. unexcused lateness to class or submission of assignments;
7. discourteous/unprofessional treatment of the general public patients/clients, agency staff, instructor or fellow students;
8. academic/clinical dishonesty;
9. inability to demonstrate safe patient care at the course level required;
10. inability to remediate identified deficits in a timely fashion;
11. sexual harassment;
12. violation of *Social Networking Policy* (See Appendix A);
13. disruption of the learning environment or;
14. inability to adhere to clinical agencies' policies and procedures.

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

1. The faculty places the students into equally distributed clinical groups. The decision for placement will be based on: (a) characteristics of the students; (b) facility requirements; (c) student needs.
2. During Spring Semester of the second year, students in the NURS 60C Adult Health III course may be placed with a nursing preceptor (if available) who has been selected by the instructor. Under no circumstances will the student arrange for their own preceptor.
3. For Preceptorship, students should note the following:
    a. The final decision of assignments rests with the nursing faculty;

b. There is no guarantee that a student will receive their choice of placement in a particular facility;

c. The times of clinical assignment and/or the place of clinical assignment may change with short notice, according to program and clinical needs;

d. Students may be assigned to work any shift (days, evenings, or nights) during their preceptorships (NURS 60C) as well as weekends. Student should not work Mondays, set aside for seminar and lecture;

e.   Students will need to work with their preceptors on all assigned days. See Preceptor Guidelines for weekly maximum hours. Preceptorship must take precedence over your personal work schedules.

Student Success and Development Plans

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

The following policies and procedures related to Success and Development Plans apply:

- Depending on the infraction, the student may be dismissed with the first *Success and Development Plan.*

- Multiple *Success and Development Plans* throughout the program may be grounds for dismissal, regardless of the reason for the plan.

- If the student submits a rebuttal, it will be attached to the *Success and Development Plan but* does not nullify the plan.

- Any *Success and Development Plan* remains in effect in the student's file for the duration of the student's enrollment in the program.

Definitions of Success and Development Plans
The *Success and Development Plan* form is categorized according to the following:

1. Academic Concern:

Students will receive a *Letter of Understanding* for academic performance below **75.0%** at midterm.

2. Skill Performance:

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

B. Yellow Card for observed behavior not meeting expectations, will be given. Card will be retained in the student file.

3. Safety Issues in Clinical or Skills Lab:

Success and Development Plan will be issued for unsafe behavior. "Unsafe behavior", for the purpose

of this statement, is broadly defined. It can include such unsafe practices as leaving a side-rail down, unsafe medication practice, 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. Please refer to the guide included in Appendix C for more details.

4. Professional Conduct:

A *Success and Development Plan* may be issued for violation of standards of professional conduct. Violations included but not limited to: dishonesty; furnishing false information, incivility, violation of *Social Networking Policy* (Appendix A), misuse of equipment in the skills lab, and/or tardiness. Please refer to the guide included in Appendix C for more details.

5. Program Probation:

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

- An accumulation of *Success and Development Plans,* even if the student has remediated the observed behavior;
- A second instance of observed behavior not meeting expectations within clinical performance would jeopardize safety. Even if the behavior is not identical to the first *Success and Development Plan* incident.
- A single instance of ethical/professional standards or one that is issued for reckless behavior in clinical performance;
- "Reckless behavior" may be defined as cheating, plagiarism, incivility, or any other unprofessional/ unethical conduct. Please refer to the guide included in Appendix C for more details.

 Other information related to program probation:

- The student will remain on probation for the duration of the Nursing Program.
- If there is any further conduct meriting an additional *Success and Development Plan*, the student is subject to dismissal from the Nursing Program, pending faculty review and recommendation.

Procedure for Success and Development Plan

At the time that any deficiencies in either theory or clinical are identified, the student will be given a *Success and Development Plan*. The observed behavior not meeting expectations will be noted in writing, as well as the expected standard/policy, a recommendation for correction, together with a plan and timeline for remediation/ correction. The *Success and Development Plan* constitutes a contract for continuation in the program and requires remediation within the specified time. Inability to meet/maintain the corrected standard in future nursing courses (theory and/or clinical) may constitute grounds for placement on program probation and/or dismissal. A student will receive a *Success and Development Plan* for behaviors such as, but not limited to:

a) not identifying the client prior to initiating any care;
b) unsafe medication practices;
c) unsafe clinical practice;
d) Inability to follow instructions given by instructors;
e) tardiness in the theory or clinical area;
f) excessive absences in theory or clinical area;
g) inability to report or take accountability for errors/incidences;
h) conduct deemed unprofessional while a nursing student;
i) unprepared for clinical;
j) inability to provide organized care with medications and treatments;
k) violation of the *Social Networking Policy*;
l) compliance issues
m) violation of any college or hospital/facility policy;
n) inability to perform all skills in the clinical area safely and competently or performing a skill in a clinical setting prior to check off by the instructor/skills lab coordinator.
o) Academic dishonesty
p) Violation of Professional/Ethical Behaviors (ex: no show, no call, etc.)
   o Weakness in communication (ex: poor communication with clients, staff, require maximum assist with documentation, etc.)
q) please refer to the guide included in Appendix C for more details.

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

Grounds for Dismissal

The faculty, in compliance with the appropriate college officials, reserves the right to immediately dismiss a student. The Nursing Program includes, but does not limit, such serious 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 clients, peers, hospital staff or nursing faculty;
4. Ethical/professional violation;
5. Any other egregious infraction or reckless behaviors.

Under these circumstances, the student will be given notice of the dismissal and will have the opportunity to meet with the Program Director and college administrators. Please refer to the *Chabot College Catalog* on Student Rights and Responsibilities.

Program Probation

In the event that a student is placed on program probation, the Success and Development Plan will include a meeting with Program Director or appointee. The purpose of this meeting is to

facilitate a successful amendment of the student's behavior, which would allow for continuation in the program. However, a student may request a meeting of this type at any point during their time in the program.

Once placed on probation, if there is any further conduct meriting an additional Success and Development Plan, the student is subject to dismissal from the Nursing Program, pending faculty review and recommendation.

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 behavior and explore all possible alternatives. The students will be given the option to deliver a prepared statement at the Nursing Faculty meeting where the faculty will be discussing the issue. The student will be informed of the Nursing Faculty decision regarding their continuation in, or dismissal from, the Nursing Program by the Nursing Director, the same day.

