

IVC Nursing and Allied Health Department
Registered Nursing Student Program Handbook
School Year: 2011 - 2012



IMPERIAL VALLEY COLLEGE

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Imperial, CA 92251

www.imperial.edu/nursing

Imperial Valley College – Nursing and Allied Health Department
RN Program Handbook

This handbook is designed to provide the student with or direction to the rules, policies, procedures, and guidelines for performance that will result in successful program completion; additional program policies are available on the program webpage and college-wide policies are available on the college website.

Failure to read the contents of this handbook and linked policies does not excuse the student from the rules and procedures described herein. Personal factors and/or contradictory advice from any source are not acceptable grounds for seeking exemption from these policies, procedures and requirements. While provisions of this handbook will ordinarily be applied as stated, the program reserves the right to change any provision listed in this handbook including, but not limited to the academic requirements for graduation, without actual notice to each individual student.

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PROGRAM OVERVIEW

Nursing Philosophy

The philosophy of the Imperial Valley College Nursing Program is congruent with the mission and goals of Imperial Valley College. The nursing faculty accepts, as major tenets, the identification, and awareness of the needs of the community, consideration for the cultural diversity of the population, acceptance of responsibility for providing the highest quality of instruction, and open access for all students. The design of the curriculum for the nursing program recognizes responsibility to student, community, college, and the profession of nursing.

The sensitivity of the faculty to the uniqueness of all students provides a framework for student learning throughout the nursing program. It is believed that students deserve the opportunity to achieve realistic educational goals consistent with society's postulates regarding upward educational mobility. Further, it is believed that upward educational mobility opportunities are in the best interest of nursing in the future.

It is the belief of the faculty that the practice of nursing is founded upon a broad base of theoretical and scientific knowledge. As a result of the faculty's belief, the curriculum is based on blended concepts, that integrate the frameworks of the Roy Adaptation Model, a systems approach, California Board of Registered Nursing Standards of Competent Performances and the Nursing Process as defined by NANDA in 1974 into a unifying curricula theme. The unifying theme is noted throughout the curriculum through the use of the nursing process and throughout the nurse's role as communicator, provider of care and client teacher.

Support systems are recognized as an integral part of student advocacy. Educational opportunities, which focus on individual differences in learning needs, are inherent in the design of the curriculum. Linguistic obstacles to learning are accommodated both before the student enters the nursing program and while the student is meeting program requirements. Collaboration with college personnel involved with the reading and writing laboratory provides opportunities for students to strengthen skills in oral and written communication. Instructor-tutors assist all students, and specific learning activities are available for any student who indicates a need for additional assistance.

In addition, it is acknowledged that cognizance of the social support system of each student aids in achievement of academic success. Therefore, the faculty and student populations endorse accommodation of student needs.

Major concepts inherent in nursing practice are integrated throughout the curriculum. Multiple opportunities to practice the art of nursing, using a critical thinking approach, provides for the development of cognitive, technical, and interpersonal nursing practice. A wide range of dependent, independent and interdependent functions are shared with other disciplines resulting in collaboration which is directed toward the delivery of the supportive aspects of health care. Focus is on the judicious use of skills to meet requirements of individuals with common, well-defined health needs.

The associate degree-nursing faculty has adopted five separate statements, which deal with their philosophy of nursing: Philosophy of Man, Philosophy of Nursing as a whole, Philosophy of Health - Illness, Philosophy of Environment, and Philosophy of Nursing at Associate Degree Nursing at Imperial Valley College.

Philosophy of Man

Man is a unique individual and is in continuous interaction within the environment. Man adapts to the environment by attempting to maintain a state of homeostasis. As a dynamic individual, man is entitled to dignity and respect. Man has the freedom to choose, and therefore, is able to accept responsibility for the decisions made and to participate in decisions regarding the plan of care.

Philosophy of Nursing as a Whole

Nursing is a practice discipline. Facts and concepts are integrated from the natural, biological, physical and behavioral sciences. By applying these concepts with respect and dignity for all human beings, nursing provides care and nurturance which focuses on human needs as they relate to the health and illness continuum. The goal of nursing is to promote the person's adaptation, through health promotion and maintenance.

Philosophy of Health and Illness

Health is seen as the individual's bio-psycho-social, spiritual ability to function with and respond to an ever-changing environment. As a dynamic function, health demonstrates the individual's adaptive response to internal and external stresses and the capability to meet basic human needs. The associate degree nurse's primary focus is the promotion of the person's positive adaptation to actual or potential health problems.

Philosophy of Environment

The faculty at Imperial Valley College adopts as their philosophy of environment the assumptions of environment as defined by the Roy Adaptation Theory which states; "All conditions, circumstances, and influences that surround and affect the development and behavior of humans as adaptive systems, with particular consideration of person and earth resources" (Roy, 1999). In addition, the faculty support the premise that clients have the right to a safe health care environment.

Philosophy of Associate Degree Nursing at Imperial Valley College

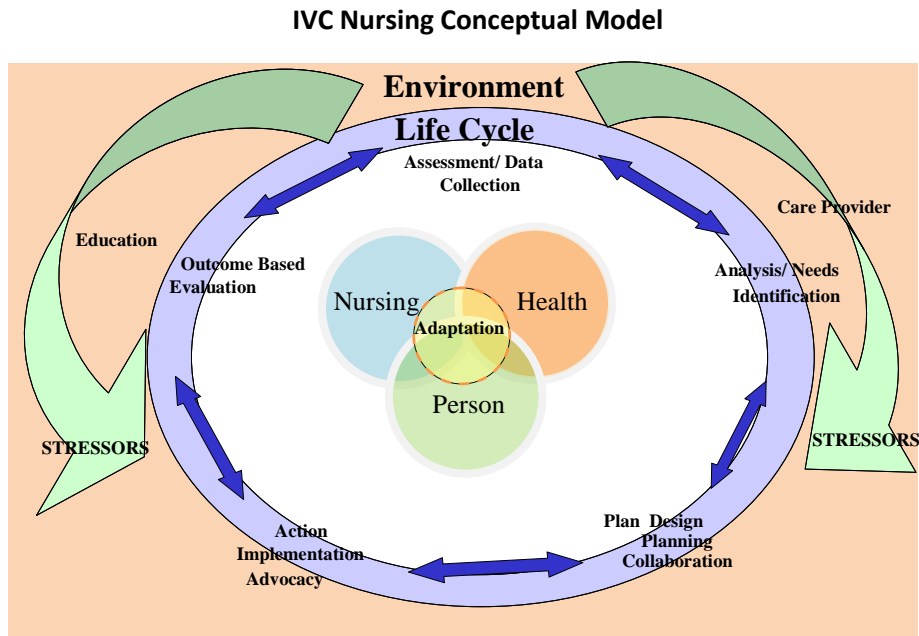
Nursing education at Imperial Valley College is designed to prepare nurses who can function appropriately in acute and chronic health care facilities. The focus at the associate degree level is on developing entry level knowledge, skill, and critical thinking processes needed for entry into practice. The nursing process is used to organize education and practice in a systematic manner so that problem solving and critical thinking skills become an integrated part of each nurse's background and ability. The nurse's role as advocate, communicator, provider of care, educator, leader, and collaborator are promoted. Emphasis is placed on health teaching and health promotion as it relates to a variety of patient needs and practice settings.

The nursing faculty believes that the associate degree curriculum/program of learning based on the adaptation model of nursing helps the student to learn and apply the nursing process. Beginning with normal parameters and advancing to complex problems of adaptation help facilitate student learning.

Students who are preparing to become registered nurses continue to develop competence in providing supportive nursing care by acquiring additional knowledge and skill relative to the decision-making process. They use established criteria to plan patient care and utilize available resources to evaluate and reassess the effectiveness of the care given. They make independent adjustments in the plan of care according to established nursing protocols.

The faculty and students at Imperial Valley College strongly support the philosophical principles around which the curriculum has been developed.

Environment Life Cycle



Outcome Competencies

The graduate of Imperial Valley College's Associate Science Nursing Program shall consistently demonstrate the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process using a foundation of critical thinking, as follows:

1. Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team
2. Formulates a care plan, in collaboration with the individual client with respect for cultural beliefs, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures
3. Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed
4. Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family, and teaches the client and family how to care for the client's health needs
5. Practices effective leadership and management skills including the delegation of tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates
6. Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities, which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided
7. Fosters communication and collaborative relationships with clients and with other professionals, disciplines, and community organizations in promoting healthcare access and maintenance
8. Practices as a conscientious professional who practices within the legal and ethical parameters of professional nursing and demonstrates a commitment to lifelong learning a part of the professional role
9. Evaluating and implementing industry or regulatory-driven best practices

APPLICATION, SELECTION, ADMISSION, AND PLACEMENT

Application Process

- I) Application Step #1
 - A) Applicants should thoroughly read the Imperial Valley College Catalog, especially the sections dealing with matriculation services, academic regulations, graduation requirements, and the Associate Degree Nursing Program.
 - B) Catalogs are available for student review online at <http://www.imperial.edu> , or in the Counseling Office and the Spencer Library Media Center.
 - C) Apply to IVC and obtain a student identification number (G Number).
 - D) Nursing Program applicants must be at least 18 years of age at the time of admission, in adequate health to perform the duties of a nurse (see [Nursing Program Minimum Safety, Mental and Physical Qualifications](#)), and have successfully completed fixed set of core sciences and fixed set of general education as outlined on the [admission criteria](#).
- II) Application Step #2
 - A) All nursing applicants must make an appointment with an IVC counselor (760) 355-6246.
 - 1) Bring copies of all college transcripts to your appointment. The counselors will determine the status of prerequisites and courses completed elsewhere.
 - 2) An “Educational Plan” and “Major Sheet” will be completed at this time
 - 3) It is very important that all high school students wishing to major in nursing meet with the nursing counselors to develop an Educational Plan prior to enrolling in college courses.
 - B) Assessment testing (Accuplacer) should be completed as soon as possible, so that English and Math placements and any suggested remediation can be determined.
- III) Application Step #3
 - A) Attend a nursing information session when available. Students will have an opportunity to ask questions about the program. Information on the dates and times for these sessions will be posted on the nursing website at www.imperial.edu
 - B) All applicants must take the Test Essential for Academic Success (TEAS) exam. One of the requirements for acceptance into the nursing program is a minimum composite score of 62% or higher on the TEAS exam. This exam has been approved by the State Chancellor’s Office as scholastic aptitude assessment in the aggregated areas of Math, Reading, English, and Science.
 - 1) Only the first composite score from the TEAS is used in the point system for the admission criteria.
 - 2) TEAS exams are offered at the IVC Nursing Learning Center and at other community colleges.
 - (a) To take the TEAS at IVC, please call 760-355-6530 to schedule an appointment.
 - (b) If the TEAS was taken at another location, an official report with the TEAS score must be submitted with the application.
 - 3) The Assessment Technologies Inc. website <http://www.atitesting.com> has information on testing costs (payable prior to testing) and on study materials that can be purchased to prepare the students for the TEAS.
 - 4) The TEAS exam may be repeated once.
 - (a) Remediation should be completed before retaking the TEAS and a minimum waiting period of 3 weeks is recommended.

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- (b) For scores between 45% and 66%, self remediation is an option
- (c) For scores less than 45%, the student must complete one of the following
 - (i) Option 1: pass a course with a grade of “C” or higher
Math – Math 88 or Math 89
English/Reading - English 90
 - (ii) Option 2: pass TEAS review course (see Southwestern College).

IV) Application Step #4

- A) Complete and submit the application form, with attachments, to the Nursing Office.
 - 1) Applications are available online and in the Nursing Office.
 - 2) Submit in person. Email or faxed copies will not be accepted.
 - 3) Required attachments, other than as stated on the application, include:
 - (a) Official set of all transcripts and/or a copy of the IVC WebSTAR transcript. Copies of the high school diploma or GED are accepted.
 - (b) Copy of the major sheet as completed by your counselor.
- B) Deadlines: Applications will only be accepted during the following two applications periods:
 - 1) March 1 through March 31 for following Fall Admission
 - 2) September 1 through September 30 for following Spring Admission.
 - 3) If the last date of the application period falls on a weekend, the following business day at 5:00 PM will serve as the deadline.
 - 4) Students **not** accepted into the program will need to resubmit another application. Students are **not** placed on a wait list.

V) Application Step #5

- A) The Nursing Selections Committee evaluates and rank applications based on the predetermined admission criteria.
- B) Applicants will receive notification of selection within 90 days after the application deadline.
 - 1) After notification of admission, students must accept or decline admission within 15 days.
 - (a) If a response is not received or the student decline admission to that semester, an alternate will replace the student.
 - (b) Re-application is required for subsequent semesters.
 - 2) The student must successfully complete a background check and drug screen before being allowed to start courses in the nursing program.
 - 3) The student must also be prepared for the costs of the required uniform, skills supplies, liability insurance, ATI testing, name tag, and textbooks.
 - 4) Highly recommended is the purchase of an iPod and a laptop or their equivalent.
- C) A limited number of **alternates** are selected from the list of eligible students based on the stated selection criteria. Should a vacancy become available prior to the start of the term (1st day of class) that space will be offered to an alternate. If not placed in that semester, the alternates must reapply.

