

**El Camino College**

# **Associate Degree Nursing Program**

**Student**

**Handbook**



**Spring 2011**



## TABLE OF CONTENTS

I. DIRECTOR’S WELCOME LETTER.....	3
II. PHILOSOPHY OF THE NURSING PROGRAM.....	4
A. UNIFYING THEME.....	5
B. NURSING PROGRAM OUTCOMES .....	8
III. ORIENTATION TO THE EL CAMINO COLLEGE NURSING PROGRAM .....	10
A. OVERVIEW .....	10
B. OBJECTIVES .....	10
C. GRADING CRITERIA .....	12
1. Final Course Grade. ....	12
2. Examination Policy.....	12
3. Clinical Evaluation.....	13
4. Course Evaluation.....	15
D. ATTENDANCE POLICY.....	15
E. SIMULATION ATTENDANCE POLICY .....	16
F. PROBATION.....	16
G. PROGRESSION THROUGH THE NURSING SEQUENCE.....	16
H. RE-ENTRY POLICY.....	18
I. APPEALS SUB COMMITTEE.....	19
IV. STANDARD STUDENT BEHAVIORS.....	19
A. PROFESSIONAL BEHAVIORS.....	19
B. SAFETY .....	20
C. PERSONAL ACCOUNTABILITY .....	20
D. PREGNANCY POLICY .....	21
E. LATEX ALLERGY.....	22
V. AWARDS AND RECOGNITION.....	22
A. NURSING DIRECTOR'S RECOGNITION LIST.....	22
B. CLINICAL COMMENDATION AWARD .....	22
C. ACADEMIC EXCELLENCE AWARD .....	22
D. NURSING SENIOR SERVICE AWARD.....	23
E. APPLAUSE AWARD (FACULTY).....	23
VI. RESOURCES FOR ENHANCING STUDENT LEARNING .....	23
A. SKILLS LAB .....	23
B. EDUCATIONAL SPECIALIST .....	23
C. Success OPTIONS FOR Students (SOS).....	24
D. LEARNING RESOURCE CENTER.....	24
E. LIBRARY MEDIA TECHNOLOGY CENTER (LMTC) .....	24
F. REFERENCE/PERIODICALS; EAST READING ROOM.....	24
G. ELLA ROSE MADDEN ROOM.....	24
H. WRITING CENTER.....	25

VII. STUDENT GUIDELINES .....	25
A. MALPRACTICE INSURANCE AND PAYMENT OF STUDENT FEES .....	25
B. EL CAMINO COLLEGE PROCEDURE FOR CHEATING OR PLAGIARISM .....	25
1. Responsibility of El Camino College Students:.....	26
2. Consequences for Cheating or Plagiarism: .....	26
VIII. GENERAL INFORMATION.....	27
A. NURSING PROGRAM START-UP COSTS.....	27
B. UNIFORM GUIDELINES/DRESS CODE.....	27
C. POLICY FOR ADVANCED PLACEMENT OF UPWARD MOBILITY AND/OR TRANSFER STUDENTS .....	29
D. CHALLENGE PROCESS .....	30
1. Credit By Examination: .....	30
2. Credit Through Petition: .....	31
3. Auditing a Course: .....	31
E. SUBSTANCE ABUSE POLICY .....	31
F. REPORT OF INDUSTRIAL INJURY OR ILLNESS.....	32
IX. STUDENT GRIEVANCE DUE PROCESS.....	33
X. SUDENT REPRESENTATION/ACTIVITIES .....	33
A. IOTA KAPPA CHI (IKX).....	33
B. STUDENT AFFAIRS COMMITTEE.....	33
C. FACULTY COMMITTEES.....	34
D. COMPLETION CEREMONY PROTOCOL.....	35
E. STUDENT ACTIVITIES & SUPPORT SERVICES.....	36
XI. GRADUATION.....	36
XII. CANDIDACY FOR LICENSURE.....	36
XIII APPENDIX .....	37
DOSAGE CALCULATION INSTRUCTIONS for N150.....	39
DOSAGE CALCULATION INSTRUCTIONS .....	40
EXIT FORM .....	41
GUIDE TO THE APPEALS PROCESS FOR ADMISSION.....	42
APPEAL CHECK LIST FOR NURSING COUNSELOR APPROVAL .....	43
EL CAMINO COLLEGE ADN - APPLICATION FOR ADMISSION BY APPEAL .....	44
TRANSFER RECOMMENDATION FORM .....	45
INSTRUCTIONS TO STUDENTS REQUESTING LETTER OF RECOMMENDATION ...	46
LETTER OF RECOMMENDATION REQUEST FORM .....	47
EVALUATION OF STUDENT HANDBOOK.....	48
HANDBOOK RECEIPT FORM .....	49

## **I. DIRECTOR'S WELCOME LETTER**

Dear Nursing Student:

Welcome to the El Camino College Associate Degree Nursing Program! Our community college has been educating nurses since 1962 and has graduated over 2500 registered nurses to meet the health care needs of the community. The faculty and staff are pleased to have you join our nursing program. You are about to embark upon a rigorous program of study. The nursing program will prepare you for entry into the health care field as a registered nurse after you successfully satisfy the state licensing requirements. It is our desire to see you successfully complete the nursing program within two years. While we cannot foresee the needs of each individual student, this Student Handbook has been published in an attempt to provide you with information that will serve as an ongoing guide throughout the program.

During your four (4) semesters in the program you will have many questions. It is important to get the correct answer from the most appropriate source. Rumors and word-of-mouth information may cause you unnecessary concerns and problems. **Our faculty is eager to help you throughout this program, every step of the way.** The policies and procedures contained in this handbook were written to assist students as they progress through the program and answer some of the most frequently asked questions. You are encouraged to carefully read the handbook and keep it for future reference. If you have questions regarding content in the handbook, please feel free to clarify them with faculty or direct your questions to the Nursing Office staff. If there is information you need that is not available in the handbook, please let us know. An additional source of information is your course syllabus. A syllabus is to be purchased before the start of each nursing course and is available in the bookstore. All full time faculty is available by voice mail and e-mail. Part time faculty do not always have voicemail, however a message can always be left with the administrative assistant.

There are several bulletin boards throughout the nursing department. Announcements and important information are posted and updated on a regular basis. You will find current information posted about meetings, education, job opportunities and scholarships. We also welcome all nursing students to join our local chapter of the Student Nurses' Association; Iota Kappa Chi. Applications are accepted every year and can be found on the IKX bulletin board.

Should you need assistance as you progress through the program, please do not hesitate to ask for help. Faculty and counselors are available to discuss problems and concerns. We wish you success as you begin your studies to become a registered nurse.

Best Wishes!

Kim Bailly, RN, MSN, PhD  
Director, Nursing

## **II. PHILOSOPHY OF THE NURSING PROGRAM**

The Associate Degree Nursing Program supports the mission of El Camino College. The program offers quality, comprehensive educational opportunities and services to its' diverse community, specifically those individuals aspiring to obtain the knowledge, skills, and attitudes required of a Registered Nurse

The Associate Degree Nursing Program at El Camino College is based on a unifying theme that offers a model from which the curriculum is organized. This unifying theme identifies the nursing process as its' organizing structure and is integrated with the concept of the Basic Human Needs wherein each individual is believed to be a biopsychosocial being with a set of Basic Human Needs. Incorporated within the concept of Basic Human Needs is the belief that each individual is unique due to structural variables. In addition, the faculty believes that:

The INDIVIDUAL is of central importance, has inherent dignity, and is worthy of respect and care simply because he/she exists as a unique biopsychosocial being. The individual's right of freedom of choice is primary, and an individual's choice is a result of personal and social values. It is the faculty's obligation to influence and educate for positive choices, but it is also necessary to accept and respect the individual's ultimate choices.

SOCIETY is made up of individuals who have joined in a system of relationships to achieve common goals. These common goals revolve around the system of values and a set of practices that are organized for the protection of the individual, for the education and enculturation of society's members, and for the welfare of all.

HEALTH and illness are dynamic, directional concepts viewed on a horizontal continuum. Health is the ability to mobilize energy and resources to meet all of the Basic Human Needs. Illness is an imbalance or disruption in the ability to meet any of the Basic Human Needs.

NURSING incorporates principles from the behavioral, biological, and physical sciences. Nursing is concerned with the quality of the health of individuals and their relationships within society. Nursing activity within the Associate Degree Nursing Program at El Camino College is directed toward assisting the individual as a holistic being to meet his/her Basic Human Needs in order to maintain or regain an optimum level of health.

STUDENTS differ in goals and objectives. The faculty accepts the student as an individual, and recognizes that students differ in learning needs related to age, sex, culture/ ethnicity, socioeconomic background, educational preparation, clinical interest, and learning styles. Students in the Associate Degree Nursing Program at El Camino College are expected, as adult learners, to be self-motivated and self-directed. In addition, students are expected to exercise critical thinking, to realistically self-evaluate, to assume responsibility for learning, and to utilize available resources to meet their learning needs. The learning program fosters these characteristics and is designed to prepare the student for the practice of nursing as it is today and as it will be in the future.

TEACHING involves the structuring of content for student learning that allows free exchange of ideas. The teacher is one who raises questions and issues for dialogue with students, prescribes and provides

learning experiences in a logical sequence, provides a variety of resources to meet the individual needs of the students, and evaluates individual progress. The teacher supports the student in his/her educational endeavors and encourages each student to utilize the resources from within the college, the nursing community, as well as family, friends, and community services. In addition, the teacher facilitates the problem-solving process, guides the student's self-evaluation process, and maintains expertise in nursing practice.

The GRADUATE of the Associate Degree Nursing Program at El Camino College is prepared to practice at an entry level, commensurate with prevailing practices. An individual graduate is able to join the health team at the Associate Degree Nursing level and provide direct nursing care in a health care setting that includes professional nursing supervision and consultation. Associate Degree Nursing education at El Camino College provides upward and lateral mobility for career options. Given sufficient experience and additional education, some graduates may also achieve leadership roles.

Based on the preceding beliefs, the competency of El Camino College Associate Degree nursing graduates demonstrate the following student learning outcomes.

- I. Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing. The student adheres to standards of professional practice, is accountable for his/her actions and behaviors and practices nursing within legal, ethical and regulatory frameworks.
- II. Communication in nursing is an interactive process between the nurse and patient that assists the patient to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills. It may be verbal, nonverbal, and/or written. Effective communication demonstrates caring, compassion, cultural awareness, and is directed towards promoting positive outcomes.
- III. Nursing Process – Assessment, Nursing Diagnosis and Planning, Interventions and Evaluation.
- IV. Teaching encompasses the provision of health education to promote and facilitate informed decision making, achieve positive outcomes, and support self care activities.
- V. Collaboration is the shared planning, decision making, problem solving, goal setting, and assumption of responsibility by those who work together cooperatively, with open professional communication.
- VI. Managing care is the efficient, effective use of human, physical, financial and technological resources to meet patient needs.

## **A. UNIFYING THEME**

The organizing structure of the El Camino College Associate Degree Nursing Program's unifying theme is the Nursing Process. The curriculum defines this process as a systematic method of identifying problems arising from Basic Human Needs and assisting the individual to recognize and cope with these problems throughout the life cycle.

Integrated with the Nursing Process is the concept of the Basic Human Needs. Each individual is believed to be a biopsychosocial being who has a set of seven Basic Human Needs. A person possesses a unique structure based on the variables of age, sex, religion, culture/ethnicity, education/occupation, relational affiliation, and ones' position on the health-illness continuum.

