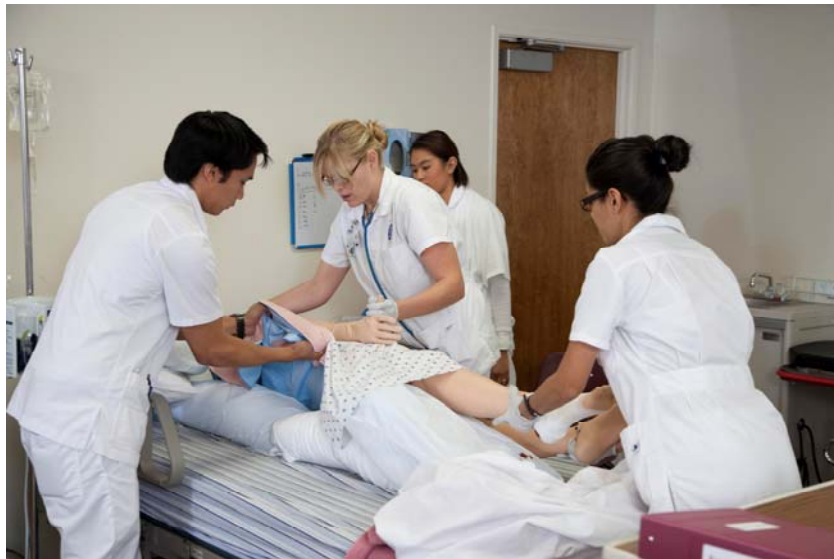


El Camino College

Associate Degree Nursing Program

Student Handbook



2009-2010

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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 Baily, RN, MSN, PhD
Interim Director, Nursing

II. PHILOSOPHY OF THE NURSING PROGRAM

The Associate Degree Nursing Program at El Camino College offers comprehensive educational opportunities to meet the needs of students who wish to continue their education. The Associate Degree Nursing Program supports the philosophical goals of El Camino College to meet individual needs, to maintain appropriate academic standards, to protect academic and personal freedom, and to promote equal opportunity.

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 as its organizing structure the nursing process integrated with the concept of the basic needs wherein each individual is believed to be a biopsychosocial being with a set of basic needs. Incorporated within the concept of the basic 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 choices are 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 choice.

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

HEALTH and illness are dynamic directional concepts viewed as being on a horizontal continuum. Health is the ability to mobilize energy and resources to meet all of the basic needs. Illness is an imbalance or disruption in the ability to meet any of the basic 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 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, cultural-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 for the 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 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 processes, 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 and some graduates, given a period of nursing practice experience and additional education, may achieve leadership roles.

THE GRADUATE of the nursing program at El Camino College has acquired the knowledge, skills, and attitudes inherent in the three integrated roles basic to Associate Degree Nursing practice: provider of care, manager of care, and member within the discipline of nursing. In each of these roles, decisions and practice are determined on the basis of knowledge and skills, the nursing process and established protocols of the setting.

A. UNIFYING THEME

The organizing structure of the El Camino College Associate Degree Nursing Program's unifying theme is the Nursing Process. This process is defined in our curriculum as a systematic method of identifying problems arising from 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 Needs. Each individual is believed to be a biopsychosocial being who has a set of seven basic needs: physical integrity, affiliative, ingestive, excretory, oxygen-carbon dioxide exchange, sexual, and activity-rest. Incorporated within this concept are the structural variables. A person possesses a unique structure based on the variables of age, sex, religion, cultural-ethnicity, education/occupation, relational affiliation and position on the health-illness continuum.

