Nursing Student Handbook

2020-21

Imperial Valley College
380 East Aten Road, Imperial CA 92251
Phone: 760-355-6348
https://www.imperial.edu/courses-and-programs/divisions/health-and-public-safety/allied-health-department/

Foreword

This handbook is designed to provide the student with or direction to the rules, policies, procedures, and guidelines for performance in the IVC Nursing Program that will result in successful program completion. This handbook was prepared by Nursing Program faculty and staff 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 they have read and understood 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.*

Nursing Program Faculty & Contact Information

The Nursing Office is located in the 2100 Health Sciences Building, Office 2155 –
Phone # 760-355-6348, Fax # 760-355-6346.

Program Dean/Director:
Roberta Webster, RN, MSN, Associate Dean of Nursing and Allied Health
Email: roberta.webster@imperial.edu / Phone 760-355-6347 / Office 2155

Nursing Faculty:
1st Semester
Rosalba Jepson, RN, MSN, Associate Professor
Email: rosalba.jepson@imperial.edu / Phone 760-355-6294 / Office 2130
Julie Kunath, RN, MSN, Assistant Professor/Phone 760-355-6348/ Office 2129
Email: julie.kunath@imperial.edu

2nd Semester
Terrie Sullivan, RN, MSN, Assistant Professor
Email: terrie.sullivan@imperial.edu / Phone 760-355-6425 / Office 2126

3rd Semester
Celeste Armenta, RN, MS, FNP, Professor
Email: celeste.armenta@imperial.edu / Phone 760-355-6574 / Office 2130

4th Semester
Cristal Mora, RN, MSN, Assistant Professor
Email: cristal.mora@imperial.edu / Phone 760-355-6345 / Office 2129

Nursing Simulations Coordinator / Instructor
Dr. Daniel G. Ortiz, Jr.
DNP, MBA/MSN, RN, PHN, CDP, CHSE | Associate Professor, Simulations Coordinator
Email: daniel.ortiz@imperial.edu / Phone 760-355-6425 / Office 2126

Nursing Learning Center Tutorial Staff –
Teresa Santos RN, MSN Instructor/Tutor – Email: teresa.santos@imperial.edu
Alejandra Villegas RN, MSN, FNP Instructor/Tutor-Email: alejandra.villegas@imperial.edu
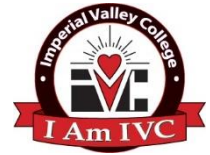   **Nursing Learning Center**- Phone 760-355-6530/ Office 2158

Nursing Computer Lab-
Rebecca Solache, Technician-Email: rebecca.solache@imperial.edu /Phone 760-355-6538 /Office 2160

Nursing Counselor/Advisor
Stella Orfanos-Woo, MA – Email: stella.orfanos-woo@imperial.edu / 760-355-6259 or 6543

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Mission - **Imperial Valley College**

The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community.

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List of signatures in the 2019-2020 IVC Nursing Student Handbook:

By initialing each section and signing at the bottom of this page, you the student **acknowledge having read and reviewed** the corresponding section of the IVC Nursing Student Handbook:

_____ IVC Nursing Program TEACHER – STUDENT CONFERENCE (Warning)

_____ Pregnancy Form

_____ Nursing Education Code of Student Conduct

_____ Simulation and Skills Lab

_____ Verification of Nursing Student Handbook

_____ Release of Information

_____ Social Network Policy

_____ Nursing Student Petition to Re-Enter

_____ Leave of Absence Form

_____ Clinical Performance Evaluation Tool

_____ Behavioral Contract

_____ Intravenous / Venipuncture Consent Form

_____ Infectious Disease Waiver

Student Name (print): _____ G#: _____

Student Signature: _____ Date: _____

Program Overview

Imperial Valley College (IVC) is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The Associate Degree Registered Nursing (ADRN) Program is accredited by the California Board of Registered Nursing (BRN).

The ADRN Program is designed to provide the education necessary, in four sequential semesters of nursing courses, for eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) for licensure and as a Registered Nurse in California. Acceptance into the program requires completion of all prerequisites with a grade of "C" or better and successful completion of the application and selection processes.

Due to changes in State funding, the number of students accepting into the ADRN Program will vary. Admissions to the ADRN Program are twice a year – fall and spring. There are two application periods: March for entry into the fall semester and September for entry into the spring semester. Additional information is available in this Student Handbook and in the Nursing Office.

Mission, Philosophy and Competencies

Nursing Program – Mission

The Imperial Valley Nursing Program supports the Mission of Imperial Valley College and provides excellence in education to a diverse student population in an effort to meet the healthcare needs of our community members by engaging in professional nursing practice.

Nursing Program – Vision

The Imperial Valley College Nursing Program is committed to advancing the art and science of nursing by empowering graduates to value scholarship, lifelong learning, and leadership in a dynamic healthcare environment.

Nursing Program – Values

Commitment to Student Success:

The nursing program espouses a student-centered approach to interactive learning. The faculty supports knowledge acquisition through incorporating evidence-based nursing research and practice. Student success is supported through self-regulated learning and reinforced by faculty guidance. The faculty promotes learning by fostering the application of scientific knowledge through use of the nursing process which results in sound clinical judgment and critical thinking. We value a learning environment in which nursing faculty, staff, and students find enrichment in their work and achievements.

Respect for Collegiality:
We value the contributions of all students, faculty members, college, and community partners as we strive for collegial dialogue and collaborative decision-making.

Appreciation of Diversity:
We promote inclusiveness, openness, and respect for differing viewpoints. A culture of diversity embraces acceptance and respect. Diversity involves understanding ourselves and others, moving beyond simple tolerance and celebrating the value of each individual.

Dedication to Integrity:
Integrity and honesty in action and word are promoted, expected, and practiced.

Commitment to Caring:
We support a culture of caring, based on mutual respect, embraced by faculty and students and reflected in the community served. The faculty serves as one of many support systems available for students in their pursuit of academic achievement.

Commitment to Accountability:
We are accountable to our profession, college, students, and community for vigilantly maintaining the highest standards of instruction and nursing practice to meet student learning outcomes.

Nursing Program – Philosophy

The Imperial Valley College nursing faculty believes that **community college students** vary widely with respect to their ethnic and cultural background, life experiences, learning styles and maturity. The college setting provides the opportunity for students and faculty to participate in cultural, intellectual, and social activities, which foster the continued self-growth of the individual. The Associate Degree Program believes in self-growth, including ongoing self-assessment and evaluation.

We believe that there are philosophical values critical to and inherent in **nursing** and **nursing education** that should be the foundation on which educational experiences are structured. We believe that technological and social advances in the healthcare field create the ongoing need for adapting nursing and nursing education to meet the changing needs of society. We provide learning experiences in settings, which assist the student to adapt to changing healthcare needs. We believe that **man/client** is a participant in care, having biological, psychological, socio-cultural and spiritual dimensions, who continually interacts with his/her internal and external environment. **Environment**, both internal and external, refers to all of the conditions, circumstances, and influences surrounding and affecting the behavior and development of people. The internal environment relates to interpersonal factors such as personality, mental capacity, and genetic make-up. The external environment includes all forces outside the individual.
Registered nurses are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, **client centered care.**

We believe that **health** is a dynamic state in which an individual adapts to his/her internal and external environments so that there is a state of physical, emotional, intellectual, social and spiritual well-being. **Illness** is an abnormal process in which any aspect of an individual's functioning is diminished or impaired as compared with his previous of health. **The health-illness continuum** measures the individual's relative level of heath, ranging from high-level wellness to illness or death. Registered nurses recognize that **interdisciplinary collaboration** among health care professionals is critical to delivering safe, quality client care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Application of **evidence-based practice**, skills and **informatics**, and client care technology is essential to the delivery of quality care while

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ensuring **safety.**

The major roles of the Registered Nurse include provider of nursing care, coordinator of client care, and member of the nursing profession. As providers of care registered nurses promote wellness, identify current and emerging client problems, and function as advocates for individuals, families, and selected groups. In addition, registered nurses manage client care using clinical judgment, incorporating the nursing process and caring as essential tools. As coordinators of care, registered nurses communicate, collaborate, and provide **leadership** within the interdisciplinary health care team to promote and maintain client health and ensure continuity of care. They provide **client education** to achieve positive clinical outcomes AND EMPOWER CLIENTS TO MAKE AND MAINTAIN HEALTHY LIFESTYLE CHOICES.

We believe that **nursing education** is an active process of imparting knowledge and assisting in the facilitation of student learning. The nursing faculty utilizes a systematic problem-solving approach that builds on previously learned knowledge from related disciplines. We believe that teaching is an ongoing process and an interaction between the instructor and the student. The faculty selects strategies, organizes content, arranges experiences, and facilitates learning, taking into consideration cultural factors, ethnic background, and individual learning styles of students.

Learning is the process by which one gains new insight, understanding, and ability through reinforcement, practice and experience. We believe that learning occurs on a continuum where the curriculum is organized from simple to complex. We believe that adult students perceive learning experiences as meaningful when instruction is directed toward pertinent, applicable goals. Effective learning is measured by identifiable changes in the individual.

Professional values guide interactions with individuals, families, and the health care team. Registered nurses demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and assuming legal responsibility for the care they provide. Registered nurses uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgment and offers guidelines for maintaining **professionalism.**

Curriculum Organizing Framework, Concepts and Definitions

The ADN curriculum utilizes the QSEN competencies as the organizing framework. The six competencies serve as the organizing threads for each nursing course. The curriculum increases in complexity from first level to second level in the nursing program and these levels are reflected in the course theory and clinical objectives, the clinical evaluation tools and the student learning outcomes.

Patient centered care:
The provision of caring and compassionate, culturally sensitive care that is based on a patient's physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values. Patients are defined as individuals, families and community. The **nursing process** is the methodology used for providing patient care. It includes assessment, nursing diagnosis, planning, implementation and evaluation.

Interdisciplinary collaboration:
The delivery of patient care, in partnership with multidisciplinary members of the health care team to achieve continuity of care and positive patient outcomes

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Evidence based practice:

The use of current knowledge from research and other credible sources, upon which clinical judgment and patient care are based.

Quality improvement:

The study of care related and organizational processes with the goal of developing and implementing a plan to improve health care services and better meet the needs of patients.

Safety:

The minimization of risk factors that could cause injury or harm while promoting quality care and maintaining a secure environment for patients, self, and others.

Informatics:

The use of information technology as a communication and information gathering tool that supports clinical decision making and scientifically based nursing practice.

Patient education:

The provision of health-related education to patients that will facilitate their acquisition of new knowledge and skills, adoption of new behaviors, and modification of attitudes.

Professionalism:

The accountable and responsible behavior of the nurse that incorporates legal and ethical principles and complies with standards of nursing practice

Leadership:

The process by which nurses use a set of skills that directs and influences others in the provision of individualized, safe, quality patient care. Leadership activities include delegation and supervision

Program Concepts and Outcomes by Level

Concept	Level 1 Outcome	Level 2 Outcome
Patient centered care	Utilize the **Nursing Process** in the practice of nursing that is patient centered, caring, culturally, sensitive and based on the physiological, psychosocial and spiritual needs of patients.	Apply the **nursing process** to integrate nursing that is patient centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
Interdisciplinary collaboration	Collaborate as a member of the health care team to promote continuity of patient care.	Collaborate with members of the interdisciplinary health care team to promote continuity of patient care.

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ADRN Program

Evidence based practice	Use current evidence from scientific and other credible sources as a basis for applying the nursing process in nursing practice and clinical judgment.	Integrate current research and nursing process into clinical practice.
Quality improvement	Promote quality improvement by participating in the implementation of care-related plans to improve health care services.	Promote quality improvement by participating in the development and implementation of organizational and care related plans for improving health care services
Safety	Provide a safe environment for patients, self and others.	Provide a safe environment for patients, self, and other.
Informatics	Use information technology in the provision of patient care.	Integrate information technology resources into the provision of patient care.

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Patient education	Provide health-related education to restore health and promote optimal wellness.	Utilize multiple resources to provide health-related education to restore health and promote optimal wellness.
Professionalism	Practice nursing in a professional, ethical, and legal manner.	Integrate professional, ethical, and legal concepts into nursing practice.
Leadership	Identify skills for the provision of safe, quality patient care.	Use leadership skills in the management of safe quality patient care.

<u>Section 1: Program Policies</u>

Special Circumstances for Admission and Placement

Students who have had previous nursing education or nursing work experience may be considered for advanced placement on a case-by-case basis <u>and</u> with consideration of the requirements of admission criteria and/or graduation.

Transfer Student

This option is available to the student who has been enrolled in an accredited RN Program within the past two years

1. Courses will be considered for transfer depending on equivalency to the IVC nursing course

2. Students apply using the same procedures and deadlines as a generic first-semester student and must include copies of the course descriptions for each previous nursing courses

3. The Counseling Center will review transcripts and validate equivalency through course descriptions or other articulation arrangements. In addition to the General Education requirements, careful attention will be given to course work in the following subjects:

    - Anatomy, Physiology, and Microbiology

    - Pharmacology and Nutrition

    - Psychology and Growth and Development

4. The Program Director will review transcripts from all previous nursing course work. Equivalency will be validated through course descriptions.

    - The evaluation done by the Director will be submitted for approval to the faculty receiving the student. Transfer students may enter the nursing curriculum according to the faculty decision as soon as space is available.

    - In cases of minor differences, the applicant will be permitted to demonstrate cognitive and psychomotor competency through paper and pencil tests, Assessment Tests (ATI), psychomotor skills demonstration or other means of analysis.

    - When questions arise, the applicant may be interviewed to assist in determining competency.

5. In case of multiple applicants, those with the earliest completion of materials date will be accepted first.

Credit/Challenge by Examination

A student may request a credit-by-examination if prior education and/or experience provided 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 programs with specific guidelines on simulated or clinical practicums.

1. The student should refer to the college policy AP 4235 Credit by Examination

2. The student <u>must</u> meet with a counselor to discuss Credit by Examination eligibility, procedures, and regulations and obtain the Credit-by-Examination petition form. Each examination requires a separate petition form.

3. If petitioning for a nursing class, signatures of approval from the instructor(s) of the class to be challenged **and** the Program Director must be obtained in advance.

4. The student will be given information regarding content, date of exam, and materials available to assist in

preparing for the challenge exam.

5. The student may utilize the Nursing Learning Center to assist in preparation.

Prioritization Grid - Non-generic, Advanced Placement, Re-entry, and Transfer Students

The student must meet all the above admission criteria for the Generic Student **and** placement is prioritized based on the following:

PRIORITY	TYPE OF STUDENT	QUALIFIER STATEMENT
1	Continuing Generic	Good standing with no "W" or "Ds"
2	Continuing Generic	Good standing with a "W" due to illness, financial hardship, personal necessity
3	Continuing Generic	Received one (1) "W" or "D" in any nursing class while in the program and completed a personal remediation plan
4	LVN to RN	Completed NURS 204 and all admission criteria for program
5	Transfer	Good standing in an accredited program and did not receive any "W" or "Ds"
6	Transfer	Good standing in an accredited program and received "W" due to illness, financial hardship, personal necessity
7	Transfer	Received one (1) "W" or "D" while in an accredited program
8	VN to RN	30 Unit Option
9	Foreign Nurse	In need of 1 or 2 courses and meets program admission criteria and space available
10	Former nursing Student	Received two (2) "W" or "D" while in an accredited program

Course of Study and Progression in Program

Student Success

1. The student is responsible for his/her own success and should make an appointment with the instructor any time the grade average drops below **78%** on course work or exams for early remediation guidance.

2. The student is responsible for taking timely action whenever a course grade drops below **82%.** The student must meet with the instructor to determine the best strategies for progression in the course or the potential need to withdraw from the course. If the drop date has passed, discussion should include options such as Petition to Re-enter or re-application to the ADRN Program

Course of Study Progression

1. The ADRN Program course of study for each semester must be completed with grades of C or better to progress to the next level

2. Each semester of the ADRN Program requires course work for theory, clinical experience, and nursing skills. The Board of Nursing requires concurrent clinical and theoretical study; therefore, failure of any one part necessitates repeating all three areas for a semester.

