



El Camino College



**2018 – 2019
Student Handbook**

**Associate Degree
Nursing
Program**

Table of Contents

1	WELCOME TO THE DEPARTMENT OF NURSING.....	8
2	HISTORY OF THE EL CAMINO COMMUNITY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM	9
3	BOARD OF REGISTERED NURSING	11
3.1	WHAT IS THE BOARD OF REGISTERED NURSING?	11
3.2	THE NURSE PRACTICE ACT	11
4	ORGANIZATIONAL CHARTS	12
5	NURSING DEPARTMENT PERSONNEL	14
6	PHILOSOPHY & UNIFYING THEME	15
6.1	MISSION STATEMENT	15
6.2	PHILOSOPHY.....	15
6.3	UNIFYING THEME.....	17
6.4	THE NURSING PROCESS	19
6.5	MAJOR THREADS OF THE PROGRAM.....	19
6.6	BASIC HUMAN NEEDS	20
6.7	INDIVIDUAL STRUCTURAL VARIABLES	21
6.8	TERMINAL OUTCOMES	23
6.9	PROGRAM LEARNING OUTCOMES (PLOs)	24
6.10	TERMINAL OBJECTIVES	26
7	OVERVIEW.....	27
7.1	MEDICAL TERMINOLOGY	27
7.2	ATI NURSE LOGIC	27
7.3	BENEFIT OF COMPLETING THE NURSE LOGIC MODULES	28
7.4	PROMOTES STUDENT SUCCESS ON THE NCLEX.....	28
7.5	CRITICAL THINKING ASSESSMENT.....	28
7.6	PREREQUISITES TO THE NURSING PROGRAM	28
7.7	COREQUISITES FROM THE GENERAL EDUCATION REQUIREMENTS.....	29
7.8	SEQUENCE OF NURSING COURSES FOR GENERIC PROGRAM	29

7.9	SEQUENCE OF NURSING COURSES FOR UPWARD MOBILITY COHORT	29
7.10	SEQUENCE OF NURSING COURSES FOR 30 UNIT OPTION	29
7.11	GENERAL EDUCATION COURSES	30
7.12	QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES.....	30
7.12.1	COMPETENCIES, KNOWLEDGE, SKILLS, AND ATTITUDES (KSASS) (PRE-LICENSURE).....	30
7.12.2	QSEN DEFINITIONS AND PRE-LICENSURE KSAS	31
7.12.3	QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES.....	31
8	POLICIES AND PROCEDURES.....	40
8.1	ACADEMIC HONESTY.....	40
8.2	CONSEQUENCES FOR DISHONESTY.....	40
8.3	APPEALS PROCESS.....	41
8.4	ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)	42
8.5	ATI POLICY	43
8.5.1	ATI CAPSTONE CONTENT REVIEW	47
8.5.2	ATI COMPREHENSIVE PREDICATOR EXAMINATION	48
8.6	ATTENDANCE POLICY	49
8.7	BACKGROUND CHECK POLICY	50
8.8	CLINICAL EVALUATION POLICIES AND PROCEDURES	51
8.9	CLINICAL WARNING, PROBATION, AND FAILURE POLICY AND PROCEDURE.....	54
8.10	CRITERIA FOR UNSAFE CLINICAL PERFORMANCE.....	55
8.11	CLINICAL EVALUATION TOOL (CET).....	59
8.12	CLINICAL PLACEMENT POLICY	61
8.13	CLINICAL PREPARATION	62
8.14	CONFIDENTIALITY OF INFORMATION	63
8.15	COURSE EVALUATION	63
8.16	DISABILITY POLICY	63
8.17	DRUG SCREENING TESTING POLICY	65
8.18	EXAMINATION POLICY	66
8.19	GRADING CRITERIA	67
8.20	HEALTH & IMMUNIZATIONS	70

8.21	PHYSICAL EXAMINATION REQUIREMENTS	70
8.21.1	CARDIO- PULMONARY RESUSCITATION (CPR) CERTIFICATION	72
8.21.2	FIT TEST.....	72
8.21.3	INFLUENZA VACCINE.....	73
8.22	INTRAVENOUS (IV) PUSH POLICY AND PROCEDURE.....	73
8.23	LATEX ALLERGY POLICY	74
8.24	MANDATORY DROP POLICY	74
8.25	MATH PAUSE POLICY	75
8.25.1	MATH PAUSE REQUIREMENTS	75
8.26	MEDICATION ADMINISTRATION POLICY & PROCEDURE.....	76
8.27	PREGNANCY POLICY	79
8.27.1	PHYSICAL REQUIREMENTS DURING PREGNANCY	80
8.28	PROGRAM READMISSION AND COURSE REPETITION	81
8.29	PROGRESSION THROUGH THE NURSING PROGRAM.....	81
8.30	RE-ENTRY POLICY	82
8.31	SIMULATION LAB POLICY	83
8.32	SUBSTANCE ABUSE POLICY	84
8.33	UNIFORM GUIDELINE.....	85
8.33.1	DRESS CODE.....	86
8.34	VOLUNTARY STOP-OUT.....	89
8.35	WITHDRAWAL POLICY.....	91
9	GENERAL PROGRAM INFORMATION	92
9.1	BOOK STORE.....	92
9.1.1	ONLINE BOOK STORE	92
9.2	CHANGE IN NAME, TELEPHONE NUMBER AND/OR ADDRESS	92
9.3	CLINICAL SIMULATION LAB AND SUPPLIES.....	92
9.4	ELECTRONIC DEVICES.....	92
9.5	ELLA ROSE MADDEN ROOM.....	93
9.6	FINANCIAL AID	94
9.7	HEALTH INSURANCE.....	95

9.7.1	HEALTH SERVICE FEE.....	95
9.7.2	EL CAMINO COLLEGE STUDENT HEALTH CENTER.....	96
9.7.3	COMPTON COLLEGE STUDENT HEALTH CENTER.....	97
9.8	LEARNING RESOURCE CENTER/LIBRARY MEDIA TECHNOLOGY CENTER.....	97
9.9	MALPRACTICE INSURANCE	98
9.10	PHOTO IDENTIFICATION CARD	98
9.11	PROFESSIONAL BEHAVIORS	98
9.12	REFERENCE/PERIODICALS.....	100
9.13	RELEASE OF MEDICAL INFORMATION	101
9.14	REPORT OF INDUSTRIAL INJURY OR ILLNESS.....	101
9.15	STUDENT GRIEVANCE DUE PROCESS.....	101
9.16	STUDENT SUCCESS WORKSHOPS AND FACILITATORS.....	104
9.17	SUPERVISED PRACTICE LAB.....	105
9.18	TRANSPORTATION	105
9.19	WRITING CENTER.....	105
10	AWARDS AND RECOGNITIONS	105
10.1	ACADEMIC EXCELLENCE AWARD	105
10.2	APPLAUSE AWARD.....	106
10.3	CLINICAL COMMENDATION AWARD	106
10.4	NURSING DIRECTOR’S RECOGNITION LIST.....	106
10.5	NURSING SERVICE AWARD	106
11	STUDENT ACTIVITIES.....	107
11.1	PINNING CEREMONY	107
12	STUDENT GRADUATION REQUIREMENT	109
12.1	REQUIRED PREREQUISITES FOR GRADUATION	109
12.2	GRADUATION.....	109
13	BOARD OF REGISTERED NURSES REQUIREMENT FOR LICENSURE	109
13.1	CANDIDACY FOR LICENSURE.....	110
13.2	TRANSCRIPTS.....	113
13.3	APPLICATION PROCESSING	113

13.4	BOARD OF REGISTERED NURSING ADDRESS & WEB SITE	114
13.5	COMPUTERIZED ADAPTIVE TESTING (CAT).....	114
13.6	PROGRAM COMPLETION OVERVIEW.....	114
APPENDIX	116
APPENDIX A	GUIDE TO THE NURSING APPEALS PROCESS FOR READMISSION	118
APPENDIX B	APPEALS DOCUMENTATION CHECK LIST FOR NURSING COUNSELOR APPROVAL	119
APPENDIX C	ASSOCIATE DEGREE NURSING APPLICATION FOR ADMISSION BY APPEAL	120
APPENDIX D	GENERAL APA GUIDELINES.....	122
APPENDIX E	ATI SCORE EXPLANATION AND INTERPRETATION	125
APPENDIX F	BOARD OF REGISTERED NURSING GRADUATE PAPERWORK.....	127
APPENDIX G	CLINICAL IMPROVEMENT PLAN (CIP).....	136
APPENDIX H	RELEASE OF PERSONAL INFORMATION AGREEMENT	138
APPENDIX I	USE OF PERSONAL DATA DEVICES POLICY	139
APPENDIX J	INSTRUCTIONS TO STUDENT REQUESTING LETTER OF RECOMMENDATION.....	140
APPENDIX K	LETTER OF RECOMMENDATION REQUEST FORM	141
APPENDIX L	EVALUATION OF STUDENT HANDBOOK	142
APPENDIX M	INFORMATION UPDATE FORM	143
APPENDIX N	STUDENT HANDBOOK ACKNOWLEDGEMENT FORM.....	144
APPENDIX O	DOSAGE CALCULATION INSTRUCTIONS FOR N150A & N150B.....	146
APPENDIX P	GENERAL DOSAGE CALCULATION INSTRUCTIONS.....	147
APPENDIX Q	REPORT OF INDUSTRIAL INJURY OR ILLNESS	149
APPENDIX R	STUDENT SUCCESS	151
APPENDIX S	STUDENT SUCCESS – Follow-up Meetings Summary.....	152
APPENDIX T	TEST REVIEW: IDENTIFY INFORMATION – PROCESSING ERRORS	153



ASSOCIATE DEGREE NURSING PROGRAM



1 WELCOME TO THE DEPARTMENT OF NURSING

It is with great pleasure that the faculty and staff welcome you to the Associate Degree Nursing program at the El Camino Community College (hereafter ECC) and at Compton College (hereafter CC) campuses! We are delighted that you chose to pursue your nursing education here. The nursing faculty strives to provide you with quality instruction, guidance, and support to assist in the learning process. In addition, to creating a learning environment that takes into account different learning styles, student strengths, and diversity in our student population.

The nursing program is designed to sharpen your critical-thinking skills, stimulate scientific inquiry, and develop evidence-based practices keeping in mind the true art of nursing, which is caring. Learning is a partnership between the student and instructor. As such, you have the responsibility to be an active learner, be prepared for your classes, and to demonstrate integrity in all interactions.

The information in this Nursing Student Handbook is provided to assist and guide you toward successful completion in this program. It is your reference for questions as you enter and continue in the program. You are responsible for reading the handbook, signing the forms at the end as indicated, returning the signed forms to the designated instructor, and for asking questions if any policy is unclear to you.

Welcome and thank you for your interest in the Nursing program. You are embarking on an incredibly demanding journey, but one that has an abundant of benefits and rewards. You will be requested to give countless hours of your time, but you will receive much in return.

Best wishes in your academic endeavors,

Dr. Wanda Morris
Director of Nursing

2 HISTORY OF THE EL CAMINO COMMUNITY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

El Camino is Spanish for "The Road." The road refers to California's first road: "El Camino Real," which means "The King's Road," or "The Royal Road." After a strong recommendations by a consulting team to establish a two-year college in the Inglewood-South Bay area, the governing boards of the Centinela Valley, Redondo, Inglewood and El Segundo districts won 10-1 voter approval for the creation of a junior college. Torrance soon joined the newly chartered group, and the El Camino Community College District was officially established on July 1, 1947.

The shop building was the first permanent building for classroom instruction opened in 1949. This was followed by the development of the women's gym, field house, another shop building and the social science. Major construction occurred every year during the growth years of the college.

The El Camino Community College (ECC) Associate Degree Nursing (ADN) program was established in 1962 and since then has graduated over 3,100 RN students. The ADN program is four semesters in length after completion of program prerequisites approved by the California Board of Registered Nursing (BRN). Acceptance of qualified applicants to the program does not guarantee graduation from the program/college. Completion of the curriculum qualifies students to receive an ADN and to apply for the National licensing examination for Registered Nurses.

In August 2006, the El Camino Community College District Board of Trustees approved a Memorandum of Understanding to provide educational and related support services to the Compton College District residents. At that inception of this partnership provided the El Camillo College Associate Degree Nursing program to be offered at two campuses.

The El Camino Community College Torrance (hereafter ECC) campus is the main campus and the Compton College (hereafter CC) is the secondary campus. Although the nursing program is offered on two different campuses, the programs operate as one nursing program. The nursing program is committed to providing our nursing students with a comprehensive quality education that promotes student success. Following completion of the nursing program, many of our graduates have been very successful in serving their communities as clinicians, leaders, and academics for over 54 years.

Many of the graduates have soared forward earning their Bachelor of Science in Nursing (BSN) degree, Master of Science in Nursing (MSN) and doctoral degrees from various universities. There have been several graduates to return to their Alma Mata campus and became professor in the nursing program.

Leading the nursing department in keeping with the highest educational standards and optimal learning opportunities for our students is Wanda Morris, Ed.D, MN, CNS, RN, Director of Nursing and two Assistant Directors: Shirley Thomas, Ed.D, MSN-FN, RNC-OB, at the Compton College campus and Yuko Kawasaki, MSN, RN and Peggy Kidwell-Udin, MSN, RN at the El Camino College campus.

3 BOARD OF REGISTERED NURSING

3.1 WHAT IS THE BOARD OF REGISTERED NURSING?

The Boards of Nursing (BONs) are state governmental agencies responsible for the regulation of nursing practice. More than 100 years ago, state governments established BONs to protect the public's health and welfare by overseeing and ensuring the safe practice of nursing. BONs achieve this mission by outlining the standards for safe nursing care and issuing licenses to practice nursing. Once a license is issued, the board's job continues by monitoring licensees' compliance to state laws and taking action against the licenses of those nurses who have exhibited unsafe nursing practice (<https://www.ncsbn.org/about-boards-of-nursing.htm>).

The Board of Registered Nursing has “Uniform Licensure Requirements” (ULRs) that are essential conditions to seek initial licensure, endorsement, renewal and reinstatement of a license across every National Council of State Boards of Nursing (NCSBN) jurisdiction. ULRs are established to ensure the safe and competent practice of nursing, to protect the public by setting consistent standards and promoting a health care system that is fluid and accessible by removing barriers to care and maximizing portability for nurses. These guidelines assure the consumer that a nurse in one state has met the requirements of the nurses in every other state. Additionally, ULRs supports fact that are the expectations for the education of a nurse and the responsibilities of a nurse are the same throughout every NCSBN member board jurisdiction in the United States (<https://www.ncsbn.org/107.htm>). The 2011 Uniform Licensure Requirements are available by selecting this link: https://www.ncsbn.org/12_ULR_table_adopted.pdf.

3.2 THE NURSE PRACTICE ACT

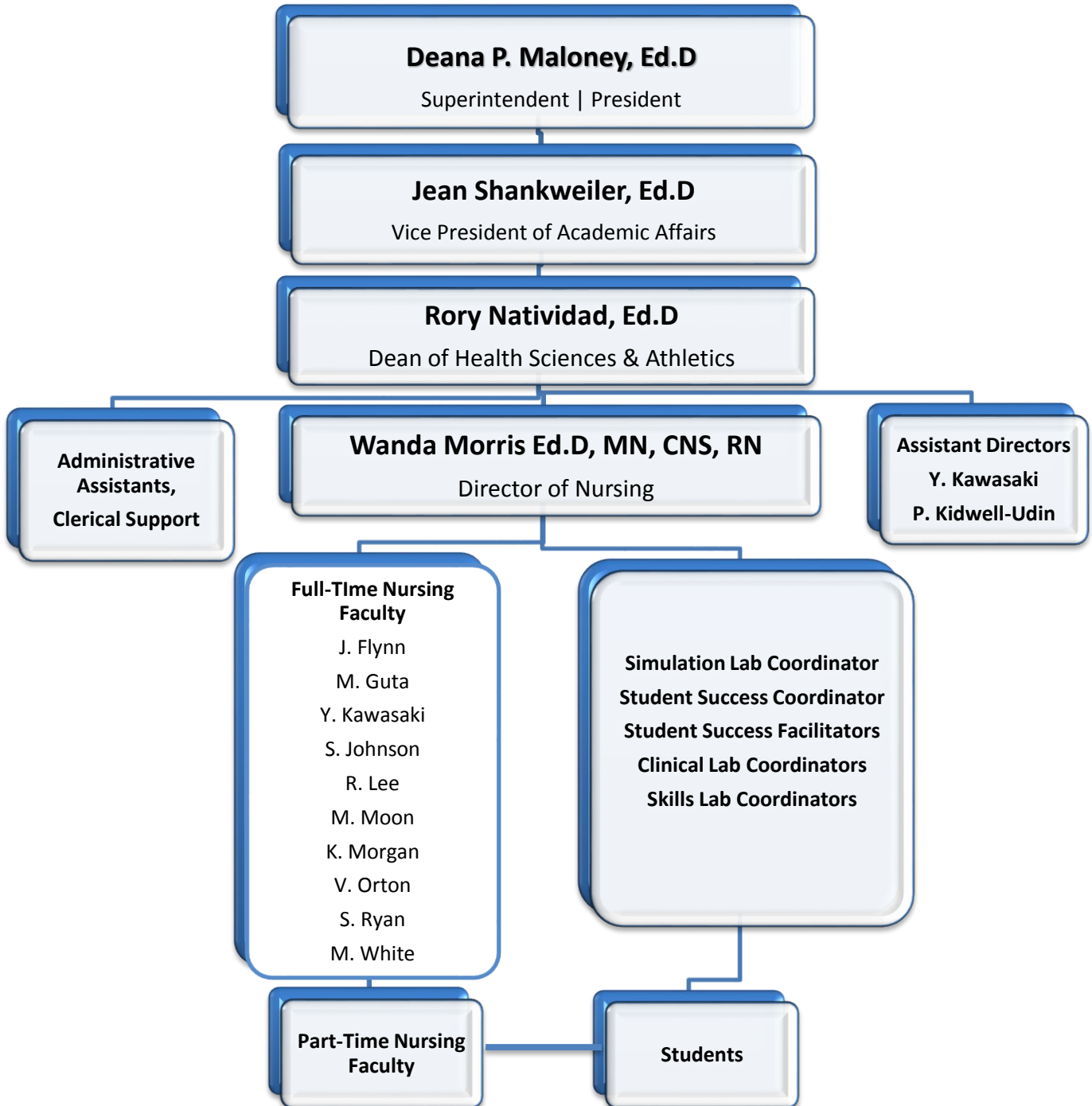
Each state or territory has a law called the Nurse Practice Act (NPA), which is enforced by each nursing board. Nurses must comply with the law and related rules in order to maintain their licenses. The NPA is updated annually and is published by LexisNexis in conjunction with the Board. To purchase the latest edition of the NPA, please visit the *Lexis/Nexis Store*

<https://store.lexisnexis.com/>.

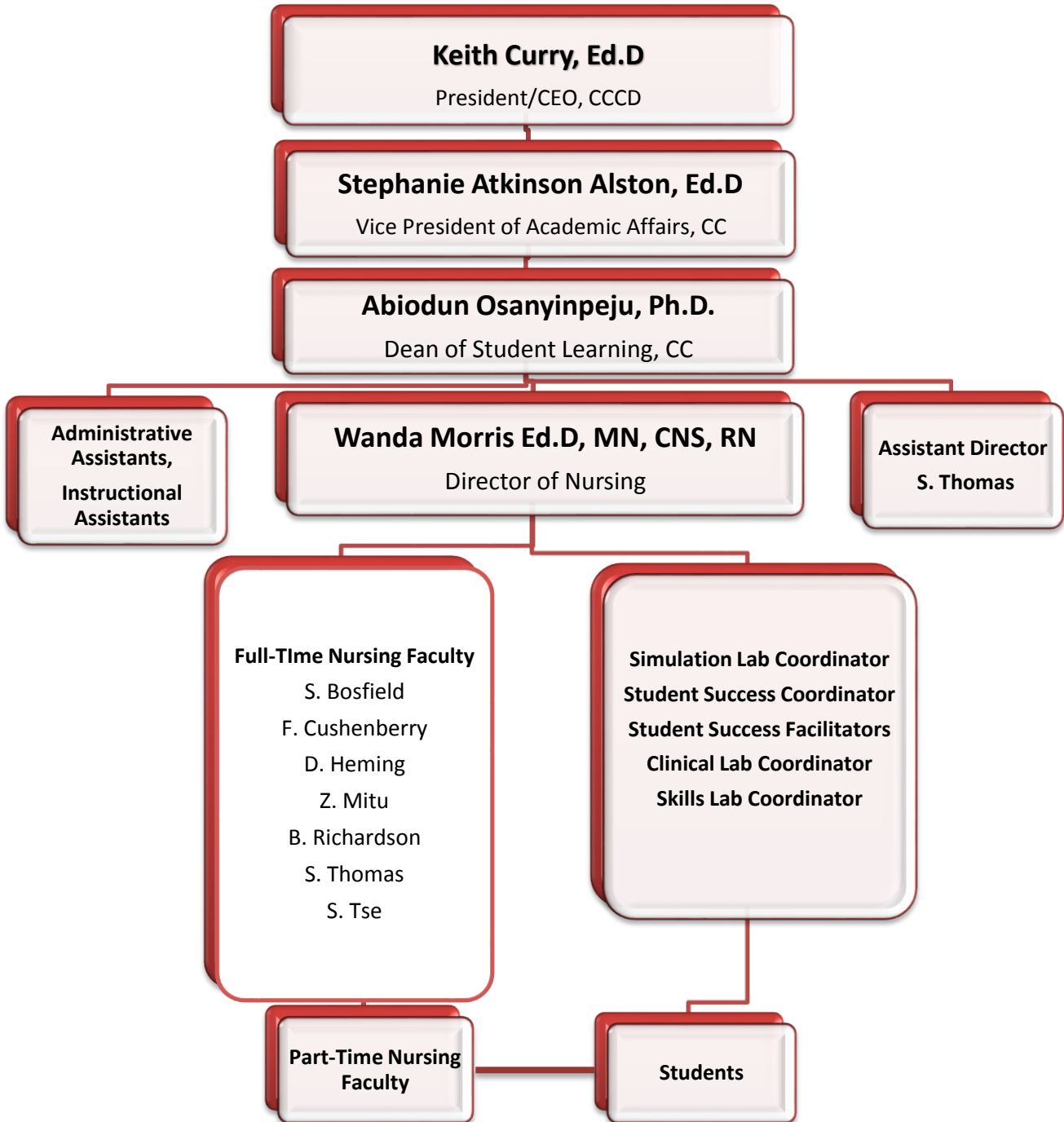
The California Board of Registered Nursing is located at 1747 North Market Boulevard, Suite 150 Sacramento, CA 95834. Phone - [916.322.3350](tel:916.322.3350)

4 ORGANIZATIONAL CHARTS

EL CAMINO COMMUNITY COLLEGE



COMPTON COLLEGE





ASSOCIATE DEGREE NURSING PROGRAM



5 NURSING DEPARTMENT PERSONNEL

DIVISION: Health Science & Athletics – ECC Nursing Department MBA 417

Hours of Operation: Fall/Spring Semester: Monday-Friday 9AM – 4:30 PM

Summer Semester: Monday-Thursday 9AM – 4:30 PM

Administrative Assistant Portia Rushin-Sorunke..... 310-660-3593 ext. 3281 MBA 417

Clerical Support Staff Wendy Baldonado 310-660-3593 ext. 3281 MBA 417

Martha Smith 310-660-3593 ext. 3281 MBA 417

DIVISION 1: Health, Natural Sciences and Human Services – CC Nursing Department AHB 110

Hours of Operation: Fall/Spring Semester: Monday-Friday 9AM- 5:00 PM

Summer Semester: Monday-Thursday 9AM - 7:00 PM

Sr. Administrative Assistant Kayla Ellis..... 310-900-1600 ext. 2700, AHB 110

Nursing Learning Lab AHB 146

Instructional Assistant Luz Beltran..... 310-900-1600 ext. 2730, AHB 146

Instructional Assistant Donald Mitchell 310-900-1600 ext. 2722, AHB 146

6 PHILOSOPHY & UNIFYING THEME

6.1 MISSION STATEMENT

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

6.2 PHILOSOPHY

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

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

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

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

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

STUDENTS differ in goals and objectives. The faculty accepts the student as an individual, and recognizes that students differ in learning needs related to age, sex, culture/ ethnicity, socioeconomic background, educational preparation, clinical interest, and learning styles. Students in the Associate Degree Nursing Program 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. Program learning outcomes direct students towards those competencies that a student must demonstrate to practice

within the profession of Nursing. The learning outcomes focus on Professional Practice, Communication, Evidence-Based Nursing Process, Health Education, Teamwork and Collaboration, Management of Care, and Safety.

