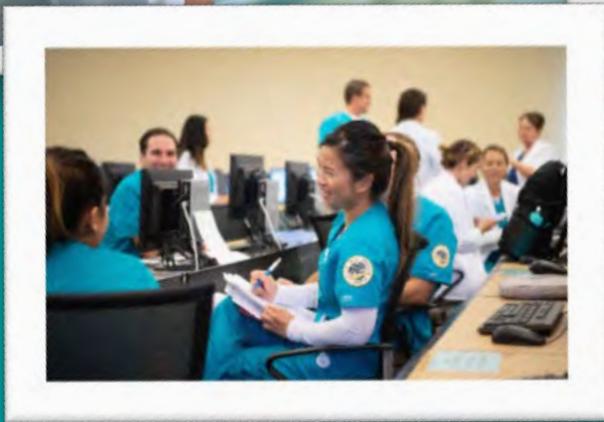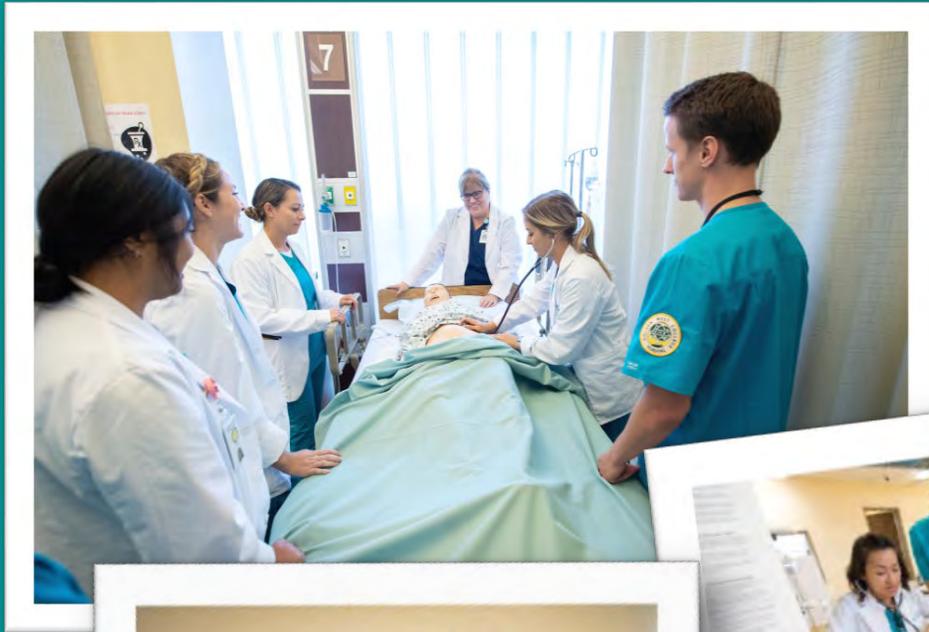# Golden West College School of Nursing

Student Handbook 2021

Welcome to the Golden West College School of Nursing

This policy handbook provides information specific to the School of Nursing that will be useful to you as you enter, progress through, and complete the program.

These policies are binding on the student as part of the relationship between student, the School of Nursing and Golden West College. Ignorance of departmental policies does not grant immunity from adherence to the policies.

The Nursing Faculty reserve the right to update the policies in this handbook as the need arises. Policy changes will be distributed via CANVAS. The documents in this edition of the Student Handbook supersede all previous versions of these documents.

It is the responsibility of the student to seek the counsel of course instructors or advisors if you have any questions about the policies presented in this handbook. Students should use the department's website as the repository of the most current and accurate information www.goldenwestcollege.edu/nursing

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Golden West College Mission Statement

Golden West College's mission is to create an intellectually and culturally stimulating learning environment for its diverse student population. The College provides enriching and innovative programs that help students: transfer to four-year institutions, earn associate degrees, complete certificates in career and technical education, advance their careers, and demonstrate college readiness. The College is committed to continuous assessment and improvement of student learning and institutional effectiveness.

Golden West College – School of Nursing

Introduction

Golden West College (GWC) nursing program qualifies students to receive the Associate Degree in Nursing (ADN) and to apply for the national licensing examination for Registered Nurses (NCLEX). Graduates of this curriculum are prepared to function at beginning level R.N. positions in hospital and community settings.

Mission and Philosophy

School of Nursing Mission Statement

Golden West College School of Nursing's mission is to provide accessible, affordable, and intellectually inspiring education that results in the student's successful completion of the nursing program.

The School of Nursing Philosophy

The person is an individual or a family who brings unique characteristics to the nurse/person interaction. Health is a dynamic, self-defined state of being that exists along a continuum from wellness to illness and reflects the person's interrelationship of mind, body and spirit. The continuum consists of the interaction of internal and external factors that influence the overall health of persons.

Nursing is both an art and science founded on a professional body of knowledge that is a dynamic and continually evolving discipline. In this discipline, the nurse utilizes the nursing process substantiated with scientific evidence to make timely and appropriate clinical judgments in providing quality patient-centered care. To support decision-making, the nurse employs information technology in collaboration with other members of the healthcare team. As nurses, we employ our skills to meet patients wherever they need us and thus provide healthcare in a variety of settings.

Students are accountable for their own desire to learn using commitment, initiative, and self-direction. Learning styles, rates of learning, learner readiness, cultural and ethnic background, and life experience variances are inherent in the student population and are taken into consideration when planning and delivering effective teaching. Above all, the respect and dignity of the student must be maintained to foster the learning environment and collegial relationship between student and educator.

At the Associate Degree level, utilizing Knowles's and Kolb's Adult Learning Theories, the focus of nursing education is developing knowledge, skills, and professional identity needed for entry level into practice. In addition, the student acquires a generalist foundation from which to begin nursing practice. The Associate Degree nursing student is prepared to provide safe, quality care in collaboration with interdisciplinary teams based on best current evidence to meet the diverse healthcare needs of the community it serves. The graduates are prepared to continue their professional education at the Baccalaureate level and *strive to* become life-long learners. The organizing framework, which guides the associate degree curriculum, is depicted below.

Utilizing the philosophy of the program with the professional standards of the American Nurses Association (ANA) Standards of Practice, the Board of Registered Nursing (BRN) standards of practice, the National Council Licensure Examination (NCLEX) test plan, and the Quality and Safety Education for Nurses (QSEN) competencies were used in developing the framework for the nursing curriculum. The organizing framework for the nursing program is noted in Table 1.

Table 1. Golden West College (GWC) Organizing Framework.

Patient-centered Care. The provision of caring and compassionate, culturally sensitive care that is based on the physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values of the patient.
Safety and Quality Improvement. The minimization of risk factors that could cause harm while promoting quality care and maintaining a secure environment for patients, self and others in order to improve health care services and better meet the needs of patients.
Nursing Judgment/Evidence-based Practice. The use of current knowledge from research and other credible sources, in consideration of the nurse's clinical judgment using the nursing process to provide patient care within a family and community context.
Teamwork and Collaboration. The delivery of patient care in partnership with nursing and interdisciplinary teams to achieve continuity of care and promote patient outcomes.
Informatics and Technology. The use of information and technology as a communication and data gathering tool that supports clinical decision-making and safe, scientifically based nursing practice.
Professional Identity. The adherence to legal, ethical, and professional standards of practice to provide nursing care for patients across the lifespan.

Curriculum

Basic Associate Degree Program

General Information:

- The Nursing Program is four semesters in length after acceptance.

- The California Board of Registered Nursing (BRN) and the Accreditation Commission for Education in Nursing (ACEN) accredit the Golden West College School of Nursing.

- Courses must be taken in the order indicated unless they are taken prior to the semester in which they are listed.

- Students may use the program's general education courses to satisfy Associate Degree in Nursing degree requirements.

- A minimum grade of "C" must be achieved in each course required for this program as well as a 2.0 overall GPA.

- Completion of this curriculum qualifies students to receive an Associate Degree in Nursing and to apply for the National licensing examination for Registered Nurses.

- Graduates of this curriculum are prepared to function at beginning level RN positions in hospitals and community settings.