3. Upon successful completion of the all nursing courses **and** degree requirements, students are eligible to petition to graduate with an Associate of Science Degree in Registered Nursing and to petition to take the National Council Licensure Examination (NCLEX) for RNs

4. Students requiring a full-time load of 12 units per semester may need to register for additional courses in accordance with their educational plan. **Lab courses such as NURS 081, 082, 083, and 084 Independent Studies** are each 1-unit courses open to students per semester but are not considered for a full-time load.

SEMESTER	COURSE	TITLE	UNITS
First	NURS 107 NURS 109	Nursing Fundamentals Pharmacology I	7.0 1.0 **8.0**
Second	NURS 127 NURS 128 NURS 123	Medical-Surgical Nursing I Nursing Care of the Childbearing Family Pharmacology II	4.0 4.0 1.5 **9.5**
Third	NURS 218 NURS 223	Nursing Care Childrearing Medical-Surgical & Geriatric Nursing	3.5 5 **8.5**
Summer or Winter	NURS 219	Psychiatric & Mental Health Nursing	3.0 **3.0**
Fourth	NURS 227	Medical-Surgical Nursing III/Preceptorship	8.0 **8.0**

Degree and Support Courses

The prospective ADRN student must complete degree courses listed in the associate degree nursing major prior to graduating from the nursing program.

- POLS 102 (American Government and Politics) and HIST 120 or HIST 121 (United State History)

- COMM (or SPCH) 100 – Oral Communication
- PE 100 – Lifetime Exercise Science
- One PE Activity Course
- Humanities Elective

Grading Standards

State Standard

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.

Methods of Evaluating Performance

1. The teaching team will identify methods of evaluating student performance for each course. These methods may include but are not limited to:

   - On-line or paper/pencil quizzes and tests
   - On-line proctored and non-proctored exams developed by ATI
   - Clinical and skills performance evaluation and evaluation of applied theory in the clinical or lab setting
   - Simulated clinical experiences or other computer assisted instruction
   - Planned and incidental observation of nursing assessment, problem identification, care plan development, implementation and evaluation of nursing care
   - Self-Evaluation of clinical performance based on competencies for the course and program
   - Student presentations and/or collaborative learning assignments
   - Written assignments as stated in the course syllabus or discussed
   - Written or verbal feedback in student /instructor conferences and class participation

Program Grading Standards

The student is graded based on college grading policies in the current catalog **and** the ADRN Program specific grading policies **and** any additional policies set by the instructor of the course.

1. In accordance with college policy, no information can be released via the phone or in person except with the permission of the student. This includes disclosure of information to student's parents, spouses, family members, employers, etc.

2. The grading scale for all nursing courses is:

A	**93-100%**
B	**85-92%**
C	**78-84%**
F	**Below 78%**

3. **The student must achieve the equivalent of a 78% on all nursing finals and in the theoretical and in the clinical portions of the course**. Both the theory and clinical sections of **Second, Third, and Fourth Semesters** must be passed at ≥78% separately before combining the grades.

   - In **Second, Third, and Fourth Semesters**, theory may be weighted as 70% and clinical as 30% of the course. Failure to pass either the theory or the clinical portion will result in failure of the entire course. **The course instructor has academic freedom but not freedom to change program decisions.**

   - Theory grades are based on a combination of quizzes, exams, and written assignments per each course syllabus.

- Clinical grades are based on a combination of assignments and a comprehensive evaluation of skills and applied theory in the clinical setting.

4. Theory and clinical course work must be concurrent; therefore, if the final grade in clinical is rated as unsatisfactory, the student will not be allowed to progress in the program. A course grade of 'D' or 'F' will be assigned regardless of the accumulated theory grade(s) attained by the student.

   a. The student will receive a "W" if withdrawing from the program within the timeframes of the College.

5. Additional requirements for progression in the Nursing Program

   - Nursing attendance polices are applicable to theory, clinical, skills, and co-requisites courses.

   - Nursing policies related to 'clinical unsatisfactory' are applicable to all clinical courses.

   - A medication calculation test must be passed with the equivalent of a 92% on the first attempt in every semester.

   - Incomplete grades are assigned according to the policy outlined in the college catalog.

6. A student who does not achieve a minimum grade of "C" in any required course cannot progress in the nursing program until such course is completed with a minimum grade of "C".

7. A student may repeat a nursing course **only once**.

   - Formal drops or withdrawals with Admissions and Records are the responsibility of the student.

   - The student must complete a Petition to Re-enter and submit all required documentation to be considered for re-entry and pending the program's space availability.

8. The Nursing Progression Committee shall review the Petition to Re-enter with attachments and make a recommendation to the Program Director who makes the final determination with consideration of space availability in the classes required and program.

9. A student who has two (2) course failures in the nursing program and/or has been deemed unsafe in the clinical area will be dropped from the ADRN Program and is not eligible for re-entry.

Clinical Evaluation and Critical Objectives

Clinical Evaluations

1. Clinical evaluation will be completed at least once each clinical course and shall be done in writing and signed by the instructor, submitted to the lead faculty member and/or nursing office for placement in the student's file.

2. The clinical evaluation shall include the student's positive accomplishments as well as any identified deficiencies that need improvement and the student is encouraged to participate in the evaluation process and to sign the form.

3. If the final clinical performance is rated as unsatisfactory, the student will not be allowed to progress in the program. A course grade of "D" or "F" will be assigned regardless of the accumulated theory grade(s) attained by the student.

4. Students who have an identified deficiency in a non-critical objective may be given a warning for unsatisfactory performance. As time allows, the student will have one (1) clinical week to improve the identified deficiency(ies).

5. Students, who have an identified deficiency in a critical objective, are counseled and may be dismissed depending on the details.

6. Students may be dismissed from a clinical course for removal of any unauthorized syringe, needle, medication, supplies or equipment from the skills lab or computer lab or clinical facility removal of any hospital supplies or skills lab supplies or equipment that has not been issued to them.

7. Students may be dismissed for removal of any agency/hospital generated medical record with Protected Healthcare Information (PHI). Removal of any such documents by means of faxing, copying, duplicating, emailing or print-outs of hospital generated patient specific information is prohibited. Individual facility policies may take precedence over this policy.

Skills Check Off Criteria for ADRN and VN program

A) The purpose of this criterion is to define and quantify the number of acceptable student attempts when performing a skills check-off. Understanding that patient safety is of the utmost importance, the IVC nursing program recognizes the importance of students being adequately prepared to perform in the clinical area. Therefore, safe practice dictates the student skill check off policy.

B) Procedure
   1) All skill check -offs must be completed **under the supervision of the course instructor(s)**.
   2) The skills check-offs will be scheduled after the course instructor has demonstrated the skill to the students.

C) It is not acceptable for the Nursing Learning Center instructor tutors to supervise the skills check-off.
   1) The student may practice the skill under the supervision of the NLC instructor tutor.
   2) The student may complete remediation under the supervision of the NLC instructor tutor.
   3) The student may attempt the skill check off 3 times.
   4) If the student fails the first attempt at a skill check off, the student will receive an -Unsatisfactory grade and will have to complete a remediation plan. The student will have one week to complete the remediation plan before the second attempt.
   5) If the student fails the second attempt at a skill check off, the student will receive an unsatisfactory grade and will have to complete a remediation plan. The student will have one week to complete the remediation plan before the third attempt.
   6) If the student fails the third attempt at a skill check off, the student will receive an unsatisfactory grade and will be dismissed from the nursing program.
   7) The subsequent check-offs should be performed by instructors other than the instructor evaluating the first attempt.

Critical Objectives Required for All Courses
(Note: failure in any of these areas may result in dismissal from the course)

- The student will:
    - Utilize standard precautions and hand hygiene when appropriate.
    - Identify patient by name, medical record number and date of birth on armband. At the bedside, compare patient armband information to medication administration record and/or computer data. Utilize the "Patient's 7 Rights" to administer medications.
    - Immediately report any significant change in the patient's condition to the responsible RN and/or the clinical instructor.
    - Validate with instructor nursing practices and/or procedures that are contrary to classroom instruction prior to initiation of patient care.
    - Recognize and report any error or unsafe conditions.
    - Maintain academic honesty, professional behavior and confidentiality and abide by the Code of Conduct and Ethics.
    - Recognize and correct breaks in sterile technique.
    - Recognize own limitations and assess own abilities prior to initiation of patient care.
    - Maintain patient safety standards.
    - Have the instructor or licensed nurse present at the bedside when performing any procedure for the first time unless the student has been deemed safe for this procedure by the instructor. The student **MUST** make every reasonable effort to notify the instructor prior to carrying out a new procedure.
        - Have direct supervision by an instructor or staff RN for the following:
            - All IV insertions, IV medications, accesses for the purpose of phlebotomy, and access to central lines or implanted ports for any purpose
            - TPN administration and blood and blood product administration
    - Each clinical class will have additional critical objectives relevant to the course.

Medication Calculation Competency Test

Because patient safety is the utmost priority, each student will be required to demonstrate medication calculation competence by successfully passing a medication calculation exam.

I. Procedure:

1. A medication and fluid administration calculation test will be administered each semester.

2. The Nursing instructors for each semester will generate and administer the test for their respective course(s).

3. Each test will consist of 25 questions and will assess math skills necessary for safe and effective medication and fluid administration required for each individual course. Correct units must be stipulated; i.e. mL/hr, mg, etc.

4. The first test will be administered during the first week of the respective course.

5. Individual instructors will determine the timing of the test based on course needs and college course drop dates.

6. Nursing students must score a minimum of **92%**, which constitutes a passing grade. The score on the math competency test is **not** averaged in the final grade.

7. Nursing students who score less than 92% may retake the test **once**. Prior to the retest, students must remediate by reviewing math errors and seeking appropriate assistance to meet their learning needs. Pending successfully passing the exam, the instructor will determine if the student may administer medication in a clinical setting, except under the direct supervision of the instructor.

8. Students in each semester who **score less than 100%** on the **second** test will need to withdraw from the program. Before re-entry, remediation will need to take place.

II. 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: 1.5<u>7</u> should be rounded to 1.6

   - If the last digit is less than (<) 5, round down.

     Example: 1.5<u>4</u> 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: 1.6<u>7</u>4 should be rounded to 1.7

- If the digit in the hundredths place is less than (<) 5, round down.

    Example: 1.8<u>3</u>7 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: 0.83<u>7</u> should be rounded to 0.84

- If the digit in the thousandths place is less than (<) 5, round down.

    Example: 0.67<u>4</u> should be rounded to 0.67

5. Calculating Intravenous Flow Rates:

    i. Round all <u>flow rates</u> 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 <u>dosage</u> instead of volume; i.e. milligrams, grams, mg/kg/day, mg/min, mcg/min, etc.:

- Round <u>dosages</u> to the closest hundredth.

    Example: 26.666666 mcg/min should be rounded to 26.6<u>7</u>

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

ATI – Diagnostic Assessment Testing

The purpose of the tests from Assessment Technologies, Inc. (ATI) is to provide a standardized evaluation of the student's knowledge level and application of theory level while progressing through the program. The ADRN Program utilizes the Comprehensive Assessment and Review Program (CARP), a research-validated exam and remediation tool.

1. Computerized comprehensive tests are given prior to the completion of nursing course to compare the student's progress with other nursing students at a national level

2. The Content Mastery Series is designed to assess student knowledge and decision-making skills in seven areas: Critical Thinking, Fundamentals, Maternity, Pediatrics, Medical-Surgical/Geriatrics, and Mental Health and Pharmacology

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

4. The testing sequence has been designed to correlate with the educational content of each semester. The tests below with a √ are given a score equivalent to a course assignment as determined by the individual instructor.

First Semester

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

Second Semester

- √ 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

Third Semester

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

Fourth Semester

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

Fourth Semester and Post-Graduation

- 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 'g-mail' account/address is required. **Virtual ATI is strongly recommended.**

5. The **non-refundable fees** are due by the deadline established by the ATI via the nursing office. Fees are paid directly to ATI by credit card. The CARP package is delivered directly to the student. Check with the Division Office for current cost

6. ATI exams are scheduled by the instructor and dates are given to the class. Verify dates with the instructor.

7. Secured exams are taken online in the Nursing Computer Lab and proctored exams cannot be taken until the student submits a non-proctored exam with a score of 90% or higher. Students with a documented disability must inform the instructor early in the semester to determine other arrangements.

8. ATI Exams may be re-taken **one time** with a minimum of 1-2 weeks between test dates. Self-remediation should begin as soon as possible and suggested tips include:

   - Use the "Topics to Review" from the Individual Performance Profile and utilize all appropriate ATI materials

   - Outline the nursing process steps to follow when caring for a specific identified disease process or situation

9. Grade management for ATI tests will be determined by the instructional team responsible for administration of each test

Standards for Written Work

1. All written/typed work should be in American Psychological Association (APA) format.

2. All work should be submitted before class or clinical begins and must be complete. An incomplete assignment is not acceptable.

3. Late Work may have total points deducted as follows

    -   10% for each day late; e.g. 3 days late means 30% deducted from the score achieved

    -   10% deduction if late over a two-day weekend

    -   For assignments graded pass/fail or satisfactory/unsatisfactory, a "U" will be given for late work

4. 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

5. 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

6. The individual instructor may provide for other means of handling late papers and this will be clarified during orientation to the specific class

Withdrawal or Dismissal from Program

Should a student withdraw from or fail a nursing course, the following process is in place to help the student identify the problem area(s) and develop a plan to remediate back into the program successfully. Students can request to repeat a nursing course <u>one </u>time**.**

1. A petition for re-entry is required if the student:

     i. Received a failing grade in any of the nursing courses, including Pharmacology.

    ii. Received less than a 100% on the second attempt of a medication calculation exam in any semester.

   iii. Withdrew from any nursing course and obtained a 'W' grade for any reason

2.Students who need to withdraw for personal reasons or circumstances (illness, injury, pregnancy, or an emergency situation), complete a **Leave of Absence Form** available in the Student Handbook or from the Nursing Office.

If the student has been dismissed for <u>any </u>of the following causes, re-entry into the Nursing Program is <u>not </u>possible:

1. Unethical or Unprofessional Behavior

- Documented and observed academic dishonesty, cheating or plagiarism

- Documented behavior consistent with substance, drug, or alcohol abuse

- Insubordinate attitude or profane language or behavior with the intent to disrupt, malign, harm, or discredit program faculty or staff

- Non-compliance with ADRN Program policies and/or college policies

- Unprofessional conduct or a violation of legal or ethical standards set forth by the ADRN Program

2. Clinical Performance

- Unsafe performance in the classroom or clinical practice setting

  - The 1st "unsatisfactory performance" necessitates completing a NLC Remediation Referral prior to the next clinical assignment. The instructor determines if remediation must be immediate or scheduled

  - The 2nd "unsatisfactory performance" necessitates completing a NLC Remediation Referral prior to the next clinical assignment **and **the student may be directed to meet with the Program Director to determine if other steps are needed.

  - The 3rd "unsatisfactory performance" requires the student to meet with the teaching team and Program Director for <u>dismissal</u>. No student shall receive three "unsatisfactory performances" in one day.

- Inconsistent, ineffective, or unprofessional performance in patient care

- Unsatisfactory or inappropriate recording or documentation

- Failure to complete clinical objectives

- Insubordination to a clinical instructor or clinical facility staff

- Non-compliance with clinical agency mandates such as standard precautions, identification of the patient prior to treatment or care, medication administration guidelines, accurate and timely documentation, etc.

- Non-compliance with Health Insurance Portability and Accountability Act (HIPAA);

  - Example: Copying, scanning, Xeroxing, emailing, or transmitting by other means any portion of a patient's medical record

    o   Example: Discussing a patient's case with anyone except instructors, student peers, or appropriate agency staff or discussing in a public setting where others may hear

- Inability to perform duties due to health or behavior

3. Attendance

- The student fails to attend the first meeting of a class
- Excessive absences or tardiness; i.e. exceeding the number of hours allowed for any nursing course
- Illness, mental or physical, deemed sufficient to interfere with the student's ability to complete objectives

4. Other causes as defined in the student code of conduct and/or college policies on student conduct

Determining Course Repeat and Re-entry into Program

1. A student with a grade of W, D, or F in any course in the Nursing Program, including clinical, pharmacology and skills labs, may or may not be eligible to repeat the course.