TEACHING involves the structuring of content for student learning that allows free exchange of ideas. The teacher is one who raises questions and issues for dialogue with students, prescribes and provides learning experiences in a logical sequence, provides a variety of resources to meet the individual needs of the students, and evaluates individual progress. The teacher supports the student in his/her educational endeavors and encourages each student to utilize the resources from within the college, the nursing community, as well as family, friends, and community services. In addition, the teacher facilitates the problem-solving process, guides the student's self-evaluation process, and maintains expertise in nursing practice.

The **GRADUATE** of the Associate Degree Nursing Program are 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 provides upward and lateral mobility for career options. Graduates are encouraged to continue their education to earn a BSN and to act as advocates and leaders for health care in the surrounding community.

The **GRADUATE** of the nursing program acquires the knowledge, skills, and attitudes inherent in the three integrated roles basic to Associate Degree Nursing practice and functions at a level three of the program learning outcomes: 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, skills, the nursing process, and established protocols of current evidence-based practice.

As a provider of care the graduate's professional practice is characterized by accountability and critical thinking as demonstrated by the use of evidence-based practice and patient-centered care. The graduate is clinically competent and aware of the safety needs of the patient. The graduate communicates and educates patients and their families regarding health care issues and practices within the ethical and legal framework of nursing.

As a manager of care, the graduate works within the boundaries of professional practice in a collaborative manner, communicating effectively with patients and other health care team members. The graduate is accountable and able to manage human, physical, financial and technological resources to provide the highest quality care to diverse groups of patients with varying health care needs.

As a member of 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 professional nursing and is responsible for assuring high standards of nursing practice.

6.3 UNIFYING THEME

The Associate Degree Nursing Program's unifying theme is the Nursing Process and the concept of the biopsychosocial being. The curriculum defines this process as a systematic method of identifying problems arising from Basic Human Needs and assisting the individual to recognize and cope with these problems throughout the life cycle. Central to 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, sexuality, and activity-rest. Incorporated within this concept are the structural variables. A person possesses a unique structure based on the variables of age, sex, spirituality/religion, cultural-ethnicity, education/occupation, relational affiliation and position on the health-illness continuum.

Unifying Theme

- Student Nurse
- Adult Learner
 - Life Experiences
 - Formal Education
 - Cultural Beliefs
 - Learning Styles
 - Support Systems

- Graduate Nurse
- Provider of Care
 - Manager of Care
 - Member of Profession

- Nursing Process
Basic Human Needs
Individual Structural Variables
Threads:
- Growth & Development
 - Communication
 - Legal/Ethical Issues
 - Pharmacology
 - Critical Thinking

6.4 THE NURSING PROCESS

Steps in the nursing process using the Basic Human Needs concept are assessment, diagnosis, planning, implementation, and evaluation.

Assessment

To identify and document changes in the patient's health status which interfere with the ability to meet Basic Human Needs.

Diagnosis

To establish a standardized statement about the health of a patient for providing nursing care. Nursing diagnoses are developed based on data obtained during the nursing assessment.

Plan

To develop an individualized nursing care plan based on nursing diagnoses, Basic Human Needs, structural variables, and plan interventions that follow established nursing protocols by:

- establishing priorities for care based on the patient's identified needs;
- identifying short and long-term patient goals.

Implementation

To apply established nursing protocols to an individualized plan of care according to the prioritization of a patient's needs and structural variables. Implementation participates in the prescribed medical regimen by assessing, delegating, and providing follow-up care to patients in a safe manner.

Evaluation

A systematic determination of the significance of nursing interventions delivered to patients in meeting short and long-term health care goals. Evaluation identifies the need to tailor interventions to meet the patient's needs and /or modify the plan of care as necessary.

6.5 MAJOR THREADS OF THE PROGRAM

The unifying theme of the can be visualized as a prism focusing the rays of light. The light illustrates students entering the nursing program. As adult learners, 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, illuminating their range of knowledge and experience. These are focused by the nursing process into patterns of light that illustrate the Associate Degree nursing graduate who has acquired the knowledge, skills, and attitude inherent in the three integrated roles of provider of care, manager of care and member within the discipline of nursing. 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 patients meet their Basic Human Needs. (Figure 1)

6.6 BASIC HUMAN NEEDS

Integrated with the Nursing Process is the concept of the Basic Human Needs. Each individual is believed to be a biopsychosocial being who has a set of seven Basic Human Needs. These needs are physical integrity, affiliative, ingestive, excretory, oxygen-carbon dioxide, sexuality, 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, culture/ethnicity, education/occupation, relational affiliation, and ones' position on the health-illness continuum.

Physical Integrity Need

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

Goal: Preservation of the patient's physical apparatus.

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

Affiliative Need

Motivating Forces: Maintenance of satisfactory relationships with others.

Goal: Construction and maintenance of a position in social space.

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

Activity-Rest Need

Motivating Forces: Inappropriate utilization of energy.

Goal: Coordination of behaviors that utilize energy efficiently without exhausting the patient.

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

Ingestive Need

Motivating Forces: Replenishment of nutrients necessary for life.

Goal: Optimal maintenance of cellular nutrition.

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

Excretory Need

Motivating Forces: Facilitates the removal of metabolism by-products and substances that cannot be utilized by the body.

Goal: Promote fluid and electrolyte balance essential for life.

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

O₂CO₂ Exchange Need

Motivating Forces: Maintain adequate cellular oxygenation.

Goal: Optimize oxygen and carbon dioxide exchange.

Nursing Involvement: Promote requisite measures to facilitate gas exchange.

Sexuality Need

Motivating Forces: The need to express the self as a sexual being.

Goal: Preservation of sexual identity and reproductive needs.

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

6.7 INDIVIDUAL STRUCTURAL VARIABLES

The concept of structural variables is defined as those factors common to all humans. These generalizations can be applied to individuals to develop an individual profile. The structural variables give form to nurse/patient interactions and assist in clarifying the person's reaction to a given situation. They vary from person to person and do not control or influence each individual in the same way.

Every person has a profile that is comprised of his/her specific age, sex, ethnic group or the cultural group most dominant in his/her life, the primary or extended relationship group, dominant spiritual/religious beliefs, education and occupation and health status. For the nurse, the patient's structural variable profile provides the context within which the needs of the patient are assessed. It is important that the nurse must also recognize the fact that he/she is also influenced by his/her own structural variables and take care not to let his/her profile influence her interpretation of the patient's needs.

Although each person is unique, this is not a total uniqueness. Each person exists within a specific family, community and society. Understanding structural variables gives the nurse a tool to understanding, interpreting and predicting a person's behavioral responses. It serves as an

exploratory tool that assists the nurse in development and implementation of an individualized care plan for the patient. Utilization of the structural variable concept helps to ensure that each person will be viewed as a unique individual and provides the nurse with a framework within which to ask relevant questions and discover appropriate facts to anticipate patient needs. The utilization of the structural variable concept also helps the nurse to avoid prejudging and stereotyping the patient.

Age – This variable includes the number of years a person has lived as well as the impact of the time on the social, emotional and physical well-being of the person. There is also a historical significance to age that cannot be ignored. The era during which one is born and the events that occurs during his/her life influence health seeking behaviors and healthcare choices. According to developmental theorists, every person no matter the age is faced with developmental tasks and challenges and these must also be considered when assessing the individual’s structural variables.

Sex – There are obvious differences between males and females. But within each gender category there are differences. These differences are influenced by genetic variations, hormonal changes and societal expectations.

Spirituality/Religion – This variable helps the individual define the meaning and purpose of life. It acts as a powerful determinant of the individual’s perception of and reaction to health situations. Spiritual/religious practices may influence a patient’s choice of healthcare providers, health decisions and nutritional intake.

Ethnic or cultural group – Ethnic or cultural background influences both social and physiologic factors. Although basic physiologic makeup of humans is the same the body’s responses to illness and medication can vary from individual to individual and an “one size fits all” is not appropriate in caring for patients. Cultural background influences certain genetic and disease conditions, life styles, food customs and interactional patterns. Regional differences also impact health expectations. These are wide variations in the beliefs of what constitutes an acceptable level of wellness. In some cultural milieus, illness can be viewed as an imbalance in spiritual practices or as a punishment for a misdeed. It is important for the nurse to be aware that the patient’s desirable health goal may differ from that of the nurse.

Education/Occupation – Educational and occupational background often dictates the individual’s understanding and behavior in a given situation. These variables can influence the availability and extent to which a patient can receive health care and disease treatment. Patient materials must be made clean and understandable to ensure appropriate care.

Relational/Affiliation – The role the individual plays in his/her relationships is a variable that exerts a strong influence on behavior in any given situation. The individual may look to others to make health care decisions for them. The extent to which stressors or illness threatens his/her ability to maintain relationships with “significant others” may determine his/her ability to adapt to an illness situation.

Placement on the Health Continuum – In evaluating the effects of a stressor or illness on an individual, the variable of health must always be considered. An individual’s potential for health is dependent on a variety of factors. These include genetic, environmental, relational, cultural and health patterns. A patient who already has a chronic health condition may have difficulty facing another illness stressor. Review of a patient’s history can provide invaluable information towards developing a health care plan.

6.8 TERMINAL OUTCOMES

1. **Exam Completion** - Upon completion of the Nursing Program, ninety percent of graduating students who take the National Council Licensure Examination (NCLEX) will successfully pass the exam on the first attempt.
2. **Course Mastery** - Upon completion of each clinical course, ninety percent of the RN Students will demonstrate mastery of course content by achieving a score of Level I, Level II, or Level III on a nationally standardized proctored exam.
3. **Demonstrate NLN/Nurse Practice Act Standards** - The RN Student will demonstrate use of National League for Nursing (NLN) standards of professional practice, communication, evidenced-based nursing process, health education, teamwork and collaboration, management of care, and/or safety.

6.9 PROGRAM LEARNING OUTCOMES (PLOs)

Students who have successfully completed the Associate Degree Nursing Program will demonstrate the following competencies:		
PROFESSIONAL PRACTICE		
The graduate will adhere to standards of professional practice, is accountable for his/her actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks.		
Level One	Level Two	Level Three
Recognize standards of professional practice.	Apply standards of professional practice.	Consistently apply standards of professional practice.
Recognize accountability for one's own actions and behaviors.	Demonstrate accountability for own actions and behaviors.	Maintain accountability for own actions and behaviors.
Describe legal ethical and regulatory frameworks utilized in nursing practice	Apply legal, ethical, and regulatory frameworks.	Integrate and adhere to legal, ethical, and regulatory frameworks into nursing practice.
COMMUNICATION		
The graduate will communicate effectively, accurately, and in a timely manner with patients, significant others and members of the health care team.		
Level One	Level Two	Level Three
Begin to develop effective communication skills.	Demonstrate effective communication skills.	Integrate effective communication skills in all areas of nursing practice.
EVIDENCE-BASED NURSING PROCESS		
The graduate will utilize the nursing process to provide patient-centered nursing care, integrating evidence-based practice to address unmet basic needs for a diverse population of patients in a variety of health care settings.		
Level One	Level Two	Level Three
Begin to develop and utilize assessment skills to determine patient's health status.	Accurately perform a focused or comprehensive assessment based on patient's health status.	Independently perform a baseline and ongoing assessment based on the patient's changing needs.
Begin to analyze assessment data to identify relevant nursing diagnosis and develop a plan of care.	Demonstrate critical thinking and evidenced based practice in the development of nursing diagnoses and plan of care.	Consistently formulates relevant nursing diagnoses and initiates or modifies plan of care according to patient's changing health status.
Begin to utilize interventions that assist patients in meeting their seven basic needs.	Implement interventions that assist patients in meeting their seven basic needs.	Prioritize and implement interventions that assist patients in meeting their seven basic needs.
Begin to assess and evaluate patient's response to interventions and revise plan of care.	Reassess to evaluate patient's response to multidisciplinary interventions and revise plan of care.	Reassess patients with complex medical problems, evaluate responses to multidisciplinary interventions and revise plan of care.

HEALTH EDUCATION

The graduate will implement health education to promote and facilitate informed decision-making, achieve positive outcomes, and support self-care activities.

Level One	Level Two	Level Three
Identify learning needs to develop and implement a basic teaching plan.	Implement a teaching plan and evaluate the patient's progression toward meeting identified learning outcomes.	Modify teaching plan based on evaluation of patient's progress towards achievement of identified learning outcomes.

TEAMWORK AND COLLABORATION

The graduate will utilize teamwork and collaboration while providing quality care to individuals and families.

Level One	Level Two	Level Three
Work with health care team to achieve patient outcomes.	Collaborate with the patient, significant support persons and health care team to evaluate progress towards achievement of outcomes.	Coordinate the decision making process with the patient, significant support persons and the health care team.

MANAGEMENT OF CARE

The graduate will manage care of the patient including effective use of human, physical, financial and technological resources.

Level One	Level Two	Level Three
Begin to manage patient care utilizing available resources to meet patient needs.	Manage patient care utilizing available resources to meet patient needs.	Prioritize and delegate aspects of patient care management utilizing available resources to meet patient needs.

SAFETY

The graduate will recognize potential threats to patient safety from both system ineffectiveness and individual performance and appropriately intervene.

Level One	Level Two	Level Three
Provide safe patient care at all times.	Provide safe patient care at all times and demonstrate an awareness of external safety threats.	Provide safe patient care at all times and intervene as appropriate when additional safety threats exist.

Key: Level 1 – N150, 153, 154

Level 2 – N250, 253

Level 3 – N254, 255

6.10 TERMINAL OBJECTIVES

Upon completion of Level III, the student will have mastered levels I and II. After completion of Nursing 255, the Associate Degree Nursing graduate will be able to meet the terminal objectives as follows:

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.

7 OVERVIEW

7.1 MEDICAL TERMINOLOGY

Nursing students benefit greatly when they know medical terminology. Therefore, completion of Medical Terminology course is highly recommended prior to enrolling into the first nursing course.

Students enrolled in the nursing program must demonstrate competency in Medical Terminology. Medical Terminology concepts will be integrated into the Nursing 150 A – Beginning Nursing Process and Fundamental Skills I and N150B – Beginning Nursing Process and Fundamental Skills II course content and placed on various examinations.

7.2 ATI NURSE LOGIC

Students must complete the Nurse Logic Program before school begins. The purpose of the program is to help students think like a nurse and to become better at test taking. Students are expected to spend a minimum of 1½ hours on each of the following modules within the program:

- Module: Knowledge and Clinical Judgment
- Module: Priority-Setting Frameworks
- Module Nursing Concepts
- Module: Testing and Remediation Strategies

Features offered

- Extensive use of illustrations and images help explain and clarify concepts.
- Videos walk students through the process of critically reading and answering test items.
- 10-item drills are the conclusion of each module reinforces content and enhances learning.
- NCLEX_RN Style test may be taken at the completion of each module. These tests:
 - Require students to apply the concepts//frameworks discussed in the module to client care situations.
 - Provide enhanced rationales with an overview that explains in detail which concepts/framework and what nursing knowledge was needed to answer each item correctly.
- Provide two levels of testing:
 - 20 items test for beginning-level students
 - 20 items test for advanced-level students

All students will learn how to:

- Identify personal learning styles and use recommended study strategies related to that style.
- Organize time and study materials, as well as use active, effective reading strategies to enhance knowledge acquisition.
- Provides ATI's top 10 tips for NCLEX success.
- Provided excellent review of nursing concepts, priority setting, frameworks, and how to make client care-related decisions.

7.3 BENEFIT OF COMPLETING THE NURSE LOGIC MODULES

- Beginning Students
 - Offers useful learning strategies and study tips
 - Introduces NCLEX-style testing, the nursing process, QSEN Competencies, and other nursing concepts
 - Details priority setting frameworks that can be used for both testing and clinical practice
- Advanced Students
 - Reinforces how to make clinical judgments based on nursing knowledge and priority-setting frameworks,
 - Deconstructs test items
 - Helps prepare for the NCLEX-RN exam.

7.4 PROMOTES STUDENT SUCCESS ON THE NCLEX

- Provides test-taking strategies for traditional and alternate format items
- Reviews what the NCLEX is, how it is structured, and what to expect at the testing site.
- Provides ATI's top 10 tips for NCLEX success.
- Provides excellent review of nursing concepts, priority setting frameworks, and how to make client care-related decisions.

7.5 CRITICAL THINKING ASSESSMENT

Students must complete the Critical thinking examination (also from ATI) before school begins.

The objective of the Critical Thinking Assessment is to determine students' overall performance on specified critical thinking skills.

7.6 PREREQUISITES TO THE NURSING PROGRAM

English 1A

Math 73 (or passage of math competency exam)

Anatomy 32; or Anatomy and Physiology 34A and 34B

Physiology 31;

Microbiology 33

Nursing 48, Nursing 145

7.7 COREQUISITES FROM THE GENERAL EDUCATION REQUIREMENTS

English 1B Literature and Composition or English 1BH – Honors Literature and Composition
Psychology 5 or Honors General Psychology 5H
Sociology 101

Note: any 3-unit course from English IC or 1CH, or Communications Studies 100, 120, 130, or 140, or a Humanities course may be substituted for English 1B or English 1BH

7.8 SEQUENCE OF NURSING COURSES FOR GENERIC PROGRAM

Semester 1:

Nursing 150A, 150B, 151 **, 152

Semester 2:

Nursing 153, 154, 155, 156 **

Semester 3:

Nursing 250, 251, 253

Semester 4:

Nursing 254, 255

7.9 SEQUENCE OF NURSING COURSES FOR UPWARD MOBILITY COHORT

Semester 1:

Nursing 149, 154, 155, 156 **

Semester 2:

Nursing 250, 251, 253

Semester 3:

Nursing 254, 255

7.10 SEQUENCE OF NURSING COURSES FOR 30 UNIT OPTION

Semester 1:

Nursing 149, 154

Semester 2:

Nursing 250, 251, 253

Semester 3:

Nursing 254, 255

7.11 GENERAL EDUCATION COURSES

General Education courses must be completed before graduation. Students are strongly recommended to complete the below Corequisite courses prior to beginning the nursing program. Equivalent courses taken at another college may be used to meet these requirements.

- English 1B or English 1C or Communication Studies 100, 120,130, or 140 along with a Humanities course may be substituted
- Psychology 5 (Psychology 101)
- Sociology 101

NOTE: Students admitted into the nursing program will be assigned a specific campus. All nursing courses will be completed at the assigned campus. Students may not choose to take courses on the alternate campus.

*** These nursing courses are offered in the winter and summer intersections*

7.12 QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES

7.12.1 COMPETENCIES, KNOWLEDGE, SKILLS, AND ATTITUDES (KSASS) (PRE-LICENSURE)

The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

Using the Institute of Medicine's (2010) Recommendations, QSEN faculty and a National Advisory Board have defined quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency. These definitions are shared in the six tables below as a resource to serve as guides to curricular development for formal academic programs, transition to practice and continuing education programs (Cronewett, Sherwood, Barnsteiner, Disch, Johnson, Mitchell, Sullivan, & Warren, 2007).

NOTE: This content is reprinted with permission from the "**Quality and Safety Education for Nurses**" article originally printed in *Nursing Outlook Special Issue: Quality and Safety Education*.

For guidelines on use of this material, please read our **terms and conditions**.

7.12.2 QSEN DEFINITIONS AND PRE-LICENSURE KSAS

1. Patient-centered Care
2. Teamwork and Collaboration
3. Evidence-based Practice (EBP)
4. Quality Improvement (QI)
5. Safety
6. Informatics

7.12.3 QUALITY AND SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES

1. Patient-centered care

Definition: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.

Knowledge	Skills	Attitudes
<p>Integrate understanding of multiple dimensions of patient centered care:</p> <ul style="list-style-type: none"> • patient/family/community preferences • coordination and integration of care • information communication and education • physical comfort and emotional support • involvement of family and friends • transition and continuity <p>Describe how diverse cultural, ethnic and social backgrounds function as sources of patient, family, and community values.</p>	<p>Elicit patient values, preferences and expressed needs as part of clinical interview, implementation of care plan and evaluation of care.</p> <p>Communicate patient values, preferences and expressed needs to other members of health care team.</p> <p>Provide patient-centered care with sensitivity and respect for the diversity of human experience.</p>	<p>Value seeing health care situations “through patients ‘eyes.’”</p> <p>Respect and encourage individual expression of patient values, preferences and expressed needs.</p> <p>Value the patient’s expertise with own health and symptoms.</p> <p>Value the patient’s expertise with own health and symptoms.</p> <p>Seek learning opportunities with patients who represent all aspect of human diversity.</p> <p>Recognize personally held attitudes about working with patients from difference ethnic, cultural and social backgrounds.</p> <p>Willingly support patient- centered care for individuals and groups whose values differ from own.</p>

1. Patient-centered care (cont.)

Knowledge	Skills	Attitudes
<p>Demonstrate comprehensive understanding of the concepts of pain and suffering, including physiologic models of pain and comfort.</p>	<p>Assess presence and extent of pain and suffering.</p> <p>Assess levels of physical and emotional comfort.</p> <p>Elicit expectations of patient & family for relief of pain, discomfort or suffering.</p> <p>Initiate effective treatments to relieve pain and suffering in light of patient values, preferences and expressed needs.</p>	<p>Recognize personally held values and beliefs about the management of pain or suffering.</p> <p>Appreciate the role of the nurse in relief of all types and sources of pain or suffering.</p> <p>Recognize that patient expectations influence outcomes in management of pain or suffering.</p>
<p>Examine how the safety, quality and cost effectiveness of health care can be improved through the active involvement of patients and families.</p> <p>Examine common barriers to active involvement of patients in their own health care processes.</p> <p>Describe strategies to empower patients or families in all aspect of the health care process.</p>	<p>Remove barriers to present of families and other designated surrogates based on patient preferences.</p> <p>Assess level of patient’s decisional conflict and provide access to resources.</p> <p>Engage patients or designated surrogates in active partnerships that promote health, safety and well-being and self-care management.</p>	<p>Value active partnership with patients or designated surrogates in planning, implementation, and evaluation of care.</p> <p>Respect patient preferences for degree of active engagement in care process.</p> <p>Respect patient’s right to access personal health records.</p>

1. Patient-centered care (cont.)

Knowledge	Skills	Attitudes
<p>Explore ethical and legal implications of patient-centered care</p> <p>Describe the limits and boundaries of therapeutic patient-centered care</p>	<p>Recognize the boundaries of therapeutic relationships</p> <p>Facilitate informed patient consent for care</p>	<p>Acknowledge the tension that may exist between patient rights and the organizational responsibility for professional, ethical care</p> <p>Appreciate shared decision-making with empowered patients and families, even when conflicts arise.</p>
<p>Discuss principles of effective communication.</p> <p>Describe basic principles of consensus building and conflict resolution.</p> <p>Examine nursing roles in assuring coordination, integration, and continuity of care.</p>	<p>Assess own level of communication skill in encounters with patients and families.</p> <p>Participate in building consensus or resolving conflict in the context of patient care.</p> <p>Communicate care provided and needed at each transition in care.</p>	<p>Value continuous improvement of own communication and conflict resolution skills.</p>

2. Teamwork and Collaboration

Definition: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Knowledge	Skills	Attitudes
Describe own strengths, limitations, and values in functioning as a member of a team	<p>Demonstrate awareness of own strengths and limitations as a team member.</p> <p>Initiate plan for self-development as a team member.</p> <p>Act with integrity, consistency and respect for differing views.</p>	<p>Acknowledge own potential to contribute to effective team functioning.</p> <p>Appreciate importance of intra- and inter- professional collaboration.</p>
<p>Describe scopes of practice and roles of health care team members.</p> <p>Describe strategies for identifying and managing overlaps in team member roles and accountabilities.</p> <p>Recognize contributions of other individuals and groups in helping patient/family achieve health goals.</p>	<p>Function competently with own scope of practice as a member of the health care team.</p> <p>Assume role of team or leader based on the situation.</p> <p>Initiate requests for help when appropriate to situation.</p> <p>Clarify roles and accountabilities under conditions of potential overlap in team member functioning.</p> <p>Integrate the contributions of others who play a role in helping patient/family achieve health goals.</p>	<p>Value the perspectives and expertise of all health team members.</p> <p>Respect the centrality of the patient/family as core members of any health care team.</p> <p>Respect the unique attributes that member's bring to a team, including variations in professional orientations and accountabilities.</p>

2. Teamwork and Collaboration (cont.)

Knowledge	Skills	Attitudes
<p>Analyze differences in communication style preferences among patients and families, nurses and other members of the health team.</p> <p>Describe impact of own communication style on others.</p> <p>Discuss effective strategies for communicating and resolving conflict.</p>	<p>Communicate with team members, adapting own style of communicating to needs of the team and situation.</p> <p>Demonstrate commitment to team goals.</p> <p>Solicit input from other team members to improve individual, as well as team, performance.</p> <p>Initiate actions to resolve conflict.</p>	<p>Value teamwork and the relationships upon which they are based.</p> <p>Value different styles of communication used by patients, families and health care providers.</p> <p>Contribute to resolution of conflict and disagreement.</p>
<p>Describe examples of the impact of team functioning on safety and quality of care.</p> <p>Explain how authority gradients influence teamwork and patient safety.</p>	<p>Follow communication practices that minimize risks associated with handoffs among providers and across transitions in care.</p> <p>Appreciate the risks associated with handoffs among providers and across transitions of care.</p> <p>Choose communication styles that diminish the risks associated with authority gradients among team members.</p>	<p>Appreciate the risks associated with handoffs among providers and across transitions of care.</p>
<p>Identify system barriers and facilitators of effective team functioning.</p> <p>Examine strategies for improving systems to support team functioning.</p>	<p>Participate in designing systems that support effective teamwork.</p>	<p>Value the influence of system solutions in achieving effective team functioning.</p>

