



Department of Nursing and Health Occupations
Nursing Programs Handbook



2018-2019

2018-2019 HANDBOOK

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PHILOSOPHY, ASSOCIATE DEGREE IN NURSING

The faculty believe that individuals are holistic, multi-system beings encompassing mind-body-spirit. A person is viewed as whole and complete, regardless of illness or disease. Each person's model of his or her own world is unique and influenced by a multiplicity of factors, including but not limited to: culture, spiritual connection, past experiences, genetics, environment and growth and development. In a health care system a client can be defined as an individual, a family or a community.

The faculty believe that health is a dynamic condition based upon a person's ability to adapt and is not simply the absence of disease or infirmity. Each person's perception of health along the health-illness continuum is unique and personally described, encompassing mind-body-spirit.

The faculty believe that nursing is a dynamic, interactive, transpersonal relationship between nurse and client which aids the individual to identify, mobilize, and develop his or her own strengths. Nurses seek to know and understand the client's personal model of his or her own world and to appreciate its value and significance from the client's perspective (Erickson, Tomlin, and Swain, 1983). Nursing is both an art and science, which integrates a special core of nursing knowledge with other disciplines, and uses a nursing process framework. We believe that a core principle in nursing is caring. Coming into the moment with a client with an authentic, caring and healing intent is paramount. We believe that nursing joins with the client on a mutual search for wholeness of being and becoming, in order to potentiate comfort measures, pain control, a sense of well being, wholeness, or even spiritual transcendence of suffering (Watson, 1996).

The faculty believes that the responsibility for learning is shared by both the student and teacher. Students, like clients, vary in experiences, values, cultural beliefs, needs, goals; learning styles and have different potentials for growth and levels of motivation. We are committed to sensitive, flexible, caring and creative education while maintaining high standards of competence and accountability. The teacher's role is to guide student discovery; positively facilitate student's capabilities; and motivate growth and critical thinking abilities. We strive to instill the value of learning as an ongoing, lifelong process, which provides the student with not only professional competency but also personal transformation.

This philosophy statement comes from a collaboration of nursing faculty with a basis from several sources including, but not limited to, College of the Redwood's Philosophy and the Nursing theories of Modeling-Role-Modeling (Erickson, Tomlin and Swain, 1983) and Human Caring (Watson, 1999).

PROGRAM OUTCOMES, ASSOCIATE DEGREE IN NURSING

1. Human Flourishing: Advocate for patients and families in ways that promote self-determination, integrity, and on-going growth as human beings.
2. Clinical Reasoning and Judgment: Use clinical reasoning and judgments in nursing practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promotes the health of patients within a family and community.
3. Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve quality of care for patients, families and communities.
4. Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients.
5. Apply knowledge from general education coursework in biologic sciences, social sciences, communication and mathematics when understanding and providing safe quality care to patients and their families.

LICENSED VOCATIONL NURSING CONCEPTUAL FRAMEWORK

The Vocational Nursing Program at College of the Redwoods utilizes the plan that nursing courses progress along the continuum of simple to complex, normal to abnormal. The organizing principle is homeostasis as it relates to the study of representative client problems by addressing the various anatomical systems and specialty areas in nursing. The prerequisite nurse assistant or basic patient care course addresses core concepts related to the fundamentals of nursing, communication, asepsis, ethics, legalities, basic physical assessment and nursing and rehabilitation care of geriatric or long-term care residents.

During the first semester of the vocational nursing program students incorporate concepts and skills learned in the basic course into the vocational nursing program. Anatomical systems are introduced with simple anatomy, physiology, microbiology and related medical terminology. Nutrition and pharmacology are incorporated into the program and there is an expansion of physical and psychosocial assessment concepts and skills. Simple abnormalities and related nursing activities are incorporated.

During the second and third semester of the program students incorporate all previously learned concepts and skills and utilize new concepts of complex pathophysiology to the care of clients with acute illnesses and long-term illnesses. Core concepts of the nursing process, the teaching process and preventive nursing care measures are emphasized. Leadership and supervision concepts are addressed and practiced in either the long-term care facility or the acute care facility.

Various nursing and psychosocial theories are utilized in the development of knowledge and skills in the vocational nursing program. Paramount framework concepts include Maslow's Hierarchy

of Human Needs, Erickson's Psychosocial Theory of Personality Development, Kubler-Ross' Stages of Grief, Orem's Behavioral Nursing Theory, and Roger's Systems-Oriented Nursing Theory. These theories are utilized throughout the program.

LICENSED VOCATIONL NURSING PROGRAM OUTCOMES

1. Incorporate principles from the nursing, behavioral and physical sciences in the promotion of competent care to clients of different ages with different biopsychosocial needs.
2. Apply knowledge of specific disease conditions in the prevention, treatment, nursing care and rehabilitation of all clients.
3. Differentiate the role of the Licensed Vocational Nurse in the healthcare team.
4. Conform to professional standards incorporating legal and ethical responsibilities of the LVN.
5. Utilize critical thinking in assessment, planning, intervention, and evaluation of client care, and in the development and implementation of a teaching plan within the scope of LVN practice.

LICENSED VOCATIONAL NURSING TERMINAL OBJECTIVES

The College of the Redwoods graduate vocational nurse will:

Graduate with the knowledge to successfully pass the NCLEX-PN licensure examination.

Comply with the scope of practice as outlined in the Vocational Nursing Practice Act, Division 2, Chapter 6.5 of the Business and Professions Code.

Specifically, upon completion of all required coursework the College of the Redwoods graduate vocational nurse will:

Incorporate principles from nursing, behavioral and physical sciences in the provision of competent care to clients of different ages with different biopsychosocial needs.

Apply knowledge of specific disease conditions in the prevention, treatment, nursing care and rehabilitation of all clients.

Differentiate the role of the Licensed Vocational Nurse in the health care team.

Conform to professional standards incorporating legal and ethical responsibilities of the LVN.

Utilize critical thinking in assessment, planning, intervention and evaluation of client care and in the development and implementation of a teaching plan within the scope of LVN practice.

Organize, prioritize and delegate care for a group of clients communicating effectively with members of the health care team.

NURSING CURRICULUM REQUIREMENTS, ALL PROGRAMS

The nursing curricula are consistent with the requirements of the College, the California State Board of Registered Nursing and the California Board of Vocational Nurses and Psychiatric Technicians.

All nursing courses, regardless of program, must be taken in sequence, and, only students admitted to nursing programs can take nursing courses. Students are responsible for completing the curriculum as published in the College of the Redwoods Catalog. In addition, students are responsible for completing all course requirements including prerequisite courses.

Students are responsible for checking the College of the Redwoods Catalog for academic prerequisites prior to registering for each nursing class. Students missing required prerequisites are ineligible to enroll in the next semester's sequence of nursing classes and will be dismissed from the program. Courses listed in the College of the Redwoods Catalog to satisfy General Education and additional requirements may be taken at any time prior to or after admission to the program.

Students making any deviation from the curriculum plan should consult with their academic advisor or the Director of Nursing and Health Occupations. Students not completing course prerequisites will not be eligible to continue in the program until the course requirements and prerequisites are met.

All courses in a nursing program must be completed for the student to be eligible for the licensing exam as a graduate of the program. All degree and certificate course requirements must be completed with a grade of C or higher to satisfy graduation requirements.

*Please see College of the Redwoods Catalog for program curriculum requirements.

COLLEGE OF THE REDWOODS STUDENT CODE OF CONDUCT

Nursing students must comply with all nursing programs policies as stated in this Handbook as well as the College of the Redwoods Student Code of Conduct (AP 5500) contained in the College Catalog. It is critical that you review this Handbook and College of the Redwoods Code of Conduct, as you will be held to these stated standards.

From the College of the Redwoods Student Code of Conduct:

Violations:

Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Students are required to engage in responsible social conduct that reflects credit upon the CR Community and to model good citizenship in any community. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found responsible of committing, attempting to commit, or intentionally assisting in the commission of any of the ... prohibited forms of conduct.

Removal from Class:

Any faculty member may, for good cause, order a student removed from his or her class for the day of the removal and the next class meeting (Education Code Section 76032). The faculty member shall immediately report the removal to the Division Representative and the Chief Student Services Officer (CSSO) or designee. The CSSO or designee shall arrange for a conference between the student and the faculty member regarding the removal. If the faculty member or the student requests, the CSSO or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the faculty member. Nothing herein will prevent the CSSO or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

NATIONAL STUDENT NURSES' ASSOCIATION, INC.
CODE OF ACADEMIC AND CLINICAL CONDUCT

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

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LIVESCAN AND CRIMINAL BACKGROUND CHECK

Introduction

Nursing students must have a clear or approved LiveScan and/or Criminal Background Check to participate in placement(s) in clinical facilities. These screenings are required after the student has accepted placement in a nursing program. The initial screening(s) satisfy the requirement during continuous enrollment in the program. Should the educational process be interrupted, a new/updated Criminal Background check will be required. LiveScan does not need to be repeated.

LVN-RN Career Mobility (Bridge) students must complete a LiveScan and Criminal Background Check following completion of NURS 60 A & B and prior to registering for NURS 60 L registration and accepting placement into NURS 23.