## **BASIC HUMAN NEEDS**

### **Physical Integrity Need**

**Motivating Forces:** damage or threat of damage to the anatomical structure.

**Goal:** preservation of the physical apparatus.

**Nursing Involvement:** protecting the client by providing a safe environment, performing nursing tasks in a safe manner, monitoring the physical apparatus for stress intensification which could cause damage, and assisting the client to care for his physical apparatus.

### **Affiliative Need**

**Motivating Forces:** maintenance of satisfactory relationships with others.

**Goal:** construction and maintenance of a position in social space.

**Nursing Involvement:** protecting the client by identifying stressors or potential stressors to the client's self-concept, supporting the client's coping mechanisms, and reducing stress intensification.

### **Activity-Rest Need**

**Motivating Forces:** inappropriate utilization of energy.

**Goal:** coordination of behaviors that both use and conserve energy so that resources can be utilized without overtaxing and exhausting them.

**Nursing Involvement:** alleviating stressors to the activity-rest balance and preventing or mitigating the effect of the imbalance.

### **Ingestive Need**

**Motivating Forces:** replenishment of nutrients necessary for life.

**Goal:** maintenance of cellular nutrition.

**Nursing Involvement:** assisting the client to obtain necessary nutrients orally or by parenteral routes in order to cope with an imbalance or assisting in the maintenance of usual patterns.

### **Excretory Need**

**Motivating Forces:** ridding the body of the waste products of the metabolism and substances that cannot be utilized by the body.

**Goal:** protect the fluid and electrolyte balance essential for life.

**Nursing Involvement:** assisting the client to maintain usual patterns and to cope with altered patterns.

### **O<sub>2</sub>CO<sub>2</sub> Exchange Need**

**Motivating Forces:** the requirement to maintain adequate cellular oxygenation.

**Goal:** maintain optimal gaseous exchange within the individual and between the individual and the external environment.



**Nursing Involvement:** providing the necessary measures to facilitate this exchange.

### Sexual Need

**Motivating Forces:** the requirement to express the self as a sexual being.

**Goal:** preservation of sexual identity and continuance of the species.

**Nursing Involvement:** assisting the client to maintain sexual identity and to cope with stressors which impact sexual identity and/or reproduction.

The steps that are included in the nursing process using the Basic Human Needs concepts and individualizing this approach through the structural variables are:

- Assessment:
  - Identifies and documents changes in ones' health status which interfere with the client's ability to meet their Basic Human Needs.
- Diagnosis:
  - Establishes a nursing diagnosis based on individualized client needs.
- Plan:
  - Develops an individualized nursing care plan based on nursing diagnoses, Basic Human Needs and structural variables, and plan interventions that follow established nursing protocols by:
    - Establishing priorities for care based on the client's identified needs.
    - Establishing long and short- term client goals.
- Implementation:
  - Applies established nursing protocols to an individualized plan of care according to the prioritization of a client's needs and structural variables. Participates in the prescribed medical regimen by assessing, delegating, and providing follow-up care to clients in a safe manner.
- Evaluation:
  - Utilizes established criteria for the evaluation of individualized nursing care, which includes clients, families, significant others, and members of the nursing team to evaluate and define short and long-term goals. Identifies alternate methods of meeting the client's needs; modifies plans of care as necessary and documents change.

The major threads integrated throughout the curriculum are *growth and development, communication, legal/ethical issues, pharmacology, and critical thinking*. These threads identify areas of learning within the curriculum that are ongoing and essential in order for the student to help clients meet their basic needs.

The unifying theme of the El Camino College Associate Degree Nursing Program can be visualized as a prism focusing the rays of light. The light illustrates students entering the nursing program. As adult learners, the students bring with them life experiences, formal education, knowledge, and cultural beliefs that can be likened to rays of light reaching out for further growth and direction. The prism represents the nursing program focusing and adding to the rays of knowledge and experience. These are focused by the basic needs through the utilization of the nursing process into patterns of light that illustrate the Associate Degree nursing graduate who has acquired the knowledge, skills and attitudes within the discipline of nursing.

## B. NURSING PROGRAM OUTCOMES

El Camino College Associate Degree Nursing Program Student Learning Outcomes		
Students who have successfully completed the El Camino College Associate Degree Nursing Program will demonstrate the following competencies:		
<b>I. Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing. The student adheres to standards of professional practice, is accountable for his/her actions and behaviors and practices nursing within legal, ethical and regulatory frameworks.</b>		
Level One	Level Two	Level Three
Recognize standards of professional practice	Apply standards of professional practice	Consistently apply standards of professional practice
Recognize accountability for their own actions and behaviors	Demonstrate accountability for their own actions and behaviors	Maintain accountability for their own actions and behaviors
Describe legal ethical and regulatory frameworks utilized in nursing practice	Apply legal, ethical, and regulatory frameworks	Integrate and adhere to legal, ethical and regulatory frameworks into nursing practice.
<b>II. Communication in nursing is an interactive process between the nurse and patient that assists the patient to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills. It may be verbal, nonverbal, and/or written. Effective communication demonstrates caring, compassion, cultural awareness, and is directed towards promoting positive outcomes.</b>		
Level One	Level Two	Level Three
Begin to develop effective communication skills	Demonstrate effective communication skills	Integrate effective communication skills in all areas of nursing practice
<b>III. Nursing Process:</b>		
<b>A. Assessment: Comprehensive assessment provides a holistic view of the patient's structural variables and seven basic needs</b>		
Level One	Level Two	Level Three
Begin to develop and utilize assessment skills to determine patient's health status	Accurately perform a focused or comprehensive assessment based on patient's health status	Independently perform a baseline and ongoing assessment based on a patient's changing needs
<b>B. Nursing Diagnosis and Planning. Effective clinical decision making results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the patient toward positive outcomes.</b>		

Level One	Level Two	Level Three
Begin to analyze assessment data to identify relevant nursing diagnoses and develop a plan of care	Demonstrate critical thinking and evidenced based practice in the development of nursing diagnoses and plan of care	Consistently formulates relevant nursing diagnoses and initiates or modifies plan of care according to patient's changing health status
<b>C. Interventions: Caring interventions are those nursing actions that assist patients in meeting their health care needs.</b>		
Level One	Level Two	Level Three
Begin to utilize interventions that assist patients in meeting their seven basic needs	Implement interventions that assist patients in meeting their seven basic needs	Prioritize and implement interventions that assist patients in meeting their seven basic needs
<b>D. Evaluation: Evaluation involves assessment of the patient's response to interventions to meet their changing need and adapting the plan of care based on the patient's response.</b>		
Level One	Level Two	Level Three
Begin to assess and evaluate patient's response to interventions and revise plan of care	Reassess to evaluate patient's response to multidisciplinary interventions and revise plan of care	Reassess patients with complex medical problems, evaluate their response to multidisciplinary interventions and revise plan of care
<b>IV. Teaching encompasses the provision of health education to promote and facilitate informed decision making, achieve positive outcomes, and support self care activities.</b>		
Level One	Level Two	Level Three
Identify learning needs to develop and implement a basic teaching plan	Implement a teaching plan and evaluate the patient's progression towards meeting identified learning outcomes	Modify teaching plan based on evaluation of patient's progress towards achievement of identified learning outcomes
<b>V. Collaboration is the shared planning, decision making, problem solving, goal setting, and assumption of responsibility by those who work together cooperatively, with open professional communication.</b>		
Level One	Level Two	Level Three
Work with health care team to achieve patient outcomes	Collaborate with the patient, significant support persons and health care team to evaluate progress towards achievement of outcomes	Coordinate the decision making process with the patient, significant support persons and the health care team.
<b>VI. Managing care is the efficient, effective use of human, physical, financial and technological resources to meet patient needs.</b>		
Level One	Level Two	Level Three
Begin to manage patient care utilizing available resources to meet patient needs	Manage patient care utilizing available resources to meet patient needs	Prioritize and delegate aspects of patient care management utilizing available resources to meet patient needs

**Key:** Level 1 – N150, 153, 154. Level 2 – N250, 253. Level 3 – N254, 255

### **III. ORIENTATION TO THE EL CAMINO COLLEGE NURSING PROGRAM**

#### **A. OVERVIEW**

The nursing program accepts the philosophy and objectives of El Camino College. The faculty of the El Camino College Nursing Program has developed a program that incorporates the belief that learning is an acquisition of knowledge and skills with active learner participation. The faculty believes that learning takes place best in an environment that allows free exchange of ideas in the teacher-learner relationship, and accepts the student as an individual with differing goals, objectives and learning needs.

- The purpose of this programmed instruction orientation is to acquaint the nursing student with:
  - Specific learning/teaching methods used in the nursing program.
  - Specific responsibilities of the student and of the teacher.
  - Individual information that is necessary for administration to have on file.
  - Grading criteria and options available to the student as they progress through the program.
  - Representation / activity groups in the nursing program.
  - Logistics of progressing through the program.
  - Support services available to the student.

#### **B. OBJECTIVES**

- Identify the specific learning/teaching methods used in the nursing program.
  - Identify the philosophy of the nursing program.
  - Differentiate between sequenced learning and self-paced learning.
  - Identify the sequences in the El Camino College program.
  - Using a specific need within a syllabus (i.e., Physical Integrity I) identify:
    - The title
    - Prerequisites
    - Overview and statement of purpose
    - Divisions into titled parts if applicable
    - Objectives for each basic need
    - Learning activities
    - Evaluation
    - Estimated time
- Identify the methods of evaluating achievement and progress.
  - Identify grade assignment criteria
  - Identify the recourse a student has if a passing grade is not achieved
  - Identify the relationship between theory and laboratory

- Identify the requirements for successful sequential progression through the curriculum.
- Identify the specific responsibilities of the student in meeting the objectives:
  - Preparing for classroom discussion
  - Using skills/media lab for practice
  - Using skills lab for demonstration of skill attainment as required in the objectives
  - Participating in simulation lab as required in the objectives
  - Demonstrating a mastery level of the objectives
  - Identifying the source or resource for the materials cited in the Learning Activities
  - Identifying to the teachers, those objectives which you are having difficulty in meeting for any reason
  - Evaluating own clinical performance
  - Maintaining attendance and punctuality
- Identify the specific role of the teacher in assisting the student to achieve the objectives.
  - Planning of experiences in the classroom, skills lab or clinical lab based upon the objectives to be met by the student
  - Identifying the learning experiences to the student
  - Preparing evaluation tools
  - Preparing a final grade for each course
- Identify student representation/activity groups
- Identify the information that is necessary for administration to have on file.
  - Current address and telephone numbers
  - Culture/ethnic identity (optional)
  - Statement of responsibility as outlined in the catalogue
- Identify the logistics of the program.
  - Location of clinical assignment
  - Hours and days of assignment
- Identify various support services available to the student.
  - Director of Nursing
  - Learning Resources Center
  - Financial Aid and Scholarships
  - Special Resource Center
  - Counseling
  - Health Center

## C. GRADING CRITERIA

### 1. Final Course Grade.

Each course is divided into sections. Every examination testing one or more sections has been assigned a percentage. A grade will be determined based upon the theory scores of the examinations and any written assignments.

The following scale will be used to determine a theory grade in all courses. This is the nursing program's standard grading criteria using the ParScore Grading System. All grades will be determined by ParScore. Faculty will check the Error Log and test statistics to be sure there are no errors in reporting the students' grades; however test grades will be posted by faculty prior to checking for errors.