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).*

Section 4
Student Resources

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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. See N55 class syllabus for recommendations of resources.

Students are encouraged to use the library (Learning Resource Center) and the many services provided. https://libraryguides.chabotcollege.edu/home

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), academic schedule, writing guidance (for term papers, etc.) Disabled Student Programs & Services (DSPS) and child care services (Early Childhood Lab School), Student recourse hub (emergency funds/ transportation cards etc.)

Counselor/Case Manager/Wellness Groups

Counselor/Case manager services are available to support nursing students throughout their academic journey. These services include, but are not limited to:.

- **Personal Counseling**/Wellness Groups

  Support for managing stress, anxiety, and other personal challenges that may impact academic success.

- **Strategies for Success in the Nursing Program**

  Individualized guidance to help students navigate the demands of the program and enhance academic success

- **Transfer assistant (ASN to BSN Programs)**

  Support with exploring and planning transfer options to Bachelor of Science in Nursing (BSN) programs.

- **Academic Advising**

  Assistance with course planning to meet Chabot College general Education

  (GE) and graduation requirements.

- **Referrals**

  Connection to additional campus or community resources and support

  programs based on individual needs.

Financial Aid / Employment

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

Scholarship

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

Student Participation

Student Nurse Association (SNA)

Students are invited and encouraged to participate in activities and organizations across the campus whenever possible. The nursing students have developed and organized a Student Nurse Association (SNA). This organization addresses social and other issues that affect nursing students throughout the program. A faculty advisor, the Nursing Program Assistant Director, assists and facilitates students in their endeavors.

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

Coaching

See Appendix O

Liaison Meeting

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

Faculty Meetings

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

Student Input into the Nursing Program

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

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

Student Input

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

Meeting with the Nursing Program Director

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

Communications

 The Chabot College Nursing webpage is a regularly updated source of communications for the students. It contains announcements, calendars, Student Handbook (pdf file) and other valuable information. It can be accessed at www.chabotcollege.edu/nursing There are bulletin boards in the hallway of the second floor in building 2200 and outside the Skills Lab in building 3100 designated for the use by the Nursing Program. They include class notices, information about loan, scholarships and job opportunities. Students are encouraged to check the board regularly. Instructors and staff also communicate information via CANVAS, Pronto, emails and text messages. Students must have access to a reliable computer, or similar device and internet services to facilitate online classwork and notifications. If a student needs assistance with these items, please check with financial aid.

Expenses

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

Resident Rates	Books	Fees $46/Credit	Kaplan	Immunizations/ Castle Branch	Uniforms/ Equipment	NCLEX Fees	Skills Kit	(approx.) Per Semester	Per Year
Semester one	$1,000	$622	$175	$345 $124	$545		$185	**$2,996**	
Semester Two	$650	$622	$175					**$1,447**	**$4,443**
Semester Three	$500	$484	$175	$195 $30				**$1,384**	
Semester Four	$350	$507	$175			$650		**$1,682**	**$3,066**
Totals	$2,500	$2,235	$700	$694	$545	$650	$185	**$7,509**	**$7,509**

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

Equipment / Uniforms

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

Equipment / Uniform	Estimated Cost
Skills Lab Supply Kit	$285
Uniforms White top/Black pants (2)/Ceil Blue Scrubs (2)/Polo shirt (2)	$175-$275
School Patches (3)	$45
Lab Coat (1) white, short	$35
Clinical White Shoes	$125
Stethoscope / Goggles	$100
Scissors / Pocket Pack	$25
Wrist Watch with sweep second hand	$40
Program name tag (2)	$35

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

Transportation

Each student is expected to provide his/her own transportation to and from school and clinical facilities in a reliable and timely fashion. Students are responsible for all parking fees whether on Campus or at any of the clinical sites they may be assigned to. Students are encouraged to car pool when possible. This may not always be possible depending on clinical assignments. All students who are driving between clinical sites and campus must maintain their own automobile insurance.

Student Data Change to Address/Phone/Name

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

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Section 5 Advanced Standing Re-Admission, Military and LVN-RN Students

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Advanced Standing

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

1. Re-admission: a former Chabot College Nursing Program student who has completed the first semester then withdrawn from the program unable to progress for other reasons (theoretical or clinical nonperformance)
2. Medical military personnel
3. LVN-RN Students

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

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

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

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

Advanced Standing Clinical Validation

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

The clinical examination consists of:

1. Math for Medications written examination which must be passed with a score of 85.0% or higher, limit three attempts;

2. Therapeutic Communications written examination which must be passed with a score of 90.0%. Limit three attempts;

3. IV Modules;

4. Final Skills Exam, a three-hour skills lab exam which must be passed with a score of 85.0%. Limited to one attempt.

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

Clinical Examination Policies and Procedures:

1. The applicant must consult with the Skills Lab Coordinator prior to being admitted to any nursing major course which includes a clinical component. The coordinator will advise the applicant regarding pre-requisite skills in the clinical course or program level for which the applicant will be required to demonstrate competency.
2. The applicant must enroll in NURS 84 and read the syllabus and review the Canvas site for this course. The syllabus delineates clinical skills expectations. The Canvas site-details the requirements of the clinical performance examinations.
3. Students will enroll in NURS 84 in order to practice skills and otherwise prepare for the examination. Skills Lab Coordinator is available for questions and guidance during this course.
4. All exams must be scheduled in advanced with the Skills Lab Coordinator. Cancellations must be given with a 24 hours advanced notice except in extenuating circumstances. If the exam is cancelled, regardless of the circumstances, the applicant will be rescheduled (upon request) after all other applicants who are awaiting appointments have been accommodated.
5. Advanced Standing testing: A. All theory validation (including math calculations), as well as IV Skills demonstration must be satisfactorily completed before scheduling the skills performance examination. B. Students must complete all skills performance by assigned dates or they will not progress in the program.
6. Only one attempt will be allowed for the skill's final exam. If the exam is not successfully completed, the student will not pass NURS 84. This student will not be allowed to enter this program through this process but may apply for the generic program.

7 When both the theory and the skills have been satisfactorily completed and validated by the Skills Lab Coordinator, the Director of the Nursing Program will be notified in writing.