Policy

1. Students are required to obtain a clear or approved LiveScan and/or Criminal Background Check according to set deadlines.
2. Directions will be provided to the student on how the student will apply and pay for the LiveScan and/or Criminal Background Check.
3. Students will be given a deadline date by which the LiveScan and/or Criminal Background Check must be completed.
4. Students who do not begin the screening process by the deadline date will be withdrawn from the program and must reapply. Students must have a “clear” (negative background) or “approved” (positive background, but approved) status by the given date. Students who are not clear or approved by the given date will be withdrawn from the program and must reapply. Students must provide consent to allow the school and clinical facilities, as necessary, access to the LiveScan and/or Criminal Background Check results.
5. LiveScan and/or Criminal Background Check will include the following, at minimum:
 - Seven years history
 - Address verification
 - Sex offender search
 - Two names (current legal and one other name)
 - All counties
 - Office of Inspection General (OIG) search
 - Social Security Number verification
6. Students who have felony and/or related misdemeanor convictions on their record(s) may be withdrawn from the program. Convictions will be evaluated on a case-by-case basis.

7. Students withdrawn from the program because of their criminal convictions may reapply to the program when it has been five (5) years since an offense, or when they receive a clearance or certificate of rehabilitation from the court. However, even with the clearance or certificate, students may still be denied access by clinical facilities, based on the nature of the convictions even though the convictions may have occurred more than five (5) years ago. Clinical rotations are a mandatory part of nursing education. If a student cannot participate in clinical, he/she cannot complete the nursing program and, therefore, will be denied enrollment into the program. Each clinical facility has different requirements. The requirements of the clinical facilities are final.

8. Students on probation or parole or who have outstanding bench warrants or any unpaid citations, restitution, etc., will be denied enrollment and must reapply when all outstanding issues are resolved.

9. The following convictions, even if they have been dismissed, will likely prevent the student from being able to participate in clinical rotations. This list is not exhaustive.

- Murder
- Assault/battery
- Sexual offenses/sexual assault/abuse
- Certain drug or drug related offenses
- Alcohol-related offenses (without certificate of rehabilitation)
- Other felonies involving weapons and/or violent crimes
- Class B and Class A misdemeanor theft
- Felony theft
- Fraud

10. Any future applicable clinical agency and/or BRN and/or BVNPT guidelines and requirements will be incorporated into this policy as they become available.

11. Entrance to and completion of a nursing program does not guarantee eligibility to take the NCLEX examination or obtain a nursing license.

DRUG SCREEN

Some clinical agencies require drug screening for placement. Directions will be provided to the student about how to apply and pay for the drug screen. Students will be given a deadline date by which the drug screen must be completed. In addition, some agency requirements mandate additional drug screens according to agency policy. Positive results or refusal to submit to testing will result in program termination.

STUDENT HEALTH & PHYSICAL EXAMINATION

Students are required to have and submit a complete health examination prior to starting the ADN or LVN program to ensure that they are in good health and are able to perform nursing activities. The examination must be done by a physician, physician's assistant or nurse practitioner, and, the examiner must utilize the correct Department of Nursing and Health Occupations forms that are provided to each student for the examination. In order to remain in the program, the examination must be completed by the date provided. If a student has any interruption in the educational process, the student must have and submit a complete health examination prior to returning.

All students are required to have evidence of specific immunizations and/or titer levels as proof of immunity. Students must sign a "Release of Medical Information" form to authorize the Health Occupations office to release immunization and physical exam information to clinical agencies upon request.

ACTIVITY RESTRICTION

Following any medically-related activity restriction (for example broken bone, skin lesions, chest pain, contagious disease, pregnancy, injury, back injury, surgery), the student is required to report the restriction and submit a statement to course-specific Core faculty from the healthcare provider stating that he/she may again participate in unrestricted functional activities essential to nursing practice. This statement must be on file prior to student having client contact. Failure to disclose is a code of conduct violation and will be evaluated on a case by case basis.

Medically-related activity restrictions that prohibit safe nursing practice may jeopardize successful completion of the course.

ADA COMPLIANCE STATEMENT

In compliance with the 1990 Americans with Disabilities Act (ADA), the Department of Nursing and Health Occupations does not discriminate against qualified individuals with disabilities. Disability is defined in the Act as a (1) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; (2) a record of such impairment; or (3) being regarded as having such an impairment.

For the purposes of nursing program compliance, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential requirements for participation in the program.

The faculty endorses the recommendations of the Southern Council on Collegiate Education for Nursing <http://www.sreb.org/publication/americans-disabilities-act> and has adopted specific Physical Requirement Standards for nursing students.

Note that admission to the program is not based on the physical requirements. Rather, the standards are used to assist each student in determining whether accommodations or modifications are necessary. The Physical Requirement Standards provide objective measures upon which students and faculty base informed decisions regarding whether students are qualified to meet requirements. Every applicant and student receives a copy of the Physical Requirement Standards.

If a student has a physical, psychiatric/emotional, medical, or learning disability that may impact the ability to complete nursing program course work, the student is encouraged to contact the staff in Disabled Student Programs and Services (DSPS) in the Student Services Building. DSPS staff will review concerns and determine with the student and nursing faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

PHYSICAL REQUIREMENT STANDARDS

The following physical requirement standards will be evaluated during your physical exam. Additionally, if at any time throughout a Nursing Program you are unable to meet any of these requirements it is your responsibility to be seen by your health care provider for re-evaluation. All changes in health status and ability to continue to meet the physical requirement standards of a program must be documented by the provider and submitted to the Director of Nursing and Health Occupations.

STANDING/WALKING – 75 – 95% of workday spent standing/walking on carpet, tile, linoleum, asphalt and cement while providing and managing client care, gathering client supplies and medications, obtaining and returning equipment. Approximate distance = 3 to 5 miles.

SITTING – 5 – 25% of workday spent sitting while communicating with and teaching clients, operating computers, answering the telephone, writing reports, documenting, calling doctors, and scheduling appointments.

LIFTING – 10 – 15% of workday spent floor to knee, knee to waist, waist to waist, and waist to shoulder level lifting while handling supplies (5 lbs – 20 to 30 times per shift), using trays (5 – 10 lbs), and assisting with positioning patients in bed/moving patients on and off gurneys and exam tables (average weight 200 lbs).

CARRYING – 65% of workday spent carrying items at waist level.

PUSHING/PULLING – 40% of workday spent pushing/pulling, using carts, utilizing crash carts, opening and closing doors, pushing/pulling beds, gurneys, and wheelchairs, and moving equipment and furniture.

CLIMBING – 15 – 25% of workday spent climbing stairs going to and from other departments, offices, and homes.

BALANCING – 15 – 25% see climbing.

STOOPING/KNEELING – 10% spent stooping/kneeling while retrieving supplies from medication carts, bedside stands, bathrooms, storerooms, etc.

BENDING – 20% of workday spent bending at the waist while performing patient assessments and treatments, gathering supplies, assisting patients with positioning, adjusting patient beds and exam tables, bathing patients, and emptying drainage apparatus.

CROUCHING/CRAWLING – 2% retrieving patient belongings.

REACHING/STRETCHING – 35% of workday spent reaching/stretching administering and monitoring IV therapy, gathering supplies, operating computers, disposing of equipment and linens, assisting with patient positioning, connecting equipment. Cleaning office equipment. Retrieving patient files.

MANIPULATING – 90% hand-wrist movement, hand-eye coordination, simple firm grasping required and 90% fine and gross motor dexterity required to calibrate and use equipment and perform CPR.

FEELING – 90% normal tactile feeling required to complete physical assessment including palpation and notation of skin temperature.

TWISTING – 15% of workday spent twisting at the waist while gathering supplies and equipment, administering care, and operating equipment.

COMMUNICATING IN VERBAL AND WRITTEN FORM – 95% ability to communicate nursing actions, interpret patient responses, initiate health teaching, document and understand health care activities, and interact with patients, staff, faculty and peers.

HEARING – 95% ability to hear and interpret many people and correctly interpret what is heard; auscultation, physician orders whether verbal or over the telephone, patient reports and cries for help, fire and equipment alarms, etc.

SEEING – 95% acute visual skills necessary to detect signs and symptoms, coloring and body language of patients, color of wounds and drainage, and possible infections anywhere. Interpret written word accurately, read characters and identify colors in the patient's record and on the computer screen.

PREGNANCY

Nursing students who are or become pregnant must have medical approval to continue in the nursing program. Nursing students must also accept full responsibility for any risks to self and fetus associated with any class or clinical assignment. In each case of pregnancy, the student is required to inform the Core faculty and the clinical instructor per semester of her pregnancy and to file the *Physician's Clearance During Pregnancy* form with the Department of Nursing and Health Occupations. The student is required to notify each Core faculty for any change in her pregnancy status which may necessitate withdrawal from the program. Following delivery, written approval from the provider for unrestricted activity (use Physician Clearance form) in clinical nursing practice must be submitted prior to return to class and clinical.