2. Theory and clinical course work must be concurrent; therefore, a W, D, or F in any course in the Nursing Program may affect the student's status in the program and the ability to progress.

3. Re-entry is neither automatic nor guaranteed.

4. Re-entry is subject to an **individualized** evaluation of the reason for exiting and remedial plan.

5. Re-entry is considered on a space-available basis.

6. Only one Petition for Re-entry will be considered for any student during the course of study in the Nursing Program. Special consideration may be given only in extremely extraordinary circumstances.

7. Re-entry places the student into the specific course exited.

8. The student must be ready to re-enter and be on the re-entry list with no more than two semesters or one year of absence.

9. Students who have been out of the Nursing Program three (3) years or longer from the date of initial admission are not eligible for re-entry.

10. Students will have one invitation to re-enter the program. If the student does not accept re-entry when offered by the Nursing Program, the student will be considered ineligible to re-apply.

11. Students who withdraw or fail a nursing course in First Semester will not be considered for re-entry status. The student must reapply to the nursing program.

12. A student dismissed as a result of unsatisfactory clinical performance will require further consideration and re-entry **may not** be possible.

13. Students who withdraw due to personal circumstance and have completed a Leave of Absence Form may not be penalized for re-entry considering they are determined to be in good standing in the Nursing Program at the time of withdrawal.

Procedure

- Regardless of the reason for withdrawal/dismissal, the student **must meet** with the course instructor(s) to determine if a remediation plan is appropriate and to discuss the possibility of re-entry through a Petition to Re-enter.

    o   ***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.***

- After meeting with the course instructor(s), the student submits the **Petition for Re-entry** with **a copy of the remediation plan** based on the recommendations from the instructor, the remediation criteria and other sources of counseling, and submits the petition to the Nursing Office.

- The instructor submits a Student Withdrawal Form and a Teacher – Student Conference Form to the Nursing Office with recommendations to the Program Director to consider.

- 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 will be required to pass the math dosage calculation exam with a 92% on the first attempt. 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.

- The Nursing Progression Committee (NPC) reviews the petition and makes a recommendation to the Program Director for acceptance or denial of the Petition to Re-entry.

- If the petition for re-entry is denied, the student is notified by the Program Director and options discussed.

Pharmacology

o 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:

   o A student who fails NURS 109 or any other required pharmacology course within the Nursing Program must exit the program. This will count as a course failure.

   o That student will need to follow the steps for petitioning for re-entry.

ALGORITHM FOR RE-ENTRY INTO THE NURSING PROGRAM
If unsuccessful in or dismissed from <u>any</u> Nursing Course ⬇
Meet with Instructor for required forms and instruction ⬇
Instructor documents recommendations for remedial study, including remediation criteria and plan ⬇
Student develops their own remediation study plan and begins implementation and completion Student completes skills validation simulations check off, must be passed for re-entry. Student completes and passes Dosage Calculation Exam with a 92% on the first attempt. ⬇
Student submits Petition to Re-enter with attachments to the Nursing Office ⬇
Nursing Progression Committee (NPC) meets with Instructor and reviews petition ⬇
NPC recommends acceptance or denial of petition and student is informed ⬇
If Petition is Accepted: Student placed on 're-entry list' and notified when seats are available. The student must contact course instructor or designated instructor to schedule math dosage calculation exam and check-off on mandatory skills.
If Petition is Denied: Options if any are discussed with the Program Director

Informal Student Complaint Procedure

Since filing of complaints against any party is a serious undertaking, prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, the student(s) should attempt to contact the staff member involved in an attempt to resolve the issue.
The progression of an Informal Student Complaint for a student in the Associate Degree Nursing Program is as follows:

- Discuss the issue with Instructor and, if not satisfied;
- Discuss the issue with the Director of the Associate Degree Nursing Program.

Due Process for Disciplinary Procedures

1. 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

2. Applicable Policies include: AP 5500 Standards of Conduct, AP 5520 Student Disciplinary Procedures and AP 5530 Student Rights and Grievances . Please check IVCCatalog and website for most current policy.

3. The Student's Complaint / Grievance policy 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

Civility Policy

Background
Civility is treating others and ourselves with respect, dignity and care. Civility is evident when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each other's self-worth and unique contributions to the community as a whole. Incivility includes any and all forms of disrespect or disregard for instruction, the instructor or a fellow-student.

Nursing education plays a significant role in fostering civility in academic and practice environments. The concepts of community and social justice are central to the mission and philosophy of the IVC Nursing Program. Faculty, students and staff are committed to promoting a healthy environment that supports learning, academic integrity, open communication, and personal and professional growth among the diverse students and members of the academic community. We believe that these commitments are grounded in personal and professional accountability and in the values of inclusivity and mutual respect.

The American Nurses' Association Code of Ethics requires nurses to treat their colleagues, students and patients with dignity and respect and states that any form of harassment, disrespect or threatening action will not be tolerated. The Code of Ethics provides a framework of objective guidelines to promote accountability of nurses for their actions and gives strong rationales to foster cultures of civility.

IVC nursing students are held to the highest ethical standards in and out of the clinical setting, the classroom, on campus, or in the community. Any form of incivility is unacceptable. To ensure a dynamic and respectful teaching, learning and clinical practice environment that fosters a sense of community, it is expected that every student adheres to these guidelines and maintains a high standard of civil, respectful, and professional conduct in all academic and clinical interactions.

Per the Education Code Section 76034, and the College Code of Student Conduct, *"Student conduct must conform to District and college rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction within the District, to include distance education programs, he or she may be disciplined…. Including but not limited to the removal, suspension or expulsion of a student."*

Policy

Based on the American Nurses' Association Code of Ethics, students are expected to be civil at all times when on campus, in clinical, or in the community or any time you are representing the IVC Nursing Program. The following are examples of civil behaviors that students are expected to adhere to:

1. Facilitate an open, respectful and caring environment.
2. Accept responsibility and accountability for one's own behavior when interacting with patients/families, students, faculty and staff.
3. Respect and protect the rights and property of others.
4. Speak or behave in a manner that does not disrupt or interfere with the learning or work of others.
5. Practice personal and academic integrity.

6. Demonstrate respect for others by actively discouraging discriminatory conduct, gossip, bigotry, violence, coercion or intimidation against any patient/family, student, faculty, staff member.
7. Engage faculty to resolve conflict when necessary. A report of student misconduct or infringement with regard to civility/incivility behaviors and/or the College's Student Code of Conduct may lead to dismissal from the IVC Nursing Program.

Academic Dishonesty

Professional integrity is an expectation for all students and includes adherence to the ethical and professional standards set by the program and the clinical experience facilities.

Definitions of Academic Dishonesty

1. <u>Cheating</u>: using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

2. <u>Plagiarism</u>: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

3. <u>Fabrication:</u> falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. <u>Obtaining an Unfair Advantage:</u>
   - stealing, reproducing (Including the use of cellular phones or other electronic devices), circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor;
   - stealing, destroying, defacing or concealing library materials for the purpose of depriving others of their use;
   - unauthorized collaborating on an academic assignment (including sending or receiving data or answers on test question via any electronic means);
   - retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to Faculty at the conclusion of the examination;
   - intentionally obstructing or interfering with another student's academic work;
   - undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. <u>Aiding and Abetting Academic Dishonesty:</u>
   - providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or
   - providing false information in connection with any inquiry regarding academic integrity.

6. <u>Falsification or Misrepresentation</u> of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official college document.

7. <u>Unauthorized Access</u> to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information

Determining Academic Dishonesty

1. Faculty shall determine the form/nature and severity of the academic dishonesty.

2. Faculty should arrange for a conference with the student as soon as possible after the incident to provide the details of the alleged violation, counsel the student for their lack of academic integrity, and discuss the consequences of their actions.

3. The student shall have an opportunity to respond to the allegation and/or to provide relevant information. Failure to attend the conference will not delay or prohibit appropriate sanctions.

Sanctions May Include One or More of the Following:

1. Re-education regarding forms of academic dishonesty and plagiarism, if faculty believes the student to have unintentionally plagiarized the assignment.

2. Requiring the student to complete another assignment without credit or partial credit, depending on faculty perspective of the incident. Assignment may be related to ethical behavior and/or academic dishonesty.

3. A failing grade on the assignment.

4. Conference with the Program Director to review consequences related to the student's status in the program.

5. A defined period of probation with or without conditions.

6. Dismissal from the program and ineligibility for readmission due to the severity of the incident or due to any repeated incident.

7. Faculty reports the incident to the Program Director and the Dean of Student Affairs, the designated campus disciplinary authority. Documentation of the incident is initiated on a Teacher – Student Conference form; one copy will be given to the student, one placed in the student's program file, and one sent to the Dean of Student Affairs for filing. If the student refuses to sign, it shall be noted on the form.

8. Faculty reports the incident to the Board of Registered Nursing

Teacher-Student Conferences

The Teacher – Student Conference provides direction when the student performance demonstrates the lack of the necessary knowledge or skills and/or student behavior requires corrective action. The cause for corrective or recommended actions is documented on the form with timeframes and consequences noted.

Corrective Action or Recommendations

1. Student behavior or performance that results in Teacher – Student Conference, probation, or dismissal include but are not limited to:

   - Excessive tardiness or absences
   - Academic deficits and/or failure and failure to submit assignments timely
   - Non-compliance with code of student conduct or rules of the program
   - Inappropriate personal behavior in the classroom or at a clinical agency
   - Failure to follow the instructional directions of faculty or clinical supervisors
   - Failure to exercise a degree of learning, skill, care, or experience ordinarily possessed of a nursing student at the same level of his/her training where the failure could jeopardize the patient 's health or safety

2. Clinical dismissal reasons include but are not limited to:

   - Unsafe preparation or administration of medication and nursing procedures
   - Misusing the patient's trust for personal advantage or demonstrating disregard for patient rights
   - Leaving the patient or patient care area without notifying the faculty or the patient's nurse
   - Failure to provide nursing care as required
   - Ineffective communication skills that could jeopardize the safety of the patient, faculty, staff or student
   - Severe or repetitive performance/judgment deficiency with the potential for harm to the patient or others
   - Jeopardizing a patient's confidentiality
   - The student does not or is unable to master the nursing course objectives

ADRN Program

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 <u>and</u> Review with Instructor:

<u>Additional Recommendations:</u>

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

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

_____
_____
_____

TEACHER – STUDENT CONFERENCE (page 2)

Student Response:

_____

_____

_____

<u>Signatures:</u>

_____
Student   Date

_____
Instructor   Date

_____
Program Director   Date

⌋ Copy given to student

Alcohol and Drug Abuse Policy

Explanatory Statements

1. Many drugs, legal and illegal, including alcohol, 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. Use and abuse of alcohol and other drugs can lead to accidents, injury and other medical emergencies.
2. Being under the influence of alcohol and /or drugs or abusing the use of alcohol or drugs while attending nursing classes is not acceptable.

Suspicion of Abusing or Being under the Influence

An "impaired" student shows objective signs they have abused substances such as, but not limited to, odor of alcohol on breath or about person, behavior such as slurred speech, poor coordination, impaired judgment, decreased level of consciousness or unusual behavior that may be boisterous, combative, argumentative or inappropriate.

Abuse of substances includes prescription and over-the-counter drugs, CNS depressants, narcotics, illicit drugs, alcohol and other chemicals. Student will need to present documentation from MD if taking prescribed substances.

The concern of the Nursing Faculty is two-fold

1. The safety of the patients in the clinical setting
2. Assisting in the recovery of the impaired student

The instructor will approach the student suspected of being under the influence.

On Campus, the student will be dismissed from class; security will escort the student to the Dean of Student Affairs and Enrollment Services.

In the Clinical setting, if the student is suspected of being under the influence they will be dismissed from clinical setting and authorities may be called.

Consequences

1. Student will meet with Dean of Student Affairs and Enrollment Services to discuss any violation to the Student Code of Conduct (IVC Catalogue)
2. The Director of Nursing will be notified. Parents of students under age 21 will also be notified.
3. When student is able, the student must meet with the faculty team to discuss the situation and a plan of action or dismissal as appropriate.
4. The student may be dismissed from the nursing class and ADRN program.
5. The student can apply for readmission only after completing the recommended formal plan of action.

Ethical Standards

To healthcare professionals, ethics pertain to questions about what is right or what ought to be done in situations involving moral decisions relating to patients. Students in the ADRN Program are expected to comply with the National Student Nurses' Association Code of Academic and Clinical Conduct.

National Student Nurses' Association, Inc. Code of Conduct

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

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

Code of Academic and Clinical Conduct for Nursing Students

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

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

18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

Pinning, College Graduation, and Licensure

A Nurses' Pinning (Completion) Ceremony is conducted at the end of each graduating class indicating that each student has met the necessary requirements to celebrate completion of the Nursing Program. It is a time where graduates receive the designated school pin as a symbol of their accomplishment. This ceremony represents the culmination of an educational program that prepares individuals to enter the profession of nursing.

Policy:
The IVC Nursing Student Pinning (Completion) Ceremony shall be professional and accessible to all students, faculty, staff, Administration and district personnel

A completion ceremony may be conducted at the end of the second year of the nursing program, 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. (Pins are purchased by the Division of Nursing). The completion ceremony represents the culmination of an educational program that prepares individuals to enter the profession of nursing.

All students who have satisfactorily met the curricular requirements are eligible to participate in the significant event.

The completion ceremony will be held on the campus of Imperial Valley College, all students are expected to attend. Families and friends of the graduates are invited as well.

The students, with the assistance of the Director, the student graduation committee and faculty advisor for pining will work together to plan and organize this celebration. A standard protocol must be followed. **The Director must approve all details and final arrangements pertaining to the completion ceremony one (1) month prior.**

Procedure:
1. 2-3 nursing students will represent their class and work with the Director and/or faculty advisor.
2. The IVC Nursing pin is purchased by the Division of Nursing.
3. At all times during the event, students are expected to maintain **professional conduct and appearance –** noncompliant students will not be participating in the ceremony.
4. A summary of costs include any expenses the students wish to incur for their event such as additional décor, refreshments, drinks, flowers for families, etc.
5. Rehearsal is mandatory for students who are participating in the event.
6. Students are given the opportunity to prepare a 'thank you' note to share with families at the event.
7. Invitations are arranged by the Department.
8. Photography is arranged by the students.
9. **Attire:**
    Students are required to wear the designated student uniform without the student stripes or an approved white scrub.   No mixing of attire.

Graduation from IVC

1. The student must complete and file a **Petition for Graduation** in the Admissions and Records Office before the semester deadline. Students must meet with a Counselor, have an evaluation completed, and have the petition signed before submitting to Admissions & Records. Check the catalog for the deadline date and initiate the process early.

2. LVN to RN students choosing the 30-unit Option do not petition due to their non-degree/non-graduate status.

3. All fees owed to IVC must be paid before the Admissions and Records Office will release transcripts to the Board of Nursing

Applying for Licensure with the California Board of Registered Nursing (BRN) and the NCLEX

1. Graduation from the ADRN Program is not the only requirement for obtaining licensure; the BRN sets the requirements and determines when they are satisfactorily met.

2. In the fourth and last semester of the program, **students begin the process of applying for the licensure exam**. Applications are obtained from the California Board of Registered Nursing Website at http://www.rn.ca.gov/applicants/lic-exam.shtml and submitted to the Nursing Department.

3. The cost for applying is a minimum of $150.00. Additional costs will be incurred for electronic fingerprints (livescan process) and 2x2 picture

4. Student applications are collected by the Nursing Office prior to graduation and sent to the BRN. The student ensures all appropriate attachments are present.