8. The testing process (written and skills lab) is considered valid for six (6) months.

9. Dress Code: all students are required to dress in accordance with the Chabot Nursing Program uniform requirements for the class the student is joining.

Ranking: Advanced Standing Order of Program Acceptance

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

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

1. Chabot Nursing Program students that left the program for issues other than failing coursework. For example, this would include personal or family issues. Students will be ranked by GPA from Nursing Program course grades only.

2. Chabot Nursing Program students who withdrew due to failing academic performance (theory coursework). Students will be ranked by GPA from Nursing course grades only.

3. LVN / Military* students who have completed NURS 70 and NURS 70L. Ranking will be based on
   a. ATI TEAS Score,
   b. GPA from N70, N70L
   c. Successful completion of benchmark testing (number of attempts),
   d. GPA for N81, N82 if taken.

4. Chabot nursing students who withdrew due to failing clinical performance. Students will be ranked by GPA from Nursing Program course grades only.

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

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

Benchmark Testing

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

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

There will be a one-time fee for all exams. Testing is completed in conjunction with the NURS 70, Transition Course. Approximate cost for the testing is $700. Online study materials will be available. Testing occurs in a proctored environment. This cost is non-refundable.

1. Students who are unsuccessful with meeting standard benchmark in Fundamentals of Nursing exam will not be allowed to progress in this pathway and will need to apply as a generic student.
2. Students who fail to meet the benchmark for exams in Pediatrics and Obstetrics will be required to enroll in those theory courses in which they are not successful.
   a. Students will have only one (1) opportunity to pass the theory course for NURS 51 Obstetrics and NURS 52 Pediatrics.
   b. Additional theory courses, NURS 70 Transition Course, NURS 70L Clinical Practice, NURS 84 Prescriptive Clinical Skills must pass with a grade of "C" calculated at 75% or higher. The student is allowed only one opportunity to pass these courses. If the student withdraws from any of these courses, they will not be allowed to progress in this pathway.
3. The student will have only one (1) attempt to pass the final skills exam in NURS 84.
4. In event the student is unsuccessful, in any of the above course, they will not be eligible for entry in the Nursing Program as an Advanced Standing Student. In this case, the student may apply as a beginning, generic student.

Advanced Standing Students

Re-Admission Students

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

Re-entry/re-admission to the program may be initiated by the former students using the appropriate application channels based on college policy. Student must re-enter the program within two (2) years of withdrawal or dismissal. Some courses in the Nursing Program have a pre-requisite nursing course, which must be satisfactorily competed. Thus, there may only be certain times during the year when re-entry into the program will be possible Each former student will receive clarification as to the appropriate cohort entry time.

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

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

Medical Military Personnel:

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

LVN-RN Upgrade

The LVN-RN application must meet the following requirements.

- Pre-requisite requirements: the student must have a minimum of 4-5 semester units with a laboratory component with each of the following courses: BIOS 42/Human Anatomy, BIOS 43/Human Physiology, and BIOS 44/Microbiology.
    - Overall GPA in the science course must be a minimum of 2.5.
    - All science must be completed with a passing grade of "C" prior to submitting this application.
    - In addition, only one grade of "C" in the three sciences is allowed.
    - A recency of seven (7) years is required on all science coursework. Date set from entry into the fall transition semester.
- All students must take and pass the Test of Essential Academic Skills (TEAS) with and Individual Score of 62.0%. As of 1/1/2017, the ATI TEAS will be the approved exam.
- Be currently working in an inpatient environment and hold a current State of California LVN License.
- Attend one of the mandatory information meetings held in December and May of each year.
- Have a minimum of 500 hours in acute or subacute care. Please submit a letter from employer on facility letterhead stating job title and start date.

LVN-RN Program Options

Associate Degree in Nursing

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

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

Prerequisites		Units Accepted		
	BIOS 42/Anatomy with Lab		4	5	
	BIOS 43/Physiology with Lab		4	5	
	BIOS 44/Microbiology with lab		4	5	

1. Pre-requisites for admission to the program include
   a. Completion of Advanced Standing application;
   b. Benchmark testing, validation of previous nursing knowledge is required for counseling/assessment purposes
   c. Additional required coursework includes English 1, Sociology 1, Psychology I and Communications 1 or 10.

First Year Transition: Theory/Skills		_Fall_	_Spring_
	Nursing 70 LVN-RN Transition	1.5	
	Nursing 70L LVN-RN Lab	0.5	
	Nursing 84 Clinical Skills		0.5
	English 1 (Fall or Spring)		3.0
	Sociology 1 (Fall or Spring)		3.0
	Communications 1 or 10 (Fall or Spring)		3.0
Second Year of Program: Theory/Clinical Sequence (Space available placement)			
	Nursing 53 Mental Health	4.5	
	Nursing 60A〇 Adult Health I (Medical Surgical)	4.5	
	Nursing 60B Adult Health II (Adv. Med/Surg.)		6.0
	Nursing 60C Adult Health III (Preceptorship)		3.5
All nursing courses must be passed with **75.0%** or better to progress.			
Handbook □ It is highly recommended that the LVN-RN student enroll in N60A Adult Health I although optional, to prepare for the rigors of N60B and N60C Adult Health II and III.			

30 Unit or Non-Degree Option

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

Coursework 30-Unit Option

Course	Units Accepted	Units Accepted
Microbiology 1 with lab	4.0	5.0
Physiology 1 with lab	4.0	5.0
Nursing 70 LVN-RN Transition Course	1.5	1.5
Nursing 84 Clinical Skills	0.5	0.5
Nursing 53 Mental Health	4.5	4.5
Nursing 60B Adult Health II	6.0	6.0
Nursing 60C Adult Health II	3.5	3.5
	24	26

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Appendix A
Social Networking Policy

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Appendix A Social Networking Policy

Chabot College Nursing Program
Social Networking Policy
Effective: 01/2016 Reviewed: 07/2020, 06/2023, 5/24/2024; 06/2025 Revised:
Program Director: Tami Washington, MSN, PHN, RNC-OB, C-EFM

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

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

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

Http://www.sacbee.com/news/business/article208538754.html

Purpose

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

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

Students are expected to represent the College in a fair, accurate and legal manner while protecting the 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 faculty to review.**

2. **Recorded lectures are not to be posted by students on any form of social media.**
3. **Students must obtain permission to videotape or record faculty or fellow students. This applies to posting photographs of other students and/or faculty as well.**
4. **Patients/clients should never be videotaped or photographed, discussed or referred to, on any social media sites.**
5. **Clinical event, situation and/or facility staff may not be discussed on social media 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 computer (IPad, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity, but those in the immediate area/vicinity.**
8. **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 they can be identified as a Chabot College Nursing Program student, the photo must not portray the students or program in a negative/unprofessional manner.**
10. **Social online interaction between current students and faculty/staff is highly discouraged.**

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

ANA's Principles for Social Networking

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

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients burs 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 devise, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Reference: American Nurses Association
www.NursingWorld.org

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Appendix B
Nursing Release Authorization Form

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Appendix B: Nursing Release Authorization Form

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

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

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

_____

_____

_____

Student Signature
Student Name (PRINT) Date

Declination

If for any reason you do not wish to participate in this aspect of the program, please contact the program director for an appointment to discuss.