Failure to disclose is a code of conduct violation and will be evaluated on a case by case basis.

PROOF OF IMMUNITY

Your physical exam requires you to provide proof of immunity to the following communicable diseases by either immunization or blood titers: MMR – measles, mumps, rubella; Tdap – diphtheria, tetanus, pertussis; Varicella – chickenpox; and Hepatitis B.

Flu immunization is required every fall semester. Students who decline will be required to wear a mask per agency policy, in addition, may be required to purchase masks to use for this purpose.

Following the first 2-step TB test, a negative PPD tuberculin skin test (PPD) must be documented annually. History of a positive PPD requires additional documentation.

Requirements are based on Centers for Disease Control (CDC) recommendations for health care workers <http://www.cdc.gov/vaccines/spec-grps/hcw.htm> and by agreement with our clinical partners.

MALPRACTICE INSURANCE

College of the Redwoods provides malpractice insurance in the event of student liability at scheduled clinical or College laboratory sessions. Individual coverage is recommended for all non-program activities related to volunteerism or employment.

CPR

A valid/current CPR certificate is required to participate in the clinical portion of the program. Certification from the American Heart Association BLS or American Red Cross CPR for the Professional Rescuer or CPR Pro for the Professional Rescuer are accepted.

CONFIDENTIALITY

Nursing students, as members of the nursing profession, must demonstrate respect for the privacy and confidentiality of others. As the client, often in a vulnerable state, encounters the nurse, the nurse has utmost responsibility to respect the client's right to determine his or her own self-disclosure. Based upon the belief in the dignity of the human being, each nursing faculty member and student shall maintain the privacy and confidentiality with each human being.

Students who breach patient confidentiality will be liable for damages resulting from the breach and face possible termination from the program. Each student is required to sign and submit the "Student Acknowledgement of Patient Confidentiality" form upon entry to the nursing program. This signed form will be kept as part of the student file.

ADMISSION, COURSE PROGRESSION, WITHDRAWAL AND DISMISSAL

Student movement through the nursing programs is governed by policies that address admission, course progression, withdrawal and dismissal. Awareness of these policies is critical to successful program completion.

Admission:

The Department of Nursing and Health Occupations maintains a program waitlist for eligible LVN, LVN/Paramedic-RN and RN applicants. All program waitlists change throughout the academic year and summer. Because of this, if you are already on a program waitlist, we provide you with a new waitlist number in early Fall each year. Please be aware that our application/waitlist process for all programs is as follows (subject to change):

ADMISSION TIMELINE/PROCEDURE (includes all programs)

November	Program applications become available online or on campus. Submission dates announced. LVN program application occurs every other year.
February	Program applications accepted during designated dates.
February - April	Application review period. Admissions Committee review of candidate eligibility.
March	RN Only: TEAS exam given to qualified applicants.
April	All new and qualified applicants are notified of acceptance onto the program waitlist. Incoming students are sent letters “do you want to take seat”. No response, late form, etc. is a decline.
May	Incoming student orientation
September	Students on waitlists are sent inquiry “Do you want to remain on waitlist” letter. Decline/no reply/late reply = removal from waitlist (student accountability is expected regarding all deadlines). Waitlist numbers are updated to reflect responses.
The Lottery Process	Each spring, all newly eligible applicants are randomly ordered, assigned a number and added to the current program waitlist. Once a waitlist number is assigned the student remains “in line” for admission. The time from acceptance to admission is approximately two years and depends on seat availability.

Students must keep the Health Occupations office apprised of **any change** in contact information and/or plans to attend. Please be aware that if the Health Occupations Office does not have a **current mailing address, current email address and current phone number** that you may miss **critical** information from us regarding seat availability and other items. *We cannot provide you with new and updated enrollment information if we do not have your current contact information.* Please note that any change in your mailing address, your email address and/or your phone number must be made through the Health Occupations Office as well as through Web Advisor.

Additional Seat Availability, LVN/Paramedic-RN Program:

Each spring, a specific number of seats are assigned to LVN/Paramedic-RN students.

- Any remaining seats are offered to returning N23 students.
- Any unfilled seats are then assigned to students on the LVN/Paramedic-RN Program waitlist who were not assigned seats.

Declining a Seat Prior to Initial Enrollment in RN, LVN/Paramedic-RN & LVN Programs

- Seat assignment letters are sent out to eligible students on program waitlists each spring (every other spring for LVN program).
- As students decline seats, the next person on the waitlist is contacted.
- When a seat is declined the first time, the student is grouped with the next incoming cohort.
- Should a student decline a seat a second time, the student is removed from the program waitlist and must reapply to the program.
- Timeframe does not apply to students who are offered a seat close to the beginning of class (2 weeks or less). These students will have one additional opportunity to decline.

Example:

1. Student is offered a seat > student declines > student placed on program waitlist > student offered seat a second time > student declines > student removed from waitlist = student must reapply to program

2. Student (includes returning to N21, N60A/B, and LVN 121) is offered a seat close to when class begins (two weeks or less) > student declines > student placed on program waitlist > student offered seat a second time > student declines > student remains on waitlist > student offered a seat a third time > student declines > student removed from waitlist = student must reapply to program

ADMISSION, COURSE PROGRESSION, WITHDRAWAL AND DISMISSAL (Cont'd)

Late or No Response to Waitlist Updates

If a student does not respond to a “Do You Want to Remain on the Waitlist?” letter, or submits a late response, the student is removed from the waitlist and must reapply (student accountability is expected regarding all deadlines).

Course Progression

To demonstrate mastery of course objectives, students will accomplish a variety of assignments. Each nursing course faculty will develop the assignments and the grade distribution for all course work including examinations and written assignments. Explanations and grading criteria will be listed in each course syllabus. In combined lecture and clinical courses, there are three components that determine the final course grade.

- The clinical portion of the class is evaluated on a pass/fail basis. The clinical faculty determines whether course clinical competencies are met/not met. Students must pass clinical in order to progress in the program. Failing clinical results in an “F” for the final course grade.
- The quiz average (with the lowest quiz score dropped), midterm and final examinations, ATI scores and other testing formats are combined and the % score computed. Students must have 75% cumulative examination score in order to pass the course and progress in the program.
- Critical Thinking Assignments (CTA) scores are included in your final course grade when the cumulative examination score is at or greater than 75%. **The overall final course grade must be 75% to pass/progress.**

Each course syllabus delineates course evaluation criteria and grading scale. Although faculty may alert students regarding marginal or failing grades, the primary responsibility for tracking success in a course (written work, exams and clinical evaluations) remains with the student. Course faculty are available by appointment to review student grades and status.

ADMISSION, COURSE PROGRESSION, WITHDRAWAL AND DISMISSAL (cont'd)

Program Dismissal

Decisions regarding student dismissals are made collaboratively among the faculty. A student will be dismissed from a nursing program when he/she:

- a. Fails a course; does not meet course progression requirements; withdraws. Qualifies for readmission per policy. Course failure applies to all courses: NURS 10A, NURS 10B, NURS 21-24, LVN 110A, LVN 110B, LVN 118, and LVN 121-123.
- b. Demonstrates unethical, unprofessional/unsafe behavior as determined by the Nursing Faculty (see Safe Practice Policy in this handbook and NSNA Code of Ethics). Students in this category do not qualify for readmission and cannot be admitted or readmitted into any Health Occupations program.
- c. Demonstrates thought processes and decision making ability that is impaired by excessive stress, poor mental or physical health or the use of drugs or alcohol. In most cases, students demonstrating such behaviors will not be allowed to continue in the program, but can be readmitted at a later time. Note: Faculty have the responsibility and the authority to take immediate corrective action with regard to the student's conduct and performance in the clinical setting.

Recognizing that these are illnesses and should be treated as such, it is the student's responsibility to voluntarily seek diagnosis and treatment. Instructors and academic counselors will assist in making appropriate referrals.

- d. Demonstrates non-compliance with college or program policies. See the College of the Redwoods Student Code of Conduct and program policies listed in this Handbook. Students in this category do not qualify for readmission and cannot be admitted or readmitted into any Health Occupations program.

There is one and only one opportunity to repeat a CORE nursing course following program withdrawal or dismissal i.e. a student can only be readmitted once into any nursing program. Should a readmitted student fail, or withdraw from a subsequent nursing course, there is no opportunity to repeat, withdraw or reapply.

Program Withdrawal

A student may choose to withdraw from a course at any time. College policy dictates type of grade awarded following withdrawal related to when during the semester the withdrawal occurs i.e. last date to withdraw. Please see College Catalog/website for specific guidelines. See above for repeat policy.

ADMISSION, COURSE PROGRESSION, WITHDRAWAL AND DISMISSAL (cont'd)

Readmission:

N21, N60A/B, LVN 121

- The student who withdraws or is subject to a qualifying dismissal and wishes to return to the program will be placed at the bottom of the current program waitlist, prior to the addition of new applicants for the next academic year.
- If a seat is offered to a returning student and the seat is declined, the student must reapply to the program.