5. Once deemed eligible by the BRN, the student can register for the **NCLEX RN (National Council Licensure Examination)** https://www.ncsbn.org/nclex.htm. Filing for the NCLEX is completed by the student directly with the National Council of State Boards of Nursing. A $200 fee will apply.

Previous Convictions and/or Misdemeanors

1. The BRN may deny any license application if the applicant has been found guilty of fraud or acts which deceive the public, a felony, or addiction to habit-forming drugs, etc. This includes inaccuracies on your application, which may be construed as deceiving. The student applicant can assist the BRN by submitting the following:

   - Letter of explanation

   - Certified arrest and court records or out of state discipline documents

   - Letters of reference

   - Current work performance evaluation

   - Additional information is found on the BRN website: http://www.rn.ca.gov/pdfs/enforcement/appdocs.pdf

Use of Technology and Electronic Aids – HIPAA & Patient Confidentiality

Protecting the Private Health Information (PHI) of every client with whom a student comes in contact, as well as the Education Information of every student is a supported by the ADRN Program.

1. Courses in the Nursing and Allied Health programs may use online resources as a learning and communication tool between instructors and students. All students are required to check student college email and Blackboard regularly.

2. Students are expected to follow all hospital or clinical sites policies and procedures at all times.

   - Patient confidentiality is paramount. Information regarding clinical experience is not appropriate for posting and is a Health Insurance Portability and Accountability Act (HIPAA) violation. Students are expected to act as professionals with the utmost respect for patient confidentiality. This includes the discussion of a patient's problems with fellow students. All nursing students are required to be familiar with and practice HIPAA confidentiality guidelines at all times during their clinical rotations and class lecture throughout the nursing program. **Students who violate the HIPAA confidentiality guidelines will be disciplined up to and including immediate dismissal from the Nursing Program.**

   - Removal of an individual's name does not constitute proper de-identification of Protected Health Information (PHI) and data such as age, gender, race, diagnosis, type of treatment, or the use of a highly specific medical photography may still allow identification of a specific individual.

   - The student is not allowed to copy, scan, Xerox any portion of a patient's medical record.

3. Professional behavior and proper technology etiquette are expected of all students both inside and outside the classroom and during clinical activities.

   - Individuals should make every effort to present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful.

   - Unprofessional behavior includes display of language or photographs that implies disrespect for any individual or group because of age, race, gender, ethnicity, or sexual identity or implies condoning irresponsible use of alcohol, drugs, or sexual promiscuity.

   - Recording by any method, at any time, is by permission of the instructor only.

   - Students cannot use or refer to cell phones, pagers, or equivalent during any class or test or in the Nursing Learning Center.

   - If expecting an emergency message, discuss the issue with the instructor prior to class and set all cell phones and pagers to "vibrate only" mode.

   - Recording of any kind may not be shared, transmitted, or sold and must be destroyed at the end of the semester.

   - Photograph and video recording is not allowed in class, clinical, or lab unless authorized by faculty for a course assignment.

   - Electronic social networking (i.e., Facebook, Twitter, Instagram, email, text, etc.) is not permissible during scheduled class or clinical time.

4. All computer codes issued to each student by each clinical site are confidential. Students may not use their employee codes while acting as a nursing student, unless mandated by the clinical site policy

5. Students who choose to communicate electronically via social networking sites are held solely and legally responsible for its content. Inappropriate or unprofessional postings may jeopardize a student's status in the program.

6. If a student violates this policy or behaves unprofessionally, the student must meet with the faculty and/or program director to determine disciplinary actions and further eligibility in the program.

Schedules - Clinical, Work, and Life

1. The ADRN Program requires clinical rotations in multiple healthcare agencies within and outside the county. Student placement in each agency requires prior agreements, advanced arrangements, and placement is still subject to last-minute changes.

2. Student rotations are based on educational need, not on geographic proximity to home or work or desired class hours. In addition, faculties make an effort to avoid placement of students in the same agency in which the student or their family is employed.

3. The ADRN Program requires a great commitment of time and energy, therefore, it is not recommended for a student to maintain a full employment load while in the program.

4. If a student finds it necessary to work, the student must arrange the work schedule so there are no conflicts or interference with the class or clinical schedules. For patient and student safety, work hours should not be scheduled immediately prior to the clinical experience

5. If the student is considering taking non-nursing courses concurrent with nursing in any semester, it is recommended that the student seek guidance from faculty members, including one from the subsequent semester.

6. Life and family schedules must be arranged so there are no conflicts and it is advised to plan for alternatives for child/family care during periods of illness or other changes.

7. **Clinical hours may vary from scheduled hours noted in the IVC schedule and students will need to meet those required hours. Students will be assigned their clinical rotation.**

Attendance

The student must attend <u>all</u> classroom, lab, and clinical hours as assigned by the schedule. It is the responsibility of the student to contact the instructor of record before the start of class of <u>any</u> need to be excused from class. If a student does not contact the instructor of record by the assigned time and is absent, a clinical unsatisfactory for professional behaviors will be given. **Absences are limited to the equivalent of the number of hours class meets in one week over a full semester; as a short-term class, this equates to one theory day absence and one clinical day absence.** A student who reaches the maximum allowable hours of absenteeism or tardiness may be dropped by the instructor.

Acceptance of absenteeism excuses is at the discretion of the faculty member and may result in failure of the class. **A student who reaches the maximum allowable number of hours absent and is not allowed to continue, may need to file an Intent to Re-enter petition to re-enter the nursing program.** The teaching team will meet with the student to discuss remediation and the possibility of reentry.

Tardiness will be included in calculation of absenteeism. **A student who is late for class, lab, and/or clinical may be sent home and this will result in an absence.** For patient safety, students should <u>not</u> come to clinical when ill. The instructor of record will send the student home and discuss any make up, if any, at a later date.

1. Student attendance is critical in the ADRN program due to volume of material and need to ensure patient safety.
   - Clinical and skills classes provide opportunities for the student to demonstrate progress and to be evaluated for applied knowledge and patient safety.
   - Excessive absences result in a student failing to meet course/clinical objectives and the Board of Nursing's concurrent educational requirements, which in turn may constitute failure of the nursing course.
2. Students are responsible for complying with all attendance & tardiness rules:
   - Non-attendance on the first day may result in being dropped from the class.
   - Excessive absences, defined in the college catalog as exceeding the number of hours the class meets per week may result in being dropped from the class.
   - The instructor and/or the teaching team will evaluate any clinical absence beyond one (1).
   - An instructor may determine the student is unprepared for that day's clinical assignment and send the student home. This will be considered a clinical absence and may also result in an unsatisfactory grade. One example of unpreparedness is failure to follow the uniform policy in a clinical setting.
   - Tardiness three (3) times in any nursing class will be considered an absence and will count toward total absences. Repeated tardiness is disruptive to the class and interferes with learning. Arriving to class assignment after the scheduled start time is considered tardiness.
   - Attendance expectations shall be further defined by the instructor's syllabus and may be an element in course grade.
3. Consequences of exceeding maximum allowable absences:
   - The student must meet with the teaching team to discuss the situation
   - The student will be considered for dismissal from the program. If dismissed, the student may petition to re-enter based on re-entry policies. This will count as the first program attempt and therefore the student will only be eligible for one re-entry into the nursing program.

- If remediation is considered and/or is available for a 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.

4. If the student is unable to report to the clinical 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.

   - Students are responsible for reporting any health condition that may interfere with his/her performance in the clinical practice area. For patient and staff safety, students should not come to clinical when sick

   - The clinical instructor may send the ill student home and discuss clinical make-up if possible at a later date. Continuance in the program will be based on the recommendations of the attending physician and the number of absences needed to address health condition

   - The student recovering from a surgery and/or extended illness must submit a written physician clearance and must be able to safely meet the clinical objectives prior to return.

5. Clinical Instructor Tardiness / Absence

   - If the clinical instructor is late, the students must make a reasonable effort to contact the clinical instructor as directed in the syllabus

   - Students must not participate in patient care if the instructor is not present.

   - If the clinical instructor has not arrived within 30 minutes from the usual start of clinical time and cannot be reached, the students must:
     - Leave a message with the Nursing Office (760-355-6348)
     - Write a list of the students who attended clinical
     - Inform the clinical site personnel in charge
     - Leave the clinical site

   - 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

For all of the above, attendance policies will be upheld where excessive hours of absenteeism may result in withdrawal or failure of the course

Student Responsibilities

Personal Information

1. Students are required to submit any change of personal information; i.e. name, address, phone numbers, email, etc. to the Nursing Office, Admissions, and Instructors.
2. Students are responsible for maintaining an up-to-date phone number, emergency contact number, and a current email address.
3. All communications from the Nursing Office will be done via email through the IVC student email account.

Safety and Regulatory Compliance

1. Students are expected to perform only the care and skills for which they have been taught and prepared. If assigned to an unfamiliar activity, the students must bring this to the attention of the instructor or agency staff member.
2. Students are responsible for knowing and abiding by all applicable laws, statutes, standards, and policies for each clinical agency, college, and ADRN Program.

   - Example 1: Expectation to maintain Standard Precautions and to comply with the annual validation of comprehension according to the clinical agency protocols
   - Example 2: Expectation to comply with all HIPAA requirements and consider all information regarding the patient's status is strictly confidential and not to be discussed with anyone except instructors, program peers, and appropriate agency personnel. Discussion of patient problems in public places such as cafeterias or elevators is inappropriate and will result in disciplinary action

Professionalism

1. Students are expected to maintain professionalism in attitude, appearance, and language at all times
2. Recognize that ethics is essential in nursing

Classroom Expectations

1. Student shall acquire required textbooks before or during the first week of the course.
2. No chewing gum and no eating in the classrooms or skills lab areas. During long nursing classes, a beverage with a tight seal may be allowed; i.e. no drinks in paper cups with plastic lids and no cans.
3. Lack of interest or sleeping in the classroom is disruptive. The instructor may direct the student to leave the class and will count the dismissal as an absence.

Clinical Expectations

1. Assignments are based on educational need, not on geographic proximity to home or work or desired class hours. Students with specific requests may submit a letter to the lead instructor describing the circumstances.

2. *All students will be assigned to care for patients with infectious diseases. Exemption may be made for those students with medical verification of a health condition which would preclude contact with infectious patients. Standard precautions will be implemented in the care of all patients. All students will wear face protectors in situations where contact with body fluids is a possibility. Students will maintain current immunization status during program entirety.*

3. The faculty-to-student ratio in the clinical area ranges from 1:10 to 1:12; therefore, it is impossible for a faculty member to be present continually and observe every situation. Thus, it is imperative that each student assumes personal responsibility to be prepared for each clinical practice experience

4. The student shall receive/review the patient assignment and objectives for clinical prior to patient care and be prepared. Review shall include review of all pertinent health information, medication record, and physician orders.

5. Before administering any medication, the student shall know the physician order, the medication name, drug category, appropriate dosing, uses specific to patient condition, side effects, precautions, and contraindications.

6. The student shall be aware of scheduled diagnostic studies ordered, rationale for the studies, and any nursing implications.

7. The student shall notify the clinical instructor prior to performing a procedure or a treatment unless otherwise arranged with the instructor. Check immediately with the instructor or agency staff if in doubt about patient care or a patient's condition. Report to the instructor and staff when leaving the clinical area to ensure continuity of care for patients.

8. The student shall submit care plans, medication cards, or other clinical assignment as directed by the instructor.

9. The student should be prepared for post-conference and be able to discuss aspects of care of their assigned patients and/or concerns regarding their clinical experience.

10. Students who come unprepared for clinical may be sent home or to the Nursing Learning Center for practice and remediation before they are allowed to return to the clinical site. This will count as a clinical absence

Transportation

1. Students shall arrange for/provide their own reliable transportation to and from IVC and all clinical facilities. Carpools may be used, but clinical assignments cannot be arranged to accommodate carpools

Student Input and Representation

One student representative from each cohort may volunteer to serve for the semester, with no term limitations, and is responsible to act as a conduit of information between the nursing students, faculty, and department administration. Additionally, the Director of Nursing will meet at least once with representatives from each semester to encourage feedback from students about how clinical and lecture classes are progressing. For these meetings, one student will be selected from each clinical group in a particular semester to represent his/her follow students.

1. During the first two weeks of the semester, the students in each cohort will determine the volunteer class representative and the representatives from each clinical group.

2. Class representatives may participate in the following and offer input from the student perspective.

- Nursing Team Meetings, which may be comprised of the semester faculty and assistant instructors

- Nursing Department Meetings, which reviews, dialogues, and makes recommendations for the department and the program
  - *Any student concern regarding a specific class should be resolved by seeking a conference with the respective instructor.*
  - *If the problem is not resolved, the student, the instructor, or both may request a conference with the Department Chair, Program Director or designee.*

- Nursing Student Handbook/Policy Subcommittee, which reviews and recommends revisions to the handbook information and accessibility in agreement with the college and BRN regulations

- Nursing Advisory Committee, which reviews the overall program and relationships with industry entities and recommends changes
- Nursing Pinning Ceremony, for the planning, preparation, and setup at the completion of the program
- Campus or department group events that recognize student achievement and/or provide opportunity for dialogue and networking

3. The student has the opportunity to communicate ideas, suggestions and/or concerns associated with the ADRN Program by speaking directly with the class representative, instructors, Program Director or Dean

   - In concerns regarding an instructor, the student is expected to request an appointment with the instructor first to discuss the issue.
   - In concerns regarding a clinical area, the clinical instructor should be approached first.

4. If a student concern/problem cannot be resolved at the instructor level, the student is advised to follow the next level chain of command – Program Director. If still unresolved, the student shall follow the college Student Complaint policy.

5. All students will be assigned to care for patients with infectious diseases. Exemption may be made for those students with medical verification of a health condition which would preclude contact with infectious patients. Standard precautions will be implemented in the care of all patients. All students will wear face protectors in situations where contact with body fluids is a possibility. Students will maintain current immunization status during program entirety.

Nursing Learning Center, Skills and Simulation Labs

Skills/Simulations Labs

There are four (4) skills labs in the 2100 building; three with high-fidelity human simulators, and one with low-tech simulators and mannequins. One lab is set up to address perinatal and nursery situations, one for generic medical-surgical situations, and the remaining two for medical-surgical and critical scenarios. The labs provide the students with opportunities for self-study, instructor guided complex simulations, and simulated check-offs. **Students must read, sign, and submit the Simulations and Skills Lab Signature Page to the Nursing Office confirming they understand the use of these labs.**

Nursing Learning Center (NLC)

The NLC is comprised of a computer lab and a study area with a resource library. The NLC assists the student in a variety of ways including:

1. Instructor/Tutor help is available in an informal manner either in small groups or one-to-one

2. Self-directed learning and utilization of reference materials, textbooks, audio-visuals, and CD/DVDs

3. Remediation referral by the instructors specific to theory, clinical knowledge, and/or skills

4. Use of the NLC comprises enrollment in NURS 081, 082, 083, and 084 depending on the level of the student.

5. **Use of the NLC requires a sign-in and sign-out process, regardless if registered for the course. Anyone using the lab must sign in.**

6. **Hours of Operation are Monday through Friday – 0800 to 1700. The NLC is staffed by part-time nursing instructors plus a full-time Nursing Simulations Computer Lab Assistant.**

Section 2: Program Clearances

Clearance Requirements

Students who have confirmed admission to the Nursing Program must be:

- Officially registered for the required nursing courses prior to start of semester
- Must have all required clearances completed by the deadline (current immunizations, physical, and TB clearance, CPR certification, and background check and drug screen). Completion of these requirements are by contract with the clinical agencies.
- Must have all other areas completed (student uniform, textbooks, and review of IVC Nursing Student Handbook and policies)
- Failure to submit any of the clearance requirements prior to the designated date will result in a class and/or clinical absence and possible dismissal from the program. Re-entry, transfer, and/or LVN to RN students are responsible for submitting all updated documentation to maintain compliancy in the program; failure to do so will result in class and/or clinical absences and possible dismissal form the program.