£ I will contact the nursing program director to discuss this selection prior to the first day of class. I respectfully decline to participate in the 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)

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Handbook

Appendix C
Success and
Development Plan

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Appendix C: Success and Development Plan Forms Original

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 theory and a clinical component, the student MUST receive a passing score of 75% average in all exams in theory and pass the clinical objectives at a satisfactory level regardless of whether 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" to progress. The minimum standard for "PASS" is 75%.

This letter is to clarify for you your current grades in your nursing courses. At this time, your grade in the course, your average exam score, listed is less than 75%, which constitutes to not pass the class.

If you have any questions, please set up an appointment with the nursing counselor or the program director.

_____I, the undersigned, understand the Standard of Performance for grading in all nursing courses is 75% in all exams to pass the course.

_____I, the undersigned, understand that if I do not earn the passing grade of 75% average on all my exams and overall, in the class, I will be dismissed from the nursing program.

Student   Instructor

_____   _____

Date   Date

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Remediation Card

Chabot College Nursing Program Yellow Card

Date Issued: _____

Student Name: _____

Skill: _____

Lab Time: _____

Completed: _____

Return completed card to your clinical instructor
Within one week of issue date

Skills are an integral part of your nursing education.
Today you demonstrated you have **NOT** mastered
This skill and are assigned to additional time
In the skills lab to practice and perfect this skill.
Failure to demonstrate this skill effectively may result in
Program probation and/ or program dismissal.
Cc: Student File and Clinical Evaluation

CHABOT COLLEGE NURSING PROGRAM

STUDENT SUCCESS AND DEVELOPMENT PLAN

Student Name: _____   Course Name: _____

Chabot ID #: _____   Year: _____ ☐Fall   ☐Spring

Date Issued: _____

☐**Safety Concern**   **Total Number of SDP issued to student:** _____

☐**Professional Conduct**   SDP Behavior letter: ____

☐**Program Probation**   *Program Probation will continue through your tenure in the Chabot Nursing Program. Any additional Success and Development Plan(s) for any reason may result in Program Dismissal.*

Date of Occurrence: Observations/evaluation made by:

SECTION I: This is your Success and Development Plan

Expected Behaviors:

Observed Behaviors:

Student Development Plan for remediation/correction: Coaching meeting required   Yes ☐   No ☐

1) Completion of Student Reflection Assignment (To be completed and returned to instructor within 24hrs after signing SDP). This reflection will include and explanation of what led up to the situation, prompting the preparation of this document, and how similar incidents will be avoided in the future.

2)

3)

Section II: Implications of Non-correction

☐This Statement constitutes a **Success and Development Plan (SDP)**. Repeated infractions of the same observed behavior will trigger a Dismissal Discussion by the Faculty and Director.

☐ This Statement constitutes a **Notice of Program Probation.** Due to the repeated infraction of the observed behavior, the student has been put on Program Probation. If there is any further conduct meriting an additional *Success and Development* Plan, the student is subject to Dismissal from the nursing program, pending Director and Faculty review and recommendation.

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. This rebuttal will be placed in my student file, but does not nullify the SDP given.

_____   _____
Signature (Student) *Refusal to sign does not nullify SDP given.*   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.

Chabot College Nursing Student Success and Development Program Behavior/Situation Guide

	Criteria	Human Error	At Risk Behavior			Reckless Behavior	
G	**General Nursing Practice**	No prior counseling for practice related issues	Prior counseling for single non-related practice issue	Prior counseling for single "related" issue		Prior counseling for multiple related or non-related practice issues	Prior counseling for same or related issue with no or little evidence of improvement
U	**Understanding expected based on program level, course objectives/ outcomes**	Has knowledge, skill and ability - Incident was accidental, inadvertent, or an oversight	Task driven/rote learning or wrong action for this circumstance	Failed to demonstrate appropriate understanding of options/resources or Aware of safety issues but in this instance cut corners	Understands rationale but failed to recognize situations in terms of overall picture or to prioritize actions or in this instance, failed to obtain sufficient info or consult before acting	Able to recognize potential problems. In this instance "negligent" or failed to act according to standards. Risk to client outweighed benefits.	Knows or should have known correct action, role and limitations. In this instance action was "gross negligence/ unsafe act" and demonstrated no regard for patient safety.
I	**Internal Program or Agency Policies/ standards/ inter-disciplinary orders**	Unintentional breech or no policy/standard/ order available	Policy not enforced or cultural norm or common deviation of staff or policy/order misinterpreted	Student cut corners or deviated in this instance from policy/standard/order as time saver. No evidence or suggestion of a pattern of behavior.	Aware of policy/ standard/ order but ignored or disregarded to achieve perceived expectations of faculty, staff, patient or others. May indicate pattern or single event.	Disregarded policy/standard/order for own personal gain	Maliciously disregarded policy/standard/order
D	**Decision/ choice**	Accidental/ mistake/ inadvertent error	Advantages to patient outweighed risk	Emergent situation - quick response required	Non-emergent situation. Chose to act/not to act without weighing options or utilizing resources. Used poor judgment.	Clearly a prudent student would not have done. Unacceptable risk to patient/agency/public. Disregard for patient safety.	Conscious choice. Put own interest above that of patient/agency/public. Egregious choice. Neglected red flags
E	**Ethics/ credibility/ accountability**	Identified own error and self-reported. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Admitted to error and accepts responsibility. Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Acknowledged role in error but attributes to circumstances and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.	Denies responsibility until confronted with evidence. Reluctantly accepts responsibility. Made excuses or made light of occurrence. Marginally cooperative during investigation.	Denied responsibility despite evidence. Indifferent to situation. Uncooperative and/or dishonest during investigation.	Took active steps to conceal error or failed to disclose known error.