Pre-Nursing Semester

English G100 – English Composition*   3/4 Units
Psychology G118 – Life Span Developmental Psychology   3 Units
Math as per placement test*
Communication G110 – Public Speaking   3 Units
Math G160 – Statistics*   4 Units

School of Nursing Semester 1

Biology G220 – Human Anatomy   4 Units
Nursing G131 – Professional Nursing   1 Unit
Nursing G130 – Health & Illness I   9 Units

School of Nursing Semester 2

Biology G 225 – Human Physiology   4 Units
Sociology G100 – Introduction to Sociology   3 Units
Nursing G140 – Health & Illness II   8 Units

School of Nursing Semester 3

Biology G210 – Microbiology   5 Units
Nursing G241 – Professional Nursing II   1 Unit
Nursing G240 – Health & Illness III   8 Units

School of Nursing Semester 4
English G110 – Critical Thinking   4 Units
Nursing G271 – Professional Nursing III   1 Unit
Nursing G270 – Health & Illness IV   8 Units
                                                69/70 Units

(Note: * Indicates Golden West College graduation requirement)

English G100 at GWC 3 or 4 Units depending on catalog year.

American Nurses Association

Code of Ethics

"The Code of Ethics establishes the ethical standards for the profession. It is not negotiable in any setting…"

1. *The nurse practices with compassion and respect for inherent dignity, worth and unique attributes of every person.*

2. *The nurse's primary commitment is to the patient, whether an individual, family group, community, or population.*

3. *The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.*

4. *The nurse has authority, accountability, and responsibility nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.*

5. *The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.*

6. *The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.*

7. *The nurse, in all roles and settings, advocates the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.*

8. *The nurse collaborates with other healthcare professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.*

9. *The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.*

Source: ANA 2016

School of Nursing Personnel

Chris Whiteside – Exec. Dean of Business, Career Education and The School of Nursing		714.895.8250
Alice Martanegara – Program Director, Associate Dean	139	714.895.8946
Faculty:	**NHS**	**714.892.7711**
Ju-An Broyles	108	ext. 52087
Berlynn Ching	106	ext. 51201
Natalie Dalton	106	ext.51189
Eva Marinotti	107	ext. 52680
Barbara Miyadi	101	ext. 51272
Diep Pham	101	ext. 51192
Eva Potts	102	ext. 51194
Amy Rangel	102	ext. 52578
Amy Thach	103	ext. 52539
Administrative staff:		**ext. 58163**
Ashley Bell – Administrative Assistant	114	ext. 58163
Brad Moore – Simulator Instructional Specialist	112	ext. 52531

Title: Academic Honesty

Policy #: 100

Purpose: Serves as an addendum to the Golden West College (GWC) policy (Student Code of Conduct – Academic Honesty) applicable to students in the School of Nursing.

Policy: The GWC Nursing faculty considers acts of academic dishonesty inconsistent with safe and professional nursing practice. In addition, such actions place the student at risk for being ineligible for a Registered Nurse license based on Board of Registered Nursing statutes. Therefore, any nursing student who engages in academic dishonesty, or is in collusion with such actions, may be dismissed from the School of Nursing.

Definitions:
Academic dishonesty is defined as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information.

Plagiarism is to present as one's own ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts unless otherwise cited.

Collusion occurs when any student intentionally helps another student perform an act of academic dishonesty. Collusion as an act of academic dishonesty will be disciplined in the same manner as the act itself.

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

- the uses of unauthorized sources of information during tests. These would include, but are not limited to: crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person. We should also say something about unauthorized access/hacking of learning systems such as Canvas
- looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so. Should also mention providing stolen questions to other students
- completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for one's self.
- altering graded class work and resubmitting that work for reconsideration.
- engaging in any kind of unauthorized assistance or communication with another person during an exam.
- purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work.

Regulations: California Board of Registered Nursing Business and Professional Code section 480.

> *(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following:*
> *(b) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another.*

Guidelines:

A.   Whenever a member of the faculty or other college official has reason to believe that a student has committed a breach of academic honesty, the faculty member or official will confront the student, allowing the student an opportunity to speak on his/her behalf.

B.   If, in the opinion of the faculty member, a breach of academic honesty as defined above has clearly occurred, the faculty member or official must notify the Program Director and complete a "Report of Academic Dishonesty" form.

C.   If it is determined by conferring with the Vice Presidents of Instruction and Student Services that this is a first offense, the disciplinary action will be handled by the semester team. Possible sanctions may include:
   - no credit for the assignment with no possibility of repeat
   - an F in the course
   - academic learning contract

D.   If it is determined that this is a second offense of academic honesty by the student, the Vice Presidents of Instruction and Student Services shall suspend the student for one calendar year (two full semesters and one summer session).

E.   The student will be required to follow the School of Nursing process for re-entry into the program.

F.   After the disciplinary action has been decided upon, the form is completed online is sent to the Vice Presidents of Instruction and Student Services.

G.   A copy of the form is placed in the student's file in the School of Nursing office.

H.   This procedure is to be completed as soon as it is reasonably possible.

Title: Disabled Students Programs and Services (DSPS) & NCLEX ACCOMMODATIONS

Policy #: 101

Policy: The faculty of the School of Nursing supports Golden West College's practice to offer students with disabilities a variety of support services to ensure equal access to instruction. If students have a verified disability, they are encouraged to request assistance from the Disabled Student Programs and Services (DSPS).

Guidelines:

1. Students with disabilities who believe they may need accommodations are encouraged to contact the DSPS as soon as possible in order to ensure that, if DSPS finds them qualified, such confidential accommodations are made in a timely fashion.

2. The substantiation documentation is submitted to the Disabled Students Programs and Services (DSPS) by the student.

3. After DSPS reviews the documentation for compliance with requirements, a determination is made regarding appropriate accommodations.

4. DSPS notifies the appropriate instructor, as per DSPS procedure, regarding the need and type of student accommodation. (no time frame)

5. It is encouraged that during the first week of the semester, any student who has a verified disability presents the required documentation to the course team leader to ensure the student receives the needed services in a timely manner.

6. Confidentially of the student's disability is maintained at all times.

7. Faculty members may refer a student to DSPS for counseling regarding possible learning disabilities. DSPS may refer the student for special diagnostic testing to determine if a learning disability exists. Necessary accommodations may be provided based on student eligibility.

8. With the proper notice, DSPS will provide special accommodations for students Monday through Friday. The faculty member may request that the student with additional testing time complete the examination at the same time as the class, as long as conflicts do not exist. The student will not be required to miss any lecture, class instruction in order to receive accommodation.

9. <u>DSPS requires two business days' notice prior to providing special accommodations for a student with a verified disability.</u> If the student fails to notify DSPS about a scheduled examination and DSPS cannot accommodate the request, the student may forfeit the special accommodations for that one examination and will take the examination with the class.

10. When it is time to apply for the licensing exam substantiation of disability and needed accommodation must be completed by the student as part of the

application for the National Council Licensing Exam (NCLEX). This process is between the student and the Board of Registered Nursing (BRN).

References:
BRN (2017*). REQUEST FOR ACCOMMODATION OF DISABILITIES*. Retrieved from:
   http://www.rn.ca.gov/pdfs/applicants/disable.pdf

U.S. Department of Education (2011). *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities*.   Retrieved from:
   https://www2.ed.gov/about/offices/list/ocr/transition.html

U.S. Department of Justice. (2010). *Title II Technical Assistance Manual, The Americans with Disabilities Act.* Washington D.C. Retrieved from:
   https://www.ada.gov/taman2.html

Title: Admission of Generic Students to the School of Nursing

Policy #: 102

Purpose: To explain the process for admitting students to the School of Nursing

Policy: The admission to the School of Nursing is based upon college policy, Board of Registered Nursing regulations, the State of California Education Code, and the California Community College Chancellor's Multi-Criteria Guidelines.

The admission policy is revised based on legislation and thus is subject to change each semester. Students are informed of any change in admission policy prior to their filing an application by a posting on the Golden West College website.

Students are admitted based on a space available basis. Spaces in the program are funded by the Coast Community College District, hospital partners, and grants. Thus, the spaces available may vary each semester. Delete the hyphen in above sentence

Guidelines:

1. Must send all official transcripts separately to Admissions and Records by the application filing deadline. Attach unofficial transcripts to the application. Dates for submission are posted on the website each year. Failure to submit transcripts results in the applicant being ineligible for admission.

2. Applicants who have not completed the required pre-requisites are not eligible for admission.

3. Incomplete applications or those received after the deadline will not be processed and are ineligible for admission. The contents of a complete application and deadlines are posted on the website.

4. Complete applications to the School of Nursing that are submitted by the deadline are evaluated using multi-criteria grid formula. The multi-criteria formula used are the result of a statewide study. This method of selection aids in the selection of students who are most likely to be successful in the School of Nursing.

5. Applicants who meet the admission criteria are classified as qualified applicants.

6. Applicants who are ineligible or the application was deemed incomplete will be informed of the reason for their ineligibility in writing.

7. Qualified applicants often outnumber the available spaces in the class. The selection of the applicants accepted into the program is based on total points

earned on the multi-criteria and the supporting documentation submitted with the application. If there are students with the same point value and not enough spaces to accept all these students, the final choice is made by random selection.