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Admission Criteria – Generic or 1st Time Entry Students

l) Students will be admitted to the IVC Nursing Program from the applicant pool using the following admission criteria and point system (effective Fall 2011):

CRITERIA	POINTS	POSSIBLE POINT DISTRIBUTION
Academic Degrees or diplomas from an accredited school, or Relevant Certificates, or Relevant Work or Volunteer experience in health care within the last 3 years & for more than 25 hours	10 points Maximum (only 1)	MS/MA 10 points BS/BA 8 points AS/AD 5 points LVN, EMTP, or Allied Health License >1yr 5 points Other license/certificate with < 1 year of courses 2 points Healthcare work or volunteer to maximum of 2 1 point/100hrs
Grade Point Average in relevant course work <u>Science Fixed Set GPA</u> Anatomy Physiology Microbiology <u>General Fixed Set GPA</u> Psychology 101 (& 204 if taken) English 101 (& 111 or 201 if taken)* Math 90 (& 100 or higher if taken)* Speech 100 Anthropology 102 or Sociology 101 Nursing 100	45 points Maximum	“Fixed Set” Sciences GPA (minimum 2.5) (Anatomy w/in last 10 years, Physiology, and Microbiology w/in last 7 years. (Only 1 repeated semester allowed) GPA = 4.0 35 points GPA = 3.5 – 3.99 30 points GPA = 3.0 – 3.49 25 points GPA = 2.5 – 2.99 20 points “Fixed Set” General (minimum of 2.5) GPA = 4.0 10 points GPA = 3.5 – 3.99 8 points GPA = 3.0 – 3.49 6 points GPA = 2.5 – 2.99 4 points GPA = 2.0 – 2.49 0 points
Life Experience or Special Circumstances, including but not necessarily limited to: a. Veteran Status b. Difficult Personal/family Situation or Circumstance c. Refugee Status d. Personal Disabilities e. Low Family Income or Need to Work f. Disadvantaged Social or Educational Environment g. First Generation of Family to Attend College	3 points Maximum <i>One point for each applicable</i>	3 points total for life experience Documentation is required for each applicable item a. DD214 b. Personal letter describing c. Refugee travel documents d. Official letter defining your disability e. Proof of eligibility for financial aid, BOG, or proof of need to work (Letter from employer verifying dates of work) f. Proof of eligibility for EOPS g. Personal letter
Alternate Language Proficiency Documented proficiency or advanced level of coursework in languages other than English. Credit for languages other than English shall be received for languages that are identified by the Chancellor’s Office.	2 points Maximum	2 points total for the ability to communicate in a health care setting in: American Sign, Spanish, Tagalog, Arabic, Chinese, Farsi, Russian, and/or various languages of Indian Subcontinent and Southeast Asia or other language.
Test of Essential Academic Skills (TEAS) Version 5 or higher (<i>Previous versions not accepted</i>)	40 points Maximum	Cut score based on Composite Score on 1st and 2nd attempts only of TEAS 91-100% = 35 points 83-90% = 30 points 73-82% = 25 points 67-72% = 20 points < 67% = 0 points

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Admission Criteria - Non-generic or Advanced Placement, Re-entry, and Transfer Students

- I) All admission criteria and requirements for the Generic Student are applicable and required
- II) Prioritization for placement of applicants is based on the following:

Priority	Type of Student	Qualifier Statement
1	Continuing Generic student	Good standing with no "W" or "Ds"
2	Continuing Generic student	Good standing with a "W" due to illness, financial hardship, personal necessity
3	Continuing Generic student	Received one (1) "W" or "D" in any nursing class while in the program and completed a personal remediation plan
4	VN to RN student	Completed NURS 204 <u>and all</u> admission criteria for program
5	Transfer student	Good standing in an accredited program <u>and did not</u> receive any "W" or "Ds"
6	Transfer student	Good standing in an accredited program and received "W" due to illness, financial hardship, personal necessity
7	Transfer student	Received one (1) "W" or "D" while in an accredited program
8	VN to RN student	30 Unit Option
9	Foreign Nurses	In need of only 1 or 2 courses <u>and</u> meets program admission criteria <u>and</u> space is available
10	Former nursing student	Received two (2) "W" or "D" while in an accredited program

Special Circumstances for Placement – Advanced Placement

- I) Students who have had previous nursing education or nursing work experience in the following areas will be considered for advanced placement on a case by case basis and with consideration of the [admission criteria](#).
- II) LVN to RN Advanced Placement Application Procedures:
 - A) Applications are accepted throughout the academic year and must include:
 - 1) Completed application with required attachments
 - 2) Copy of current California LVN license
 - 3) Copy of current American Heart Association Basic Life Support (BLS) card
 - 4) Letter of recommendation from employer verifying LVN experience
 - 5) Official copies of all college transcripts, including IVC
 - 6) Copy of Major Sheet from counselor
 - 7) Disclaimer Form if applying for OPTION 2, 30-Unit Option (see next section)
 - 8) Documentation of successful completion of an IV Therapy course
 - B) A background check and drug screen will be required after admission to the program. Students can obtain required documentation in the Nursing Office.
- III) Credit/Challenge by Examination
 - 1) Academic credit-by-examination may be obtained by those whose prior education and/or experience provides the knowledge and skills required to meet the objectives of one or more courses without a clinical component. The only exception to the clinical courses is for defined programs with specific guidelines on clinical practicum's

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- 2) Students who believe they may be eligible for credit-by-examination should contact the Nursing Office for more information
 - 3) For College policy regarding credit-by-examination, consult the “Credit by Examination” section of the IVC catalog. See [additional guidelines](#)
- IV) College Transfer Student
- 1) This option is available to students who have been enrolled in an accredited RN Program within the past two (2) years
 - 2) Courses will be considered for transfer depending on equivalency to the IVC nursing course
 - 3) Students apply using the same procedures and deadlines as a generic first-time student, but must include copies of the course descriptions for each previous nursing courses
 - 4) Students will be informed in writing of the status of their application
 - 5) See [additional guidelines](#) and [credit by transfer guidelines](#)

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Options for LVNs Wishing to Advance to the RN Level

- I) All three options are open to students who have an active California LVN license
- II) Admission to each level is based on space availability
- III) **OPTION 1** – LVN to Associate Degree RN requirements:
 - A) Upon completion, students are eligible to receive an Associate of Science Degree in Registered Nursing and take the RN licensure exam (NCLEX) as a graduate of IVC
 - B) Successfully complete prerequisite fixed set core sciences and general education as outlined in the [admission criteria](#).
 - C) Successfully complete degree requirement courses as outlined in college catalog <http://www.imperial.edu>
 - D) Option I students must meet with their counselor or an IVC counselor, prior to submitting an application to the Nursing Program. Please contact the IVC Counseling Office at (760) 355-6246 for an appointment.
 - E) If approved for admission, students must complete NURS 204 (Transition to A.S. Degree Nursing) before appropriate placement into the RN Program can be made
 - 1) The course is geared to transition a current LVN to the RN student level and assist the instructor and Director to determine the student’s placement in the RN Program for optimal student success
 - 2) ATI Tests during NURS 204 help determine placement:
 - (a) 2 Assessment Tests (ATI) must be successfully completed at level 1 or above as determined by the ATI Scoring Grid.
 - (i) OB/Maternal Child. If unsuccessful, the student must be placed in 2nd semester
 - (ii) Fundamentals. If unsuccessful, the student may be placed in 1st semester after review by the Student Progression Committee
 - (iii) Each ATI test may be taken twice to determine placement
 - (b) A fee will be charged for ATI materials and testing.
 - 3) Medication Administration / Dose Calculation Exam during NURS 204 must be passed with a 92% score
 - F) A Skill Validation Test during NURS 204 must be taken to determine proficiency and general safety for basic principles of nursing practice

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- 1) Testing may be in a simulated setting, laboratory check-off setting, or other format
- 2) If successful, the student may be placed in 1st, 2nd, or 3rd semester depending on other tests for the course, recommendations of the instructor(s), and/or director review
- 3) If unsuccessful, the student may start in 1st semester, after review by the Student Progression Committee and/or director

G) See [Course of Study Grid](#) [top](#)

I) **OPTION 2 – 30-Unit** Option for LVN to RN

- A) This option was established by the California Board of Registered Nursing for LVNs seeking to become eligible for a RN license in California.
 - 1) Students are **not** eligible for a degree under this option and are considered non-graduates when applying for the licensure exam
 - 2) This non-graduate status will **not** change
- B) Disclaimer: Option 2 provides an RN license for the State of California, which may not be recognized in other states and the [Disclaimer Form](#) must be submitted with the application.
- C) The College acts as a facilitator and twenty-two (22) nursing units must be completed
 - 1) Eight (8) units of prerequisite courses in:
 - (a) Human Physiology (4 units)
 - (i) May take BIOL 206 at IVC to fulfill the physiology requirement, but **cannot** substitute with a human anatomy course
 - (b) Microbiology (4 units)
 - (i) May take BIOL 220 a 5-unit Microbiology course at IVC to fulfill the 4-unit requirement,
 - (c) Core Science GPA of 2.5 or higher is required for admission
- D) If approved for admission, it is highly recommended for the student to complete NURS 204 (Transition to A.S. Degree Nursing). See Option 1 above.

Required Courses Grid - 30 Unit Option			
Semester	Course ID	Title	Units
Third	NURS 231	Nursing Process & Application III	8.5
	NURS 211	Nursing Skills Lab III	1
	NURS 224	Psychiatric Nursing	2
	<u>NURS 225</u>	<u>Psychiatric Nursing Application</u>	<u>1</u>
		Total Units:	12.5
Fourth	NURS 241	Nursing Process & Application IV	8.5
	<u>NURS 221</u>	<u>Nursing Skills Lab IV</u>	<u>1</u>
		Total Units:	9.5
Total Nursing Units			22

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II) **OPTION 3 – Generic Program**

- A) The LVN student may choose to enroll in the entire Registered Nursing curriculum.
- B) Applicants are encouraged to consider Option I unless they have been away from nursing for a prolonged period and feel the need to consider this option
- C) See [Course of Study Grid](#)

Additional Guidelines

Guidelines for Credit/Challenge by Examination: The student must:

- I) Be enrolled in at least one regular graded class for the semester.
- II) Have all transcripts from previously attended colleges and/or universities sent to the Admissions Office and the Division Office.
- III) Obtain a petition for credit by challenge examination from the Admission and Records Office for each class to be challenged. Classes with a clinical component cannot be challenged. The only exception is for defined programs with specific guidelines on simulated/clinical practicums.
- IV) File the completed petition for credit by challenge with the Admission and Records Office
 - A) If the petition for a general education class is approved, the student will be given information regarding content, date of exam, and material available to assist in preparing for the examination.
 - B) If petitioning for a nursing class, signatures of approval from the instructor(s) of the class to be challenged **and** the Division Chair (Director of Program) must be obtained **in advance**.
 - 1) The student will be given information regarding content, date of exam, and materials available to assist in preparing for the challenge exam.
 - 2) The student may utilize the Nursing Learning Center to assist in preparation.
- V) Successfully challenging a nursing class and meeting the general education requirements permits the student to enroll in the next nursing class according to sequence. Openings are limited to space available.
- VI) Unsuccessfully challenging a class means that the applicant
 - A) Must enroll in that class for credit and
 - B) May **not** petition to challenge that specific class again or any subsequent nursing class for credit.
- VII) A maximum of 25 units may be used toward graduation through this process and no more than 15 units per semester will be authorized.
- VIII) The fee is \$20.00 per unit plus \$10.00 for administrative costs for each exam administered.
- IX) A student is **not eligible** for exemption by challenge examination when the official transcript shows an earned grade (including a failing grade) for that course.

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Guidelines for Credit by Transfer

- I) General Education Courses
 - A) The Counseling Center will review transcripts and validate equivalency through course descriptions or other articulation arrangements.
 - B) **All** general education credit by transfer is determined by the Counseling Center.
 - C) Careful attention will be given to the extent to which the individual has completed course work in the following subjects:
 - 1) Anatomy/Physiology
 - 2) Nutrition
 - 3) Pharmacology
 - 4) Psychology and Growth and Development

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- II) Nursing Courses
 - A) The Program Director will review transcripts from all previous nursing course work. Equivalency will be validated through course descriptions.
 - 1) In cases of minor differences, the applicant will be permitted to demonstrate cognitive and psychomotor competency through paper and pencil tests, psychomotor skills demonstration or other means of analysis.
 - 2) When questions arise, the applicant may be interviewed to assist in determining competency.
 - B) The evaluation done by the Director will be submitted for approval to the faculty receiving the student.
 - 1) Transfer students may enter the nursing curriculum according to the faculty decision as soon as space is available.
 - 2) In case of multiple applicants, those with the earliest completion of materials date will be accepted first.

