Licensed Vocational Nursing
Student Handbook
Imperial Valley College
2019-20

Foreword – Read:

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. This handbook was prepared by Nursing Program faculty and is a supplement to the Imperial Valley College Catalog.

The purpose of this handbook is to provide information specifically related to the Nursing Program that is not contained in the regular College catalog or other publications of the College. ***Nursing students are responsible for reviewing the policies contained within this handbook throughout their educational program, and will be asked to verify having reviewed the contents. New policies will be added to the handbook as they are formulated.***

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.*

STAFF, FACULTY, & LICENSURE CONTACTS

Associate Dean:
Roberta Webster , RN, MSN
Associate Dean of Nursing & Allied Health
(760) 355-6347 / roberta.webster@imperial.edu

Faculty:

Carmen Bravo, RN,MSN- Assistant Professor
Office 2125 - Phone (760) 355-6191
Email: carmen.bravo@imperial.edu

Summer Winford, RN, BSN-Assistant Professor
Office 2134 – Phone (760) 355-6421
Email: summer.winford@imperial.edu

Department Staff – Office 2155

Analisa Veliz, Administrative Secretary
Phone (760) 355-6348
Email: laura.hartsock@imperial.edu

Beatriz Trillas-Martinez, Staff Secretary
Phone (760) 355-6468
Email: beatriz.trillas@imperial.edu

Nursing Learning Center Staff – Office 2158 - 760-355-6530

Pam Hansink, BSN, RN – Instructor/Tutor
Email: pam.hansink@imperial.edu

Alejandra Villegas , RN, MSN, FNP– Instructor/Tutor
Email: rebecca.agundez@imperial.edu

Department Telephone Number: (760) 355-6348

Licensing Agency:
Board of Vocational Nursing & Psychiatric Technicians (BVNPT) - http://www.bvnpt.ca.gov/
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833
Main Phone: (916) 263-7800
Examination & Licensing Division: (916) 576-3481
Email: bvnpt@dca.ca.gov
Fax: (916) 263-7855

NCLEX PN – National Council Licensure Exam for Licensed Practical/Vocational Nurses -
https://www.ncsbn.org/nclex.htm

TABLE OF CONTENTS

PROGRAM OVERVIEW
Nursing Program Philosophy ---------- 4
Nursing Process and Nursing Program Conceptual Model ---------- 5
Outcome Competencies ---------- 6

ADMISSIONS: APPLICATION, SELECTION, ADMISSION, AND PLACEMENT
Application, Selection and Admission Process
Application Process ---------- 6
Admission Criteria ---------- 8
Criteria & Prioritization for Re-entry, Transfer, & AP Students ---------- 9
Special Circumstances
Advanced Placement ---------- 9
Credit/Challenge by Examination ---------- 9
Credit by College Transfer ---------- 9
Guidelines for Credit/Challenge by Examination---------- 10
Guidelines for Credit by College Transfer ---------- 10
Minimum Safety, Mental, and Physical Qualifications ---------- 11
Non-Discrimination ---------- 12

PROMOTION, RETENTION, AND GRADING STANDARDS
Course Repeat and/or Re-entry ---------- 13
Procedures for Withdrawal or Dismissal ---------- 15
Improving Student Success and Remediation ---------- 15
Attendance ---------- 16
Standards for Grades and Grading ---------- 17
Assessment Testing (ATI) Processes and Grading ---------- 21
Standards for Written Work ---------- 23

DISMISSAL, DISCIPLINE, STUDENT CONDUCT, AND GRIEVANCE
Multiple Guides to Student Conduct and Discipline ---------- 23
Dismissal and Student Discipline ---------- 24
Safe and Effective Nursing Practice in Clinical and Campus Settings ---------- 25
Alcohol & Drug Abuse ---------- 26

GRADUATION, PETITIONING IVC, PINNING AND PETITIONING THE BVNPT
Graduation ---------- 27
Pinning ---------- 27
Petitioning / Applying to BVNPT ---------- 28

GENERAL PROGRAM POLICIES
Nursing Course of Studies, Degree, and Support Courses ---------- 28
Entry and On-going Requirements ---------- 29
Background Check & Drug Screen ---------- 29
Prior Convictions ---------- 30
CPR ---------- 30
Malpractice Liability Insurance ---------- 30
Physical Exam/Immunizations ---------- 30

TABLE OF CONTENTS continued

Personal Information & Emergency Contact---------- 32
Skills Lab Materials/Supply Fee ---------- 32
Student Responsibilities and General Policies ---------- 32
Uniform Code ---------- 34
CNA State Exam ---------- 36

CLINICAL EXPERIENCE EXPECTATIONS AND GUIDES
Clinical Experience Requirements ---------- 36
Preparation Expectations for Clinical Experience ---------- 37
Protocols for Pre-conference and Post–conference ---------- 38

NURSING LEGAL AND ETHICAL HIGHLIGHTS
Excerpts from the Board of Vocational Nursing (misconduct, etc) ---------- 39
Excerpts from the California Code of Regulations - Title 16 (scope, etc)---------- 39
Excerpts from ACDVNP (compare VN to RN scope) ---------- 41
Excerpts from the Vocational Nurse Practice Act (scope & discipline) ---------- 43
ANA Code of Ethics for Nurses: Nine Provisions ---------- 44

RESOURCES
National Council of State Boards of Nursing (NCSBN) & BVNPT ---------- 45
Philosophy of the Nursing Learning Center---------- 45
NURS 089 Independent Study Syllabus ---------- 46
Disabled Student Programs and Service (DSP&S) ---------- 47
Spencer Library ---------- 48

COMMITTEES
Advisory---------- 48
Student Selection Committee ---------- 49
Student Progression Committees ---------- 49
Pinning Committee---------- 50
Lamp Lighters ---------- 50

FORMS, SAMPLES, AND GUIDES
Teacher - Student Conference ---------- 51
Student Complaint Form ---------- 52
Request for a Hearing Form ---------- 53
Student Withdrawal or Failure Form ---------- 54
Petition to Re-enter Form ---------- 55
Transfer Student Application Check List ---------- 56
Transfer Student Verification Form ---------- 57
Physical Exam Form and Tuberculosis Screening ---------- 58
Tuberculosis Screening Form ---------- 60
Declination of Seasonal Influenza Vaccination ---------- 61
Student Acknowledgement of Receipt and Accountability for Handbook ---------- 62
Liability Insurance Verification Form ---------- 63
Skills Lab and Simulation Accountability Form ---------- 64

SUPPLEMENTAL INFORMATION:

- 2014 Social Networking Policy

PROGRAM OVERVIEW

top

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 concepts inherent in nursing practice and integration of the frameworks of the Health-Illness Continuum, California Board of Vocational Nurses and Psychiatric Technicians Scope and Performance Standards. The unifying theme throughout the curriculum is the use of the Nursing Process in the nurse's role as communicator, provider of care and patient teacher and the judicious use of skills to meet the requirements of individuals with common, well-defined health needs. Multiple opportunities to practice the art of nursing provides for the development of cognitive, technical, and interpersonal nursing practice. A wide range of dependent and interdependent functions are shared with other disciplines resulting in collaboration which is directed toward the delivery of the supportive aspects of health care.

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.

Student involvement in program development, policy making and program evaluation is a critical component of the program. The faculty and students work together, in shared responsibility, to effect a lasting change in student behavior which reflects maturity in the learning process.

The nursing faculty 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 the Nursing Program 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.

top

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 - 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.

Philosophy of Community / Environment
Community is the scene in which integration of multiple physical, social and cultural diversities take place. Society is the mechanism whereby an individual exch+anges and integrates information regarding these diversities with the environment. The individual and society with the community share similarities in that they evolve along a continuum from the simple to the complex. In addition, the faculty supports the premise that clients have the right to a safe health care environment.

Philosophy of the Nursing Program 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 to the level of educational preparation. 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. Emphasis is placed on health teaching and health promotion as it relates to a variety of patient needs and practice settings.

Students who are preparing to become Licensed Vocational Nurses develop competence in providing basic supportive nursing care to individuals with common, well-defined health needs. They develop skill in the preparation of nursing care plans and participate in the evaluation and adjustment of the nursing care given.