Internal

Chabot College Nursing
Student Success and Development Program Behavior/Situation Guide

Mitigating Factors – check all identified	
Unavailable resources (inadequate supplies/equipment)	
Interruptions/chaotic environment/emergencies – frequent interruptions/ distractions	
Inadequate supervision by faculty or preceptor	
Inappropriate assignment by faculty or preceptor	
Non-supportive environment – interdepartmental/staff/student conflicts	
Lack of response by other departments/providers	
Other (identify)	

Aggravating Factors – check all identified	
Especially heinous, cruel, and/or violent act	
Knowingly created risk for more than one client	
Threatening/bullying behaviors	
Prior formal student disciplinary record for practice issue(s)	
Other (identify)	

Human Error	At-Risk Behavior	Reckless Behavior
Address event by discussing with or coaching student and/or developing a Student Success and Development Plan	Address event by coaching student and/ or developing a Student Success and Development Plan	Address event with Student Success and Development Plan and/or Program Probation

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NOTE: This SDPB/SG is NOT used if event involves misconduct such as: academic cheating, confidentiality, fraud, theft, drug abuse, diversion, boundary issues, sexual misconduct, mental/ physical impairment.

Human Error = Inadvertently doing other than what should have been done; a slip lapse, mistake.
At-Risk Behavior = Behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified.
Reckless Behavior = Behavioral choice to consciously disregard a substantial and unjustifiable risk.
Consoling = Comforting, calming; supporting student while examining event.
Coaching = Supportive discussion with the student on the need to engage in safe behavioral choices.
Remedial Action = Actions taken to aid student including education, training assignment to program level-appropriate tasks.
Counseling = A first step disciplinary action; putting the student on notice that performance is unacceptable.
Disciplinary Action = Punitive deterrent to cause student to refrain from undesired behavioral choices.

Internal

Appendix E Advanced Placement for Military Personnel

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Advanced Placement for Military Personnel

CHABOT COLLEGE **NURSING PROGRAM**
CHALLENGE / ADVANCED PLACEMENT INTO THE NURSING EDUCATION PROGRAM FOR MILTARY PERSONNEL
Effective: 09/2016 Reviewed: 6/2023, 5/2024; 06/2025 Revised:
Program Director: Tami Washington, MSN, PHN, RNC-OB, C-EFMN A

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

Individual who has held Military Healthcare Occupations, specifically: Basic Medical Technician Corpsman (Navy MN or Air Force BMTCP), Army Healthcare Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4M0X1C) may achieve advanced placement into the 2nd and 3rd semester of the Nursing Program. Required documentation of education and experience qualifying them for Advanced Placement will be needed. Upon successful completion of the challenge exam, dosage calculation exam, and skills competency exam, students may be eligible for placement in the Nursing Program on 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 85% or above on the Challenge Exam and 90.0% on the dosage calculation quiz.
3. Military Challenge students will be held to the same standards of the Advanced Standing Student.

Procedure:

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

- Interested students must attend an Advanced Standing Information Meeting.
- Applicants who are eligible for advanced standing placement include those individuals who have satisfactorily completed, within the last two years, education and experience for the following:

- o   Basic Medical Technician Corpsman (Navy MN or Air Force BMTCP),
  - o   Army Healthcare Specialist (68W Army Medic) or
  - o   Air Force Independent Duty Medical Technician (IMDT 4M0X1C)
- Applicants applying for transfer credit must submit the following materials verifying education and experience.
  - o   Transcripts from appropriate education program(s) demonstrating satisfactory completion of coursework and clinical experience;
  - o   Documentation of medical military experience;
  - o   After a review of the applicant's documentation, and upon determination that the applicant has met the educational and experience requirements, as well as the additional Nursing Program admission requirements, the student will be required to take NURS 70 and NURS 70L (LVN-RN Transition course and lab) and NURS 84 (Prescriptive Clinical Skills).

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

Appendix F Program Policy Immunization Requirements

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Appendix F: Program Policy Immunization Requirements

Chabot College Nursing Program
Chabot College
Nursing Program
Student Immunization Requirement Policy
Effective: 08/1996 Reviewed: 6/2023, 5/2024; 06/2025 Revised:
Program Director: Tami Washington, MSN, PHN, RNC-OB, C-EFMN

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

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

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

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

Immunization record:

1. TB requires a Quantiferon Gold blood test.
    a. If the Tuberculin test is positive, the student will be required to submit a negative chest x-ray after the positive test date and within the last year along with a tuberculosis S*ymptom Review Questionnaire,* completed and signed by a medical doctor or nurse practitioner. TB testing is updated annually. If positive the annual review is a *Symptom Review* form.
2. Titer blood report of immunity to Measles, Mumps, Rubella (MMR), Varicella, and Hepatitis B.
3. Recent Tetanus Vaccination TdaP (10 years). If your vaccine is over 8 years old, it is recommended a booster be received.
4. Flu shots will be given during the flu season and updated annually.
5. COVID-19 Vaccine (either series or non-series) must be completed. Check hospital requirement for completion.
6. N95 Mask Fit test is required for all program students and must be renewed each year. We accept only specific vendors, see the *Incoming Student Packet* on our website.

7. Each student that is admitted to the Nursing Program must be fully capable of performing the vigorous duties of the bedside nurse such a bending, lifting 50 pounds, moving and transferring patients and equipment.

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

Appendix G
BRN Guidelines for Background Checks for Student Clinical Placement

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

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
BOARD OF REGISTERED NURSING
PO BOX 944210, Sacramento, CA 94244-2100
P (916) 322-3350 | TTY (800) 326-2297 | www.rn.ca.gov

BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT

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

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

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

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

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

The written policies should include the following:
• Who will perform the search (the college, the agency or an independent service);

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

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

Frequently Asked Questions Related to Background Checks:

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

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

Question: If a clinical agency denies a student with a prior conviction from being placed at their facility does the BRN require that the student be dropped from that course or from the program?
No. The program is encouraged to evaluate such students, in collaboration with their clinical agencies, to find possible alternatives for the student to complete the objectives of the course. All students are expected to meet course objectives as defined by the course syllabi and program policy.
Question: If students have had a criminal background check done as part of clinical placement can they use that information as part of their application packet for licensure?

BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT - BOARD APPROVED 06/05
EDP-I-33 (REV 10/04/05; 08/08; 11/10)   Page 2   8.18.2

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?

BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT - BOARD APPROVED 06/05
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8.18.3

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.)

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BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT - BOARD APPROVED 06/05
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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.

BACKGROUND CHECKS FOR STUDENT CLINICAL PLACEMENT - BOARD APPROVED 06/05
EDP-I-33 (REV 10/04/05; 08/08; 11/10)   Page 5   8.18.5

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Appendix H
Clinical Simulation
Policy

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Appendix H: Clinical Simulation Policy

Chabot College Nursing Program
Clinical Simulation and EHRGo Policy
Effective: 08/2015 Reviewed: 6/2023, 5/2024; 06/2025 Revised:
Program Director: Tami Washington, MSN, PHN, RNC-OB, C-EFMN

Introduction

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

The nursing program also adopted the EHRGo learning platform, which is an educational Electronic Health Record (EHR) with clinical learning opportunities. Students will use this platform via a weblink generated by the system for a variety of assignments such as, to document the skills completed during checkoffs, simulate case scenarios, etc. Students will complete the assignments independently, or as instructed by faculty. Students will be able to write notes and charts in the electronic health record which will provide more preparation for the clinical setting and contribute to improving patient safety. Assignments for certain case scenarios or activity will be assigned and submitted for grading. Detailed instructions and assignments on the use will be provided on Canvas and by the faculty.

Patient Simulators

High-fidelity patient simulators are wireless 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. Simulation may be recorded and/or videotaped, each student will sign a *Release to be Videotaped and Recorded.* All new nursing students will complete these forms in the first semester nursing course. No participant or instructor is allowed to tape or video (including use of smart phone) a simulation and post it on any social media site.

Student Orientation

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

Simulation and Skills Lab

- Assessment in the simulation lab is a clinical day, and preparation is required. Simulation equipment should only be operated by personnel trained by the clinical Simulation Lab Staff.
- Students should come prepared for the Clinical Simulation Lab as they would for any clinical day. Students should be dressed in their colored uniforms, and have their stethoscope, nametag, goggles, etc. with them.
- There is preparation work (Pre-lab) for the day posted on CANVAS which must be completed prior to the simulation day. This work will be turned in at the end of 'Sim' day. Each student is responsible for completing their own pre-lab work.
- 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.
- The 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 simulations. Ink will permanently stain the simulator manikin skin. Do not write notes on gloves as ink may

transfer to the manikins' skin.

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

See: https://districtazure.clpccd.org/hr/workers-compensation.php

Assessment of Learner Development

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

Evaluations

An evaluation of the clinical simulation experience will be completed by the student. Feedback regarding their experience will guide staff to make improvements

Appendix I Simulation Center and Photo Confidentiality Agreement

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Appendix I: Simulation Center & Photo Confidentiality Agreement

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

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

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

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

Release to be Video Recorded

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

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

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

Signature:

Print Name: _____ Date: _____

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Appendix J Standards of Competent Performance

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DEPARTMENT DF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR

BOARD OF REGISTERED NURSING

PO BOX 944210, Sacramento, CA 94244-2100

P (916) 322-3350 ɪ TTY (800) 326-2297 ɪ www.rn.ca.gov

STANDARDS OF COMPETENT PERFORMANCE

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

1443.5. STANDARDS OF COMPETENT PERFORMANCE

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

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

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

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

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

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

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

NPR-1-20 06/1995 STANDARDS OF COMPETENT PERFORMANCE
REVOl/2011

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Appendix K
Course Challenge Policy

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Appendix K: Course Challenge Policy

CHABOT COLLEGE NURSING PROGRAM
COURSE CHALLENGE POLICY **(Credit by Examination)**
Effective: 09/2016 **Reviewed: 6/2023, 5/2024;** **06/2025** **Revised:**
Program Director: Tami Washington, MSN, PHN, RNC-OB, C-EFMN

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

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

Guidelines:

1. Challenge procedures are not an option to remediate failing grades from previous nursing courses.
2. Only student who can document substantial job-related clinical experience will be permitted to challenge a course.
3. Each challenge applicant's credentials will be individually evaluated by the Nursing Faculty to determine eligibility for the challenge process. The faculty reserves the right to deny the challenge process to any applicants and 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 and Athletics Division Office. Upon completing, the form should be submitted to the Health, Kinesiology and Athletic Division dean for final approval.
7. The challenger's request will be considered for approval for the Nursing Faculty at the next regularly scheduled Nursing Faculty meeting. The approval process may take three to four weeks.
8. The student will be responsible for meeting with the instructor and mutually agreeing to set 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 **75.0** %.

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 other nursing students.

13. The student may reasonably be held accountable for every skill enumerated in the Skills Laboratory component of the course they are challenging.

Appendix L
Student Nurse
Association
By-Laws

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Chabot College Student Nurse Association By-Laws

Article I Name of Organization

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

Article II Purpose and Function

Section 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.

Section 2: Function

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

Article III Members

Section 1. Members shall be:

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

Article IV Graduation Pinning Ceremonies Fundraising

Section 1. Fundraising

A. Club/Organization is required to meet all Chabot College standards of fundraising as issued by the Student Life Office *(see below for Student Life membership procedures)*.

B. Clubs/Organizations are able to sell food on campus. Food that is served or sold to the public must be prepared in or purchased from an approved food facility. An approved food facility is a restaurant, market, or other licensed by the Alameda County Health Department or from the Chabot College food vendors. Prior to selling, the club must submit Temporary Food Permit Form to the Student Life Office.

C. Clubs/Organizations are able to sell (two times per semester) in our Chabot College Flea Market at no cost. Visit the Flea Market office located in Building 2300, 2nd floor, Room 2355.

D. All money collected from fundraising, no matter the amount, must be deposited to the club co-curricular account via the Chabot College Business Office located on campus in building 200., A receipt will be provided for your accounting records, and should be kept by the club treasurer. Please submit a copy of your deposit to the Student Life Office after each fundraiser. No money should be kept in the private accounts of individuals at any time.