Background

The health care industry has continued to change significantly over the past years. There has been an increase in the number of patients who are admitted to acute care facilities who are older and more acutely ill. In addition, there continues to be a growing elderly population with multiple chronic health problems, and there have been expanded opportunities for healthcare to move out of the hospital and into the community. Nurses continue to be the frontline health care providers. In order to meet the demands of the healthcare systems and provide students a positive educational opportunity - and to be in compliance with regulatory bodies - the IVC Nursing Program has required the following:

- CPR – American Heart Association Basic Life Support for Healthcare Providers
- Background Check and Drug Screen (every 12 months)
- TB Clearance
- Influenza Vaccination Physical Exam and All Other immunizations
- Student Identification (Name Badge)

All documentation with the exception of the background check and drug screen **are submitted to the Nursing Office.** To track and maintain documentation, students may opt to subscribe to a compliance tracking system called COMPLIO from American Databank http://www.sdnahcbackground.com/. Instructions and more information are on the 'Compliance Tracking Information Sheet' in the Appendix. Subscribing to COMPLIO is optional to the student and not a requirement of the program. **It is, however, the student's responsibility to make sure all documentation is submitted to the Nursing Office within designated deadlines.**

ADRN Program

Student Uniform

Professional dress and appearance is the expectation of IVC RN Program students. The manner in which students dress reflects the pride students have in themselves, the pride students have in their school and the pride students have in the nursing profession. The manner in which students dress reflects the importance of the experience and is an indication of students' self-discipline. The IVC Nursing Program wants to ensure high standards of dress and appearance that represents this program to area hospitals and the community.

Policy: Professional appearance is mandatory. The dress code must be consistent with the dress code of the hospital to which the student is assigned. The official RN Program uniform must be worn whenever picking up clinical assignments, during all clinical experiences, during labs for check-offs, during simulations, or when the Instructor requires it. Uniforms must be clean, laundered daily and pressed. A minimum of **two (2)** sets of uniforms is recommended.

1. The **official uniform** is a standard **red v-neck scrub top** and **a black scrub pant**. Uniforms must be ordered ahead of time and ready by the first day of class, although the uniform is not required to be worn on the first day. Border Tactical in El Centro is the local supplier. Border Tactical is located at 935 North Imperial Avenue, El Centro, (760) 353-9482. Tailoring is available. A website is designated for students http://www.uniforms911.com/imperial-valley-college.html. White under shirts can be worn under the uniform; a plain black cold weather jacket or the IVC designated jacket may be worn over official uniform in colder weather.
2. **Shoes** must be **black**, clean and polished, low top, closed-toe and heel, preferably rubber-soled and must be in good repair. Color on the logo of the shoe acceptable, but mostly all black. No mesh material!! Socks should match the color of the shoes.
3. **Patch** is worn on the left sleeve, approximately 3 inches from the shoulder seam. The 1st semester stripe (or hash mark) is worn on the right sleeve, approximately 3 inches from the shoulder seam. The stripes for each additional semester will follow the first stripe. One free patch is provided in NURS 080 and additional patches and stripes can be purchased at Border Tactical.
   a. It is recommended that the patch be adhered to a piece of Velcro and the Velcro sewn on to the sleeve. This is to allow removal of the patch when washing scrub top.
   b. A patch is required on all tops, including the designated IVC jacket.

Accessories

1. **Required:** Stethoscope, watch with second hand, pen with black or blue ink, pencil, notepad, penlight, bandage scissors, calculator and Kelly forceps – these are also available at Border Tactical; however, it is up to the student where they choose to purchase. **NO SMART WATCHES OR DEVICES!**
2. **Jewelry**: Only a wristwatch and one small post earring in each ear lobe may be worn; if married, a plain wedding band. **No other jewelry!** 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
3. **Designated IVC jacket** may be used in any classroom or clinical setting, and only a **white** undershirt or turtleneck **that is appropriate with the uniform** is acceptable under the scrub top. **No other sweatshirt, jacket or cover-up may be worn with the nursing uniform unless otherwise indicated by Program Director**
4. Hosiery must be lightweight - cotton socks or hosiery, free of holes or runs. Plain untrimmed ankle socks may be worn with hosiery

Professional Appearance

1. **Fingernails** must be short, neatly trimmed, no artificial nails, extenders, or nail polish due to infection control guidelines from the San Diego Nursing Service Education Consortium and the clinical facility.

Refer to the Student Dress Code Requirement
http://www.sdnsec.org/forms/StudentDressCode_042013.pdf

2. **Hair** must be clean, neat, and professional.
    a. Styled and restrained; if hair is long, it must be pulled back, braided, or in a bun, and pulled away from the collar with an inconspicuous holder and <u>should not</u> come in contact with any patient.
3. **Cosmetics** must be applied lightly. Avoid perfumes, body sprays/splashes, hair spray, aftershave, etc.
4. **Chewing gum is prohibited** in all clinical sites, lab, simulation and classroom areas.
5. **Tattoos** <u>must not</u> be visible and must be covered with the uniform. If tattoos cannot be covered by the uniform, the tattoo must be covered with a bandage.

6. <u>Exceptions:</u>
    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 RN patch and stripe. No t-shirts are allowed.
    b. The uniform is not required for lecture classes, except when advised by the instructor.

Name Badge

Healthcare providers, including students, must comply with the legal requirements for a healthcare provider's name badge.

1. 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
2. Students are recognized as a health care practitioner in that they engage in acts that are the subject of licensure or regulation and as such are required to wear a name badge per California Business and Professions Code, Section 680-685
3. California Business and Professions Code, Section 680-685 further delineates the information required. In compliance, each student shall have a badge listing their name and their status as a student in 18-font or larger.
4. Should a student legally change their name while in the nursing program, the student shall make an appointment with the director for guidance regarding tracking while in the program for matters such as background checks, clinical rosters, and processing changes with the Board of Registered Nursing.
5. The **name badge is obtained from and purchased at the College Center Casbah area.** The first name and initial of last name is required with picture. The student **uploads a copy of their student ID to their online account with COMPLIO.**

CPR - Basic Life Support for Healthcare Providers

Students are required to have a current American Heart Association (AHA) Basic Life Support (BLS) Health Care Providers Card to practice in any clinical site. The card must remain current while in the program.

1. No other organization cards are accepted
2. A copy of the CPR card is submitted to the Department or uploaded into their COMPLIO account if subscribing.
3. The student has the responsibility of renewing their card and submitting an updated copy to the Department.
4. The student is not allowed in the clinical area without current certification.
5. Online AHA CPR classes are accepted if the course has a skills validation portion, and it is approved by an IVC AHA approved instructor.

Malpractice Insurance

Malpractice insurance coverage is provided by the College to students who are <u>currently enrolled</u> in the Nursing Program. Minimum coverage for professional liability is $1,000,000/occurrence and $3,000,000/general aggregate. A copy of the Certificate of Insurance is provided to clinical agencies and available in the Nursing Office.

LVN to RN Students

LVN to RN students are responsible for providing and maintaining a current LVN license while in the program. This is a requirement for attending clinical, and failure to do so will count as a clinical absence.

Physical Exam

The student must be in adequate health to perform the duties of a nurse and meet the minimum physical, mental and emotional abilities. A physical exam is acceptable if completed within six (6) months prior to the first day of class. Some clinical facilities may require an annual physical exam. The **IVC Student Health Center** (SHC) is available to conduct basic physical exams, and service is covered under the 'Health Services Fee' paid by the student. Students can visit their personal health care practitioner but all paperwork is verified through the SHC. When the physical exam is deemed 'Complete' by the SHC, a copy is submitted to the Nursing Office.

The SHC recognizes that wellness is essential to academic success. Services and programs include: wellness screening, health fairs, referral for health services, basic first aid during hours of operation, selected immunizations, physicals for nursing students, weight control, lactation room and breastfeeding resources. **The SHC is located south of the library, Office #1536, and hours of operation are posted.**

Counseling services at the SHC is a free resource for currently enrolled students. Short-term individual, couples, family and group counseling services are provided by licensed clinicians and interns. Support and information is provided regarding anxiety/stress, continued sadness/depression, relationship/family issues, parenting issues, anger management, plus links to community resources and services are available.

Immunizations

The required immunizations while in the Nursing Program are: Influenza (flu), MMR (Measles, Mumps, Rubella), Tuberculin Skin Test (TB), Tdap (Diphtheria, Tetanus, Pertussis), Hepatitis B (3 series), and Varicella. It is the student's responsibility to maintain their immunization paperwork either hard-copy or through the COMPLIO online program. The IVC Student Health Center can assist with these requirements.

- Influenza – Required during flu season (October and March). The vaccination expires after March and required the next flu season
- MMR – two (2) step injection required
- Tuberculin (TB) Skin Test – **two (2) step test required <u>every 12 months</u>**. It is the student's responsibility to make sure they have updated testing and submitted documentation prior to the 12 months.
- If positive, a chest x-ray will be required
  - PPD Skin test or Negative chest x-ray or TB Questionnaire, **OR**
  - QuantiFERON ®- TB Gold Test (QFT)
    - More information on the PPD skin test is available online
      http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm
  - Per Centers for Disease Control guidelines, the PPD is considered safe and valid throughout pregnancy
- Tdap – One dose required
- Hepatitis B – All 3 shots required
  - Hepatitis B shots will incur a cost. It is a series of 3 doses taken within a specific timeframe as

directed by the healthcare practitioner. Students may start the program if not all shots received but must follow completing the series.

- Varicella (Chickenpox) – 2 doses required, or had disease
  - The Varicella vaccine will incur a cost. Students who have had the disease will need to verify in writing and only by a healthcare practitioner or doctor, the month and year of occurrence. If no record is available, the vaccine will be required.

Refusal of Immunizations, Vaccinations, Titers and/or TB requirements

1. Waiver/Refusal Form for the **Influenza or other vaccinations** must be completed noting rationale for refusal. **Refusal must be approved by the Department**. If refusing, the student understands the following:

   - The student must indicate that they understand the Nursing Program will make a reasonable effort to secure alternative clinical experiences, but these experiences may not be available

   - Lack of available concurrent clinical experiences may result in dismissal from the Nursing Program as the student may be unable to complete clinical requirements

Background Check & Drug Screen

Students are required to undergo a background check and a urine drug screening test before starting the program.

1. The student must have a **CLEAR (Non-flagged)** criminal background check and drug screen prior to participation in any nursing clinical rotation in any clinical facility.

2. If a check is flagged, students should contact the Nursing Office right away, as there is a possibility that hospitals will deny the student access.

3. The student assumes all costs

4. Background checks will minimally include:

   - 7 years residence/background history
   - Address verification
   - Nationwide Sex Offender Registry
   - Two names (current legal & one other)
   - Social Security Number Trace
   - OIG/GSA-Medicare/Medicaid Excluded List
   - National Criminal History Record Search
   - 10-Panel Drug Screen with urine sample
   - Search through professional certification or licensing agency for infractions if student currently holds a professional license or certification: e.g. respiratory therapist, C.N.A., etc.

5. The student will not attend clinical facilities for any appropriate reasons, including but not limited to the following convictions:

   - Murder
   - Felony assault and/or Felony theft
   - Sexual offenses/sexual assault
   - Felony drug and alcohol offenses
   - Felony possession and furnishing
   - Felonies involving weapons or violent crimes
   - Class B & Class A misdemeanor theft
   - Fraud

6. The student may be denied access to clinical facilities based on offenses, which may have occurred more than seven years ago. Failure to complete required concurrent studies in the clinical area will subsequently cause course failure due to an inability to fulfill required objectives.

7. Final results/report of the background check will be sent to the student by American Databank in pdf. format and automatically be uploaded to the student's account. Receipt of a "positive" background check, will require the Program Director and the clinical site to make a final determination whether the student will be accepted into the facility for required clinical rotations. "Positive" background check can include any vehicular citations with a fee of $1,000 or more.

8. Should the student's enrollment in the nursing program be interrupted for more than one full semester or more, a new background check and drug screen will be required.

Changes to Personal Information

1. Students are required to keep the Nursing Office up to date with any change of personal information such as name, address, telephone number, email address, emergency contact, etc.
2. All students are required to have an email address. The College can provide the student with an email account if necessary. Students are required to submit their contact information to their instructors.
3. Communication from the Nursing Office will be conducted by email.

Previous Convictions and/or Misdemeanors

A past criminal history may hinder placement in the clinical areas and it may have a negative impact on the student's ability to obtain a license to practice nursing.

- **Applicants with a criminal history must make an appointment to meet with the Nursing Director once they have applied to the IVC Nursing Program. Any student who fails to disclose criminal history at the time of applying to the program will be disqualified as an applicant – this includes expunged convictions.**
- There should be at least one (1) year of time passed since the completion of any imposed probation or modification of a condition.
- Applicants with a record of substance abuse or conviction of violations of federal, state or local laws related to controlled substances, alcohol or other drugs or any offense (misdemeanor or felony) should know that they may not be eligible for licensure as a registered nurse.
- The IVC Nursing Program has the right to request documentation of completed probation in the case of imposed probation or modification of a condition.
- Factors that are considered by the California Board of Registered Nursing (BRN) include the following:
    - Nature and severity of the act(s), offenses, or crime(s) under consideration
    - Actual or potential harm to the public
    - Prior disciplinary record
    - Number and/or variety of current violations
    - Mitigation evidence
    - Rehabilitative evidence
    - In case of a criminal conviction, compliance with the conditions of sentence and/or court-ordered probation
    - Overall criminal record
- The nursing application may not be accepted from students with 'pending' criminal charges, a conviction of a felony or misdemeanor (other than a minor traffic violation), or entry into a diversion program for a criminal offense, including but not limited to:
    - Abuse (Adult, Elder and/or Child)
    - Domestic Violence
    - Recent DUI or DWI currently serving probation
    - Lewd Conduct
    - Sex crimes (Adult and/or Child)
    - Medicare/Medicaid Fraud or Abuse
    - Battery
    - Theft
    - Failure to Pay Taxes

        o   Sale or Use of Controlled Substances

Students with a record of abuse (ie Adult, Elder and/or Child) or domestic violence on their background checks will be ineligible to apply to the IVC Nursing Program. Students who incur new infractions while in the nursing program will be required to meet with the Program Director to discuss options.

Pregnancy, Illness and Surgery

1. An essential aspect of provision of client care is the health of the student. It is the responsibility of each student to maintain his/her own physical, mental, and emotional health and to inform the instructor of any change in health status. As health changes occur, a written release may be required.

2. Students who become pregnant during the academic year will inform the instructor and bring a written release from the attending physician stating that the student may continue in the clinical setting. After delivery of the baby, the student will bring a written release from the physician stating that the student is capable of meeting the course objectives of class and clinical.

3. Students who require the use of a brace, splint, cast, or have a permanent or temporary disability and request clinical placement must:

   - Have a written physician's note that clears them for clinical practice
   - Schedule a meeting with the Program Director and current semester faculty
   - Must meet requirements of affiliating clinical agency
   - Be re-evaluated every semester

If, at the discretion of the instructor, it is determined that the student is unable to meet the client's needs in the clinical setting because of physical, mental or emotional impairment, the instructor will confer with the student.

Depending on the problem, the student may be asked to:
   - Leave the clinical setting for the day, and/or
   - Refrain from returning to the clinical setting until documentation of resolution of health problems has been received

For re-admission criteria, refer to the Student Withdrawal or Dismissal from Program policy.

Students who become pregnant during enrollment in the Nursing Program will:
   - Include in writing that the student takes full responsibility for the health of herself and fetus if electing to continue in the program (see form below)
   - Adhere to the attendance and re-admission policies of the Nursing Program. Special re-admission is not granted
   - Notify the lead instructor of any significant changes that may affect practice

  In the clinical setting, students may be exposed to infectious diseases and chemicals that might be harmful to a fetus. Additionally, there are physical and mental requirements to be considered. It is the student's responsibility to notify the instructor of her pregnancy.

Pregnancy Form

I am notifying you that I am pregnant. I assume full responsibility for my health and the health of my fetus.