Nursing Process and the Nursing Program Conceptual Model top

Terminal Objectives top

After completion of program:

1. Successfully pass National Certification and Licensing Examination (NCLEX-PN)
2. Obtain employment as a Licensed Vocational Nurse within 180 days of graduation

Once in practice and under the direction of a licensed physician or registered nurse:

1. Organize care for a group of patients following accepted standards of nursing care.
2. Assist in formulating a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client or others on the health team.
3. Assist in formulating, updating, and evaluating the effectiveness of the plan of care, nursing interventions, and patient education through observation of outcomes in physical changes or behavior in collaboration with the client and health team members and with respect for cultural and spiritual beliefs of the patient.
4. In a variety of clinical settings, implement appropriate nursing interventions based on identified and prioritized patient needs for patients with common, well-defined health needs and for those approaching death.
5. Accurately record all pertinent information related to the patient's health status and the nursing interventions provided.
6. Apply principles of environmental safety, patient safety, comfort, hygiene, disease prevention and restorative measures in all aspects of nursing care.
7. In collaboration with the nursing team, provide the health teaching necessary to meet the patient's health needs and to maintain a state of well-being.
8. Act as the patient's advocate, as the patient progresses through the health-illness continuum and by giving the patient the opportunity to make informed decisions about health care before it is provided.
9. Foster communication and collaborative relationships with clients and with other professionals, disciplines, and community organizations in promoting healthcare access and maintenance.
10. Functions as a conscientious professional who practices within the legal and ethical standards of nursing and demonstrates a commitment to lifelong learning and the ongoing evaluation of current health care issues in nursing practice and in health care delivery.

top

Admission Criteria - Re-entry, Transfer, and Advanced Placement 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/D/Fs"
2	Continuing Generic student	Good standing with a "W" due to illness, financial hardship, personal necessity
3	Continuing Generic student	Received one (1) "W/D/Fs" in any nursing class while in the program and completed a personal remediation plan
4	Transfer student	Good standing in an accredited nursing program and did not receive any "W/D/Fs"
5	Transfer student	Good standing in an accredited program and received "W" due to illness, financial hardship, personal necessity

6	Transfer student	Received one (1) "W/D/Fs" " while in an accredited program
7	Foreign Nurses	In need of only 1 or 2 courses and meets program admission criteria and space is available
8	Former nursing student	Received two (2) "W/D/Fs" while in any accredited program

Transfer Students

Academic Failure from any nursing program within the previous three (3) years will be considered and may result in the applicant being **ineligible** for the IVC Vocational Nursing program. A letter from the previous vocational nursing program director attesting to the reason for the failure will be required. Failure from a vocational nursing or nursing program for unsafe clinical practice or a violation of professional, legal or ethical conduct makes the applicant ineligible. Students are advised to meet with the Nursing program counselor for advisement.

Re-admission Process

Students who were enrolled in the IVC Nursing Program- RN or LVN- and were not successful after one (1) attempt may petition to re-enter the program. Re-entry must be within three (3) years from the date of initial admission to the program. Students who are not successful after two (2) attempts in either the IVC RN or LVN program are not eligible for re-admission at any time. Failure from any nursing program for unsafe clinical practice or a violation of professional, legal or ethical conduct make the applicant ineligible. Students are advised to meet with the Nursing Program counselor for advisement**.**

Top

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 in the order below at the time the application is submitted:

A) Accredited registered nursing courses

B) Accredited vocational nursing or practical nursing courses

C) Armed services nursing courses

II) There are two (2) pathways to obtain advanced placement:

A) Credit/Challenge by Examination top

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 practicums.
2) Students who believe they may be eligible for credit-by-examination should contact the Nursing Division Office for more information
3) For College policy regarding credit-by-examination, consult the "Credit by Examination" section of the IVC catalog – guidelines are provided below

B) College Transfer Student top

1) This option is available to students who have been enrolled in an accredited VN Program within the past two (2) years
2) Courses will be considered for transfer depending on equivalency to the IVC 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 also section on prioritization

Top

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 you are challenging **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.

Guidelines for Credit by Transfer

top

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

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 Qualifications at Application Time top

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) Perform nursing duties up to an eight-hour clinical laboratory experience

C) 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

D) Lift and transfer patients (adult and child) from a stooped to an upright position and accomplish bed-to-chair and chair-to-bed transfers

E) 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

F) Respond immediately to auditory instructions, patient requests, and monitoring equipment

G) Perform exams with auscultation without auditory impediments

H) Move freely and maneuver in small spaces

I) Perform close and distant visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception

J) Sufficient fine motor skills and eye-hand coordination to use small instruments and equipment

K) Discriminate between sharp/dull and hot/cold using hands

L) Visually read calibrated scales of one-hundredth increments in not more than a three-inch space

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

Non-Discrimination

top

I) Imperial Valley College Policy:

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

II) IVC Nursing Program

A) In carrying out the non-discrimination policy of the IVC Nursing Program 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, RENTENTION, AND GRADING STANDARDS

Course Repeat and/or Re-entry Policy

I) General Nursing Education:

A) It is preferred that all general education 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 Vocational Nursing Major, including Pharmacology and Skills Labs or other class designated in the schedule as part of the VN Program, OR

2) Received a failing grade in any clinical performance, OR

3) Elected to receive a "W" (withdrawal) from any course in the Vocational Nursing Major **for any reason.** If the student left due to a documented serious illness/injury, or childbirth, please refer to the 'Pregnancy Policy and/or the 'Post-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. Students who fail any nursing course in first semester are invited to re-apply to the Nursing Program, but this will be considered one re-entry. Special consideration may be given only 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 three semesters (eighteen months) from the semester exited or re-apply for admission to the program as a new student in first semester. This is an issue of recency, not a guarantee of placement at time of petition.

C) Re-entry Process

1) Regardless of the reason for withdrawal/dismissal, the student must meet with the course instructor(s) to discuss strategies for future student success and possibility of re-entry.

- *If the student fails to meet with the course instructor(s) within two (2) weeks from date of failure or withdrawal, the student loses eligibility for re-entering the program.*

2) The instructor will submit documentation to the Division Office:

(a) Student Withdrawal Form and Teacher – Student Conference Form with exit discussion for the student file

(b) Recommendations for student success strategies (remediation plan and criteria) and re-entry for the Student Progression Committee and Program Director

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) Deadlines and additional documentation as defined on the Petition for Re-entry

D. If the Program Director accepts the recommendation, the student is notified of re-entry status and:

a) Makes an appointment with the NLC instructor/tutors to schedule practice time on mandatory skills on-site per student remediation plan. **All mandatory skills must be practiced on-site**.

b) Makes an appointment with course instructor or designated instructor to take a math dosage calculation exam. This exam must be completed prior to check-off on mandatory skills.

c) All re-entry students <u>will be required to pass the math dosage calculation exam with a 92% on the first attempt</u>. If students do not pass on the first attempt, that grade will be considered a failure in the program.

d) All re-entry students will be required to satisfactorily pass a skills validation simulation on mandatory skills with the Simulation Coordinator and a second evaluator.

a. If prospective student does not pass the skills validation simulation on the first attempt, the student will not be allowed to re-enter the program.

e) Meets with the Nursing Office staff to update on all clearances.

- Pharmacology courses run concurrently with theory and clinical nursing courses, and the following policy is established to address issues surrounding failure of a pharmacology course:
  - A student who fails VN 114 or VN 124 or any other required pharmacology course within the Nursing Program must exit the program. This will count as a course failure.
  - That student will need to follow the steps for petitioning for re-entry.