Minimum Safety, Mental, Physical & Retention Qualifications of Applicant

- I) Qualifications, Abilities, Knowledge, & Skills Required in Nursing Practice
 - A) Nursing employers (clinical sites) set up minimal physical and mental standards for employment as a nurse and for others providing care to patients. Qualifications may vary among employers.
 - B) The IVC Nursing Program wishes to assist the student in meeting all essential qualifications.
 - C) Students should assess their own capabilities for nursing prior to entering the program.
- II) MINIMUM public safety requirements of students:
 - A) Fingerprint clearance prior to clinical experience and prior to licensing with State boards
 - B) Background clearance prior to clinical experience
 - C) Completion of mandated health screens
- III) MINIMUM physical abilities/qualifications required of nursing students:
 - A) Frequently work in a standing position and frequent walking (8 to 12 hours)
 - B) Lift and transfer patients (adult and child) up to six inches from a stooped position, then push or pull the weight up to three feet
 - C) Lift and transfer patients (adult and child) from a stooped to an upright position and accomplish bed-to-chair and chair-to-bed transfers
 - D) Apply up to 10 pounds of pressure to a site of bleeding and for chest percussion in performing CPR which requires use of hands and arms
 - E) Respond and react immediately to auditory instructions, patient requests, and monitoring equipment
 - F) Perform exams with auscultation without auditory impediments
 - G) Move freely and maneuver in small spaces
 - H) Perform close and distant visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception
 - I) Sufficient fine motor skills and eye-hand coordination to use small instruments and equipment
 - J) Discriminate between sharp/dull and hot/cold using hands
 - K) Visually read calibrated scales of one-hundredth increments in not more than a three-inch space

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IV) MINIMUM mental & emotional abilities/qualifications required of nursing students:

- A) Ability to function under pressure and receive and respond to critique appropriately.
- B) Ability to think critically, differentiate, and analyze
- C) Ability to perform mathematical calculations in a timely manner
- D) Ability to communicate effectively, orally, in writing, and on computer using appropriate grammar, vocabulary, and word usage
- E) Ability to comprehend and carry out verbal and written directions
- F) Develop the ability to analyze and respond to changes in the condition of a patient , changes in physician orders, or treatments/ interventions in a timely manner
- G) Develop the ability to make decisions with critical thinking skills

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Non-Discrimination Policies

I) Imperial Valley College:

- A) Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.
- B) Limited English speaking students who are otherwise eligible will not be excluded from any vocational education program.
- C) See College Catalog for further information <http://www.imperial.edu>

II) IVC Nursing Program:

- A) In carrying out the non-discrimination policy of IVC with regard to students and applicants with disabilities, the Nursing Program will endeavor to make reasonable modifications and, otherwise, reasonably accommodate students and applicants with disabilities
 - 1) Students with disabilities should consider their ability to meet the above minimum qualifications with reasonable accommodation
 - 2) A team consisting of nursing faculty and nursing administration, with representation from outside the Nursing Program as appropriate, will evaluate any requests for accommodations
 - 3) Student may refer to Additional Resources section ([Disabled Student Program](#) and Services.)

PROMOTION, RETENTION, AND GRADING STANDARDS

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Course Repeat and Re-entry Policy

I) General Nursing Education:

- A) All general education should be taken prior to the nursing courses
- B) Courses which are prerequisite or co-requisite for nursing courses must be taken and successfully completed in the proper sequence as each builds on knowledge gained to ensure patient safety and quality of nursing care

II) Nursing Course Re-entry

- A) Re-entry may be applicable, if the student:
 - 1) Received a failing grade (less than a “C”) in any course in the Nursing Major, including Pharmacology

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and Skills Labs or other class designated in the schedule as NURS, or

- 2) Received a failing grade in any clinical performance, or
- 3) Elected to receive a “W” (withdrawal) from any course in the Nursing Major **for any reason**. If the student left due to a documented serious illness/injury, mental stress or childbirth, please refer to the [Pregnancy Policy](#) and/or the [Surgery/Extended Illness Policy](#)

B) Limitations to Re-entry

- 1) Re-entry is neither automatic nor guaranteed and is subject to an individualized evaluation of the reason for exiting and current space available
- 2) A student’s Petition for Re-entry will be considered **only one time** throughout the Nursing Program’s curriculum. Special consideration may be given in extremely extraordinary circumstances
- 3) If a student is discharged from the Nursing Program for unprofessional conduct or a violation of legal or ethical standards set forth by the Nursing Program, then re-entry may not be possible
- 4) As patient safety is paramount, a student dismissed as a result of unsatisfactory clinical performance will require further consideration and re-entry may not be possible
- 5) Re-entry places the student into the specific course exited.
- 6) The student must re-enter within two semesters (one year) of the semester exited or re-apply for admission to the program as a new generic student in first semester. This is an issue of recency, not a guarantee of placement at time of petition. Admission criteria at that time shall apply.

C) Re-entry Process

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- 1) The student must meet with the course instructor(s) to discuss strategies for future student success and possibility of re-entry, which may include a remediation plan
- 2) The instructor will submit documentation to the Division Office:
 - (a) [Teacher – Student Conference Form](#) with exit discussion for the student file
 - (b) Recommendations for the Student Progression Committee and/or Director for student success strategies and re-entry
- 3) The student must complete and submit a [Petition for Re-entry form](#) with:
 - (a) Documentation of remediation (if necessary) based on the recommendations from the instructor, student exit discussion, and other sources of counseling
 - (b) Additional documentation as defined on the Petition for Re-entry form
 - (c) Check with Division Office for deadlines

D) Re-entry Approval Process

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- 1) The Student Progression Committee (SPC) makes the final recommendation to the Program Director for acceptance or denial of the Petition for Re-entry
 - (a) The SPC will speak with the instructor(s) and review the instructor(s) recommendations and student remediation
 - (b) The SPC reviews all Petitions for Re-entry and attachments
 - (c) The SPC will review the student’s grades, prior progression through the Nursing Program, completed remediation documents, and other applicable information

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- 2) If the petition is accepted:
 - (a) The student’s name is placed on a re-entry list along with the date of the re-entry request and the course needed
 - (b) As seats become available, (on a first come, first served basis) the Program Director via the Nursing Office notifies the student
 - (c) If the student has been out of the program more than one semester or six months, the student must provide documentation of satisfactory physical, CPR certification, immunization status, TB clearance, liability insurance, background check, and drug screen - all expected elements for a new admission student
 - (d) The student will participate in the Nursing Program under the rules and regulations written in the Nursing Student Handbook for the year of the re-entry
- 3) If the petition is denied, the student will be informed of the options
 - (a) Option A: Re-apply to the RN Nursing Program at entry (generic) level, subject to all selection criteria
 - (b) Option B: Apply to the Vocational Nursing Program at entry (generic) level, subject to all selection criteria
 - (c) Option C: Seek admission in another program or another school [top](#)

Algorithm for Re-Entry into the Nursing Program	
Unsuccessful Completion of <u>any</u> Nursing Course	↓
Instructor and Student Exit Interview	↓
Instructor Documents Recommendations for Remediation	↓
Student Develops & Implements Success/Remediation Plan	↓
Student Petitions for Re-entry & completes plan for SPC	↓
SPC Speaks with Instructor and Reviews Petition	↓
SPC recommends: Accept or Deny re-entry	↓
<u>If Accepted:</u> Student placed on ‘re-entry list’ ↓ As space available: 1st come, 1st served ↓ Meet entry and ongoing requirements ↓ Student re-enters program as directed ↓	<u>If Denied:</u> Student is informed ↓ Option A: Apply as generic RN student ↓ Option B: Apply as generic VN student ↓ Option C: Apply another program

Procedures for Student Withdrawal or Dismissal

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- I) Withdrawal or Dismissal: due to Academic Failure or Personal Reasons
 - A) An appointment should be made for instructor(s) and student to discuss and confirm the withdrawal/dismissal
 - 1) The instructor(s) should provide guidance and discuss strategies for future student success including the possibility of re-entry
 - 2) The student should develop a remediation plan and consider the recommendations of the instructor(s)
 - 3) If the student does NOT meet with the instructor(s), the instructor(s) must then inform the Nursing Office staff and a letter will be sent to the student.
 - B) The instructor should complete and turn in a [Student Withdrawal Form](#) to the Nursing Office staff **any time** there is a change in a student’s status in the program.

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- C) The student submits a [Petition to Re-enter Form](#) located in the Nursing Office with the attached documents:
 - 1) Copy of remediation/discussion plan drawn up between instructor and student.
 - 2) Written and typed statement from student regarding the situation and what will change, addressed to the Student Progression Committee.
 - D) The student schedules to meet with the Nursing Learning Center staff to complete remediation.
 - E) If a [Petition to Re-enter Form](#) is NOT received, a delay in re-entry to the program may result.
 - F) The student is not required to meet with the Program Director at this time.
- II) When Remediation is Completed:
- A) The student alerts the Nursing Office staff and a meeting is scheduled for the Student Progression Committee (SPC) to review the information.
 - B) The SPC will recommend progression based on adequate completion of the remediation plan, the instructor’s recommendation, additional documentation if required, space availability, and [priority for admission](#) list. A letter will then be sent to the student confirming space availability or the need to wait for space availability.
 - C) Re-admission is based on space availability and is NOT guaranteed.
- III) Advanced Placement/Transfer Students
- A) The same procedures apply for advanced placement and transfer student who withdraw or are dismissed from the program.
 - B) These procedures do not apply to advanced placement students entering the program for the first time. See [Advanced Placement](#) information. [top](#)

Improving Student Success and Remediation

- I) The student is responsible for his/her own success
- A) The student should make an appointment with the instructor any time the grade average drops below **78%** on course work or exams
 - B) For re-entry into any course, the student will develop a Personal Improvement Plan/Remediation Plan and should ask for input from faculty and tutors
 - 1) Plan should include those areas identified as being deficient or an area of weakness and any potential strategies to improve
 - 2) The student should complete the plan
- II) The student is responsible for taking timely action when unsuccessful
- A) If still unsuccessful, the student must make another appointment with the instructor to determine the best strategies for progression in the course and program
 - 1) Discussion should include consideration of ‘withdrawal’ from the program when appropriate
 - 2) If the drop date has passed, discussion should include options such as Petition to Re-enter or Application to the Nursing Program

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Attendance

- I) Student Attendance is critical for all courses in the nursing program due to volume of material and the necessity to ensure patient safety.
- A) Students are responsible for complying with attendance & tardiness rules:
- 1) As outlined in the Imperial Valley College Catalog **AND**
 - 2) Attendance is expected for all classes assignments
 - 3) Instructors shall take attendance into account when computing grades
 - 4) Limit absences by class to no more than the number of hours, which the class meets per week. Non-attendance on the first day may result in being dropped from the class.
- B) Consequences of exceeding maximum allowable absences:
- 1) The student must meet with the teaching team to discuss the situation
 - 2) The student will be considered for dismissal from the program
 - 3) If remediation is considered and is available for the particular objective, the student will be required to match those hours in excess of the maximum allowable hours with an appropriate type of assigned hours based upon the classroom objectives.
- C) Tardiness
- 1) Repeated tardiness is disruptive to the class and interferes with learning
 - 2) Arriving to class assignment after the scheduled start time is considered tardiness
 - 3) Tardiness three (3) times in any nursing class will be considered an absence and will count toward total absences for the class
- II) Student Attendance: Clinical Experience and Campus Lab
- A) Clinical and campus lab (skills) time provides opportunities for students to demonstrate progress and to be evaluated for applied knowledge and patient safety.
- B) Student Absences - should be limited as outlined above with these additional guidelines
- 1) Attendance is required at all clinical and campus lab sessions.
 - (a) Excessive absences will result in a student not meeting the clinical objectives and the Board of Nursing's concurrent educational requirements, which in turn may constitute failure of the nursing course.
 - (b) The instructor and/or the teaching team will evaluate any absence beyond one.
 - 2) If an absence is excused and unavoidable, and appropriate make up experiences are available, the instructor may work with the student to arrange a make-up experience.
 - (a) The instructor's decision may consider the student's ability or opportunity to meet the objectives of the course
 - (b) The instructor should stipulate the date of completion for make-up of equivalent clinical experience if it is available
- C) Student Tardiness – the student may be sent home or to the Nursing Learning Center. This will constitute a clinical absence. If tardy more than three times, it is an absence.
- D) Student Unpreparedness - if an instructor determines the student is unprepared for that day's clinical assignment, the student may be sent home and this will be considered a clinical absence. This may also

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cause the entry of an unsatisfactory grade on the student's *Clinical Evaluation Performance Form* and will reflect in the final grade. One example of unpreparedness is failure to follow the uniform policy in a clinical setting.

- E) Student Illness - If the student is unable to report to the laboratory facility where assigned, the student is responsible for notifying the clinical instructor and agency in accordance with the policies established during the facility orientation and by the instructor.
 - 1) Students are responsible for reporting any health condition that may interfere with his/her performance in the clinical practice area
 - (a) For patient and staff safety, students should not come to clinical when sick
 - (b) The clinical instructor may send the ill student home and discuss clinical make-up at a later date if it is available
 - (c) Continuance in the program will be based on
 - (i) Recommendations of the attending physician
 - (ii) Number of absences needed to address health condition
- F) Instructor Tardiness
 - 1) If the clinical instructor is late, the students must make every reasonable effort to contact the clinical instructor as directed in the syllabus
 - (a) Students must not participate in patient care if the instructor is not present.
 - (b) If the clinical instructor has not arrived within 30 minutes from the usual start of clinical time and cannot be reached, the students must:
 - (i) Leave a message with the Nursing Office (760-355-6348)
 - (ii) Write a list of the students who attended clinical
 - (iii) Inform the clinical site personnel in charge
 - (iv) Leave the clinical site
 - 2) If the instructor will be late, but will be attending clinical, the students must remain at the clinical site, but may not participate in patient care until the instructor is present

Standards for Grades and Grading

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- I) California Education Code Section 76224 (a) states: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be a grade determined by the faculty member(s) of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final". In other words, the instructor's decision on a grade is final.
- II) The teaching team will identify methods of evaluating student performance for each course. These methods may include but are not limited to:
 - A) Computer assisted instruction
 - B) Simulated clinical experiences
 - C) Objective quizzes and tests
 - D) On-line proctored and non-proctored exams developed by ATI