_____

Print Name

_____   _____

Signature   Date

4. If the student has a surgery or an illness lasting 3 or more days while in the ADRN Program, the student must comply with the following:

- The student shall submit a written medical clearance to the Nursing Office stating the student is "able to assume all duties of a nursing student including lifting and moving without restrictions"
- The student may continue in Nursing Program as long as she is able to safely meet the weekly lab/clinical objectives and attendance record is satisfactory
- Attendance policies apply unless judged inappropriate to an individual case after review by the Nursing Progression Committee

Reporting an Injury and/or Exposure to Infectious or Communicable Diseases

The Nursing Program follows the facility policies and mandates that students immediately report any and all injuries to their clinical instructors. The instructor shall evaluate the situation and notify the clinical facility and the IVC Human Resources Department so policies related to injury and exposure can be activated.

1. Both the Nursing Code of Ethics and the Patient Bill of Rights list in the first provision the right to receive dignified care that is considerate and respectful unrestricted by the nature of health problems.

2. Failure to care for a patient based on a disease process violates these codes.

3. Faculty will weigh the benefit against the risks when making the assignment.

Section 3: Resources and Information

Minimum Physical and Mental Demands

The demands of clinical nursing and the provision of nursing care require minimal physical and mental abilities. The student should assess their own capabilities in meeting the demands for nursing prior to entering the program.

MINIMUM physical demands required for nursing practice

1. Frequently work in a standing position and frequent walking
2. 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 with assistance if necessary
3. Lift and transfer patients (adult and child) from a stooped to an upright position and accomplish bed-to-chair and chair-to-bed transfers with assistance if necessary
4. 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
5. Respond and react immediately to auditory instructions, patient requests, and monitoring equipment
6. Perform exams with auscultation without auditory impediments
7. Move freely and maneuver in small spaces
8. Perform close (< 20 inches) and distant (> 20 feet) visual activities involving objects, calibrated scales, persons, and paperwork, as well as discriminate depth and color perception
9. Have sufficient fine motor skills and eye-hand coordination to use small instruments and equipment
10. Discriminate between sharp/dull and hot/cold using hands

MINIMUM mental & emotional demands required for nursing practice

1. Function under pressure, varying/unpredictable situations, emergencies and with interruptions
2. Receive and respond to critique appropriately
3. Think critically, differentiate, and analyze
4. Perform mathematical calculations in a timely manner
5. Communicate effectively, orally, in writing, and on computer using appropriate grammar/vocabulary in English language to ensure safety of self and others
6. Comprehend and carry out verbal and written directions
7. 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
8. Sufficient judgment to prevent harm, injury, or death of a patient
9. Prioritize tasks and transfer knowledge from one situation to another
10. Problem solve and sequence information

Safe and Effective Nursing Practice in Clinical and Campus Setting

Safe and Effective Nursing Practice in a Clinical Setting is defined as:

1. Ability to demonstrate knowledge about patient's health status

2. Ability to observe, report and record signs and symptoms

3. Ability to accurately interpret, report and record changes in patient's condition and quality of nursing care

4. Demonstrating, through overt and covert acts, assurance of the delivery of quality nursing care

5. Ability to set priorities and carry through with appropriate nursing interventions

6. Ability to evaluate and make substantive judgments relative to the quality of nursing care

7. Ability to calculate and administer drugs safely, including documentation of administration

8. Demonstrating responsibilities for safeguarding the patient's right to privacy by judiciously protecting information of a confidential nature

9. Demonstrating knowledge of and compliance with the National Patient Safety Goals

Unsafe and Ineffective Behaviors (considered unacceptable) include, but are not limited to:

1) Cheating – giving, receiving, using or attempting to use <u>unauthorized</u> 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) Late submission of assignments

3) Unprofessional communication **<u>of any kind</u>**

4) Incivility toward nursing faculty, classmates, program and hospital staff

5) Disrespect, disruptive, or hostile behavior of any kind

6) Abusive or profane language or behavior used with the intent to malign, harm, or discredit another

7) Dress code violations

8) Tardiness, absences, and inattention to assignments

9) Unnecessary use of cell phones while in class, lab, and clinical

10) Use of, or impairment by, chemicals or alcohol (legal or otherwise)

11) Gossip

12) 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 nursing courses enrolled in at the time and further progression in the nursing program will be evaluated.**

F) Safety and Clinical Implications

1) Since the faculty-student ratio in the clinical area ranges from 1:10 to 1:12, it is impossible for a faculty member to be present continually and observe every situation

2) It is imperative that each student assumes personal responsibility to be prepared for each clinical practice experience

    (a) Check immediately with the instructor or agency staff if in doubt about patient care or a patient's condition and report to the instructor and staff when leaving the clinical area to ensure continuity of care for patients

    (b) Students who come unprepared for clinical may be sent 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.

Committees – Student Representation

Nursing Advisory Committee

Serves as a forum for discussion of community, educational, and industry institutional concerns that impacts the profession and specifically the education of new nurses.

1. Membership
   - Representatives from at least 3 local healthcare agencies
   - RN Faculty (RN Instructors or RN Tutors)
   - 1-2 Student Representatives
   - Alumni
   - Director and Assistant Nursing Director

2. Procedure:
   - Membership of the Advisory Committee shall meet at least bi-annually or more frequently if requested
   - Final plans will be presented to the Director of the Program

Student Selection Committee

Provides a thorough multidisciplinary review of all applications and makes a final recommendation for placement in the Nursing Program and identify any potential strategies for student success to the Nursing Director

1. Membership
   - Nursing Counselor
   - Director of Nursing
   - Assistant Director of Nursing
   - Nursing Full-time Faculty Member

2. Membership of the Selection Committee shall meet no less than twice a year (October and May) to review all completed applications and make final recommendations for placement.

3. Selections are based on admission criteria and a point system.

Nursing Progression Committee (SPC)

Provides 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

1. Membership
   - Nursing Counselor

- Full time Faculty Instructors
- Course Instructor
- Director or Assistant Director of the Nursing Program

2. 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.

California and/or National Student Nurses Association (NSNA)

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

1. Participation in CNSA and/or NSNA is at the choice of the nursing students in the ADRN Program

2. If the students choose to participate in CSNA and/or NSNA, the members at large will elect the President, Vice President, Secretary, and Treasurer. Each class level will hold own meetings, with the elected representatives, one of will attend the NSNA executive meeting.

3. Each class level will to elect a student representative to attend division meetings held once a month and faculty team meetings whenever scheduled.

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

5. All fundraising will be conducted as a group, with each class level working as a team. For example, if the club as a whole decides to have a car wash, semesters 1 and 2 may wash cars in El Centro while semesters 3 and 4 wash cars in Brawley.

6. Fundraising activities must follow Imperial Valley College guidelines.

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

DSP&S (Disabled Student Programs & Services) Department

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. The student with a disability should discuss options with their course instructor and the NLC tutors.

Reasonable accommodations will be provided to the student, unless the accommodation limits the student's ability to meet the objectives or the competencies of the class and program or to meet the minimum physical and mental demands as noted in the handbook.

Disability and the NCLEX-RN

When petitioning for NCLEX-RN, the student with a disability may be requested to provide the BRN with information regarding learning disabilities. Additional information can be found on the BRN website http://www.rn.ca.gov/pdfs/applicants/disable.pdf *Below are abbreviated excerpts from the BRN*

- *Describe the type of disability (e.g., physical, mental, learning)…*

- *Describe the nature and extent of the disability (e.g., hearing impaired, diabetic, dyslexia; severe, moderate, mild)…*
- *What is the recommended accommodation(s) and how does the accommodation(s) relate to the candidate's disability given the format of the examination?…*

Spencer Library Media Center

The library and learning resource center in the 1500 Building offer students access to professional journals, reference books, and library resources. A librarian is available for assistance with research. A tutoring center offers short classes to assist students with study skills. Students are encouraged to visit the front desk of the library for specific guidance and resources available.

Student Health Center

The IVC Student Health Center recognizes that wellness is essential to academic success. Services and programs include: wellness screening, health fairs, referral for health services, basic first aid during hours of operation, selected immunizations, physicals for nursing students, weight control, lactation room and breastfeeding resources. **The SHC is located south of the library, Office #1536, and hours of operation are posted. The 'Health Services Fee' paid by all students who register to IVC includes the cost of a basic physical exam and some immunizations.**

Counseling services at the IVC Student Health Center is a free resource for currently enrolled students. Short-term individual, couples, family and group counseling services are provided by licensed clinicians and interns. Support and information is provided regarding anxiety/stress, continued sadness/depression, relationship/family issues, parenting issues, anger management, plus links to community resources and services are available.

Counseling Center

The Counseling Department assists the student in academic planning for career, transfer, and other learning paths. The counselors assist the student in designing an Educational Plan to meet the desired goals. The counselors also provide courses to facilitate student success through learning and study techniques. **The Nursing Program counselor is available to assist students with guidance before and while in the program.** Students are encouraged to meet with the program counselor if any question on their educational plan.

Financial Aid

The Financial Aid Department offers a full array of financial aid programs – grants, work study, scholarships, and fee waivers. These programs are available to both full and part time students who are seeking a degree or certificate and may help with tuition, fees, books and supplies, food, housing, transportation, and childcare. While the primary fiscal responsibility for college rests with the student and/or the student's family, the student with limited resources should seek the guidance of the financial aid counselors. **Due to updates in regulations regarding aid, students are advised to meet with a financial aid officer if any questions or concerns.**

Imperial Valley College – Nursing and Allied Health Department

ADRN Program

Non-Discrimination Policies

1. 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.

2. Limited English-speaking students who are otherwise eligible will not be excluded from any vocational education program. See College catalog for further information

3. In carrying out the non-discrimination policy of IVC with regard to students and applicants with disabilities, the ADRN Program will endeavor to make reasonable modifications and, otherwise, reasonably accommodate students and applicants with disabilities

4. Students with disabilities should consider their ability to meet the minimum abilities and qualifications with reasonable accommodation

5. A team consisting of nursing faculty and nursing administration, with representation from outside the ADRN Program as appropriate, will evaluate any requests for accommodations

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Licensing & Certification for the NCLEX

1. The profession of nursing and its practice is dynamic; therefore, the nursing student is expected to access and refer to the BRN website for information frequently during the nursing program, prior to graduation, prior to applying for NCLEX, etc. See BRN website: http://www.rn.ca.gov

2. **Students will begin the process of applying for the NCLEX RN during 4th semester.** Applying for boards is 2-step and students are advised to view the BRN Licensure by Examination and NCLEX –RN websites to become familiar with the requirements.

   - Visit the CA BRN Website at www.rn.ca.gov and read the ENTIRE application instruction packet located under the 'Applicants' tab.

   - The application process is now online! After logging in, set up your BreEze account on the webpage several days/weeks before you intend to apply for licensure. Prior to initiating the online application process, the Board of Nursing advises that you be sure to:
     - Complete your Fingerprint through the Live Scan Service – more direction is found on the Board's website http://www.rn.ca.gov/applicants/fpinstruct.shtml
     - Scan and save any documents you may need to attach to the Board's 'Online Examination Applicant Identification Form' http://www.rn.ca.gov/pdfs/applicants/examid.pdf
       - 2x2 photo
       - Completed Fingerprints Live Scan Form - http://www.rn.ca.gov/applicants/fpinstruct.shtml
       - Letters of Explanation re: Arrest/Conviction Documentation – If this applies, this format must be followed re: documentation http://www.rn.ca.gov/enforcement/enfappdesk.shtml
     - Read all the questions carefully before responding!
     - Complete the online process in all CAPS
     - To avoid delays, use your full name as it appears on your identification (driver's license, California ID, etc) to the Board, Pearson VUE and when fingerprinting. Everything must match! (Unmatched information can cause delays)
     - Be sure to pay with a credit card once you finish applying online. Your application is not considered submitted until you pay the application fee.

   - Registering with Pearson VUE for the NCLEX RN (2nd step) – https://portal.ncsbn.org/
     - Prior to registering, review all information thoroughly
       - 8-Steps of the NCLEX - https://www.ncsbn.org/2017_NCLEXinfo_factsheet_0117.pdf
       - Before the Exam and Authorization to Test - https://www.ncsbn.org/before-the-exam.htm

   - **IVC Transcript** – prior to graduation, students will be required to request their official IVC transcript, to be sent to the BRN. The request is found under the 'For Students' tab or https://www.imperial.edu/index.php?option=com_docman&task=doc_view&gid=7687&Itemid=762

   - **Fingerprints –** Fingerprints are required of applicants for the purpose of conducting a criminal history record check. The fingerprints remain on file with the California Department of Justice, who provides reports to the Board of Registered Nursing of any future convictions on an ongoing basis. The Live Scan

form is on the Board's website http://www.rn.ca.gov/pdfs/applicants/livescan.pdf

- **Interim Permit** – When applying, students may check the 'Request for Interim Permit' box or choose the 'Yes' from the dropdown menu and add an additional $50 to their fee. More on the interim permit is found on the Board's website http://www.rn.ca.gov/pdfs/regulations/npr-b-05.pdf

- **Fees** – An 'Application Fee Schedule' on the licensing application shows the required fees and Checklist http://www.rn.ca.gov/pdfs/applicants/exam-app.pdf

- Complaint Process http://rn.ca.gov/enforcement/complaint.shtml

- Recommended Guidelines for Disciplinary Actions and Conditions of Probation and Denial of Licensure: http://www.rn.ca.gov/pdfs/enforcement/discguide.pdf

- California Code of Regulations: http://www.rn.ca.gov/regulations/title16.shtml

3. The Nursing Practice Act (NPA) http://www.rn.ca.gov/practice/npa.shtml is the body of California law that defines the scope of practice and responsibilities for RNs. See California Business and Professions Code starting with Section 2700. Regulations which specify the implementation of the Nurse Practice Act and the law appear in the California Code of Regulations (Title 16 & Title 22)

4. The BRN protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code.

   ⌋ The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties

   ⌋ A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444)

     o Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another

     o Making a false statement on the application for license

     o Breach of examination security

5. If a student in the IVC Nursing Program has been convicted of a misdemeanor or felony crime, or had a license disciplined, he/she is urged to meet with the Program Director for confidential advisement and planning for licensure application. (Licensing Discipline & Convictions) http://www.rn.ca.gov/enforcement/convictions.shtml

Standards of Competent Performance

The following is an excerpt from California Code of Regulations Title 16 - Chapter 14 1443.5.

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

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

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

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

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

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

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

APPENDIX / FORMS

- Signature - Nursing Education Code of Student Conduct
- Signature - Simulation and Skills Lab - Signature Page
- Signature – Verification of Nursing Student Handbook – Signature Page
- Signature - Release of Information
- Signature - Social Network Policy
- Optional - COMPLIO – Compliance Tracking Information
- Form - Nursing Student Petition to Re-enter
- Form - Leave of Absence Form
- Form - Clearance Verification (Re-entry, Transfer, and LVN-RN)
- Form - Clinical Evaluation Tool (NURS 107)
- Nursing Course Objectives
- Form - Behavioral Contract
- Completion Ceremony information

Nursing Education Code of Student Conduct
Signature Required – Submit to Nursing Office

As a student matriculated in a professional nursing program, it is the responsibility of each student also 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 <u>before</u> the first day of classes.

Approved 9-2013

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 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

Initial
_____

- I will not move the manikins without my instructor being present or receiving approval

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.**

Name (print): _____   Signature: _____

G#: _____   Date: _____

Verification of Nursing Student Handbook - Signature Page
Signature Required – Submit to Nursing Office

I understand that I have access to the IVC Nursing Student Handbook either from the RN website and/or by email if sent to me upon my acceptance. I have read and agree to adhere to the policies and procedures set forth in the most current Handbook provided me. I also understand that this Handbook is subject to change as policies evolve, and it is my responsibility for knowing the current contents and adhering to the policies contained therein. If an addendum is necessary, I am responsible for reviewing and adhering to any additional policy changes.

I have reviewed the Signature pages of the Handbook and will sign and submit these required forms in to the Nursing Office within the designated deadlines.