The steps that are included in the nursing process using the basic needs concept and individualizing this approach through the structural variables are:

- Assessment:
 - Identify and document changes in health status, which interfere with the client's ability to meet basic needs.
- Diagnosis:
 - Establish a nursing diagnosis based on individualized client needs.
- Plan:
 - Develop an individualized nursing care plan based on the nursing diagnosis, basic needs and structural variables, and plan interventions that follow established nursing protocols.
 - Establish priorities for care based on the client's identified needs.
 - Establish long and short- term client goals.
- Implementation:
 - Carry out individualized plans of care according to priority of needs, structural variables and established nursing protocols.
 - Participate in the prescribed medical regime by preparing, assessing, delegating and providing follow-up care to clients in a safe manner.
- Evaluation:
 - Use established criteria for the evaluation of individualized nursing care.
 - Participate with clients, families, significant others and members of the nursing team to evaluate defined long and short-range client goals.
 - Identify alternate methods of meeting client's needs.
 - Modify plans of care as necessary and document 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.

As a graduate of the Associate Degree Nursing Program at El Camino College, the knowledge, skills, and attitudes inherent in the three integrated roles reflected in the philosophy and basic to associate degree nursing practice have been acquired.

As a provider of care the graduate's practice will be characterized by critical thinking, clinical competence, accountability, and a commitment to the value of caring. The graduate is prepared to address the acute and chronic health care needs of the individual in the community.

As a manager of care the graduate's practice will be characterized by collaboration, organization, delegation, accountability, advocacy, and respect for other health care workers. The graduate provides and coordinates care for groups of clients who have health care needs.

As a member within the discipline of nursing, the graduate is characterized by a commitment to professional growth, continuous learning, and self-development. The graduate practices within the ethical and legal framework of nursing and is responsible for ensuring high standards of nursing practice.

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 inherent in the three integrated roles: provider of care, manager of care and member within the discipline of nursing thereby enabling the graduate to function as an empathetic human being.

B. NURSING PROGRAM OUTCOMES

Based on the preceding beliefs, the competencies of an El Camino College Associate Degree nursing graduate demonstrate the three integrated roles and prepare the associate degree nurse graduate to:

1. Advocate for the person as a holistic being who has the right to make autonomous health care decisions and has the right to dignity, respect, and caring.
2. Integrate consideration of the structural variables and basic needs in planning and providing professional nursing care.
3. Analyze the system of relationships among people and health care delivery systems and the impact on health and well being of members.
4. Assist and empower individuals to meet their needs in order to maintain or regain an optimal level of health according to their own culturally related goals.
5. Analyze and implement preventative, environmental strategies that actualize the potential for optimal health and wellness.
6. Integrate health promotion activities and primary, secondary, and tertiary prevention activities in the performance of nursing care to foster optimal health on the multi-dimensional health-illness continuum.
7. Integrate the nursing process to formulate and provide individualized nursing care using the basic needs and structural variables framework.
8. Function in nursing practice diverse settings and situations from a perspective that consistently reflects the integration of knowledge, skills, and attitudes from the behavioral, biological, physical, and nursing sciences.
9. Provide management and leadership in nursing to influence the emerging role of the nurse within the various health care delivery systems.
10. Assume personal responsibility for professional growth and high stands of nursing practice within an ethical and legal framework.

Level One Objectives -Nursing 150, 153 and 154

1. Recognize the person as a holistic being.
2. Describe the interrelationships between the seven basic needs and seven structural variables.
3. Evaluate the impact of the structural variables on a person's ability to meet the seven basic needs.
4. Recognize the importance of relationships to the person's physical, emotional, mental, and spiritual health.
5. Recognize the impact of an individual's culture in the ability to meet basic needs.
6. Recognize and modify potentially harmful environmental factors that affect a person's health.
7. Demonstrate an understanding of health promotion activities: primary, secondary, and tertiary prevention activities: and the multi-dimensional nature of the health-illness continuum.
8. Demonstrate an understanding of the nursing process within the basic needs, structural variables framework for individuals in varying health states who are experiencing nursing problems of increasing complexity.
9. Demonstrate the knowledge, skills, and attitudes of fundamental learning from the behavioral, biological, physical, and nursing sciences as a basis for nursing practice.
10. Examine management and leadership skills portrayed by professional nurses in a clinical setting.
11. Recognize an understanding of the nurses' role as a member of the profession of nursing.