D) Re-entry Approval Process

1) The Student Progression Committee (SPC) makes the final recommendation for acceptance or denial of the Petition for Re-entry

(a) The SPC will speak with the instructor(s) and/or 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

2) If the petition is <u>accepted</u>:

(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 Division 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 <u>denied</u>, the student will be informed of the two options

(a) Option A: Re-Apply to the Vocational Nursing Program at entry level, subject to all selection criteria
(b) Option B: Seek admission in another program or another school

- Pharmacology courses run concurrently with theory and clinical nursing courses, and the following policy is established to address issues surrounding failure of a pharmacology course:
  - A student who fails VN 114 or VN 124 or any other required pharmacology course within the Nursing Program must exit the program. This will count as a course failure.
  - That student will need to follow the steps for petitioning for re-entry.

top

Algorithm for Re-Entry into the Nursing Program	
Unsuccessful Completion of any Nursing Course ↓	
Instructor and Student Exit Interview ↓	
Instructor Documents Recommendations for Remediation ↓	
Student Develops & Implements Success/Remediation Plan; including remediation criteria Student completes skills validation simulations check off Student passes Dosage Calculation Exam with a 92% on the first attempt ↓	
Student Petitions for Re-entry & completes plan for SPC ↓	
SPC Speaks with Instructor and Reviews Petition ↓	
SPC recommends: Accept or Deny re-entry ↓	
If Accepted: Student placed on 're-entry list' ↓	**If Denied:** Student is informed ↓
As space available: 1st come, 1st served ↓	Option A: Apply as generic VN student ↓
Meet entry and ongoing requirements ↓	Option B: Apply to another program
Student re-enters program as directed ↓	

Procedures for Student Withdrawal or Dismissal

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 (refer to and follow re-entry process)

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) should inform the Division 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 Division Office staff **any time** there is a change in a student's status in the program.

C) The student submits a Petition to Re-enter Form with required attachments to the Division Office:

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 or denial 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 Division 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 the 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 Re-application to the Nursing Program

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 class assignments. Instructors shall take attendance into

account when computing grades

3) Limit absences for each class to no more than the number of class 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 may 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 / campus lab sessions.
   (a) Excessive absences may result in a student not meeting the clinical objectives and concurrent educational requirements, which in turn constitutes 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 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 Division 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

top

Standards for Grades and Grading

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 at the beginning of 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

E) Critical skills performance as identified on the *Student Clinical Performance Evaluation Form.* valuation may be scheduled at the college 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 at the beginning of the course

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 VN Program grading policies.

B) Nursing course grades are based on the following scale (**not** rounded)

A	=	93% -100%
B	=	85% - 92%
C	=	78% - 84%

F = Below 78%

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 78% or better or 'satisfactory' as applicable

2) Failure of any one part necessitates re-taking **all** three; **i.e.** theory, clinical, and skills to meet the 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 78% ('C') or better, based on ALL the following:

(a) All finals will be passed with a score of 78% or better

(b) The theory portion must be passed with a score of 78% or better

(i) Theory is weighted as 78% of the course

(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 78% or better (satisfactory)

(i) Clinical is weighted as 30% of the course

(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' or unsatisfactory in a clinical setting will **not** be allowed to progress in the program and will receive an 'F' grade for the course.

(d) Other performance measures as specified by the instructor or course syllabus

(e) No extra credit assignments or contracting for course grades is permitted.

E) Additional requirements for progression in the Nursing Program

1) Nursing attendance polices 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 "unsatisfactories" 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

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) First attempt must pass with a 92%, second attempt with a 96%, and third attempt must

pass with a 100%. **If the student is unsuccessful on the 3rd attempt, the student cannot progress to the next nursing course (course failure).**

2) Calculators

(a) **ARE not** be allowed as stipulated by the instructor(s)

(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 five areas: Critical Thinking, Fundamentals, Maternity, Pediatrics, and Medical-Surgical

C) A Comprehensive Predictor exam is given prior to exiting the program to determine the student readiness for National Certification and Licensing Examination -PN(NCLEX-PN)

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

2) Pharmacology of Nursing Practice: Assessment covering dosage and fluid calculations, interactions, administration, and general pharmacological principles. May be given in 3rd Semester; check with the instructor.

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) Medical-Surgical Nursing: Assessment covers bodily systems, pharmacology, fluids, electrolytes, nutritional care, communication techniques and cultural considerations

3) NCLEX-PN 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

5) 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 must be 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) and process.

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 you in class

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

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 a non-proctored exam has 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	VN Fundamentals
2)	2nd Semester	VN Maternal-Newborn
		VN Pharmacology of Nursing Practice
3)	3rd Semester	VN Nursing Care of Children
		VN Medical-Surgical
		VN Comprehensive Predictor - cut score defined by instructor

ATI Levels / Scoring Grid			
Level of 1st ATI Exam	**Individual Score**	**Retake**	**Level of 2nd ATI Exam**
Level 3	93%	Optional	Receive highest score
Level 2	85%	Optional	a) Remain at Level 2 = 83% b) Level 3 = increase score to 88%
Level 1	78%	Optional but Strongly Recommended	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.

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

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%

Standards for Written Work

I) Style and Format

A) American Psychological Association (APA) format will be use for all written/typed work

B) All submitted work must be neat, legible, and timely; i.e. before class or clinical begins. Incomplete assignments are not acceptable

II) Late Work may or may not be accepted by the instructor. If accepted points will be deducted, total point 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. For medical reasons a medical excuse must be submitted. It is up to the instructors if special permission will be granted.

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 and on the class syllabus.

DISMISSAL, DISCIPLINE, STUDENT CONDUCT, AND GRIEVANCE
Multiple Guides to Student Conduct and Discipline

I) The Profession of Nursing and nursing students are held to high standards of conduct, ethics, and safety

A) Nursing students are expected to comply with all College Standards of Conduct. See College Catalog and/or website for IVC Standards

B) Nursing students are expected to comply with all standards and guidelines of the Nursing Program (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 1 nursing course in any semester. See Promotion, Retention, and Grading Standards

B) Breach of College Student Code of Conduct. See College Catalog or website

C) 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 or exceeded the number of hours that would ensure patient safety. See section on Attendance and College Catalog or website

D) Unethical or Unprofessional Behavior as defined in

1) BVNPT website: Types of Violations

2) Business and Professions Code: Performance Standards

3) VN Practice Act: Discipline

4) ANA Code of Ethics: ANA Code

II) Disciplinary Action

A) Violations of the Codes of Conduct or the standards / guidelines of the nursing program are subject to the disciplinary actions outlined in the College Catalog, on the College website, and/or in the Student Affairs Office **and** the disciplinary actions of the Nursing Program up to and including dismissal from the Nursing Program

B) A Teacher-Student Conference Form should be completed by the instructor for all conferences including dismissal. See also Course Repeat and/or Re-entry Policy

A) The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) does not discipline Nursing Students. However, the BVNPT's professional conduct, ethical, or other guidelines may influence the decisions made by the Nursing Program.

1) See the BVNPT's Disciplinary Guidelines http://www.bvnpt.ca.gov/pdf/discguide.pdf

2) See the Nursing Legal and Ethical section for excerpts regarding misconduct, revoking licensure, Title 16 Scope of Practice, VN – RN Scope of Practice comparisons, and the VN Practice Act.

3) The nine comportments of the ANA Code of Ethics also may influence the decisions made by the Nursing Program.

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

Top

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/client'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 collect data and evaluate the quality of nursing care

G) Ability to calculate and administer drugs safely, including documentation of administration

H) Demonstrating responsibilities for safeguarding the patient/client'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 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) Gossip

6) Chronic tardiness, chronic absences, and inattention to make up requirements

7) Giving false information related to absences and tardiness

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 and/or ineffective nursing practice 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 enrolled in at the time and further progression in the nursing major must be evaluated

F) Safety and Clinical Implications

1) Since the faculty-student ratio in the clinical area ranges from 1:10 to 1:15, 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 to sent 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.

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 Program Director
(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

II) See also: http://www.bvnpt.ca.gov/enforcement/understanding_disciplinary_process.shtml

GRADUATION, PETITIONING IVC, 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 3rd semester, **every** student must petition to be considered a graduate of IVC. Some may have elected to obtain only a certificate.

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** into each 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 – Refer to Pinning Ceremony policy

I) A pinning ceremony is scheduled for all students who successfully complete the requirements of the Nursing Program. The ceremony is scheduled on the last week of the semester, typically on a Thursday night or Friday morning.

A) Each student is responsible for ordering and purchasing the pin, unless otherwise indicated by the Nursing Office. Those pins not claimed will be available in the Division Office

II) Financing the Pinning Ceremony is the responsibility of the graduating class

Application to Board of Vocational Nursing and Psychiatric Technicians for Licensure

I) Early in the 3rd semester, information is distributed to students to begin the process of applying for the BVNPT licensure exam.