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- E) Critical skills performance as identified on the *Weekly Student Clinical Performance Evaluation Form*. Evaluation may be scheduled at a department skills laboratory and/or clinical facility utilized for laboratory experience
 - F) Planned and incidental observation of nursing assessment, problem identification, care plan development, implementation and evaluation of nursing care
 - G) Written assignments as stated in the course syllabus or discussed
 - H) Self-evaluation of clinical performance based on competencies for the course
 - I) Written or verbal feedback in student /instructor conferences and class participation
 - J) Student presentations and/or collaborative learning assignments
- III) Grading Standards: Nursing Program Overall
- A) The Nursing Program complies with the Imperial Valley College grading policies in the current catalog **and** the ADSN Program grading policies.
 - B) Nursing course grades are based on the following scale (**not** rounded)
 - A = 92%-100%
 - B = 83%- 91%
 - C = 75%- 82%
 - D = 67%- 74%
 - F = 0%- 66%
 - C) Each semester of the nursing program includes at minimum a) theory course work, b) clinical experience course work, and c) nursing skills laboratory work as well as any required co-requisite courses.
 - 1) Each of these areas must be passed with a 75% or better
 - 2) Failure of any one part necessitates re-taking **all** three; **i.e.** theory, clinical, and skills to meet the Board of Nursing requirement for concurrent clinical and classroom study. (See policies related to re-entry)
 - D) **Minimum course requirements** for progression in the Nursing Program
 - 1) **Final Course Grades must** be 75% ('C') or better, based on ALL the following:
 - (a) All finals will be passed with a score of 75% or better.
 - (b) The theory portion must be passed with a score of 75% or better
 - (i) Theory is weighted as 70% of the course (NURS 125, 231, & 241). Theory for NURS 110 and 224 are weighted as 100%.
 - (ii) Theory grades include written assignments, presentations, quizzes, exams, and/or other written/oral assignments as directed by the instructor
 - (c) The clinical portion must be passed with a score of 75% or better (satisfactory)
 - (i) Clinical is weighted as 30% (NURS 125, 231, & 241). Theory for NURS 112 and 225 are weighted as 100%.
 - (ii) Clinical grades include actual clinical experience, simulations, care plans, and/or other written/oral assignments as directed by the instructor
 - (iii) Students determined as 'unsafe' in a clinical setting will **not** be allowed to progress
 - (d) Other performance measures as specified by the instructor or course syllabus

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- E) Additional requirements for progression in the Nursing Program
 - 1) Nursing attendance policies are applicable to theory, clinical, skills, and co-requisites courses.
 - 2) Nursing policies related to ‘clinical unsatisfactory notices’ are applicable to all clinical courses.
 - 3) A pharmacology calculation test must be passed with the equivalent of a 92% in every semester.
 - (a) The score will not be counted in the course grade, as it is a pass/fail test.
 - (b) If the student misses the pharmacology calculation test, this results in a failure on that specific test.
 - (c) The student will have three opportunities to pass this test.
- IV) Grading Standards: Clinical Experience and Skills Laboratory
 - A) Clinical performance is determined throughout each clinical rotation by the clinical instructor based on a comprehensive evaluation of skills and applied theory
 - B) The student is responsible for
 - 1) Reviewing the clinical objectives and clinical outcomes in the syllabus and as directed
 - 2) Following instructions regarding clinical evaluation
 - 3) Providing self-evaluation of personal performance in a timely, thoughtful, and complete manner
 - 4) Collaborating with the instructor when having difficulty meeting the clinical objectives
 - C) Regarding Unsatisfactory Clinical Performance
 - 1) The 1st "unsatisfactory" necessitates completing a Nursing Learning Center (NLC) Remediation Referral established by the instructor prior to the next clinical assignment
 - (a) NLC Remediation Referral may be designated as ‘immediate’.
 - (b) If NLC Referral is immediate, the student must report directly to the NLC or be considered absent for that clinical day
 - 2) The 2nd “unsatisfactory” necessitates completing a NLC Remediation Referral established by the instructor prior to the next clinical assignment and may be directed to meet with the Program Director to determine if other steps are needed in addition to the established tutoring.
 - 3) The 3rd "unsatisfactory" requires the student to meet with the teaching team for dismissal from the nursing course. No student shall receive three “unsatisfactoriness” in one day.
 - D) Guidelines for Grading Care Plan
 - 1) If an unsatisfactory grade, the student is expected to correct the care plan within the designated timeframe and return it to the instructor.
 - 2) If a student fails to correct the care plan on time or if the returned care plan continues to be unsatisfactory or if the care plan is not submitted, it will be reflected as “unsatisfactory” performance.
 - E) Skills Competency Exams must be passed with a “satisfactory” score in order to progress to the next level
- V) Grading Standards: Pharmacology Calculation Exam
 - A) Because patient safety is the utmost priority, each student will be required to take and successfully demonstrate competence and pass a drug calculations exam each semester
 - B) Minimum requirements:
 - 1) 10 - 25 questions / calculations appropriate to the level of each semester

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- 2) Student must show their work
 - 3) Pass with a score of 92% or higher. The score is not included in the grade point average for the course as it is a pass/fail assignment
 - 4) Time limits assigned as appropriate to the number of questions
 - 5) Correct units must be stipulated to be scored correctly; i.e. mL/hr, mg, etc.
- C) The student is allowed three (3) attempts to pass
- 1) Students who do not pass:
 - (a) Must seek tutoring from faculty and/or math department and/or computerized software in Nursing Learning Center
 - (b) Cannot administer any medication in a clinical setting, except under the direct supervision of the instructor. The student must ensure the 5 rights, verbalize drug action, nursing considerations, calculations, rates, relevant labs and correct administration.
 - (c) If the student is unsuccessful on the 3rd attempt, the student cannot progress to the next nursing course (course failure).
 - 2) Calculators
 - (a) May or may not be allowed as stipulated by the instructor
 - (b) If allowed, only simple function calculators may be used. No cell phones, no palm pilots, and no advanced calculators can be used.
- VI) Grading Standards: 'Incompletes'
- A) An "Incomplete" grade may be recorded due to an unforeseen emergency or extremely unusual circumstance.
 - 1) The student must contact the lead instructor and/or teaching team AND complete the College's form for an 'Incomplete Grade'
 - 2) Student must submit a plan for completion of course requirements with an acceptable deadline for review by the lead instructor and/or teaching team
 - 3) The instructor must complete/submit the proper form for an 'Incomplete Grade'
 - 4) If the 'Incomplete' is not completed within the designated time period, the instructor will record failing grade.
 - 5) An 'Incomplete' cannot be granted because the student is failing the course [top](#)

Assessment Testing (ATI) Processes and Grading

- I) Purpose: Tests from Assessment Technologies, Inc. (ATI) are designed to evaluate knowledge level and application of theory level as students progress throughout the program
 - A) Computerized comprehensive tests are given prior to the completion of nursing courses and/or semesters to compare student progress to other students at a national level
 - B) The Content Mastery Series is designed to assess student knowledge and decision-making skills in six areas: Critical Thinking, Fundamentals, Maternity, Pediatrics, Medical-Surgical/Geriatrics, and Mental Health
 - C) A Comprehensive Predictor exam is given prior to exiting the program to determine the student readiness for National Certification and Licensing Examination (NCLEX)

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II) Testing Sequence

A) First Semester:

- 1) Critical Thinking Entrance Exam: Assessment of ability to use the phases of the critical thinking process
- 2) Fundamentals of Nursing: Assessment of the student's basic comprehension and mastery of the fundamental principles in nursing

B) Second Semester:

- 1) Maternal Newborn Care: Assessment of women's health care, physiological and psychological changes in pregnancy; normal and complicated antepartum, intrapartum and postpartum care; normal and complicated newborn care, pharmacologic interventions, nutritional care, and cultural considerations

C) Third Semester:

- 1) Nursing Care of Children: Assessment includes bodily systems, growth and development, pharmacotherapeutics, fluid, electrolytes, and nutritional care of the child
- 2) Pharmacology of Nursing Practice: Assessment covering dosage and fluid calculations, interactions, administration, and general pharmacological principles
- 3) Mental Health: Assessment covers various mental health disorders, therapeutic milieu, stress, and crisis management, and issues related to special populations

D) Fourth Semester:

- 1) Medical-Surgical Nursing: Assessment covers bodily systems, pharmacology, fluids, electrolytes, nutritional care, communication techniques and cultural considerations
- 2) Leadership in Nursing: Assessment of decision-making, management skills, safety, planning, supervision, counseling, delegation, collaboration, and identification of client and staff needs
- 3) NCLEX RN Comprehensive Predictor: Comprehensive assessment across the lifespan medical-surgical, mental health, pediatric, maternal-newborn, leadership, management, pharmacology, community health nursing, growth and development, cultural considerations, therapeutic relationships, and nursing process
- 4) Critical Thinking Exit: Measures changes in each student's critical thinking ability

E) Fourth Semester and Post Graduation

- 1) Virtual ATI: Computerized process whereby the graduates prepare for the NCLEX examination through individualized on-line testing, guided study plan, and email with on-line ATI instructor a 'gmail' account/address is required

III) Testing Fees

A) Fees are due at the time of registration

- 1) Fees are paid directly to ATI by credit card only and by the deadline established by the department and ATI. "Nurse-in-a-Box" may be the terminology used.
- 2) Check with the Division Office for current cost (subject to change)

B) Fees are not refundable and are not carried into the next semester. All students owe the fee regardless of status in the program; i.e. even if withdraw or failure.

IV) Scheduling and Preparation

A) ATI exams are scheduled by the instructor and dates are given to the class.

B) Secured exams are taken online in the Nursing Computer Lab

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- C) Students with a documented disability must inform the instructor early in the semester and may make other arrangements
 - D) Proctored exams cannot be taken until the student submits a non-proctored exam with a score of 90% or higher
 - E) Review modules for each test along with applicable DVDs will be available once fee is paid.
- V) ATI Exam Sequence, Equivalency, and Scoring
- A) Each ATI exam provides the student with an ATI Proficiency Level and an ‘Individual Score’
 - B) The following exams are equal to a course assignment as determined by the individual faculty member. For exams graded using ATI Proficiency Levels, the grid below will determine the student’s ATI grade. The instructor will determine which exams will use the grid for grading and this will be explained during the class orientation session.
 - 1) 1st Semester RN Fundamentals
 - 2) 2nd Semester RN Maternal-Newborn
 - 3) 3rd Semester RN Nursing Care of Children
 RN Pharmacology of Nursing Practice
 RN Mental Health Nursing
 - 4) 4th Semester RN Medical-Surgical
 RN Comprehensive Predictor - cut score defined by instructor

ATI Levels / Scoring Grid			
Level of 1 st ATI Exam	Individual Score	<u>Retake</u>	Level of 2nd ATI Exam
Level 3	92%	Optional	Receive highest score
Level 2	83%	Optional	a) Remain at Level 2 = 83% b) Level 3 = increase score to 88%
Level 1	75%	Optional	a) Remain at Level 1 = 75% b) Level 2 = increase score to 80% c) Level 3 = increase score to 85%
Below Level 1	0%	Required	a) Remain < Level 1 = keep the highest adjusted individual score b) Level 1, 2, 3 = increase score to 75%

- VI) ATI Remediation and Retakes
- A) ATI Exams may be re-taken **one time and** at least one week must pass before the retake.
 - B) Potential for increasing the initial score is noted in the ATI Level / Scoring Grid above.
 - C) The student is responsible for developing a personal remediation plan. Remediation should begin as soon as possible.
 - D) In developing a personal remediation plan, the student should reflect and consider possible reasons for low score and methods to improve study habits, test taking strategies, time management, and retention of knowledge
 - E) Suggested Remediation Tips

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- 1) Use the “Topics to Review” section from the Individual Performance Profile, look up each area in the appropriate ATI book(s) and DVD(s)
- 2) Outline the nursing process (assessment, diagnosis, goals, and interventions) to follow when caring for a specific identified disease process or situation
- 3) Complete a non-proctored ATI test with a score of 100%
- 4) Virtual ATI in 4th Semester

Standards for Written Work

- I) All written/typed work should be in American Psychological Association (APA) format.
- II) All work should be submitted before class or clinical begins and must be complete. An incomplete assignment is not acceptable.
- III) Late Work may have total points deducted as follows
 - 1) 10% for each day late; e.g. 3 days late means 30% deducted from the score achieved
 - 2) 10% deduction if late over a two day weekend
 - 3) For assignments graded S/U, a “U” will be given for late work
- B) If events occur which prevent timely submittal, special permission may be requested of the instructor before the due date stating the reason for the extension request and the amount of time requested
- C) If the student is unable to come to class the day work is due, it is the student’s responsibility to contact the instructor, according to that instructor’s manner of communication, and make arrangements for submission of the work
- D) Late pass-fail papers may not be accepted
- E) The individual instructor may provide for other means of handling late papers and this will be clarified during orientation to the specific class

DISMISSAL, DISCIPLINE, STUDENT CONDUCT, AND GRIEVANCE

Multiple Guides to Student Conduct and Discipline

- I) The Profession of Nursing is held to high standards of conduct, ethics, and safety
 - A) Nursing students are expected to comply with all College Standards of Conduct as well as Nursing Program Standards. [See College Catalog and/or website for IVC Standards](#)
 - B) Nursing students are expected to comply with all guidelines listed or referred to in this Handbook

Dismissal and Student Discipline

- I) Reasons for Dismissal from the Nursing Program
 - A) Academic Failure: The student fails to achieve the minimum passing scores required for one (1) nursing program course in any semester. [See Grading Standards](#)
 - B) Unethical or Unprofessional Behavior: The student fails to comply with the ANA Code of Ethics in a clinical or community setting. [See ANA Code](#).
 - C) Breach of College Student Code of Conduct. [See College Catalog or website](#)
 - D) Attendance Withdrawal: The student fails to attend the first meeting of a class or absences have exceeded the number of class hours, which the class meets per week. See section on [Attendance](#) and [College Catalog or website](#)
- II) Disciplinary Action

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- A) Violations of these rules are subject to the disciplinary actions outlined in the College Catalog, on the College website, and/or in the Student Affairs Office
 - B) Violation of these rules are also subject to the disciplinary actions of the Nursing Program up to and including dismissal from the Nursing Program
 - C) A [Teacher-Student Conference Form](#) should be completed by the instructor for all conferences including dismissal. See [Course Repeat and Re-entry Policy](#)
- III) Due Process for Disciplinary Procedures
- A) Due process, appeals process, and other procedures regarding discipline can be found in the College Catalog, on the College website, and/or in the Student Affairs Office
 - B) Applicable Policies include: [AP 5500 Standards of Conduct](#), [AP 5520 Student Disciplinary Procedures](#) and AP 5530 [Student Rights and Grievances](#) . Please check IVC Catalog and website for most current policy.
- IV) Student's Complaint Policy
- A) Procedures for addressing an unfairness in areas such as assignment of grades, deviation from course content, access to classes, or refusal of instructor to confer with a student can be found in the College Catalog, on the College website, and/or in the Student Affairs Office
 - B) Samples of applicable forms are found in Forms, Samples, and Guides section of this Handbook.