---

Standard Nursing Criteria			
<hr/>			
A	=	100 - 92	
A-	=	91 - 90	
B+	=	89 - 88	
B	=	87 - 83	
B-	=	82 - 81	
C+	=	80 - 79	
C	=	78 - 77	
C-	=	76 - 75	Passing
D+	=	74 - 73	Non-Passing
D	=	72 - 65	
D-	=	64 - 63	
F	=	62	

---

At the beginning of each course students will be provided with written course requirements. Grading policies will be adhered to in all courses. The specific course criteria will include, but not be limited to:

- Course requirements regarding punctuality and attendance.
- The manner in which examination content will be reviewed.

### 2. Examination Policy.

- Nursing students may not retake any course exam or final. All grades will be averaged

according to weight in order to reach a final grade. An average of 75% is needed to pass the course. Examinations are not reviewed with the student unless the student has failed the exam. An appointment must be made with the faculty to review the exam. Final examinations will not be available for review.

- Policy on math tests: All theory courses with a clinical component will implement five (5) math-related questions for each exam. Students will have ongoing practice in math-related questions as the course progresses. The math questions will be weighted the same as all other theory questions and will contribute to the course grade. The Dosage Calculation Instructions are included in the Appendix.
- A final math exam consisting of twenty (20) questions will be administered in each theory course with a clinical component. This math exam will be administered at the discretion of the instructor and may occur during final exam week. The student will be required to pass this exam with a minimum of 90% accuracy in order to progress to the next sequenced nursing course. Refer to course syllabus for level of math content required.
- A N150 student has two opportunities to pass the midterm and final math tests. For the remaining semesters, a student has two chances per semester or course to pass the final math test. If he/she fails two final math tests, the student will be given a withdrawal called a **“math pause”** in order to remediate. The student must complete the remediation prior to progression to the next sequenced nursing course.

### 3. Clinical Evaluation.

Clinical will be graded as satisfactory or unsatisfactory for each course with a clinical laboratory component). The student learning outcomes as outlined in the course clinical evaluation tools (CET) will form the basis for student evaluations in the clinical lab. The clinical evaluation tools provide the student and faculty with objective measures to evaluate progress toward achievement of the desired clinical learning outcomes. The student performs a self-evaluation weekly. It is expected that the self-evaluation is completed honestly and accurately.

The following guidelines explain how the tool is used.

1. At the end of each week, each student must complete the CET and submit it to their clinical instructor. Students are to use black ink when completing the CET. Each box is to be completed if the skill or activity was attempted. If a subunit is deemed unsatisfactory, the whole unit also receives a “U”. Students must write their remarks explaining each “U”.
2. The clinical instructor reviews each parameter to determine if he/she agrees with the student’s self-assessment.
3. If the instructor agrees, no documentation is required however, comments may be written if desired.
4. In areas where the instructor disagrees with the student, the instructor strikes through the students “S” or “U” and writes in the appropriate assessment. Each change in the student’s assessment will include an instructor comment regarding the change.

5. Instructors will use another color ink to highlight changes.
6. CETs will be returned to the students prior to the next scheduled clinical day.
7. Students are not to change their self assessment after turning in the CET. Students are not to change the instructor's assessment.
8. The CET instrument explains when an instructor/student conference is needed to discuss a clinical improvement plan (CIP), (i.e. if more than 15% of the defined parameters are unsatisfactory in 1<sup>st</sup> and 2<sup>nd</sup> semester, 10% in 3<sup>rd</sup> semester and 5% in 4<sup>th</sup> semester). However, if a student receives an unsatisfactory consistently in one or more areas but does not meet the above criteria, a CIP is warranted at this point as well.
9. At the end of the term, the CET and any (all) CIPs are to be filed in the student's main file in the nursing office.
10. The Clinical Evaluation Tool (CET) and Clinical Improvement Plan (CIP) are documentary evidence that each student has completed all clinical objectives and required remediation for each clinical course. Without this document, the student has no proof of meeting clinical course objectives and will receive a grade of unsatisfactory for the clinical course. **PLEASE DO NOT LOSE THESE DOCUMENTS!**
11. Each student is responsible for handing in these documents each week and at the end of the course as required by clinical course faculty. Students must also complete midterm and final course self-evaluations.

A copy of the CIP is in the appendix. The CET is included in the clinical syllabus for each clinical course.

Student learning outcomes that have been met satisfactorily will continue to be the subject of evaluation in subsequent clinical courses. Students are evaluated throughout the program to ensure that they provide safe nursing care. The nursing program has a legal obligation to the public to educate safe practitioners.

Anecdotal notes are required for each clinical laboratory. The notes are expected to reflect clinical objectives mastered or problems related to the learning experience. **All anecdotal records must be read, signed and dated by the student and the instructor** and will be retained by the clinical instructor. The clinical instructor will identify specific requirements for meeting course student learning outcomes as needed. Anecdotal notes provide a written two-way communication between the student and the clinical instructor. Students are encouraged to request a conference with the instructor for perceived problems.

Unsafe patient care will initiate an immediate student conference and may lead to dismissal of a student from clinical or from the course without warning.

The following behaviors must be met with 100% compliance. If at any time 100% compliance has not been met, the student may be dropped from the clinical component of the course or may receive a clinical improvement plan (CIP):

- Unsafe patient care that can lead to actual or potential harm to the patient.
- Failure to assume responsibility and/ or accountability for one's own actions.



Failure to communicate truthfully, accurately, and appropriately in verbal and/or written form will lead to immediate dismissal of the student from the clinical setting and result in a failing clinical grade.

The student must maintain a satisfactory rating in clinic at all times, regardless of theory grade.

Unsatisfactory clinical performance is determined by:

- The inability of the student to satisfactorily meet the clinical objectives.
- The inability of the student to meet attendance/punctuality standards designated by the course.
- Regression of the student to a previous and lesser level of performance.
- Unsafe patient care provided by student.

If the 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 awarded regardless of the accumulated theory grade(s) attained by the student.

#### **4. Course Evaluation**

Course evaluations are completed in an online format. The nursing program uses these evaluations for overall program evaluation and to make changes as needed. Student responses to the evaluation are completely anonymous even though the student ID and name are entered on the last page. This last page is used strictly for verification of evaluation completion.

Students in clinical courses will receive a total of 3 online evaluation links. Students in non-clinical courses will receive only one evaluation link. Fourth semester students will receive a total of five evaluation links, three during week eleven or twelve of the semester and two more week fifteen of the semester.

At the end of the evaluation, students will be prompted to the final page of the evaluation that acknowledges completion of the evaluation. This page is to be printed and taken to the clinical instructor on the day of the final clinical evaluation. For nonclinical courses, the page is to be printed and taken it to the professor on the day of the final examination.

If the evaluation(s) are not completed at the time of the final clinical evaluation or final exam the student will be asked to complete it immediately after clinical or class then return the printed page to the clinical instructor or professor within the hour.

#### **D. ATTENDANCE POLICY**

Punctuality and attendance are professional expectations. Students are expected to attend all theory and clinical days. "Clinical practice must be sufficient to meet course objectives and standards of competent performance" (CCR 1443.5). Students who miss the first class meeting or who are not in

regular attendance during the drop period of the class will be dropped by the instructor. Students whose absences from a class exceed 10% of the scheduled class meeting time may be dropped by the instructor. (per El Camino College Catalog Attendance Policy).

Students must follow their course syllabus i.e. directives, and notify the clinical /theory faculty of an anticipated tardy/absence. As a general rule, make-up tests are not allowed. However, under extenuating circumstances (See College Catalog), which can be validated by official, verifiable documentation, a make-up test will be administered by the instructor within one week of the originally scheduled test date.

Due to El Camino College insurance requirements, students must pay tuition before beginning clinical courses. Proof of payment must be provided to the instructor prior to the first clinical day. Students will not be permitted to attend courses in which they are not enrolled.

### **E. SIMULATION ATTENDANCE POLICY**

Opportunities will be provided for students to participate in the simulation lab and it is considered part of the clinical experience. It is incumbent upon the student to arrive promptly for simulation lab as it is considered of equal value to a clinical day. Tardiness to simulation lab will necessitate making up the simulation day on a non-clinical day to be assigned by the simulation lab coordinator. The makeup simulation day assigned will be non-negotiable. The clinical instructor will initiate a CIP for unprofessional behavior.

The student will be required to complete a Simulation Assignment Due to Tardiness paper that will be due to the simulation facilitator at the end of the simulation day.

### **F. PROBATION**

Probation is a status resulting from unsatisfactory clinical performance. Satisfactory/unsatisfactory clinical performance is defined within the clinical evaluation tool for each nursing course. A student placed on probation receives a written conference form stating the reason(s) for probationary status. This conference form functions as a warning that the student must improve his or her clinical performance during a specified time period or be dismissed from the course.

### **G. PROGRESSION THROUGH THE NURSING SEQUENCE**

A minimum grade of "C-" (75%) must be achieved in order to progress to the next clinical course. A drop, stop-out, math pause or incomplete grade may interrupt progression through the nursing program.

An exit examination will be required of all senior students enrolled in N255. If a student does not meet the passing score on this examination after two attempts he or she will be given the grade earned on the exit exam for N255. The grade can be changed if the student successfully passes the exam within 18 months after the end of the semester. A student who does not initially pass the exit exam will not have met the course requirements. This in turn means that the student will not have met the degree requirements and will be ineligible to sit the NCLEX.

## Mandatory Drop

A theory grade below C- (75%) and/or unsatisfactory performance in the clinical area results in a mandatory DROP and withdrawal from the nursing program. In accordance with school policy, a student may re-enroll in any nursing course only one time (ECC Catalog "Repeating Courses"). Therefore, a student who receives a course grade of D or F may repeat this course one (1) time only. A student can fail only one (1) nursing course (clinical or non-clinical) during the entire program. Failure of a clinical course requires completion of remediation and successful repeat of the same clinical course to proceed.

For example, consider student "A". She has received a 71% theory grade in Nursing 151 and thus has not met the requirements for progression. In order for Student "A" to return to active status she must complete a remediation process that includes: 1) attending a Learning Resource study skills class designed for nursing students and 2) completing any other requirements listed on her "exit form" that was received from the Nursing N151 instructor. (See Appendix for sample exit form) Other requirements could include meeting with educational specialists to help determine special needs and problem areas, meeting with the Financial Aid department to assist with financial difficulties or meeting with Media Skills staff to help correct deficiencies in clinical procedures. Student "A" must submit documentation to the original instructor in the failed course in order to verify that she has completed her remediation process. Student "A" would then be allowed back into the nursing program **on a space available basis**. However, it should be noted that often there are only a few spaces available in each eight-week class and it is likely that Student "A" would be placed on the waiting list for a specific nursing class.

It should also be noted that once Student "A" has been accepted back into the Nursing 151 class she will have used up her one (1) course repeat. If Student "A" fails to pass Nursing 151 a second time, she would be required to withdraw from the nursing program. Or if Student "A" fails a nursing course later in the program, she must withdraw from the nursing program.

## Voluntary Stop-Out

A **STOP-OUT** is characterized by voluntary withdrawal from the program with a theory grade of C- (75%) or higher and satisfactory performance in clinic. The student for personal reasons such as health or finances initiates this process. The student must communicate in writing to the instructor and Nursing Office staff the rationale for the stop-out. **This process must be initiated before the final date to withdraw.** A total of two (2) stop-outs will be allowed for the duration of the program. Should the need for stop-outs exceed the stated allowance, the student may appeal to the Admissions Committee.