Level Two Objectives - Nursing 250 and 253

1. Value the view of the person as a holistic being.
2. Incorporate the basic needs and structural variables as a framework for professional nursing care.
3. Apply our knowledge about relationships to influence the health and well being of individuals and groups throughout the lifecycle.
4. Provide nursing assistance to individuals and groups to meet their basic needs in order to maintain or regain an optimal level of health throughout the lifecycle in a way that is culturally sensitive.
5. Anticipate and modify environmental factors affecting health and well being.
6. Engage in health promotion and primary, secondary, and tertiary prevention activities as apart of nursing care over the lifespan to promote health on the multi-dimensional health-illness continuum.
7. Utilize the nursing process within the basic needs, structural variables framework with individuals across the lifespan with complex nursing problems.
8. Integrate the knowledge, skills, and attitudes from the behavioral, biological, physical, and nursing sciences as the theoretical basis for the practice of professional nursing across the lifespan, which includes (a) critical thinking, (b) clinical competence, (c) accountability, and (d) commitment to the value of caring.
9. Demonstrate management and leadership skills by employing and proposing strategies that facilitate the practice of professional nursing within the health care delivery system.
10. Demonstrate increasing responsibility for professional growth and high standards of nursing practice within an ethical and legal framework.

Level Three Objectives - Nursing 254 and 255

1. Advocate for the person as a holistic being who has the right to make autonomous health care decisions and has the right to dignity, respect, and caring.
2. Integrate consideration of the structural variables and basic needs in planning and providing professional nursing care.
3. Analyze the system of relationships among people and health care delivery systems and the impact on health and well being of members.
4. Assist and empower individuals to meet their needs in order to maintain or regain an optimal level of health according to their own culturally related goals.
5. Analyze and implement preventative, environmental strategies that actualize the potential for optimal health and wellness.
6. Integrate health promotion activities and primary, secondary, and tertiary prevention activities in the performance of nursing care to foster optimal health on the multi-dimensional health-illness continuum.
7. Integrate the nursing process to formulate and provide individualized nursing care using the basic needs and structural variables framework.
8. Function in nursing practice diverse settings and situations from a perspective that consistently reflects the integration of knowledge, skills, and attitudes from the behavioral, biological, physical, and nursing sciences.
9. Provide management and leadership in nursing to influence the emerging role of the nurse within the various health care delivery systems.
10. Assume personal responsibility for professional growth and high stands of nursing practice within an ethical and legal framework.

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
 - 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

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.
- 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.
- 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 on a pass/fail basis (satisfactory or unsatisfactory for each course with a clinical laboratory component). The standard behaviors (included in the materials for each course) will form the basis for student evaluations in the clinical lab. Also, objectives 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 objectives 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.

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.

Unsafe patient care will initiate an immediate student conference and may lead to dismissal of a student without warning. Unsafe patient care is defined by, but not limited to the following:

- Patient is placed in physical or emotional jeopardy.
- Communication (written or verbal) is incongruent with care provided.
- Student is unable to comply with written and/or verbal instruction in the clinical setting.

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 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. PROBATION

Probation is a status resulting from unsatisfactory clinical performance. Satisfactory/unsatisfactory clinical performance is defined within the 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.

F. 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 beginning Spring 2009. If a student does not meet the passing score on this examination after two attempts he or she will be given an incomplete for N255.

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 two (2) nursing courses (clinical or non-clinical) during the entire program regardless of whether or not the courses are taken during the same semester (concurrently) or in separate semesters. 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.

G. 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.**

H. 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 a nursing course or courses due to extenuating circumstances as described in the ECC Catalog under "Repeating Courses." 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.
- 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.

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 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.