Safe and Effective Nursing Practice in Clinical and Campus Settings

- I) Safe and Effective Nursing Practice in a Clinical Setting is defined as:
- A) Ability to demonstrate knowledge about patient's health status
 - B) Ability to observe, report and record signs and symptoms
 - C) Ability to accurately interpret, report and record changes in patient's condition and quality of nursing care
 - D) Demonstrating, through overt and covert acts, assurance of the delivery of quality nursing care
 - E) Ability to set priorities and carry through with appropriate nursing interventions
 - F) Ability to evaluate and make substantive judgments relative to the quality of nursing care
 - G) Ability to calculate and administer drugs safely, including documentation of administration
 - H) Demonstrating responsibilities for safeguarding the patient's right to privacy by judiciously protecting information of a confidential nature
 - I) Demonstrating knowledge of and compliance with the National Patient Safety Goals
- II) Unsafe and Ineffective Behaviors (considered unacceptable) include, but are not limited to:
- A) Academic Fraud / Dishonesty
 - 1) Cheating – giving, receiving, using or attempting to use unauthorized materials, information, study aids, computer/technology-related information, or other people for course work or exams
 - 2) Plagiarism - representing the words, data, works, ideas, computer program/output, internet/website content, or anything not generated in an authorized fashion, as one's own. Students unsure of how or when to properly acknowledge sources are encouraged to consult their instructor, NLC tutor, English department, or Library staff.
 - 3) Fabrication (false data) - presenting as genuine any invented or falsified citation or material; i.e. falsifying vital signs or altering the medical record
 - 4) Misrepresentation (intentional deception) - falsifying, altering, or miss-stating the contents of

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documents or other materials related to academic matters (schedules, prerequisites, transcripts, etc)

- B) Other Unacceptable Behavior
- 1) Being unprepared for class
 - 2) Disrespect, disruptive, or violent behavior of any kind
 - 3) Abusive or profane language or behavior used with the intent to malign, harm, or discredit another
 - 4) Use of, or impairment by, chemicals or alcohol (legal or otherwise)
 - 5) Chronic tardiness, chronic absences, and inattention to make up requirements
 - 6) Giving false information related to absences and tardiness
 - 7) Gossip
 - 8) Honor Hospital's and Agencies "cell phone policy"
- C) The nursing faculty reserves the right to refuse the opportunity for a student to care for patients
- 1) If the student's health interferes with performance, or
 - 2) If the student gives evidence of unsafe or ineffective nursing practice or unprofessional behavior
- D) A student may not render care
- 1) When under the influence of prescribed or over-the-counter medication, which may affect judgment
 - 2) If the student imbibes in/or is under the influence of alcohol or illicit drugs
- E) A student who is deemed to demonstrate unsafe practice, will fail the course and be dropped from all clinical courses at that time and further progression in the nursing program will be evaluated
- F) Safety and Clinical Implications
- 1) Since the faculty-student ratio in the clinical area ranges from 1:10 to 1:12, it is impossible for a faculty member to be present continually and observe every situation
 - 2) It is imperative that each student assumes personal responsibility to be prepared for each clinical practice experience
 - (a) Check immediately with the instructor or agency staff if in doubt about patient care or a patient's condition and report to the instructor and staff when leaving the clinical area to ensure continuity of care for patients
 - (b) Students who come unprepared for clinical may be sent home or to the Nursing Learning Center for practice and remediation before they are allowed to return to the clinical site. This will count as a clinical absence.

Ethical Standards and the ANA Code

To healthcare professionals, ethics pertain to questions about what is right or what ought to be done in situations involving moral decisions relating to patients. Nursing students at IVC are expected to comply with the ANA Code of Ethics for Nurses; a limited version is found below.

American Nurses' Association Code of Ethics for Nurses (2005, ANA, Inc.)

The Code of Ethics for Nurses serves the following purposes:

- It is a succinct statement of the ethical obligations and duties of every individual who enters the nursing profession
- It is the profession's non-negotiable ethical standard

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- It is an expression of nursing's own understanding of its commitment to society

Provisions:

1. The nurse, in all professional relationships, practices with compassion and respect for human dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum care
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy

Alcohol and Drug Abuse Policy

I) Explanatory Statements

- A) Ethanol (alcohol) is a direct multi-system toxin, a central nervous system depressant and a psycho-tropic drug with the ability to affect mood, behavior, judgment, concentration, fine motor skills, and consciousness
- B) Many drugs, legal and illegal, have the potential to become multi-system toxins and central nervous system or mind-altering with the ability to affect mood, behavior judgment, concentration, fine motor skills and consciousness
- C) Being under the influence of alcohol and/or drugs or abusing the use of alcohol or drugs is not acceptable

II) Procedure for Student Suspected of Being Under the Influence of Alcohol or Drugs or Their Abuse

- A) The instructor will approach the student suspected of being under the influence of drugs or alcohol or their abuse, in a non-judgmental, firm, consistent, accepting, and reasonable manner
- B) The instructor will follow the guidelines for managing the nursing student suspected of alcohol or drugs as outlined below
 - 1) Recognize a student at risk by:
 - (a) Odor of alcohol on breath or about person
 - (b) Behavior such as slurred speech, poor coordination, impaired judgment, decreased level of consciousness, or unusual behavior that may be boisterous, combative, argumentative, or inappropriate
 - 2) Immediate action to be taken by instructor and counselor:
 - (a) Notify the ADRN Director

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- (b) In clinical setting, the student will not be allowed to do patient care
- (c) In classroom setting, the student who displays disruptive behavior will be dismissed from class and/or directed to the Student Health Center for an appropriate referral
- 3) Intermediate action:
 - (a) The student must meet with faculty team members to discuss the situation
 - (b) A plan of action will be designed to assist the student toward rehabilitation
- 4) Long term action and consequences:
 - (a) The student may be dismissed from the nursing class and program
 - (b) The student can apply for readmission only after
 - (i) Completing a formal plan of action developed by the faculty team members and/or a professional/licensed alcohol and drug program
 - (ii) A minimum of six (6) months probationary delay
 - (iii) Having a written confirmation of successful completion of a rehabilitation program

See also: <http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf>

California Board of Nursing (BRN) Discipline

- I) Nursing Students
 - A) Are not disciplined by the BRN
 - B) The BRN’s professional conduct, ethical, or other guidelines may influence the decisions made by the Nursing Program
 - C) See also the California Board of Registered Nursing’s Recommended Guidelines for Disciplinary Orders and Conditions of Probation <http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf>

GRADUATION, PETITIONS, PINNING & PETITIONING THE BRN

Graduation

- I) Graduation requirements for an Associate Degree at IVC are listed in the College Catalog. It is the student’s responsibility to file a petition for graduation.
- II) Early in the 4th semester, **every RN student must petition to graduate** from IVC. The only exception is the 30-unit Option student who will be a non-degree/non-graduate.
 - A) Petition applications are available at the Admissions and Records Office
 - B) The student counselor must sign the petition form before submitting to Admissions & Records department
 - C) Petition **must be submitted by the fourth week** of the semester
- III) All fees owed to IVC must be paid before the Admissions and Records Office will release transcripts to the Board of Nursing
- IV) Cap and Gown information is posted online on the Student Affairs website at <http://www.imperial.edu/index.php?pid=10>

Pinning

- I) A pinning ceremony is scheduled for all students who successfully complete the requirements of the registered nursing program. The ceremony is scheduled on the last week of the semester, typically on Thursday night. The 4th semester representatives meet with the Nursing Office staff to discuss arrangements.

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- a. Each student is responsible for ordering and purchasing the pin. Those pins not claimed will be available in the Nursing Office.
- b. If pinning is the students' preference, the class will select 2-4 representatives to serve on the Pinning Committee and will keep the class informed of all activity.
- II) Pinning is the student's choice
- III) Financing the Pinning Ceremony is the responsibility of the graduating class, and a pinning fee may be assessed depending on class

Board of Registered Nursing Application for Licensure

- I) Early in the 4th semester, information is distributed to students to begin the process of applying for the BRN licensure exam.
- II) The cost for applying is \$150.00 with no interim permit and \$200 with permit. Additional costs include Livescan fingerprints and required photo.
- III) A \$200 application fee to the National Council of State Board of Nursing (NCSBN) will also be required once approved by BRN. <https://www.ncsbn.org/index.htm>
- IV) Applications are collected by the Nursing Office prior to graduation and sent to the BRN. It is the responsibility of the student to make sure the application is complete before being submitted.
- V) The application for licensure and information for applying can be found on the CA RN website at www.rn.ca.gov

GENERAL PROGRAM POLICES

Nursing Course Studies, Degree, and Support Courses

- I) Course of Study
 - A) Below, in the grid, is a listing of the Course of Study that must be completed with grades of C or better to progress to the next level
 - B) Students must fulfill program **and** degree requirements to be eligible to take the NCLEX RN as a graduate of IVC.
 - C) Upon successful completion of the nursing courses and degree requirements, students are eligible to
 - 1) Obtain an Associate of Science Degree in Registered Nursing
 - 2) Take the National Council Licensure Examination (NCLEX) for RNs
 - D) Students requiring a full-time load of 12 units per semester will need to register for additional courses. NURS 089, Individual Studies, is a 1.0 unit course open to students. The course can be taken up to six (6) units

Course of Study Grid			
Semester	Course ID	Title	Units
First	NURS 110	Nursing Process I	4.5
	NURS 111	Nursing Skills Lab I	1.5
	NURS 112	Nursing Process Application I	4.0
	NURS 113	Pharmacology I	<u>1.5</u>
	Total Units:		
Second	NURS 123	Pharmacology II	1.5
	NURS 125	Nursing Process & Application II	8.5
	<u>NURS 121</u>	<u>Nursing Skills Lab II</u>	<u>1.0</u>
	Total Units:		
Third	NURS 231	Nursing Process & Application III	8.5
	NURS 211	Nursing Skills Lab III	1.0
	NURS 224	Psychiatric Nursing	2.0

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	<u>NURS 225</u>	<u>Psychiatric Nursing Application</u> Total Units:	<u>1.0</u> 12.5
Semester	Course ID	Title	Units
Semester	NURS 241	Nursing Process & Application IV	8.5
	NURS 221	Nursing Skills Lab IV	1
	<u>NURS 230</u>	<u>Nursing Trends</u>	<u>1</u>
		Total Units:	10.5

II) Degree and Support Courses

A) Prospective students are strongly encouraged to take all courses listed in the associate degree nursing major **prior** to entering the nursing program to permit a greater focus on the core nursing courses

- 1) PSY101 Introduction to Psychology
- 2) SOC 101 or ANTH 102 Intro. Sociology or Cultural Anthropology
- 3) SPCH 100 Oral Communication
- 4) American Institutions Degree Requirement – see catalog
- 5) Humanities Elective Degree Requirement – see catalog
- 6) PE 100 Lifetime Exercise Science
- 7) One-Unit PE Activity Degree Requirement – see catalog
- 8) NURS 100 Medication Mathematics

B) Students who have completed all Associate Degree general education requirements and Associate Degree nursing requirements may wish to take the following recommended courses:

- 1) PSY 204 Develop. Psychology: Conception to Death
- 2) AHP 100 Medical Terminology
- 3) VN 214 Basic Arrhythmia Recognition
- 4) NURS 126 Physical Assessment

C) Students may also wish to take the following additional requirements to transfer to San Diego State University for a Bachelor’s of Science in Nursing degree:

- 1) Critical Thinking Course ENG 201, PHIL 106, or SPCH 180
- 2) CHEM 160 Integrated Chemistry
- 3) MATH 119 or MATH 120 Introductory Statistics with Applications
- 4) POLS 102 American Government and Politics
- 5) HIST 120 or HIST 121 United States History
- 6) PSY 204 Developmental Psychology: Conception to Death

Entry and Ongoing Requirements

I) **Background Checks and Drug Screening (admission and on-going)**

A) After acceptance into the Nursing Program, the student is required to undergo a background check and a urine drug screening test before starting any courses

- 1) Failure to comply will result in dismissal from the Nursing Program
- 2) The cost of the background check and drug screen are assumed by the student. The minimum fee is

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\$65.00

- B) If the student does not pass the background check and/or the drug screen, the student may not be permitted to practice in any clinical site until the issue is cleared. Failure to complete required concurrent studies in the clinical area will subsequently cause course failure.
- C) The following policy is followed if results are flagged:
 - 1) Dilute urine specimens may trigger a flag and are subject to this policy
 - 2) Student must submit a handwritten letter of explanation about the specifics of the flagged order with any proof of documentation, for dispositions of the case regardless of when the case happened, was filed, or tried in court. The letter must include your name and signature, school ID number, and current phone number and email address.
 - 3) Student will meet with the Program Director or designated staff for a face to face interview and for further evaluation of the flagged status.
 - 4) Final determination of clearance of student will be made within 72 hours after paperwork is submitted.
- D) Re-entry students out of the program 1 semester or 6 months must repeat the background and drug check
- E) To obtain more information on completing the background check, the student may logon to the American Databank or San Diego Nursing Service Education websites at www.americandatabank.com or www.sdnsebackground.com/

II) Prior Convictions/Misdemeanors (admission and on-going) [top](#)

- A) Students who are known to be actively involved in child, spouse, or elder abuse, or involved with drugs, will not be admitted to the program
 - 1) Students in the program who are found to be involved with the above face dismissal from the program
 - 2) In the State of California, a convicted child abuser will never be allowed to obtain an RN license. Students who have concerns about these circumstances should contact the CA Board of Registered Nursing at (916) 322-3350 before starting the program
- B) Students who have been convicted of a misdemeanor or felony are required to disclose this information on their application to take the RN licensure exam
 - 1) A conviction may affect eligibility to take the RN licensure exam
 - 2) Students can log on to the Board's website at www.rn.ca.gov or call (916) 322-3350 for more information about this and other areas of licensure.