For example, Student "B" broke his ankle in a skiing accident three weeks into his Nursing 250 class. Because he cannot adequately perform his clinical rotation and meet the objectives with a broken ankle, Student "B" would be eligible to take a stop-out. He would notify his clinical and lead

instructor of his situation (verbally and in writing) and the instructor would complete the necessary forms. Student "B" would also complete a drop form and submit it to the Admissions office to ensure he was dropped from any other nursing course that semester (i.e. Nursing 253). If Student "B" is ready to come back to class for the next eight week session, he would notify the nursing clerical staff and be placed on the waiting list.

It should be noted that students who take a stop-out have priority on the waiting list over those who receive a mandatory drop, thus their re-acceptance into the program would be expedited. Students are encouraged to discuss their situation with their instructor(s) and consider very carefully the effective utilization of a voluntary stop-out.

For example, consider Student "C" whose husband was recently laid off. She has added extra hours at work and is not able to devote the same amount of time to her studies as she has in the past. She received a 76% on the first course exam, which is below her average of 84%. Although Student "C" is still passing the course, she must ask herself if she can continue to work the extra hours and still receive passing grades on the exams as well as perform satisfactorily in clinic. Of course there is no right or wrong answer and each individual nursing student will have his or her own unique situation, but the decision Student "C" will make may drastically affect her progression through the nursing sequence. If she chooses to take a stop-out now, she would be eligible for re-acceptance during the next eight-week session (space permitting). If she chooses not to stop-out and then subsequently does not pass the course, Student "C" would be given a mandatory drop and have to remediate, a process that would take eight weeks plus the time spent on the waiting list.

If you have any doubt as to whether you can finish a course, it is almost always better to stop-out, take the time you need to correct your situation and then come back into the nursing program with priority status.

## **Math Pause**

A **MATH PAUSE** is a special type of stop-out; one specifically designed to assist with math remediation. During an eight-week period the student works with the Media Skills specialists to develop his or her math skills as they relate to nursing math. Tutoring is available. The student may be required to enroll in Nursing 48, and must complete a math remediation contract before continuing in the program. After successfully completing the math remediation, the student must notify the nursing unit administrative assistant of his or her intention to re-enter the program and submit the necessary documentation. The math pause has priority over drops but not regular stop-outs on the waiting list. While on a math pause the student may be enrolled in a non-clinical nursing course such as pharmacology, health assessment, etc.

## **H. RE-ENTRY POLICY**

Students must apply for re-acceptance into the nursing program within one (1) year of the exit date. The student who is absent from the program in excess of one (1) year will be considered "inactive" and placed on "inactive status". To return to an "active status" the student must successfully complete a

competency review of content/skills from the last successfully completed course. The competency review will be given in the media skills lab. If the student fails the skills competency review he or she may elect to repeat the last course passed. A clinical evaluation for students returning or transferring into a medical surgical course may also be required.

**In addition to passing a competency review, the student must complete any individualized remediation that has been prescribed by the instructor or nursing department.** The remediation prescribed will be based on the needs of the student as identified by both the student and instructor. The instructor will then propose to the Program Director a plan of remedial activities for the student. These individually planned activities must be successfully completed by the student prior to seeking re-entry to the nursing program. Proof of successful completion of the remediation will be needed prior to readmission to the program. Students who stop-out will be given re-entry priority over students who drop-out. **Re-entry will be on a space available basis.**

## **I. APPEALS SUB COMMITTEE**

The Appeals Sub Committee meets at least once every eight (8) weeks during the school year. The purpose of the Appeals Sub Committee is to evaluate students whose forward progress through the nursing sequence has been stopped after two (2) drops/failures in nursing courses due to extenuating circumstances as described in the ECC Catalog under "Course Repetition Policy and Procedures." Students who meet the criteria as described in the ECC Catalog may appeal to the committee when they have corrected/remediated the extenuating circumstances that precluded their successful progression. The Sub Committee will require verification and/or validation of these extenuating circumstances and/or remediation and may request the student to appear before the Sub Committee if necessary. The committee also evaluates students who wish to transfer into the El Camino College Nursing Program and are ineligible to return to their previous nursing program. The Appeals Sub Committee makes recommendations to the Director of the Nursing Department regarding students who appeal. Samples of the Appeals Form and instructions are included in Appendix.

## **IV. STANDARD STUDENT BEHAVIORS**

### **A. PROFESSIONAL BEHAVIORS**

**All students are required to demonstrate PROFESSIONAL BEHAVIORS throughout the nursing program.**

For example:

- Use each person's title and last name when addressing them. For example: every instructor, administrator, staff and employee in the ECC Nursing Department and in the clinical facilities as Mr., Mrs., Ms, Doctor, etc.
- Utilize the department's established chain of command to communicate issues and concerns. For example, initially talk with course instructor to discuss issues prior to discussion with others. In the event issues are not addressed to the student's satisfaction, the student may

choose to proceed to speak with the Assistant Director of Nursing, and on to Director of the program.

- Dress in El Camino College Nursing Department approved clinical uniform attire for all clinical experiences, including skills lab and simulation lab.
- Wear name badges at all times while in the nursing department and in clinics.

## **B. SAFETY**

### **Maintains patient safety**

- Properly identifies the patient.
- Recognizes, reports and records significant changes within the limits of education.
- Administers medications according to the six- (6) rights.
  - Recognizes own inability to correctly calculate dosage.
  - Reports medication errors to instructor who will guide student in follow-up according to hospital policy.
- Recognizes errors:
  - The errors may be the student's or those of other team members but the errors affect the patient.
- Performs procedures or treatments correctly
  - On time and utilizing scientific principles and theory base.
  - Utilizes policy and procedure manual and instructor before seeking clarification from staff.
- Protects the patient from environmental hazards.
  - Provides for the safety of the patient, self and others.

## **C. PERSONAL ACCOUNTABILITY**

### **Assumes Primary Responsibility for Learning:**

- Prepared for classroom/clinical discussion.
- Reports to agency prepared for patient care, on time, and dressed according to El Camino College dress code.
- Utilizes media skills laboratory for mastery of technical skills such as: determining vital signs, bed-making, opening sterile equipment, putting on sterile gloves, administering medication (depending upon level: oral, I.M.'S, I.V.'S, IVPB).
- Notifies instructor and agency of absence or tardiness. Instructor to provide guidelines for reporting absence or tardiness.
- Understands policy statement re: absence/tardiness (See College Catalog)
- Consistently takes initiative in seeking faculty consultation and supervision.
- Communicates in a manner that maintains and promotes a working relationship with co-workers, patients and staff member(s).
- Communicates important changes in the patient's condition to the Staff RN and instructor accurately and without delay.
- Recognizes and assumes responsibility for the consequences of own actions.
- Utilizes knowledge and skills learned from previous courses.

- Utilizes Standard English in all written and verbal communication.
- Provides transportation to clinical facilities that may be greater than a 25-mile radius.
- Arranges to meet all clinical and lecture hours, which may differ from class schedule due to clinical facility changes.
- Arranges for financial support.
- Maintains health standards throughout the Nursing Program. Refer to Appendix for Physical Exam form.

### **Evaluates Self Realistically**

- Identifies to instructor those course objectives which student is having difficulty meeting for any reason.
- Recognizes own limitations:
- Attempts only those procedures within ADN educational experience.
- Reports work overload or incomplete patient assignment early in clinical day (time for reporting determined by instructor).
- Completes Clinical Evaluation Tool honestly and accurately
- Completes written clinical performance anecdotal based on:
  - organization of time
  - application of nursing process
  - mastery of technical skills
  - self-confidence
  - maintenance of confidentiality
- Student behaviors that are expected for each nursing course will be included in the materials for each course. These Standard Student Behaviors will form the basis for daily evaluation of the student in the clinical lab.

## **D. PREGNANCY POLICY**

The ECC Nursing Department Faculty recognizes the need to protect all students from any potential harm to themselves or their unborn children if pregnant. A written physician statement is required by the nursing department for the student to begin or continue in the clinical portion of a nursing course(s) throughout the pregnancy, specifically during the following:

1. Upon pregnancy identification
2. At the end of the first trimester (13 weeks of pregnancy)
3. At the end of the second trimester (27 weeks of pregnancy)
4. Each month during the third trimester (31 weeks, 35 weeks, 39 weeks)
5. If the nursing faculty becomes concerned about the health and well-being of the pregnant student and the unborn child
6. After pregnancy completion prior to returning to the skills lab and clinical portion of the nursing course(s).

If there are any alterations in the student(s) physical ability due to the pregnancy and/or delivery, the

student and her physician must assess the ability to meet both theory and clinical outcomes of the course. The pregnant student will be expected to meet the stated conditions and objectives that are required of all students.

If at any time the medical doctor, nurse midwife or clinical instructor states the student is unable to perform expected tasks, functions, and or studies for the current nursing course(s), the student will be required to withdraw (W) if it is prior to the college withdrawal date.

Students are encouraged to wait six (6) weeks after delivery before returning to school. Each nursing student will be expected to sign a statement that she has read this policy, and that she understands that failure to abide by this policy will be grounds for withdrawal (w) from the nursing course. If any clinical agency has restrictions, the student will follow the guidelines of the agency.

Falsification of any medical information will result in expulsion from the Nursing Program(s).

## **E. LATEX ALLERGY**

Students who have an allergy to latex are required to provide a note from their physician / nurse practitioner stating that they have a latex allergy. The note is to be given to the clinical instructor on the first day of each clinical course.

## **V. AWARDS AND RECOGNITION**

### **A. NURSING DIRECTOR'S RECOGNITION LIST**

A Nursing Director's Recognition List has been established and all nursing students are eligible for nomination to this list. Certificates will be presented after the completion of every clinical nursing course to those students meeting the following criteria:

- Meets all the instructor's requirements of the course in a timely fashion.
- Receives a grade of "B" or better for the course (3.0 or 83%).
- Receives the recommendation of the clinical instructor for above average clinical performance.

### **B. CLINICAL COMMENDATION AWARD**

Recognition of students may occur during the College Awards Ceremony and/or the Completion Ceremony. Fourth semester nursing students are eligible to receive a Commendation Certificate for distinctive performance in clinical nursing. Students receiving this award will be selected based on the number of times they have appeared on the Director's Recognition List.

### **C. ACADEMIC EXCELLENCE AWARD**

Recognition will be given during the Annual College Awards Ceremony and Completion Ceremony to those students who have demonstrated exceptional academic ability. To qualify for consideration, a



student must have taken 60 units at El Camino College with a minimum grade point average of 3.67 or must have earned an A.A. or A.S. Degree with a minimum grade point average of 3.5 in a major in the Division of Health Sciences & Athletics.

#### **D. NURSING SENIOR SERVICE AWARD**

An award will be presented to an outstanding completing senior nursing student during the Completion Ceremony. This award is based on commitment and contributions of time and effort to the nursing program as a whole. Example: involvement on committees and in Iota Kappa Chi. Both students and faculty can make nominations to the Student Affairs Committee who will then determine the recipient by majority vote.

#### **E. APPLAUSE AWARD (FACULTY)**

The purpose of the applause card is to recognize supportive behaviors exhibited by faculty or staff at the college. These forms can be found on the desk at the entry to the nursing department.

### **VI. RESOURCES FOR ENHANCING STUDENT LEARNING**

Creative learning activities increase and/or improve one's nursing skills. The academic credit for each course is based upon the successful completion of the lecture, clinical lab, and skill components.

