



A p p e n d i x A

Social Networking Policy

Chabot Nursing Program

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

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

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

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

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

Purpose:

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

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

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

Guidelines:

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

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

Violations of Policy:

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

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

ANA’s Principles for Social Networking

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

6 Tips to Avoid Problems

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

References:

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

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

www.NursingWorld.org

September 2011



A p p e n d i x B



Skills: Letter of Understanding

Date:

Student Name:

RE: Class:

Skill:

First Attempt No Pass Date:

Second Attempt No Pass Date:

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

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

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

Skills Check-offs Criteria :

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

Student

Instructor

Date

Date

Cc : Student File

SDP_Skills_Lter3rdcheckoff1.docx



CHABOT COLLEGE NURSING PROGRAM
STATEMENT OF DUE PROCESS

Date Issued: _____ Student Name: _____

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

Safety Concern _____ Course Name: _____

Professional Conduct _____ Year: Fall Spring Summer

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

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

SECTION I: THIS IS YOUR DUE PROCESS NOTIFICATION

Expected Behaviors:

Deficit Behaviors:

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

Section II: Implications of Non-correction

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

Section III: Acknowledgement

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

Signature (student) _____

Signature (instructor) _____

Date/time: _____

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

Academic Standard: Letter of Understanding



Date:

Student Name:

RE: Class:

Dear Student,

Student Handbook Standards Academic Theory :

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

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

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

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

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

Student

Instructor

Date

Date

Cc : Student File



A p p e n d i x C

ASSISTANCE REFERRAL FORM

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

Student Name: _____ Referred by: _____

Reason for referral _____

Coaching

Connie Telles or Elaine Baiardi
Contact program office for appointment
RNProgram@chabotcollege.edu

Counseling Services - College

Bldg. 700 – Rm 755 (510) 723-7013

Ernesto Victoria
evictoria@chabotcollege.edu
_____ Short-term Personal Counseling
_____ Student Support Group

Student Health & Wellness Center

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

Mental Health Counselor
Text "Courage" to 741741 for appointment

Learning Connection ESL Language Center

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

www.chabotcollege.edu/learningconnection

_____ Test Anxiety Workshop
_____ Test-taking Strategies
_____ Study Skills
_____ Time Management
_____ Tutoring

Disabled Students Resource Center DSRC

Building 2400
(510) 723-6725

_____ Learning Disability Eligibility Assessment
_____ Academic Accommodation

Skills Laboratory

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

Skills Lab Coordinator
Skills: _____

Financial Aid Services

Bldg. 700, Rm. 702 – (510) 723-6748

Katherine Linzmeyer - Director

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

Student: _____ Date: _____

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



A p p e n d i x D

Chabot College Clinical Simulation Center

Introduction

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

Patient Simulators

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

Confidentiality Statements

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

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

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

Simulation and Skills Lab

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

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

Lab Etiquette

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

Student Orientation

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

Assessment of Learner Development

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

Evaluations

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



A p p e n d i x E

Program Policy: Immunization Requirements

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

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

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

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



A p p e n d i x F



PINNING CEREMONY GUIDELINES

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

Guidelines:

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

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

[Rev: 2018]



A p p e n d i x G

Nursing Student Release Authorization

The undersigned has enrolled as a student in *Fundamentals of Nursing* course (Nursing 55) at Chabot College Nursing Program, Hayward, CA. The undersigned understands that it is highly recommended that each participant in this class perform injections and do skin punctures on classmates. The undersigned can thus expect to perform invasive procedures on other classmates and to have these classmates perform these invasive procedures on the undersigned. Prior to performing these procedures, each class member will have received information on injection therapy and skin punctures, including the potential dangers inherent in such procedures. The undersigned understands that all reasonable care and precautions will be taken by the instructor, other participants in the course, and the undersigned in practicing and demonstrating the above stated procedures. Accordingly, the undersigned does hereby:

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

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

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