III) Cardio-Pulmonary Resuscitation Requirements (admission and ongoing) [top](#)

- A) Students are **required to have and maintain** a current American Heart Association Basic Life Support (BLS) Health Care Providers card to practice in any clinical site
 - 1) Failure to complete required concurrent studies in the clinical area will subsequently cause course failure
 - 2) It is the student's responsibility to maintain certification and submit copies of CPR renewals to the Divisional Office
- B) CPR classes are offered at local American Heart Association (AHA) training centers in the Valley; fees are required. Only AHA classes are accepted
- C) On-line CPR classes are acceptable if the course has an on-line portion and a skills validation portion at an authorized American Heart Association Training Center

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IV) Malpractice Insurance (admission and on-going)

[top](#)

- A) As an IVC nursing student, you are required to have current malpractice insurance. Information regarding this may be obtained through the Nursing Office.
- B) The **student cannot practice in any clinical setting without** current malpractice insurance coverage. Failure to complete required concurrent studies in the clinical area will subsequently cause course failure
- C) It is the student's responsibility to submit proof of malpractice insurance coverage and annual renewals throughout the Nursing Program
- D) The annual minimum coverage for professional liability is \$1,000,000/occurrence and \$5,000,000/general aggregate and costs \$13.00 annually. The fee is due in the 1st and 3rd semesters and is tied to NURS 111 and NURS 211 courses. Therefore, you must be registered first to pay the fee.
 - 1) The fee is paid at the Cashier's Window. A copy of the receipt is required as proof of payment and is submitted to the Nursing Office.
 - 2) The insurer is Healthcare Providers Service Organization (HPSO), 159 E. County Line Road, Hatboro, PA 19040-1218, 1-(800) 982-9491 / www.hpsso.com.
 - 3) Coverage begins when payment is made and terminates when the program completes or the student terminates.
 - (a) Professional Liability: \$1,000,000 each claim / \$5,000,000 aggregate (includes personal injury liability)
 - (b) Grievance Proceedings: \$1,000 per proceeding/\$10,000 aggregate
 - (c) Defendant Expense Benefit: \$10,000 aggregate
 - (d) Deposition Representation: \$1,000 per deposition/\$5,000 aggregate
 - (e) Assault: \$1,000 per incident/\$25,000 aggregate
 - (f) Medical Payments: \$2,000 per person/\$100,000 aggregate
 - (g) First Aid: \$500 per incident/\$25,000 aggregate
 - (h) Damage to Property of Others: \$250 per incident/\$10,000 aggregate
 - 4) The fee is non-refundable and will be due if the student re-enters the course. Reentry students will be required to check with the Nursing Office to determine the terms of their coverage and annual payment
- E) ***This insurance is not health related and is for negligence coverage in clinical only.***

V) Physical Exam/Immunizations and Safety (admission and on-going)

[top](#)

- A) The student is required to submit documentation of all required health elements on admission and/or annually as defined below in order to practice in any clinical site
 - 1) Failure to complete required concurrent studies in the clinical area will subsequently cause course failure
- B) Immunizations and Vaccinations
 - 1) Polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, hepatitis B, TB, and varicella titer (documentation due at time of admission)
 - 2) TB clearance (documentation due annually)
 - (a) Negative chest x-ray or TB Questionnaire (bi-annually) or PPD skin test **OR**

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- (b) QuantiFERON®-TB Gold Test (QFT)
- (c) Per Centers for Disease Control guidelines the PPD is considered safe and valid throughout pregnancy
- 3) Influenza vaccination (documentation due annually in the fall)
 - (a) Seasonal
 - (b) H1N1
- 4) Students may schedule with IVC Student Health Center
- 5) The Physical Exam Guide must be followed.
- C) Refusal of: Immunizations, Vaccinations, Titers and/or TB requirements
 - 1) Waiver/Refusal Forms must be completed noting rationale for refusal
 - 2) The student must indicate that he/she understands the Nursing Program will make a reasonable effort to secure alternative clinical experiences, but these experiences may not be available
 - 3) Lack of available concurrent clinical experiences may result in dismissal from the Nursing Program as the student may be unable to complete clinical requirements
- D) General Health Requirements: Students must be in adequate health to perform the duties of a nurse and meet the minimum physical, mental and emotional abilities
 - 1) Physical exam (documentation due on admission to the Nursing Program)
 - (a) A physical exam is acceptable within 6 months
 - (b) Students may schedule a physical at the IVC Student Health Center
 - 2) Pregnancy / Antepartum / Postpartum [top](#)
 - (a) Student must submit a written physician clearance to the Nursing Division within the 1st trimester
 - (b) Student must notify clinical instructor(s) as soon as pregnancy is determined
 - (c) Student may continue in Nursing Program as long as able to safely meet the weekly lab/clinical objectives and attendance record is satisfactory
 - (d) Student must submit a written physician clearance prior to returning to any clinical setting during her immediate postpartum period
 - 3) Surgery / Extended Illness [top](#)
 - (a) Student must submit a written physician clearance to the Nursing Office
 - (b) Student may continue in Nursing Program as long as able to safely meet the weekly lab/clinical objectives and attendance record is satisfactory
 - (i) Attendance policies will apply unless judged inappropriate to an individual case after review by the Student Progression Committee
 - (ii) See also Leave of Absence Policy in College Catalog, if necessary
 - 4) Reporting Injury or Exposure to Infection or Communicable Disease [top](#)
 - (a) Student must report any clinical or classroom injuries and or exposures to infection/communicable disease immediately
 - (i) Most are covered by the College/Program's Workman's Compensation
 - (ii) The instructor should notify the clinical facility and the IVC Human Resource Dept. so

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policies related to injury and exposure can be activated

- 5) Requests for Accommodations to Health Related Issues
 - (a) The student shall submit information defined above and as pertinent to the case to the Division Office
 - (b) A team consisting of nursing faculty and nursing administration, with representation from outside the Nursing Program as appropriate, will evaluate the requests for accommodations and feasibility within the Nursing Program

VI) Personal Information and Emergency Contact Numbers (Admission and On-going)

- A) Students are required to submit changes of personal information; i.e. name, address, phone numbers, email, etc to the Nursing Office, Admissions, and Instructors.
- B) Students are responsible maintaining an up-to-date phone number, emergency contact number, and a current email address. All communications from the Nursing Office will be done via email. A 'gmail' address may be required as "yahoo" or "hotmail" email addresses for school communications are not permitted.

VII) Skills Laboratory Material/Supply Fees

- A) Skills lab courses have a materials/supply fee attached.
- B) The fee is non-refundable and will be required again if the course must be repeated.

VIII) Maintaining LVN License for VN to RN Students (Admission and On-going)

- A) Each LVN to RN student is responsible for providing and maintaining a current LVN license as requirement for attending clinical. Failure to do so will count as a clinical absence (see Attendance policies)
- B) Each LVN to RN student must have both LVN and Student RN malpractice coverage. Typically the dual coverage is available on the same policy

Student Responsibilities and General Policies

- I) Students are responsible for knowing and abiding by all applicable:
 - A) Laws: Local, state, and federal laws
 - B) Policies, Standards, and Codes of Conduct: IVC Nursing Program, and each clinical experience site
 - C) Rules, Regulations, Philosophies, and Codes of Ethics: IVC Nursing Program, each clinical experience site, California Board of Nursing, and the American Nurses Association
- II) Transportation
 - A) Students shall arrange for/provide their own reliable transportation to and from IVC and all clinical facilities
 - 1) It is virtually impossible to attend the Nursing Program without the use of an automobile
 - 2) Carpools may be used, but clinical assignments cannot be arranged to accommodate carpools
- III) Textbooks and Class Assignments
 - A) Student shall acquire required textbooks before or during the first week of the course
 - B) Student shall complete all class assignments in a timely manner
- IV) Electronic Aids
 - A) Students shall set all cell phones and pagers to "vibrate only" mode. If expecting an emergency message, discuss the issue with the instructor prior to class
 - B) Students cannot use or refer to cell phones, pagers, or equivalent during any class or test or in the Nursing Learning Center.

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- C) Tape recorders, I-pods, or equivalent can be used only with the approval of the instructor
- V) Skill Preparedness
 - A) Students are expected to perform only the care and skills for which they have been prepared
 - 1) If assigned to an unfamiliar activity, the students must bring the areas of care or skill for which they were not formally prepared or supervised to the attention of the instructor or preceptor
 - 2) Performing a skill for which the student is not prepared will result in a clinical unsatisfactory
 - B) No nursing care may be provided at the time of pre-clinical preparation
- VI) Standard Precautions
 - A) An annual validation of comprehension (or at time of re-admission to the program) is required of each student in 1st and 3rd Semester. The course instructor will direct the student in the Standard Precautions review and quiz prior to first clinical day.
- II) HIPAA & Information Security in All Clinical and Simulated Settings Requirements
 - A) All students must comply with HIPAA, other applicable regulations, and patient safety/privacy in all clinical or simulated settings and when filming or photographing.
 - B) Each student in 1st and 3rd Semester must complete the UCSD HIPAA tutorial, or as directed by the instructor, prior to first clinical day
 - 1) Locate and open: ‘HIPAA Privacy – Education for Healthcare Providers’ (https://health.ucsd.edu/compliance/HIPAA_Educ_UCSD_Prov_Module_FinalV2.pdf)
 - 2) Complete the self study and questions
 - 3) Print: ‘certificate’, sign, and submit to Nursing Office
 - C) Additional HIPAA Requirements
 - 1) Discussion of patient problems in public places such as cafeterias or elevators is inappropriate and will result in disciplinary action
 - 2) Electronic Aids: cameras and cell phones are **not** to be used in **any** patient area
 - 3) Students will sign a Confidentiality Form
 - D) Filming or photographing in a clinical or simulated setting shall be limited to educational, instructional, and promotional purposes.
 - 1) Any filming or photographing the must have prior authorization.
 - (a) Clinical settings require authorization by the facility, instructor, patient, and/or student as appropriate.
 - (b) Simulated settings require authorization of the instructor and the instructor or designee to be present.
 - 2) Viewing and release of all filming and photographing shall be limited to approved media and defined settings.
 - (a) Social media or networking are not acceptable nor approved for viewing or release unless prior authorization granted by the program director and all participants have signed a release.
 - (b) Instructor guided viewing in a classroom or online setting is acceptable
 - 3) Any unauthorized release of filming/photographing in a clinical or simulated setting is prohibited and subject to disciplinary action including dismissal from the program.

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VII) Work Schedules and Child Care

- A) The Nursing Program requires a great commitment of time and energy on the part of the student
- B) If a student finds it necessary to work while in the Nursing Program, the student must arrange the work schedule so there are no conflicts or interference with the Nursing Program.
- C) Work hours should not be scheduled immediately prior to the clinical experience
- D) Before the semester begins, the student is advised to arrange alternative for child care during periods of illness

VIII) Computer Codes:

- A) All computer codes issued to each student by each clinical site are confidential
- B) Students may not use their employee codes while acting as a nursing student, unless mandated by the clinical site policy
- C) Misuse of computer codes, may result in dismissal from the Nursing Program

IX) Confidentiality of Student Information and Grades

- A) In accordance with college policy, no information can be released via the phone or in person except with the permission of the student.
- B) This includes disclosure of information to student's parents, spouses, family members, employers, etc.
- C) Campus security may be contacted for students with specific confidentiality and safety concerns.

Nursing Student Uniform (Dress) Code

I) Uniform Requirements

- A) Uniforms **must** be worn whenever picking up assignments, all clinical experiences, labs for check-offs, and simulations. Uniforms must be clean, laundered daily and pressed
- B) The **official uniform** is manufactured by Landau and may be purchased from the following vendors:
 - 1) Phoenix Uniforms located at 935 North Imperial Avenue in El Centro. (760) 353-9482
<http://www.uniforms911.com>
 - 2) Ace Uniforms, Inc., located in San Diego 633 16th Street, San Diego 92101 (619) 233-0227; email info@aceuniforms.com and website www.acescrubs.com or www.aceuniforms.com
 - 3) The required **shirt** is standard white v-neck scrub top (Men #7489 and Women #8219).
 - 4) The required **pant** in True Red color (Men #7602 or #8327; and Women #7602, #8501, #8327, or #8362) is a scrub pant.
 - 5) A white **lab jacket** is optional and is available through Phoenix Uniforms. The prior uniform zip-front top may be used as a lab jacket only until fall 2010
 - 6) The nursing **patch** is to be worn on the left sleeve, ~ 3 inches from the shoulder seam
 - (a) 1st semester – 1 stripe is to be worn on the right sleeve, ~ 3 inches from the shoulder seam. One free patch at orientation. Additional patches and stripes can be purchased.
 - (b) Stripes for 2nd, 3rd, and 4th semesters will follow the 1st one as above
 - 7) Additional uniform comments:
 - (a) **Only a white undershirt** or white turtleneck is acceptable under the shirt; **no** colors or prints.

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- (b) Shirt and pant must be professional and allow movement during nursing duties
- (c) Tailoring services available to fit your body build or other needs are available at Phoenix Uniforms.