3. Evidence-Based Practice (EBP)

Definition: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Knowledge	Skills	Attitudes
<p>Demonstrate knowledge of basic scientific methods and processes.</p> <p>Describe Evidence Based Practice (EBP) to include the components of research evidence, clinical expertise and patient/family values.</p>	<p>Participate effectively in appropriate data collection and other research activities.</p> <p>Adhere to Institutional Review Board (IRB) guidelines.</p> <p>Base individualized care plan on patient values, clinical expertise and evidence.</p>	<p>Appreciate strengths and weaknesses of scientific base for practice.</p> <p>Value the need for ethical conduct of research and quality improvement.</p> <p>Value the concept of EBP as integral to determining best clinical practice.</p>
<p>Differentiate clinical opinion from research and evidence summaries.</p> <p>Described reliable sources for locating evidence reports and clinical practice guidelines.</p>	<p>Read original research and evidence reports related to area of practice.</p> <p>Locate evidence reports related to clinical practice topics and guidelines.</p>	<p>Appreciate the importance of regularly reading relevant professional journals.</p>
<p>Explain the role of evidence in determining best clinical practice.</p> <p>Describe how the strength and relevance of available evidence influences the choice of interventions in provision of patient-centered care.</p>	<p>Participate in structuring the work environment to facilitate integration of new evidence into standards of practice.</p> <p>Question rationale for routine approaches to care that result in less-than-desired outcomes or adverse events.</p>	<p>Value the need for continuous improvement in clinical practice based on new knowledge.</p>
<p>Discriminate between valid and invalid reasons for modifying evidence-based clinical practice based on clinical expertise or patient/family preferences.</p>	<p>Consult with clinical experts before deciding to deviate from evidence-based protocols.</p>	<p>Acknowledge own limitations in knowledge and clinical expertise before determining when to deviate from evidence-based best practices.</p>

4. Quality Improvement (QI)

Definition: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Knowledge	Skills	Attitudes
Describe strategies for learning about the outcomes of care in the setting in which one is engaged in clinical practice.	<p>Seek information about outcomes of care for populations served in care setting.</p> <p>Seek information about quality improvement projects in the care setting.</p>	Appreciate that continuous quality improvement is an essential part of the daily work of all health professionals.
<p>Recognize that nursing and other health professions students are parts of systems of care and care processes that affect outcomes for patients and families.</p> <p>Give examples of the tension between professional autonomy and system functioning.</p>	<p>Use tools (such as flow charts, cause-effect diagrams) to make processes of care explicit.</p> <p>Participate in root cause analysis of a sentinel event.</p>	Value own and others' contributions to outcomes of care in local care settings.
Explain the importance of variation and measurement in assessing quality of care.	<p>Use quality measures to understand performance.</p> <p>Use tools (such as control charts and run charts) that are helpful for understanding variation.</p> <p>Identify gaps between local and best practice.</p>	<p>Appreciate how unwanted variation affects care.</p> <p>Value measurement and its role in good patient care.</p>
Describe approaches for changing processes of care.	<p>Design a small test of change in daily work (using an experiential learning method such as Plan-Do-Study-Act).</p> <p>Practice aligning the aims, measures and changes involved in improving care.</p>	<p>Value local change (in individual practice or team practice on a unit) and its role in creating joy in work.</p> <p>Appreciate the value of what individuals and teams can do to improve care.</p>

5. Safety

Definition: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Knowledge	Skills	Attitudes
<p>Examine human factors and other basic safety design principles as well as commonly used unsafe practices (such as, work arounds and dangerous abbreviations).</p> <p>Describe the benefits and limitations of selected safety-enhancing technologies (such as, barcodes, computer provider order entry, medications pumps, and automatic alerts/alarms).</p> <p>Discuss effective strategies to reduce reliance on memory.</p>	<p>Demonstrate effective use of technology and standardized practices that support safety and quality.</p> <p>Demonstrate effective use of strategies to reduce risk of harm to self or others.</p> <p>Use appropriate strategies to reduce reliance on memory (such as forcing functions, checklists).</p>	<p>Value the contributions of standardization/reliability to safety.</p> <p>Appreciate the cognitive and physical limits of human performance.</p>
<p>Delineate general categories of errors and hazards in care.</p> <p>Describe factors that create a culture of safety (such as, open communication strategies and organizational error reporting systems).</p>	<p>Communicate observations or concerns related to hazards and errors to patients, families and the health care team.</p> <p>Use organizational error reporting systems for near miss and error reporting.</p>	<p>Value own role in preventing errors.</p>
<p>Describe processes used in understanding causes of error and allocation of responsibility and accountability (such as, root cause analysis and failure mode effects analysis).</p>	<p>Participate appropriately in analyzing errors and designing system improvements.</p> <p>Engage in root cause analysis rather than blaming when errors or near misses occur.</p>	<p>Value vigilance and monitoring (even of own performance of care activities) by patients, families, and other members of the health care team.</p>
<p>Discuss potential and actual impact of national patient safety resources, initiatives and regulations.</p>	<p>Use national patient safety resources for own professional development and to focus attention on safety in care settings.</p>	<p>Value relationship between national safety campaigns and implementation in local practices and practice settings.</p>

6. Informatics

Definition: Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

Knowledge	Skills	Attitudes
Explain why information technology skills are essential for safe patient care.	Seek education about how information is managed in care settings before providing care. Apply technology and information management tools to support safe processes of care.	Appreciate the necessity for all health professionals to seek lifelong, continuous learning of information technology skills.
Identify essential information that must be available in a common database to support patient care. Contrast benefits and limitations of different communication technologies and their impact on safety and quality.	Navigate the electronic health record. Document and plan patient care in an electronic health record. Employ communication technologies to coordinate care for patients.	Value technologies that support clinical decision- making, error prevention, and care coordination. Protect confidentiality of protected health information in electronic health records.
Describe examples of how technology and information management are related to the quality and safety of patient care. Recognize the time, effort, and skill required for computers, databases and other technologies to become reliable and effective tools for patient care.	Respond appropriately to clinical decision-making supports and alerts. Use information management tools to monitor outcomes of care processes. Use high quality electronic sources of healthcare information.	Value nurses' involvement in design, selection, implementation and evaluation of information technologies to support patient care.

References

Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., & Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-131.

Institute of Medicine. (2003). Health professions education: A bridge to quality. Washington DC: *National Academies Press*.

8 POLICIES AND PROCEDURES

8.1 ACADEMIC HONESTY

The ECC faculty, staff and administrators are dedicated to maintaining an optimal learning environment, therefore academic dishonesty will not tolerate. 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. Dishonesty (cheating, plagiarism) violates Section I.A of ECC's Board Policy 5500, Academic Honesty and Standards of Conduct. As defined in the policy academic dishonesty includes cheating and plagiarism, forgery of academic records, as well as unauthorized selling or transfer classroom/clinical academic materials. The policy is available on the college website at

<http://www.elcamino.edu/administration/board/boarddocs/5500%20%20Academic%20Honesty.pdf>

8.2 CONSEQUENCES FOR DISHONESTY

- A. When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued.
- B. Any or all of the following actions may be imposed:
 - 1. The instructor may assign a failing grade (no credit) to an examination or assignment in which academic dishonesty occurred.
 - 2. The instructor may remove the student from the class or activity for the day of the incident and one additional class day as stipulated in C.5 of this procedure.
 - 3. The instructor may complete the appropriate reporting forms (Disciplinary Form C Academic Dishonesty Report Form and/or Disciplinary Form B – Notice of Suspension from Class/Lab/Library) and submit them along with a copy of the evidence to the Director of Student Development or his or her designee and placed in the students file.
 - 4. If there is evidence of serious or repeated violations of academic honesty, the college may pursue additional disciplinary action in accordance with the disciplinary measures outlined in this procedure.

Refer to Administrative Procedure 5520 Student Discipline & Due Process Procedure for additional information:

<http://www.elcamino.edu/administration/board/AP5520StudentDisciplineDueProcessProceduresDecember212009%20docx.pdf>

8.3 APPEALS PROCESS

The student must apply for readmission within one (1) year from the semester that she/he withdrew. 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 progress through the nursing sequence has been stopped after two (2) drops/failures. Students, who meet the criteria as described in the ECC Catalog Administrative Procedure 4225, 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 Appeals sub-committee makes recommendations to the Director of the Nursing Department regarding students who appeal. Samples of the Appeals forms and instructions are included in the Appendix.

If a student had to withdraw due to unsatisfactory theory or clinical performance, the remediation prescribed will be based on the identified needs of the student. The faculty involved will propose a plan for clinical remediation of the student. Before seeking re-entry to the nursing program, the student must complete the prescribed individual activities. Proof of successful completion of the remediation will be required prior to readmission to the program. Re-entry will be on a space-available basis.

Specific information about the transfer policy can be found in the Upward Mobility Program document posted at <http://www.elcamino.edu/academics/healthsciences/nursing/docs/Upward-Mobility-Nursing-Admit-Requirements-Finalized.pdf>.

This information includes:

Transfer Credit: the director of nursing or the director's designee will evaluate Credit for nursing courses completed at another college on an individual basis. Credit can be achieved through the petition process. Students interested in transferring to the El Camino College or Compton College Associate Degree Nursing program **will not** be accepted for admission consideration beyond the second semester.

- A. Transfer applicants from a BRN-accredited nursing program must submit proof that he/she was a student in good standing and is eligible to return to the institution from which the transfer is taking place.
- B. An appeals process is available to students who are in good standing at their previous enrolled BRN-accredited nursing program; however are ineligible to return to the program. The appeals process must be resolved before further consideration of the application is possible.
- C. All students transferring to ECC or CC must submit a Transfer Recommendation Form from their prior nursing director. Information about the student's academic and clinical status is obtained on these forms. Transfer Recommendation Forms are available in the ECC nursing department office.
- D. Student accepted into the program, as a transfer student must enrolls in Nursing 149, which is a lecture and skills lab course. Students learn about the ECC nursing program philosophy, the basic needs theory, review skills with laboratory practice and perform a final skills check-off evaluation list.
- E. Transfer students are usually admitted into a course when vacancies occur due to attrition.

8.4 ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

The integration of Assessment Technologies Institutes (ATI) into the nursing program curriculum provide students with supplemental instructional materials/resources. The ATI program provides multiple remediation tools, including traditional and online reading materials, videos, practice assessments and Internet as a means of addressing the diverse learning styles.

8.5 ATI POLICY

- A. ATI will be 10% of the total grade and consists of an assigned practice test during week one and two of the eight week module, remediation based on the practice test results; due week six, and a proctored exam, scheduled for week seven.
- B. The Nursing Department’s ATI policy is as follows:
1. Students must complete the ATI assignment in its entirety (practice exam, remediation, and proctored exam) in order to receive credit.
 2. No partial credit is given.
 3. No late assignments accepted.
 4. All work submitted must be thorough and include the required number of assignments and a copy of one’s ATI transcripts.
- C. Calculation of ATI points will be based on the following formula for N150B, N153, N154, N253:
1. An assigned practice test will be worth 3%. The score are calculated based on the number of questions correctly answered compared to the total number of questions on the practice test. A transcript of your ATI practice results is due week 2. Regardless of the score achieved, three points be given for this portion of the ATI assignment.
 2. Remediation will be 3%. The amount of required remediation is based on the practice test results and indicated on the ATI transcript. All remediation must be submitted by the assigned deadlines to receive the three point’s credit, as this is an “all or nothing” score.
 3. The proctored ATI exam scheduled for week seven will be worth 4%. An ATI Level 3 will be equivalent to four points, a Level 2 will be worth three points, Level 1 will be worth two point, and a score Below Level 1 will result in zero points.

Points Earned: Practice Test /3	Points Earned: Remediation /3	ATI Proficiency Level	Points Earned: Proctored Exam /4	Total Points and Percentage Earned for Assignment /10
3	3	Level 3	4	10/10 = 100%
3	3	Level 2	3	9/10 = 90%
3	3	Level 1	2	8/10 = 80%
3	3	Below Level 1	0	6/10 = 60%

D. Calculation of ATI points will be based on the following formula for N250:

1. A proctored practice assessment test will be worth 3% of the total grade: 1.5% for OB and 1.5% for Pediatrics. The score for this test are calculated based on the number of questions correctly answered compared to the total number of questions on the practice test. Remediation template will be due week 4 for OB and week 8 for Ped's. Regardless of the score achieved, three points will achieved for this portion of the ATI assignment.
2. Remediation will be 3% of the total grade: 1.5% for OB and 1.5% for Pediatrics. The amount of required remediation is based on the practice test results. All remediation must be submitted by the assigned deadlines to receive the three point's credit, as this is an "all or nothing" score.
3. The proctored ATI exam scheduled for week four for the Obstetrical component and week 8 for Pediatrics component will be worth a total of 4%, 2% for Obstetrical and 2% for Pediatrics. An ATI Level 3 will be equivalent to four points, a Level 2 will be worth three points, Level 1 will be worth two points, and a score Below Level 1 will result in zero points.

Points Earned: Practice Test /3		Points Earned: Remediation /3		ATI Proficiency Level	Points Earned: Proctored Exam /4		Total Points and Percentage Earned for Assignment /10	
OB	PED's	OB	PED's		O B	PED's	OB	PED's
1.5	1.5	1.5	1.5	Level 3	2	2	5/5 = 100 %	5/5 = 100%
1.5	1.5	1.5	1.5	Level 2	1.5	1.5	4.5 = 45%	4.5 = 45%

E. Calculation of ATI points for N254 will be based on the following formula

1. ATI will be 10% of the total grade and consists of the RN ATI Capstone Content Review, which includes two (2) proctored ATI Capstone Comprehensive Assessments, seven (7) weeks of content review, Nurse Logic, and a Comprehensive Assessment.
2. The ATI Capstone Comprehensive A is administered before the content review, and the ATI Capstone assessment B is administered in week 12 of the course. The ATI Comprehensive Predictor is administered at the completion of the ATI Capstone content review.

3. Successful completion of the ATI Capstone Content Review will include completion and proof of a pre-assignment quiz, weekly ATI Capstone Assessments, taken in a proctored environment at the Compton campus, Focused Review after completion of each content area assessment, and a quality post-assignment.
4. The ATI Capstone Content Review Schedule will be based on the N254 course calendar dates:
 - a. Week 1 – ATI Capstone Proctored Comprehensive Assessment A
 - b. Week 2- ATI Capstone Fundamentals Practice Assessment
 - c. Week 3- ATI Capstone Pharmacology Assessment
 - d. Week 4- ATI Capstone Medical Surgical Assessment
 - e. Week 5- ATI Capstone Maternal Newborn/Women’s Health Assessment
 - f. Week 6- ATI Capstone Nursing Care of Children Assessment
 - g. Week 7- ATI Capstone Mental Health Assessment
 - h. Week 8- ATI Capstone Leadership/Community Health Assessment
 - i. Week 9- ATI Capstone Proctored Comprehensive Assessment B
5. The ATI Capstone Content Review will consist of one content area to be reviewed per week, so it is important for the student to stay on track and complete assignments according to the review calendar. Due dates will be posted in the ATI Content Review calendar. Each week, students will be awarded points for completing the ATI Capstone Content Review work.
6. Calculation of ATI points will be based on the following formula:

A proctored practice exam will be worth 2% of the total grade.
7. Remediation will be 2% of the total grade. The amount of required remediation is based on weekly proctored ATI exam results. All remediation must be completed by the assigned deadline to receive credit, as this is an “all or nothing” score.
8. The proctored ATI Capstone Proctored Comprehensive Assessment B scheduled for week twelve will be worth 6% of the total grade.
9. Calculation of ATI points will be based on the National Average Predictor Score. Points will be 10% of the grade and distributed as follows:

ATI Capstone Comprehensive Pre-Assessment Proctored 2% of 10% total Possible	ATI Proctored Exam Predicted Probability of Passing the NCLEX-RN	ATI Capstone Comprehensive Assessment Post Exam Proctored 6% Possible (Incomplete remediation will receive "0" points)	Proctored Capstone Exams with Remediation All ATI Exams 2%	Final Points/+ Remediation 10% Possible
Worth 10 points	89% - 99%	30	+10	50/40
	79% - 88%	28	+10	48/38
	72% - 78%	25	+10	45/35
	71% - or lower	15	+10	35/25

- F. Calculation of ATI points for N255 will be based on the Group National Mean:
1. Students must score a minimum of the Group National Mean (varies each semester) on the ATI Comprehensive Predictor Exam **in order to pass N 255**.
 2. If a student does not receive a passing score on the initial ATI RN Comprehensive Predictor exam after two attempts, the student will receive an incomplete "ID" as the default letter grade, until the student achieves the passing score.
 - a. When the student successfully passes the ATI RN Comprehensive Predictor exam, the "ID" grade will be changed.
 - b. Student who do not pass the ATI exit exam by the end of the sixth week of the next semester, the "ID" grade will automatically default to a "D" grade.
 - c. The student will not be deemed eligible to sit for the NCLEX-RN exam until the "ID" or "D" grades is changed to a "C" grade or better.
 - d. The director must approve student that required an extension of the time for completion of course work.
 3. If the student does not pass the initial ATI RN Comprehensive Predictor exam, but passes on the second attempt the final grade in the course will be reduced by 10%.
 4. The maximum score the student may achieve is 75% if more than two attempts are required to pass the exit exam.

5. Key Terms

- a. **Group National Mean** is the average score of all examinees.
- b. **Adjusted Individual Total Score** is to adjust for possible differences in difficulty among the forms of this assessment, the raw score (the total number of items correct) is converted to the adjusted individual total score through a process known as equating. The adjusted individual total score is on a scale of 0% to 100%.
- c. **Predicted Probability of Passing NCLEX-RN on the First Attempt** is to provide a numeric indication of the likelihood of passing the NCLEX-RN at the student's current level of readiness. This score is based on the Adjusted Individual Total Score.
 - i. For example, a student who has a score of 69.3% correct would be expected to have a 90% chance of passing the NCLEX-RN on the first attempt.
 - ii. Although this is a high probability of success, it is not a guarantee.

The table below summarizes student performance on this assessment as it relates to NCLEX success.

RN COMPREHENSIVE PREDICTOR[®] 2016 EXPECTANCY TABLE	
RN Comprehensive Predictor 2016 Individual Score	Predicted Probability of Passing the NCLEX-RN
80.0% to 100.0%	99%
77.3% to 79.3%	98%
74.0% to 76.7%	96% to 97%
72.0% to 73.3%	94% to 95%
71.0% to 71.3%	91% to 93%
68.7% to 69.3%	89% to 90%
66.7% to 68.0%	84% to 87%
65.3% to 66.0%	80% to 82%
63.3% to 64.7%	73% to 78%
60.0% to 62.7%	59% to 71%
54.0% to 59.3%	31% to 56%
0.0% to 53.3%	1% to 28%

8.5.1 ATI CAPSTONE CONTENT REVIEW

Students enrolled in the fourth semester of the nursing program are enrolled into the ATI Capstone Content Review program. The ATI Capstone Content Review offers a comprehensive content review program for students to prepare for the RN Comprehensive Predictor and increase graduation readiness. An ATI Capstone nurse educators will assist students in facilitating

comprehensive review of content as well as provide each student individualized remediation based on identified weaknesses as evidenced by weekly ATI Capstone Content Review assessments.

The RN ATI Capstone Content Review consist of a 9-week review of course material. The program requires students on average to spend 4 to 6 hours per week or about 30 to 60 minutes per day reviewing, depending on their knowledge level. Students take a weekly-proctored assessment in a monitored environment on campus.

The RN ATI Capstone Content Review will include two (2) proctored ATI Capstone Comprehensive Assessments, eight (8) weeks of content review, Nurse Logic, and a Comprehensive Assessment. Students take the ATI Capstone Comprehensive A before the content review, and the ATI Capstone assessment B during 12 week of the course. At the completion of the ATI Capstone Content Review, students take the ATI Comprehensive Predictor exam.

8.5.2 ATI COMPREHENSIVE PREDICATOR EXAMINATION

A comprehensive predictor examination is required of all students enrolled in N255. The ATI RN Comprehensive Predictor exam score is based on the **National Average Predictor Score**. The ATI RN Comprehensive Predictor examination is a standardized exam used to measure NCLEX preparedness. The exam identifies and measures strengths and weaknesses of students currently enrolled in the nursing program. Since the NCLEX tests specific areas of nursing information, the ATI Comprehensive Predictor Exam offers suggestions of the specific areas of weakness and offers suggestions for reviewing the content.

Remediation is required for students who are not successful in achieving the minimal passing score on the RN Comprehensive Predictor exam. If a student does achieve the passing score on RN Comprehensive Predictor exam examination after two attempts, the student will be required to complete remediation and receive an incomplete “ID” grade in the course. Additional retest opportunities are at the student’s expense. Students must successfully pass the ATI RN Comprehensive Predictor exam to receive a passing grade for N255.

8.6 ATTENDANCE POLICY

- A. Students who enroll in class but do not attend the first scheduled class meeting may be dropped from the roster and their places given to waiting list students. If illness or emergency prevents a student from attending the first class session, the student must contact the instructor.
- B. A student who registers for a class and never attends is still responsible for dropping the class. Failure to properly drop a class by the appropriate deadline may result in a "W" and may hold the student responsible for all fees associated with the class. The burden of proof is on the student.
- C. Punctuality and attendance are professional expectations. Students are expected to attend all theory and clinical days. The instructor may drop students, who miss the first class meeting or do not in regular attendance. The instructor may drop students whose absences from a class exceed 10% of the scheduled class meeting time.
- D. Students must follow the instructions in the course syllabus in relation to notifying the clinical /classroom faculty of an anticipated tardy/absence. Due to ECC insurance requirements, students must pay tuition before beginning clinical courses. Students must provide proof of payment prior to the first clinical day. Non-enrolled students will not be permitted to attend courses.
- E. Simulation Attendance Policy
 1. Simulation lab is an integral part of the clinical experience.
 2. Students will be required to sign a confidentiality agreement regarding simulation scenarios and activities.
 3. It is incumbent upon the student to arrive promptly for simulation lab, as it is an equal value to a clinical day.
 4. Tardiness to simulation lab will necessitate making up the simulation day on a non-clinical day assigned by the simulation lab coordinator.
 5. The makeup simulation day assigned will be non-negotiable.
 6. The clinical instructor will initiate a CIP for unprofessional behavior.
 7. The student will be required to complete a Simulation Assignment Due to Tardiness paper that will be due to the simulation facilitator at the end of the simulation day.
 8. Simulation Agreement Forms are located in the Debriefing room.

8.7 BACKGROUND CHECK POLICY

In adherence with the Joint Commission and community standards for healthcare providers, nursing students must have a clear criminal background check to participate in clinical courses. The following procedure has been developed for nursing students. The background check is not a requirement for admission to the nursing program; however, it must be initiated upon admission into the program and completed before the student enters the clinical facility. Students are responsible for completing the background check each semester, in addition to meeting the clinical facilities requirement. The initial background check will satisfy this requirement for continuous enrollment in the nursing program. Students who enrollment in the program is interrupted, a new background check is required (e.g. stop-out, drop –out, math pause). Background checks will minimally include the following:

1. Residency History Search
2. County and Statewide Criminal Records
3. Nationwide Sex Offender Index
4. Social Security Verification
5. Nationwide Healthcare Fraud and Abuse Scan

If the background check does not clear the student, the student’s individual case will be assessed. The following will necessitate further evaluation prior to permitting clinical placement:

1. Murder
2. Felony assault
3. Child or Elder abuse/neglect
4. Domestic Violence
5. Sexual offenses/sexual assault
6. Felony possession and furnishing (without certificate of rehabilitation)
7. Drug and alcohol offenses (felony or misdemeanor without certificate of rehabilitation)
8. Felony theft
9. Class B and Class A misdemeanor theft
10. Felonies involving weapons and/or violent crimes
11. Fraud

Students are responsible for providing authorization/consent for the background check. Students may submit information for their background check at www.CertifiedBackground.com. Students will be responsible for the fees associated with the background check.

Certified Background forwards results of the investigation to the Director of Nursing. All information is held in the strictest confidence. If there is a question regarding eligibility, the Director

of Nursing will consult with two affiliate clinical sites through their Human Resources Department to establish student placement status. The Director of Nursing based on the findings will determine final placement status. A student found ineligible for clinical placement, will be unable to meet clinical objectives and will be required to drop from the program.

Appeal Process: The student may appeal the decision of the Director of Nursing. A committee of two faculty members and the Dean of Health Science and Athletics will review the decision. If the decision is upheld, the student may appeal through the College Review Process (see the College Student Handbook for the Grievance Procedure).