8. Notification is sent to all applicants. Those selected for conditional admission must complete requirements by the deadlines or an alternate candidate will be selected.

9. The School of Nursing does not maintain a waitlist. Students must reapply each application period if they are not admitted to the program.

10. New students' progress through the program in a normal sequential manner.

Title: Advanced Placement Students

Policy #: 103

Purpose: To outline the process for students seeking entry into the School of Nursing and requesting credit for prior nursing coursework.

Definitions: <u>Advanced Placement student</u> is a designation used by the Board of Registered Nursing (BRN) to identify a student who enters the School of Nursing after the first course of the program. The student is transferring credits in nursing courses from another college or university, nursing program.

Policy:

A. A student who has been excluded from two or more nursing programs due to unsatisfactory performance is not eligible for admission.

B. Advanced placement students are admitted on a space available basis after Golden West College (GWC) continuing students, and GWC re-entry students.

C. A student will become ineligible for transfer if not placed within one academic year (two semesters) of exiting prior program.

Procedure:

1. Students who are seeking admission to the School of Nursing can obtain an Advanced Placement application from the GWC School of Nursing website. Applications are available when there is space to admit advanced placement students.

2. The advanced placement applicant completes the entire application, including:
   a. official transcripts for required and nursing courses
   b. catalog description of all nursing courses taken
   c. letter from the Program Director of the program at which the student has taken nursing courses, explaining the student's re-entry status and performance

3. Upon confirmed qualifications, the advanced placement applicant meets with the Program Director for review. During this meeting appropriate semester placement, required coursework, and admission policy will be reviewed.

4. Students will meet with a nursing counselor to determine transferability of all non-nursing coursework, including recency requirements, pre-requisites and co-requisites. This evaluation is documented, and all required courses are discussed with student.

5. Admission is on a space available basis as per the Progression and Retention and Graduation Policy #126.

Title: Challenge/Advanced Placement for Military-Trained Healthcare Personnel Policy

Policy #: 104

Policy: Individuals who have held Military Health Care Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement into the 2nd semester of the nursing program with documentation of education and experience qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam, dosage calculation exam, and skills competency exam.

1. Applicants must meet all general entrance requirements of the Associate Degree Nursing Program as outlined on the Multi-criteria grid.
2. Acceptance of Military Challenge students into the Associate Degree Nursing Program is contingent upon space availability, and the successful passing of the skills competency exam, achievement of 75% or above on the Challenge Exam and 90% on a dosage calculation exam.
3. Military Challenge students who have earned a grade of C- or lower or W in a previous nursing program will not be eligible for admission to the Associate Degree Nursing Program.

Guidelines:
Interested candidates must request an appointment with the Nursing Program Director <u>at least four weeks prior to any application period</u> to discuss eligibility requirements for the Associate Degree Nursing Program.

1. Applicants who may be eligible for advanced placement will include those individuals who have satisfactorily completed, within the last two years, education and experience for the following:
   a. Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP)
   b. Army Health Care Specialist (68W Army Medic)
   c. Air Force Independent Duty Medical Technician (IMDT 4N0X1C)
2. Applicants applying for transfer credit must submit the following materials verifying education and experience:
   a. Transcripts from appropriate education program(s), demonstrating satisfactory completion of coursework and clinical experience
3. A one-page documentation of nursing related experience with month and date (from-to) and estimation of nursing hours practiced.
4. After a review of the applicant's documentation and upon determination that the applicant has the met the educational and experience requirements as well as the additional nursing program admission requirements, the student will be required to take a written challenge examination for the 1st semester nursing course, a competency skills exam, and a dosage calculation exam.
5. The following materials will be available to the applicant once challenge confirmation is made:
   a. Course syllabus, including course objectives
   b. Content outline
   c. Bibliography and textbook lists
   d. Example of style and format of examination.

6. Written and skills competency examinations for advanced placement or challenge must be completed eight weeks prior to admission to the program, unless waived by the Director of the Nursing Program.
7. Placement in the 2nd semester nursing course will be granted if applicant meets minimum requirements equivalent to those required of students enrolled in the same course.
8. Military Challenge students must meet all the requirements listed above in order to be placed in the 2nd semester of the nursing program.

Title: ATI Testing

Policy #: 105

Purpose: To identify the purpose and significance of ATI testing in the nursing program

Policy: The School of Nursing is committed to providing resources designed to assist graduates to be successful on the NCLEX-RN examination. These resources include participation in the Assessment Technologies Institute (ATI) and selected Comprehensive Assessment and Review Program (CARP) areas.

CARP incorporates content mastery exams and content area review through on-line modules that are used throughout the nursing program. The ATI RN Comprehensive Predictor exam is given prior to graduation. It is used specifically to provide the student with a percentage of readiness for the NCLEX exam. This entire ATI program is intended to help students prepare systematically for individual studies and the NCLEX exam by providing a measure of proficiency and familiarity with the content and testing processes needed for the succeed.

All nursing students are required to participate in the ATI Testing program while enrolled in nursing courses.

The ATI Testing program is one mechanism used by faculty to evaluate curriculum.

Guidelines:

1. Student participation in the ATI Testing program serves multiple purposes:
   a. ATI testing provides feedback on individual student performance throughout the curriculum.
   b. Students can use feedback from results of their ATI testing to identify knowledge strengths and potential knowledge deficits.
   c. Specific remediation plans may be developed by the student
   d. It is expected that students who perform well and remediate when needed, will be better prepared for the NCLEX.

2. An Assessment Technologies Institute (ATI) exam is required in the following courses:
   a. Test of Essential Academic Skills (TEAS) – prior to enrollment
   b. Content Mastery Exams:

   > Fundamentals of Nursing Practice – G130
   > Nursing Pharmacology – G240
   > Adult Medical-Surgical Nursing – G240
   > Maternal-Newborn Nursing – G140
   > Nursing Care of Children – G240
   > Mental Health Nursing – G270
   > Nursing Leadership; Community Health – G270, G271

   c. Comprehensive Predictor – G270

3. Course faculty members will coordinate scheduling of computer-administered assessments. Generally, content mastery examinations are given toward the end of the semester.

4. If the student's score on the content mastery exam is below the prescribed Proficiency Level 2, he/she must remediate by taking a non-proctored online practice version of the assessment until a score of 90% is obtained. Upon completing the on-line test, the student is automatically informed of the score and the proficiency level achieved.

*Please note: The Proficiency Level 2 score for each content mastery exam is different.

5. The remediation process is described in the individual course syllabus. The student has up to 3 attempts, which are to be taken 24 hours apart, to remediate until the score can be achieved in order to progress to the next clinical course.

6. Completion of the content mastery examination(s) is a course requirement. If the student does not comply with the requirement and/or fails to complete all criteria by the end of the content specific rotation/semester, the instructor will submit an incomplete grade. The student is not eligible to progress to the next nursing course until a letter grade for the course is recorded.

7. In addition, graduation requirements include the successful completion of ATI RN Comprehensive Predictor Examination. The student must achieve a minimum raw score that equates to a high probability of passing, the first time, the associated NCLEX exam.
   - The G270 course syllabus will state the precise minimum score that must be achieved. If a student does not achieve the required score, they must remediate until the level is achieved. The remediation process includes a focused review and a remediation exam of 90% or better.
   - Students who do not achieve the passing score requirement on the Comprehensive Predictor exams will receive an Incomplete ("I") for the course grade. The student will remediate per course guidelines. If the student fails the remediation process, the student will receive a course failure (F) and will need to repeat the course.

8. Graduation requirements are not fulfilled until **all** ATI-associated activities are completed.

Title: Attendance

Policy #: 106

Purpose: To define the requirements for attendance in the lecture, clinical and skills laboratory components of the courses in the School of Nursing

Policy: Class attendance is considered essential to the educational process. The Nursing faculty subscribes to the philosophy that academic success is directly proportional to class attendance, preparation and participation. It is expected that students regularly and punctually attend all class and clinical sessions. Each course delineates specific attendance requirements.

Regular and timely attendance in the classroom and clinical area is necessary for students to meet the stated objectives of each course. Additionally, regular attendance demonstrates professional behavior and responsibility.

Attendance will be documented, primarily for the purpose of counseling any student who is having grade difficulty and is consistently absent from class. Nursing courses are positive attendance courses. The student is responsible for signing the attendance sheet, if distributed by the instructor.

If absence does occur, each student is responsible, not only for content missed, but also for any announcements, which might have been made.

A student who is absent/tardy risks being unable to demonstrate satisfactory performance in the rotation/course and this may lead to a failing grade.