Example:

Student enrolled in first course of program > student does not meet course requirements or withdraws > student placed on program waitlist > student is offered a seat > student declines > student removed from waitlist = student must reapply

*does not apply to an offer given close to beginning of class (two weeks or less). See "Declining a Seat Prior to Initial Enrollment in RN, LVN/Paramedic-RN & LVN Programs".

N22/LVN 122, N60 L, N23/LVN 123, N24

- The student who withdraws or is subject to a qualifying dismissal will be placed on a waitlist for returning students.
- When seats are assigned, if there are more returning students than seats, the students waiting to return will be subject to a lottery.
- If a seat is offered to a returning student and the seat is declined, or the student does not return the form accepting the seat by the stated deadline, the student will be removed from the waitlist.
- If a return to the program is desired after removal from the waitlist, the student must make an appointment with the Director of Nursing and Health Occupations to discuss the return.
- The Admission, Progression and Graduation Committee determines return eligibility and placement on a case-by-case basis.

Example:

Student enrolled in subsequent course > student does not meet course requirements or withdraws > student placed on course waitlist > student is offered a seat > student declines > student removed from waitlist = case heard if return is desired

N10A/LVN110A

- The student who fails N10A/LVN 110A but passes N21/LVN 121 must pass N10A/LVN110A to qualify for N22/LVN122.
- Once qualified, the student will be placed on the course waitlist for N22/LVN122.
- When seats are assigned, if there are more returning students than seats, the students waiting to return will be subject to a lottery.
- If a seat is offered to a returning student and the seat is declined, or the student does not return the form accepting the seat by the stated deadline, the student will be removed from the waitlist.
- If a return to the program is desired after removal from the waitlist, the student must make an appointment with the Director of Nursing and Health Occupations to discuss the return.
- The Admission, Progression and Graduation Committee determines return eligibility and placement on a case-by-case basis.

Example:

Student enrolled in Pharmacology course > student does not meet course requirements or withdraws > student passes Pharmacology course > student placed on course waitlist > student is offered a seat > student declines > student removed from waitlist = case heard if return is desired.

N10B/LVN110B

- The student who fails N10B/LVN 110B but passes N22/LVN 122 must pass N10B/LVN110B to qualify for N23/LVN123.
- Once qualified, the student will be placed on the course waitlist for N23/LVN123.
- When seats are assigned, if there are more returning students than seats, the students waiting to return will be subject to a lottery.
- If a seat is offered to a returning student and the seat is declined, or the student does not return the form accepting the seat by the stated deadline, the student will be removed from the waitlist.
- If a return to the program is desired after removal from the waitlist, the student must make an appointment with the Director of Nursing and Health Occupations to discuss the return.
- The Admission, Progression and Graduation Committee determines return eligibility and placement on a case-by-case basis.

Example:

Student enrolled in Pharmacology course > student does not meet course requirements or withdraws > student passes Pharmacology course > student placed on course waitlist > student is offered a seat > student declines > student removed from waitlist = case heard if return is desired.

ADMISSION, COURSE PROGRESSION, WITHDRAWAL AND DISMISSAL (cont'd)

Exit Interviews

Students who withdraw or who are dismissed from the program are encouraged to schedule an exit interview with the Director of Nursing and Health Occupations to discuss strategies for success and prepare for readmission.

Enrollment Between the RN and LVN Programs:

Failing the RN or LVN program does not trigger application to the other program. In order to switch programs, the student must submit an application; the student is subject to all admission requirements and waitlist procedures. Only one readmission to any single College of the Redwoods nursing program is possible.

Students are allowed two fails in either program before the opportunity to re-enter is exhausted. Subsequent admission into the other program will only be allowed once. There will be no opportunity to re-enter if they fail, drop or withdraw from the program.

Examples:

Fail RN program x 2, admit to LVN program and fail = no opportunity to re-enter either program.

Fail LVN program x 2, admit to RN program and fail = no opportunity to re-enter either program.

Fail RN or LVN program x1, admit to other program, fail x1, readmit to either program and fail = no opportunity to re-enter either program.

Fail RN program x 2, complete LVN program: cannot enter Paramedic/LVN-RN program due to failure x 2

COURSE CHALLENGE/CREDIT BY EXAMINATION

All nursing courses may be challenged by examination. In order to challenge a course, the student must currently have a waitlist number, an accepted criminal background check, and be enrolled in a nursing program. The student interested in challenging a course must complete the following:

1. Meet with the Director of Nursing and Health Occupations and faculty to discuss advanced placement options, challenge eligibility, and challenge procedures ***before the course begins***.

Eligibility must be met through:

- Three letters of reference applicable to the course being challenged: one must be from a supervisor/manager in an area applicable to the course being challenged.
- 1,000 hours of work in providing direct patient care; evaluated on a case by case basis by the nursing faculty

Note: The student cannot be enrolled in the course to be challenged. The student should allow sufficient time to complete the challenge process. In the event that the student does not successfully complete the challenge process, the student must enroll in said course to progress through the program.

Eligible candidates will be provided with the course Syllabus/Syllabi at least two weeks prior to the start of the Challenge. An instructor will be assigned to administer the challenge exam. The student must pay the registration fees for the course prior to administration of the challenge exam, and any other associated fees.

Students who are successful in challenging a course are admitted to the next course on a seat availability basis.

Enrollment in the next course in the program sequence requires meeting all course prerequisites of the courses preceding the successfully challenged course. Example: entering N23/LVN 123 following successful challenge of N22/LVN 122 requires the student pass N21/LVN 121, N10A/LVN 110A and N10B/LVN 110B and all other prerequisites as noted in the current College Catalog.

Students who receive a failing grade in a nursing course at College of the Redwoods or any other nursing program/school may not challenge the failed course to re-enter or enter the RN/LVN Nursing Program. Readmission/transfer policies must be followed.

Failing a challenge exam constitutes a course failure and constitutes one program attempt. The student will only be allowed to return one additional time for a program attempt on a space available basis. Students are reminded that whatever grade is earned on the challenge exam (including a failing grade) is entered on the permanent college transcript.

Military Personnel Admission

Challenge/Advanced Placement into the Nursing Program for Military Personnel

Policy

In compliance with Senate Bill 466, Military Personnel and Veterans may be eligible for advanced placement into the Porterville College Associate Degree Nursing Program. Three pathways have been established to assist with obtaining nursing credit for previous education and experience for the Basic Medical Technician Corpsman or Army Medical Specialist, Basic Medical Technician Corpsman with an active California LVN license, and the Independent Duty Corpsman or Army Healthcare Specialist.

Students must meet the following to be able to receive credit for nursing courses:

1. Military records and transcripts must be reviewed by a counselor.
2. The applicant must have a DD214 showing completion of military coursework and service/discharge under honorable conditions or current active honorable service required (letter from supervisor).
3. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program, including completion of designated prerequisites.
4. Students must pass the applicable written challenge exams with 75% or higher and obtain a satisfactory level of achievement on skills competency.
5. Military Challenge students will not be admitted if they have previously failed a nursing course at another nursing school.
6. Acceptance of Military Challenge students into the Associate Degree Nursing Program is contingent upon space availability.

Procedure

1. Interested candidates must request an appointment with the Director of Nursing and Health Occupations at least eight weeks prior to the application period to discuss eligibility requirements for the Associate Degree Nursing Program.
2. Applicants who may be eligible for advanced placement include those individuals who have satisfactorily completed military education and work experience within the last five years.
3. Applicants applying for credit by exam or transfer credit must submit the following materials verifying education and experience.
 - a. Official transcripts from all colleges attended, course descriptions and/or course syllabi from appropriate education program(s) demonstrating satisfactory completion of coursework and clinical experience.
 - b. Documentation of work experience.
4. Evaluation of the experience(s) or courses will be performed by the nursing director, content expert(s), and lead instructor at the very least.

5. After a review of the applicant's documentation and experience, and upon determination that the applicant has met the educational and experience requirements, as well as the additional nursing program requirements, the student will be required to take and pass challenge examinations.
6. Written and skills competency examinations for placement or challenge must be completed eight weeks prior to admission to the program.
7. Based on results of the challenge exams, pathway placement will be deferred to the discretion of the Director of the Nursing Program and Admissions committee.

Note:

The student cannot be enrolled in the course to be challenged. The student should allow sufficient time to complete the challenge process. In the event that the student does not successfully complete the challenge process, the student must apply to enroll in said course to progress through the program.

Eligible candidates will be provided with the course Syllabus/Syllabi. An instructor will be assigned to administer the challenge exam. The student must pay the registration fees for the course prior to administration of the challenge exam.

Students who are successful in challenging a course are admitted to the next course on a seat availability basis.

Enrollment in the next course in the program sequence requires meeting all course prerequisites of the courses preceding the successfully challenged course. Example: entering N23 following successful challenge of N22 requires the student pass N21, N10A and N10B and all other prerequisites as noted in the current College Catalog.

Students who receive a failing grade in a nursing course at College of the Redwoods or any other nursing program/school may not challenge the course to re-enter or enter the RN Nursing Program. Readmission/transfer policies must be followed.

Failing a challenge exam constitutes a course failure and constitutes one program attempt. The student will only be allowed to return one additional time for a program attempt on a space available basis.