#### **A. SKILLS LAB**

The Skills Lab area is located in the Nursing Department in rooms 101-L, 101-M and P in the Technical Arts building. The operating hours may vary from week to week. TA 101-L, 101-M, and P are simulated hospital rooms used for skills/procedures practice. Room TA 101-K is the office of the Educational Specialist and is also used for individual assistance. Room TA 210 is the office of the PAVE Coordinator. Selected videocassettes, CD-ROM's, and numerous textbooks for reference are available for checkout from the Educational Specialist. No food or drinks are allowed in the Media/Skills Lab.

Skills lab areas at extension campus sites may also be utilized. Location and hours of operation at various lab sites are posted in the media skills area at the Crenshaw campus. Appointment sign up sheets are available at the individual extension campus sites.

#### **B. EDUCATIONAL SPECIALIST**

The Educational Specialist can provide assistance with the following areas: nursing theory, procedures (injections, catheters, dressing, IV's etc.), study skills, test taking, time management, math skills, ANP/NCRA, etc.

Appointment sheets for each week are posted on the bulletin board outside Room TA-101 K. If you wish assistance from the Educational Specialist, place a check mark in the assistance column. Assistance can only be given during the hours the Educational Specialist is available. Only one

person/group may sign up for each hour. Please include your name, number of persons in your group (if applicable), your current course, and the learning activity you desire.

If you wish to practice skills/procedures or work on a project independently, do not place a check mark in the assistance column. Due to the limits of space and equipment, the Educational Specialist may limit the number of individuals/groups practicing per hour. Please include your name, number of persons in your group (if applicable), your current course, and the skills/procedures to be practiced.

### **C. SUCCESS OPTIONS FOR STUDENTS (SOS)**

The SOS program offers support services for students at risk and for students who are required to complete remediation before being allowed to reenter the nursing program following a failed course.

The SOS coordinator organizes the Institute for Nursing Success (INS). The INS is an enrichment program, which is offered during winter and summer sessions. INS includes individual counseling based on the student's learning needs and a series of classes which include study techniques, content review and test taking strategies.

### **D. LEARNING RESOURCE CENTER**

The Learning Resource Center is located in room 252, on the second floor, West Wing of the Schauerman Library. This center has all the Nursing software catalogued and available for checkout. You may walk in on a first come first served basis, or you may reserve materials by advance appointments. The extension number to call is #3514. One to three students at a time may view programs. Please call with cancellations.

### **E. LIBRARY MEDIA TECHNOLOGY CENTER (LMTC)**

The entrance to the LMTC is located on the first floor, East wing of the Schauerman Library. Available to the Nursing students are a variety of computer software programs. There are programs that correspond with all levels of the Nursing program. Computer technicians are on-site and available to assist you. The extension to call for hours, availability, and appointments is ext. #6715.

### **F. REFERENCE/PERIODICALS; EAST READING ROOM**

The Periodicals area is located on the first floor in the East wing of the Schauerman Library. Selected periodicals and nursing textbooks, both required and recommended, are on reserve here. These periodicals and textbooks have been provided to the library staff by your instructors and will be listed in the Learning Activities in your course syllabus. A current El Camino College Identification card is required to check out these reserved publications.

Microfilm of selected nursing journals and current journal copies are available in the Periodicals area, as well as the databases such as CINAHL and Health Reference Center.

### **G. ELLA ROSE MADDEN ROOM**

This room is located in the southwest corner in the lower level of the Schauerman library. All nursing

books, as well as a special collection of oncology materials, including pamphlets and articles are located here.

## **H. WRITING CENTER**

The Writing Center, located in the Communication Building, focuses specifically on a student's writing skills. These services are especially valuable to English-as-a-second-language (ESL) students and those students having difficulty writing college-level papers.

## **VII. STUDENT GUIDELINES**

### **A. MALPRACTICE INSURANCE AND PAYMENT OF STUDENT FEES**

Each student enrolled in the Nursing program is covered under both liability and malpractice insurance policies through El Camino College. This insurance provides coverage to a maximum of \$1,000,000. Students have the option of purchasing additional insurance privately. In order for liability and malpractice insurance to be current, students must pay all fees within 7 days of registration. If student fees are not paid within seven days of registration, the student will be dropped from all courses and will not be covered by the liability and malpractice insurance. Malpractice insurance is required by the clinical facilities.

For more information on individual insurance contact the National Student Nurses' Association or your Iota Kappa Chi representative.

### **B. EL CAMINO COLLEGE PROCEDURE FOR CHEATING OR PLAGIARISM**

Cheating violates Section I.B.1 of El Camino College's Board Policy 5138, Standards of Student Conduct.

The El Camino College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate academic dishonesty. To uphold the academic integrity of the institution, all members of the academic community, faculty and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty.

The following statement is part of Board Policy 5138, Standards of Conduct: "Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the college." When there is evidence of cheating or plagiarism in classroom work, students may receive an F for that piece of work or may be suspended from all classes for that term and the following term if deemed appropriate.

Examples of Cheating or Plagiarism are:

- Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies;
- Copying or allowing another student to copy from one's paper or answer sheet during an examination;

- Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips or attendance;
- Falsifying or attempting to falsify attendance records and/or grade rosters;
- Changing answers on a previously scored test, assignment or experiment with the intent to defraud;
- Inventing data for the purpose of completing a laboratory experiment or case study analysis with the intent to defraud;
- Giving and/or taking information during an examination by any means such as sign language, hand signals or secret codes;
- Obtaining copies of notes, exams or exam questions by any means other than distribution from the instructor. (This includes copying and removing exam questions from the classroom for any purpose.);
- Using study aids such as calculators, tape recorders or notes that have been specifically prohibited by the instructor.

### **1. Responsibility of El Camino College Students:**

It is the responsibility of each student to conduct him/herself in a manner, which encourages learning and promotes honesty; and to act with fairness toward other students in the classroom. This incorporates the notion that students should not seek an unfair advantage over other students when completing an assignment, taking an examination or engaging in any other kind of academic activity.

### **2. Consequences for Cheating or Plagiarism:**

Given alleged violation of the Standards of Conduct, any or all of the following actions may be imposed:

1. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred. This action is based on information that the instructor had.
2. The instructor may dismiss the student from the class or activity for the present and/or following class session(s) as stipulated in BP5138, section IIB5: Removal by Instructor.
3. The instructor may recommend suspension or expulsion of the student from the college as stipulated in BP5138, Section IIB6 and 8. This recommendation must be in accordance with El Camino College's Due Process and Disciplinary Procedures.
4. Faculty will complete the Academic Dishonesty Report form and submit it to the Division Office.

## **VIII. GENERAL INFORMATION**

- Student classroom assignments must be:
  - ON TIME
  - On the proper forms (hand-drawn forms accepted at instructor's discretion).
  - In ink, typed or prepared on a computer.
- Students must come to class prepared.
  - All objectives must be studied prior to classroom discussion.
  - All required audio-visual materials must be viewed before class.
- Students must allow time for mandatory check-off during Nursing 150, as well as workshops in all nursing courses.
- Students need the instructor's permission to use a tape recorder in class.
- Students should not bring food and/or drinks to the classroom.
- Students must come to clinic prepared and on time.
- Clinical times and dates may change. Be flexible.
- Pagers, cellular phones and all other electronic devices will not be allowed in class or clinic unless turned off, out of sight, or specifically approved by instructor.
- PDAs are allowed in the clinical setting for the sole purpose of accessing information necessary for medication administration.
- Children are not permitted in the classroom or clinical facilities according to ECC policy.
- Absences must be communicated to the faculty and clinical facility. Your instructor will give you specific directions on the correct way to communicate this information.
- Second year nursing students receive priority enrollment over first year students for Nursing 251. If a first year student enrolls in this course via telephone registration and a second year student is unable to enroll, the first year student will be asked to drop. If space permits the first year nursing students will be allowed to remain in the course.

### **A. NURSING PROGRAM START-UP COSTS**

In addition to registration fees, the costs for books, shoes, physical exam, CPR certification, name badges, patches, uniforms, stethoscope, and additional skills lab supplies are approximately \$1,000 for the first year.

The ECC Health Center offers an inexpensive health physical for those students who need it. The health center does not offer the Hepatitis B vaccine, recommended for all health care workers, but can refer you to low cost clinics.

### **B. UNIFORM GUIDELINES/DRESS CODE**

The goal of uniform guidelines is to direct the nursing student towards a professional appearance and appropriate wardrobe in the clinical setting. Students should not wear their uniforms outside of skills lab or the clinical setting.

- Course instructors and/or clinical faculty will mandate any alterations in these guidelines.
- Nursing uniforms must be purchased by the fifth week of Nursing 150.
- Students must dress in El Camino College Nursing Department approved clinical uniform attire for all clinical experiences. The uniform must be clean and unwrinkled at all times.

- All students are required to wear a standardized uniform from Dove Apparel.

For further information go to:

For the **Crenshaw Campus:**

[Doveapparel.com/products.html](http://Doveapparel.com/products.html)

ECC school code: ECCT

For the **Compton Campus:**

[Doveapparel.com/products.html](http://Doveapparel.com/products.html)

ECC school code: ECC

- Shoes: White leather shoes are to be worn. No sandals or clogs are permitted. White crew socks should be worn with pants. Anklets are not acceptable. Socks may not be worn with dresses or skirts; use hose.
- Lab Jacket: 3/4 length white lab jackets with retractable sleeves with the ECC patch are optional.
- Undergarments: White or flesh-tone slips, V-neck undershirts, or camisoles must be worn with the uniforms. Sleeves on undergarments should not be longer than the length of the uniform sleeve. Undergarments should not be conspicuous or visually apparent through uniform. Garments should be loose enough to permit freedom of movement.
- Jewelry: A watch with a second indicator must be worn. The student may want to consider a watch that displays military time, as this is most often used in the clinical setting. Confine jewelry to a plain wedding band and only one stud earring per ear.
- Nails: Nails must be clean, trimmed, and of moderate lengths. Clear or neutral polish is acceptable. Acrylic nails are not permitted.
- Hair: Hair is to be a naturally occurring color or shade, clean, neatly groomed and off the collar. If clips or barrettes are used, they must be of a plain design. No ribbons allowed. Buns, braids and ponytails that do not touch the collar or fall forward in the face are acceptable.
- Body Piercing: There can be no visible body piercing, except for one stud earring per ear.
- Tattoos: There can be no visible tattoos.
- Nametags & Patches: The ECC Patches may be purchased at the ECC bookstore. Patches should be placed on the left side of the chest. The picture ID should be worn all the times at the clinical site and on campus.
- A back support belt is acceptable attire. Safety-lift back supports are recommended but optional. Some agencies provide back supports to students during their clinical rotation.
- No gum chewing is allowed while giving patient care in the clinical area.

- No perfumes and colognes are to be worn in the clinic or classroom.
- It is the responsibility of the student to adhere to these standards and the faculty to assist each student to maintain the dress guidelines. Any student whose appearance does not meet dress guidelines may be requested by the instructor to leave the clinical setting.