8) Shoes & Hosiery

- (a) Shoes must be clean, all white, low top, closed-toe and heel, preferably rubber-soled and must be in good repair
 - (i) Clog/mule like shoes with a strap may be permitted
 - (ii) If white leather, must be polished or shined
 - (iii) Shoe laces must be clean
- (b) Hosiery must be lightweight white cotton socks or white or tan hosiery, free of holes or runs. Plain untrimmed white ankle socks may be worn with hosiery

II) Accessories

- A) **Required:** The official IVC Nursing Student Identification Badge must be worn whenever in uniform or in any other area as directed or assigned by the instructor
- B) **Required:** Stethoscope, watch with second hand, pen with black or blue ink, pencil, notepad, penlight, bandage scissors, calculator and Kelly forceps
- C) **Jewelry:** Only a wristwatch and one small post earring in each ear lobe may be worn; if married, a plain wedding band
 - 1) No other jewelry is allowed
 - 2) **Piercings** of any other visible body part or mouth/oral (except ears) are **not** acceptable and must be removed while in any clinical site, in nursing check offs, and in simulation areas

III) Professional Appearance and Behavior

- A) Professional attire, attitudes, and behavior are expected in the clinical setting and whenever representing the Nursing Program.
- B) Fingernails must be short, neatly trimmed, no artificial nails or extenders. Polish must be colorless and intact
- C) Hair must be clean, neat, and professional
 - 1) Styled and restrained; i.e. if hair is long, it must be pulled back, braided, or pulled away from the collar with an inconspicuous holder
 - 2) Hair should not come in contact with any patient or the front of the uniform
- D) Cosmetics must be applied lightly. Avoid all perfumes, body sprays/splashes, hair spray, aftershave, etc.
- E) Chewing gum is prohibited in all clinical sites, lab, and simulation areas
- F) Tattoos must not be visible and must be covered with the uniform

IV) Exceptions

- A) The uniform for NURS 225 Psychiatric Nursing Application may be different than above. The instructors will give students instructions as to the specifics.
- B) For a few other clinical experiences where uniforms are not required, the student must wear professional full length pants (no jeans), knee-length skirt/dress, closed-toe shoes, and a lab coat with the official IVC RN patch and stripe. T-shirts are not allowed.
- C) The uniform is not required for lecture classes

Procedure for the CNA (NATAP) State Exam

- I) Nurse Assistant Training and Assessment Program
 - A) RN nursing students are eligible to take the C.N.A. State exam (NATAP) upon successfully completing NURS 110, 111, and 112 as they fulfill California Department of Health Services' requirements of 50 hours of theory and 100 hours of clinical
 - B) Approval must be obtained from the Nursing Program Director
 - C) Applications and exam information is obtained from the Regional Testing Center website at www.regionaltestingcenter.org

CLINICAL EXPERIENCE EXPECTATIONS AND GUIDES

Clinical Experience Requirements

- I) Students' clinical placement
 - A) Assignments are based on educational need, not on geographic proximity to home or work or desired class hours
 - 1) Students with specific requests may submit a letter to the lead instructor and/or teaching team describing the circumstances
 - 2) Every effort will be made to avoid
 - (a) Placement of student in the same facility/clinical area in which they are currently employed
 - (b) Placement with family members in the same Nursing Program and/or in clinical areas where family members are employed
- II) The student is responsible for
 - A) Informing the instructor if clinical assignment places the student in a clinical facility with family members or in an area they are employed
 - B) Notifying the clinical instructor prior to performing a procedure or a treatment unless otherwise arranged with the clinical instructor
 - 1) If a student performs a procedure or treatment without prior approval of the instructor, depending on the incident, it may constitute grounds for dismissal from the program.
 - 2) In all cases, the incident will be brought to the teaching team for resolution
 - C) Being hygienic, appropriately dressed and/or equipped by:
 - 1) Meeting the Student Nursing Uniform Code
 - 2) Complying with agency uniform policies when appropriate
 - 3) Wearing a picture ID name tag in all clinical areas which includes:
 - (a) Student's First Name
 - (b) Imperial Valley College ADSN Student
 - 4) Having appropriate equipment; i.e. bandage scissors, a watch with a second hand, a black ballpoint pen, stethoscope, penlight calculator, Kelly forceps
 - D) Being aware, complying with regulatory and maintaining program requirements
 - (a) All elements outlined in Entry and Ongoing Requirements
 - (b) 'Fit testing' for personal protective equipment in clinical settings as applicable

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(c) Statutory and regulatory requirements related to college, clinical sites, and nursing program

III) The student is expected

- A) To have some degree of flexibility in clinical assignments
 - 1) Clinical facilities may not be available during assigned clinical hours
 - 2) Selected experiences may require student availability at other than regularly scheduled times
- B) To be aware of issues related to communicable diseases
 - 1) Clinical experiences and patient assignments may include patients with communicable diseases such as AIDS, MRSA, hepatitis, etc
 - 2) Every student is responsible for annual review and application of Standard Precautions (See General Student Responsibilities and General Policies)
 - 3) Every student must maintain current immunizations. (See Entry and On-going Requirements)

IV) Referrals to Nursing Learning Center

- A) Instructors refer students to the Nursing Learning Center for practice if the instructor feels the student needs assistance with skills/procedures
- B) Referral must be completed within the designated time frame or return to the clinical setting may be denied

Preparation Expectations for Clinical Experience

I) Prep Lab:

- A) Receive patient assignment and objectives for clinical for that week.
- B) Review chart
 - 1) History and Physical
 - 2) Consultations
 - 3) Results of diagnostic studies
 - 4) Vital Signs (graphic if applicable)
 - 5) Nurses' notes of previous day and admission nursing notes
- C) Review Medication Administration Record (MAR)
 - 1) Compare MAR to Physician Orders
 - 2) Be prepared with medication information and/or 'Med Cards' as directed
 - (a) Name (generic and trade), classification, and drug category
 - (b) Action and uses (why given- specific to patient condition / diagnoses)
 - (c) Route and dosages
 - (d) Side effects, toxic signs, precautions and contraindications
 - (e) Nursing implications
 - (f) For all IV solution, additives, and medications
 - (i) Describe why the patient has this ordered.
 - (ii) Explain flow rate in 'cc/hour' and 'gtt/minute' or rate for IV push meds
- D) If the patient is scheduled for diagnostic studies, the student should know:

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- 1) What studies are ordered
- 2) Why the studies are being done
- 3) What is involved in doing the studies and
- 4) What are the nursing implications for each study

II) Meet the Patient

- 1) Introduce yourself as the student who will provide care
- 2) Assess the general condition of the patient (not a head to toe assessment)
- 3) Identify any equipment in the patient room and its use

Protocols for Pre-Conference and Post-Conference

I) Pre-Conference:

- A) Provide a care plan or pre-assignment as designated on the morning of the first clinical day and/or as directed by the instructor (see 'Guideline for Care Plans')
 - 1) Prioritize what nursing interventions will be carried out
 - 2) Identify what patient needs should be watched (monitored) signs/symptoms, vital signs, or other changes
- B) Submit medication cards on first clinical day or alternative as directed

II) Post-Conference

- A) There will be a minimum of one post-conference held per clinical week
 - 1) Attendance at post-conference is mandatory and punctuality is expected
 - 2) Post-conference activities will be related to the clinical objectives and assigned patient cases
- B) Students should be prepared
 - 1) To discuss all aspects of care of their assigned patients, according to the student's level of learning
 - (a) Biological, physiological, social development, growth and development and cultural information
 - (b) Nursing care and patient goals which corresponds to the case
 - (c) Medications and treatments
- C) Students are encouraged to share their concerns and frustrations regarding their clinical experience
- D) The instructor's role is to:
 - 1) Facilitate the discussions
 - 2) Relate discussed information to current classroom (theory) content to expand the students' knowledge base
- E) Flexibility in post-conference will allow for participation in appropriate in-services provided by nursing, ancillary and medical staff at the hospital locations

NURSING LEGAL AND ETHICAL HIGHLIGHTS

Legal Accountability & Scope of Regulation

Scope of Regulation <http://www.rn.ca.gov/pdfs/regulations/npr-i-15.pdf>

Excerpt from Business and Professions Code, Division 2, Chapter 6, Article 2 § 2725. Legislative intent; Practice of nursing defined

- (a) In amending this section at the 1973–74 session, the Legislature recognizes that nursing is a dynamic field, the practice of which is continually evolving to include more sophisticated patient care activities. It is the intent of the Legislature in amending this section at the 1973–74 session to provide clear legal authority for functions and procedures that have common acceptance and usage. It is the legislative intent also to recognize the existence of overlapping functions between physicians and registered nurses and to permit additional sharing of functions within organized health care systems that provide for collaboration between physicians and registered nurses. These organized health care systems include, but are not limited to, health facilities licensed pursuant to Chapter 2 (commencing with Section 1250) of Division 2 of the Health and Safety Code, clinics, home health agencies, physicians' offices, and public or community health services.
- (b) The practice of nursing within the meaning of this chapter means those functions, including basic health care, that help people cope with difficulties in daily living that are associated with their actual or potential health or illness problems or the treatment thereof, and that require a substantial amount of scientific knowledge or technical skill, including all of the following:
 - (1) Direct and indirect patient care services that ensure the safety, comfort, personal hygiene, and protection of patients; and the performance of disease prevention and restorative measures
 - (2) Direct and indirect patient care services, including, but not limited to, the administration of medications and therapeutic agents, necessary to implement a treatment, disease prevention, or rehabilitative regimen ordered by and within the scope of licensure of a physician, dentist, podiatrist, or clinical psychologist, as defined by Section 1316.5 of the Health and Safety Code
 - (3) The performance of skin tests, immunization techniques, and the withdrawal of human blood from veins and arteries
 - (4) Observation of signs and symptoms of illness, reactions to treatment, general behavior, or general physical condition, and (A) determination of whether the signs, symptoms, reactions, behavior, or general appearance exhibit abnormal characteristics, and (B) implementation, based on observed abnormalities, of appropriate reporting, or referral, or standardized procedures, or changes in treatment regimen in accordance with standardized procedures, or the initiation of emergency procedures. (Nursing Practice Act: retrieved from www.rn.ca.gov/ in 1-2009) See website for further information regarding standardized procedures and other information

Standards of Competent Performance

Excerpt from California Code of Regulations Title 16 - Chapter 14 1443.5.

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

- (1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team
- (2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures
- (3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family, and teaches the client and family how to care for the client's health needs

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- (4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates
- (5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and the health team members, and modifies the plan as needed
- (6) Acts as the client's advocate, as circumstances require by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided

Authority Cited: Business and Professions Code, Section 2715.

Reference: Business and Professions Code, Section 2725 and 2761 (effective 7/17/85).

ADDITIONAL RESOURCES

National Council of State Boards of Nursing & CA Board of Registered Nursing

- I) National Council of State Boards of Nursing
 - A) The NCSBN website provides information on the National Council Licensure Examination (NCLEX), see <https://www.ncsbn.org/index.htm>
 - B) For further information visit: <http://www.learningext.com/products/review/reviewfaq.asp>
- II) California Department of Consumer Affairs: State Board of Nursing (BRN)
 - A) The profession of nursing and its practice is dynamic, therefore the nursing student is expected to access/refer to the BRN website for information frequently during the nursing program, prior to graduation, prior to applying for NCLEX, etc.
 - 1) BRN website: (<http://www.rn.ca.gov/>)
 - 2) It is the responsibility of the student to know and
 - (a) Meet the degree requirements (or VN to RN 30 unit option) prior to taking the examination
 - (b) Supply all required documents, if applicable, explaining prior convictions, disciplinary action, attestations of rehabilitation
 - (c) Request official transcripts from the nursing school
 - B) The BRN website provides information on
 - 1) The Application for Licensure by Examination process (**all new graduates**) (<http://www.rn.ca.gov/applicants/lic-exam.shtml>)
 - (a) Fingerprinting requirements using either the Live Scan process or the Applicant Fingerprint Card (Hard Card) process
 - (b) Submittal of appropriate non-refundable fees; e.g. Application Fee
 - 2) Student Nurse Workers (<http://www.rn.ca.gov/pdfs/regulations/npr-b-15.pdf>)
 - 3) Regulations (<http://rn.ca.gov/regulatons/index.shtml>)
 - (a) What's New: <http://www.rn.ca.gov/whatsnew.shtml#survey>
 - (b) Abuse Reporting Requirements: <http://www.rn.ca.gov/pdfs/regulations/npr-i-23.pdf>
 - (c) Good Samaritan: <http://www.rn.ca.gov/pdfs/regulations/npr-i-03.pdf>
 - 4) Complaint Process (<http://rn.ca.gov/enforcement/complaint.shtml>)