II) There are costs for the application process, the mandated Livescan fingerprinting, and required photo. See the estimated cost sheet available online or in the Division Office.

III) Applications are collected by the Division Office prior to graduation and sent to the BVNPT. It is the responsibility of the student to make sure the application is complete before being submitted.

IV) See also ncsbn.org and bvnpt.ca.gov website for further information

Top

GENERAL PROGRAM POLICES

Course of Nursing 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 National Council Licensure Examination for PNs (NCLEX-PN) 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 Vocational Nursing

2) Take the NCLEX-PNs

Students requiring a full-time load of 12 units per semester may need to register for additional courses. VN 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	VN 110	Introduction to Patient Care I	5.0
	VN 112	Introduction to Patient Care II	5.0
	VN 114	Pharmacology I	1.5
		Total Units:	**11.5**
Second	VN 124	Pharmacology II	2.0
	VN 122	Common Health Problems I	5.5
	VN 120	The Maternity Cycle	5.5
		Total Units:	**13.0**
Third	VN 130	Common Health Problems II	5.5
	VN 132	Common Health Problems III	5.5
	VN 116	Patient Care Management & Critical Thinking	2.5
		Total Units:	**13.5**

top

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)	ENG 101	Reading & Composition
2)	PSY101	Introduction to Psychology
3)	PSY 204	Developmental Psychology
4)	AHP 100	Medical Terminology
5)	BIOL 090	Human Anatomy & Physio. For Health Occupations
6)	SPCH 100	Oral Communication
7)	American Institutions	Degree Requirement – see catalog
8)	Humanities Elective	Degree Requirement – see catalog
9)	PE 100	Lifetime Exercise Science
10)	One-Unit PE Activity	Degree Requirement – see catalog

Entry and Ongoing Requirements

I) Background Checks and Drug Screening (At time of entry/admission and thereafter)

A) After acceptance into the Nursing Program, the student is required to undergo a background check and a urine drug screening test before starting an 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 ~$65.00

B) If the student does not pass the background check, 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) Drug screening policy 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 (At time of entry/admission and thereafter)

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 a VN license. Students who have concerns about these circumstances should contact the CA Board

of Vocational Nursing and Psychiatric Technicians at : (916) 263-7800before 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 VN licensure exam

1) A conviction may affect eligibility to take the VN licensure exam

2) Students can log on to the Board's website at http://www.bvnpt.ca.gov/ or call (916) 263-7800 for more information about this and other areas of licensure.

III) Cardio-Pulmonary Resuscitation Requirements (At time of entry/admission & thereafter)

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

IV) Malpractice Insurance (At time of admission and thereafter)

A) Each student is required to have current malpractice insurance. Information regarding this may be obtained though the Nursing Division

1) It is the student's responsibility to submit copies of malpractice insurance proof and renewals throughout the Nursing Program

2) The student cannot practice in any clinical setting without current malpractice insurance coverage

3) Failure to complete required concurrent studies in the clinical area will subsequently cause course failure

4) The minimum coverage for professional liability is $1,000,000/occurrence and $3,000,000/general aggregate

V) Physical Exam/Immunizations and Safety (At time of entry and thereafter)

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, hepatitis B, 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
(b) QuantiFERON –TB Gold Test (QFT)
(c) Per Centers for Disease Control guidelines: PPD is considered safe and valid throughout pregnancy

3) Influenza vaccinations (documentation due annually in the fall) – Season and H1N1

4) Students may schedule with IVC Student Health Center

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 reasonable efforts 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 noted on page 18.

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

(a) Student must submit a written physician clearance to the Division Office 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

(a) Student must submit a written physician clearance to the Division 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

(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 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 & Emergency Contact Numbers (At time of entry/admission and thereafter)

A) Students are required to submit changes of personal information; i.e. name, address, phone numbers, email, etc to the Division 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 Division 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 (At time of entry/admission and thereafter) top

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.

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/Codes of Conduct: IVC Nursing Program and each clinical experience site

C) Rules/Regulations/Philosophies/Codes of Ethics: IVC Nursing Program, each clinical experience site, California Board of Vocational Nursing and Psychiatric Technicians, and the American Nurses Association Code of Ethics

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 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.

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. Your instructor will direct you 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 Division 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; which could include dismissal

2)

3) Electronic Aids: cameras and cell phones are **not** to be used in **any** patient area

4) 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.

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) Any student who does not conform to uniform regulations will be instructed to leave the facility, return appropriately attired, and recognize the incident will constitute an absence for the number of hours missed

B) Uniforms **must** be worn whenever for theory class, picking up assignments, all clinical experiences, skills lab, labs for check-offs, and simulations. Uniforms must be clean, laundered daily and pressed.

C) The **official uniform** is manufactured by Landau and may be purchased from the following vendors:

1) Border Tactical 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

(a) The required **shirt** in NAVY blue is a v-neck scrub top.

(b) The required **pant** in NAVY blue is a scrub pant with an option for elastic or drawstring waist.

(c) The **nursing patch** is to be worn on the left sleeve, ~ 3 inches from the shoulder seam

(d) 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.

(e) Stripes for 2nd and 3rd semesters will follow the 1st one as above

3) Additional uniform comments:

(a) Only a white undershirt or white or navy blue turtleneck is acceptable under the shirt; **no** other colors and **no** prints.

(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 Border Tactical .

4) 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) 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 VN patch and stripe. No t-shirts are allowed.

B) The uniform is required for lecture classes

Procedure for the CNA (NATAP) State Exam

I) Nurse Assistant Training and Assessment Program

A) VN nursing students may be eligible to take the C.N.A. State exam (NATAP) upon successfully completing VN 110, 112, 114, and 116 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

Top

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 and complying with agency uniform policies when appropriate

2) Wearing a picture ID name tag in all clinical areas which includes:

(a) Student's First Name
(b) Imperial Valley College VN Student

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
(c) Statutory and regulatory requirements related to college, clinical sites, or 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, fluid, and nutrient information and/or 'Med Cards' as directed
   (a) Name (generic and trade), classification, and drug category
   (b) Action and uses (why medication given - specific to patient condition/diagnoses)
   (c) Route and dosages
   (d) Side effects, toxic signs, precautions, contraindications, and nursing implications

D) If the patient is scheduled for diagnostic studies, the student should know:

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

1) Prioritize what nursing interventions you will carry 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 facilitate the discussions and 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 (http://www.bvnpt.ca.gov/about_us/laws.shtml

Excerpts from the BVNPT website (http://www.bvnpt.ca.gov)

Reports of Misconduct

The Board works diligently with consumers of healthcare, the Board's licensees and other healthcare providers or organizations to identify and address problems relating to its licensees. When reports of misconduct of licensees are received, the Board investigates harmful behavior through the disciplinary process.

The Board ensures that the public is protected from unprofessional, incompetent and grossly negligent practitioners by investigating complaints filed against LVNs and PTs and taking disciplinary action.

Types of Violations

There are many types of violations for which an LVN or PT may be disciplined. Most involve unprofessional conduct which includes, but is not limited to:

Incompetence

Incompetence is the lack of possession of and the failure to exercise that degree of learning, skill, care and experience ordinarily possessed by a responsible licensee.

Gross Negligence

Gross negligence is a substantial departure from the standard of care which, under similar circumstances, would have ordinarily been exercised by a competent licensee, and which has or could have resulted in harm to the consumer.

Conviction of Serious Crime

The Board may take action against a licensee who was convicted of a crime substantially related to the qualifications, functions or duties of the licensee. In addition to taking action against licensees, the Board may deny issuing a license to a person with such a conviction in his/her background.

Excerpts from the California Code of Regulations - Title 16, Division 25, Chapter 1.

Related to Vocational Nurses (http://www.bvnpt.ca.gov/pdf/vnregs.pdf)

2518.5. Scope of Vocational Nursing Practice.

The licensed vocational nurse performs services requiring technical and manual skills which include the following:

(a) Uses and practices basic assessment (data collection), participates in planning, executes interventions in accordance with the care plan or treatment plan, and contributes to evaluation of individualized interventions related to the care plan or treatment plan.