Students are reminded that whatever grade is earned on the challenge exam (including a failing grade) is entered on the permanent college transcript.

The challenge examination for each nursing course will consist of:

The student takes an NLCEX-format written exam of course content and must obtain at least 75% to pass. Note: Nursing courses are blended, meaning they consist of several areas of nursing such as pediatrics + obstetrics or medical/surgical + psychiatric nursing.

The student must take and pass the med math exam associated with the course being challenged.

Students will be required to show their work.

Simple calculators may be used. Cell phones or advanced calculators may not be used.

The questions will reflect medication calculations that students in the course being challenged are required to perform.

Answers must contain the appropriate unit of measure (ml/hr, units/hr, etc.).

The student must demonstrate competency in patient care and/or the skills required in the syllabus for the challenged course. A nursing faculty member who teaches the challenged course will evaluate these. A patient care (clinical) evaluation may be given in the practice laboratory (may include simulation) or in the clinical setting.

Three pathways have been established to assist with obtaining nursing credit for previous education and experience.

Pathway I- Including but not limited to Basic Medical Technician (Navy Hospital Corpsman) or United States Air Force Basic Medical Service Technician or Army Medical Specialist.

Applicants eligible for pathway 1 must successfully pass the challenge exams for the first semester courses, which include:

NURS 21

- Course Final
- Med Math Exam
- Skills competency (all skills normally tested in N21)
- Simulation + clinical documentation + written demonstration of use of the nursing process (plan of care/concept map)

NURS 10A Pharmacology

Course Final

Candidates must also meet the same eligibility requirements for admission into the ADN program as other applicants, including completion of prerequisites.

Pathway II- Basic Medical Technician Corpsman (Navy Hospital Medic or Air Force Basic Medical Technician Corpsman) with an active California LVN license (Licensed Vocational Nurse) either through challenge (BVNPT Method 4) or successful completion of an LVN program.

- a) May apply to the LVN/Paramedic -RN Career Mobility Program.
- b) Admission to the program is on a space available basis as for any LVN/Paramedic to RN student.
- c) The transition courses (NURS 60 A/B/L) require demonstration of theory and clinical pediatric and obstetric competency.
- d) All ADN prerequisites must be completed prior to admission, as per admission policies.

Pathway III- Independent Duty Corpsman/Advanced Army Medic/Advanced Airforce Medic

- a) Credit given for first year of the ADRN nursing program.
- b) Completion of Smart Transcript review to determine course credits or challenge opportunities based on College/Department policies.
 - a. Completion of ADN prerequisite coursework per College/Department policy is required.
 - b. Transcripts will be evaluated for Anatomy, Physiology, Microbiology, Communication, English, and natural and social science coursework (these courses must be completed in order to take the NCLEX).
- c) If transcript review determines all prerequisites have been met, will be placed on waitlist for LVN/Paramedic – RN program.
 - a. Admission to the program is on a space available basis as any LVN/Paramedic to RN student.
- d) The transition courses (NURS 60 A/B/L) require demonstration of theory and clinical pediatric and obstetric competency.

TRANSFER

Transfer credit is available for successfully completed equivalent course work taken at other regionally accredited institutions. Student advisors/counselors, faculty, and the Director of Nursing and Health Occupations work together to determine transferable credits.

Students who have attended or wish to transfer from another approved nursing program will be considered as space is available and if no more than one failure or withdrawal in a nursing course occurred at the previous nursing school. Space for transfer students is very limited. Students wishing to transfer must meet program requirements and submit: an application, official transcripts, and course syllabi of courses completed at the other nursing school. In addition, students must submit a letter of recommendation from the director of any previous nursing program utilizing the official Health Occupations "Letter of Reference" which includes an authorization to release information. Students who have failed or been dismissed from other programs due to unsafe, unethical, or unprofessional behaviors may petition for individual case review.

Transfer students must meet College residency and graduation requirements to receive an Associate Degree or Certificate. Students who transfer into a nursing program with nursing courses taken from other colleges or universities must ensure that course substitution forms have been approved by the Director of Nursing and Health Occupations and are on file with Enrollment Services prior to graduation. If the required forms are not on file with Enrollment Services, graduation cannot occur.

Credits for transfer cannot be older than two years. If it has been more than two years since the course(s) being transferred was passed, the course can be challenged through credit by examination.

All credits from a foreign college or university must be evaluated by a foreign transcript evaluation service (AERC or IERF). The evaluation received from these agencies must show the letter grade received for each course and distinguish between lower and upper division.

A student will be advanced placed into a nursing course **only** if he/she has satisfactorily completed the prerequisites for that course with a grade of "C" or better. See college catalog for prerequisites for individual nursing courses.

GRADUATION AUDIT

Students are encouraged to seek course-related advisement and counseling from nursing faculty. **To ensure that all nursing degree requirements will be met at the time of graduation all students must have a Student Education Plan (SEP) on file in Student Services/Counseling prior to starting the program.**

In addition, students are required to access their Academic Evaluation in Web Advisor (My Educational Plan) while enrolled in NURS 23 to ensure graduation requirements can be met. Students cannot graduate with a Certificate or an A.S. degree, or take the NCLEX exam until all course requirements are complete. The Director of Nursing and Health Occupations is also available to students for advising questions that cannot be answered by college counselors and nursing faculty.

STUDENT CLINICAL SCHEDULE ACCOUNTABILITY

Clinical assignments are made by the ADN/LVN faculty to meet the student's learning needs and agency requirements. It is the student's responsibility to make necessary arrangements so work schedules, transportation needs, family responsibilities, etc., do not conflict with clinical assignments.

COMMUNICATIONS

Any changes in name, email or postal address and/or phone number must be reported in writing to the theory and clinical instructor(s) and the Health Occupations Department office prior to the change or within 24 hours. Each student must provide a current telephone number and email where she/he can be reached directly or by message. Class time will be used for instruction only. Community events, classes, workshops, job announcements, etc., will be posted.

SOCIAL AND ELECTRONIC MEDIA

The social and electronic media policy is based upon state and federal legislation and best practices for the use of this technology. Students are expected to be knowledgeable of and adhere to all current legislation including the Health Information Portability and Accountability Act (HIPAA). Inappropriate use of social media may violate state and federal laws established to protect patients, their privacy and confidentiality. Violations may result in civil and/or criminal penalties, personal liability for defamation, harassment and/or invasion of privacy. Postings on the Internet are discoverable by law even when they are deleted.

Use of Social and Electronic Media:

- Students must adhere to all applicable rules and regulations and legislation concerning patient privacy before they attend clinical (i.e., HIPAA). Students will not take or post images or information regarding clinical facilities, staff, patients, patients' family or friends, any patient body organs, fluids, wounds, dressings, medical equipment, or human patient simulators.
- Audio and visual images from the classroom, clinical setting, skills lab and simulation may not be posted on social or electronic media. Disclosure of exam items before, during or after the exam or sharing school papers for the purpose plagiarism are considered information that should not be shared in any format.
- Electronic social networking (i.e., "Facebook," "Twitter", email, text, etc.) is not permissible during scheduled class or clinical time.
- Posting comments on social media sites, the learning management system (Canvas), and/or other online venues about other students, faculty or staff at College of the Redwoods which may constitute "cyberbullying" or lateral violence is against the social media use policy. If it's negative, belittling, mocking or intimidating, or can be construed in such a manner, do not post it.
- Students who choose to communicate electronically via social networking sites are held responsible for the content they post.
- All students are required to read the National Council of State Boards of Nursing (NCSBN) publication, "White Paper: A Nurse's Guide to the Use of Social Media," on their website: https://www.ncsbn.org/Social_Media.pdf
- Recording by any method is by permission of the instructor only.
- Recordings of any kind may not be transmitted or sold.
- Photograph and video recording by students is not allowed in class or clinical.
- Use of electronic devices during class or clinical (i.e., cell phones, iPads, laptop computers) is by the permission of the instructor only and/or facility policy.
- Cell phones are not to be utilized in patient care areas unless they are the official cell phone of the facility and are utilized for the purpose of patient care.
- Do not present yourself as an official representative or spokesperson for the College of the Redwoods nursing program.

Consequences for inappropriate use, actions, and/or behaviors related to the use of social and electronic media include, but are not limited to:

- Violation of any of the above guidelines for any reason and regardless of intention may be grounds for dismissal from the clinical facility and/or the nursing program.
- Students who violate these guidelines may not be eligible to re-enter the nursing program.

CEREMONIES AND OUTSIDE ACTIVITIES

- Ceremonies: Students are encouraged to attend their graduation and pinning ceremonies.
- Outside Activities: Each year, there are many outside-of-class activities in which students may participate. Such events may include: blood drive, health fair, career fair, high school visits, blood pressure screening, and others. Note that NURS 24 in the ADN program contains an additional mandatory community requirement.

STUDENT INVOLVEMENT IN FACULTY MEETINGS

Student representatives are elected each semester to represent their class in nursing faculty meetings and nursing committee meetings. Meeting dates and times are announced at the beginning of each semester.