The nursing program does not provide counseling or recommendations regarding the results of the background check. All questions regarding the background check should be directed to the BRN. The determination whether a student will be allowed to take the NCLEX exam based on the background check is a decision made by the BRN. The nursing department does not make guarantees that students with items identified on their background check, will be able to take the NCLEX-RN exam.

8.8 CLINICAL EVALUATION POLICIES AND PROCEDURES

A. Clinical

1. Clinical instruction shall be provided in hospitals and/or other health care facilities, which provide experiences related to current theory.
2. Each clinical group shall consist of no more than 10 students.
3. An instructor shall be assigned at each facility and shall be responsible for the student orientation, learning experiences and performance evaluation.
4. Students are rotate to different facilities and instructors in order to have a well-rounded experiences related to the various courses/clinical sites. In the event that students desire to switch from the section that they have been assigned, they may request clinical placement in another section in writing with rationale. However, depending upon the requirements and accommodations in both the program and clinical agency, the request may not be honored.
5. Students must follow policies and procedures of the clinical facility. Failure to do so may result in the student being denied clinical privileges by the hospital and continuation in the course by the department.
6. Clinical assignments will increase in complexity and critical thinking responses progressively each semester.

7. Clinical hours are scheduled in the afternoon and evening, or weekends. Students shall be prepared to adjust their personal schedules when this is necessary. Every effort is made to give adequate notice and to honor student requests. However, when no alternative is available, the student has the option of withdrawing from the program and reapplying when other hours are available.
8. Students are responsible for providing their own transportation to sites for clinical experiences.
9. Students will be required to prepare Plans of Care (“Prep Sheets”) in preparation for clinical experience. This may involve going to the hospital, at times other than assigned clinical time. It is recommended that students do not work or take evening classes on nights prior to clinical days.
10. Students shall always be appropriate dress attire when in the clinical setting. Dove Apparel is the official approved uniform and must be worn during assigned clinical times. Students must wear the Dove Apparel approved lab coat and identification badge, when it is necessary to be in the clinical setting for retrieval of information to prepare the plan of care (POC) and/other assignments designated by the clinical instructor.

B. Clinical Expectations:

Students are expected to demonstrate growth in their clinical performance as they progress through the various nursing courses. In each clinical course, learning objectives and competencies serve to clarify performance expectations. Clinical performance is based on the demonstration of safe patient-centered nursing care. Students are expected to perform care in a professional manner in all clinical settings. They must come prepared for clinical practice understanding the legal and ethical boundaries.

C. Clinical Objectives and Expectations for All clinical courses:

1. The student will:
 - a. utilize standard precautions.
 - b. use hand hygiene when appropriate.
 - c. identify patient by name, medical record number and date of birth on armband and at bedside compare patient armband information to medication administration record and /or computer data.
 - d. immediately report any significant change in the patient’s condition to the responsible RN and/or the clinical faculty.
 - e. validate with faculty nursing practices and/or procedures that are contrary to classroom instruction prior to initiation of patient care.
 - f. recognize and report any error or unsafe conditions,
 - g. maintain academic honesty, professional behavior and confidentiality and abide by the Code of Conduct and Ethics.
 - h. utilize the “7 Rights of Medication Administration” to administer medications.
 - i. recognize and correct breaks in sterile technique.

- j. recognize own limitations and accurately assess own abilities prior to initiation of patient care.
2. The faculty or a staff RN must be present at the bedside when performing any procedure for the first time or until the faculty member has deemed the student safe to perform the skills without the faculty.
3. The student **MUST** make every reasonable effort to notify the faculty prior to carrying out a new procedure.
4. The student must have direct supervision by a faculty or staff RN for the following:
 - a. all IV insertions,
 - b. all medication routes,
 - c. any access to central lines or implanted ports for any purpose,
 - d. TPN administration, and
 - e. Blood and blood product administration.

D. Clinical Evaluation:

Clinical evaluation will be completed weekly with a more comprehensive evaluation occurring midterm and during the final week of a clinical course. Evaluation by the student's assigned clinical faculty (S) shall include student's positive accomplishments as well as any identified deficiency (s) that need improvement. Evaluations must be in writing and signed by the faculty. Students are expected to participate in the evaluation process and sign the form. The evaluation will be submitted to the department office for placement in the student file.

E. Clinical Deficiency:

1. Students who have an identified deficiency will be informed verbally if they have not met a clinical objective.
 - a. Students will be required to meet with the clinical instructor or course lead instructor to complete a written Student Conference Form within 24 – 48 hours.
 - b. Anecdotal Notes should be utilized by the faculty as a means of documenting student behavior for counseling or commendation.
2. Clinical Improvement Plan (CIP) is given to a student by the clinical instructor to indicate to the student that his/her behavior in the clinical setting does not meet course and program objectives. A student given their
 - a. first CIP will meet with their instructor for a conference.
 - b. second CIP will meet with their instructor and should meet with the Assistant Director of Nursing or the Director of Nursing for a conference.
 - c. third CIP (and disqualified from the nursing program) will meet with the instructor and the Director of the Nursing Program for a conference.

8.9 CLINICAL WARNING, PROBATION, AND FAILURE POLICY AND PROCEDURE

A. **Clinical Warning**

1. First Clinical Improvement Plan (CIP) is a written warning documentation and notice regarding failure to meet a clinical objective or criteria.
2. The student and faculty should review, discuss and sign the warning, a copy given to the student, and the original placed in the student's file.
3. The instructor will define remediation process in the Clinical Warning.

B. **Clinical Probation** is more serious than a clinical warning; failure to improve remediation objectives defined in the **Clinical Warning** by the next clinical evaluation day and /or if patient safety has been placed at risk. This may lead to Clinical Failure if student does not take corrective action.

1. **Second CIP** documenting the ability to perform or failure to comply the outlined remediation plan in the first CIP.
2. Student must meet with the instructor and with the Assistant Director of Nursing or the Director of Nursing for a conference.

C. **Clinical Failure** a written documentation that the remediation process defined in Clinical Warning and/or student has not achieved guidelines identified under the Clinical Probation, and/or a grievous violation of patient safety has occurred.

1. Third CIP is written
2. Student must meet with the instructor and the Director of the Nursing Program for a conference.
3. **Clinical Failure** is considered a course failure.

D. The following includes but, is not limited to, those incidents that may result in Clinical Warning, Clinical Probation, or Clinical Failure:

1. **Failure to be prepared** for the clinical day will result in Clinical Warning and dismissal for the day. Failure to be prepared places the client at risk and considered unsafe nursing practice.
 - a. Repeat failure to be prepared for the clinical day during that same rotation will result in Clinical Probation.
 - b. A third unprepared event during that rotation will result in a Clinical Failure and the student will be required to withdraw from the course, which constitutes a course failure.
2. **Failure to meet clinical objectives** will result in a Clinical Warning.
 - a. If the student does not demonstrated improvement on the next clinical day, which places the student on Clinical Probation.

- b. Failure to improve by the next clinical evaluation day, it will be considered a Clinical Failure.
 - 3. **Clinical Warnings and Clinical Probation** define criteria the student must meet to satisfy the clinical objectives and avoid **Clinical Failure**.
 - a. Faculty-student conference will provide a collaborative forum to assist students in achieving clinical objectives.
 - b. Faculty-student conference may include other faculty, Instructional Assistants, and/or the Director of the Nursing Program.
- E. **In addition** to failure to achieve stated clinical course objectives, the following will result in Clinical Failure:
- 1. Evidence of unsafe practice, whether physical or psychological.
 - 2. Errors in professional judgment.
 - 3. Lack of responsibility to patient, self, ECC, or clinical sites.
 - 4. Inability to apply theoretical principles and knowledge to clinical situations.
 - 5. Lack Professionalism.

8.10 CRITERIA FOR UNSAFE CLINICAL PERFORMANCE

Nursing students are legally responsible and accountable for their own acts, commission and/or omission in the clinical area. A student's overall clinical performance is considered unsafe when a student's action (s) or pattern (s) of behavior reflect a substantial departure from the critical behavior as listed in the Clinical Evaluation Tool (CET). This critical behavior is that which is expected of students at the same level under similar circumstances and when the student's action or lack of action could have (or did) result in physical or emotional jeopardy to the patients.

Listed below are critical behaviors:

<u>Safety (S)</u>	<u>Examples</u>
<p>Violates or threatens the <u>physical safety</u> of the patient.</p> <p>Placing a patient in physical jeopardy is defined as any action or inaction on the part of the student which in the judgment of the instructor, compromises the patient’s physical safety.</p>	<ol style="list-style-type: none"> 1. Fails to properly position patient. 2. Failure to carry out medical/nursing orders. 3. Does not appropriately utilize side rails/restraints. 4. Comes unprepared for clinical. 5. Does not wash hands appropriately when caring for patients. 6. Injures a patient, i.e. burns patient with hot packs, heating lamp, etc. 7. Functions under the influence of mind altering substances 8. Makes repeated faulty judgment/decisions resulting in ineffective nursing care. 9. Fails to observe/report/document critical patient data in a timely fashion.
<p>Violates or threatens the <u>psychosocial safety</u> of the patient.</p> <p>Placing a patient in emotional jeopardy is defined as any action or inaction on the part of the student, which in the judgment of the instructor compromises the patient’s emotional safety.</p>	<ol style="list-style-type: none"> 1. Repeatedly uses non-therapeutic techniques. 2. Attacks/degrades the individual’s beliefs or values. 3. Calls individual by inappropriate names. 4. Inappropriately sharing information about the patient’s diagnosis, either with the patient or with family.

<u>Safety (S) (cont.)</u>	<u>Examples</u>
<p>Failure to <u>demonstrate competence</u> of previously mastered principles/learning objectives in carrying out nursing care skills and/or delegated medical functions.</p> <p>Failure to demonstrate competence is defined as lack of possession of or the failure to exercise that degree of learning, skill, care, and experience ordinarily possessed and exercised by students of the same level. The student exercises an inability to demonstrate mastery of previous or current course content as described in course objectives.</p>	<ol style="list-style-type: none"> 1. Fails to recognize and correct violations of aseptic technique. 2. Does not wash hands appropriately when caring for patients. 3. Violates the “7 Rights” in administering medications. 4. Fails to accurately prepare and monitor IV infusions. 5. Fails to observe safety precautions during O2 therapy. 6. Unable to identify basic patient deficits through assessment. 7. Unable to perform previously learned skills. 8. Unable to verbalize key information previously covered in lab and/or class.

<u>Nursing Process (NP)</u>	<u>Examples</u>
<p>Inadequately and/or inaccurately:</p> <ol style="list-style-type: none"> A. Assesses the client. B. Plans the care for the client. C. Implements therapeutic interventions. D. Evaluates client care. 	<ol style="list-style-type: none"> 1. Unable to identify basic human needs; 2. Fails to observe/report/chart critical client data; 3. Uses poor judgment and/or makes decisions resulting in ineffective nursing care.
<u>Skills (SK)</u>	<u>Examples</u>
<p>Unable to perform expected clinical performance objectives and/or skills</p>	<ol style="list-style-type: none"> 1. First semester student fails to obtain accurate vital signs; 2. second semester student fails to maintain sterile technique; unable to verbalize key information previously covered in lab and/or class; 3. third or fourth semester student unable to manage and/or prioritize multiple client assignment

<u>Decision Making (DM)</u>	<u>Examples</u>
Assumes inappropriate independence in action or decisions.	<ol style="list-style-type: none"> 1. Performs procedures not yet evaluated; fails to appropriately seek assistance (functions beyond scope of practice). 2. Fails to appropriately seek assistance with assessment and/or skills. 3. Supervised by a staff nurse when the Instructor has specifically stated that students are only to do certain procedures with his/her supervision. 4. Accepts a verbal/telephone order from a doctor.
Fails to recognize own limitations, incompetence and/or legal responsibilities.	<ol style="list-style-type: none"> 1. Refuses to admit error. 2. Cannot identify own legal responsibility in specific nursing situations. 3. Fails to complete assigned nursing responsibilities. 4. Violates Academic Dishonesty or Student Conduct Code (e.g. cheating on written work, plagiarism).

<u>Professional Accountability</u>	<u>Examples</u>
<p><u>Gross negligence:</u> Failure to accept responsibility for his/her own actions thereby violating professional integrity as expressed in the ANA Code for Nurses and the Nurse Practice Act.</p> <p>Gross negligence is defined as an extreme departure from the standard of care, which under similar circumstances would have been exercised by a student of the same level.</p>	<ol style="list-style-type: none"> 1. Falsifies information. 2. Reports on duty in an impaired state 3. Does not follow school/healthcare institution policies and procedures.

<p>Violates patient confidentiality: can also be a violation of Federal Law (HIPAA) & may result in fines and/or incarceration.</p>	<ol style="list-style-type: none"> 1. Shares patient information on the phone/social media. 2. Photocopies patient records. 3. Shares patient information with individuals outside the health team. 4. Puts patient name and/or identifying information on student assignment(s). 5. Discusses patient information in public areas such as the lobby or cafeteria.
--	---

* A student **may be disqualified** from the nursing program for one instance of behavior that can be classified as gross negligence.

8.11 CLINICAL EVALUATION TOOL (CET)

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

A. The following guidelines explain how the tool is used.

1. At the end of each week, each student must complete the CET and submit it to their clinical instructor. Students are to use black ink when completing the CET. Complete each box if the skill or activity was attempted. If a subunit is deemed unsatisfactory, the whole unit also receives a “U”. Students must write their remarks explaining each “U”.
2. The clinical instructor reviews each parameter to determine if he/she agrees with the student’s self-assessment.
3. If the instructor agrees, no documentation is required however, comments may be written if desired.

4. In areas in which the instructor disagrees with the student, the instructor strikes through the student's "S", "N/T", "U", or "N/O" and writes in the appropriate assessment. Each change in the student's assessment will include an instructor comment regarding the change.
 5. CETs will be returned to the student by the next scheduled clinical day.
 6. Students are not to change their self-assessment after turning in the CET. Students are not to change the instructor's assessment.
 7. The CET instrument explains when an instructor/student conference is needed to discuss a clinical improvement plan (CIP).
 8. At the end of the term, the CET and any earned CIPs are filed in the student's file in the nursing office.
 9. The Clinical Evaluation Tool (CET) and Clinical Improvement Plan (CIP) are documentary evidence that each student has completed all clinical objectives and required remediation for each clinical course. Without documentation, the student has no proof of meeting clinical objectives for the course; this will result in the student receiving an unsatisfactory for the clinical component of the course. **PLEASE DO NOT LOSE THESE DOCUMENTS!**
 10. Each student is responsible for completing the CET on a weekly basis and at the end of the course as required by clinical course faculty. Students must also complete midterm and final course self-evaluations.
- B. A copy of the CIP is located in the appendix section of the Student Handbook.
- C. Students will receive the course CET at the beginning of each clinical course.
1. Student learning outcomes that met satisfactorily will continue to be the subject of evaluation in subsequent clinical courses.
 2. Evaluations occur throughout the program to ensure that they provide safe nursing care.
 3. Students are encouraged to request a conference with the instructor for perceived problems.

- D. Failure to meet the critical behavior below as outlined in the CET will lead to immediate dismissal of the student from the clinical setting and result in a failing clinical grade:
1. Communicate truthfully, accurately, and appropriately in verbal and/or written form.
- E. The following critical behaviors must be met with 100% compliance. Student may be dropped from the clinical component of the course or may receive a CIP, if at any time 100% compliance has not been met, the.
1. Provide safe patient care at all times (unsafe patient care will initiate an immediate student conference and may lead to dismissal of a student from clinical or from the course without warning).
 2. Assume responsibility and/or accountability for one's own actions.
- F. The student must maintain a satisfactory rating in the clinical setting at all times, regardless of theory grade. Unsatisfactory clinical performance is determined by:
1. Student who are unable to meet the clinical objectives at a satisfactory level.
 2. The inability of the student to meet attendance/punctuality standards designated by the course.
 3. Regression of the student to previous and lower level of performance.
 4. Unsafe patient care provided by student - failure of the student to perform at a previously learned level of performance, leading or placing a patient in potential harm.

8.12 CLINICAL PLACEMENT POLICY

Faculty will make an effort to assign students to their preferred clinical site and times for clinical experiences. However, because of the complexity involved in scheduling, the nursing department reserves the right to adjust clinical schedules as necessary. Students are responsible for providing their own transportation to and from all assigned clinical sites. (See appendix – Student Responsibilities). Students are not allowed to transport patients/clients in personal vehicles under any circumstance.

Clinical facilities and associated facilities/agencies utilized by the nursing program have the right to determine if they will accept or refuse nursing students. Nursing clinical group/section assignments can be cancelled at the discretion of the clinical facility or associated facility/agency. If this does occur, every effort will be made to secure an assignment within the same facility on another unit or with a different facility. If all resources have been exhausted, and accommodations cannot be made then the students involved will have to take a stop-out from the program. Due to the extenuating circumstances, this stop-out would not count against the student and they would be allowed to continue in other nursing courses. Since clinical placement is at the discretion of the facilities, the nursing program cannot guarantee that a student will complete the program in four semesters as planned.

Clinical facilities and associated facilities/agencies utilized by the nursing program have the right to accept or refuse nursing students who do not have a clear background check. If this occurs, efforts will be made to place the student in another clinical facility. The student may be required to take a stop-out if there is a delay in receiving confirmation/approval for the student to attend the clinical facility. If there are no other clinical facilities that are contracted with our nursing program or if all available clinical agencies refuse to accept the student, then the student would not be able to progress in the program.

8.13 CLINICAL PREPARATION

Students are expected to be prepared for their clinical experience. Students who present as unprepared and/or demonstrate unsafe behavior will not be allowed to remain on the unit. Students are responsible for individual preparation, including any extra assignments as determined by the instructional team. **Appearance must be professional at all times.** Students must wear their uniform with nametag and school emblem when researching their patient assignment prior to the clinical day/evening. Jeans sweat pants, shorts, bare feet, sandals, or sneakers are not acceptable attire. Students will be asked to leave the unit by health personnel on duty if not dressed professionally.

8.14 CONFIDENTIALITY OF INFORMATION

Any information regarding a client is confidential and will be confined to clinical and classroom discussions. Faculty and students uphold the ANA's Code for Nurses (2001) which states, "the nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature". In addition, the National Student Nurses' Association states that students "must maintain client confidentiality and actively promote the highest level of moral and ethical principles". Students will be oriented to the American Health Insurance Portability and Accountability Act (HIPAA) guidelines and are expected to adhere to these guidelines at all times.

References

American Nurses Association (2001).

MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics/AboutTheCode.aspx. code of Ethics: <http://nursingworld.org/index.htm>

8.15 COURSE EVALUATION

The nursing program uses the course evaluations for overall program evaluation and to make changes as needed. Student responses to the evaluation are completely anonymous. The information provided is specific to course improvement and a BRN requirement. **Student** submissions are anonymous. All provided comments would be sent to the Nursing Director. Faculty are evaluated according to college policy.

8.16 DISABILITY POLICY

The El Camino Community College District provides reasonable accommodations for students with disabilities in accordance with compliance measures established by the Rehabilitation Act of 1973, sections 504 and 508, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008 (ADAAA). Additional information may be found in Administrative Procedure 4055 Procedure on Academic Accommodations for Students with a Disability available at: <http://www.elcamino.edu/administration/board/boarddocs/AP%204055%20Academic%20Accommodations%20for%20Students%20with%20a%20Disability.pdf>

Individuals with disabilities are welcome in the field of nursing. Resources are available to assist student nurses with disabilities <http://exceptionalnurse.com/>. However, the student must be able to

perform certain necessary functions throughout the nursing program. These physical, cognitive, affective and psychomotor abilities are crucial for the provision of safe and effective nursing care. Progression and graduation are contingent upon one's ability to demonstrate the necessary functions delineated for the nursing program. Clinical agencies may identify additional necessary functions. The nursing program reserves the right to amend the necessary functions as required.

Students, who are otherwise qualified and have a documented disability that will require accommodation to perform these functions, must contact the Special Resources Center (at the ECC it is located at the southeast wing of the Student Service Center and at the CC it is located on the first floor of the Vocational Technology Building room 109). Student's must provide documentation for the disability and request reasonable accommodation(s) that will enable them to begin or continue as a student nurse. Accommodations will be considered on an individual basis, and the Nursing Department will determine if the modifications are reasonable or if there are other possible accommodations. While El Camino Community College and Compton College is committed to providing accommodations, those accommodations may not guarantee success in the clinical setting.

If you have a health-related need that requires you to bring equipment, beverages or snacks into the testing room, or to take extra or extended breaks, you must provide documentation that supports the requested accommodation(s). Your request should be submitted as early as possible, especially if you are requesting special accommodations.

The necessary functions delineated below are needed for nursing program progression and graduation and for the provision of safe and effective nursing care. The necessary functions include but are not limited to the following:

A. PHYSICAL REQUIREMENTS – the student must demonstrate a high degree of manual dexterity and physical flexibility and have the ability to:

1. Adapt to shift work
2. Bend both knees
3. Climb stairs or ladder
4. Distinguish colors
5. Grip

6. Hear tape recorded transcriptions
7. Lift 25 pounds
8. Perform CPR
9. Perform repetitive tasks
10. Reach above shoulder level
11. Sit for periods of time
12. Squat
13. Stand for long periods of time
14. Tolerate exposure to dust and/or fumes
15. Walk the equivalent of five miles per day
16. Work with chemicals and detergents

B. MENTAL AND EMOTIONAL REQUIREMENTS – the student must demonstrate a high degree of mental flexibility and have the ability to:

1. Adapt to shift work
2. Assist with problem resolution
3. Concentrate
4. Cope in an acceptable manner with confrontation
5. Cope with a high level of stress
6. Cope with the anger/fear/hostility of others in a calm manner
7. Demonstrate a high degree of patience
8. Handle multiple priorities in a stressful situation
9. Make fast decisions under high pressure
10. Manage altercations
11. Work alone
12. Work in areas that are close and crowded

8.17 DRUG SCREENING | TESTING POLICY

The nursing department hospital partners require students who care for patients in their agencies to undergo drug screening before being assigned to the facilities. The drug screen is not a requirement for admission to the nursing program; however, it must be completed upon admission into the program and before the student enters and is assigned to the clinical facility. Students are required to complete a drug screen each semester, in addition to meeting the clinical facilities requirement. The initial drug screen will satisfy this requirement for continuous enrollment in the nursing

program. If the program enrollment is interrupted, a new drug screen will be required (e.g. stop-out, drop –out, math pause).

Students are responsible for providing authorization/consent for the drug screen. Students are required to submit information for their drug screen at https://www.castlebranch.com/online_submission/package_code.php. Students are responsible for all fees associated with the drug screen process.

All information is held in strictest confidence. Results of the drug screening will be forwarded to the Director of Nursing. If there is a question regarding eligibility, the Director of Nursing will consult with two affiliate clinical sites through their Human Resources Department to establish student placement status. The Director of Nursing based on the findings will determine final placement in the program. If the student is found to be ineligible for clinical placement, the student will be unable to meet clinical objectives and will be dropped from the program.

8.18 EXAMINATION POLICY

A. Examinations, Quizzes, and Final Examinations

1. Students **are not permitted** to use the restrooms during examinations.
2. All belongings, except those necessary for test taking must be kept at the front of the classroom.
3. When a student completes the exam, s/he must exit the classroom quietly and return when class resumes. The instructor reserves the right to alter these guidelines as necessary.
4. All theory courses with a clinical component will implement five (5) math-related questions on each exam, except for the final exam. The math questions will be weighted the same as all other questions.
5. Students will have the opportunity to review their nursing examination; however, they will not be allowed to keep the exams, or be given copies of any of the exams. This is done to maintain integrity of the program.
6. Students may not retake any course exam or the final exam.
7. The instructor will arrange group exam reviews.

8. Appointments for individual review of exams can only be made during the instructor's office hours and prior to the next exam.
9. Final examinations will not be available for review
10. Students scoring 76% or less on any exam (except for the final) are expected to complete a 'Test Review: Identify Information – Processing Errors Form' during the test review (see appendix).
11. A copy is located in the appendix. Students scoring 76% or less on any exam (except for the final) are required to meet with a Student Success Facilitator. The student will be required to meet with the facilitator throughout the remainder of the course.

B. MATH EXAM

1. The final math exam consisting of twenty (20) questions will be administered in each course with a clinical component.
2. The math exam will be administered at the discretion of the instructor.
3. 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.
4. Students will have two attempts per course to pass the final math test. If he/she fails two final math tests, the student will be placed on a Math Pause.
5. Students who are placed on a Math Pause are required to complete Math Remediation prior to progressing to the next sequenced nursing course.

8.19 GRADING CRITERIA

Recording course grades are the responsibility of the lead instructor in cooperation with the other team members teaching the course. The instructor(s) will apply the following guidelines in determining students' final grade.

A. Complete Grades:

1. Every examination must be assigned a percentage.
2. The instructors assigned to teach the course determine the percentage value for each exam in a course.