This policy delineates actions taken to assist students to realize the seriousness of absences/tardiness to the successful completion of the School of Nursing.

Definitions:

Absence: Attendance for less than a full class period may be counted as absence for the entire class/clinical session.

Tardy: Arriving to class after the session has begun will be considered absent for the first hour of that day.

Regulations: The California Board of Registered Nursing (BRN) requires a minimum number of theory and clinical hours for generic students to be eligible for license as a Registered Nurse in California. The Golden West College nursing curriculum provides the required number of theory and clinical hours.

Guidelines:

1. Absences may make it impossible for a student to meet course objectives and result in failure of the course. Any absence may require, at the instructor's discretion, a make-up assignment. Students who find it necessary to be absent from class, lab or clinical are to notify the instructor/facility, prior to the beginning of class or lab, according to directions given by the course

instructor; Students are expected to attend classes, lab and clinical sessions for the full scheduled time.

2. Tardiness in the clinical setting may result in unsafe patient care due to lack of or abbreviated shift report. Students are considered tardy if they arrive later than the designated start time at the location as defined by each clinical instructor. At the discretion of the clinical faculty and per hospital policy, the student may be sent home.

3. The clinical instructor must be notified prior to the start of the clinical day in the event of illness or emergency.

4. A student who comes to the clinical area ill may be asked to leave at the discretion of the clinical instructor and in accordance with agency policy.

5. The length of rotations varies depending on the course. Attendance at 90% of the total hours of the course is required to meet BRN requirements.

6. Absences in excess of 10% of the total number of hours in a given rotation or course will result in absence learning contract.

7. Each time the student is tardy, they are considered absent for the first hour.

8. Students may be required to make-up missed clinical time. Specifics are delineated in the course syllabus.

9. A student who has been ill may be asked to provide the faculty with documentation from a medical provider stating that the student is physically able to return to the clinical area with "no restrictions".

10. If the student's absences/tardiness continue, the student will be placed on academic and/or clinical learning contract.

11. Any rescheduled clinical time or additional assignments are at the discretion of the faculty and semester-specific guidelines.

Title: Challenge to a Content Area/Course in the School of Nursing

Policy#: 107

Purpose: To allow students who have experience or education in a specific area of nursing to be exempt from the requirements for that aspect of the School of Nursing

Policy: It is the policy of the Golden West College (GWC) School of Nursing to comply with the Board of Registered Nursing (BRN) Business and Professional Code regulation *(2736 & 2786.6.) &* BRN CA Code of Regulations *(Title 16, Division 14, Article 3, Section 1430),* which allows "a process for a student to obtain credit for previous education or for other acquired knowledge in the field of nursing through equivalence, challenge examinations, or other methods of evaluation."

If a student is on academic or clinical learning contract, the student is prohibited from challenging a content area.

Guidelines:

1. Students who want to challenge nursing content must notify in writing, the course team leader at least two weeks before the beginning of the semester and complete the Challenge Petition form available in the Admission and Records Office or in the School of Nursing.

2. To qualify for the Challenge Exam, the applicant must have completed one of the following:
    - studied similar content in an accredited LVN or other nursing program
    - had equivalent training or work experience or
    - completed independent study of the course content.

3. The challenge process for a Medical-Surgical area may consist of two components – the theory portion and the skills portion.

4. The challenge process for a specialty area i.e. Women's Health, Pediatrics, Mental Health will consist of an exam only. The applicant must achieve a Level 2 score or higher on the equivalent ATI proctored exam. Meeting this requirement renders the applicant as successful in the challenge process and it will be noted on the Challenge Petition form.

5. For the Medical-Surgical challenge, the student must achieve a score of at least 75% on the written exam for the content area being challenged. If a passing score is not achieved, the student must take the content area (theory and clinical components). Additionally, a similar ATI proctored exam may also be used to meet this Medical-Surgical theory challenge.

6. Once the student has passed the examination, the student may be required to demonstrate competency in the designated skills in the laboratory setting.

7. If the performance on the laboratory component is less than satisfactory, the student is required to take the content area (theory and clinical components).

8. The student who is successful in the Challenge Process will be given the grade for the content area that was earned on the written exam and be exempt from that portion of the School of Nursing content area.

9. The content of the course being challenged can be achieved by passing an exam which is given one time only. A challenge exam can be offered once each semester. Notification of the intent to challenge a content area must be submitted in writing 60 days before the semester starts.

10. There is no fee for the challenge exams, except for the cost of the ATI proctored specialty exam and is incurred by the examinee.

11. The recommended resource comes from Assessment Technologies Institute (ATI) Content Mastery Series.

Title: Clinical Participation Requirements

Policy#: 108

Purpose: To delineate the mandated requirements for the student nurse to be eligible for clinical participation; the requirements are set by the clinical sites used by the School of Nursing as part of the nursing courses.

Policy: It is the policy of the Golden West College (GWC) School of Nursing to comply with state, accrediting agencies, agency specific clinical requirements and GWC clinical requirements to ensure students are safe to care for patients in clinical settings.

It is the student's responsibility to ensure all requirements are current for every semester. Failure to provide required documentation to the School of Nursing office will result in the student being prohibited from clinical participation.

Guidelines:

1. **Health Policies:**

    A. Physical Wellness
        1. Evidence of a recent **physical examination** must demonstrate satisfactory health and abilities as defined in the current GWC catalog and be on file in the School of Nursing office prior to the first clinical experience.
        2. **Required immunizations** must be documented on the physical exam including MMR, Varicella, Hepatitis B - titers or immunization, Tdap and current influenza vaccines.
        3. Any student who is **pregnant** or becomes pregnant while enrolled in the School of Nursing must present a written statement from her physician stating it is safe for the student to continue clinical participation without restriction.
        4. Students who have been **injured** must have a physician's written medical clearance, without restrictions, which is presented to the clinical instructor prior to return to the clinical setting.
        5. A faculty member may require a physician statement regarding satisfactory health status following an **illness** prior to the student returning to the clinical setting.

    B. TB skin test
        1. Diagnostic tests for tuberculosis are required annually.
        2. If the PPD test is *negative*.
            a) The student must have another PPD test for a total of two tests, one week apart, and documenting two negative PPD tests.
            b) When renewing the PPD test, if it is taken within the year it is due for renewal, only one test is required

            c) If the renewal PPD is not done within the year it is due, the student will be required to follow-up with a second test one week later, indicating negative results on both tests.

3. If the PPD test is *positive*:
    a) The student must have a symptom review and medical clearance by a provider before starting in the clinical setting. A chest x-ray may or may not be required.

2. Professional Liability Insurance:

A. All students must have current malpractice insurance coverage for a "student nurse" to participate in clinical experiences.
B. A copy of the policy face sheet (certificate of insurance) must be provided to the School of Nursing Office prior to the first clinical experience.
C. Currently licensed LVNs need to purchase student nurse liability insurance. Employer coverage or an LVN policy is not adequate.

3. CPR:

A. Students must maintain current certification in cardiopulmonary resuscitation (CPR) for healthcare providers throughout their clinical experience and must be recertified every 2 years.
B. The CPR course must be issued by the American Heart Association.
C. A current copy of the CPR card must be provided to the School of Nursing office.

4. Criminal Background Check and Urine Drug test:

A. Prior to entry into the School of Nursing, the student must pay for a criminal background check/urine drug test with the designated company.
B. Prior to the beginning of the semester, the student must submit the required paperwork to the School of Nursing office.
C. Any criminal activities discovered on the background check may cause the student to be unable to obtain malpractice insurance or meet health care facility requirements and thus prevented from clinical participation. Issues with drug use may result in student being unable to participate in clinical, based on health care facility contractual agreements**.**
D. A student whose background check show activities that pose a potential threat to obtaining clearance for NCLEX testing must meet with the Program Director.
E. The student may choose to submit a written request to each clinical agency for permission to participate in clinical experiences at their facility. The final decision on clinical participation rests with the clinical agency.
F. If there is no appropriate clinical agency that will accept the student for clinical experiences the student must exit the program**.**

5. Confidentiality and Health Insurance Portability and Accountability Act (HIPAA):

Nurses and nursing students are legally and ethically obligated to maintain confidentiality of all patient information. Information pertinent to a patient's treatment and welfare is disclosed to only those directly involved in the patient's care or in the presence of faculty. Willful violation and/or negligence of HIPAA rules will result in a disciplinary action including possible dismissal from the School of Nursing. No copying of patient records, removal from the facility or photographing of any type is permitted. A violation of HIPAA

could result in the loss of a clinical facility, the student's exit from the program and/or hefty fine.