MEDICATION CALCULATION EXAMINATIONS

Students are required to pass Medication Calculation Exams by stated dates in course syllabi in order to successfully complete select nursing courses. See course syllabi for testing and grading policies.

PROGRAM EVALUATIONS

Student input is vital to maintaining high quality program(s) that are current, user friendly and support student success. To this end, in-progress and graduate follow-up survey instruments are utilized to evaluate the program, curriculum, faculty, and clinical facilities. Students are strongly encouraged to complete these evaluations.

STUDENT ATTENDANCE

Nursing students are expected to attend all sessions of each class, lecture, lab and clinical for which they are enrolled. Additionally, regular attendance demonstrates professional behavior and responsibility.

Students are responsible for all missed content and assignments. Religious observances may be accommodated, if possible, and only if course/clinical outcomes can be met.

Positive attendance courses are regulated through attendance tracking.

Clinical Attendance

1. To be eligible for the NCLEX-RN exam, the California Board of Registered Nurses requires all students attend all clinical hours as stated in course information. Therefore, missed clinical days must be made up. This includes cancelled clinical days. Make-up assignments are determined on a case-by-case basis. Patterns of absence may result in program dismissal.
2. Clinical includes skills lab, workshops, simulation, conferences and clinical agency learning.
3. In the case of absence, students must contact (call/text) the clinical instructor AND the facility (as appropriate), at least one hour prior to the beginning of the clinical day.
4. Students who are a “no call, no show” will be subject to a Faculty-Student Conference and possible program dismissal.
5. Lateness results in unmet clinical objectives, skills learning, and/or interruptions in patient care. Students are considered late if they arrive after the designated start time at the designated location. All instances of lateness will result in a Statement of Concern. Patterns of lateness will result in a Student-Faculty conference. Three (3) episodes of clinical lateness will be counted as one (1) absence and will result in required make-up.
6. Policies, computer access, safety issues and clinical expectations are unique to each clinical setting. Therefore, attendance on the first clinical day (orientation) and any other orientation requirements for each rotation is mandatory. Failure to attend clinical orientation may result in dismissal from the program. Dismissal will be handled on a case-by-case basis, depending on the course, agency contracts, and clinical requirements.
7. Students are not to leave the clinical facility/site during clinical hours. This includes leaving the clinical site prior to the end of the clinical day. Disciplinary action (Statement of Concern; Faculty/Student Conference) will occur if a student leaves the clinical site for any reason.

FACULTY ABSENCE

Faculty must find coverage if theory and/or clinical absence is anticipated ahead of time or make every effort to find a substitute faculty in the case of an unanticipated absence. If no substitute is available, a make-up clinical day will be scheduled or alternate theory assignment will be made.

GRADING SCALE

A grade of "C" or better is required for progression in and completion of the nursing program. A minimal average of seventy five (75) percent is required for a passing grade of "C." In the nursing program, the following letter grade symbols and GPA will be awarded for the attainment of the following numerical grades:

Grade Symbol	Course Grade (%)	Clinical Component	GPA	Definition
A	95-100	Pass	4.0	Excellent
A-	90-94	Pass	3.7	Excellent
B+	87-89	Pass	3.3	Good
B	84-86	Pass	3.0	Good
B-	81-83	Pass	2.7	Good
C+	78-80	Pass	2.3	Satisfactory
C	75-77	Pass	2.0	Satisfactory
D	65- 74	Pass	1.0	Poor – No Progression
F	< 65 or clinical failure	Fail	0.0	Fail. No Progression
W	---		---	Official Withdrawal

CLINICAL EVALUATION

Clinical performance is evaluated by the clinical instructor and is based on the course objectives derived from the program outcomes. The student also evaluates his/her clinical performance using the same objectives. Clinical evaluation tool is used by the faculty to assign the final clinical grade of pass or fail for the clinical component of each course. A copy of the clinical evaluation tool is in each course syllabus. The clinical evaluation tool is comprised of formative and summative evaluations. The evaluations are in writing, discussed with the student in an individual conference meeting, and signed by both the instructor and the student. It is then maintained in the student's program file and used to review progress during the program. At the beginning of each semester students will read and review the tool with the clinical instructor and sign the following statement on page one of the Clinical Evaluation tool " I have reviewed the clinical objectives and grading criteria with my instructor. I understand the process of clinical evaluation and the expectations for each of the clinical rotations."

Formative Evaluation:

Formative evaluation assesses progress and provides direction for learning throughout the course. It provides the framework of student self-assessment and instructor feedback to the student including their strengths and positive accomplishments as well as their deficiencies and performance that needs to be improved. It informs the student of his/her progress in meeting clinical objectives, identifies what additional learning is required, and makes recommendations to improve and/or to meet objectives. See course syllabi/class calendar for frequency and timing of the formative evaluation.

In the formative evaluation, performance is rated as follows:

Met	Met is defined as consistent performance of the objective according to criteria or guidelines given. When errors are made they are recognized, reported, and corrected.
NI	Needs Improvement is defined as performance that is inconsistent or inadequate and does not <u>yet</u> meet the clinical objective. All Needs Improvement areas must be improved to Met at the summative evaluation.
NO	No Opportunity is used when there was no opportunity to meet the objective.
Not Met	Not Met is defined as performance that clearly does not meet the objective, errors were made and not reported/recognized and/or expected behavior according to guidelines and criteria was not performed at all. Procedures performed with inappropriate supervision.

Summative Evaluation:

Summative evaluation occurs at the end of the course to determine if the clinical objectives have been achieved and establishes the grade for clinical practice. Prior to the summative evaluation the student completes the Summative Self-Assessment to identify his/her strengths and weaknesses. See course syllabi/class calendar for frequency of the summative evaluation. The clinical faculty is responsible for assigning the final summative grade.

In the summative evaluation, performance will be rated as follows:

Met	Met is defined as consistent performance of the objective according to criteria or guidelines given. When errors are made they are recognized, reported, and corrected.
NO	No Opportunity used when there was no opportunity to meet the objective.
Not Met	Not Met Is defined as performance that clearly does not meet the objective, errors were made and not reported/recognized and/or expected behavior according to guidelines and criteria was not performed at all. Procedures performed with inappropriate supervision.

To receive a **Pass** clinical grade **Met** must be achieved for all summative objectives; a **Not Met** rating in one or more summative evaluation objectives will result in a **Fail** clinical grade and failure of the course. In addition to receiving a satisfactory clinical evaluation, a student must achieve a 75% or better in theory to receive a passing grade in a nursing course.

STUDENT HEALTH IN THE CLINICAL SETTING

Injuries which occur in class or clinical are to be reported immediately to the instructor. All accidents/incidents require completion of written reports by the student and instructor that are required by the health care facility and/or College of the Redwoods.

Reporting Guidelines

Location	In Clinical Setting	In CR Skills or Dental Lab	In Other College Setting
Report	To instructor immediately	To instructor or lab coordinator immediately	To instructor immediately
Call Immediately	Julia Morrison, Insurance Coordinator (476-4128) for reporting requirements	Ext. 4111	Ext. 4111
Blood Exposure Use Protocols	Clinical Agency and CR Blood-borne Pathogens Exposure Control Plan	CR Blood-borne Pathogens Exposure Control Plan	CR Blood-borne Pathogens Exposure Control Plan
Injury Use Protocols	Clinical Agency	College of the Redwoods	College of the Redwoods
Provider of Care	Use Agency's Protocols depending on injury severity	Students own health provider	Students own health provider
Payment	CR Worker's Comp	Primary - Student's own insurance Secondary - CR Student Accident Insurance	Primary - Student's own insurance Secondary - CR Student Accident Insurance
Paper Work and Forms (obtain from C/R - 476-4128)	Worker's Comp Form DWC-1 Student Injury Report or Sharps Injury Report	Student Accident Insurance Claim form completed by student and instructor Student Injury Report or Sharps Injury Report completed by instructor	Student Accident Insurance Claim form completed by student and instructor Student Injury Report or Sharps Injury Report completed by instructor

CLINICAL LEARNING

Clinical rotations are planned by the faculty to best meet student learning needs. Therefore special consideration cannot be given to meet student preferences. Clinical rotations will be scheduled throughout the week (weekends included) and may occur at any time during the 24 hour day in locations that may extend outside of Humboldt /Del Norte counties.

Nursing students must be fully prepared to provide care in the clinical setting. Preparation includes but is not limited to: thorough understanding of the client(s) condition, diagnostic and treatment plan, medications, and nursing care needs. In addition students must complete required nursing skill lab competencies for specific interventions. Students participate in the delivery of client care in collaboration with the nursing faculty and nursing staff at the clinical facility.

Clinical Responsibility/Liability of Instructors and Students

Student nurses are responsible for their own action and liable for their own acts of negligence committed during the course of clinical experiences. When they perform duties that are within the scope of nursing, such as administering an injection, they are legally held to the same standard of skill and competency as a nurse. Lower standards are not applied to the actions of nursing students. Students do not practice on their instructor's or another nurse's license. Each nurse and student nurse is responsible and accountable for providing safe client care (Berman & Snyder, 2012).