3. A final grade will be determined based upon the theory scores of the examinations and any written assignments.
4. The nursing program's standard grading criteria using the Par Score Grading System will be used to determine a theory grade in all core courses.
5. Faculty must complete an item analysis test to evaluate test validity.
6. All test grades, including the final, will be averaged according to the percentage weights assigned to reach a final grade.
7. Each nursing course will administer a comprehensive final exam. The instructor(s) will determine the percentage weight.
8. An overall average of 75% is required to pass any nursing course.
9. Final course grades are not rounded.
10. Grades are submitted electronically via the ECC portal with hard copies submitted to the nursing department for review by the director, before being forwarded to the records department.
11. Additionally, grades are to be distributed to students via "Etudes".

B. Incomplete Grades:

1. May be given when the student is unable to complete the required course work, but the previous work completed is satisfactory.
2. Incomplete grade should be indicated on the grade roster and the final grade report. The incomplete grade must be accompanied by a letter grade reflecting the student has accumulated grade for the work completed. The letter grade should be entered in the appropriate "bubble" on the final grade report as an "ID" or "IF" on the semester grade column on the grade roster.
3. The required work required to assign the official grade must be completed/removed before the end of the sixth week into the following semester (fall or spring) or the assigned letter grade will automatically become the grade of record.
4. Will prevent students from progressing to the next nursing course (if the required course work is completed before the first day of class, forward progress will not be stopped).

5. The instructor of records is the responsible person to complete the Grade Change Request form initiated by the student. Supporting documentation of grade report received must accompany the Grade Change form.
6. A letter grade of “D” or “F” will become the permanent grade of record if the required course work is not completed. A student must then retake both the theory and clinical portion of the course.
7. Should be removed by the instructor(s) responsible for the subject matter at the time the incomplete was given unless that instructor has resigned or retired.

C. Written Course Grades

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

1. Course requirements regarding punctuality and attendance;
2. The manner in which examination contents will be reviewed;
3. The time for a make-up exam, if allowed.
4. Students initiate grades changes.
 - a. Students submit a completed request to the lead faculty.
 - b. Lead faculty complete the Instructor Grade Change Order form by providing an explanation of approval or denial.
 - c. Documentation for grades and class attendance must be attached to the form (see Appendix).

D. Grading Criteria

All nursing courses must be passed with a final course grade of 75% (minimum) and a satisfactory final clinical evaluation. Final course grade is not rounded up to achieve this score.

A =	100 – 90%
B =	89 – 81%
C =	80 – 75%
D =	74 – 63%
F =	62% or less

The instructor will provide the student with the course requirements at the beginning of each course. Grades are calculated according to weight assigned in order to reach a final grade.

8.20 HEALTH & IMMUNIZATIONS

Students enrolled in the El Camino Community College/Compton College nursing program are required to undergo a physical exam prior to entering the first clinical course in the program and then annually while enrolled in the nursing program. Health examination forms are available in the Nursing Department Office. The purpose of this examination, by a (physician, nurse-practitioner, or physician's assistant), is to verify that the student is in a state of mental and physical health compatible with the responsibilities of nursing practice.

The Document Management program through Castle Branch is used to maintain student health clearance documents. There is a one-time fee for this service. In addition, Castle Branch is used to manage student background check and drug screen documentation. Students are required to upload health clearance documents to the document manager and submit the original copy of all health clearance records to the Nursing Department in a sealed envelope from the healthcare provider's office, with the Background and Drug Test. An additional copy of the records may be requested to submit to the health agencies when students are assigned for clinical placements.

8.21 PHYSICAL EXAMINATION REQUIREMENTS

The physical examination requirements consist of a health history, lab work (CBC and urinalysis), immunizations (copy of immunization record should be submitted), and a physical examination. This requirement must be updated before progression to the second year of the nursing program. The El Camino Community College/Compton College Nursing program physical form must be on file in the Nursing Department Office. In addition, the nursing program requires students to have titers drawn (a blood test) for Rubella, Rubeola, Mumps, and Varicella to demonstrate your immunity prior to progression to any course that requires direct patient care experience. Additionally, students must provide evidence of immunization for hepatitis B (a series of three-vaccine regimen) as well as evidence of immunity (titer). Students are required to have a tuberculin skin test (TST) (also known as PPD) done prior to starting nursing classes and then one TST every

year while in the nursing program. A TST is required once a year once students begin clinical courses.

The nursing program required that all students receive a **two- step** (2-step) TST initially, then a **one-step** (1-step) **ANNUALLY**. The two-step testing is useful for the initial skin testing of adults who are going to be retested periodically, such as health care workers or nursing home residents. According to the Center of Disease Control (CDC), the two-step approach reduces the likelihood that a boosted reaction to a subsequent TST will be misinterpreted as a recent infection (<https://www.cdc.gov/tb/publications/factsheets/testing/skintesting.pdf>). If the first test is positive, it indicates that the individual is infected with TB. A chest X-ray and evaluation is necessary. If the individual is asymptomatic and the chest X-ray indicates no active disease, the individual can enter patient care areas. A positive test 2nd test indicates TB infection in the distant past. A health care provider refers the individual for a chest X-ray and evaluation. An asymptomatic individual, whose chest X-ray indicates no active disease may enter patient care areas.

The QuantiFERON®-TB Gold QFT-G) is an alternative to the tuberculin skin test (TST), which is a blood test for use as an aid in diagnosing Mycobacterium tuberculosis infection (both latent tuberculosis infection and active tuberculosis disease)

<http://www.cdc.gov/tb/pubs/tbfactsheets/QFT.htm>. The U.S. Food and Drug Administration (FDA) approve the test for use with adult patients. Individuals either vaccinated with BCG or infected with most environmental mycobacteria should test negative. Students utilizing QuantiFERON®-TB Gold QFT-G) blood test as an alternative to the tuberculin skin test (TST) must be updated **ANNUALLY** while in the nursing program.

TABLE. Interpretation of QFT-G* results, from IFN- γ [†] concentrations in test samples

ESAT-6-nil [§] or CFP-10-nil [¶] or both	Nil	Mitogen-nil ^{**}	QFT-G result	Interpretation
≥ 0.35 IU/mL ^{††} and $>50\%$ above nil	Any	Any	Positive	<i>Mycobacterium tuberculosis</i> infection likely
<0.35 IU/mL	≤ 0.7	≥ 0.5	Negative	<i>M. tuberculosis</i> infection unlikely but cannot be excluded, especially when illness is consistent with TB ^{§§} disease and likelihood of progression to TB disease is increased
<0.35 IU/mL	Any	<0.5	Indeterminate	QFT-G results cannot be interpreted as a result of low mitogen response
$\leq 50\%$ above nil	>0.7	Any	Indeterminate	QFT-G results cannot be interpreted as a result of high background response

* QuantiFERON[®]-TB Gold test.
 † Interferon-gama.
 § The IFN- γ concentration in blood incubated with a mixture of synthetic peptides simulating early secretory antigenic target-6 (ESAT-6) minus the IFN- γ concentration in blood incubated with saline.
 ¶ The IFN- γ concentration in blood incubated with a mixture of synthetic peptides simulating culture filtrate protein-10 (CFP-10) minus the IFN- γ concentration in blood incubated with saline.
 ** IFN- γ concentration in blood incubated with mitogen minus the IFN- γ concentration in blood incubated with saline.
 †† International units per mL.
 §§ Tuberculosis.

8.21.1 CARDIO- PULMONARY RESUSCITATION (CPR) CERTIFICATION

Students enrolled in the El Camino Community College/Compton College nursing program must be certified in cardiopulmonary resuscitation (CPR) prior to entering the first clinical course in the program and must maintain certification throughout the program. Certification typically expires every two years; however, the nursing program requires students to update the certification ANNUALLY. The American Heart Association is the ONLY acceptable CPR recognized by the program and the clinical facilities. CPR must include Basic Life Support (BLS) for Health Care Providers. Student are required to have hands-on training related to adult, child and infant. Online training programs without a hands-on demonstration and examination of correct technique are not acceptable. A copy of the CPR card must be on file in the Nursing Department Office and upload a copy of the document into your Castle Branch account, whenever submitting your health clearance documentation.

8.21.2 FIT TEST

FIT is conducted to verify that a respirator (N95 mask) is both comfortable and correctly fits the user. Fit testing uses a test agent, either **qualitatively** detected by the wearer’s sense of taste, smell or involuntary cough (irritant smoke) or quantitatively measured by an instrument, to verify the respirator’s fit. The benefits of this testing include better protection and verification that the

individual is wearing a correctly fitting model and size of respirator. Higher than expected exposures, to contaminate may occur if users have poor face seals with the respirator.

Students enrolled in the El Camino Community College/Compton College nursing program must be fit tested, provide evidence prior to entering the first clinical course in the program, and must maintain certification throughout the program. Fit test is an ANNUALLY requirement. A copy of the completed Fit test must be on file in the Nursing Department Office and upload a copy of the document into your Castle Branch account, whenever submitting your health clearance documentation.

8.21.3 INFLUENZA VACCINE

The influenza vaccine, also known as flu shot, is an annual vaccination using a vaccine that is specific for a given year to protect against the highly variable influenza virus. The U.S. Centers for Disease Control and Prevention recommend that everyone over the ages of 6 months should receive the seasonal influenza vaccine.

Students enrolled in the El Camino Community College/Compton College nursing program must provide proof of receiving the vaccine between the months of October 1-March 31 each year. You may elect to decline the vaccine; however, you must complete and submit the influenza declination form to the nursing department office and upload a copy of the document into your Castle Branch account. Students admitted in the spring semester, are required vaccinated again for the new vaccine season.

8.22 INTRAVENOUS (IV) PUSH POLICY AND PROCEDURE

- A. Student in 2nd 3rd and 4th semester may administer IV push medications under the following circumstances:
1. Under the direct supervision of the nursing instructor, Staff Nurse, or preceptor.
 2. All medication administration must follow the institution policy for medication administration.
 3. All IV pushes must meet each clinical facility and/or unit's policy and procedures.

4. Following a complete nursing assessment, prior to, and within ten minutes of administration, students must trend client assessment data.

B. Under **no circumstances** are students allowed to administer any IV push medication:

1. During any Code or resuscitative efforts including conscious sedation.
2. Any drug classified as a chemotherapeutic agent, or given as part of an oncology chemotherapy regime.
3. Any drug or procedure that requires State and/or hospital certification.
4. Any drug or procedure that violates any unit/hospital specific policy, procedure, or protocol.

8.23 LATEX ALLERGY POLICY

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

8.24 MANDATORY DROP POLICY

A student who earned a theory grade below C (75%) and/or unsatisfactory performance in the clinical area; which results in a mandatory DROP. Eligibility for re-entry to the nursing program, the student must complete the prescribed individual activities outline in their remediation plan. Re-entry will be on a space-available basis. In event a student fails to pass the course a second time or fails an additional course later in the program, the student will be required to withdraw from the nursing program.

A student who fails to achieve a theory grade below C (75%) and/or unsatisfactory performance in two (2) different course, results in a mandatory withdrawal from the nursing program. In accordance with college policy (Board Policy 4225 – Course Repetition), a student may re-enroll in any nursing course only one time after receipt of a sub-standard grade (D, F, NP or NC) or Withdrawal (W). Students who are required to withdraw from the program may individually appeal for re-entry status through the Acceptance, Transfer and Progression Committee (for additional details, check the re-entry policy section).

8.25 MATH PAUSE POLICY

All theory courses with a clinical component will implement math-related questions for each exam, except for the final exam. Students will have 3 minutes for each math question. The math questions will be weighted the same as all other questions. The final math exam consisting of twenty (20) questions will be administered in each course with a clinical component. Each course math exam will be administered during weeks 5 or 6 for 8-week courses and week 9 or 10 for 12-week courses. Students who were not successful on their first math exit exam will be scheduled to retest two (2) weeks following the initial exam sequence. Retake exam should not occur the same day that the final course exam is scheduled.

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. Students will have two attempts per course to pass the final math exam. If he/she fails two final math exams, the student will be placed on a Math Pause. Individuals placed on a Math Pause and required to complete Math Remediation prior to progressing to the next sequenced nursing course.

8.25.1 MATH PAUSE REQUIREMENTS

- A. The student assigned to a Math pause is required to pass three math exams in a row with at minimal score of 90% to be eligible to retake the math exit exam for the specific course he/she was enrolled.
- B. The student assigned to a Math pause is required to remediate content material before being eligible to take their first series of three exam.
- C. A student who scores 100% on their first series of three exams is eligible to take the second exam without remediation.
- D. A student who scores 90% or less on any of the 3 series exams is required to remediate before being eligible to take the next sequential exam.
- E. A student who fails any one of the three series math exam is required to start the process over.
- F. When the student passes the entire three series math exam with a 90% or above, that student is eligible to retake the math exam assigned to the course he/she was enrolled.
- G. The student must pass the math exit exam with a minimum score of 90% accuracy in order to progress to the next nursing course.

8.26 MEDICATION ADMINISTRATION POLICY & PROCEDURE

The Medication Administration policy and procedure ensures that the critical competency of medication administration manages best practice and safeguards patient safety. It is essential that students observe the Six Rights of medication administration.

A. The Core 6 Rights followed by all facilities are:

1. Right Patient
2. Right Medication
3. Right Time
4. Right Dose
5. Right Route
6. Right Documentation

B. Additional Rights followed by many facilities include:

1. Right Reason
2. Right Developmental Approach
3. Patient's Right to Refuse

C. Developing good habits when administering medications is essential in order to become a safe practitioner. The following principles and procedure of administering medications is to maximize safety, and minimize the possibility of patient harm. The faculty recognize the need to make adaptations to this procedure consistent with the individual policy and procedure in the various facilities, but the inherent principles of this procedure must remain intact. In all facilities the following principles must be applied to safe medication administration:

1. A student should **NEVER** administer medications unsupervised.
2. A licensed RN (either their instructor or a staff RN who has accepted the responsibility to oversee them) must **actively supervised** medication administration.
3. This means the licensed RN has verified the six (6) rights and overseen the patient receiving the medications.
4. Administration of medication is for **one patient at a time** to reduce the risk of patient medications mixed up in the process.

5. **No medications in the student pockets.**
6. The electronic or paper **MAR must always be** with the student up to the point of actual administration of the medications in order to verify the six Rights.
7. **Must use Common Sense at all times.** Pharmaceutical companies prepare medications packaged in a manner, which reflects appropriate dosing recommendations. Nurses and students must always keep this in mind and seriously question what they are administering if it seems like tiny fractions, or large quantities of the available drug. If the dose does not seem right it probably (for examples; no one should be administering 1/20th of a tablet, or 20 tablets of anything, or opening 10 ampules/vials to mix a drug). If this is what one is doing, then recheck the order or the dosage calculation and notify the doctor and pharmacist.
8. Students must **critically think** about what they are doing and seriously question if something does not seem right. The nurse administering medications is the final step at which a serious error can be stopped from occurring to the patient. For an examples, the patient is going for surgery and the anticoagulants have not been stopped (the nurse must call the doctor to clarify this), the medication is contraindicated for the patient, or the patient has allergies which were not known to the person ordering the medication.
9. Know your patient's **history, allergies, health status** (e.g., pregnant?), and **contraindications**.
10. **Avoid distractions** during medication administration. Evidence-base demonstrates that reducing distractions during medication administration directly relates to fewer medication errors.
11. Use **evidenced-base practices**, and be alert to and follow The Joint Commission **National Patient Safety Goals** (NPSG) as they relate to safe medication administration.
12. Utilizing drug reference: be prepared to independently review the following information on each drug prior to administration:
 - a. Medication name, both brand and generic
 - b. Pharmacokinetics and pharmadynamics
 - c. Reason for use in this patient's case
 - d. Verify safe dosage range

- e. Major side effects
 - f. Nursing implications and special instructions for administration
 - g. Evaluation – was the medication effective
13. Students are expected to check the appropriate lab values associated with specific drugs, for example:
- | | |
|-------------------------------|---------------------------------|
| a. Heparin/Coumadin ** | P.T.T., P.T./INR |
| b. Insulin ** | FBS |
| c. Gentamicin/Tobramycin | Gentamicin level/Creatinine BUN |
| d. Digoxin | Dig Level |
| e. Furosemide | K+ level |
| f. Potassium | K+ level |
| g. Theophylline/Aminophylline | Serum Theo/Aminophylline level) |
| h. Thyroid | T3, TSH, T4 |
| i. Dilantin | Dilantin level |
| j. Phenobarbital | Phenobarbital Level |

** Before administration, Heparin, Insulin, and Coumadin orders must be checked with the chart each time before being given, and must ask two (2) licensed nurses from the facility to verify dosage.

The instructor must check sliding scale insulin coverage prior to administration. The student has the responsibility to check the blood glucose and notify the instructor of the need for sliding scale coverage.

14. Clearly communicate to the nurse the medications the student will be administering**
Note: if the instructor is unavailable and the medication administration is going to be late, the student should inform the nurse administers the medication on time.
15. Before administering any medications, carefully check all medications with the MAR and Computerized Physicians or handwritten orders.
16. Check all medications for renewal dates and expirations dates before administration.

17. Before administering pre-op medications, the surgical consent must have been signed and the pre-op checklist completed. Never give a pre-op medication until the checklist is completed and the surgical consent signed.
18. The instructor must evaluate a student's competency in administering medications via the IM, SQ, and Z-track route. Students must correctly identify anatomical landmarks for all injection sites.
19. Students administering medications through an N/G or G-tube feeding tubes must follow the institution policy regarding placement and patency of the tube before administering medications each time.

8.27 PREGNANCY POLICY

The Nursing Department Faculty recognizes the need to protect all students from any potential harm to themselves or their unborn children if pregnant. The nursing department requires a written statement from the health care provider as follows:

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

If there are any alterations in the student(s) physical ability due to the pregnancy and/or delivery, the student and her physician must assess the ability to meet both theory and clinical outcomes of the course. The pregnant student will be expected to meet the stated conditions and objectives that are required of all students as described below:

8.27.1 PHYSICAL REQUIREMENTS DURING PREGNANCY

The student must demonstrate a high degree of manual dexterity and physical flexibility and have the ability to:

1. Adapt to shift work
2. Bend both knees
3. Climb stairs or ladder
4. Distinguish colors
5. Grip
6. Hear tape recorded transcriptions
7. Lift 25 pounds
8. Perform CPR
9. Perform repetitive tasks
10. Reach above shoulder level
11. Sit for periods of time
12. Squat
13. Stand for long periods of time
14. Tolerate exposure to dust and/or fumes
15. Walk the equivalent of five miles per day
16. Work with chemicals and detergents

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

Students are requested to wait six (6) weeks after delivery before returning to school. Each nursing student will be expected to sign a statement that she has read this policy, and that she understands that failure to abide by this policy will be grounds for withdrawal (W) from the nursing course. If any clinical agency has restrictions, the student will follow the guidelines of the agency. Before being eligible to return to school, a statement from a healthcare provider (in a sealed envelope with

the stamp of the agency) must be provided clearing the student to return without restrictions. Falsification of any medical information will result in disciplinary action by the Nursing Program.

8.28 PROGRAM READMISSION AND COURSE REPETITION

Students who leave the nursing program are eligible for readmission to the program subject to space availability. Student academic standing at the time of leaving the program will determine whether academic support courses is required prior to approval for re-entry to the nursing program. A minimum overall 2.0 GPA is required to continue in the nursing program and to receive an Associate in Science degree.

Completion of the individualized remediation plan outlined on the Exit Form by the instructional team. The Director may prescribe additional remediation if warranted. A student who withdraws from the nursing program or fails a nursing course is not guaranteed readmission. Readmission to the Associate Degree Nursing program is on a space-availability basis.

It is the student's responsibility to notify the Director of Nursing when he or she is able to return to the program. A student who is interested in returning to the nursing program are required to obtain a verification of eligibility form from the nursing counselor before being considered eligible for readmission into the nursing program. Students will only be eligible to repeat one single nursing course when a D or F grade achieved. Students not eligible to re-enter the program may individually appeal their re-entry status through the Acceptance, Transfer and Progression Committee.

8.29 PROGRESSION THROUGH THE NURSING PROGRAM

A minimum grade of "C" (75%) must be achieved in order to progress to the next course (e.g. N15A or N150B, N151, 152, N153 or N154; N155, N156, N250 or N253, N251, and N254 or N255). A student in the Nursing Program who does not achieve a minimum grade of "C" in any required course cannot progress in the Nursing Program until such course is completed. A student may repeat a course with a clinical component only once. The Director of Nursing or Director's designee will be responsible for determining whether the student is eligible to progress to the next sequential course outside of the typical sequence.

A drop-out, stop-out, incomplete grade or inability to pass the math exit exam may interrupt progression through the nursing program, under the Director's discretion. When a student drops-out, stop-out from the nursing program, an exit interview may be held with the student and the appropriate instructor(s). Students who leave the nursing program are eligible to be readmitted to the program subject to availability of space. Only one single nursing course, in which a student has received a D or F grade, may be repeated. Students not eligible to re-enter the program may individually appeal their re-entry status through the Acceptance, Transfer and Progression Committee.

A student in the Nursing Program who does not achieve a minimum grade of "C" in any required course cannot progress in the Nursing Program until the course is completed with a minimum grade of "C". A student may repeat a course with a clinical component only once.

8.30 RE-ENTRY POLICY

Students must apply for re-admission into the nursing program within one (1) year of the exit date. The student who is absent from the program in excess of one year will be considered "inactive" and placed on "inactive status" in the nursing program. To return to an "active status" the student must successfully complete competency review of content/skills from the last successfully completed course. If the student fails the skills competency review he or she may elect to repeat the last course passed (if applicable). A clinical evaluation for students returning or transferring into a medical surgical course may also be required. A faculty member assigned to the supervised practice lab will generally conduct the clinical evaluation.

Students who have exited from the nursing program for more than 2 years will be required to repeat a previous course in which a "C" or better grade was earned. The Director of Nursing or Director's designee will be responsible for determining whether the student will be required to repeat a nursing course. Students seeking readmission or transferring into a medical surgical course maybe required to complete a clinical competency evaluation. A faculty member assigned to the supervised practice lab will administer the clinical competency evaluation. Re-entry to the nursing program is on a space-available basis. In addition to passing a competency review, the student must complete an

individualized remediation plan prescribed by the instructional team or Director of Nursing. The remediation plan prescribed by the instructor, the Director of Nursing or the Director's designee contains activities identified to increase academic performance upon readmission to the nursing program. A student must successfully complete the outlined remediation plan prior to seeking re-entry to the nursing program. A student who stop-out of the nursing program will receive re-entry priority over students on a mandatory dropout. Re-entry to the program is on space-availability basis.

8.31 SIMULATION LAB POLICY

Nursing Department has developed simulation education across the curriculum as a positive step for technology and an integrated enterprise solution for all core courses. The simulation team has developed a simulation area with patient rooms, medication areas, and separate debriefing rooms. Using high fidelity manikins that possess the ability to display various cardiac rhythms, physiological traits (e.g. cyanosis, tears, etc.), speech responses to questions controlled by operators. Simulation experience created a realistic yet safe environment for students as a part of their clinical experience. Clinical scenarios provide the learners the ability to simulate administration:

- Scheduled medications
- Insulin meds, requiring 2 RN independent checks
- IV fluids, including boluses
- PRN or as needed medications
- Emergently needed medications

Students are required to sign a confidentiality agreement regarding simulation scenarios and activities. It is incumbent upon the student to arrive promptly; simulation lab has an equal value to a clinical day. Tardiness to simulation lab will necessitate making up the simulation day on a non-clinical day by the clinical instructor. The makeup simulation day assigned will be non-negotiable. The clinical instructor will initiate a CIP for unprofessional behavior. The student will be required to complete a Simulation Assignment Due to Tardiness paper that will be due to the clinical instructor at the end of the simulation day.

8.32 SUBSTANCE ABUSE POLICY

In accordance with Board of Registered Nursing policy, an ECC Nursing Student suspected of being under the influence of an abused substance if he/she has the following:

- 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 accordance with Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989," the Board of Trustees of the El Camino Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on ECC property, at any ECC sponsored, or sanctioned activity. Board Policy 3550 "Drug Free Workplace, Schools and Campuses," ECC District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the ECC District.

Students are subjective to the following action:

- A. Any student who violates Board Policy 3550 are subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.
- B. Violation of such laws, policies, and procedures or behavior adversely affecting suitability as a student, will lead to student disciplinary action as noted in Board Policy 5500, Administrative Procedure 5500, and Administrative Procedure 5520 may be taken against any person who engages in behavior defined as misconduct.
- C. A student who engage in any of the following conduct are subject to the procedures outlined in Administrative Procedure 5520.
 1. unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq.

2. an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5 on District-owned facilities or controlled property or at District-sponsored or supervised functions
- D. The instructor will immediately report any infraction of the policy to the Nursing Program Director or, in the director's absence, the Assistant Director, who in turn will notify the Dean of the Health Sciences and Athletics Division.
 - E. If the incident occurs in the clinical setting:
 1. a responsible adult will be asked to come and escort the student home
 2. 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.
 - F. A student concluded to be impaired because of substance abuse will be encouraged to seek treatment/counseling for the problem.