It may occur that for learning purposes, I may be digitally recorded when participating in simulation, skills practice and skills testing. Images and recordings taken while on site during instruction are the property of the Imperial Community College District.

My signature below indicates that I have read the Nursing Student Handbook, and that I will adhere to the policies contained therein. I also agree to being recorded if the need arises.

Name (print): _____   Signature: _____

G#: _____   Date: _____

If any questions regarding the contents of this Handbook, please make an appointment with the Dean of Health & Sciences.

Release of Information

Release of Student Information

Initial

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 <u>not</u> 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.

Name (print):_____   Signature:_____

G#:_____   Date:_____

Social Network Policy
Signature Required – Submit to Nursing Office

The Imperial Valley College Nursing Program is committed to protecting the information of every patient with whom nursing students are in contact with. Distribution of sensitive and confidential information is protected under HIPPA whether discussed through traditional communication channels, technology or through social media.

IVC Nursing faculty support the appropriate use of social media and technology, recognizing that social networking websites are used as a means of communication. Faculty acknowledge the value of sharing and communicating one's opinion and support such communication between and among students and faculty.

In the role of the IVC nursing student, the following is not permitted:
- Share or post patient information of any kind (materials, pictures, events, age, gender, race, diagnosis, dates, etc.) including information and/or experiences from clinical and work sites, *cannot* be shared or discussed with friends or family members 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.

Nursing students should make every effort to always present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful. Nursing students are preparing for a profession which provides services to the public and in which the public expect high standards of professional behaviors and communication. Students need to remember that their online presence should always be exercised to protect privacy and to secure all confidential information.

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

By signing below, you confirm that:
- You have understood the impact of social media as it relates to patient safety and care and policy of the IVC Nursing Program, and
- You have read 'A Nurse's Guide to the Use of Social Media'

Name (print):_____ Signature:_____

G #:_____ Date:_____

Imperial Valley College Nursing Program
Compliance Tracking System through American Databank
(COMPLIO)

1. **General Information**
   a. For the background check and drug screen, and all other clearances, nursing students are required to subscribe to an online tracking system called COMPLIO from American Databank (ADB). Students upload all clearance information in COMPLIO and track and monitor their documents on their own. This is an annual subscription and fees will apply. Once you subscribe, you will receive email messages from ADB regarding your compliance status. Make sure your email address is entered correctly on your account.
   b. **Regardless of subscribing to COMPLIO, all clearance documentation except for the background check is submitted to the Nursing Department hard-copy format.**
   c. Subscribing to COMPLIO, follow the steps provided on the **San Diego Nursing & Allied Health Education Consortium's** website and create an account.
      i. *http://www.sdnahcbackground.com/ Refer to 'Creating an Account' below for more information*
      ii. You will work with ADB directly to achieve a "Compliant" status. **Full Compliance** is when all documentation is loaded and meets the requirement.
      iii. Any issues with the COMPLIO system are handled with ADB directly at **1-800-200-0853 or email complio@americandatabank.com**
      iv. You will need a picture ID - you can use your IVC Student ID card or driver's license.
      v. Your Institution is 'Imperial Valley College'
      vi. Your program is ADN (Associate Degree in Nursing [RN]), or LVN (Licensed Vocational Nursing)
   d. The '**Tracking Immunization Package'** under Compliance Subscription is the annual subscription which you purchase and maintain on your own.
   e. You will need the **'SD Consortium Criminal Background and Drug Screen' package** for the background check. For the drug screen, you will see a list of facilities near your zip code where testing can be done.
      i. DO NOT DRINK MORE THAN 8 OUNCES OF LIQUIDS WITHIN 8 HOURS OF YOUR URINE DRUG SCREEN. The day of your urine drug test, DO NOT drink more than 8 oz. of any liquid. If you drink an excessive amount of liquid prior to conducting your urine drug screen, the results will be diluted and/or altered and therefore incomplete. If your drug screen results do come back dilute, you will not be able to be placed in clinical settings therefore, you will be ineligible to enter the nursing program.
   f. Below are the documents required to upload to be compliant:
      i. CPR card – front and back
      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). **Make sure all areas of the TB Screen Form are filled in – if not applicable, state 'n/a'. For the SS#, you are able to list the last 4 digits.**
      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 – October to March)

2. 2-step MMR
3. Hepatitis B
4. Tdap
5. Varicella

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

h. 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 issues with the compliance tracking system:

1. Documents don't have a name on each page – make sure your name is listed in each area.
2. Documents are blurred or unclear – if taking pictures, make sure they are clear.
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, incomplete, or areas not filled in, ie, 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. **Make sure all information on the TB Screen form is entered, if it does not apply, indicate 'n/a'.**
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.
Utilize the "help" videos, phone numbers, and/or emails for ADB.

Creating an Account

1 Create your Account & Subscribe

Click Create an Account to get started. Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message.

2 Select A Screening Package

Login in and follow Create Order. Follow the prompts and answer the questions. Select a screening Package.

3 Enter Information

Enter the **Personal Information** required to complete your screening. Add your **Residential History**.
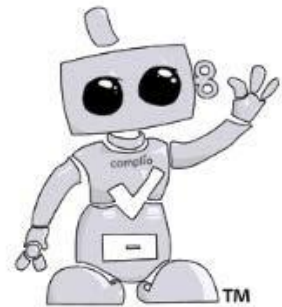
4 Sign Forms

Use your mouse to sign the **Disclosure & Authorization Form** and authorize the background check.

5 Submit Payment

Enter **Payment Details**. Please read our Refund Policy. **Submit** your order. American DataBank will immediately begin processing your background check.

Complete. Compliant. Complio.

Additional Steps Needed Once You've Placed Your Order
Along with ordering the background check you will need to complete the following:

Drug Screening

After you have submitted your order, **please access your email account that you provided with your order** to obtain the Electronic Authorization Form and drug screen collection site location that you selected. Please visit the Drug Screen Information page for further instructions.

Drug Screen Information

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 – the sooner the petition is received, the sooner it can be evaluated and a decision made by the Nursing Student Progression Committee. The student will be contacted by email at the end of the semester.

___

<u>**Reason for Submission:**</u>   ___**Failed**   ___**Withdrew**   **Other**_____

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

_____I am requesting to re-enter the Nursing Program in: Fall _(Year)_____or Spring _(Year)_____

_____I have met with my course instructor(s) regarding their recommendations or strategies for my success.

_____I have developed my own personal plan and strategy for my success and attaching a copy.

_____I have prepared my own personal statement addressing what happened and how I have changed or plan to change the issues that impacted my prior success – a typed statement is attached.

_____I have reviewed the Withdrawal Policy in the nursing handbook and understand my options for re-entry.

_____I understand that this petition will be reviewed by the Nursing Student Progression Committee and I will be contacted at the end of the semester regarding a decision of my acceptance or denial of re-entry.

_____I acknowledge that this is my <u>only</u> 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 10/2016

ADRN/ VN Program

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 have read and understand each statement and requirement of the Pregnancy, Illness and

       Surgery.

[   ] 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#

☐ Copy given to the student   ☐ Copy placed in student file   Created: 2/11, Revised 8/11, 9/15

IVC Nursing Program

Clearance Verification (Re-entry, Transfer, and LVN-RN)

Name:_____ IVC G#:_____

*__Policy:__ This form is required of any student re-entering, transferring, and/or seeking advance placement (LVN to RN), to the IVC RN Program. Areas below must be verified and this form submitted to the Nursing Office upon completion. **The deadline for completion is:**_____*

Advisement
- Make an appointment to meet with Nursing Counselor, Stella Orfanos-Woo – Counseling Center, Building 100 - 760-355-6543 or 355-6259 - Email stella.orfanos-woo@imperial.edu

  Date Completed:_____   Counselor Signature:_____

Clearances
- Contact the **Student Health Center** to update/confirm on the following:
    - Physical Exam and Immunizations
    - TB Screen and Influenza
        - 760-355-6310 or 6128 or Room 1536 (Next to Assessment Center 400 Building)
        - Website   https://www.imperial.edu/students/student-health-center/
- Complete the **Background Check and Drug Screen** (if new or past 6 months or more)
    - Website http://www.sdnahcbackground.com/
    - Read all instructions thoroughly and follow steps.
        - *The background check and drug screen is all that is required from this website. Students may opt to purchase additional tools to monitor their paperwork.*
- Update/Review the **Nursing Student Handbook** located on the RN website http://www.imperial.edu/ivc/files/allied_health_department/RN/2016-2017/NEW_-_2016-17_RN_Student_Handbook.pdf
    - Update/review on required uniform and accessories, program policies (ie withdrawal policy), and any addendums
- **Once above paperwork is complete,** submit to Laura Hartsock in Nursing Office 2155 (2100 Health Sciences Building) **by or before the designated deadline.**
    - Phone 760-355-6348 / Email laura.hartsock@imperial.edu
    - Update/complete the following with Laura in the Nursing Office:
        - Confirmation Notice
        - Copy of current **CPR Card**
        - Textbooks
        - Nursing classes and schedules
        - For syllabus, log on to IVC Syllabi Site (under 'For Students' tab)

Nursing Learning Center (NLC)
- Make an appointment to meet with the IVC NLC Instructor/Tutors – 760-355-6348 or Room 2158 (2100 Health Sciences Building):
    - Skills Review and Check-off (as per Instructor's recommendation or requirement)
    - NURS 081, 082, 083, or 084 Independent Studies 1-unit Course
    - ATI Class codes (update with ATI) - modules, testing, and policy
        - For LVN to RN Students – 2nd CARP package and cost
    - Review required and recommended textbooks
    - Scholarships
    - Nursing Kit/Supplies

Date Completed:_____   Tutor Signature:_____

Instructor Conference – for Re-entry Students Only

⌡   Meet with course instructor(s) to review remediation plan and progress for re-admission

Date Completed:_____   Instructor Signature:_____

Imperial Valley College – Nursing and Allied Health Department
ADRN/ VN Program

Clinical Performance Evaluation Tool
NS 107-Nursing Fundamentals

Student Name:　　　　　　Faculty:　　　　　Level: 1　　Semester: 1st

Hours of Clinical Absences: At Midterm:　　　　　Midterm to Final:

Number of Clinical Tardies: At Midterm:　　　　　Midterm to Final:

S=Satisfactory (meets or exceeds minimum standard for class level)
U=Unsatisfactory (does not meet minimal standard for class level)

Clinical instructors will provide written feedback at midterm and end of semester. By end of course, student must receive "S" in all core competency topics to meet standards and pass clinical rotation. Failure to meet minimal standards consistently is deemed to be performing below minimal standards for safe practice and will result in required remediation and if continued, failure of this course. In addition to the Clinical Performance Evaluation Tool, grades will be given on written assignments as explained in the Clinical Guide.

Core Competencies	Midterm	Final
By the end of Nursing 107, the student nurse caring for patients in Nursing Fundamentals can:		
Patient-Centered Care: Utilize the Nursing Process in the practice of nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.		
• Perform an assessment of patients across the lifespan experiencing common health problems with predictable outcomes in a variety of settings. experiencing common health problems in a variety of settings.		
• Utilizing the Nursing Process, develop, implement, and evaluate individualized patient-centered plans of care for patients across the lifespan.		
• Provide culturally sensitive care to individuals and families from diverse populations.		
• Use clinical judgment when performing nursing interventions and participate in the evaluation of patient's outcomes.		
• Advocate for individuals and families regarding nursing care issues.		
• Use verbal and nonverbal communication that promotes caring, therapeutic relationships with individuals and families.		
Additional comments, if needed:		
Interdisciplinary Collaboration: Collaborate as a member of the health care team to promote continuity of patient care.		
• Participate in collaboration with the health care team to provide care for patients.		

• Communicate client related information to designated members of the healthcare team in a timely manner.		
Additional comments, if needed:		
Evidence Based Practice: Use current evidence from scientific and other credible sources as a basis for applying the nursing process in nursing practice and clinical judgment.		
• Recognize resources that recommend best practice related to patient care.		
• Use established evidence-based practice in the application of the nursing process to the provision of optimal patient care.		
Additional comments, if needed:		
Quality Improvement: Promote quality improvement by participating in the implementation of care-related plans to improve health care services.		
• Identify patient care concerns related to quality care.		
• Participate in activities to promote quality improvement.		
Additional comments, if needed:		
Safety: Provide a safe environment for patients, self and others.		
• Identify and report actual and potential safety risks in the health care environment.		
• Implement actions that promote safe practice and a safe environment for patients, self, and others.		
Additional comments, if needed:		
Informatics: Use information technology in the provision of patient care.		
• Use information technology to communicate with other members of the health care team.		
• Use information technology to securely and accurately document the provision and outcome of patient care.		
• Use information technology to access current knowledge that supports patient care.		
Additional comments, if needed:		
Patient Education: Provide health-related education to restore health and promote optimal wellness.		

• Use assessment data to plan individualized health-related education for individuals and families.		
• Provide health-related education for individuals and families.		
Additional comments, if needed:		
Professionalism: Practice nursing in a professional, ethical, and legal manner.		
• Practice nursing in accordance with the RN Nurse Practice Act, established standards of practice, and institutional policies and procedures.		
. • Use the ANA code of ethics as a framework for ethical practice.		
• Maintain professional accountability in the delivery of patient care.		
Additional comments, if needed:		
Leadership: Identify leadership skills for the provision of safe, quality patient care.		
• Use organizational and priority setting skills in the provision of patient care		
• Appropriately delegate patient care tasks to members of the healthcare team and monitor performance.		
Additional comments, if needed:		

MIDTERM: Instructor comments and signature: Date:	Student comments and/or signature:	
FINAL: Instructor comments and signature: Date:	Student comments and/or signature:	

Mid-clinical Evaluation (If any Unsatisfactory area on form): Faculty and student <u>must</u> complete documentation for remediation recommendation of unsatisfactory areas.

Imperial Valley College – Nursing and Allied Health Department
ADRN/ VN Program

Unsatisfactory Area	Remediation Strategy
	Faculty Sig: Student Sig: Date:
	Faculty Sig: Student Sig: Date:
	Faculty Sig: Student Sig: Date:
	Faculty Sig: Student Sig: Date:

In addition to maintaining equivalent to a 78% or better grade, the student must maintain satisfactory performance in the clinical area. An unsatisfactory performance evaluation as described in the student handbook will be documented below along with the remediation plan for the unsatisfactory. Three unsatisfactory clinical behaviors as explained below will result in the student being dropped from this class regardless of GPA.

IVC ADN 2014

Course Objectives

Upon satisfactory completion of the course, student will be able to:

FIRST SEMESTER

Nursing 107 Course Objectives:

1. Discuss the role of the nurse and scope of practice related to established code of ethics, nurse practice acts, and professional registrations/ certifications
2. Review the spectrum of health care settings across which patient care is provided
3. Recognize the importance of selected profession related concepts as they pertain in providing and directing safe, quality patient care
4. Discuss the concepts integral to the provision of safe, quality patient centered care: nursing process, clinical judgment, advocacy, cultural sensitivity, communication and   stress, coping and adaptation.
5. Appreciate the nurse's role in identifying and supporting selected physiologic needs of patients.
6. Describe selected concepts and discuss how they relate to providing patient care that is safe for the nurse and patient: medication administration, documentation, body mechanics and ergonomics, and nursing process.
7. Demonstrate basic nursing skills using proper techniques and measures that ensure patient safety.
8. Apply the various elements of the nursing process to clinical decision-making.

Nursing 109 Course Objectives

1. Apply principles of pharmacology, pharmacokinetics, pharmacodynamics and drug administration including adverse drug effects and medication errors to medication therapy.
2. Understand the legal and ethical implications, with historical and current drug regulation, substance abuse and psychosocial, gender and cultural influences to medication utilization and administration.
3. Apply principles of pharmacotherapy in the dimensions of the pediatric, geriatric and pregnancy and lactating patient.
4. Recognize the major classifications of medications, common medications within each classification, their side effects, and Contraindications
5. Discuss nursing implications and concepts of safety when performing medication administration.