- 1) Each instructor and student is liable for his/her own actions at all times.
- 2) It is the responsibility of the instructor to:
 - Make student assignments compatible with the expected level of student learning.
 - Direct and supervise the administration of medications and performance of skills in which the student does not have mastery.
- 3) It is the responsibility of the student to:
 - Keep the instructor informed of the status of assigned patients/clients and progress with nursing activities.
 - Inform the instructor prior to assuming care of an assigned client if there is a reason why he/she feels unprepared to assume that care/assignment.
 - Determine the level of oversight and supervision of the instructor (or licensed staff nurse with the instructor's permission) for medication administration.
 - Perform independently only those skills in which she/he has received instruction, feels confident to perform, and has been approved by the instructor to perform.
- 4) The instructor has the right to refuse a previously failed student into the clinical phase of the curriculum, if he/she knows that the student poses a threat to the health and safety of the patients he/she cares for due to proven inability to perform safe nursing skills and judgments; and the student has not demonstrated satisfactory remediation of a previous deficit in nursing practice.

5) The instructor is not liable for the student who:

- Acts without supervision or inconsistently with instructor's authorization.
- Does not follow instructions when performing in the clinical area.
- Does not perform responsibly as outlined in section three above.

The following list of performance restrictions and limitations was created to assure compliance with regulatory requirements and promote the safety of patients and students. Students are encouraged to observe all procedures and treatments.

A. Students may not perform the following:

- Administer chemotherapeutic agents
- Pick up blood from the Lab
- Prepare and/or administer emergency medications such as dopamine and lidocaine**
- Conduct point of care testing (urine dipstick, occult blood and whole blood glucose testing) unless student has successfully completed hospital certification requirements
- Participate in emergency response for cardiac/respiratory arrest beyond that of a first responder (initiate code and BLS) – may observe with instructor permission
- Provide care to the following patient populations: patients who are inmates, patients in respiratory isolation requiring individually fitted masks, patients with radiation implants.

B. Students may perform the activities listed below only if the following conditions are met: activity is within the student's scope of practice; performed under the direct supervision of the instructor or, with instructor consent, by a staff member.

- **Preparation and/or Administration of the following:**
 - Drip/titrated medications including heparin and insulin
 - IV push and piggyback medications
 - TPN
 - Pediatric medications
 - Controlled substances
- Administer blood/blood products: **2 licensed nursing individuals must repeat the unit/patient verification procedure and co-sign in the appropriate spaces on the Blood Transfusion Record.**
- Initiate, change or discontinue a PCA device: **2 RNs must re-verify correct drug solution/dilution & pump programming with initial set-up or changes in pump programming; and remaining syringe volume when PCA therapy is discontinued.**
- **Care as relates to the following:**
 - Central Lines: Medications administration, blood withdrawal, site care, dressing changes,
 - Implanted Ports: Medication administration, accessing, blood withdrawal, de-accessing, site care, dressing changes
 - Trach Care: suctioning of, cleaning, stoma care
 - Epidurals: assessments, supplemental medication administration

- PCAs: assessments, supplemental medication administration
- Transfers: Acute & SNF
- IV starts

GUIDELINES FOR WHEN TO CALL YOUR CLINICAL INSTRUCTOR

Preparing to become a Registered Nurse requires critical thinking and personal accountability. It involves applying knowledge and performing skills in a consistently safe, competent, efficient, and professional manner. It also involves a gradual transition from close instructor observation to a more independent/collaborative level of practice. To assist students in determining when to give patient care without direct instructor observation and when to call the instructor, the following guidelines have been developed.

CALL YOUR INSTRUCTOR FOR ANY OF THE FOLLOWING:

1. When in doubt, call. Always let instructors decide if they need to come. Don't make that decision for them.
1. Doing something for the first time in the hospital or with that instructor.
2. Giving medications, even though you have met drug calculation competency. After discussing this with the instructor (type of medication, dosage, route, intended action, etc.), s/he may give permission to administer the meds without his/her being present. However, it is your responsibility to notify him/her each time.
3. Any time you are signing out a controlled medication.
4. Doing **any** sterile nursing procedures (e.g., dressing change, catheterization).
5. Doing anything with an I.V. (e.g., changing bags/bottles, changing tubing, etc.), IV administration, IV push, etc.
6. Whenever you have the opportunity to perform an invasive procedure (e.g., N/G tube insertion, enema) or a diagnostic procedure (e.g., collection of sputum for culture), even if you have done it before.
7. You are not perfectly clear on what to do or how to do it (e.g., turning a patient who has had orthopedic surgery, infectious disease...).
8. You need help or have a question after review of Policies/Procedures.
9. If patient is discharged or transferred.
10. If patient condition changes. Notify your P.N. and instructor immediately.
11. If you are getting behind in your assignment and feel you may not finish on time, let your instructor know ASAP, or if you finish everything and have "nothing to do." It is expected that the student will complete all required patient care.
12. Anything unsafe happens to your patient (e.g., a fall).
13. You are having difficulty with a patient, the family, the nursing staff, or any ancillary department.
14. You injure yourself in any way (e.g., needle puncture, back strain).
15. If you need to leave the hospital or facility before the end of the shift for any reason.
16. Or any other time you feel you need assistance or have questions.

CLINICAL DRESS CODE

Students are required to appear in the clinical facilities in complete uniform unless otherwise designated. Your appearance needs to reflect a sense of self respect, attention to detail and professionalism. Uniforms must be clean, neat, wrinkle-free and professional. Students participating in clinical learning in agencies that do not require specific uniforms must conform to a business casual dress code (no blue jeans, yoga pants or leggings, no cleavage; must wear clean top, pants and shoes).

Dresses:	Burgundy dress uniforms with sleeves; skirt length no shorter than the middle of the knee.
Pants/Skirts:	RN Students: Burgundy pants. No jeans. No sweatpants. No leggings LVN Students: White or Black pants. No jeans. No sweatpants. No leggings.
Tops:	Burgundy shirts, blouses, or scrub tops. No printed messages, loose tie strings, lace, scoop necks, or over-sized sleeves, or ruffles. Must be professional and non-revealing. Tops must be at low hip length – <i>no skin or undergarments showing</i> when moving, bending, squatting or sitting. Any top worn under the scrub top must be solid black or white and may not extend beyond the scrub top hem.
PLEASE MAKE SURE THAT YOUR PANTS AND TOP ARE THE SAME SHADE OF BURGUNDY!	
Name Tags/ I.D. Badge (Required):	Photo name badges available from the Public Safety Department must be worn at most clinical experiences. Public Safety Department is located on the bottom floor of the former Administration Building. Program faculty will announce any variation in name badge use. Health Occupations Photo I.D. badges are blue in background.
Program Patches (Required):	An approved program patch should be sewn on the right uniform sleeve and cover-ups, centered 2-3 inches below the seam line. Program patches must be visible at all times. Patches are available at the local uniform stores. Vocational nursing students must also display a “SVN” chevron.
Cover-ups:	All cover-ups (vests, sweaters, blazers) must be burgundy with program patch on right sleeve.
Lab coat:	3/4 length white lab coats may be required at some clinical facilities
Note:	All long sleeves must be able to be pushed back to elbows for hand washing
Shoes:	Must be clean, all white or all black and in good repair. Shoelaces must match shoe color. Sandals or backless shoes without straps are not permitted. Athletic shoes must meet these requirements.
Socks/Stockings:	Stockings must be worn with skirts or dresses (either white or neutral colored.) Socks must be white or black. No colored socks. No leggings which show below skirt, pants, etc.
Belts	If visible, must be white or black.
Fanny Packs & Aprons:	Solid colors only.

Jewelry:	Must be simple and not interfere with work. All jewelry must comply with principles of asepsis and not cause injury to client.
Earrings:	Must be small stud-type or hoops less than 1 inch in diameter; to be worn only in ears (not nose or other visible areas). No more than one per lobe. No bars or ear cuffs.
Body Piercings and Implants:	Must follow clinical agency policy. Clinical agencies have the right to refuse student placement based on agency policy.
Body Art and Tattoos:	Must follow clinical agency policy. Clinical agencies have the right to refuse student placement based on agency policy.
Necklaces:	One, single strand. No large pendants.
Bracelets:	None.
Rings:	One ring or wedding set only. Large stones should be avoided
Hair:	Must follow clinical agency policy. Clinical agencies have the right to refuse student placement based on agency policy. Hair must be clean, well groomed, neatly arranged and professionally secured. Color must be genetically possible, i.e., no blue, purple etc. Male students must keep beards and mustaches clean and neatly trimmed, OR be clean-shaven.
Nails:	Finger nails should not extend beyond the finger tips, no artificial nails , no colored nails, i.e. blue, purple etc. Only light pink or clear polish is acceptable. No nail jewelry. For the duration of the time you are a student in any of the health occupation areas, this policy is mandated.
Hygiene:	Due to the possible chemical sensitivity in others, we recommend that you do not wear scented perfumes, aftershave, and lotions. Offensive body odor is to be avoided through regular hygiene measures. Personal cleanliness is mandatory in order to maintain asepsis.
Required equipment:	Bandage scissors, black ballpoint pen, small note pad, wristwatch with a second display, and stethoscope. Suggested but not required: Penlight, clamp (Kelley hemostat), and small calculator.