### **C. POLICY FOR ADVANCED PLACEMENT OF UPWARD MOBILITY AND/OR TRANSFER STUDENTS**

Prospective students who have had prior nursing education or are licensed in a health related area may request consideration for advanced placement in the associate degree nursing program. Eligible individuals would include Licensed Vocational/Practical Nurses, Licensed Psychiatric Technicians, and transfer students from state accredited nursing programs. **Openings in the Associate Degree Nursing program are limited and subject to availability of space.**

In order to be considered for advanced placement, the applicant must meet the following criteria:

- Have a current GPA of 2.5 in all college work completed as well as a 2.5 GPA in the prerequisite courses. Applicants transferring from an accredited nursing program must have a GPA of 2.0 in Nursing courses and a GPA of 2.5 in non-nursing college support courses (i.e. Anatomy, English) completed prior to application to El Camino College. (Consult the Requirements for the Major printed in the college catalog to determine the support courses.)
- Applicants transferring from an accredited associate degree nursing program will be required to show evidence that he/she was a student in good standing and eligible to return to the institution from which the transfer is taking place.
- An Appeals Process for acceptance into the El Camino College Nursing Program is available for applicants who are ineligible to return to the nursing program at their former institution. This Appeals Process must be completed before further consideration of the El Camino nursing application is possible.
- Licensed Vocational/Practical Nurse or Psychiatric Technician applicants must be currently licensed and have a minimum of one year work experience in a long term or acute care setting.
- Complete Nursing 149 with a minimum grade of “C” (75%).
- Possess a current (within the last 12 months) Basic Life Support CPR certificate from the American Heart Association.
- Complete all program admission requirements. (30 Unit Option applicants exempted).

- Show proof of high school graduation or equivalent as demonstrated by the General Education Development Examination (G.E.D.).
- Provide verification of criminal background clearance.

Individuals interested in Advanced Placement should contact the Counseling Center or the Nursing Office for complete information on the options available.

**NOTE: Individuals who have been convicted of any crime, whether misdemeanor or felony, may have difficulty obtaining a license to practice as a Registered Nurse in the State of California, as well as other states. The definition of conviction includes a plea or no contest as well as pleas or verdicts of guilty. All questions regarding licensure should be directed to the California Board of Registered Nursing at (916) 322-3350.**

El Camino College District ensures equal access to its services, classes and programs without regard to race, religious creed, color, national origin, ancestry, handicap, sex or service as a Vietnam-era veteran.

## **D. CHALLENGE PROCESS**

### **1. Credit By Examination:**

The purpose of credit by examination is to allow a student to gain credit for a specific nursing course by demonstrating mastery of the subject matter. Proficiency in subject matter and/or clinical skills shall be assessed through examination and/or skill demonstration, and must be at the level expected of students who have successfully completed the course at El Camino College.

- Students shall only be allowed to petition to receive credit by examination one time per course.
- Students may not petition for credit by examination for a course in which they have previously enrolled and received a grade.
- Students may not petition for credit by examination for a course in which they have been enrolled after the first two weeks of a semester, except under special circumstances as determined by the director and appropriate faculty.
- A processing fee of \$20.00 per unit will be charged to petition for credit by examination.
- Students must pay enrollment fees and be enrolled or accepted into the El Camino College Nursing program to take the examination.
- Students shall complete a petition for credit by examination and submit it to the Admissions Office along with satisfactory evidence of knowledge and skills (where applicable).
- The nursing office staff and/or course instructor shall notify the student of the examination arrangements. Information concerning course modules, textbooks, and supplementary reading materials shall be provided to the student prior to the date of the examination.
- The examination shall be graded and recorded only as Credit/No Credit, and the results shall be recorded on the petition form and forwarded to the Admissions Office.



- If credit is granted, the Admissions Office shall record credit for the course on the Student's official transcript. The petition shall be filed in the student's folder. The Nursing Office shall notify the student of the results.

## **2. Credit Through Petition:**

A transfer student, Licensed Vocational Nurse or Psychiatric Technician may petition a nursing course that is similar to one that they have successfully completed at another accredited nursing program or professional school. This course must be equivalent in content and unit value to the course offered by the El Camino College Nursing Program.

Students planning to petition a nursing course may obtain a petition from the Admissions Office or the Nursing Office. The completed petition with appropriate supporting documentation attached shall be submitted to the Admissions Office for processing. The Admissions Office shall notify the student of the petition outcome. If approved, the Admissions Office shall record credit for the course on the student's official transcript and file the petition in the student's file.

## **3. Auditing a Course:**

A student may audit selected Nursing courses with these provisions:

- Priority in class enrollment shall be given to students desiring to take the course for credit and enrolled in the nursing program.
- No student auditing a nursing course shall be permitted to change his/her enrollment in that course to receive credit for the course. Students will not be permitted to earn credit by examination for audited courses.
- A student auditing a nursing course may not take any course examinations.
- A student wishing to audit a class must first obtain a petition to audit form in the Admissions Office.
- Students eligible to audit nursing courses include LVNs, transfer students from another nursing program, and nursing students returning after an absence who had previously not completed the nursing program.

## **E. SUBSTANCE ABUSE POLICY**

### **See ECC Catalogue for Standards of Student Conduct**

In accordance with BRN policy, the following guidelines have been adopted:

An El Camino College Nursing Student will be suspected of being under the influence of an abused substance if he/she has the following: a breath odor of alcohol, exhibits acting out behavior (inappropriate behavior), slurred speech, unstable posture or instability upon ambulating, or shows any other indication that can be directly related to the ingestion of alcohol and/or other drugs.

In keeping with the general policy of El Camino College, the nursing student is prohibited from transporting or having in his/her possession alcoholic beverages on the campus or any other facility that is deemed an extension of the college campus.

## **ACTIONS:**

- The instructor will immediately report any infraction of the policy to the Nursing Program Director or, in her absence, the Assistant Director, who in turn will notify the Dean of the Health Sciences and Athletics Division.
- The student will not be permitted to remain in the classroom or in the clinical area while under the suspected influence of alcohol, other drugs, or is exhibiting inappropriate behavior.
- If the student denies being under the influence of drugs or alcohol, he/she will be asked to voluntarily submit to a blood or urine test within two hours of the incident.
- If the incident occurs on campus, the procedure outlined in the El Camino College Catalog under Standards of Student Conduct will be followed.
- If the incident occurs in the clinical setting:
  - a responsible adult will be asked to come and escort the student home,
  - the student must stay in a non-patient area until an escort can be found, or
  - security can be called if the student refuses to stay in a non-patient area.
- If it is concluded the student is impaired because of substance abuse, the student will be encouraged to seek treatment/counseling for the problem.

Disciplinary action as outlined in the El Camino College Catalog may be deemed necessary in order to resolve the problem. A memo of the resulting action and subsequent conference will be filed in the student's folder with a copy given to the student. (**See ECC Catalog for Standards of Student Conduct**).

## **F. REPORT OF INDUSTRIAL INJURY OR ILLNESS**

Any injury that occurs during class or clinical work must be reported immediately to the instructor. The El Camino Community College District Form entitled "Report of Injury or Illness" must be completed by the student and returned to Human Resources within 24 hours.

## **IX. STUDENT GRIEVANCE DUE PROCESS**

The purpose of this procedure is to provide an orderly process of communication between a student and faculty in order to mediate grievances that arise within the Nursing Program.

A grievance may arise due to:

- an academic or clinical performance evaluation
- perceived arbitrary or prejudicial actions by a faculty member
- imposition of sanctions without regard for due process

### **Steps of the Grievance Process:**

Student must meet with Nursing Director, then with Division Dean and finally with Dean of Student Services.

For College's policy and procedures, refer to Student Grievance Policy under Standards of Student Conduct in the ECC Catalog

## **X. STUDENT REPRESENTATION/ACTIVITIES**

### **A. IOTA KAPPA CHI (IKX)**

**Iota Kappa Chi (IKX)** is the local chapter of the California Nursing Students' Association and the National Student Nurses' Association. The main concern of the local chapter is developing and fostering support through participation; to be responsive to all nursing students' needs by networking on local, state, and national levels; and to act as a liaison between students and faculty. Students may participate at the local, state, and/or national levels. Currently Iota Kappa Chi meetings are held on the first and third Monday of each month from 1:00 to 1:30 p.m. Membership for Iota Kappa Chi costs \$5.00 each semester.

### **B. STUDENT AFFAIRS COMMITTEE**

The functions of the Student Affairs Committee are to facilitate student communication with each other and faculty and to review and refer student concerns, suggestions and ideas through appropriate administrative channels. The student affairs committee is the voice of the students and it can only be heard if it is used. If you feel you have a problem that you cannot satisfactorily resolve with the nursing department or faculty member, or even if you want to blow off steam from that last test, the Student Affairs Committee is the place to do it. If you have any suggestions on how to make the nursing program better, bring them to the Student Affairs Committee.

The committee is composed of one faculty member each from Year I and Year II, who are appointed annually by the director of Nursing. Faculty members shall have full voice but no vote. Three students shall be elected by their peers from Year I and four students shall be elected by their peers from Year II during the first two weeks of the fall semester. All nursing students are eligible and do not necessarily have to be members of Iota Kappa Chi. All student representatives on the Student Affairs Committee shall have full voice and vote. The first meeting of the Student Affairs Committee shall be

to elect a chairperson and determine student representatives to the following Standing Committees: Curriculum; Evaluation; Acceptance, Transfer, and Progression; and Learning Resources. Committee meeting schedule will be posted every semester on the wall outside the Simulation Lab.

### **C. FACULTY COMMITTEES**

The following committees are composed of appointed faculty and at least two (2) students, one each from Year I and Year II. All students are eligible and do not necessarily have to be members of Iota Kappa Chi. Students have full voice and vote on these committees. Each semester students will be given the opportunity to sign up for the committee of their choice. Meeting schedules for the semester are posted for the student's convenience.

#### **Curriculum Committee**

The functions of the curriculum committee shall be to: (a) develop the philosophy, unifying theme, educational objectives, and exit competencies of the Associate Degree Nursing Program; (b) plan and develop a curriculum framework based on the philosophy and objectives of the nursing program; and (c) systematically review the Associate Degree Nursing Program's philosophy, unifying theme, educational objectives, and curriculum in order to make recommendations to the ADNFO; (d) work with the Acceptance, Transfer, and Progression Committee to evaluate credentials for transfer; and (e) act on requests submitted to the Director of Nursing and College Administration.

#### **Evaluation Committee**

The functions of the evaluation committee shall be to: (a) oversee implementation of the total program evaluation plan; (b) review total program evaluation plan every three years and propose revisions to the ADNFO; (c) define, collect, and analyze data for annual graduate follow-up; (d) develop and implement a plan for collecting and analyzing student retention data; and (e) act on requests submitted by the Director of Nursing and College Administration.

#### **Acceptance, Transfer, and Progression (ATP) Committee**

The functions of Acceptance, Transfer and Progression (ATP) committee shall be to: (a) develop written criteria for the review of readmission and transfer applicants; (b) review applications and transcripts of transfer and readmission students and make recommendations regarding acceptance; (c) annually review program entrance requirements; nursing course pre-requisites and readmission and progression policies and make recommendations as necessary to the ADNFO; (d) accept and review petitions relating to student progression through the ADN program and make recommendations to the Director of Nursing; and (e) conduct formal student hearings as needed.

#### **Learning Resources Committee**

The functions of the learning resources committee shall be to: (a) review and coordinate all faculty requests for media and equipment purchases; (b) recommend purchases of library resources, audiovisual instructional materials, simulation lab equipment, computer hardware and software presented by faculty; and (c) annually review and analyze library holdings, audio-visual materials, and educational equipment and determine areas of concentration for future purchases.

## **D. COMPLETION CEREMONY PROTOCOL**

El Camino College provides a formal graduation ceremony for all graduating seniors at the end of each school year. All graduating students are encouraged and expected to attend.