Section 2. Dues

A. Each class will determine through class discussion, the amount, if any, for class dues collected solely for the purpose of paying for graduation ceremony and any other event attended by the entire class.

B. A Class vote shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

C. Any member who fails to pay current dues shall forfeit all privileges of membership.

Section 3. Payment of Bills

A. No bills are to be paid for by cash. All bills are to be processed by *Request for Disbursement (RFD)* which requires *two signatures*: first, the signature of the club treasurer; and *second*, *the* faculty advisor. RFD's may be obtained from the Student Life Office or their website, original invoice(s)(bill) <u>must be attached</u> to the completed RFD's and returned to the Student Life Office for processing through the College.

B. In certain cases, club members may choose to personally pay for minor expenses of your club and request reimbursement from the club account *at* a later time (provided the club account has sufficient funds). This may be done by completing the *Request for Disbursement (RFD), <u>all</u> original receipts* and/or delivered verification and paid invoice for the merchandise or services must be attached *to the Request for Disbursement (RDF)*. Acquire signature of the club treasurer and faculty advisor returning the form to

the Student Life Office (Rm 2355). It takes approximately 1-2 weeks to process the reimbursement. Please note by choosing *to* personally pay for expenses you accept full responsibility for any subsequent fees or interest incurred.

C. Advance Check: If required to pay for merchandise or services at time of delivery a student should complete a *Request for Disbursement (RFD*) ensuring **CASH AVANCE** is marked. Club must provide vendor invoice before submitting your disbursement form. Obtain the required signature*(s),* attach invoice and expected costs, and return to Student Life Office.

D. Matching Funds: The Student Senate (SSCC) offers 'fund matching' to clubs who do fundraisers. See their website for procedures, forms *and amount of funds to be matched*.

Section 4. Facilities Request

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

Article V. Officers

Section 1. Composition

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

Section 2. Responsibilities

A. The Class Officers shall be responsible for:
   i. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled meetings.
   ii. Filling vacancies in any office by two-thirds majority vote of the Class Officers except the Office of the President.
   iii. 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
   i. Shall preside at all meetings of this association, appoint special committee as needed, perform all other duties pertain go to the office and present this association in all matters to the local state nurses association, the local league of nursing, state nursing student association, National Nurses' Association, and other professional and student organizations.
B. Vice President
   i. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
   ii. Shall reside at meetings in the absence of the President.
   iii. Shall assist the President as delegated and act as advisor to the President.
C. Secretary
   i. Shall record and distribute the minutes of all meetings of this association as directed by the President.
   ii. Shall keep a file as a permanent record all reports, paper, and documents submitted to the Secretary.
   iii. Refer to dully appointed committee the necessary records for the completion of business.
   iv. Forward minutes to the Nursing Program Office after each meeting.
   v. Delivery to the newly elected Secretary all association papers.
D. Treasurer
   i. Shall serve as chairperson of the club Budget/Finance Committee.
   ii. Submit financial reports to the membership as directed by the President.
   iii. Prepare financial reports submitted at the monthly Class Officers Meeting.
   iv. Keep a permanent record of all dues received from members and any other income and expenses.
   v. Remit payment for approved debits according to the following:
      1) Disbursement of Funds
      2) Request for disbursement of funds shall be made in writing to Student Life Office.
      3) No funds will be disbursed without prior approval.
E. Projects / Social Chairperson
      1) Serves as chairperson of Projects /Socials committee.
      2) Attend student activities (SSCC) council meetings.
      3) Be accountable to the membership for notification of pending student activities

                  4)   Keep bulletin board up-to-date

   F.   Chabot Student Social Media Coordinator

       1) Role: Follow the principles as and guidelines as outlined in Appendix A: Social

           Networking Policy

       2) Maintain Chabot Nursing social media sites including, but not limited to: Instagram,

         Twitter, Facebook; This includes posting current events, marketing of our program, etc.

       3) Adhere to the American Nurses' Association's Principles for Social Networking located
          in Appendix A

       4) Get written approval from students and/or faculty prior to posting any photograph

       5) Work directly with program director for review prior to any social media postings

       6) Only the coordinator and those with granted access have approval to post

Article VI Elections

Section 1. Election of Class Officers

A. Election shall be held at the end of the first semester in December or no later than January of the 2nd semester.

B. All elections shall be by secret ballot.

C. A plurality vote of the members presents and entitled to vote and voting shall constitute an official election.

D. In the event of a tie, a revote shall be held.

E. All nominations shall be made from the floor or via email through the Nursing Program office.

Article VII Meetings

Section 1. Membership Meetings

A. Meeting dates shall be set on the third Thursday of each month during college hour.

B. The President shall have the authority to convene a special meeting such as time as is deemed necessary and shall notify the general membership of such meeting, location and time.

Article VIII

Amendments to the By-laws may be made with a 2/3 vote of *t*hose present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article IX Parliamentary Authority

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

Article X Faculty Advisors

Each year 1-2 Nursing Faculty Advisors are assigned to serve in an advisory role to the SNA. Advisor duties include:

A. Serve as official advisor of the organization.
B. Work closely with club to ensure cooperative relationship.
C. Help officers to understand duties according to clubs' constitution.
D. Help officers to understand the continuity of the organization is preserved through constitution

    minutes and tradition.
E. Advise on financial activities to effectively Association funds.

Chabot College Student Life and the Student Nurse Association (SNA)

All campus student clubs and associations must be registered with the Student Life Office at the beginning of each Fall Semester. The Student Life Office coordinates campus activities, provides for leadership and enhancement of club activities, and manages overall financial administration of student club accounts. All clubs must register with Student Life.