6. **Transportation:**

   Students are responsible for arranging and financing their own transportation and parking for experiences in the nursing program. Since clinical experiences occur at various times in hospitals, community health and patient's homes, each student must plan for individual transportation to site-based experiences.

Title: Committee Participation, Students

Policy #: 109

Purpose: To outline how students in the School of Nursing are involved in programmatic decision-making

Policy: Nursing students are encouraged to join in departmental as well as campus organizations and committees. Involvement in these activities provides an opportunity for nursing students to participate in the inner workings of the School of Nursing, the nursing profession and the governance process of Golden West College.

Guidelines:

1. The Nursing G130 team leader solicits volunteers for the School of Nursing standing committees – Admission and Retention, Curriculum and Program Evaluation.

2. The names of the interested students are placed in a basket. One name is randomly selected by a fellow student for each committee. Names are then given to the chair of each committee.

3. If a student decides to no longer serve on a committee, the process above will be completed for the semester the student discontinued on the committee.

4. The student representative for each of the committees will disseminate information to appropriate semester classmates via emails or verbal report in class within a week after a meeting.

5. Students in the third semester are invited to volunteer for the completion committee.

6. A student representative from each of the standing committees (total of 3 students) will rotate attendance at the faculty meeting as non-voting members. Participation consists of committee reports, discussion, and any actions items brought forth by the students. The students will be excused for any personnel, disciplinary or confidential discussions.

Title: Communication Flow

Policy #: 110

Purpose: Demonstrate communication pathways for student to follow for any issues or concerns. It is expected that the student will first follow all campus/district communication channels in an attempt to resolve concerns. Students have the right to contact the California Board of Registered Nursing (BRN) and/or the Accreditation Commission for Education in Nursing (ACEN) with concerns regarding the educational program.

GWC   **Health Care Facility**
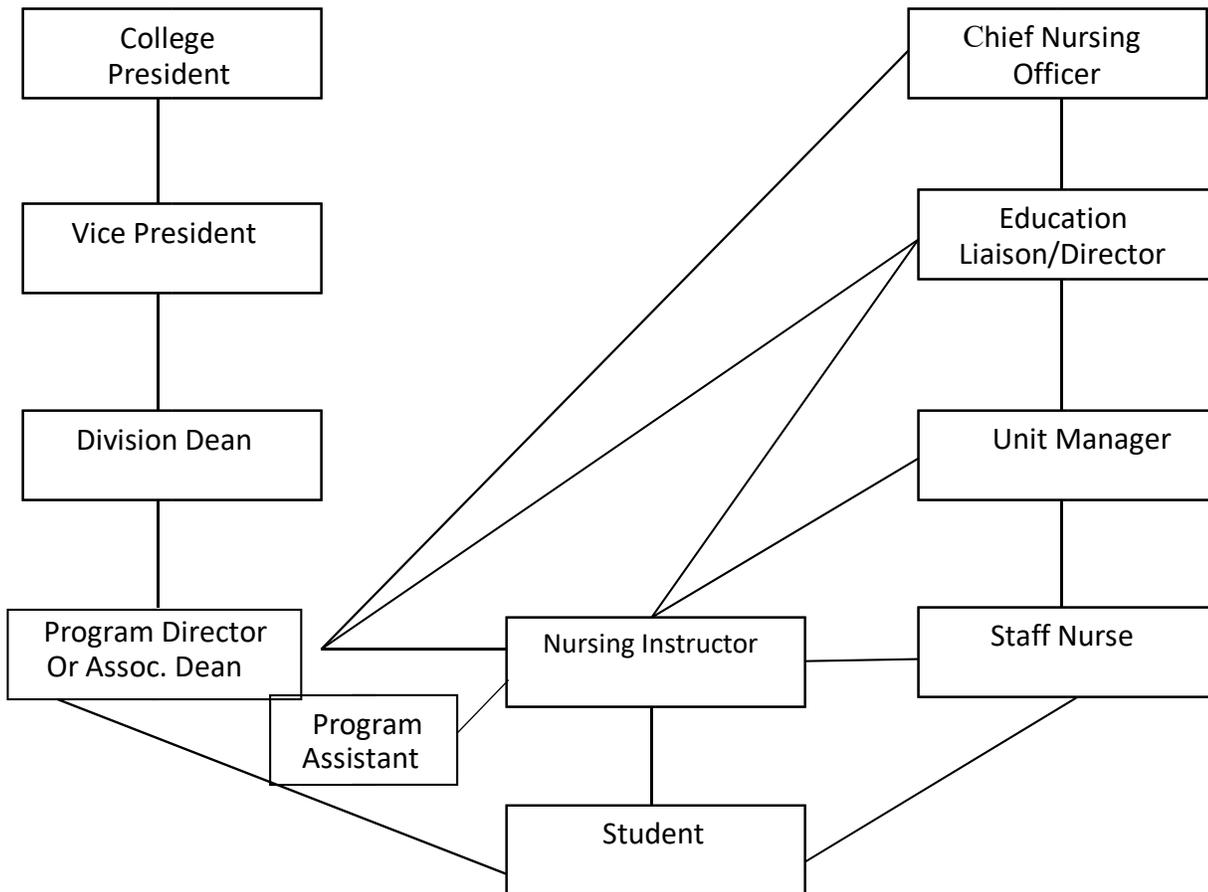
Students may use the following resources to obtain information or to seek clarification regarding nursing issues:

California Board of Registered Nursing (BRN)	**Accreditation Commission for Education in Nursing** (ACEN)
1625 North Market Street, Ste. N-217	3343 Peachtree Road N.E., Suite 805
Sacramento, CA 95834-1924	Atlanta, GA 30326
Phone 916.322.3350	Phone 404.975.5000

Title: Computer Usage

Policy #: 111

Purpose: To delineate the acceptable use of computers by nursing students

Policy: The Golden West College (GWC) School of Nursing recognizes that computers are used to support and enhance learning. The computers available for nursing students' use have been provided to the program by grant funding that requires that the computers be used solely for the purpose of nursing education. It is the School of Nursing's policy that all computers are to be used in a responsible, ethical and legal manner.

The School of Nursing has the right to restrict or terminate network access to any nursing student at any time for any reason. The program has the right to monitor the nursing computer lab network activity in any form that it sees fit to maintain the integrity of the network.

The GWC policy on computer usage must be adhered to by all School of Nursing students.

Definitions:

Illegal activities: actions that violate local, state and/or federal laws, including violation of copyrights, license agreements or other contracts.

Inappropriate use: violation of the intended use of the network.

Obscene activities: violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

Guidelines:

A. The School of Nursing declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking network access privileges and/or initiating legal action for any activity through which an individual:

1. Uses the network for illegal, inappropriate or obscene purposes or in support of such activities.

2. Intentionally disrupts or hacks information systems/network traffic or "crashes" the network and connected systems.

3. Degrades or disrupts equipment or system performance.

4. Steals data, equipment or intellectual property.

5. Gains unauthorized access to the files of others or secured exams posted on the learning system (i.e., Canvas)

6. Forges mail messages or use an account owned by another user including faculty/staff.

7. Invades the privacy of individuals.

8. Posts anonymous messages.

B. Any student found to have violated computer use policies in the School of Nursing is required to meet with the Program Director. Disciplinary action may include dismissal from the program.

C. Any student accused of any computer violation has all the rights that apply for other acts of illegal activity.

Title: Course of Instruction

Policy #: 112

Purpose: To delineate the curriculum of the Associate Degree Nursing program

Policy: The Golden West College (GWC) School of Nursing complies with Board of Registered Nursing (BRN) regulations and Coast Community College District (CCCD) contract with faculty in determining the calculation of hours for course of instruction.

One hour of instruction in theory each week throughout a semester equals one unit.
Three hours of clinical practice each week throughout the semester equals one unit.
(Note: Study time will vary depending upon the units of the class and student's individual need)

The CCCD and the School of Nursing operates on a compressed 18-week calendar.

Guidelines:

1. The GWC School of Nursing uses semester units as designated by CCCD policy.

2. Nursing courses are comprised of one to five units of theory per semester and five to six units of laboratory per 18-week semester.