- Nursing students may organize an on-campus completion ceremony within specific guidelines.
- This completion ceremony is not an official graduation ceremony.
- The completion ceremony is to be planned for the weekend immediately following the last day of school in the fall (Friday or Saturday) and immediately following the college graduation in the spring. It may not conflict with the main El Camino College graduation but is to be scheduled on the same day (usually immediately following the college graduation ceremony). An on-campus site (Campus Theater, Recital Hall, Marsee Auditorium) may be reserved for a formal ceremony if the class desires. The Marsee Auditorium has enough seats so that each student can invite as many people as he/she desires; the Campus Theater will seat 325 people; the Recital Hall has limited seating (125). On-campus sites are free of charge.
- The ceremony dress code is caps and gowns which reflects the importance of the occasion.
- Invitations and programs can be printed through the ECC copy center. The class can also have invitations printed by an outside vendor. Some companies will allow a choice between two or three different styles of invitation. This makes the selection process easier, as the class does not have to agree on one style. It is best for one representative to handle the paperwork and money.
- Each student can order the number of invitations he/she desires, and there is a per letter charge for personalizing the invitations with the student's name. A list of companies may be obtained from Iota Kappa Chi and/or the Nursing Department Administrative Assistant.
- The class may provide the nursing department with an 8 x 10 group photograph (with frame) to be displayed on the wall of the department. The college will take this photograph free if black and white or for the cost of the film if in color. The college can also provide a photographer for individual photographs.
- Committees should be formed to work on each separate area of the Completion Ceremony - music, program, speakers, decorations, refreshments. If each committee determines the cost involved for their responsibility, the total cost can then be presented to the senior students for approval. This is easier then trying to collect for each separate item. The cost should run about \$10 to \$15 per student for all the miscellaneous items.
- All arrangements for the completion ceremony that require group discussion or voting should be completed before week 8 of Nursing 254. Once the preceptor rotation begins, it is impossible to get the class together. All meetings should be held outside normal class hours.
- Make room reservations for Completion Ceremony early! To reserve the Recital Hall, Marsee Auditorium or Campus Theater contact the nursing office administrative assistant for the proper forms and required paperwork. There is no cost to the students for these rooms.
- Graduating seniors may order the El Camino College Nursing pin. Pins should be ordered at the beginning of Nursing 254. One member of the class should handle collection of all paperwork and money. The nursing office has the information on the Pin Company. (Added

bonus: this person usually gets their pin free!) Pins are not mandatory. They also must be selected individually, since the price varies greatly depending on the type of metal and accessories selected.

## **E. STUDENT ACTIVITIES & SUPPORT SERVICES**

See ECC Catalog and Appendix.

## **XI. GRADUATION**

- Graduation check should be initiated early. Make sure all transcripts from other colleges are on file with Records Office. If not, make sure OFFICIAL transcripts are sent to ECC Records Office.
- A comprehensive exit exam is required of all students completing the Nursing Program. Students take this exam during Nursing 255 and must achieve a statistically determined passing score prior to taking the NCLEX-RN.
- Paperwork for the NCLEX-RN needs to be submitted to the Board of Registered Nursing at least one month prior to the student's expected graduation date. Forms and instructions are available from the nursing office administrative assistant.

## **XII. CANDIDACY FOR LICENSURE**

Admission to the nursing program is no guarantee of graduation from the college. Graduation from the El Camino College Nursing Program is not the sole criterion for obtaining a license to practice Nursing in California. Licensing requirements are the exclusive responsibility of the Board of Registered Nursing and satisfaction of those requirements is independent of fulfillment of any requirements for graduation from the College.

The Board of Registered Nursing may deny any license applied for if the applicant has been found guilty of fraud or acts which deceive the public, a felony, or addiction to habit-forming drugs, etc. Students who have questions regarding further limitations related to licensure should contact the Board of Registered Nursing.

### **NCLEX-RN® Test Plan**

**Test Plan for the National Council Licensure Examination for Registered Nurses (NCLEX-RN® Examination).**

**For NCLEX application please go to the web site <https://www.rn.ca.gov>  
You may apply for the NCLEX during Nursing 254**

# APPENDIX

## CLINICAL IMPROVEMENT PLAN (CIP)

Page 1 of

\_\_\_ pages

Student Name \_\_\_\_\_

Date \_\_\_\_\_

CIP initiated by \_\_\_\_\_

Attachments

included ☐

**Summary of criteria deemed unsatisfactory:**

**Professional Behaviors necessary to achieve a satisfactory in above mentioned criteria:**

**Date by which behaviors need to improve:**

**Student's comments:**

I have received a copy of this Clinical Improvement Plan.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty signature

\_\_\_\_\_  
Date

The student has / has not demonstrated satisfactory improvement in the criteria mentioned in this Clinical Improvement Plan.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty signature

\_\_\_\_\_  
Date



## El Camino College Department of Nursing

### DOSAGE CALCULATION INSTRUCTIONS FOR N150

#### General Instructions

1. All calculations must be shown on your test paper. If there is insufficient room for your calculations, additional work must be calculated on approved scratch paper.
2. Use of calculators is not permitted during the 1<sup>st</sup> or 2<sup>nd</sup> eight week session of N150.

#### Units of Measure

3. Your answers must be labeled with the correct unit of measurement (e.g., “2 tabs”, “3 mL” or “40 mg”).

#### Military Time

4. Only military time will be used for dosage calculation answers (e.g., “1:00 pm” must be written as “1300”).

#### Decimal Fractions

5. Decimal fractions must be used with the metric system (e.g., “½ mg” must be written as “0.5 mg”).
6. Decimal fractions must be preceded by a zero before the decimal (e.g., “.2” must be written as “0.2”) or by a whole number before the decimal (e.g., “1.2”).
7. Decimal fractions cannot have trailing zeroes (e.g., “2.40” must be written as “2.4”).

#### Rounding

1. Temperature and body weight (in pounds and kilograms) must be rounded to the tenths place, (e.g., “2.54” must be rounded to “2.5”).
2. Non-parenteral dosages must be rounded to the tenths place (e.g., “1.45 mg” must be rounded to “1.5 mg”).
3. Parenteral medications requiring 3 mL, 5 mL, or 10 mL syringes must be rounded to the tenths place (e.g., “1.15 mL” must be rounded to “1.2 mL”).
4. Parenteral medications requiring a 1 mL syringe must be rounded to the hundredths place (e.g., “0.155 mL” must be rounded to “0.16 mL”).
5. IV gravity flow rates (gtts/min) and IV pump rates (mL/h) must be rounded to the whole number (e.g., “20.5” must be rounded to “21”).

## **El Camino College Department of Nursing**

### **DOSAGE CALCULATION INSTRUCTIONS**

#### **General Instructions**

1. All calculations must be shown on your test paper. If there is insufficient room for your calculations, additional work must be calculated on approved scratch paper.
2. Only approved calculators will be used if permitted by the instructor.

#### **Units of Measure**

3. Your answers must be labeled with the correct unit of measurement (e.g., “2 tabs”, “3 mL” or “40 mg”).

#### **Military Time**

4. Only military time will be used for dosage calculation answers (e.g., “1:00 pm” must be written as “1300”).

#### **Decimal Fractions**

5. Decimal fractions must be used with the metric system (e.g., “ $\frac{1}{2}$  mg” must be written as “0.5 mg”).
6. Decimal fractions must be preceded by a zero before the decimal (e.g., “.2” must be written as “0.2”) or by a whole number before the decimal (e.g., “1.2”).
7. Decimal fractions cannot have trailing zeroes (e.g., “2.40” must be written as “2.4”).

#### **Rounding**

8. Non-parenteral dosages must be rounded to the tenths place (e.g., “1.45 mg” must be rounded to “1.5 mg”).
9. Parenteral medications requiring 3 mL, 5 mL, or 10 mL syringes must be rounded to the tenths place (e.g., “1.15 mL” must be rounded to “1.2 mL”).
10. Parenteral medications requiring a 1 mL syringe must be rounded to the hundredths place (e.g., “0.155 mL” must be rounded to “0.16 mL”).
11. IV gravity flow rates (gtts/min) and IV pump rates (mL/h) must be rounded to the whole number (e.g., “20.5” must be rounded to “21”).
12. IV infusion times must be rounded to the tenths place while calculating the problem (e.g., “16.65 h” must be rounded to “16.7 h”, which would then be converted to “16h and 42min” for your final answer).
13. Temperature and body weight (in pounds and kilograms) must be rounded to the tenths place (e.g., “2.54” must be rounded to “2.5”).

#### **Special Instructions**

14. N250 Safe-dosage ranges for pediatric medications must be rounded to the tenths place (e.g., “22.58” must be rounded to “22.6”).
15. N253/N254 Continuous IV infusions/dosages of critical care medications (e.g., dopamine, nitroglycerin, etc.) and high-alert medications (e.g., heparin, insulin, etc.) must be rounded to the tenths place. (e.g., “22.68 mL/h” must be rounded to “22.7 mL/h” or “11.08 mcg/min” must be rounded to “11.1 mcg/min”).

# El Camino College Associate Degree Nursing Program

## EXIT FORM

Student Name: \_\_\_\_\_ Current Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

Stop-Out: ☐ Drop-Out: ☐ Exit Date: \_\_\_\_\_  
 Section No. \_\_\_\_\_ Nursing Course No. and Title \_\_\_\_\_

### Reason for Drop/Stop:

Current Theory Grade: \_\_\_\_\_ A = Academic failure ☐  
 Current Clinical Grade: Satisfactory Unsatisfactory Incomplete CF = Clinical failure ☐

### Faculty, please complete this section for ALL students

P = Personal (e.g. home, job, health, family) ☐ F = Financial need ☐  
 C = Change of major or career interest ☐ M = Math pause ☐  
 T = Transfer to another school ☐ O = Other ☐

### Readmit Plan

RE = Plans to reenter ☐ Anticipated Date of Return: Spring Fall Year: \_\_\_\_\_  
 NT = No plans to return ☐ NE = Not eligible ☐  
 T = Time out (no known readmit date) ☐ A = Appeal (planning) ☐  
 U = Unknown ☐ Faculty, no remediation if NE and/or A checked

Remediation to be completed prior to re-entry:	Required	Recommended	Documentation Submitted
Academic Strategies 30ab - <i>Test-Taking Strategies</i> for <b>Nursing Students</b> .			
Academic Strategies 1abcd for reading at the LRC: Required for DRP less than 60 1. New Century. <b>Must</b> bring all strands to 10 <sup>th</sup> grade level. 2. PLATO. Must attain 12 <sup>th</sup> grade reading level			
Special Resource Center Evaluation (Educational Development 29) at the Student Services Center			
Nursing 210 - <i>Implications of Pathophysiology Concepts for Nurses</i> <b>Complete with a passing grade</b>			
Student Health Services			
Skills Laboratory			
ATI			
SOS			
Other			
<b>Math Pause</b> - Complete: 1. Math Remediation Program 2. Nursing 48 with a passing grade 3. Dosage Calculation Test (Math Test) with a passing grade			

**Student Signature:** \_\_\_\_\_ **Instructor Signature:** \_\_\_\_\_

The student must complete all remediation and apply for re-entry within one (1) year of the exit date. Written verification that requirements for re-entry have been met must be attached to one copy of the exit form and submitted to the instructor whose signature appears on this form or, if not available, the exit course lead instructor.