8.33 UNIFORM GUIDELINE

Professional attire and conduct for all students must be impeccable as you are representing the El Camino Community College School of Nursing. 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 unless instructed by the instructional team. The nursing program has adopted the Dove Professional Apparel as the approved uniform agency. To purchase the Dove Professional Apparel uniform go to www.doveapparel.com/products.html. The school code used to purchase the approved Dove Professional Apparel uniform is:

- A. ECC school code: ECCT
- B. CC school code: ECC

Specific Uniform guidelines are as follows:

- A. Students are expected to wear the standardized uniform from Dove Apparel uniforms with ECC logo and student name badges when assigned to the supervised skills lab, simulation lab, and during any on-campus or off campus skills related activity. A student determined

to be noncompliance with the uniform dress policy may be dismissed from the clinical and on-campus skills or simulation lab and receive an absence for the day.

- B. Students are expected to wash the uniform at least once a week or in event, the uniform becomes soiled during the clinical day. Safeguarding the community from communicable diseases is priority; therefore, students are refrain from wearing the ECC nursing uniforms in public places.
- C. Student are expected to maintain a professional appearance while in the clinical setting. No gum chewing, excesses in makeup, perfume/cologne or jewelry, hairstyles that compromise the sterile environment, and the wearing of ill-fitting uniforms, may make it difficult for the student to be regarded by others as a professional. Ultimately, the decision concerning a student's professional appearance will rest with the clinical professor/lab instructor.

8.33.1 DRESS CODE

- A. **Shoes:** clean white leather oxfords or all-leather white athletic shoes are acceptable (brand name lettering must be in white only). No sandals or clogs are permitted **Canvas tennis shoes are not acceptable.**
- B. **White crew socks** should be worn with pants. **Anklelets are not acceptable.**
- C. **Socks** may not be worn with dresses or skirts; use hose.
- D. **Lab Jacket:** 3/4 length white lab jackets with retractable sleeves with the ECC logo
- E. **Undergarments:**
 - 1. White or flesh-tone slips, V-neck undershirts, or camisoles must be worn at all times with the uniforms (no logos, writing or pictures allowed).
 - 2. Sleeves on undergarments should not be longer than the length of the uniform sleeve (unless there is a notable tattoo below the uniform sleeve).
 - 3. Undergarments should not be conspicuous or visually apparent through uniform.
 - 4. Garments should be loose enough to permit freedom of movement.

F. **Nails:**

1. Nails must be clean, trimmed, and fingertip length only.
2. Clear or neutral polish is acceptable.
3. Acrylic nails are not permitted to be worn in the clinical setting.

G. **Hair:** is to be a naturally occurring color or shade, clean, neatly groomed and off the collar.

1. Females and male with long hair must be neatly groomed and pinned up off the collar of the uniform.
2. If clips or barrettes are used, they must be of a plain design.
3. No hair ornaments/accessories may be worn while in uniform. Hair color bobby pins are permitted.
4. Buns, braids and ponytails that do not touch the collar or fall forward in the face are acceptable.
5. Facial hair must be shaved or clean and neatly trimmed.

H. **Jewelry:**

1. 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.
2. The student should confine jewelry to a plain wedding band
3. Only one 2.0 to 3.8 mm stud earring in each ear.



4. No nose or lip piercings.
5. No objects of any type may be worn in the tongue

I. **Body Piercing:** There can be no visible body piercing, except for one stud earring per ear.

J. **Tattoos:** must be covered at all times.

K. **Personal Hygiene:**

1. Daily bath or shower and use of body deodorant are required prior to clinical. Students will maintain personal hygiene, including oral care.
2. The use of perfumes, scented lotions, colognes, or aftershave is not allowed due to possible client sensitivity or allergy.
3. The student will be free of offensive body odor and/or cigarette smell.

L. Nametags & Patches:

1. The ECC or CC logo is embroidered on the uniform.
2. The school approved student identification badge must be worn and clearly visible during all clinical/skill lab activities.
3. Badge clips and holders are to be plain and simple, and free of decorative adornments.
4. To keep in compliance with National Patient Safety Goals, facilities will require students to be sent home if their ID badge is not evident.

M. Equipment

1. Watch with a sweep second hand, stethoscope, pen light, and ballpoint pen with black ink are required at all times in the clinical area.
2. For infection control purposes, no ornaments or sleeves allowed on stethoscope.
3. Optional items include pocket organizer, hemostat, and back support.

Clinical/On-Campus	Uniform Type	Shoe Type
Mental Health	<ol style="list-style-type: none"> 1. Dress attire consists of professional looking street clothes or a dress attire approved by the instructional team. 2. Dresses, skirts should not be more than 2" above the knee. 3. The school ID badge must be worn at all times in the clinical setting. 4. Students are to follow the hospital policy as well as the ECC Nursing program. 	Closed toe and Closed heel.
Hospital Clinical	Dove Professional Apparel	Solid White
On-Campus Clinical	Dove Professional Apparel	Solid White
Supervised Skills Lab	Dove Professional Apparel	Solid White

8.34 VOLUNTARY STOP-OUT

A stop-out is a voluntary withdrawal from the program due to extenuating circumstances, with a theory grade of C (75%) or higher and satisfactory performance in the clinical setting. The student must communicate in writing to the instructor and director of nursing the rationale for the stop-out. Withdrawal should occur before the final date outline by the college to withdraw with a “W” denoted on the transcript. No more than two (2) stop-outs during the duration of the program.

A. What is Extenuating Circumstances?

Students will experience difficulties, problems and illnesses, which are part of normal life. Such issues do not constitute Extenuating Circumstances. **Extenuating circumstances (EC)** must be extraordinary in nature and more specifically, they must:

1. Be unexpected.
2. Be beyond the student’s control.
3. Have a significant impact on assessment performance
4. The following examples would be likely be valid ECs if the timing were such as to have a significant impact on the student’s assessment(s):
 - a. Death, or sudden serious illness, of a close relative or friend.

- b. A serious or incapacitating injury, illness, or medical condition (or a sudden, marked deterioration in an on-going or longer-term condition), or an emergency operation.
- c. Serious unexpected disruption of personal life.
- d. Premature childbirth (self or partner), or related post-natal care.

B. What is not considered Extenuating Circumstances (EC)?

- 1. Normally, the following would be unlikely to be valid ECs:
- 2. On-going or longer-term conditions or circumstances are not IECs, and should normally be handled by disability support and/or special assessment arrangements: they are only likely to give rise to valid ECs claims if they first come to light or are diagnosed, or become unexpectedly and markedly worse, at assessment time.
- 3. ECs claims without appropriate, independent supporting evidence.
- 4. Minor illnesses or ailments (e.g., coughs, colds, hangovers).
- 5. Personal/domestic events which could have been anticipated and/or planned otherwise (e.g., moving house; marrying; routine childcare).
- 6. Choices and preferences in personal life (e.g., attending a wedding; holidays; attending social events, sporting fixtures).
- 7. Poor management of time (including oversleeping) or misunderstanding deadlines/dates.
- 8. Examination nerves, self-diagnosed stress.
- 9. Failure of computer or other equipment used to produce work assessed, including work not backed up.
- 10. Individual transport/travel problems (unless due to strikes or disruptions which could not be foreseen or worked around).
- 11. Relative cost of travel arrangements.
- 12. Financial difficulties (if very serious, suspension of study might be appropriate).

Students who take a stop-out from the nursing program have priority on the readmission waiting list over those who receive a mandatory drop. However, readmission for both categories is on a space availability basis. Students considering stopping out of the program are encouraged to discuss their situation with their instructor(s) and consider very carefully the

effective utilization of a voluntary stop-out. It is the student's responsibility to notify the Director of Nursing when he or she is able to return to the program a minimum of 4 weeks prior to the start of the next semester. Readmission to the Associate Degree Nursing program is on a space-availability basis no matter whether it is a voluntary or a mandatory stoppage.

8.35 WITHDRAWAL POLICY

Student who receives a substandard grade or a "W" in the same class two times may be permitted to enroll for the third time. However, you must complete the "Student Petition for Repeat Due to Substandard Grade or Excessive "W" and fulfill the requirements set forth by the academic division responsible for the course. Students who receive two (2) substandard grades are not eligible to re-enter the program and must submit an appeals packet for readmission consideration. Failure to meet this requirement will result in denial of the petition.

9 GENERAL PROGRAM INFORMATION

9.1 BOOK STORE

The primary purpose of the bookstore is to provide, at the lowest possible cost, required textbooks and essential supplies to the campus community. All net proceeds are used to support the Auxiliary Service Fund and site improvements on campus.

9.1.1 ONLINE BOOK STORE

The Online Bookstore is open 24/7. Students can have their books shipped to their home or you can pick them up in the store.

9.2 CHANGE IN NAME, TELEPHONE NUMBER AND/OR ADDRESS

Any change of name, address, or telephone number must be done through Admission and Records. Students must also notify the nursing department office so changes can be made in the files.

9.3 CLINICAL SIMULATION LAB AND SUPPLIES

All clinical practice and clinical simulation lab equipment and supplies are restricted to the use of nursing students and faculty. All students entering into the nursing program are required to purchase the basic skills pack, IV supplies and physical assessment pack prior to the start of their first clinical course. Students are required to bring the basic skills; pack, IV supplies and physical assessment pack (as applicable) when assigned to the skills lab as well as during Supervised Skills Lab days. No food or drinks are allowed in the clinical skills or clinical simulation labs.

9.4 ELECTRONIC DEVICES

Pagers, cellular phones and all other electronic devices will not be allowed in class or clinical setting unless turned off, out of sight, or as specifically approved by instructor. To provide students with the ability to use personal data assistants (PDAs), smart phones, and other electronic devices for accessing clinical related references, while providing focused patient with optimum patient privacy according to HIPAA regulations, the following guidelines must be followed:

- A. Personal electronic devices are **ONLY** allowed in the clinical setting for the sole purpose of accessing information necessary for medication administration, unless facility processes or procedures limit or prevent the use.
- B. Personal electronic devices at no time shall store, copy, or photograph any Personal Health Information (PHI) from the clinical facility. This is a direct violation of HIPAA regulations on patient privacy. Students found in violation of this will receive an unsatisfactory for the entire course.
- C. Students will have the ability to utilize personal electronic devices as permitted by the clinical facility, for the sole purpose of attaining patient related data from texts and references on their device.
- D. Students shall not utilize personal devices as telephones, texting devices or cameras in the patient care areas.
- E. Any student using an electronic device must show their clinical instructor the reference material on their device. Access to the internet is not sufficient reason to use an electronic device.
- F. Any repeated offense using electronic device inappropriately in the clinical setting will result in an “unsatisfactory” clinical evaluation in the area of professionalism. Students will be ineligible for the director’s award, will have a record of such offense in their academic file and will receive a failing grade for the nursing course.
- G. Students are expected to review and sign the Personal Data Device form **ANNUALLY** (see appendix – Personal Data Device).

9.5 ELLA ROSE MADDEN ROOM

The Ella Rose Madden room is located in the southwest corner in the lower level of the Schauerman library on the ECC campus. All nursing books, as well as a special collection of oncology materials, including pamphlets and articles are located here.

9.6 FINANCIAL AID

The Financial Aid Office helps students and their families identify ways to pay for college. Financial assistance can help to cover fees, books, supplies and transportation. There are several types of financial aid, including scholarships, grants, work-study and loans.

Financial Aid Office at ECC

Communications Building Room 103
Contact Information: 310-660-3493

Financial Aid Office at CC

Room E-17
Contact Information: 310-900-1600, Ext. 2935

How can I get Financial Help?

Completing the [Free Application for Federal Student Aid \(FAFSA\)](#) is the first step toward applying and getting federal aid for college, career school, or graduate school. ECC or CC will use your FAFSA data to determine your eligibility for state and school aid. All students are encouraged to complete and submit a FAFSA by March 2 of each year.

Students can apply for the Board of Governor's Fee Waiver by completing a [FAFSA](#) or [California Dream Act Application](#). The Board of Governor's Fee Waiver waives the \$46.00 per unit enrollment fee. Students who meet income and residency criteria may qualify. The fee waiver is for California residents, [AB 540](#) students and eligible [AB 1899](#) students, as determined by the [Admissions & Records Office](#).

The California Dream Act, authored by Assembly Member Gil Cedillo (Los Angeles), became law through the passage of two Assembly Bills, [AB 130](#) and [AB 131](#). **AB 130** allows students who [meet AB 540 criteria \(California Education Code 68130.5\(a\)\)](#) to apply for and receive non-state funded scholarships for public colleges and universities. **AB 131** allows students who meet AB 540 criteria to apply for and receive state-funded financial aid such as grants, community college fee waivers, like the Board of Governors Grant (BOG), [Cal Grant](#), and [Chafee Grant](#). For more information about the types of financial aid Dream Act students can

access, please see the California Student Aid Commission's [website](#) and [PowerPoint presentation](#).

9.7 HEALTH INSURANCE

Students enrolled in the Associate Degree Nursing program are required to maintain their own health insurance. Students must submit evidence of health insurance to their Castle Branch account and student file on an annual basis. The school does not provide health insurance for the student. To find health insurance that is right for you, go to www.coveredca.com.

9.7.1 HEALTH SERVICE FEE

In accordance with the California Education Code, Section 72246, students pay \$17 per summer terms and \$20 each semester to cover the operation, supervision, programs and services of the Student Health Center.

*** There are exceptions under these conditions:**

- A. Students receiving financial aid pursuant to Section 72252.1.
- B. Low-income students who meet the Board of Governors Grant criteria (pursuant to Section 72252) as demonstrated by appropriate support documentation of eligibility; SSI eligibility; or GA eligibility; Veterans Affairs Dependent Fee Waiver Certification; Agency Certification; or Income Tax Form as they relate to qualifying Income Levels; or a combination of these and unmet student need as determined by the Financial Aid Office.
- C. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization.

9.7.2 EL CAMINO COLLEGE STUDENT HEALTH CENTER

A. Hours of Operation– Fall and Spring by appointment

All appointments require a current Compton College Student ID.

1. Monday 8:30 – 6 pm
2. Tuesday – Thursday 8:30 – 5 pm
3. Friday 8:30 – 12:30 pm

B. Location in the Pool Area

Contact Information

General Information: 310-660 – 3643

Substance Abuse Info & Hotline: (800) 821-4357

Crisis Center (24-hour phone): (310) 392-8381

Suicide Prevention Center: 24-hour Phone: (310) 391-1253

FOR EMERGENCIES: Call 9-1-1

C. Medical Services available through the El Camino College Student Health Center

1. Office Visits

- a. Psychological Counseling and Referrals
- b. Chiropractic Services: Every Thursday Morning
- c. Chlamydia/Gonorrhea/HIV testing
- d. HIV Rapid Testing – Drew University Mobile Unit – Call Health Center for Dates
- e. Health Education and Referrals
- f. Basic Urgent Care
- g. Physical Examinations
- h. Breast, Pelvic and Pap Exams
- i. Sprains and Strains
- j. Common Illnesses and Infections
- k. Blood Pressure and Weight Screening
- l. Health Education and Referrals

2. Low Cost Blood/Lab Work

- a. TB Skin Test (please inquire for price)Immunizations

- b. Pregnancy Tests
- c. Urinalysis
- d. Sexually Transmitted Disease Testing
- e. Flu Shot (depending on availability)
- 3. Low Cost Prescriptions and Over the Counter Medications
- 4. Low Cost Birth Control

9.7.3 COMPTON COLLEGE STUDENT HEALTH CENTER

A. Hours of Operation

- | | |
|--------------|--------------------|
| 1. Monday | Closed |
| 2. Tuesday | 8:00 am – Noon |
| 3. Wednesday | 1:00 pm – 5:00 pm |
| 4. Thursday | 10:00 am – 2:00 pm |
| 5. Friday | Closed |

B. Located at M -4, near Campus Police and the gymnasium

C. Medical Services available through the Compton College Student Health Center at no cost.

- 1. Focus physical exam
- 2. Treatment for minor sprains and strains
- 3. Psychological Counseling

9.8 LEARNING RESOURCE CENTER/LIBRARY MEDIA TECHNOLOGY CENTER

A variety of software is available for nursing students to checkout or to use preloaded on computers in the centers. Locations include:

- Learning Resource Center located in room 252, on the second floor, West Wing of the Schauerman Library Building, room 110 at the ECC. Ext. 3514.
- Library Media Technology Center located on the first floor, East wing of the Schauerman
- Library - ECC Ext. 6715 (http://www.elcamino.edu/library/library_ser/index.asp).
- Library is located on the first floor of the Library-Student Success Center Building at the CC. (310) 900 – 1600 Ext. 2175 (<http://www.compton.edu/library/index.aspx>).
- Student Success Center, located on the second floor of the Library-Student Success Center Building at the CC. (310) 900 – 1600 Ext. 2535

- Student Success Center Computer Lab, located on the second floor.
- Nursing Learning Lab located in room AHB 146 at CC. Ext. 2730.

9.9 MALPRACTICE INSURANCE

Every clinical facility requires malpractice insurance. Students who have paid the required semester enrollment fees is covered under the schools liability, malpractice insurance and worker compensation policies. This insurance provides coverage to a maximum of \$1,000,000. In order for insurance to be current, students may be required to show proof that their semester fees have been paid. If student fees are not paid accordingly, the student will be dropped from all courses and will not be covered by the liability and malpractice insurance. Students have the option of purchasing additional insurance privately. For more information on individual insurance, students can contact the National Student Nurses' Association or your Iota Kappa Chi (IKX) representative.

9.10 PHOTO IDENTIFICATION CARD

All students are required to obtain a free ECC or CC identification (ID) card. These cards are available in the Student Activities Center photo ID booth at ECC campus and the Student Life Building at the CC campus. Photo ID are required for use of the following: library services, campus activities and to verify attendance in certain classes.

9.11 PROFESSIONAL BEHAVIORS

All students are required to demonstrate professional behaviors throughout the nursing program. Students are expected to:

- A. Use each person's title and last name when addressing them. Every instructor, administrator, staff and employee in the ECC Nursing Department and in the clinical facilities as Mr., Mrs., Ms., Doctor, etc.
- B. Utilize the department's established chain of command to communicate issues and concerns. Initially speak with course /clinical instructor to discuss issues. See Chain of Command appendix.
- C. Dress in El Camino Community College/Compton College Nursing Department approved clinical uniform attire for all clinical experiences, including skills lab and simulation lab.

- D. Comply with the program dress policy at all time while dressed in the approved program uniform.
- E. Wear the approved ECC or CC identification (ID) at all times while in the nursing department and in the off-campus and on-campus clinical setting.
 - 1. Assume primary responsibility for their own learning by:
 - 2. Preparing for classroom/clinical discussion.
 - 3. Reporting to agency prepared for patient care, is on time, and dressed according to El Camino Community College/Compton College dress code.
 - 4. Utilizing skills laboratory for mastery of technical skills.
 - 5. Consistently taking initiative in seeking faculty consultation and supervision. Communicating in a manner that maintains and promotes a working relationship with co-workers, patients and staff member(s).
 - 6. Communicating important changes in the patient's condition to the staff RN and instructor accurately and immediately.
 - 7. Recognizing and assuming responsibility for the consequences of one's own actions.
 - 8. Utilizing knowledge and skills learned from previous courses.
 - 9. Utilizing Standard English in all written and verbal communication.
 - 10. Providing transportation to all clinical facilities (even if greater than a 25-mile radius).
 - 11. Arranging to meet all clinical and lecture hours, which may differ from class schedule due to clinical facility changes.
 - 12. Arranging for financial support.
 - 13. Maintaining health standards throughout the Nursing Program.
 - 14. Evaluating self realistically.
 - 15. Identifying to instructor those course objectives, which the student is having difficulty meeting for any reason.
 - 16. Recognizing one's own limitations:
 - a. Attempting only those procedures within ADN educational experience.
 - b. Reporting work overload or incomplete patient assignment early in the clinical day (time for reporting determined by the instructor).
 - 17. Completing Clinical Evaluation Tool honestly and accurately.

18. Completing written clinical performance anecdotal note or other assigned clinical paperwork based on organization of time, application of nursing process, mastery of technical skills, self-confidence, and maintenance of confidentiality.
19. Student course assignments must be
 - a. ON TIME
 - b. On the proper forms (hand-drawn forms accepted at instructor's discretion).
 - c. In black ink, typed or prepared on a computer.
20. Students must come to class prepared.
 - a. All objectives must be reviewed prior to classroom discussion.
 - b. All required audio-visual materials must be viewed before class.
21. Students must allow time for mandatory skills check-offs and workshops required in some courses.
22. Students need the instructor's permission to record in class.
23. Students may not bring food and/or drinks to the classroom except for water.
24. Students must come to the clinical setting prepared and on time.
25. Clinical times and dates may change. Be flexible.
26. Children are not permitted in the classroom or clinical facilities according to ECC policy.
27. Absences must be communicated to the faculty within 30 minutes of the course start time. Your instructor will give you specific directions on the correct way to communicate this information.

9.12 REFERENCE/PERIODICALS

Registered students have online access to the CINAHL and Health Reference Center databases via the El Camino Community College/Compton College library. Additionally, selected periodicals (print and microfilm) and reserve textbooks are available in the libraries. Reserve textbooks are found in the Periodicals area on the first floor in the East wing of the Schauerman Library on the ECC and first floor of the Library - Student Success Center on the CC. These resources will be listed in the course syllabus. A current El Camino Community College Student Identification card is required to utilize the online databases and to check out reserved publications.

9.13 RELEASE OF MEDICAL INFORMATION

Some clinical facilities/agencies require hard copies of student information in order to process and accept students into their clinical site. This information includes health records and CPR cards. Additional information that is also required includes date of birth and social security numbers. Students who do not release this information to be given to the assigned clinical liaison may be required to take a stop-out or may not be able to continue in the program.

See Appendix – Release of personal information.

9.14 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 or the Compton College District Form entitled "Report of Injury or Illness" must be completed by the student and returned to Human Resources within 24 hours. The appropriate hospital/facility personnel must be notified for the occurrence and hospital/facility protocols must be followed (see Appendix – Report of Injury). Any puncture wound incurred while in the supervised skills lab or in a class related lab course must be reported immediately to the Nursing Department and an Incident Report for injuries must be completed.

9.15 STUDENT GRIEVANCE DUE PROCESS

A student grievance is defined as a claim by a student that his/her student status, rights, or privileges have been adversely affected by a college decision or action. See Administrative Procedure 5530. The student shall be entitled to representation, by a person of his/her choice, other than legal counsel, at all informal complaint meetings. District employees will be notified of student grievances received by the Grievance Officer or designee and are entitled to representation at all informal complaint meetings. A grievance may arise if a student:

- A. Disagree with an academic or clinical performance evaluation.
- B. Perceived arbitrary or prejudicial actions by a faculty member.
- C. Imposition of sanctions without regard for due process.

The Nursing program adheres to the established Student Grievance Policy & Due Process Policy as outlined in the ECC Administrative Procedure 5530 Student Rights and Grievances available on the college website for additional information.

A. **Purpose and Definition**

The purpose of this policy is to provide a due process procedure for review and resolution of student grievances. A grievance is defined as a student's claim that his or her legal rights, status, or privileges as a student have been adversely affected by a College decision or action.

B. **Informal Resolution**

In an attempt to resolve a complaint informally, the student shall first request a meeting to discuss the matter in question with the Program Director or other appropriate Program Faculty. Upon such a request, the Program Director/Program Faculty shall inform and confer with any staff members named by the student. In turn, the Program Director/Program Faculty shall schedule a meeting with the student and if requested all involved parties, not more than ten (10) school days from the date of request.

C. **Formal Resolution**

The student may process a complaint that is not resolved by the Informal Procedure as set forth in Section II and constitutes a grievance as defined in Section I, as follows:

Step 1. The student shall submit his or her written grievance, on a form provided by the College, to the Program Director.

1. In order to be considered valid, the written grievance must be submitted within 30 school days after the student knew or should have known of the facts giving rise to the grievance.
2. The grievance shall fully state the facts surrounding the grievance and the remedy sought by the student. The grievance shall be signed and dated by the student and shall incorporate a statement that the student had first followed the provision of Section II.
3. Upon receipt of the written grievance, the Program Director shall:
 - a. promptly forward one copy to the Dean of Health Sciences and Athletics
 - b. schedule a meeting with the student to review and discuss the grievance.

- c. meeting shall be scheduled to take place on later no than the fifth (5) school day following the date the written grievance is received.
- d. By the end of the fifth (5) school day following the date of the meeting, the Program Director shall provide the student, staff member(s), & Dean of Health Sciences and Athletics with a written decision.
- e. The written decision will terminate Step 1.