(b) Provides direct patient/client care by which the licensee:

(1) Performs basic nursing services as defined in subdivision (a);

(2) Administers medications;

(3) Applies communication skills for the purpose of patient care and education; and

(4) Contributes to the development and implementation of a teaching plan related to self-care for the patient/client.

2518.6. Performance Standards.

(a) A licensed vocational nurse shall safeguard patients'/clients' health and safety by actions that include but are not limited to the following:

(1) Reporting to the Board acts specified in Sections 2878 and 2878.5 of the Business and Professions Code;

(2) Documenting patient/client care in accordance with standards of the profession; and

(3) Performing services in accordance with Section 125.6 of the Business and Professions Code.

(b) A licensed vocational nurse shall adhere to standards of the profession and shall incorporate ethical and behavioral standards of professional practice which include but are not limited to the following:

(1) Maintaining current knowledge and skills for safe and competent practice;

(2) Maintaining patient/client confidentiality;

(3) Maintaining professional boundaries with the patient/client;

(4) Abstaining from chemical/substance abuse; and

(5) Cooperating with the Board during investigations as required by Section 2878.1 of the Business and Professions Code.

(c) A violation of this section constitutes unprofessional conduct for purposes of initiating disciplinary action.

Excerpts from Association of California Directors of Vocational Nursing Programs

Scope of Practice and Legal Mandates of Nursing Practice			
Responsibilities	**LVN Scope of Practice**	**RN Scope of Practice**	**Comments**
Bedside Nursing			
Acute Care Facilities	**Yes**	**Yes**	
Provide direct patient care in units such as medical, surgical, maternity, newborn, pediatric, intensive care, emergency	According to physicians' orders	According to physicians' orders	Bedside care includes all aspects of activities of daily living (ADL).
Long-term Care Facilities	**Yes**	**Yes**	

Provide direct resident/ patient care in units such as medical, post surgical, rehabilitation, Alzheimer's, hospice, home care	According to physicians' orders	According to physicians' orders	Bedside care includes all aspects of activities of daily living (ADL).
Assessment - Monitor vital signs, physical and mental status, and diagnostic laboratory values	**Yes**	**Yes**	
Treatments	**Yes**	**Yes**	
Administer treatments, for example: sterile wound care, blood sugar testing, nasogastric insertion, tube feedings, foley catheter insertion, and charting.	According to physicians' orders	According to physicians' orders	Either the LVN or the RN provides treatments. Some facilities may require special "in-house" training for the LVN or the RN for complex procedures
Medication Administration According to Physician's Orders			
Oral, topical, and inhalants	**Yes**	**Yes**	
Injections - Intramuscular, subcutaneous, and intradermal	**Yes**	**Yes**	
Intravenous Fluids	**Yes**	**Yes**	LVNs can take an approved course to become certified in IV therapy and blood withdrawal **post licensure**.
Start and superimpose intravenous fluids with vitamins, nutrients, and electrolytes by primary or secondary infusion lines	With IV Certification		RNs receive IV therapy and blood withdrawal as part of their curriculum.
Infuse blood and blood products	**Yes**	**Yes**	With IV Certification
Flush peripheral IV insertion site with heparin or saline	**Yes**	**Yes**	With IV Certification
Infuse antibiotics, or other medications via secondary IV line	**NO**	**Yes**	Effective July 14, 2005, LVNs cannot perform this function in hemodialysis, pheresis or blood bank settings.
Infuse TPN or fluids by central line	**NO**	**Yes**	
Blood Withdrawal via venipuncture or peripheral line	**Yes**	**Yes**	With Certification
Central Lines: dressing change	**Yes**	**Yes**	
Central Lines: blood withdrawal	**NO**	**Yes**	RNs may need to obtain facility training and approval for this procedure

Scope of Practice and Legal Mandates of Nursing Practice			
Responsibilities	**LVN Scope of Practice**	**RN Scope of Practice**	**Comments**
Critical Thinking / Nursing Process			
Initiate Basic Data Collection and Assessment	**Yes**	**Yes**	

Obtain an admission history (interview)	Work within physician and RN orders; communicate with healthcare team; act as supervisor to unlicensed personnel	Within MD orders; communicate with healthcare team members; act as supervisor to LVNs, and unlicensed personnel	The RN is responsible for the initiation of a Care Plan. Either the RN or the LVN may do the initial admission interview and obtain the admission history. The RN is responsible for the analysis and synthesis of data. In clinical situations, especially long-term care, the LVN does the primary interviews, obtains data, and assesses needs of the patient. All licensed nurses care for patients, communicate with others, contribute to the nursing process, and provide teaching to patients and family members.
Initiate a Care Plan	**No**	**Yes**	
Initiate Interventions	**Yes**	**Yes**	
Take action to assist patient	As designated within the Care Plan, physician orders, and VN Scope of Practice	As designated within the Care Plan, physician orders, and RN Scope of Practice	
Provide new interventions	**Yes**	**Yes**	
Use new information and adjust actions to meet changing needs of patient	As designated within the Care Plan, physician orders, and VN Scope of Practice	As designated within the Care Plan, physician orders, and RN Scope of Practice	
Evaluate	**Yes**	**Yes**	
Modify actions according to patient need and Care Plan			
Document, Communicate and Teach	**Yes**	**Yes**	
For further information about the California Nurse Practice Acts for LVNs or RNs see their websites:			
http://www.bvnpt.ca.gov/pdf/vnregs.pdf			
http://www.bvnpt.ca.gov/general_information/vocational_nursing_practice_act.shtml			
http://www.vocationalnursingdirectorsofca.org/			
http://www.rn.ca.gov/regulations/npa.shtml			

Excerpts from the California Business and Professions Code Vocational Nurse Practice Act:

http://www.leginfo.ca.gov/cgi-bin/displaycode?section=bpc&group=02001-03000&file=2859-2873.6

Definition of Vocational Nursing

2859. The practice of vocational nursing within the meaning of this chapter is the performance of services requiring those technical, manual skills acquired by means of a course in an accredited school of vocational nursing, or its equivalent, practiced under the direction of a licensed physician, or registered professional nurse, as defined in Section 2725 of the Business and Professions Code.

Scope of Practice

2860.5. A licensed vocational nurse when directed by a physician and surgeon may …:

(a) Administer medications by hypodermic injection.

(b) Withdraw blood from a patient, if prior thereto such nurse has been instructed by a physician and surgeon and has demonstrated competence to such physician and surgeon in the proper procedure to be employed when withdrawing blood, or has satisfactorily completed a prescribed course of instruction approved by the board, or has demonstrated competence to the satisfaction of the board.
(c) Start and superimpose intravenous fluids if all of the following additional conditions exist:

(1) The nurse has satisfactorily completed a prescribed course of instruction approved by the board or has demonstrated competence to the satisfaction of the board.
(2) The procedure is performed in an organized health care system in accordance with the written standardized procedures adopted by the organized health care system as formulated by a committee which includes representatives of the medical, nursing, and administrative staffs…

Discipline

2876. The board shall discipline the holder of any license, whose default has been entered or who has been heard by the board and found guilty, by any of the following methods:
(a) Suspending judgment.
(b) Placing him upon probation.
(c) Suspending his right to practice vocational nursing for a period not exceeding one year.
(d) Revoking his license.
(e) Taking such other action in relation to disciplining him as the board in its discretion may deem proper.

2878. The board may suspend or revoke a license issued under this chapter for any of the following:
(a) Unprofessional conduct, which includes, but is not limited to, the following:

(1) Incompetence, or gross negligence in carrying out usual nursing functions.
(2) A conviction of practicing medicine without a license in violation of Chapter 5 …
(3) The use of advertising relating to nursing which violates Section 17500.
(4) The use of excessive force upon or the mistreatment or abuse of any patient….
(5) The failure to maintain confidentiality of patient medical information…
(6) Failure to report the commission of any act prohibited by this section.