SECOND SEMESTER

Nursing 127 Course Objectives

1. Perform a comprehensive health assessment on adult patients with medical and/or surgical alterations and identify deviations from normal as well as related health risks.
2. Develop an individualized, evidence-based plan of care that demonstrates an appreciation of a patient's cultural, spiritual, and developmental variations and includes recommendations for the adoption of health-promoting behaviors.
3. Participate as a member of the interprofessional health care team and patient advocate while providing quality care that promotes patient safety for adults with medical and/or surgical health alterations.
4. Demonstrate clinical judgment and participate in the evaluation of outcomes when providing care to adult patients experiencing health alterations.
5. Apply knowledge of pharmacology, pathophysiology, and nutrition as well as evidence-based practice to the care of adult patients with medical and/or surgical health alterations.
6. Use verbal and nonverbal communication that promotes therapeutic relationships with adult patients and their families, as well as professional relationships with members of the interprofessional health care team.

7. Use information technologies to access evidence-based literature and patient information as well as communicate with members of the interprofessional health care team, accurately documenting patient care in a secure and timely manner.
8. Identify, plan, and provide health and safety related education to adult patients and their families in conjunction with members of the interprofessional health care team.
9. Use organizational and priority-setting skills when providing care to adult patients with medical and/or surgical health alterations.
10. Acknowledge the importance of the nurse's role in measuring patient outcomes, reporting patient safety and quality care concerns and participating in activities that promote performance improvement.
11. Adhere to ethical, legal and professional standards while maintaining accountability and responsibility for the care provided to adult patients and their families.

Nursing 128 Course Objectives

1. Perform a comprehensive health assessment of women of childbearing age and newborns that identifies deviations from normal as well as health risks.
2. Develop an individualized, evidence-based plan of care that demonstrates an appreciation of a woman's and newborn's cultural, spiritual, and developmental variations and makes recommendations for the adoption of health-promoting behaviors.
3. Collaborate as a member of the interdisciplinary health care team and act as a patient advocate in the provision of quality care that promotes patient safety for women of childbearing age and newborns.
4. Demonstrate clinical judgment and evaluate outcomes when providing care to women of childbearing age and newborns.
5. Integrate knowledge of pharmacology, pathophysiology, and nutrition as well as concepts from previous nursing courses and evidence-based practice to the care of women of childbearing age and newborns.
6. Use verbal and nonverbal communication that promotes caring therapeutic relationships with patients, families, as selected groups as well as professional relationships with members of the health care team.
7. Use information technologies to access evidence-based literature and patient information as well as communicate with members of the health care team, accurately documenting patient care in a secure and timely manner.
8. Acknowledge the value of evidence-based practice by integrating evidence based knowledge into practice when providing care to women of childbearing age and newborns.
9. Provide health and safety related education to patients and their families while recognizing the nurse's role as educator and change agent.
10. Use organizational, priority setting, and decision-making skills when providing care to childbearing women and newborns in selected settings.
11. Recognize the nurse's role in reporting patient safety and quality care concerns and in supporting activities that promote performance improvement.
12. Provide care to women of childbearing age and newborns while adhering to ethical and legal standards and maintaining accountability and responsibility for care provided.

Nursing 123 Course Objectives

1. Describe the anatomy and physiology of the CNS, cardiovascular, pulmonary, immune, reproductive, and endocrine systems.
2. Discuss the rationale and benefits of the major classifications of medications by the system they affect and considering oral versus infusion therapy.
3. Discuss the mechanism of action, use, side effects, and nursing interventions of medications for the CNS, cardiovascular, pulmonary, immune, reproductive, and endocrine systems.

4. Explain legal implications related to medication administration by the major classifications of medications covered; i.e. CNS, cardiovascular, pulmonary, immune, reproductive and endocrine systems.
5. Describe the major classifications of medications as they relate to specific body systems for clients of all ages with acute and complex conditions.
6. Demonstrate understanding of cultural-psycho social aspects of client care related to patient teaching compliance in administration of the major classifications of medication.

THIRD SEMESTER

Nursing 218 Course Objectives

1. Perform a comprehensive health assessment of children that identifies deviations from normal as well as health risks.
2. Develop an individualized, evidence-based plan of care that demonstrates an appreciation of a child's cultural, spiritual, and developmental variations and makes recommendations for the adoption of health-promoting behaviors.
3. Collaborate with members of the interdisciplinary health care team and act as a client advocate in the provision of quality care that promotes client safety for children.
4. Demonstrate clinical judgment and evaluate outcomes when providing care to children.
5. Integrate knowledge of pharmacology, pathophysiology, and nutrition as well as concepts from previous nursing courses and evidence-based practice to the care of children.
6. Use verbal and nonverbal communication that promotes caring therapeutic relationships with clients, families, as selected groups as well as professional relationships with members of the health care team.
7. Use information technologies to access evidence-based literature and client information as well as communicate with members of the health care team, accurately documenting client care in a secure and timely manner.
8. Acknowledge the value of evidence-based practice by integrating evidence-based knowledge into practice when providing care to children.
9. Develop and provide health and safety related education to clients and their families while recognizing the nurse's role as educator and change agent.
10. Use organizational, priority setting, and decision-making skills when providing care to children in selected settings.
11. Recognize the nurse's role in reporting client safety and quality care concerns and in supporting activities that promote performance improvement.
12. Provide care to clients and their families while adhering to ethical and legal standards and maintaining accountability and responsibility for care provided.

Nursing 223 Course Objectives

1. Perform a comprehensive health assessment on adult and older adult clients with medical and/or surgical and/or functional alterations, and identify deviations from normal as well as related health risks.
2. Develop an individualized, evidence-based plan of care that demonstrates an appreciation of an adult and/or older adult's cultural, spiritual, and developmental variations and includes recommendations for the adoption of health-promoting behaviors.
3. Participate as a member of the interprofessional health care team and client advocate while providing quality care that promotes client safety for adults and older adults with medical and/or surgical, functional, or other health alterations.
4. Demonstrate clinical judgment, decision-making, and evaluation of outcomes when providing care to adult and older adult clients experiencing treatment (or lack of) for health alterations.
5. Apply knowledge of pharmacology, 0pathophysiology, and nutrition as well as evidence-based practice to the care of adult and older adult clients with medical and/or surgical health alterations.

6. Use verbal and nonverbal communication that promotes therapeutic relationships with adults, older adults, and their families, as well as professional relationships with members of the interprofessional health care team.
7. Use information technologies to access evidence-based literature and client information as well as communicate with members of the interprofessional health care team, accurately documenting client care in a secure and timely manner.
8. Identify, plan and provide health and safety related education to adult/geriatric clients and their families in conjunction with members of the interprofessional health care team.
9. Use organizational and priority setting skills when providing care to adult and geriatric clients with medical and/or surgical health alterations.
10. Acknowledge the importance of the nurse's role in measuring outcomes, reporting safety and quality care concerns, and participating in activities that promote health and/or improvement of health status.
11. Adhere to ethical, legal, and professional standards while maintaining accountability and responsibility for the care provided to adults, older adults, and their families.

SUMMER or WINTER SEMESTER
Nursing 219 Course Objectives

1. Perform a mental behavioral health assessment on clients with common mental health disorders
2. Develop an individualized, evidence-based plan of care that demonstrates an appreciation of a client's cultural, spiritual, and developmental variations and includes recommendations for the adoption of health-promoting behaviors.
3. Collaborate as a member of the health care team and client advocate while providing safe, quality care to clients with common mental health disorders.
4. Demonstrate clinical judgment and participate in the evaluation of outcomes when providing care to clients with common mental health disorders.
5. Apply knowledge of pharmacology, nutrition, and psychopathology as well as evidence-based practice to the care of clients with common mental health disorders.
6. Use therapeutic verbal and nonverbal communication that promotes therapeutic relationships with clients and their families, as well as professional relationships with members of the health care team.
7. Use information technologies to access evidence-based literature and client information as well as communicate with members of the health care team, accurately documenting client care in a secure and timely manner.
8. Identify, plan, and provide health and safety related education to adult clients and their families in conjunction with members of the health care team.
9. Use organizational and priority setting skills when providing care to clients with common mental health disorders in selected settings.
10. Report concerns related to client safety and the delivery of quality care and participate in activities that promote performance improvement.
11. Adhere to ethical, legal and professional standards while maintaining accountability and responsibility for the care provided to mental health clients and their families.

FOURTH SEMESTER
Nursing 227 Course Objectives
1. Perform a comprehensive health assessment on patients across the lifespan and focus on deviations that contribute to multisystem alterations in health.

2. Develop an individualized, evidence-based plan of care that demonstrates an appreciation of a patient's cultural, spiritual, and developmental variations and addresses the interaction of multisystem alterations in health.
3. Collaborate with members of the interdisciplinary health care team while acting as an advocate in the provision of quality care to promote safety for patients across the lifespan with multisystem alterations in health.
4. Demonstrate clinical judgment and evaluate outcomes when providing care to patients across the lifespan experiencing multisystem alterations in health.
5. Integrate knowledge of pharmacology, pathophysiology, and nutrition, as well as concepts from previous nursing courses and established evidence-based practice, to the care of patients with multisystem alterations.
6. Use verbal and nonverbal communication that promotes therapeutic relationships with patients, families, and selected groups, as well as professional relationships with members of the interdisciplinary health care team.
7. Use information technology to access evidence-based literature and patient care information, communicate with other members of the health care team, and accurately document patient care in a secure and timely manner.
8. Acknowledge the value of evidence-based practice by integrating evidence-based knowledge into practice when providing care to patients across the lifespan with multisystem alterations in health.
9. Develop and provide health and safety related education to patients across the lifespan while recognizing the nurse's role as educator and change agent.
10. Use organizational, priority setting, and decision-making skills when providing, assigning, and supervising the care of patients with multisystem alterations in health.
11. Participate in the development, implementation, and evaluation of quality improvement plans related to patient safety, the delivery of quality care, and institutional concerns.
12. Adhere to ethical, legal, and professional standards and maintain accountability and responsibility while managing the care of patients with complex, multisystem alterations in health.

IVC Nursing Program
Behavioral Contract

Policy: For those situations in the classroom, lab or clinical setting in which it has been identified that a student is not meeting expectations related to professionalism rather than academic or clinical performance expectations, a behavioral contract will be initiated by the lead course instructor. If the issue occurs in the clinical setting, the clinical instructor will contact the lead instructor to collaborate on the development of the contract.

Professional issues include (but are not limited to) late submission of assignments, unprofessional communication, incivility to faculty, peers, or clinical staff, dress code violations, and attendance issues. The behavioral contract will be individualized for the student, and will remain in place for the remainder of the nursing program. Faculty initiating the contract will review and sign with the student, acknowledging the terms of the contract. In each successive semester, the student and faculty will review the contract at the beginning of each course. Failure to follow the recommended actions outlined in the contract will result in dismissal of the student from the nursing program. The student may not be eligible for readmission. (See Behavioral Contract template form – next page.

Date:	Nursing Course:
Student's Name:	Lead Instructor:
	Clinical Instructor (if different):
Reason for Contract:	**Setting/Location:**
⌋ **Unprofessional Behavior**	⌋ **Classroom**
⌋ **Attendance Issues**	⌋ **Clinical Site**
⌋ **Other - List:**	⌋ **Nursing Lab**
	⌋ **Other (ie NLC, other activity):**

Problem Area	Actions & Consequences	Date to be Completed	Faculty Signature & Date Completed
Unprofessional Behavior(s) (List/describe):	The following example of unprofessional behaviors will lead to dismissal from the Nursing Program: o Coming to class/clinical unprepared o Unprofessional communication with faculty, staff, peers or patients o Unprofessional behavior with faculty, staff, peers or patients **Action:** Student writes a one-page reflection on professional communication, describing five (5) examples of what may be considered unprofessional communication.	Ongoing	
Attendance (list specific issues):	o Student must remain in compliance with the Attendance policies set forth in the IVC Nursing Student Handbook. Any theory absences exceeding the number of hours the class meets per week may result in dismissal from the nursing program.	Ongoing	

	o In case of a clinical absence, the clinical instructor must be notified by email no later than two (2) hours prior to the start time. The student must contact the instructor within 48 hours following the clinical absence to discuss options for making up the hours. Failure to communicate with the faculty as outlined above, or failure to follow through on the arrangements for a clinical absence may result in dismissal from the nursing program.		
Failure to respond professionally to constructive criticism – describe:	o Any further instance of described unprofessional behavior in response to constructive criticism may result in dismissal from the nursing program.	Ongoing	
Time Management (ie late assignments) – describe:	o Any further instance of assignments turned in after the designated date and time, including clinical requirements, may result in dismissal from the nursing program.	Ongoing	
Other (ie dress code violation, unprofessional communication on campus, etc) – describe:			

Faculty initiating this contract will review and sign along with the student, acknowledging the terms of the contract. For each successive semester, the student and faculty will review the contract at the beginning of the semester.
Initiation of Contract:
I have reviewed the Behavioral Contract – failure to implement the actions listed on this contract may result in dismissal from the nursing program.

Student's Signature:_____Date:_____
Faculty Signature:_____Date:_____
Semester Review of Contract:
Student's Signature:_____Date:_____
Faculty Signature:_____Date:_____
Semester Review of Contract:
Student's Signature:_____Date:_____
Faculty Signature:_____Date:_____
Semester Review of Contract:
Student's Signature:_____Date:_____
Faculty Signature:_____Date:_____

This contract shall be maintained in the student's file in the Nursing Office. The contract will be reviewed and signed at the beginning of each semester. This ongoing contract will be sent to course and clinical faculty as the student progresses through the nursing program.

Imperial Valley College
Nursing Division

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.

Infectious Disease Waiver

In consideration of being permitted to participate in any IVC event or activity or any IVC Member event or activity, including, but not limited to, simulation, skills practices, clinical events, games, programs and related events and activities, the undersigned understands, acknowledges and agrees that:

1. Participation in such events or activities involves the possible exposure to and illness from infectious and/or communicable diseases including, but not limited to, COVID-19, MRSA, influenza, and other infectious or communicable diseases. While adherence to particular rules and requirements may reduce the risk of possible exposure, the risk of serious illness and death remains; and

2. I knowingly and freely ASSUME ALL SUCH RISKS, both known and unknown, even if arising from the negligence of the Releasees or others, and assume full responsibility for my participation; and

3. I agree to comply with all rules, regulations or conditions established by IVC, Imperial County Public Health Department, the State of California for participation in such events or activities. If, however, I observe any violation of the rules, regulation or conditions established by IVC, Imperial County Public Health, or the State of California during my presence or participation, I shall remove myself from participation and immediately bring such matter to the attention of IVC; and

4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS IVC, its officers, officials, agents, employees, Members, Leagues and Associations, clubs, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event or activity in which I participate ("RELEASEES"), from and against any and all claims of whatever type or kind including any illness, disability, death, or other loss or damage to person or property, whether arising from the negligence of Releasees or otherwise to the fullest extent permitted by law. Further, I expressly agree that this release is intended to be as broad and inclusive as permitted by the laws of the State of California or any other state in which I may participate in any event or activity described herein, and that if any portion of this release is determined to be invalid, it is agreed that the remaining provisions of this release shall continue in full force and effect. Finally, I further state that I have fully and carefully read the above release, understand the contents of the same and sign this release voluntarily and as my own free act and deed.

5. Statement and agreement on patients with infectious diseases in clinical settings: All students will be assigned to care for patients with suspected, known, or unknown infectious diseases. Exemption may be made for those students with medical verification of a health condition which would preclude contact with infectious patients. Standard precautions will be implemented in the care of all patients. All students will wear appropriate personal protective equipment such as gloves or face protectors in situations where contact with body fluids is a possibility. Students will maintain current immunization status during program entirety.

I HAVE READ THIS RELEASE OF LIABILITY, HOLD HARMLESS AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Student Name (print): _____   G#: _____

Student Signature: _____   Date: _____

Adopted from: https://www.osysa.com/assets/59/6/oh-s_infectious_disease_waiver_2.0.pdf