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- 5) Diversion Program (<http://rn.ca.gov/divedrsion/index.shtml>)
 - 6) Disciplinary Actions
 - (a) Recommended Guidelines for Disciplinary Actions and Conditions of Probation
<http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf>
 - (b) California Code of Regulations: <http://www.rn.ca.gov/regulations/title16.shtml>
 - 7) Policy on Denial of Licensure (<http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf>)
 - 8) Scope of Practice : The Practice of Nursing Defined: <http://www.rn.ca.gov/pdfs/regulations/npr-i-15.pdf>
- C) Application Process
- 1) Applicants must take the NCLEX-RN, if they have never taken and passed, or been licensed as a registered nurse in another state
 - 2) All applicants must have completed an educational program meeting all California requirements and submitted all required information / documents
- D) Student Nurse Worker
- 1) May **not** perform nursing functions beyond the level of a nursing assistant unless enrolled in a BRN approved student-worker course developed through collaboration of a Board approved nursing program and the healthcare facility employing the student.
 - 2) The practice of nursing means those functions, including basic health care, which
 - (a) Assist people to cope with difficulties in daily living (may be performed by nurse assistants)
 - (b) Associated with actual or potential health or illness problems or treatments (may be performed by nurse assistants)
 - (c) Require a substantial amount of scientific knowledge or technical skill (may **not** be performed by nursing assistants)
- E) BRN Regulations
- 1) The Nursing Practice Act (NPA) is the body of California law that defines the scope of practice and responsibilities for RNs.
 - 2) The Nursing Practice Act is located in the California Business and Professions Code starting with Section 2700.
 - 3) Regulations which specify the implementation of the Nurse Practice Act and the law appear in the California Code of Regulations (Title 16 & Title 22) [top](#)
- F) The Complaint Process
- 1) BRN regulates the practice of RNs in order to protect the public health, safety and welfare of patients by ensuring that RNs are competent and safe to practice
 - 2) The Nursing Practice Act (in California Business and Professions Code) is the body of the law that authorizes the Board to accomplish this
- G) The Diversion Program
- 1) The BRN Diversion Program is a rehabilitation program for nurses whose practice may be impaired due to chemical dependency and/or mental illness

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- H) BRN Disciplinary Actions and Reinstatements
- 1) Pursuant to Business and Professions Code Section 2750, the BRN has authority to discipline a RN for violation of the Nursing Practice Act
 - 2) The disciplinary penalty is determined based on a number of factors including but not limited to: severity and recency of offense, rehabilitation evidence, current ability to practice safely, mitigating factors, and past disciplinary history
- I) BRN Policy Statement on Denial of Licensure
- 1) The BRN protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code.
 - (a) The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties
 - (b) A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444)
 - 2) The Board may deny licensure on the basis of:
 - (a) Conviction of crime substantially related to the practice of nursing.
 - (b) Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another
 - (c) Any act which is grounds for revocation of a license
 - (d) Making a false statement on the application for license
 - (e) Breach of examination security
 - 3) If a student in the IVC Nursing Program has been convicted of a misdemeanor or felony crime, or had a license disciplined, he/she is urged to meet with the Program Director for confidential advisement and planning for licensure application
- J) Scope of Practice
- 1) Even our state legislature recognizes that nursing is a dynamic field and our practice is continually evolving with increasing complexity and sophistication in our nursing interventions, therefore be sure to read those sections outlined above and in <http://www.rn.ca.gov/pdfs/regulations/npr-i-15.pdf>

Philosophy of the Nursing Learning Center

The Nursing Learning Center will function within the philosophies and objectives of the programs/courses of the Division of Nursing Education and Health Technologies. The Center and the Instructor/Tutors will be under the direction of the Director of the Division. The Nursing Learning Center was established with the belief that:

1. Learning is an independent activity and must involve responsibility for oneself
2. Students represent diversity in background and learning capability
3. The Center will provide the student with the opportunity to work at one's own pace and to repeat a learning experience as necessary to promote greater transfer of learning and more self confidence
4. The student must have the liberty to make mistakes and repeat an exercise or activity as needed
5. Tutorial help is presented in an informal manner either in small groups or in a one-to-one manner
6. The instructor/tutor is responsible for creating the learning environment which should be one that allows student involvement

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7. Students must be prepared to learn and behave in an ethical and professional manner
8. Audio-visual methods and Computer Adaptive Instruction (C.A.I.), tutorial help may uniquely prepare the student for the clinical setting
9. The NLC provides a structured framework in which students may study and/or review classroom materials
10. The Instructor/Tutor will provide a variety of opportunities for individual students or small groups of students to review classroom materials or clinical skills
11. Students will seek assistance as needed to increase theory and clinical proficiency
12. Students may as needed, be referred to the NLC by their instructor for assistance in theory, clinical knowledge, skill, and remediation prior to re-entry

Reference materials are available in the NLC. However, many more nursing journals and reference materials are available at the Spencer Library/Media Center

Equipment is available for students to practice clinical skills. Instructor/Tutors are there to assist students to improve clinical performance.

It is hoped that students and instructors will use the NLC to its fullest capacity. It is designed to provide an area where students can study, practice, and have expert assistance in whatever area they may need help. It also provides instructional design consultation for nursing instructors.

Hours of Operation: Monday through Friday from 8 a.m. - 12:00 p.m. and 1:00 - 5:00 p.m.

The area is small so students are asked to work as quietly as possible. No food or drinks is allowed in NLC.

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Independent Study Course - Syllabus for NURS 089 (Nursing Learning Center)

One (1) Unit per semester for a maximum of 6 credits –54 hours of study per unit during a semester to receive credit. This is a credit/non-credit class.

This lab course falls under the Division of Nursing Education and Health Technologies and is staffed by Nursing Instructor/Tutors who are licensed professional RNs, and a Microcomputer Lab Technician. This course requires enrollment in the RN, LVN, RN Advance Placement, and/or any of the Allied Health programs. This includes Nurse Assistant, Medical Assistant, Home Health Aide, Pharmacy Technician, EMT, Paramedic, and Fire Technology. Enrollment also includes students who are re-entering the program and are completing remediation packets as required by their instructors, and graduates of the Nursing Program or graduates from international programs who are studying for the licensure exams (NCLEX) and need further preparation.

This is an Individual Studies Course and is self-paced. It is designed to help the student review concepts and practice skills learned in the required nursing and allied health courses, under the supervision and guidance of the Nursing Learning Center Instructor/Tutors as needed. The goal of NURS 089 is for the student to become more proficient in their nursing/allied health preparation by addressing specific problem areas or weaknesses in their studies. Although the Nursing Instructor/Tutors and Microcomputer Lab Assistant are available to assist, many assignments are done by the students on their own.

The student is responsible for logging in and out using the Timekeeper Computer when they use the Learning Center or Computer Lab. Students must be registered in the course before logging in. The hours recorded by Timekeeper will be used to determine if the student has completed the required 36 hours per semester to receive credit for the class. (This averages about 2-3 hours per week for the semester.)

Students can check out books from the Nursing Learning Center Library for three days only; the tutor must assist the students with book check out. The audio-visual materials, reference only books and computer programs are NOT available for check out and must only be used in the NLC.

Normal hours are from 8:00 am to 5:00 pm, Monday through Friday during fall and spring semesters. Lab hours vary

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during winter and summer session, but a schedule is posted throughout the year. The Nursing Learning Center and Computer Lab make every effort to be open during hours that fit program requirements.

NURS 089 is subject to the same deadlines for registration, adding and dropping the class as any other IVC course.

In the Nursing Learning Center, the instructor/ tutor is responsible for creating a learning environment where the student can study and review classroom materials and clinical skills, the student is responsible for using the instructor/tutors' assistance, educational material and equipment to facilitate their own learning. The course objectives are considered complete if the students have improved in those areas of weakness identified at the beginning of the course.

A textbook is not required for this lab course.

Disabled Student Programs and Services (DSP&S)

The DSP&S department provides services for students who have learning and/or physical disabilities. Learning disabilities may include; attention deficit disorder, attention deficit and hyperactivity disorder, severe anxiety disorder, dyslexia, etc.

Accommodations for disabilities cannot be made unless the student has a documented disability and a plan for accommodation. See also college policy [AP 5140 Disabled Student Programs and Services](#)

Below is an Example of What May be Asked by the Board of Registered Nursing Regarding Your Disabilities

This form is to be completed by a professional evaluator as described at the end of this form. An original submission of this form by an evaluator is optional. However, if this form is not used, all of the information requested must be provided on original letterhead stationery of the evaluator or the request for accommodation(s) will be incomplete and will not be processed.

- *Describe the candidate's diagnosis or type of disability (e.g., physical, mental, learning), DSM code, if applicable, date of assessment, the tests used to assess the disability and a summary of the interpretation of the test results.*
- *Describe the nature and extent of the disability (e.g., hearing impaired, diabetic, dyslexia; severe, moderate, mild), how the disability is a limitation of a major life activity that makes achievement difficult, requires special education or services, or affects social activities or interactions, and if the disability will change in any way over time. In the case of a learning disability, include specifics as to the area of the disability (e.g., visual speed, processing, memory, comprehension, etc.).*
- *What is the effect of the disability on the candidate's ability to perform under standard testing conditions given the format as outlined at the bottom of this form?*
- *What is the recommended accommodation(s) and how does the accommodation(s) relate to the candidate's disability given the format of the examination? The request must be specific (e.g., if additional time is needed, indicate how much and whether it should be taken over a one or two day period).*
- *Describe the credentials, education and experience which qualify you, the evaluator, to make the determination of the disability and the recommended accommodation. (See below for description of a qualified evaluator.)*

Description of a Qualified Evaluator

The Nursing Program will accept evaluations from qualified evaluators. A qualified evaluator cannot be the spouse of the candidate nor related to the candidate. The evaluator must have sufficient experience to be considered qualified to evaluate the existence of and proposed accommodations needed for specific learning disabilities. Guidelines for a qualified evaluator are listed below:

- (a) For purposes of physical or mental disabilities, not including learning disabilities, the evaluator is a licensed physician or psychologist with expertise in the area of the disability.*

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(b) In the case of learning disabilities, a qualified evaluator is one of the following:

A licensed psychologist or physician who has experience working with adults with learning disabilities and who has training in all of the areas described below OR

Another professional who possesses a master's or doctorate degree in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling and who has training and experience in all of the areas described below:

- *Assessing intellectual ability level and interpreting tests of such ability.*
- *Screening for cultural, emotional and motivational factors.*
- *Assessing achievement level.*
- *Administering tests to measure attention and concentration, memory, language reception and expression, cognition, reading, spelling, writing and mathematics.*

Spencer Library and Learning Resource Center

The library and learning resource offer students access to professional journal, reference books, and library resources. A librarian is available for assistance with research. A tutoring center offers short classes to assist students with study habits. [See Library webpage](#)

COMMITTEES

Nursing Advisory Council

I) Purpose

- A) To serve as a forum for discussion of community, educational, and industry institutional concerns that impacts the profession and specifically the education of new nurses.

II) Membership

- A) Division Administrative Assistant
B) Representatives from at least 3 local healthcare agencies
C) RN Faculty (RN Instructors or RN Tutors)
D) 1-2 Student Representatives
E) Alumni
F) Director and Assistant Nursing Director

III) Procedure:

- A) Membership of the Advisory Committee shall meet at least semi-annually or more frequently if requested
B) Final plans will be presented to the Director of the Program

Student Selection Committee

I) Purpose

- A) To provide a thorough multidisciplinary review of all applications and make a final recommendation for placement in the Nursing Program and identify any potential strategies for student success to the Nursing Director

II) Membership

- A) Nursing Counselor
B) District Counselor

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- C) Director of Nursing
- D) Assistant Director of Nursing
- E) Nursing Full-time Faculty Member
- F) Nursing Part-time Faculty Member
- G) Division Administrative Assistant

II) Procedure:

- A) Membership of the Selection Committee shall meet no less than twice a year (October and May) to review all completed applications and make final recommendations for placement.
- B) Selections are based on admission criteria and a point system. See [Admission Criteria](#).

Student Progression Committee (SPC)

I) Purpose

- A) To provide a thorough multidisciplinary review of all Petitions for Re-entry into the Nursing Program and make a final recommendation for placement and strategies for student success to the Nursing Director

II) Membership

- C) Nursing Counselor
- D) Division Administrative Assistant
- E) RN Faculty from the Nursing Learning Center
- F) Faculty, within or outside of the Nursing Program – with RN license
- G) Course Instructor
- H) Director or Assistant Director of the Nursing Program

III) Procedure:

- A) Membership of the SPC shall meet on an as-needed basis to review all Petitions for Re-entry and to make final recommendations as to the student's re-entry and placement status.

Pinning Committee

I) Purpose

- A) To plan and coordinate activities related to the graduation from the Nursing Program and Imperial Valley College

II) Membership

- A) Division Administrative Assistant or Secretary
- B) 2 Representatives from the graduating class
- C) 1-2 RN Faculty representatives (RN Instructors or RN Tutors)

III) Procedure:

- A) Membership of the Pinning committee shall meet on a routine basis beginning 4 months prior to graduation date
- B) Final plans to be presented to the Director of the Program

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National Student Nurses Association (NSNA)

I) Purpose

- A) To increase participation in the National Student Nurses Association and to provide an opportunity for nursing students to develop additional leadership and decision making skills

II) Procedure:

- A) The members at large will elect the President, Vice President, Secretary, and Treasurer. Each class level will hold own meetings, with the elected representatives, one of will attend the NSNA executive meeting. In addition, each class level will to elect a student representative to attend division meetings held once a month and faculty team meetings whenever scheduled.

III) Officers: The Executive Body of the club will consist of the following:

- A) President
- B) Vice President
- C) Secretary
- D) Treasurer
- E) First Semester Representative*
- F) Second Semester Representative*
- G) Third Semester Representative*
- H) Fourth Semester Representative*

*Class representatives will meet monthly as the director's council and attend division meetings.

IV) Club Advisor:

- A) The club will have an advisor and will report all activities, minutes, fundraising efforts, etc. to the advisor.

V) Fundraising:

- A) All fundraising will be conducted as a group, with each class level working as a team. For example, if the club as a whole decides to have a car wash. Semesters 1 and 2 may wash cars in El Centro while semesters 3 and 4 wash cars in Brawley.
- B) Fundraising activities must follow Imperial Valley College guidelines.

VI) Conferences:

- A) Each class will elect representatives to attend the NSNA conference. All conference attendees must carry a 2.5 grade point average and be enrolled in the program. The conference attendees must also obtain a written recommendation from one of his/her present instructors verifying that the student is in good standing. This will also apply to all club officers.

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