Step 2. If the grievance is not satisfactorily resolved at Step 1, the student may seek review of the decision to the Dean of Health Sciences and Athletics. The student shall provide the Dean of Health Science and Athletics with the following:

- 1. a copy of the written grievance,
- 2. a copy of the Step One decision,
- 3. a written request to appeal the Step One decision, and
- 4. a brief statement justifying the appeal.
 - a. The written appeal must be filed with the Dean of Health Sciences and Athletics no later than the end of the fifth (5) school day after the decision in which Step 1 has been issued.
 - b. Within five school days after receipt of the student's written appeal, the Dean of Health Sciences and Athletics shall meet with the student.
 - c. The Dean may schedule a meeting with the participants as allowed in Step 1 after meeting with the student.
 - d. The Dean of Health Sciences and Athletics shall transmit a written decision on the grievance appeal to the student and staff members by the end of the fifth (5) school day following the appeal meeting. Transmittal of the written decision will terminate Step 2.

Step 3. If the grievance is not satisfactorily resolved at Step 2, the student may seek review of the decision by the Dean of Student Services. The student shall provide the Dean of Student Services with the following:

- 1. a copy of the written grievance
- 2. a copy of the Step One & Two decisions

3. a written request to appeal the Step Two decision
4. a brief statement justifying the appeal.
 - a. The written appeal must be filed with the Dean of Student Services no later than the end of the fifth (5) school day after the decision in Step 2 has been issued.
 - b. Within five school days after receipt of the student's written appeal, the Dean of Student Services shall meet with the student.
 - c. The Dean may schedule a meeting with the participants as allowed in Step 1 after meeting with the student.
 - d. A written decision on the grievance appeal shall be transmitted to the student and staff members by the Dean of Student Services by the end of the fifth (5) school day following the appeal meeting. Transmittal of the written decision will terminate Step

Step 4. If the grievance is not resolved at Step 3, the student may submit a written request for a final appeal to the Vice President of Student Services. The student's written request shall be submitted to the Dean of Student Services who will forward it to the Vice President. The Vice President of Student Services will forward the request to the

- a. Superintendent-President Cabinet and attach a copy of the grievance, the Dean of Student Services' decision, and a copy of the grievant request to appeal Step 3.
- b. Superintendent-President's Cabinet shall review the written record within ten (10) work days of receipt of the appeal of Step 3.
- c. Upon conclusion of this review, the Superintendent-President shall render a written decision to the student grievant with a copy To the Dean of Student Services.
- d. The decision of the Superintendent-President shall be final.

9.16 STUDENT SUCCESS WORKSHOPS AND FACILITATORS

Student Success workshops are conducted periodically in the nursing department on each campus. The Student Success Facilitators are also available for individual consultation (by appointment and during posted hours).

9.17 SUPERVISED PRACTICE LAB

The Supervised Practice Lab is located in the Nursing Department on both campuses. The lab offers students a state-of-the-art learning center designed to develop individual and team-based competencies to deliver excellent patient care. The main laboratory space is configured for both psychomotor skills practice and mid-fidelity simulations. Students have the opportunity to practice technical skills within a deliberate practice framework in the context of specific clinical practice environments. This fosters learning transfer from the lab to a variety of clinical settings.

Open and supervised practice lab times will be posted as available. Selected DVDs and numerous textbooks for reference are available for checkout located in the library at the ECC and in the Nursing Learning Lab (AHB 146) at the CC. No food or drinks are allowed in the Skills Lab.

9.18 TRANSPORTATION

Each student is responsible for his/her own transportation and parking. Instructors are not permitted to transport students in their private cars. Students are encouraged to carpool and should not rely on only one means of transportation. Student assignments to the hospital and clinical cannot be made based on carpools.

9.19 WRITING CENTER

The Writing Center (located in Humanities 122 on the ECC and on the second floor of the Student Success Center on the CC campus) 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.

10 AWARDS AND RECOGNITIONS

10.1 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 Community College/Compton 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.

10.2 APPLAUSE AWARD

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

10.3 CLINICAL COMMENDATION AWARD

Recognition of students may occur during the College Awards Ceremony and/or the Completion Ceremony. Graduating nursing students are eligible to receive a Clinical Commendation certificate for distinctive performance in clinical demonstrated during the fourth semester.

10.4 NURSING DIRECTOR'S RECOGNITION LIST

All nursing students are eligible for nomination to the Nursing Director's Recognition List. Requirements for nomination are:

- The student meets all the instructor's requirements of the course in a timely fashion
- The student receives a grade of "B" (81%) or better for the course and receives the recommendation of the clinical instructor for above average clinical performance.

Certificates will be presented after the completion of every clinical nursing course to those students meeting the criteria. Students who receive this recognition in four (4) or more clinical courses will receive special recognition at the Completion Ceremony.

**Note: Students do not request the award. The instructor will make a recommendation and then a determination will be made as to whether the student will receive the award.*

10.5 NURSING SERVICE AWARD

The Nursing Service Award is presented to an outstanding graduating nursing student during the Completion Ceremony. The 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.

11 STUDENT ACTIVITIES

11.1 PINNING CEREMONY

El Camino Community College (ECC) /Compton College (CC) provide a formal completion ceremony for all graduating seniors at the end of each academic school year. All graduating students are encouraged and expected to attend.

Additionally, nursing students may organize an on-campus completion ceremony within specific guidelines. **The pinning ceremony is not an official graduation ceremony:**

- A. The pinning ceremony should be planned for the last week of the fall semester on Friday to avoid conflict with the CC pinning ceremony and on Wednesday the week of the college graduation in the spring. (ceremony previously occurred immediately following the college graduation in the spring; however effective fall 2016, this change is being made to ensure that everyone has the ability to participate in both ceremonies) It may not conflict with the main ECC or CC graduation schedule. Dates should be planned in conjunction with the Director of Nursing and the Dean of Health Science and Athletics (ECC). The completion ceremony is traditionally an on-campus event. The ceremony is generally held in one of the following venues on the Torrance campus: Campus Theater, Recital Hall, or Marsee Auditorium. The Marsee Auditorium has sufficient 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.
- B. The pinning ceremony at the CC is planned for the last week of the fall semester on Thursday to avoid conflict with the ECC pinning ceremony and on Tuesday the week of the Compton College graduation in the spring. Dates should be planned in conjunction with the Director of Nursing and the Dean of Student Learning at the CC. The gymnasium is used as the on-campus site for the formal ceremony
- C. The IT department must approve invitations and programs before being printed. Invitations can be printed through the ECC copy center or through 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 two student representatives to handle the paperwork and money.

- D. The nursing department will arrange with the IT department to take the class photo during week 6 or 7.
 - a. Females and male with long hair must be neatly groomed and off the collar while in uniform, especially when taking group or personal photos.
 - b. Hair color must be a naturally occurring color or shade.
- E. 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.
- F. Graduation committees should be formed to work on each separate area of the Pinning 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 graduating students for approval. The committee should be working collaboratively with one of the fourth semester faculty to plan the event.
- G. All arrangements for the pinning ceremony that require group discussion or voting should be completed by week 6 of Nursing 254 course. Once the preceptor rotation begins, it is impossible to get the class together. All meetings should be held outside normal class hours under the supervision of the N254 faculty.
- H. The Nursing Department Office will make reservations for the nursing pinning ceremony.
 - a. At the ECC campus, the pinning ceremony is held in the Recital Hall in the fall, and the Marsee Auditorium, or Campus Theatre in the spring. There is no cost to students for these rooms.
 - b. At the CC campus, the pinning ceremony is held in the Gymnasium.
- I. Graduating seniors may order the ECC Nursing pin. Pins should be ordered at the beginning of Nursing 254. Two members 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.

12 STUDENT GRADUATION REQUIREMENT

12.1 REQUIRED PREREQUISITES FOR GRADUATION

California Code of Regulations Section 1426 identifies the prerequisite courses required in addition to a nursing program:

- A. Communication skills, six (6) semester or nine (9) quarter units shall include principals of:
 - 1. Oral communication
 - 2. Written communication
 - 3. Group communication

- B. Related natural sciences, sixteen (16) semester or twenty-four (24) quarter units shall include:
 - 1. Anatomy with lab
 - 2. Physiology with lab
 - 3. Microbiology with lab
 - 4. Behavioral sciences (Psychology)
 - 5. Social sciences

12.2 GRADUATION

Graduation checks with the nursing counselor during third (3rd) semester to ensure that you are eligible to graduate. In event, you are missing a course this would allow you to take the course during the winter or summer intersection. Make sure all transcripts for courses taken at other colleges are on file with Records Office. If not, make sure OFFICIAL transcripts are sent to by the end of the third (3rd) semester to the Records Office.

13 BOARD OF REGISTERED NURSES REQUIREMENT FOR LICENSURE

All applicants must have completed an educational program meeting all California requirements. If you are lacking any educational requirements, you must successfully complete an approved course prior to taking the examination. To practice as a registered nurse, eligible candidates successfully passed the National Council Licensure Examination (NCLEX-RN®) examination.

- A. **All applicants must provide the following items:**

1. Appropriate fees, including fingerprint and interim permit fees, if applicable
2. Completed "Application for Licensure by Examination", including U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
3. Completed fingerprints - Live Scan
4. One recent 2" by 2" passport-type photograph attached to the reverse side of the "Application for Licensure by Examination"
5. Completed "Request for Accommodation of Disabilities" and accompanying form(s), if applicable
6. "Request for Transcript" form(s) completed and forwarded directly from your nursing school(s) with certified transcripts
7. If applicable, documents and/or letters explaining prior convictions or disciplinary action and attesting to your rehabilitation as directed in the "Reporting Prior Convictions or Discipline Against Licenses"

B. Additional Resources for Exam Applicants

1. NCLEX information - National Council of State Boards of Nursing
<https://www.ncsbn.org/nclex.htm>
2. NCLEX using CAT video - National Council of State Boards of Nursing -
<https://www.ncsbn.org/356.htm>
3. NCLEX registration, scheduling and test center information - Pearson VUE
<https://portal.ncsbn.org/>

13.1 CANDIDACY FOR LICENSURE

Admission to the nursing program is no guarantee of graduation from the college. Graduation from the El Camino College/Compton 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 BRN and satisfaction of those requirements is independent of fulfillment of any requirements for graduation from the College.

A. RN LICENSING APPLICATION

1. The Board of Registered Nursing's Application for Licensure by Examination (NCLEX-RN) is now online at <http://www.rn.ca.gov/pdfs/applicants/exam-app.pdf>.

2. Application should be submitted to the Board at least six to eight weeks prior to when they wish to take the examination to allow time for processing and receipt of all required documents.
3. Application will be evaluated by the BRN and if you are found eligible, you will be provided with important and detailed instructions regarding the registration process with the NCLEX testing service.

B. REGISTRATION PROCESS FOR THE NCLEX

Submittal of application online for licensure/registration to the Board of Registered Nursing

1. How to apply online
 - a. Register for a BreEZe account
<https://www.breeze.ca.gov/datamart/loginCADCA.do;jsessionid=E2E23A2F905382079113314A64ABF496.vo9>
 - b. Complete the application information online
 - c. Attach required documents to the online application. You should attach as much information as possible to reduce paperwork, speed the review process, and reduce the need for deficiency letters (all required documents should be scan and attach to your online application).
 - i. Online Examination Application Form (see Appendix page 56).
http://www.rn.ca.gov/online/breeze_online.shtml
 - ii. Completed Live Scan Form (see Appendix page 57)
<http://www.rn.ca.gov/pdfs/applicants/livescan.pdf>
 - iii. Completed Request for Accommodation Form (see Appendix page if applicable)
2. Complete and submit an application for licensure/registration to the board of nursing body (BON) where you wish to be licensed/registered.
 - a. The first and last names printed on your identification must match exactly
 - b. If the names that you are enrolled/registered is different from the names on your identification, you should make the required corrections prior to submitting you application to the BRN or you must bring legal name change documentation with you to the test center on the day of your test.

- c. The only acceptable forms of legal documentation are:
 - i. a marriage license,
 - ii. divorce decree and/or a court action legal name change document.
 - d. If the name on your identification does not match the name you registered with, you will be turned away and will have to reregister and pay another examination fee.
3. Students with previous conviction(s) and/or discipline(s), will need to attach:
- a. Letter of explanation (signed and dated)
 - b. Letter(s) of recommendation/support
 - c. Any other rehabilitation information listed in section II "Reporting Prior Convictions or Discipline Against Licenses."
4. The following documents must be submitted via US Mail:
- a. Completed Request for Transcripts form with certified transcripts sent directly from the nursing school
 - b. Graduates Candidate Roster sent directly from the nursing school
 - c. Certified court and arrest documents (if applicable).
 - d. Rehabilitation documentation (if applicable).
5. Pay the required application fees with a valid credit card (See Appendix page 66).
- a. All Fees are Non-Refundable
 - b. If you would like to apply for an Interim Permit, please check the corresponding box on the Online Examination Applicant Identification form and pay the required fees.
6. Complete the Live Scan Process <http://www.rn.ca.gov/applicants/fpinstruct.shtml>
- a. Request for Live Scan form
 - b. Complete all areas marked with a red "X".
 - c. The form will print in triplicate; take all three copies to the Live Scan site with your processing fee.
 - d. After your fingerprints have been scanned:
 - i. Live Scan operator will keep a copy.
 - ii. Submit a copy to the California Board of Registered Nursing with the completed application for licensure (online).
 - iii. Retain third copy of form for your records.

7. Register for the NCLEX with Pearson VUE, utilizing one of the methods below, you will need:
 - a. Program code to register
 - i. ECC 00402500
 - ii. CC 04409600
 - b. Personal email address must be provided with your registration. Correspondence from Pearson VUE will only be available via email <https://portal.ncsbn.org/>.
8. Once your application has been submitted the Board of Registered Nursing you may receive a letter from the Board indicating that you are missing final transcripts with posted degree, individual candidates roster and/or directors candidates list (see Appendix page 59). Please do not panic as this letter is sent as a means of letting you know that your application has been received and an initial evaluation of your application has been conducted. The Board is aware that the school will submit final transcripts with posted degree after graduation.

13.2 TRANSCRIPTS

Students are required to complete and submit a “Request for Transcript” form http://www.rn.ca.gov/pdfs/applicants/end_transcript.pdf (See Appendix page 56) to the nursing department for final processing. The Transcript Request Form will be submitted the college evaluator for review and submittal to the BRN. The official transcripts must include all completed coursework and reflect the degree awarded and date conferred. Transcripts are not accepted from applicants or if stamped "issued to student." Transcripts are mailed to the BRN once all course work is completed and the degree has posted (typically is 6-8 weeks after the last day of the semester).

13.3 APPLICATION PROCESSING

Applications are processed in date order received. The board has added a new feature to their web page called processing times <http://www.rn.ca.gov/times.shtml> to provide a general guideline for applicant to see when their application may be in the pipeline. The Board tries to stay within the outlined timeframes; however, this may not always be the case. Applications are individually evaluated and processing times can vary based on individual circumstances

13.4 BOARD OF REGISTERED NURSING ADDRESS & WEB SITE

Mailing Address: Board of Registered Nursing
P.O. Box 944210
Sacramento, California 94244-2100

Street Address for overnight or in-person delivery:

Board of Registered Nursing
1747 North Market Blvd. Suite 150
Sacramento, California 94244-2100

Web Site: www.rn.ca.gov

13.5 COMPUTERIZED ADAPTIVE TESTING (CAT)

The NCLEX-RN is administered by Computerized Adaptive Testing (CAT) and is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. The CAT, there is continuous, year-round testing, allowing eligible candidates to schedule their own examination on a date and at the location of their choice.

13.6 PROGRAM COMPLETION OVERVIEW

If you have not yet graduated or have graduated within the past 4 weeks you do not need to request additional transcripts be sent from your school of nursing. Please allow a minimum of 4 weeks from receipt of your transcripts for the Board to process your transcripts.

The California State Board Registered Nursing may refuse to grant a license on the basis of violation of academic or professional integrity or on the basis of criminal history record information relating to convictions. The Nursing Practice Act give the BRN is among other functions this authority. In accordance to the Department of Consumer Affairs Board Registered Nursing (<http://www.rn.ca.gov/enforcement/convictions.shtml>) "conviction" includes a plea of no contest and any conviction that has been set aside or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code, including infractions, misdemeanor, and felonies. It is not necessary to report a conviction for an infraction with a fine of less than \$1,000 unless the infraction involved alcohol or

controlled substances. However, any convictions in which a plea of no contest was entered and any convictions that were subsequently set aside pursuant or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code must be disclosed. It is the responsibility of the student to declare criminal history information on the application for licensure (2015).

The Detailed Test Plan for the National Council Licensure Examination for Registered Nurses is available at https://www.ncsbn.org/2016_RN_Test_Plan_Candidate.pdf

APPENDIX

APPEALS GUIDELINES

APPENDIX A **GUIDE TO THE NURSING APPEALS PROCESS FOR READMISSION**

The Nursing Appeals Process for Readmission is for nursing students who have been enrolled in the El Camino Community College/Compton College 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 through the appeals process **must submit a complete nursing appeals packet** before their request will be considered by the appeals committee. A complete appeals packet includes:

<ol style="list-style-type: none"> 1. Application for the Nursing Program Admission by Appeal. (An application form may be obtained from the Nursing Office.) 2. Typed letter addressed to the Appeals Committee that includes: <ol style="list-style-type: none"> A. A description of the extenuation circumstances/s that contributed to your unsuccessful course completion, or low grade point average. (Supporting documentation must be attached to your letter and the timeline must correspond with the classes failed.) B. Your plan for successful completion of the nursing program at ECC. Include a specific planned strategy to achieve success. Speak with an El Camino Community College or the Compton College Nursing Counselor if needed. C. A statement that you have completed the <u>recommended</u> and <u>required</u> remediation and/or testing identified or midterm evaluation, 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 u student file. 	<ol style="list-style-type: none"> D. An Explanation of why the committee should approve your request for entering the program. 3. Meet with an El Camino Community College or Compton College Nursing Counselor in a scheduled counseling appointment to complete Appeal Checklist for Nursing Counselor Approval (must be signed and dated). <p style="text-align: center;"><u>Additional Information</u></p> 4. All completed appeals packets must be submitted to the Nursing Program Office two weeks prior to the scheduled Appeals Committee Meeting. Meeting dates are posted in the glass case outside of the nursing department each semester. The Appeals Committee meets at least twice per semester. The decision of your status will be sent to you by email. 5. An incomplete appeals packet will not be considered. 6. IF THE APPEAL IS APPROVED, YOUR NAME WILL BE PLACED ON THE NURSING PROGRAM OFFICE WAIT LIST AND ADMISSION WILL BE ON A SPACE-AVAILABLE BASIS.
--	--

EL CAMINO COLLEGE | COMPTON COLLEGE

APPENDIX B APPEALS DOCUMENTATION CHECK LIST FOR NURSING COUNSELOR APPROVAL

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

Student Name: _____
Last First ECC 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 Administrative Assistant.

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

Nursing Counselor:

Date:	Grades:
Cumulative GPA:	Anatomy 30 or 32:
	Microbiology 33:
Transferring from another Nursing Program:	School Name:

Verification that the student file is 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 extenuation circumstances (timeline must be corresponded with classes failed) for re-entry and transfer appeals.			
4. Current ECC transcripts and/or transcripts from all other Colleges.			
5. Documentation of eligibility for accommodation by the Special Resource Center			
6. Transfer Recommendation Form completed by Active Dean/Director from previous nursing school for transfer appeal.			

ECC Nursing Counselor who completed this form:

Counselor's Name Counselor's Signature Date
Revised: 9/15/15- 8/10/16: wjb

EL CAMINO COLLEGE | COMPTON COLLEGE

**APPENDIX C ASSOCIATE DEGREE NURSING APPLICATION FOR
ADMISSION BY APPEAL**

Check Applicable Boxes: **Fall Semester** **Spring Semester** **Year:** _____

Name: _____ **ECC Student ID#:** _____
 (Last) (First) Middle Initial

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Telephone H: () _____ **Telephone C:** () _____

ECC Email: _____ **Personal Email:** _____

Enrolled in N48 **Completed N48** **When** _____

Applying for: (Check appropriate box)

Generic program **Upward Mobility** **30 Unit option** **Campus Choice:** **ECC** **CC**

Previous School of Nursing attended _____

Applicant's signature: _____ **Date:** _____

Official Use Only – (ATP) Acceptance, Transfer, & Progression Committee

Applicant accepted into program: **Yes** **No** **Acceptance Pending**

Reason: _____

Remediation to be completed prior to admission:	Required	Recommended	Documentation Submitted
Special Resource Center Evaluation (Educational Development 29) at the Student Services Center			
Nursing 210 - Implications of Pathophysiology Concepts for Nurses Complete with a passing grade of "C"			
Student Health Services: <input type="checkbox"/> Workshops <input type="checkbox"/> Psychologist			
Skills Laboratory			
ATI			
Student Success			
Other			

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

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

Course readmitted into Course No.: _____ **Title** _____

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

Director's Signature: _____

Date: _____

Revised: 9/15/15/-5/2/16-8/9/16: wjb

APA GUIDELINES

APPENDIX D

GENERAL APA GUIDELINES

- A. Paper Requirements: Typed, double-spaced, 1” margins all around, 12 font Times New Roman, on standard 8.5”x 11” white paper.
- B. Page header at the top of every page: type the title of the paper (flushed left) and insert page numbers flushed right:

EXAMPLE:

Running head: MANAGING BLOOD GLUCOSE 1

- C. Title page: This is the first page of the paper and should contain the title of the paper, the student’s name, and the name of the school. Additionally, your instructor may request the title of the course, the instructors’ name, and the date be included. This information should be placed in the upper half of the page, centered, upper and lower case, and double-spaced.

EXAMPLE:

The Effects of Alcoholism During Pregnancy

Christian Peters

N149: Preparation for Advanced Placement in Nursing

Instructors Name

El Camino Community College or

Compton College

June 29, 2013

- D. Main body: Start with an introductory paragraph and end with a concluding paragraph. Indent the first sentence of each paragraph.
*****DO NOT PLAGIARIZE**- using the words, ideas, or works of others without referencing.

- E. Direct quotes: When using a direct quote place quotation marks at the beginning and end of the statement, words, or sentence(s) followed by the author(s) last name only, year of publication, and page number.

EXAMPLE 1: “Forty percent of Americans polled were dissatisfied with the results” (Milkins, Adams & Jones, 2001, p. 88).

EXAMPLE 2: According to Milkins, Adams, and Jones (2001) “Forty percent of Americans polled were dissatisfied with the results” (p.88).

- F. Paraphrasing: Restating or referring to an idea contained in someone else’s work.
EXAMPLE 1: The results of one poll demonstrated that many Americans are unhappy with the results (Milkins, Adams & Jones, 2001).

EXAMPLE 2: Milkins, Adams, and Jones (2001) report that many Americans are unhappy with the results.

- G. Reference page: The last page of the paper. Double space. Alphabetize the references by the first author's last name (authors names must remain listed as they are on the publication- DO NOT CHANGE THE ORDER OF NAMES). Capitalize the first word in the title only; all other words in the title are lowercase. Titles of journals are italicized. The second and subsequent lines of a reference are indented.

ADDITIONAL APA FORMAT GUIDELINES REGARDING CITATIONS ARE

AVAILABLE AT:

http://www.elcamino.edu/library/library_ser/docs/APA2010Final.pdf

Check your paper with TURNITIN.COM prior to submitting your paper.

ATI SCORE EXPLANATION AND INTERPRETATION

APPENDIX E ATI SCORE EXPLANATION AND INTERPRETATION



Score Explanation and Interpretation Group Performance Profile

ATI PROFICIENCY LEVELS

Proficiency Level	Proficiency Level Definition	Score Range
Below Level 1	Scores below the Proficiency Level 1 standard can be considered below minimum expectations and can be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.	0.0% to 50.0%
Level 1	Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.	51.7% to 61.7%
Level 2	Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.	63.3% to 76.7%
Level 3	Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.	78.3% to 100.0%

ADJUSTED GROUP SCORE

The adjusted group score is the average of the adjusted individual total scores for this group of students. It is on a scale of 0% to 100%.

ADJUSTED INDIVIDUAL TOTAL SCORE

To adjust for possible differences in difficulty among the forms of this assessment, the raw score (the total number of items correct) is converted to the adjusted individual total score through a process known as equating. The adjusted individual total score is on a scale of 0% to 100%.

NATIONAL GROUP MEAN

This is the average score of all groups.

PROGRAM GROUP MEAN

This is the average score of all groups within your specified program type.

NATIONAL GROUP PERCENTILE RANK

This is the percentage of groups who scored at or below your group score.

PROGRAM GROUP PERCENTILE RANK

This is the percentage of groups within your program type who scored at or below your group score.

TOPICS TO REVIEW

Based on the questions missed on this assessment, a listing of content areas and topics to review is provided. A variety of learning resources can be used in the review process, including content, images, animations and videos in ATI's Content Mastery Series® Review Modules, online practice assessments, and a focused review that is individualized to the questions missed.

% OF GROUP MEETING INSTITUTION BENCHMARK

This is the percentage of students in this group who scored at or above your institution benchmark for this assessment. If your institution has not set a benchmark for this assessment, this field will be reported as "N/A."