3. The theory and clinical experiences are concurrent and contained in one course.

4. Each course is one semester in length.

5. Courses and hours of instruction

Table of calculation of course hours for Nursing Curriculum

Course	Hours of Theory (18 weeks compressed into 16)	Hours of Theory/week (18 weeks compressed into 16 weeks)	Hours of Lab & Clinical (18 weeks compressed into 16 weeks)	Hours of Lab & Clinical/week (18 weeks compressed into 16 weeks)
G130 Health & Illness 1 **G131 Professional Nursing 1**	9 units = 81 hrs. 1 unit = 18 hrs.	5 hrs. 6 mins 1 hr 6 mins	243 hrs.	15 hrs 11 mins None
G 140 Health & Illness 2	8 units = 72 hrs	4 hrs 30 mins	216 hrs	13 hrs 30 mins
G 240 Health & Illness 3 **G 241 Professional Nursing 2**	8 units = 63 hrs 1 unit = 18 hrs	3 hrs 54 mins 1 hr 6 mins	243 hrs	15. 12mins None
G 270 Health & Illness 4 **G271 Professional Nursing 3**	8 units = 54 hrs 1 unit =18 hrs	3 hrs 24 mins 1 hr 6 mins	270 hrs	16 hrs 54 hrs None

Title: Emotional Health and Illness

Policy # 113

Purpose: To provide guidelines to manage students exhibiting signs of emotional illness

Policy: The faculty recognizes the following:

a. Emotional illness is a disease and should be treated as such.

b. Personal and/or health problems related to emotional illness may affect one's academic and clinical performance. The impaired student may be a danger to self, staff, others, and/or to patients in his/her care.

c. A student may be required to undergo a psychological evaluation to determine the student's emotional health and readiness to return to class, clinical or the nursing program.

d. It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment of the suspected illness. The Board of Registered Nursing (BRN) emphasizes "the importance of seeking voluntary aid for conditions that could, if left unattended, lead to disciplinary action and may prevent the student from being licensed to practice nursing in the State of California."

e. The handling of the diagnosis and treatment of these illnesses is confidential.

Definitions: The signs and symptoms of emotional illness include but are not limited to the following:

- Anxiety resulting in the inability to focus, concentrate or perform clinically
- Agitation, hyperactivity, severe apprehension, flight of ideas, grandiosity, loose associations, or excessive verbalization
- Multiple somatic complaints that impair the student's functioning
- Errors in judgment due to anxiety or indecisiveness
- Auditory or visual hallucinations
- Extreme sadness, tearfulness or psychomotor retardation
- Self-destructive behaviors, including but not limited to, suicide ideation or attempts
- Pessimism, feelings of hopelessness, helplessness, or loss of interest
- Delusions
- Disorganization of thought processes
- Attention seeking or overly dependent behaviors
- Manipulative behaviors
- Angry, aggressive behaviors or verbalizations
- Pervasive distrust and suspiciousness, pattern of detachment, pattern of low self-image, identity disturbance, and impulsive behavior

Guidelines:

Faculty responding to students displaying behaviors consistent with emotional distress or illness will ensure that the student receives assistance needed according to the following:

1. The student may be removed from lecture or clinical and counseled verbally and in writing about the behaviors observed. Referrals may be made by the nursing faculty as indicated. If patient and/or student safety is not compromised, the student may return to the clinical area, with the instructor's permission.

2. If patient and/or student safety is compromised, the nursing faculty has the responsibility and the authority to take immediate action, which may include:
   a. Removing the student from the setting
   b. Utilizing crisis intervention/behavioral assessment team (BAT)
   c. Referral to counseling/professional help
   d. Referral to Program Director and/or the Assistant Director
   e. Referral to Vice-President of Student Services

3. The instructor will document the incident in the student's file and complete a GWC Unusual Occurrence Report.

4. The student is expected to furnish evidence of professional treatment and unrestricted clearance to return to safe and effective function in the classroom/clinical setting. Readmission is on a space-available basis. Should the student show evidence of emotional illness after being readmitted to the program; he/she will be directed to the Program Director, and to the Vice President of Instruction and Student Services for consideration of options, which may include permanent dismissal from the nursing program.

5. The use of CNS altering medications such as pain medication, antianxiety/antidepressant medications must be reported to the faculty/instructor to determine if the student is impaired (refer to Policy # 116).

6. The use of illegal drugs and/or alcohol will not be permitted in the classroom, lab or clinical areas.

Title: Grading

Policy #: 114

Purpose: To explain the grading policy used in the School of Nursing

Policy: It is the policy of the Golden West College (GWC) School of Nursing to base grades on an assessment of the individual student's demonstration of mastery of course objectives.

The grade received is a composite of student performance in the theory, lab and clinical learning areas. A student must demonstrate mastery in each area to successfully pass the rotation and/or course.

Grading scale is used by all courses in the program
> A = 90 – 100 %
> B = 80 – 89
> C = 75 – 79
> D = 74% or below
> F =   As determined by student performance & faculty

The passing grade of C (75%) is required to progress in the School of Nursing.

Definitions:

A.   Mastery (passing) is achieved when a grade of 75% or higher on evaluated learning activities is earned by the student.

B.   Learning activities may include but are not limited to: reading of text, professional journals or other literature, audiovisual or computer instructional materials, group discussion, case study analysis, written papers, simulation (including virtual simulation), examinations, clinical experience and related written work.

C.   Demonstrating mastery (passing):
   a.   Passing the theory portion of the nursing course requires meeting the following criteria:
      - Passing more than half of the exams at 75% or greater.
      - Achieving a total point score for all core coursework* at 75% or greater.

   b.   Passing the lab portion of a nursing course requires satisfactory completion of all assigned skills and learning activities according to published criteria and timeframes delineated in the course.

   c.   The clinical portion of the course is graded as satisfactory or unsatisfactory.

   *Core coursework is all coursework except bonus points

d. Students must achieve a grade of C or better in theory and satisfactory in clinical to successfully pass clinical courses.

e. If a student fails clinical and passes theory, the student receives a D for the course.

f. If a student passes clinical and achieves at a 74% level or below in theory, the student receives the letter grade that corresponds to the percentage earned.

g. A minimum grade of 75% or greater must be maintained to progress through the nursing courses.

Guidelines:

1. The grade earned is based on assessment of student learning through written test scores and/or through evidence of learning achieved in other activities.

2. The requirements for achieving mastery in each course are based on course content and will be determined by the established evaluation methods. Criteria for mastery achievement are provided to students through the course in the course's syllabus.

3. If a student must be absent from an exam, a make-up exam is taken as per semester policy. Only one make-up exam will be allowed per semester and a separate or different version exam will be given.

4. Prior to the week of withdrawal (the drop date), the clinical instructor analyzes the and notifies any student who is in jeopardy of not achieving a passing grade by utilizing the learning contract policy. The contract is then forwarded to the Program Director for review, signature, and placement in the student file. The student receives a copy and the faculty member places one copy in the semester Student Performance Record.

5. Students who do not demonstrate satisfactory performance in clinical outcomes are placed on a clinical learning contract by the instructor. The completed form includes strategies for student success. The student, instructor, and Program Director or Assistant Director meet to ensure the student understands the reason for the learning contract and necessary steps to achieve satisfactory performance. The student receives a copy and the faculty member places one copy in the semester Student Performance Record. The original is placed in the student file.

6. Content mastery as a clinical outcome is demonstrated through the achievement of all clinical learning objectives, as described in the course's clinical evaluation tool.

7. All requirements must be completed as indicated on the course syllabus. Failure to do so will result in a non-passing grade for the course.

8. If a student cannot demonstrate mastery in any portion of the course/rotation, the following options are offered to the student:

   a. Prior to the GWC withdrawal date, the student may withdraw/drop from the course and receive a grade of "W". (See Re-entry policy for readmission information) Until the student officially withdraws from the course, through Admission and Records, the student may attend the theory portion of the course, but not participate in clinical, skills lab or testing.

   b. Continue in the theory portion of the course with the understanding that this will result in a grade of "D" or "F" as determined by grade earned. Thus, the student cannot progress in the School of Nursing until the course is completed with a grade of C or better.

   c. For safety reasons, a student may not attend the clinical portion or skills lab of the course if they have failed the theory, lab or clinical portion of the nursing course.

Title: Grievance, Nursing Student

Policy #: 115

Purpose: To outline the steps for a nursing student who believes they have been treated unfairly. The purpose of the student grievance procedure is to provide an impartial review process and to ensure that the rights of students are properly recognized and protected.

Policy: A grievance may arise out of a decision reached or an action taken by a member of the faculty, staff, or administration of Golden West College (GWC). A student wishing to file a grievance regarding program policies and procedures must follow the GWC Grievance Policy found in the college catalog.

By the State of California Educational Code, only the instructor who records the grade may change the grade a student received.

Definitions: A grievance is an action that is alleged to be in violation of federal or state law, a violation of an applicable district/college policy or procedure, or that constitutes arbitrary, capricious, or unequal application of written policies or procedures.