(b) Procuring a certificate by fraud, misrepresentation, or mistake.
(c) Procuring, aiding, abetting, attempting, or agreeing or offering to procure or assist at, a criminal abortion.
(d) Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violating of, or conspiring to violate any provision or term of this chapter.
(e) Making or giving any false statement or information in connection with the application for issuance of a license.
(f) Conviction of a crime substantially related to the qualifications, functions, and duties of a licensed vocational nurse, in which event the record of the conviction shall be conclusive evidence of the conviction.
(g) Impersonating any applicant or acting as proxy for an applicant in any examination required under this chapter for the issuance of a license.
(h) Impersonating another practitioner, misrepresenting professional credentials or licensure status, or permitting another person to use his or her certificate or license.
(i) Aiding or assisting, or agreeing to aid or assist any person or persons, whether a licensed physician or not, in the performance of or arranging for a violation of Article 12 (commencing with Section 2220) of Chapter 5.
(j) The commission of any act involving dishonesty, when that action is related to the duties and functions of the licensee.
(k) The commission of any act punishable as a sexually related crime, if that act is substantially related to the duties and functions of the licensee.
(l) Except for good cause, the knowing failure to protect patients by failing to follow infection control guidelines of the board, thereby risking transmission of blood-borne infectious diseases from licensee to patient, from patient to patient, and from patient to licensee.

top

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

Nine 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 patient 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

LICENSING & RESOURCES

National Council of State Boards of Nursing (NCSBN) & California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

I) National Council of State Boards of Nursing http://ncsbn.org/index.htm

A) The NCSBN website provides information on the NCLEX-PN

B) For further information visit: http://www.learningext.com/products/review/reviewfaq.asp

II) Board of Vocational Nursing and Psychiatric Technicians (BVNPT) http://www.bvnpt.ca.gov/

A) The profession of nursing and its practice is dynamic, therefore the nursing student is expected to access/refer to the BVNPT website for information frequently during the nursing program, prior to graduation, prior to applying for NCLEX, etc.

B) The Application for Vocational Nurse Licensure by Examination process (all new graduates) http://www.bvnpt.ca.gov/licensing/forms.shtml

1) Fingerprinting requirements
2) Submittal of appropriate non-refundable fees; e.g. Application Fee
3) Application and NCLEX-PN process
4) All applicants must have completed an educational program meeting all California requirements and submitted all required information / documents

C) Laws and Regulations: http://www.bvnpt.ca.gov/about_us/laws.shtml

D) Abuse Reporting Requirements: http://www.bvnpt.ca.gov/pdf/mandatory.pdf

E) Complaint Process and Disciplinary Actions

1) How to file: http://www.bvnpt.ca.gov/enforcement/file_a_complaint.shtml
2) Understanding the disciplinary process: http://www.bvnpt.ca.gov/enforcement/understanding_disciplinary_process.shtml
3) Recommended Guidelines for Disciplinary Actions: http://www.bvnpt.ca.gov/pdf/discguide.pdf
4) Rehabilitation: http://www.bvnpt.ca.gov/pdf/45-day_notice.11-7-2007.pdf
5) Conditions of Probation: http://www.bvnpt.ca.gov/pdf/isr_discguidelines_rehab_2007_nov07.pdf
6) Disciplinary Process FAQ: http://www.bvnpt.ca.gov/enforcement/disciplinary_process_faq.shtml
7) Enforcement FAQ: http://www.bvnpt.ca.gov/enforcement/enforcement_faq.shtml
8) Convictions FAQ: http://www.bvnpt.ca.gov/enforcement/convictions_faq.shtml

Top

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

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.

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 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 Vocational Nursing and Psychiatric Technicians 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.
(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

Top

COMMITTEES

Nursing Advisory Committee

I) Purpose

A) To serve as a forum for discussion of community, educational, and industry institutional concerns that affects 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 & VN Faculty including Tutors)

D) 1-2 Student Representatives

E) Director and Assistant Nursing Director

F) Alumni if available

III) Procedure:

A) Membership of the Advisory Committee shall meet at least annually or more frequently if requested

B) The Division Administrative Assistant coordinates the meeting dates and times

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 (2)

B) Director of Nursing and/or Assistant Director of Nursing

C) Faculty (1-2) as available

D) Division Administrative Assistant

II) Procedure:

A) Membership of the Selection Committee shall meet at least once the semester prior to the start of the next VN cohort, typically in October or May.

B) The membership shall review all completed applications and make final recommendations for placement.

C) 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

D) Nursing Counselor

E) Division Administrative Assistant

F) Faculty from the Nursing Learning Center

G) Faculty, within or outside of the Nursing Program – with RN license

H) Course Instructor

I) 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.

Graduation Pinning Ceremony

I) Purpose

A) Choose committee to plan activities related to graduation from the program and meet with Pinning ceremony coordinator to coordinate event.

B) Nursing Pinning Guidelines are located in the Appendix.

APPENDIX / FORMS

- Compliance Tracking Information – COMPLIO
- Petition to Re-enter
- Signature – Nursing Education Code of Student Conduct
- Signature - Simulation and Skills Lab & Signature Page
- Signature - Release of Information
- Signature - Social Network Policy
- Sample – Teacher-Student Conference Form
- Sample – Student Complaint Form and Hearing
- Leave of Absence Form
- Nurse Pinning Graduation - Guidelines

NURSING EDUCATION CODE OF STUDENT CONDUCT
Signature Required

As a student matriculated in a professional nursing program, it is the responsibility of each student to report the unethical behavior of a fellow student or colleague to the faculty member in order to protect the safety of the public and ensure the integrity of the program and profession.

Students enrolled in the Imperial Valley College Nursing Programs are expected to adhere to the American Nurses' Association Code of Ethics for Nurses and the appropriate Standards of Clinical Nursing Practice. Cheating, plagiarism, forgery or other forms of academic misconduct, will not be tolerated. Anyone who cheats on an examination or submits a written assignment, including online assignments, done entirely or in part by someone else may receive a grade of zero (0) for that examination or written assignment and an F in the course. The student will be referred to the IVC Dean of Student Affairs. It is the responsibility of each student to ensure that his/her study and participation in the academic process is conducted so that there can be no question concerning his/her integrity.

EXAMINATION CONFIDENTIALITY

I understand that the contents of all course and diagnostic examinations are confidential. I agree that I will not share any information related to any examinations nor will receive any information related to examinations from any individual. Any violation of confidentially may result in dismissal from the Nursing Program. Any student caught cheating on an examination will receive a grade of zero (0) for that examination.

PRINT NAME_____

SIGNATURE _____

Student ID/G#_____ DATE_____

Please submit this signed and dated form to the Nursing Office before the first day of classes.

Approved 9-2013

Compliance Tracking Information (COMPLIO)
For Incoming Nursing Student

1. General Information
    a. As part of the requirements for the nursing program, you will be completing a background check and urine drug screen (prior to designated deadline of program). You will also be required to enter compliance documentation into a tracking system. These are both done through American DataBank (ADB), and there is a fee associated with these services. You will receive messages regarding your compliance directly from ADB via email. Please make sure your email address is entered correctly on your account.
    b. You will start out listed in the Complio system as "Noncompliant". You must be listed as "Compliant" before you can start your nursing classes, and you must maintain your compliant status throughout the program. You must work with ADB until you achieve a "Compliant" status on the Complio website. ***You will not be allowed to continue in the nursing program if you do not achieve a "Compliant" status by the deadline specified.*** If you have issues or questions that cannot be answered by ADB, you can contact the IVC Nursing Office at 760-355-6348.