**Successful completion of the Dosage Calculation Test (Math Test) is required for re-entry and course admission will be based on available class space.**

Requirements for re-entry have been met and verified by: \_\_\_\_\_

## **El Camino College Associate Degree Nursing Program**

### **GUIDE TO THE APPEALS PROCESS FOR ADMISSION**

The appeals Process for Admission is for nursing students desiring to transfer from other accredited nursing programs and for students whose early college experience is impacting their current GPA. Students who are applying for admission to the ECC Nursing Program through the appeals process must **submit a complete appeals packet** before their request will be considered by the appeals committee. A complete appeals packet includes the following four items:

1. Application for Admission by Appeal. (An application form may be obtained from the Nursing office located in the Technical Arts building, Room 101 A.)
2. Typed letter addressed to the appeals committee that includes:
  - a. A description of the extenuating circumstance(s) that contributed to your unsuccessful course completion or low GPA. (Supporting documentation must be attached to your letter).
  - b. Your plan for successful completion of the nursing program here at El Camino College. Include in your plan specific strategies to achieve success.
  - c. An explanation of why the committee should approve your request for entering the program.
3. Current transcripts must be submitted from all colleges attended. Foreign transcripts must be evaluated by a foreign transcript evaluation service.
4. GPA must be calculated by an El Camino College counselor.

### **Additional Information**

- All completed appeals packet must be submitted to the nursing office secretary two weeks prior to the Appeals Committee meeting. Meeting dates are available from the nursing office secretary. The Appeals Committee meets at least twice per semester. You will be notified by mail of the committees' decision.
- An incomplete appeals packet will not be considered.
- **IF APPEAL IS APPROVED, STUDENTS' NAME WILL BE PLACED ON THE WAITING LIST AND ADMISSION WILL BE ON A "SPACE AVAILABILITY" BASIS.**

# El Camino College Associate Degree Nursing Program

## APPEAL CHECK LIST FOR NURSING COUNSELOR APPROVAL

**Failure to follow these guidelines for the appeals process will result in NO REPLY from the Appeals Subcommittee and an automatic denial of your appeal request.**

**Student's Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Student:**

1. Assemble your appeals packet with the required documentation (see Nursing Student Handbook or obtain appeals packet from the Nursing Office)
2. Bring all assembled documentation to your appointment with the Nursing Counselor
3. Ask the Nursing Counselor to verify that the appeals packet is complete, ask the same Nursing Counselor to sign this form
4. Attach this signed form to your appeal packet and submit all documentation to the Nursing Office
5. Administrative Assistant.

Have you failed three or more core nursing courses at ECC or any nursing school?	If the answer is YES to either question, you are not eligible to appeal and The Appeals Subcommittee will not review your appeal.
Are you appealing a previous ECC appeal decision?	

### Nursing Counselor:

Date:	Cumulative GPA:
NET Score:    Math Score:    Reading Score:	Core Prerequisite GPA:
DRP Score:	Grades: Anatomy 30 or 32:
Transferring from another Nursing Program:	English 1A:
Name of School:	Microbiology 33:
	Physiology 31:

File Complete? (Check yes/no or N/A)	Yes	No	N/A
1. Completed Application for Admission by Appeal			
2. Typed letter with: <ol style="list-style-type: none"> <li>a. Description of extenuating circumstances (illness, death in family, financial need)</li> <li>b. Plan for successful completion of the nursing program</li> <li>c. Recommended and required remediation completed.</li> <li>d. Why should the committee approve request</li> </ol>			
3. Supporting documentation of extenuating circumstances (timeline must correspond with classes failed) for re-entry and transfer appeals.			
4. Current ECC transcripts and/or sealed up-to-date official transcripts from all other colleges			
5. Documentation of eligibility for accommodation by the Special Resource Center			
6. Transfer Recommendation Form completed by Active Dean/Director from previous nursing school for transfer appeal.			

ECC Nursing Counselor who completed form:

Print Name

Signature

## EL CAMINO COLLEGE ADN - APPLICATION FOR ADMISSION BY APPEAL

Applying for: fall semester ☐ spring semester ☐ Year: \_\_\_\_\_ GPA: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

(Last) (First) (MI) (Maiden)

Address: \_\_\_\_\_ City & State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone H: ( ) \_\_\_\_\_ W: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Applying for: (Check appropriate box)

Generic program ☐ Upward mobility ☐ 30 Unit option ☐

Applicant's signature: \_\_\_\_\_

Below line for ATP Committee use only

Applicant accepted into program: Yes ☐ No ☐ Acceptance pending ☐

Reason: \_\_\_\_\_

Remediation to be completed prior to admission:	Required	Recommended	Documentation Submitted
Academic Strategies 30ab - <i>Test-Taking Strategies for Nursing Students</i> .			
Academic Strategies 1abcd for reading at the LRC: Required for DRP less than 60 3. New Century. <b>Must</b> bring all strands to 10 <sup>th</sup> grade level. 4. PLATO. Must attain 12 <sup>th</sup> grade reading level			
Special Resource Center Evaluation (Educational Development 29) at the Student Services Center			
Nursing 210 - <i>Impl of Pathophysiology Concepts for Nurses</i> <b>Complete with a passing grade</b>			
Student Health Services			
Skills Laboratory			
ATI			
SOS			
Other			

Written verification that requirements for admission have been met must be attached to one copy of this form and submitted to the Nursing Office. The student must complete all requirements and apply for entry within one (1) year.

**Successful completion of the Dosage Calculation Test (Math Test) is required for entry and course admission will be based on available class space.**

Course admitted into: No.: \_\_\_\_\_ Title: \_\_\_\_\_

Appeals Subcommittee Member's Signature	Date	Appeals Subcommittee Member's Signature	Date

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Revised

## El Camino College - Associate Degree Nursing Program

### TRANSFER RECOMMENDATION FORM

This form is required of all students applying to the ECC Nursing Program who have previously enrolled in a nursing program at another institution.

Student name: \_\_\_\_\_ Previous name(s): \_\_\_\_\_

                    Last                    First                    M.I.

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

                    Street                    City                    Zip

Name of institution: \_\_\_\_\_

Type of previous nursing program:                      ADN                      BSN                      DIPLOMA

Dates of enrollment: \_\_\_\_\_

#### Student Section:

1. Why did you withdraw from the previous Nursing Program?

\_\_\_\_\_

2. Was your academic status satisfactory at the time of withdrawal from the program?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain:

\_\_\_\_\_

3. Was your status in the clinical setting satisfactory at the time of withdrawal from the program?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain:

\_\_\_\_\_

4. Are you eligible to return to the previously enrolled Nursing Program? Yes \_\_\_\_ No \_\_\_\_ If no, explain:

\_\_\_\_\_

\_\_\_\_\_

#### Director's Section:

According to the Board of Registered Nursing guidelines, a nursing program is not able to accept students from another program that are deemed unsafe in the academic setting or in clinical practice.

As Director of the program, do you agree with the above information provided by the student?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain:

\_\_\_\_\_

As Director of the program, do you recommend this student proceed in the study of nursing?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain: (use additional paper if necessary)

\_\_\_\_\_

\_\_\_\_\_

Director's name (please print): \_\_\_\_\_ Director's signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form is to be mailed in a sealed envelope by the Director of the program to:

El Camino College

Nursing Department

16007 Crenshaw Blvd. Torrance, CA 90506

## **INSTRUCTIONS TO STUDENTS REQUESTING LETTER OF RECOMMENDATION**

### **Professional Courtesies:**

1. If a letter is for employment, it would be unusual to request a letter from an instructor who has not supervised our clinical performance.
2. Personally ask the instructor if he/she would be willing to write a letter on your behalf.
3. Complete a Letter Request Slip available from the nursing office.
4. Allow two weeks turnaround time.
5. Unless otherwise instructed, a copy of the letter will be mailed to your current address.
6. If you do not receive the letter within four weeks, it would be appropriate to leave a reminder message on the instructor's voice mail or email and with the nursing program secretary.
7. Faculty members have the option to deny the request.

Please remember that faculty members do not have summer and winter nursing responsibilities. They may teach a summer or winter course (if applicable), but their responsibilities relate only to that specific course assignment.



## El Camino College Nursing Department

### LETTER OF RECOMMENDATION REQUEST FORM

DATE: \_\_\_\_\_

NAME \_\_\_\_\_  
Last First MI

PHONE NUMBER ( ) \_\_\_\_\_ NURSING CLASSES \_\_\_\_\_

REQUEST FOR: Instructor \_\_\_\_\_ Nursing Office \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Letter should be addressed to:

NAME / TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Number Street

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_ Mail  
\_\_\_\_\_ Pick up

Please describe the following IOTA KAPPA CHI (IKX) activities you have participated in:

Committees you served \_\_\_\_\_

Events you attended \_\_\_\_\_

Position as a board member \_\_\_\_\_

Any organization you belong to \_\_\_\_\_

## EVALUATION OF STUDENT HANDBOOK

Please submit this form to the student affairs committee via the nursing office if there is any part of the handbook that you feel needs to be clarified or changed and if there is any information that is not included and would be helpful. You may submit this form any time you have an idea to communicate. Thank you.

Please indicate which aspect of the student handbook is unclear or needs revision by placing a check in the appropriate space(s) and state what the change or addition should be in the space below.

- ☐ 1. Philosophy of the Nursing Program
- ☐ 2. Unifying Theme
- ☐ 3. Orientation to the Nursing Program
  - ☐ Overview
  - ☐ Objectives
  - ☐ Grading Criteria
  - ☐ Progression through the nursing sequence
- ☐ 4. Standard student behaviors
- ☐ 5. Awards and Recognition
- ☐ 6. Resources for Enhancing Student Learning
- ☐ 7. Student Guidelines
  - ☐ Malpractice insurance
  - ☐ Procedure for cheating or plagiarism
  - ☐ General Information
  - ☐ Nursing Program Start-Up Costs
  - ☐ Uniform Guidelines
  - ☐ Policy for advanced placement
  - ☐ Challenge Process
  - ☐ Substance Abuse
- ☐ 8. Student Grievance Due Process
- ☐ 9. Student Representation/Activities
- ☐ 10. Student Activities and Support Services
- ☐ 11. Graduation
- ☐ 12. Candidacy for Licensure
- ☐ 13. Appendix
  - ☐ Continuing Improvement Plan
  - ☐ Dosage Calculation Instructions
  - ☐ Guide to the Appeals Process for Readmission
  - ☐ Appeal Documentation Check List for Nursing Counselor Approval
  - ☐ Application for Admission by Appeal
  - ☐ Physical Exam Form
  - ☐ Instructions to Students Requesting Letter of Recommendation
  - ☐ Request for Letter of Recommendation
  - ☐ Exit Form
  - ☐ Transfer Recommendation Form
  - ☐ Student Portal Information

\*\*\*\*\*

PLEASE COMMENT:

## HANDBOOK RECEIPT FORM

1. The El Camino College Nursing Student Handbook contains information and policy statements that will assist in a student's progress through the nursing program. Each generic nursing student will receive a copy of the handbook during the first core nursing course.
2. The student will be held accountable for all policies contained within the handbook.
3. The signature below indicates that the student has received and reviewed a copy of the nursing handbook.
4. The signed receipt form will be collected during the first nursing course.
5. The Student Handbook is revised annually. The student will be informed of the revisions and will be held accountable for all revised policies contained within the revised handbook.

---

Signature of Student

---

Name (please print)

---

Date

---

Nursing Course

---

Faculty