Guidelines: The student believing they have grounds for a grievance must follow the prescribed process:

1. The student who believes they have a grievance should first talk to the instructor informally and make the instructor aware of the student's complaint/concern. The other members of the team may be asked to participate in this meeting.

2. If the meeting with the instructor does not resolve the issue to the student's satisfaction, a meeting requested by the student and is scheduled with the Program Director and the faculty member(s) involved, in an effort to resolve the complaint.

3. If the complaint is not resolved to the student's satisfaction, the student must follow the GWC grievance policy as delineated in the GWC catalog.

4. The nursing student may also contact the Board of Registered Nursing (BRN) with concerns regarding the educational program:

   California Board of Registered Nursing
   PO Box 944210 3343
   Sacramento, CA 94244-2100
   (916) 322-3350
   www.rn.cac.gov

Title: Impaired Nursing Student

Policy #: 116

Purpose: To explain the actions taken when a nursing student exhibits impaired behaviors.

Policy: It is the policy of the School of Nursing to require students to provide safe, effective and supportive patient care. To fulfill this purpose, nursing students must be free from chemical impairment and effects of emotional illness during participation in any portion of the School of Nursing, including classroom, lab, and clinical settings.

The nursing faculty, out of concern for the impaired student, has developed this policy, which is consistent with the Board of Registered Nursing (BRN) guidelines for impaired nurses. Confidentiality is maintained at all times.

Definition: Impaired student behavior may include, but not be limited to:
- Physical impairment
- Mental and emotional impairment
- Impaired judgment
- Disruptive actions
- Inconsistent behavior patterns
- Evidence of drugs, medication and/or alcohol use

Guidelines:

1. When a student, in the instructor's opinion, exhibits any type of impaired behavior, the student is removed from the classroom, NEST and/or clinical/patient care.

2. The instructor and student, if possible, are to meet in a private location and the instructor informs the student of the observed behavior(s) and observed sign(s) of impairment and allows the student to provide a brief explanation.

3. The instructor or a Golden West College (GWC) employee will call the student's emergency contact person for transport from the location, if in the instructor's judgment, the student is incapable of driving safely.

4. The instructor immediately reports the incident to the Program Director for investigation pursuant to college regulations.

5. A report of the observed student behaviors is prepared on the GWC Unusual Occurrence Report by the involved faculty member and submitted to the Program Director as soon as possible after the occurrence.

6. As soon as possible, the student meets with the Program Director and is referred for professional assessment to Student Health Services, if available, or a private practitioner.

7. A licensed health care practitioner must provide written documentation clearing the student, without restriction, for clinical practice.

8. If the student demonstrates behaviors that indicate impairment and refuses to submit to a professional assessment, the student is not allowed to participate in the classroom, lab or clinical portion of the program. This may result in dismissal from the program.

9. If the student is found to be impaired and not cleared for clinical practice, the student will be dismissed from the School of Nursing and be required to provide proof of successful professional treatment as part of the Individual Plan for Return (refer to Re-entry Policy).

10. After a minimum of six months from the time of dismissal, the student may petition for readmission to the School of Nursing. Requirements for readmission:

    a. Student submits a letter to the Program Director requesting re-entry and specifying specific actions competed as delineated in the Individual Plan for Return.
    b. Student must supply health care practitioner clearance for clinical practice with description of on-going required activities, such as participation in treatment program and/or evidence of rehabilitation and/or recovery at time of petition for reentry.
    c. The student may be required to participate in on-going treatment and/or random drug and alcohol screening at the student's expense as a condition of readmission.
    d. Readmission is on a space available basis.

11. Failure to submit documentation of on-going treatment, if required, will result in dismissal from the School of Nursing.

12. A second documented incident of impaired behavior results in permanent dismissal from the School of Nursing.

13. The student is informed by the Program Director that even though the student completes the nursing program, there is no guarantee that the Board of Registered Nursing will allow the student to take the NCLEX or receive an RN license.

Title: Math Proficiency

Policy #: 117

Purpose: To explain the math tests used in the School of Nursing and consequences of failing to demonstrate math proficiency

Policy: It is the policy of the School of Nursing to verify the math computation proficiency of each student to insure safety in medication administration.

A math test must be passed at 90% per semester with the following scores per semester by the third attempt in order for the student to continue in the course.

Math tests are scheduled at the beginning of the semester so that if a student does not achieve a passing score by the third attempt, the student can withdraw and receive a grade of "W".

The scores earned in the math proficiency tests are not included in the semester grade.

Guidelines:
1. The tests are comprised of 20 test items.

2. Math tests will be clinically realistic and based on current medication administration practices.

3. Rounding parameters vary within semesters and will be discussed prior to the administration of the first math test.

   a. Answers involving capsules or drops must be rounded off to the nearest whole.
   b. Answers involving tablets must be rounded off to the nearest half or whole tablet, whether or not the tablets are scored.
   c. In Nursing G130, G140 and G240, answers involving liquids are carried out to the hundredth and rounded off to the nearest tenth of a milliliter (if the calculation results in an answer such as 3.79, the correct answer is 3.8 ml.).
   d. In Nursing G270, answers involving liquids are carried out to the thousandth and rounded off to the nearest hundredth of a milliliter (if the calculation results in an answer such as 3.767, the correct answer is 3.77 ml.).

4. Simple calculators may be used during the math test as per course policy. Only non-programmable calculators are allowed. Phone calculators are not allowed.

Title: Medical Clearance for Students

Policy #: 118

Purpose: To safely care for patients, minimize risk to clinical staff and faculty and maintain personal safety, the following guidelines must be followed:

1. Depending on circumstances a student may be required to submit a medical release from a licensed healthcare provider that states the student may return to school without limitations or restrictions.

2. A student with a potentially communicable illness is required to report to the clinical instructor immediately and then furnish written medical clearance before returning to lecture, skills lab or clinical.

3. A student with a cast, crutch, cane, splint, sling or condition/device that impairs mobility or motion will not be allowed in the clinical area. A completed School of Nursing Medical Release form (see attached) is required before returning to the clinical area.

4. Immediately upon confirmation of pregnancy, the student must:
   a. Provide the estimated date of delivery calculated by her healthcare provider.
   b. Submit a medical release form (see attached) from her healthcare provider outlining the student's ability to participate in clinical activities as well as a timeline for these activities.
   c. Comply with the policies and procedures of the clinical agency to which she is assigned.
   d. Observe usual pregnancy precautions while in the clinical area according to agency policy.
   e. Any change in student's health status requires immediate notification to the Program Specialist by the student.

5. A student must be physically and emotionally able to meet the objectives of the course in any instructional setting. This includes care of patients requiring lifting, moving, or transferring and moving of equipment.

6. Students with acute or chronic illnesses that require use of prescribed medications may be allowed in the clinical setting. Students who are impaired by the use of these medications will be sent home.

7. Students who are ill during the clinical day may be sent home at the discretion of the instructor.

Golden West College School of Nursing

Medical Release to Return to School/Clinical

Student Name: _____

PROVIDER TO COMPLETE

Please Check One:

_____ Student meets all criteria stated in the "Advisory Statement" (attached - review and initial). In my professional opinion, this person is in adequate health to return to full performance as a nursing student and with "no restrictions."

_____ Student does **not meet** criteria stated in the Advisory Statement to the Licensed Health Care Provider (attached).

Describe limitations:

_____

_____

_____

_____

_____
Provider Name and Title (printed)

_____
Provider Signature and Title   Date

_____
Address, City, State, Zip   Phone

"ADVISORY STATEMENT"

In the best interest of our students, be aware that certain physical, emotional and learning abilities are necessary in order to protect the individual student's well-being and provide for the safety of each patient placed in his/her care. The following are basic physical and emotional abilities required of the student for success in the Registered Nursing Program:

Standing/Walking - *Much of the workday is spent standing and walking. The student will be working a 12-hour shift requiring standing for this time period. Approximate walking distance per shift: 3-5 miles while providing care, obtaining supplies and lab specimens, monitoring and charting patient response, and managing/coordinating patient care.*

Lifting - *Some of the workday is spent lifting from floor to knee, knee to waist, and waist to shoulder levels while handling supplies (at least 30 times per shift). These supplies include weights (of 5 to 10 pounds) and equipment (of 5 to 35 pounds). The nurse (student) must also assist with positioning patients in bed or moving patients (average patient weight is 150 - 200 pounds). The student must be able to assist with evacuation of patients down stairwells. During disasters, the use of the elevators is often not permitted.*

Carrying - *Some of the workday is spent carrying charts, trays and supplies (5 to 10 pounds).*

Pushing/Pulling - *A large part of the workday is spent pushing/pulling while moving or adjusting equipment such as beds, wheelchairs, furniture, intravenous pumps and emergency carts.*