The clinical instructor has the authority to determine compliance with this dress code. A student who does not conform to the dress code will be dismissed from the clinical area, resulting in a clinical absence. College of the Redwoods student uniforms are only worn in the agency clinical area and other College sponsored community activities. Individual concerns regarding dress code will be submitted to a faculty committee for review.

Skills Lab is clinical. Therefore, nursing uniforms are to be worn during all Skills Lab learning experiences.

STATEMENT OF CONCERN

A Statement of Concern (SOC) is a faculty response to an incident that is related to student behavior in any learning setting. Examples of behaviors leading to a Statement of Concern include lateness, disruptive behavior, lack of preparation for clinical practice, and unprofessional conduct. Statements of Concern become part of the clinical evaluation and support low ratings on the clinical evaluation form.

Statements of Concern that establish patterns of behavior will lead to a Faculty-Student Conference. Statements of Concern remain in the student file permanently and can be used from semester to semester to establish patterns of behavior and consequences.

FACULTY-STUDENT CONFERENCE

At any time in a semester when student practice indicates that a course and/or clinical failure is a possible outcome, a Faculty-Student Conference will be held with the student. During the conference, behaviors of concern will be reviewed with the student. Conferences are time-sensitive and high priority. They will be scheduled in the most expeditious manner as possible. If necessary, a follow-up conference will be scheduled.

Faculty-Student Conference documentation will remain in the student file permanently and can be used from semester to semester to establish patterns of behavior.

UNSAFE, UNETHICAL OR UNPROFESSIONAL CONDUCT OR PERFORMANCE

1. If involved, associate faculty are expected to communicate issues of unsafe, unethical and/or unprofessional conduct and/or performance to the teaching team/lead faculty as soon as they occur.
2. The teaching team/lead faculty will determine the proper course of action and will then communicate both the problem and the course of action to the Director of Nursing and Health Occupations.
3. Faculty directly involved will provide documentation. Documentation must be timely and will include a description of the behavior and the status of the patient, if appropriate. The student will also document the event.
4. A Faculty-Student Conference meeting must be held **WITHIN ONE WEEK** of the occurrence with the Director of Nursing, the faculty directly involved, the lead faculty/teaching team and the student (support person may be invited). All attendees will share their perception of the problem. In the event an Associate Faculty is involved, the person is expected to attend the meeting. If not possible, the person is expected to be available by phone conference.
5. The lead faculty/teaching team and Director of Nursing and Health Occupations will then confer and will present their recommendations to the student both verbally and in writing. Recommendations will be communicated to the student within 24 hours.
6. Should the unsafe clinical practice violation of professional, legal, or ethical conduct result in a determination of unsatisfactory skills performance, the student will be subject to a skills lab referral and a requirement to demonstrate skill competency in the clinical setting. Failure to comply with the skills lab referral and demonstration of competency in the clinical setting will result in a clinical failure for the course.
7. If student continuation in the program is appropriate, a written contract will be developed to continue to monitor and correct unsafe, unethical, or unprofessional conduct and performance. Continuation in the program is contingent upon follow-through with specific contract directives.
8. Should the student fail to comply with the contract, he/she will fail the course and will be dismissed from the program.
9. Should the unsafe clinical practice violation of professional, legal, or ethical conduct result in course failure and program dismissal, the student may petition for individual case review to allow application to either nursing program (two failures or withdrawals will prevent application to same program).

In the case of petition:

- The student will prepare a written document stating his or her case.
- The petition will be subject to full faculty review with the Director of Nursing and Health Occupations.
- The student will be notified of review committee decision within one month of submission.
- A successful petition will result in permission to reapply, with the understanding that continued enrollment is conditional and that a learning contract will be in place each semester.

NURSING STUDENT COMPLAINT PROCEDURE - CHAIN OF COMMAND

If a student has a concern or a problem with an instructor, the student is expected to approach the involved instructor and arrange an appointment to discuss the issue with professionalism. Matters relating to the clinical area should be discussed with that particular clinical instructor and those matters dealing with a specific class session should be discussed with the instructor of the class.

If the problem cannot be resolved, the student is advised to follow the appropriate chain of command which is: Course Lead Faculty to Director of Nursing and Health Occupations. If the problem cannot be resolved at that level, the student may schedule an appointment with the Dean of Health, Physical Education and Athletics. If the problem persists, the student is advised to follow the Student Complaint Processes below.

STUDENT COMPLAINTS OTHER THAN ACADEMIC COMPLAINTS OR UNLAWFUL DISCRIMINATION

The Department of Nursing and Health Occupations adheres to College of the Redwoods policy. Please refer to the College of the Redwoods Catalog for this specific policy.

COURSE GRADE CHALLENGE

The Department of Nursing and Health Occupations adheres to College of the Redwoods policy. Please refer to the College of the Redwoods Catalog for this specific policy.

CONTACT INFORMATION: BVNPT AND BRN

BVNPT - Board of Vocational Nursing and Psychiatric Technicians

Students are encouraged to view the Board of Vocational Nursing and Psychiatric Technicians website at www.BVNPT.ca.gov for information. The BVNPT address and telephone are:

2535 Capitol Oaks Drive Suite 205
Sacramento, CA 95833
916-263-7800

BRN - Board of Registered Nursing

Students in the Associate Degree Nursing program are also encouraged to view the Board of Registered Nursing website at www.RN.ca.gov for information. The BRN address and telephone are:

1625 Market Blvd Suite N217
PO Box 944210
Sacramento, CA 95834
916-322-3350

All policies listed in this Handbook are subject to change in the event of extenuating circumstances and or revision; please consult the department web page for the most current policies. Students will be notified of changes in policies that occur during the academic year.

**COLLEGE OF THE REDWOODS
PHYSICIAN'S CLEARANCE**

TO: College of the Redwoods Nursing and Health Occupations Date: _____

I certify that _____ has my approval to return
to the nursing program (including clinical activities) at CR _____ (date).

The student is able to participate in unrestricted functional activities essential to clinical nursing practice.

Physician's Signature: _____

Print Physician's Name: _____

Address: _____

Phone: (____) _____

**COLLEGE OF THE REDWOODS
PHYSICIAN'S CLEARANCE DURING PREGNANCY**

To: College of the Redwoods Nursing and Health Occupations Date: _____

_____, a nursing student at College of the Redwoods,
is under my care during her pregnancy. Her expected date of delivery is _____

This student has my approval to participate in all functional activities essential to nursing
practice without any limitation until _____ (date).

Physician's Signature: _____

Print Physician's Name: _____

Address: _____

Phone: (____) _____

**COLLEGE OF THE REDWOODS DEPARTMENT OF NURSING AND HEALTH OCCUPATIONS
STATEMENT OF CONCERN**

Program: ___ RN ___ LVN-RN ___ LVN

Student: _____ Course: _____

Date(s) of Occurrence: _____

1. Area of Concern:

___ Skills Competency ___ Clinical Performance

___ Theoretical Knowledge ___ Other

2. Faculty Observations:

3. Faculty Recommendations:

3. Student Comments:

Faculty signature _____ Date _____

Student signature _____ Date _____

**COLLEGE OF THE REDWOODS DEPARTMENT OF NURSING AND HEALTH OCCUPATIONS
FACULTY-STUDENT CONFERENCE**

Program: ___RN ___LVN-RN ___LVN

Student:_____Course:_____

Date(s) of Occurrence:_____

1. Area of Concern:

___ Skills Competency ___ Clinical Performance

___ Theoretical Knowledge ___ Other

2. Faculty Observations:

3. Faculty Recommendations:

4. Student Comments:

Faculty signature _____ Date _____

Student signature _____ Date _____

**COLLEGE OF THE REDWOODS DEPARTMENT OF NURSING AND HEALTH CCUPATIONS
SKILLS LAB REFERRAL**

Date: _____ Student's Name: _____

Referring Faculty Name: _____

The above named student is referred for remediation of the following clinical deficiency (ies). The student has one week to schedule remediation and initiate activities for improved skill acquisition. A student may not perform skill(s) listed below in the clinical setting until remediation has occurred. The student holds full responsibility for missed clinical learning opportunities secondary to his/her lack of preparedness for clinical practice.

Skill(s) Identified for remediation:

Objectives for remediation identified by referring faculty, in collaboration with student:

Student Signature: _____ ***Date:*** _____

Recommendations and Evaluation:

Date: _____ Faculty: _____

Redwoods Community College District
Report of Student Injury

Name of Injured: _____ SS#: _____

Campus/Dept.: _____

Date and Time of Injury: _____ Date and Time Reported: _____

Exact Campus Location of Injury:

Witnesses:

Describe Injury and Body Parts Involved:

First-aid or Medical Treatment Provided:

Description of Activity at Time of Injury:

What unsafe conditions or Actions Contributed to the Injury:

What Steps Have Been Taken to Prevent Similar Injuries:

Recommendations for Additional Action:

Supervisor's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____