Exp_Grp_RN_Fund_2016.indd

BOARD OF REGISTERED NURSING GRADUATE PAPERWORK

APPENDIX F BOARD OF REGISTERED NURSING GRADUATE PAPERWORK



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDWARD S. MONTELEONE

BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.m.ca.gov



APPLICATION FEE SCHEDULE

EXAMINATION APPLICATION

Submit the correct **TOTAL FEE** with your application, made payable to the **Board of Registered Nursing** by check or money order (U.S. currency). **ALL FEES ARE NON-REFUNDABLE.**

PLEASE NOTE: there are two (2) ways to complete the fingerprint requirement:

Electronic Live Scan OR Fingerprint Card (Hard Card)

Please refer to Page 3 of this application packet for more information on the fingerprint requirement.

NOTE: For applicants submitting fingerprints by electronic Live Scan, you will pay the appropriate fingerprinting fee to the Live Scan operator where you have your fingerprints taken (do not submit the fingerprint card fee to the Board). You must use a Live Scan site located in California to use this method. The Board will NOT be able to receive results for Live Scan fingerprints taken at Live Scan locations that are outside of California.

The total fees payable to the Board of Registered Nursing depend on your application method:

Method 1 - CALIFORNIA GRADUATE

Method 1 is for applicants who completed a nursing program at a Board-approved California school. For a list of Board-approved California RN programs, please visit our website at www.m.ca.gov

APPLICATION:	\$300.00
INTERIM PERMIT (OPTIONAL):	\$100.00
FINGERPRINT CARD (IF OUT OF STATE):	\$49.00

SUBMIT TOTAL APPLICABLE PAYMENT TO THE BOARD BY CHECK OR MONEY ORDER.

Method 2 - OUT-OF-STATE US GRADUATE

Method 2 is for applicants who completed a nursing program outside of California, but within the United States or a US territory.

APPLICATION:	\$350.00
INTERIM PERMIT (OPTIONAL):	\$100.00
FINGERPRINT CARD (IF OUT OF STATE):	\$49.00

SUBMIT TOTAL APPLICABLE PAYMENT TO THE BOARD BY CHECK OR MONEY ORDER.

Method 3 - INTERNATIONAL GRADUATE

Method 3 is for applicants who completed a nursing program outside of the United States of America.

APPLICATION:	\$750.00
INTERIM PERMIT (OPTIONAL):	\$100.00
FINGERPRINT CARD (IF OUT OF STATE):	\$49.00

SUBMIT TOTAL APPLICABLE PAYMENT TO THE BOARD BY CHECK OR MONEY ORDER.



BOARD OF REGISTERED NURSING
 PO Box 944210, Sacramento, CA 94244-2100
 P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov
Louise R. Bailey, MEd, RN, Executive Officer

REQUEST FOR TRANSCRIPT

TO APPLICANT: Send this form to your basic school(s) of nursing. If you need to contact more than one school, this form may be reproduced. Transcripts are required from each school where nursing requirements or general education courses were completed. Transcripts must include all completed coursework, clinical practice of training and reflect the degree awarded. Your school may require a processing fee.

A. TO BE COMPLETED BY APPLICANT

LAST NAME:		FIRST NAME:			MIDDLE NAME:	
ADDRESS: Number and Street				DATE OF BIRTH: (Month/Day/Year)		
City	State	Country	Postal/Zip Code	SOCIAL SECURITY NUMBER:		
PREVIOUS NAMES: (Including Maiden)						
NAME OF PROFESSIONAL REGISTERED NURSING SCHOOL:				YEARS ATTENDED:		
LOCATION: City	State	Country	Postal/Zip Code	YEAR GRADUATED:		

SIGNATURE OF APPLICANT: _____ **DATE:** _____

B. TO BE COMPLETED BY THE OFFICE OF THE SCHOOL OFFICIAL RELEASING TRANSCRIPTS

The above applicant has applied for a license to practice as a registered nurse in California. Please provide the following information and attach a complete official transcript. Please mail to the Board of Registered Nursing at the above address.

DO NOT SIGN OR SUBMIT THIS FORM PRIOR TO COMPLETION DATE OF THE REGISTERED NURSING PROGRAM.

ENTRANCE DATE:	DATE DIPLOMA/ DEGREE AWARDED:	DATE NURSING REQUIREMENTS COMPLETED:
-----------------------	--------------------------------------	---

If degree received prior to entering nursing program, list name of school and type of degree:
 If degree received prior to entering nursing program, list name of school and type of degree:

NAME OF SCHOOL:	TYPE OF DEGREE:
------------------------	------------------------

SIGNATURE OF SCHOOL OFFICIAL: _____ **DATE:** _____

TITLE: _____



BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov



ONLINE EXAMINATION APPLICANT IDENTIFICATION FORM

You must complete and submit this form with the required supporting documents to:
Board of Registered Nursing, ATTN: Licensing Program, P.O. Box 944210, Sacramento, CA 94244-2100.

APPLICATION NUMBER: 4001 -	
Print Full Name: _____ <small>(Last) (First) (Middle)</small>	
U.S. Social Security Number or Individual Taxpayer Identification Number: _____ E-Mail: _____	
Address: _____ Date of Birth: _____	
Name of Registered Nursing Program: _____	
City, State and Country of Registered Nurse Program: _____	
<input type="checkbox"/> Check here if requesting an Interim Permit. <small>If checked, an additional Interim Permit non-refundable fee of \$50.00 is required. (See Section V of the Examination Application Instructions)</small>	
INDICATE ALL FEES PAID ONLINE BY CREDIT CARD:	
<input type="checkbox"/> Application fee - \$150 <input type="checkbox"/> Fingerprint Cards - \$49	
HAVE YOU COMPLETED AND/OR ENCLOSED THE FOLLOWING ITEMS (check all that apply):	
Have you attached a recent 2" x 2" passport type photograph?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you enclosed a copy of the Live Scan form or one (1) Fingerprint Card?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If applicable, have you enclosed the Request for Accommodation of Disabilities forms?	<input type="checkbox"/> YES <input type="checkbox"/> NO
LVN-30 Unit Option Applicant, have you enclosed a copy of your current and active LVN license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
International Graduates, have you enclosed a copy of your license or diploma that allows you to practice professional Nursing in the country where you were educated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If applicable, is supplemental information regarding reporting prior convictions or discipline against licenses enclosed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
I certify under penalty of perjury under the laws of the State of California, that all information provided in connection with this online application for licensure is true, correct and complete. Providing false information or omitting required information is grounds for denial of licensure or license revocation in California.	
Signature of Applicant: _____	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> Tape Your 2" x 2" Passport Type Photograph Here </div>
Date: _____	

(Rev. 12/2015)

Application Summary

6/13/18 1:07 PM

Page 1 of 3

License Type: Registered Nurse - RN
Application: 1 - RN Initial Exam Application
Application Number: [REDACTED]
Application Date: 06/13/2018 (mm/dd/yyyy)

Application Questions

Are you reporting any type of prior convictions or discipline against any licenses? For additional information please refer to section II of the Exam Application Instructions. No

Are you requesting a third party to obtain information regarding the status of your pending application? No

Will you be submitting fingerprints via a fingerprint hard card? If "Yes", this will add an additional \$49.00 to your application fee. To request a fingerprint card or Live Scan form, refer to the following instructions below: REQUESTING FINGERPRINT CARD/LIVE SCAN FORM No

Will you be requesting Special Testing Accommodations? For additional information please refer to section VIII of the Exam Application Instructions and refer to the following instructions below: REQUESTING SPECIAL TESTING ACCOMMODATIONS No

Will you or have you graduated from a Board-approved Registered Nursing program located in California? For a list of Board-approved schools in California, please refer to our website. Yes

Have you served or are you currently serving in the military? No

Are you requesting expediting of this application for honorably discharged members of the U.S. Armed Forces? No

Personal Detail

Title: [REDACTED]
First Name: TAMARA
Middle Name: [REDACTED]
Last Name: [REDACTED]

Birthdate: [REDACTED]

Gender: [REDACTED]

SSN/TIN: [REDACTED]

Addresses

License Related Addresses

Address of Record

Warning: In order to protect your privacy and identity, address will not be displayed.

License Attributes Selected

Method of Application California Graduate

Additional Questions

Please enter Mother's Maiden Name (last name only): [REDACTED]

Have you ever been licensed as an LVN or any health-care related license/certificate in California? Yes

License Type and License Number: [REDACTED]

Have you ever been licensed by examination as an RN in another state? No

Have you ever applied for RN licensure in California? No

Taken RN Exam: No

Discipline and Conviction Questions

*Have you ever had disciplinary proceedings against any license as a RN or any health-care related license or certificate including revocation, suspension, probation, voluntary surrender, or any other proceeding in any state or country? No

*Have you ever been convicted of any offense other than minor traffic violations? No

*Have you ever been denied an RN or any other health-care related license in any state/territory? No

Previous Name(s)

First Name: [REDACTED]

Middle Name: [REDACTED]

Last Name: [REDACTED]

Attachments

Live Scan.pdf

BRN Examination Identification Form.pdf

Fees

RN Exam Application Fee	\$300.00
Total Amount Due:	\$300.00

Applications are not considered submitted for processing until payment is received.

Attestation

I declare under penalty of perjury under the laws of the State of California that I am the person herein submitting this application and that I have read the complete application, know the full content thereof, that the information contained in this application and, if necessary, copies of all documents submitted as part of the application are true and correct and that I have read and understand the disclosure statements provided in the instructions for this application. I hereby grant the Department of Consumer Affairs entity permission to verify any information contained in this application.

I understand that any falsification or misrepresentation of any item or response on this application or any attachment hereto is a sufficient basis for denying or revoking a license.

Failure to provide any of the requested information will delay the processing of your application.

I understand that the Application for Licensure by Examination fee is an earned fee; therefore, if an applicant is found ineligible the application fee is not refunded.

Signature:

Date:



BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 |
www.rn.ca.gov
Louise R. Bailey, MEd, RN, Executive Officer

August 23, 2016

Entity #: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dear **JEANETTE GONZALEZ**

The California Board of Registered Nursing has completed a review of your examination application and determined the following item(s) are required to complete an evaluation of your file:

If you have already addressed the item(s) below, please disregard this letter. Please allow a minimum of four weeks for the receipt and processing of documents.

Request for Transcript form- complete Part A; have your school complete Part B and return to Board

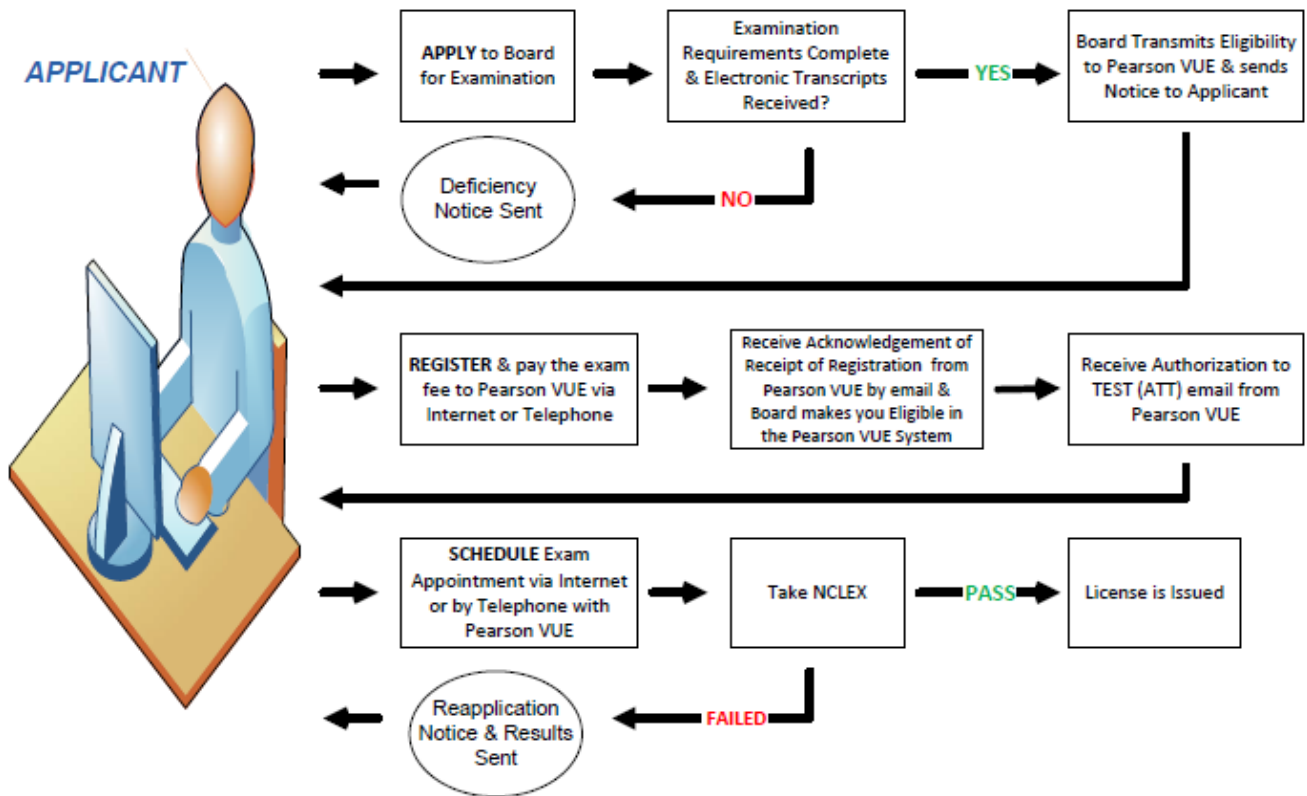
Transcript with initial nursing degree posted sent directly to the Board from your school of nursing

If we do not receive, the item(s) listed above within one year from the date of this letter, your application will be considered abandoned and you will need to reapply to the Board for examination and licensure.

Sincerely,

US Licensing Evaluator
CA Board of Registered Nursing

Board of Registered Nursing Examination and NCLEX Registration Process



CLINICAL IMPROVEMENT PLAN (CIP)

APPENDIX G CLINICAL IMPROVEMENT PLAN (CIP)

Page 1 of

Date

CLINICAL IMPROVEMENT PLAN (CIP)

Student Name _____

CIP Initiated by _____

Attachments included

Summary of criteria deemed unsatisfactory:			
Professional Behaviors necessary to achieve a satisfactory in above mentioned criteria:			
Date by which behaviors need to improve:			
Student's comments:			
I have received a copy of this Clinical Improvement Plan.			
Student signature	Date	Faculty signature	Date
The student has / has not demonstrated satisfactory improvement in the criteria mentioned in this Clinical Improvement Plan.			
_____	_____	_____	_____
Student signature	Date	Faculty signature	Date

DEPARTMENTAL FORMS



ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX H RELEASE OF PERSONAL INFORMATION AGREEMENT

Student Name: _____ Student ID # _____

Check the box below that apply

1ST Semester 2nd Semester 3rd Semester 4th Semester

The undersigned hereby authorizes the El Camino Community College/Compton College Nursing Department, a subset of El Camino Community College District/Compton College District, to release the following health information, contained in my student files, to Centinela Hospital Medical Center and associates for clinical clearance.

The following information may be released if requested:

Home Address

Home/Work/Cell telephone number(s)

ALL Health Records

Background Check

Drug Screen

I hereby release the District and its employees, from any liability for release of these records.

Signature: _____ Date: _____

Reviewed 8/12/2016
Updated 8/12/16



ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX I USE OF PERSONAL DATA DEVICES POLICY

Purpose: To provide students with the ability to use Personal Data Devices (PDA's), Palm Pilots, iPhones, and other electronic devices for accessing clinical related references, while providing focused patient with optimum patient privacy according to HIPPA regulations.

- Personal electronic devices at no time shall store, copy, or photograph any Personal Health Information (PHI) from the clinical facility. This is a direct violation of HIPPA regulations on patient privacy. Students found in violation of this will receive an unsatisfactory for the entire course.
- Students will have the ability to utilize personal electronic devices when allowed by their clinical facility, solely for the purpose of attaining patient related data from texts and references on their device.
- Students shall not utilize personal devices as telephones, texting devices or cameras in the patient care areas.
- Any student using an electronic device must show their clinical instructor the reference material on their device. Access to the internet is not sufficient reason to use an electronic device.
- Any repeated offense using electronic device inappropriately in the clinical setting will result in an “unsatisfactory” clinical evaluation in the area of professionalism. Students will be ineligible for the director’s award, will have a record of such offense in their academic file and will receive a failing grade for the nursing course.

I understand the above policy and I will maintain the department policy at all times.

STUDENT NAME: _____

Campus: ECC CC Section # _____

COURSE: N150A N150B N153 N154 N250 N253 N254 N255

Signature: _____ Date: _____

Revised 8/17/15
Updated 8/12/16



ASSOCIATE DEGREE NURSING PROGRAM



APPENDIX J INSTRUCTIONS TO STUDENT REQUISTING LETTER OF RECOMMENDATION

Professional Courtesies:

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

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



ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX K LETTER OF RECOMMENDATION REQUEST FORM

Student Name _____

Date _____

Contact Phone # _____

Student ID# _____

Select your current Course Enrolled Below:

N150A N150B N153 N154 N250 N253 N254

N255 Graduate: _____ Year Attended _____ Year Graduated

REQUEST FROM _____

REASON FOR THE REQUEST: _____

LETTER SHOULD BE ADDRESSED AS FOLLOWS:

NAME | TITLE: _____

ADDRESS

CITY

STATE

ZIP CODE

Please describe the following activities you have participated in the following:

IOTA KAPPA CHI (IKX) 1 semester 2 semesters 3 semesters 4 semesters

Position as a board member: _____

College Committees you served: _____

Events you attended: _____

Any organization you belong to: _____

MAIL

PICK-UP

Reviewed 8/12/2016

Updated 8/12/16



ASSOCIATE DEGREE NURSING PROGRAM



APPENDIX L 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 for you to understand. You may submit this form any time you have an idea to communicate.

Thank you.

Please indicate which aspect is unclear or needs revision by selecting the box (s) and state what the change or addition should be in the comment space below.

- Philosophy of the Nursing Program
- Unifying Theme
- Curriculum
- Grading Criteria
- Progression through the Nursing Sequence
- Professional Behaviors
- Policies and Procedures
- Resources for Enhancing Student Learning
- Awards and Recognition
- Student Representation/Activities
- Graduation
- Candidacy for Licensure

APPENDIX

- Continuing Improvement Plan
- Dosage Calculation Instructions for NURS 150
- Dosage Calculation Instructions
- Guide to the Appeals Process for Admission Appeal
- Checklist for Nursing Counselor Approval Appeal Form
- APA Guidelines
- Letter of Recommendation Request Form

COMMENTS

Reviewed 8/12/2016
Updated 8/12/16

**EL CAMINO COMMUNITY COLLEGE | COMPTON COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

APPENDIX M INFORMATION UPDATE FORM

Date: _____

Semester: 1st Semester 2nd Semester 3rd Semester 4th Semester

Name: _____

 Last Name First Name Middle Initial

Former ECC Name Used: _____

Address: _____

 Number Street

 City State Zip Code

Phone Number: () _____

Alternated Phone Number: () _____

Select the Applicable boxes below

- Name Change Address Change Phone # Change

STUDENTS MUST NOTIFY ADMISSION OFFICE of ALL UPDATES



ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX N STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Click the box that applies

fall

spring

enter year.

1. The El Camino Community College/Compton 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 nursing course.
2. The student will be held accountable for all policies contained within the handbook.
3. The signature below indicates that the student has received and reviewed a copy of the nursing handbook.
4. The signed receipt form will be collected during the first nursing course.
5. The Student Handbook is revised annually and as needed. The student will be informed of the revisions and will be held accountable for all revised policies contained within the revised handbook.

Please **TYPE** your name on the line below

Student Name

Click the boxes below that apply:

CAMPUS: ECC CC Section # _____

COURSE ENROLLED: N150A/ N150B N153/N154 N250/N253 N254/N255

Please Print and sign your name on the below line:

Student's signature

Date

Reviewed 8-12-2016
Updated 8-12-2016

DOSAGE CALCULATION GUIDELINES

**EL CAMINO COLLEGE | COMPTON COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

**APPENDIX O DOSAGE CALCULATION INSTRUCTIONS FOR N150A &
N150B**

General Instructions

1. All calculations must be shown on your test paper. If there is insufficient room for your calculations, additional work must be calculated on approved scratch paper.
2. Use of calculators may be permitted during the 1st or 2nd eight week session of NURS150.

Units of Measure

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

Military Time

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

Decimal Fractions

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

Rounding

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

**EL CAMINO COLLEGE | COMPTON COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

APPENDIX P GENERAL DOSAGE CALCULATION INSTRUCTIONS

General Instructions

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

Units of Measure

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

Military Time

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

Decimal Fractions

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

Rounding

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

Special Instructions

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

REPORT OF AN INDUSTRIAL INJURY OR ILLNESS

APPENDIX Q REPORT OF INDUSTRIAL INJURY OR ILLNESS

Any injury, which occurs during class or clinical work, must be reported immediately to the instructor. The El Camino College District form entitled "Report of Injury or Illness" must be completed and returned to campus Personnel within 24 hours.

Employee Name		Social Security No.	
Home Address		Telephone Number	
Sex Male _____	Female _____	Occupation (Job Title)	Date of Birth
Division In Which Regularly Employed		Wages per Week	Date of Hire
Where Did Accident Or Exposure Occur? (Address, City)		On Employer's Premises Yes ___ No ___	
What was Employee Doing When Injured? (BE SPECIFIC. IDENTIFY TOOLS, EQUIPMENT, OR MATERIAL THE EMPLOYEE WAS USING)			
How Did The Accident or Exposure Occur? (Describe fully the events that resulted in injury or illness. Tell what happened and how it happened. Use back of form if necessary.)			
Object Or Substance That Directly Injured Employee. (The machine employee struck against or which struck him; in case of strains, the thing he was lifting, etc.)			
Nature of Injury Or Illness And Part Of Body Affected.			
If Physician Was Consulted For This Injury or Illness, Please Provide Name and Address.			
If Hospitalization as Inpatient, Provide Name and Address of Hospital			
Date of Injury	Time of Day	Was Employee Unable To Work On Any Day After Injury? Yes or No	
		Date Last Worked _____	
Has Employee Returned To Work? Yes or No	Date Returned _____		
	Still Off Work _____		

Employee's Signature

Supervisor's Signature

Dean or Director's Signature

Date

Date

Date

STUDENT SUCCESS GUIDELINES

EL CAMINO COMMUNITY COLLEGE | COMPTON COLLEGE

ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX R STUDENT SUCCESS

Initial Visit and Assessment

Date _____

Student Name _____ ID# _____ Campus _____

Current Class _____ Ph. Contact _____ E-mail _____

Reason for Meeting _____

- 1. Test taking strategies
- 2. Dosage Calculation
- 3. Test Anxiety
- 4. Stress Reduction
- 5. Note Taking
- 6. Study Techniques
- 7. Time Management
- 8. Other

Referral source _____

Plan of Action:

_____ Writing Center _____ Health Center _____ Supervised Skills Lab

_____ Reading Center _____ ATI Testing _____ Net Tutor

_____ Other

Visit Summary:

Student Success Coordinator signature _____

Student signature _____

Reviewed 9/21/2015
Updated 9/21/2015



ASSOCIATE DEGREE NURSING PROGRAM

APPENDIX S STUDENT SUCCESS – Follow-up Meetings Summary

Student Name: _____

Student ID # _____

Date _____

Reason for Meeting:

Check the box below that apply

- Scored less than 76% on exam
- Dosage Calculation tutoring
- General tutoring

Student's Signature: _____

SS Coordinator Signature: _____

COMMENTS:

Reviewed 9/21/2015
Updated 9/21/2015

Student Name: _____

Date: _____

APPENDIX T TEST REVIEW: IDENTIFY INFORMATION – PROCESSING ERRORS

PROCESSING ERRORS	QUESTION NUMBER												TOTAL	
STEM														
Missed key word (s) setting a priority														
Missed important word(s) that were clues														
Misinterpreted information presented														
Missed the central point/theme														
Missed the central person														
Read into the question														
Missed the step in the nursing process NAME STEP*														
Incompletely analyzed the stem; read it too quickly														
Did not understand what the question was asking														
Did not know or could not remember the content associated with the question														
OPTIONS														
Answered quickly without reading all the options														
Misidentified the priority														
Misinterpreted information														
Read into option														
Did not know or could not remember the content														
Knew content but inaccurately applied concepts and principles														
Knew the right answer but recorded it inaccurately														
PERSONAL PERFORMANCE TRENDS	YES	NO	Comments											
I finished the exam with time to review														
I was able to focus with little distraction														
I felt calm and in control														
When I changed answers, I got the questions right														
Identify error clusters														
• First third of exam														
• Middle third of exam														
• Last third of exam														
• No clustered identified														

*A = Assessment

D = Analysis and diagnosis

G = Goal setting

P = Planning intervention

I = Implementation

E = Evaluation