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. PAVE (PROMOTING ADVANCEMENT IN VOCATIONAL EDUCATION)

The PAVE 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 PAVE 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

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. 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. Complete the Academic Dishonesty Report Form and submit it to your Division Office for distribution.

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 such as PDA's will not be allowed in class or clinic unless turned off, out of sight, or specifically approved by instructor.
- 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:
Doveapparel.com/products.html
ECC school code: ECCT
 - Shoes: White leather shoes are to be worn. No sandals or clogs are permitted. 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. 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 dress code for the ceremony 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 than 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 completed 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**

XIII. APPENDICES

APPENDICES

**El Camino College Nursing Program
Exit Form**

Current Date: _____

Student Name: _____ Student ID#: _____
 Email Address: _____ Phone No.: _____
 Stop-Out: Drop-Out: Effective 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
 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: _____ NE = Not eligible
 NT = No plans to return A = Appeal (planning)
 T = Time out (no known readmit date)
 U = Unknown

Remediation to be completed prior to readmission:	Required	Recommended	Documentation Submitted
Test-Taking Strategies for Nursing Students.			
Academic Strategies <i>abcd</i> for reading at the LRC: Required for DRP less than 60			
1. New Century. Must bring all strands to 10 th grade level.			
2. PLATO. Must attain 12 th grade reading level			
Special Resource Center Evaluation (Educational Development 29) at the Student Services Center			
Complete Nursing 210 (Implications of Pathophysiology Concepts for Nurses) with a passing grade			
Student Health Services			
Skills Laboratory			
ERI			
PAVE			
Other			
Math Pause - 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 is advised that application for re-entry must be made within one (1) year of the exit date. Written verification that requirements for readmission 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 reentry. **Admission will be on a space available basis.**

Requirements for readmission have been met and verified by: _____

Original – Nursing Office
 Copy #1 – Student
 Copy #2 – Student to return to the instructor whose signature appears on this form or, if not available, the exit course lead instructor.
 Attach documentation of completion.

Revised 6/10/2008

El Camino College Associate Degree Nursing Program

GUIDE TO THE APPEALS PROCESS FOR READMISSION

The Appeals Process for Readmission is for nursing students who have been enrolled in the El Camino Nursing Program, but have not successfully completed two of their nursing courses. These students may apply for readmission into the nursing program based on special consideration due to extenuating circumstances as defined in the ECC catalog under repeating courses. Students who are applying for readmission 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:

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 unsuccessful course completion. (Supporting documentation must be attached to your letter).
 - B. Your plan for successful completion of the nursing program at El Camino College. Include in your plan specific strategies to achieve success.
 - C. A statement that you have completed the recommended and required remediation and/or testing identified on midterm evaluations, student conferences, and on the exit form by the nursing faculty. (All supporting documentation should be attached to your letter or should be present in your student file).
 - D. An explanation of why the committee should approve your request for returning to the program.
3. Current transcripts must be submitted.

Additional Information

4. All completed appeals packets must be submitted to the Nursing Office Administrative Assistant two weeks prior to the Appeals Committee meeting. Meeting dates are available from the Nursing Office Administrative Assistant. The Appeals Committee meets at least twice per semester. You will be notified by mail of the committees' decision.
5. An incomplete appeals packet will not be considered.
6. **IF THE APPEAL IS APPROVED, THE STUDENT'S NAME WILL BE PLACED ON THE WAITING LIST AND ADMISSION WILL BE ON A SPACE AVAILABLE BASIS.**

El Camino College Nursing Program

Appeal Documentation Check List for Nursing Counselor Approval

Failure to follow these guidelines for the appeal process will result in No REPLY from the Appeal Subcommittee and an automatic detail 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 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"> a. Description of extenuating circumstances (illness, death in family, financial need) b. Plan for successful completion of the nursing program c. Recommended and required remediation completed. d. Why should the committee approve request 			
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.			