2. Using the Complio System
    a. You will need to go to the following website: https://sdnahsec.applicantcompliance.com/
    b. Create an account.
        i. You will create a personal profile. One option you will see when creating your profile is to upload a picture. Please upload a copy of your IVC Student ID card.
    c. Your college is Imperial Valley College.
    d. Your program is LVN.
    e. Order the 'Tracking Immunization Package'
    f. To order a subscription:
        i. You will need to select two packages.
            1. SD Consortium Criminal Background check and drug screen
            2. Compliance package.
    g. Follow the directions. For the drug screen, you will see a list of facilities near your zip code where your testing can be done.
    h. For any questions regarding the uploading of your documents or entering the data, contact ADB directly. You can email them at complio@americandatabank.com , or call at 1-800-200-0853 from 5:00am-4:00pm Monday-Friday.
    i. Listed below are the documents that you will be uploading.
        i. CPR card
        ii. Completed Physical Examination (from the IVC Student Health Center)
        iii. IVC SHC TB Screening Form and any other testing documents. (Enter both tests if negative. If positive, upload positive results, chest x-ray and TB questionnaire)

iv. Immunization information – make sure your name is on all documents submitted. In addition to uploading the documents, you must enter the correct dates in order (ie, 1st shot in a series entered first, then second shot, etc.)
    1. Influenza (during Flu season)
    2. 2-step MMR
    3. Hep B
    4. Tdap
    5. Varicella

j. Your background check and drug screen report will be entered automatically when complete.

k. Helpful videos can be accessed throughout the process on the ADB/Complio site. Here are the links to a few of the more popular videos.

i. Overview - The following link is to a 3 minute video that is an overview of the process. http://www.americandatabank.com/VideoDirectory/complio_overview.html

ii. Subscribe - The following link is to a 2 minute video that is about subscribing to their compliance. http://www.americandatabank.com/VideoDirectory/subscribe.html

iii. Uploading Documents Most Popular - This video is viewed more times by students than any other video. http://www.americandatabank.com/VideoDirectory/upload.html

iv. Entering Data - Entering data is another popular video. http://www.americandatabank.com/VideoDirectory/data.html

Common user issues with the compliance tracking system:

1. Documents don't have a name on each page.
2. Documents are blurred or unclear.
3. Documents don't have the proper signatures or stamps.
4. The pertinent results are on the documents are not highlighted or marked in any way, making it very difficult for the reviewer to find the result they are looking for.
5. Document is scanned and uploaded, but the user does not enter the information on the website.
6. Document is scanned and uploaded, but there is no date attached, and/or the document is not "assigned" to the appropriate section on the Complio website.
7. Information is not entered correctly or is incomplete. ie: for positive TB test, need to enter the positive result, CxR report AND TB Screening Form. Need to enter serial immunizations in order. For Hep B vaccinations, need to enter immunization #1 info BEFORE immunization #2, etc.
8. Exceptions are for things such as pregnancy or allergies, which don't allow you to meet the requirements. The exception category is not to be used if you can't figure out what you are doing wrong.
9. Utilize the "help" videos, phone numbers, and/or emails for ADB.
10. For IVC: If a background check and drug screen was ordered through another allied health program using ADB, you can try and link the order if using the same username, email, and password – ADB will be the final review for compliant status. Otherwise, a new order will be required. Contact ADB for assistance.

Nursing Student Petition to Re-enter

Name:_____ G#_____

Nursing Student: This petition is required if you failed or withdrew from a nursing course and you are requesting to re-enter. Complete the form, attach the required documentation, and submit to the Nursing Office – submit soon after date of incident. The petition will be reviewed and a decision made at the end of the semester. The student will be notified by email.

Reason for Submission: ___Failed ___Withdrew Other_____

Nursing Course:_____ Date:_____

- ☐ I am requesting to re-enter the Nursing Program in: Fall (Year)_____ or Spring (Year)_____
- ☐ ***Attachment required:*** I have contacted my course instructor(s) regarding their recommendations or strategies for my success and have attached a copy of their plan specific to my needs to help with my re-entry.
- ☐ ***Attachment required:*** I have developed my own personal plan and attached a copy
- ☐ ***Attachment required:*** I have typed and attached my personal statement addressing what happened and how I have changed or plan to change the issues that impacted my prior success in the program.
- ☐ I have reviewed the Withdrawal Policy in the handbook and understand my options for re-entry.
- ☐ I understand that this petition will be reviewed by the Nursing Progressions Committee and I will be contacted after the end of the current semester regarding a decision made on my acceptance or denial of re-entry
- ☐ I acknowledge that this is my only opportunity for re-entry and any subsequent withdrawals or course failures will stop my progression in the program.

My signature below attests that I have read the above and understand each statement and requirement.

_____

Signature Date G#

_____

Email Address

☐ Copy given to student

Updated 4/2016

Simulation and Skills Lab & Signature Page

Signature Required – Submit to Nursing Office

Nursing students are expected to comply with all college Standards of Conduct as well as Nursing Program standards and/or guidelines listed or referred to in this Handbook.

Accountability for Simulation and Skills Lab Use

Initial _____

All students who enter a nursing skills lab are held accountable for their actions in the use of the skill laboratories and equipment. Any allegation of misuse or abuse will be investigated and grades may be held until final determination. If the investigation finds the student at fault for intentional damage, subsequent discipline will ensure up to including financial restitution and/or removal from the program.

The nursing skills lab provides nursing students with an additional learning resource to meet their educational goals. The labs are meant to provide students with a realistic, simulated clinical environment to practice and demonstrate competency of nursing skills. In light of the above, I will adhere to the following:

- No eating or drinking in the lab
- No children or students outside of the program in the lab
- I will clean up after my use of the lab, making sure all trash is disposed of and all supplies and materials are returned.
- Keep all beds in appropriate positions and linens and blankets straightened out
- All simulated practice materials such as needles will be disposed of in Sharps containers
- I must arrange my practice days and times with the Nursing Learning Center tutors first
- I will report incidents or malfunctions to the Nursing Learning Center tutors, or Department Office
- I will not move the manikins without my instructor being present or receiving approval

Initial _____

Initial _____

I acknowledge the policies include the need to be videotaped for learning purpose when participating in skills testing or simulations and consent to such videoing.

Materials and Simulation/Skills Lab Fee Verification

Initial _____

As a nursing student, I attest that any required materials and simulation/skills lab fees have been paid and I am eligible to receive my nursing supply kit. I understand that I must pay these fees prior to entering the program, and that I may have similar fees for subsequent semesters while in the program. If I withdraw for any reason, the fees are non-refundable.

Acknowledgement of Information Reviewed

Initial _____

I acknowledge that the Handbook contains information pertinent to the nursing program and it is subject to change as policies evolve. I have reviewed the Philosophy and Competencies, all program policies and standards, and grading policies.

Initial _____

By signing below, I acknowledge that I have read each of the statements above, have read and understand the Nursing Student Handbook, and that I am accountable for adhering to the program and college polices and their content.

Name (print):_____ Signature:_____

G#:_____ Date:_____

Release of Information

Signature Required – Submit to Nursing Office

Release of Student Information

My progress in the program is kept confidential by the IVC Nursing Program staff/faculty. In order to have information released to prospective employers, I give permission to Program staff/faculty to release information regarding my professional qualities, academic achievement, and clinical performance to requests for employment consideration. My personal information such as address, date of birth, social security, and email address will not be released.

Initial _____

To meet requirements of the clinical sites used by the Program, I give permission for Program staff/faculty to release the following information to clinical sites as needed – Student's name and contact phone # (cell and/or home), physical exam and immunization results, background check and drug screen results (flag/non-flag status only), influenza vaccination results, and CPR information. Denial of information may affect my attending these clinical sites.

Initial _____

Social Network Policy

Signature Required – Submit to Nursing Office

Course information of any kind (materials, pictures, events, etc.) including information from clinical and work sites, ***cannot*** be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in dismissal from the program.

Log on to 'A Nurse's Guide to the Use of Social Medial' from the National Council of State Boards of Nursing (NCSBN) https://www.ncsbn.org/NCSBN_SocialMedia.pdf and review it thoroughly.

By signing below, you confirm you have understood the impact of social media as it relates to patient safety and care and policy of the IVC Nursing Program.