A. All SNA officers must complete the following requirements when activating the SNA each year.

1. Meet with Student Life staff to orient to the responsibilities of the SNA in relation to Student Life.
2. Review the Chabot Student Life Website.
3. Complete and submit the following documents (see Chabot Student Life Website) to the Student Life

    office within the first week of school or as designated by Student Life:
    i. Club Registration Packet
    ii. Officer Agreement and Guidelines
    iii. Advisor's Responsibilities and Agreement

4. Copies of all documentation must be maintained in the Chabot Nursing SNA Binder in the Nursing Office.

Appendix M
Pinning Ceremony Policy

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Appendix M: Pinning Ceremony Policy

CHABOT COLLEGE NURSING PROGRAM
Pinning Ceremony Policy
Effective: 09/2016 **Reviewed: 6/2023, 05/2024** **Revised:**
Program Director: Tami Washington, MSN, PHN, RNC-OB, C-EFMN

Introduction:

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

Procedures:

1. A committee of students should be formed for planning the ceremony. The Assistant Director will be appointed to assist students with planning.
2. The dress code will be determined and agreed upon by faculty and graduating class which is either the traditional nursing uniform or cap and gown.
3. Reservation of an appropriate event center needs to be made approximately one year in advance. See the *Reed L. Buffington Visual and Performing Arts Center* (PAC) website for procedures. If videotaping of the ceremony is planned, it must be cleared with the *Reed L. Buffington Visual and Performing Arts Center* manager and the rights of privacy of all members of the class must be discussed and resolved.
4. Any speaker would be selected and notified at least eight weeks prior to the ceremony.
5. Invitations need to be sent to the following:
   a. All members of the Board of Trustees – see board secretary for Attendance Request forms.
   b. Chancellor, College President, Vice Presidents of Academic Services, Students Services, and Business Services as well as all college deans. See executive administrative assistant to the President for 'Attendance Request' forms and procedures.
   c. All members of the Nursing Advisory Committee.
6. No invocation or benediction in the traditional sense will be permitted.
7. The number of invitations may be limited due to number of students and size of venue. Style, format and the number of invitation needs to be decided two months in advance of mailing. Invitations will be printed by the Chabot Reproductive Department and charged to the Division.

8. Chabot College nursing pins must be ordered in April to meet the end of May ceremony. Review Pinning files from previous class for Vendor information.

9. The actual pinning may be done by family members or friends, if desired by the entire graduation nursing class. No more than three people should be on the stage to pin the graduate.

10. Graduates may elect to write a statement and have it read at the time their name is called to be pinned. The statement should be 3 lines or less, and should be typed in no smaller than 16-point font and placed on a 3" x 5" index card. This needs to be completed the week prior to the pinning ceremony.

11. The pinning ceremony must be conducted in a timely fashion. In no case should the entire ceremony exceed one hours.

12. No helium balloons are allowed in the auditorium. See PAC website for additional restrictions.

13. Flowers may be used for stage decoration but a method of disbursement after the ceremony must be discussed with first year students or stage staff working the event.

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

Appendix N Nursing Student Assistance Referral Form

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Nursing Student Assistance Referral Form

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

Student Name: _____ Referred by: _____ **Date:_____**

Reason for referral_____

Coaching _____ Non-passing of exam or course Current course grade: _____ Other:_____	Director Tami Washington Contact program office for appointment RNProgram@chabotcollege.edu
Counseling Services – Chabot Cares Bldg. 700 (510) 723-6719	chabotcares@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*
Learning Connection **ESL Language Center**	www.chabotcollege.edu/learingconnection
Disabled Students Programs & Services DSPS Building 2400 (510) 723-6725	_____ Learning Disability Eligibility Assessment _____ Academic Accommodation
Skills Laboratory Bldg. 3100 Rm 3116 - (510)723-6953	Skills Lab Coordinator Skills: _____ Yellow Card given: ____
Financial Aid Services Bldg. 700, Rm. 702 – (510) 723-6748	Philomena Franco- 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

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Appendix O
Policy for
Student Coaching

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Appendix O: Policy for Student Coaching – Retention Plan

CHABOT COLLEGE NURSING PROGRAM
Policy for Student Coaching –Retention Plan
Effective: 09/2018 Reviewed: 07/2020, 6/2023; 06/2025 Revised:
Program Director: Tami Washington, MSN, PHN, RNC-OB, C-EFMN Assistant Director: Rudolph Cockerham, MSN, RN

Need

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

Plan

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

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

Student

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

Any student that scores less than 75% on an exam, and/or

Any student that fails skills returns demonstration for the medication check-off and any other check-off after (3) attempts.

Time

Time is usually 30 minutes or less.

Place

TBA

Students will need to email or call one of the assigned nurse coaches within three (3) days of receiving a score less than 75% on an exam or failing a check-off following the above indicators.

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

We look forward to working with you!

Appendix P
Textbook Listing

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Chabot College Nursing Program Book List first year N55

Class	Class Name	Book tittle	Edition	Publisher	ISBN13 #
N55	Fundamentals of Nursing	Fundamentals of Nursing text book	12th	Elsevier	978-0323810340
N55	Fundamentals of Nursing	Fundamentals of Nursing study guide	12th	Elsevier	978-0443124075
N55	Fundamentals of Nursing	Medical-Surgical Nursing: Concepts for Clinical Judgments and Collaborative Care	11th	Elsevier	978-0323878265
N55	Fundamentals of Nursing	Medical-Surgical Nursing: Concepts for Clinical Judgments and Collaborative Care study guide	11th	Elsevier	978-0323878326
N55	Fundamentals of Nursing	Medical- Surgical Nursing Clinical Companion	12th	Elsevier	978-0443278310
N55	Fundamentals of Nursing	Strategies for Student success on the Next Generation NCLEX (NGN) Test items	1st	Elsevier	978-0323872294
N55	Fundamentals of Nursing	Mosby's Diagnostic and Laboratory Test Reference	16th	Elsevier	978-0323683555
N55	Fundamentals of Nursing	Mosby's Drug Guide for Nursing Students with Update	15th	Elsevier	978-0443123887
		Recommended			
N55	Fundamentals of Nursing	Publication Manual of the American Psychological Association	7th	American Psychological Association	978-1433832161
N55	Fundamentals of Nursing	Online Clinical Skills: Essential Collection	1st	Elsevier	978-0323394499

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Appendix Q Handbook Certificate of Understanding and Agreement

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

Handbook Certificate of Understanding and Agreement

I _____ Student Name (Please Print)

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

1. I understand the program is full-time, and requires completion of all courses each semester at 75.0% or better to progress in the program.

2. I understand this handbook may be amended, revised or updated via email and/or hard copy through the program.

3. I understand that I will adhere and review the hand book at the start of each semester.

4. I agree to abide by all of the conditions therein.

Student Signature: _____

Student Name (Please Print): _____

Date: _____

RNProgram@chabotcollege.edu