El Camino College Associate Degree Nursing Program
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 <i>abcd</i> for reading at the Learning Resource Center: 1. New Century. Must bring all strands to 10 th grade level. 2. PLATO. Must attain 12 th grade reading level.			
Special Resource Center Evaluation (Educational Development 29) at the Student Services Center.			
Complete Pathophysiology Concepts for Nurses with a passing grade.			
Student Health Services			
TOP Lab			
Skills Laboratory			
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. When complete, your name will be placed on the waiting list. **The waiting list is based on available class space.**
 Successful completion of the Dosage Calculation Test (Math Test) is required for entry.

Course admitted into: No.: _____ Title: _____

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

Director's Signature: _____ Date: _____
Revised 3/3/2007

EL CAMINO COLLEGE
NURSING DEPARTMENT
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, explain:

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

Yes _____ No _____ If no, explain:

3. 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

Here's what you Need to Access the Portal

1. Access to the Internet
2. Your Portal LoginID and password

Web Address

[Http://MyECC.elcamino.edu](http://MyECC.elcamino.edu)

Hours Available

Mon-Sat — 8:00 a.m. to 9:00 p.m.

*The system may be up additional hours, but we cannot guarantee its availability due to system maintenance requirements.

Portal LoginID

Your LoginID is a combination of your first and last name, e.g. jack_smith, bill_jones or jill_williams784. You can verify your LoginID by using the *Forgot My LoginID* link in the Login Information box on the initial Portal page.

Portal Password

The first time you log in, your password will be the last four digits of your Social Security number or your birth month and day. You are required to

create a new password the first time you log in. New passwords **must** be 6-9 positions long and be alpha/numeric.

Forgotten Password: If you've forgotten your Password, use the *Forgot My Password* link in the Login Information box on the initial Portal page.

System Requirements

PC Users: Microsoft Internet Explorer or Netscape Navigator browser releases 4.0 or higher.

Mac Users: Must use Netscape Navigator

Student Portal Information

El Camino College

The Student Portal is a web interface providing students access to a wide range of functions. The Portal offers students an easy way to register for classes, check faculty schedules and more.

Please remember to log out once finished to protect your confidential information.



ITS El Camino College

The El Camino Community College District is committed to providing equal opportunity in employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age, and Vietnam-era status.

The MyECC Portal Web Address

[Http://MyECC.elcamino.edu](http://MyECC.elcamino.edu)

INSTRUCTIONS TO STUDENTS REQUESTING LETTER OF RECOMMENDATION

Professional Courtesies:

1. If the letter is for employment, it would be unusual to request a letter from an instructor who has not supervised your clinical performance.
2. Personally ask the instructor if he/she would be willing to write a letter on your behalf.
3. If the person agrees to write a letter, follow the verbal request with a short letter of request. Include required information on the request form and attach the form to your letter.
4. Allow 3-4 weeks turn around 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 4 weeks, it would be appropriate to leave a reminder message on the instructor's voice mail and with the nursing program secretary.

Please remember that faculty members do not have summer and winter nursing program 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 PROGRAM
REQUEST FOR LETTER OF RECOMMENDATION**

To: Instructor _____ Date: _____

Purpose: (check appropriate area)

Scholarship _____ Employment _____ Course Recommendation _____

List courses (semester/year) in which the above named instructor supervised your performance:

Letter to be addressed to:

Name/Title: _____

Address: _____

Disposition: (check one)

_____ Mail to above address

_____ Mail to requestor's address (please note if different than file)

_____ Hold for pick up

Particular attributes you would like identified:

Attach resume to facilitate acknowledgement of other related areas (optional)

Timeline/date desired: _____

Requestor: _____

Signature/Instructor: _____ Date: _____

Unable to accommodate request: _____ Request approved/complete: _____

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. Appendices
 - Sample Curriculum
 - Nursing Process
 - Student Services 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.

Signature of Student

Name (please print)

Date

Nursing Course