Name (print):_____ Signature:_____

G #:_____ Date:_____

IVC Nursing Program
TEACHER – STUDENT CONFERENCE (Warning)

Student:_____ **Course(s):**_____ **Date:**_____

Issue/Problem related to:
☐ Grades ☐ Class Objectives ☐ Program Outcomes ☐ Practice Standards ☐ Patient Safety
☐ Program Policies ☐ Academic Integrity/Honesty

Setting:
☐ Clinical ☐ Skills Lab ☐ Classroom/Theory ☐ Other _____

Describe Background and Situation in detail:

List Instructor's Recommendation(s):

Timeframe - Deadline for Completion and Review with Instructor:

Additional Recommendations:

☐ No further tardiness
☐ Submit assignments timely
☐ Appointment with NLC Tutor
☐ Appointment with DSPS
☐ No further absences
☐ Appointment with Counselor
☐ Weekly conference with faculty
☐ Appointment with Program Director
☐ Other _____

Consequences – If the above recommendations are **not** met, it will result in the following:

_____
_____
_____

TEACHER – STUDENT CONFERENCE (page 2)

Student Response:

_____

_____

_____

Signatures:

_____

Student Date

_____

Instructor Date

_____

Program Director Date

☐ Copy given to student

STUDENT COMPLAINT FORM

Please print or type on this form and return it to (check one)

☐ Academic Matter ☐ Submit to V.P. for Academic Services
☐ Non-Academic Matter ☐ Submit to Dean of Student Affairs

Name:_____ Student I.D.#:_____

Address:_____ City:_____ State:_____ Zip:_____

Telephone #(_____)_____ Telephone # (_____)_____
Residential Work or Other

1. My complaint is about: (Please circle only one.)
   ☐ Faculty ☐ Classified Staff ☐ Department Chairperson
   ☐ Another student ☐ Administrator ☐ Other (please specify)

2. Name of person, college program, etc. _____.

3. Have you discussed this with the person involved? ☐ Yes ☐ No

4. Statement of allegation/complaint: (Attach additional sheets if necessary)
   _____
   _____
   _____

5. Date allegation/complaint occurred: _____

6. What resolution(s) do you propose?
   _____
   _____
   _____

I certify that the above information is correct.

_____ _____
Signature of Complainant / Date Signature of District Person Receiving Complaint / Date

---

FOR OFFICE USE ONLY

Resolved: ☐ Yes ☐ No Date Resolved: _____

Date Referred: _____ Request for Hearing: ☐ Yes ☐ No

Signature: _____ Date: _____

REQUEST FOR A HEARING FORM

Please print or type this form and return it to (check one)

☐ Academic Matter ☐ Submit to V.P. for Academic Services

☐ Non-Academic Matter ☐ Submit to Dean of Student Affairs

Name:_____Student I.D.#:_____

Address:_____City:_____State:_____Zip:_____

Telephone #(_____)_____Telephone # (_____)_____
Residential Work or Other

Person(s) making decision giving rise to complaint:

_____

_____

_____

Date of alleged act or circumstances which led to the complaint:_____

Nature of decision giving rise to complaint. (Provide complete details and dates. Attach any materials you want to support your grievance).

_____

_____

_____

Resolution sought:

_____

_____

_____

Please attach a copy of the written response to complaint made by the Vice President of Instruction or the Vice President of Student Services or the Dean of Student Affairs.

I certify that the above information is correct.

_____ _____
Signature of Complainant Date

_____ _____
Signature of District Person Receiving Complaint Date

Leave of Absence Form

Student Name _____ G# _____

Email Address _____ Contact Phone # _____

This process applies to students requesting a leave of absence for one (1) semester only. Students requesting more than one semester of leave will be considered separately and will have additional guidelines.

[ ] I am requesting leave from _____ to _____

[ ] I have attached a formal written/typed/emailed request with the reasons for requesting leave.

[ ] I am aware that my file will be placed tentatively in the semester I anticipate returning.

[ ] I am aware that my leave will allow for re-entry based on space availability and the submittal of the documents verifying the following:

- [ ] Updated background check and drug screen (cannot be done sooner than 5 months prior to return)
- [ ] Updated copy of CPR
- [ ] Updated TB Clearance and other required vaccinations (Refer to Student Handbook)
- [ ] Updated Student File Information

[ ] I am aware of my responsibility to follow up in a timely manner with the Nursing Department for any changes, updates, and dates or times that may impact my re-entry into a course or semester.

My signature below attests that I have read the above and understand each statement and requirement.

Student _____ Date _____ G# _____

Created: 2/11, Revised 8/11, 9/15

Nursing Pinning Ceremony/ Graduation – Guidelines

- All arrangements are made with the Nurse faculty advisor(s)/ pinning ceremony coordinator.
- The location, date and time are arranged by the Department in conjunction with the College calendar.
- Costs include the Nursing Pin, Nursing Stole, and Nurse cap (if used). Additional costs include College graduation, cap and gown, and any other costs the students prefer to incur (ie, refreshments, goodies, drinks, flowers for families, etc).
- Pinning attire is based on the Pinning Ceremony policy (see below).
- Students prepare 'thank you' notes to read during the ceremony.
- Rehearsal is mandatory for participating students and is conducted by Nurse faculty advisors.
- Students vote upon the class and keynote speakers, music, and slideshow.
- Invitations/announcements, decorations, and photographer are arranged by the Department.

COMPLETION/PINNING CEREMONY POLICY

POLICY:
The Nursing Student Completion Ceremony shall be professional and accessible to all students, faculty, staff, administration and district personnel.

PROCEDURE:
A completion ceremony may be conducted at the end of the second year of the nursing program (ADRN or VN), indicating that each student has met the necessary program requirements. At this time, students will receive the designated school pin as a symbol of their accomplishment.(Please note that pins are purchased by the division of nursing).
The completion ceremony represents the culmination of an educational program that requires individuals to enter the profession of nursing.

ALL students who have satisfactorily met the curricular requirements are eligible to participate in this significant event.
The ceremony will be held on the campus of Imperial Valley College and all students are expected to attend. Families and friends of the graduates are invited as well.

The students with the assistance of the Director of Nursing and the faculty advisors will work together to plan and organize the celebration. The students should meet with the Director of the Nursing program at least **one month** in advance of the ceremony date. A standard protocol must be followed. The Protocol for Nursing Student Completion may be found in the Nursing Student Handbook. **The Director of the Nursing Program must approve all details and final arrangements pertaining to the completion ceremony.**

In addition, student attire for the completion ceremony will be as follows.

Option 1

Students (female) will wear white nurses uniforms and a nurses cap and white nurses shoes.
(High heels are not appropriate and are unprofessional to wear with a nurses uniform)

Students (male) will wear white scrub pants and white scrub top and white professional shoes.

Option 2

Students (male or female) will wear the designated student uniform without the IVC patch.
The class may choose either option 1 or 2 for their completion ceremony.

All students must wear the same attire. No mixing of options.

Rounding Guidelines

When calculating medication dosages, always review the rounding guidelines for any applicable and specific patient care area.

1. Read all calculation problems carefully and answer what the question is asking

2. Accuracy is maximized by rounding only one, at the **end of the dosage calculation**
3. Basic rules for rounding with decimals:
   - **i. NO trailing zeros and NO naked decimals**
     - Correct: 4 Incorrect: 4.0
   - ii. NO naked decimals
     - Correct: 0.12 Incorrect: .12
   - iii. Rounding to the nearest tenth
     - If the last digit is equal to (=), or greater than (>) 5, round up.

       Example: 1.57 should be rounded to 1.6
     - If the last digit is less than (<) 5, round down.

       Example: 1.54 should be rounded to 1.5

4. Rounding any number (unless otherwise instructed)
   - i. If the volume is greater than (>) 1 mL (milliliter), use a syringe calibrated in tenths of milliliters and round to the tenths place.
     - If the digit in the hundredths place is equal to (=) or greater than (>) 5, round up.

       Example: 1.674 should be rounded to 1.7
     - If the digit in the hundredths place is less than (<) 5, round down.

       Example: 1.837 should be rounded to 1.8
   - ii. If the volume is less than (<) 1 mL (milliliter), use a syringe calibrated in hundredths (tuberculin syringe) and round to the hundredths place.
     - If the digit in the thousandths place is equal to (=) or greater than (>) 5, round up.

       Example: 0.837 should be rounded to 0.84
     - If the digit in the thousandths place is less than (<) 5, round down.

       Example: 0.674 should be rounded to 0.67
5. Calculating Intravenous Flow Rates:
   - i. Round all flow rates to the whole number
     - Drops per minute: Round to the whole number according to the above rounding guidelines (note: drops cannot be dissected)

- Milliliters per hour (mL/hr): Round to the whole number according to the above rounding guidelines.

6. Calculating dosage instead of volume; i.e. milligrams, grams, mg/kg/day, mg/min, mcg/min, etc.:

- Round dosages to the closest hundredth.

  Example: 26.666666 mcg/min should be rounded to 26.67

7. Calculating pediatric dosage calculation

  - Never round up. **Example**: 15.95 would be 15.9 and not 16.
  - Accuracy is maximized by rounding at the **end of the dosage calculation**, unless otherwise specified in the calculation problem