Balancing and Climbing - *Part of the workday is spent climbing stairs. The nurse must always balance self and use good body mechanics while providing physical support for patients.*

Stooping/Kneeling - *Some of the workday is spent stooping/kneeling while retrieving and stocking supplies and medications, assessing equipment attached to patients and using lower shelves of carts.*

General Extremity Motion (upper and lower extremities) - *It is evident from the previous statements that extremity movement is critical. Movement of the shoulder, elbow, wrist, hand, fingers and thumb is required throughout the workday. Movement of the hip, knee, ankle, foot and toes are also required throughout the workday. It is necessary for the student to be able to turn, flex and extend his/her neck.*

Hearing - *A majority of the workday requires an ability to hear and correctly interpret what is heard. This not only includes taking verbal or telephone orders and communicating with patients, visitors and other members of the health care team; but also involves the physical assessment of cardiovascular, pulmonary and gastrointestinal sounds and the analysis of patient monitor alarms. <u>If student is cleared medically with the use of assistive devices, student must utilize the devices in all settings.</u>*

Vision – *The student must be able to see the patient, chart, and computer well enough to be accurate in gathering information for assessment and patient charting.*

_____ Provider's Initials

Title: Dismissal from Program without Prior Notification

Policy #: 119

Policy: It is accepted that each patient for whom a Golden West College (GWC) nursing student provides care for has the right to receive safe nursing care. Therefore, it is understood that it is essential to avoid placing the patient in physical and/or emotional jeopardy.

The faculty reserves the right to dismiss any nursing student whose personal integrity, health, or conduct demonstrates unfitness to continue preparation for the profession of nursing. Integrity and conduct are judged according to the standards of the most recent *Code of Ethics for Nurses* as adopted by the American Nurses' Association and the GWC School of Nursing *Statement of Professional Role Behaviors*. [American Nurses Association Code of Ethics (2011), pg. 8].

A student may be dismissed without being first placed on a learning contract for unsafe practice, which places the patient, family or staff in serious physical or emotional jeopardy.

Definitions:
An unsafe practice is defined as:
- An act or behavior of the type which violates the California Nurse Practice Act.
- An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses' Association.
- An act or behavior which poses a severe threat to the physical, emotional, mental or environmental safety of the patient, a family member, another student, a faculty member or other healthcare provider.
- An act or behavior which constitutes nursing practice for which a student is not authorized or educated at the time of the incident that might have serious consequences for the patient.
- An act that violates the supervision requirements for procedures or medication administration.
- Failure to document patient assessment and/or medication administration.

Guidelines:

1. Grounds for dismissal without a probationary period may include but are not limited to:

    a. Level of incompetence representing a threat to patient safety
    b. Falsification of documents or records
    c. While in the clinical area, being under the influence of alcohol, marijuana, or any controlled substances not legally prescribed
    d. Insubordination or failure to follow direct orders from nursing faculty, clinical instructor/supervisor, adjunct instructor, Registered Nurse (RN)-healthcare team member, or RN preceptor
    e. Theft of College or agency property
    f. The inappropriate administration of any drug or treatment without the permission of the clinical supervisor

g. Felony present on criminal background check or unable to provide a 7-year background check
h. Violation of policies, rules and regulations of the hospital to which the student is assigned for clinical practice
i. Unethical or unprofessional conduct associated with clinical assignments including, but not limited to:

- academic dishonesty
- any violation of the substance abuse policy
- reporting for duty while under the influence of any substance which impairs the student's ability to perform his/her clinical tasks

2. The student will be removed from the clinical setting.

3. The clinical instructor will notify the Program Director of the student's unsafe practice as soon as possible.

4. The student, clinical instructor and Program Director will meet to discuss the student's dismissal from the program.

5. The student will be referred to the counseling office for exploration of options for continuing their education.

Title: Performance, Student – Faculty Expectations for

Policy #: 120

Guidelines: To assist in success during the School of Nursing, the following guidelines are provided as expectations of student behavior. There will be other additional expectations/requirements, which are specific to a course or clinical rotation will be discussed by the instructors at the appropriate time.

The student is expected to:

1. Adhere to all college and departmental policies and procedures.

2. Complete all assignments according to date and time scheduled.

3. Take examinations on the day and time scheduled or arrange a specific time for a make-up with the instructor.

4. Consistently document in a manner, which demonstrates transfer of theory to practice.

5. Be prepared to participate in classroom and clinical conferences by preparing assignments and objectives prior to class.

6. Consistently participate in classroom and clinical conference discussions.

7. Demonstrate a consistent pattern of behavior indicating the internalization of professional and ethical behavior as indicated by:
   a. Adhering to the Campus Academic Honesty Policy
   b. Complying with HIPAA
   c. Consulting instructor or experienced Registered Nurse when patient's problems are not within the student's scope of practice, education or experience
   d. Communicating in professional manner with staff, patients, and their families
   e. Documenting according to agency procedures, using correct terminology
   f. Adhering to the American Nurses Association Code of Ethics.

Title: Programmatic Student Learning Outcomes

Policy #: 121

Policy: The Programmatic Student Learning Outcomes (pSLOs) are the terminal outcomes for the new graduate of the GWC ADN Curriculum. The pSLOs were developed by the faculty of the School of Nursing and are derived from the mission/philosophy and the purposes of the program. The selection of the pSLOs were based on:

1.   Relevance of the outcome for assessing and improving the quality of the program.

2.   Identification of outcomes in professional standards and guidelines. Per the Board of Registered Nursing competencies, outcomes will focus on:

- Delivering safe, therapeutic, effective, patient centered care
- Practicing evidence-based practice
- Working as part of an interdisciplinary team
- Focusing on quality improvement
- Using information technology

3.   Emphasis in the literature.

4.   Measurability using existing tools and methods.

Purpose:

A. Organizing Framework:

After reflecting the upon professional standards, guidelines and the School of Nursing philosophy, the faculty identified four essential attributes of the GWC graduate – (1) patient-centered care/safety/QI, (2) evidence-based practice/nursing judgment, (3) teamwork/collaboration and /informatics/technology (4) professional identity. These provide the foundation for our programmatic student learning outcomes and bring the standards, guidelines and philosophy a reality in our graduates' performance. The (pSLOs) delineate the competencies required for entry into contemporary professional nursing practice and are congruent with professional standards and guidelines.

B. Programmatic Student Learning Outcomes:

1. Patient-centered care/safety/QI
    a. Provide safe, quality patient-centered care for individuals and families across the health-illness continuum in a variety of settings to promote positive patient outcomes.
2. Evidence-based practice/nursing judgment
    a. Utilize current knowledge from research and other credible sources to make nursing clinical judgments and provide patient care within a family and community context.
3. Teamwork/collaboration and /informatics/technology
    a. Utilize information technology in collaboration with nursing and healthcare teams to facilitate communication and coordinate patient care.

4. Professional identity
    a. Demonstrate professional behaviors and adhere to legal, ethical, and professional standards.

C. Outcome Assessments

The Programmatic Student Learning Outcomes are used to develop course specific SLOs, outcome assessment methods and expected level of performance. The SLOs identified can be separated into area of knowledge, skills and behaviors and are evaluated in both a formative and summative manner. Therefore, SLO assessment includes course specific measures, standardized assessment tools, psychomotor skill assessment and graduate data.

The findings and recommendations that result from the outcomes assessments facilitate:

- Clarification and strengthening of the purposes and objectives of the program

- Valid assessment of student outcomes

- Curriculum refinement

- Refinement of teaching/learning strategies

- Process for identifying course specific SLOs.

Title: Learning Contract – Academic

Policy#: 122A

Purpose: To explain the reason for and process of being placed on a learning contract

Policy: Satisfactory performance and content mastery in nursing courses must be maintained. If a student's grade falls below 75% and/or there are multiple failures on course exams, the student is given notice of being at risk for not passing the course. The student is placed on an academic learning contract by the instructor of record or by another member of the semester team.

A learning contract is a mechanism to ensure the student is aware they are in danger of not being successful in the course, detail the benchmarks the student must achieve to pass the course, and refer the student to appropriate resources to improve his/her chances of success. A student may be on up to 4 types of learning contracts: academic, absence, clinical, professional.

1. Academic Learning Contract:
2. Absence Learning Contract:
3. Clinical Learning Contract:
4. Professional Learning Contract:

Guidelines:
1. If a student is not achieving a satisfactory level of academic performance in a course, the student is informed in writing by the faculty member of the semester team.

2. The faculty member meets with the student to discuss the concern(s) in a private setting. The faculty member explores possible causes for the student's difficulties, identifies a remediation plan, and advises the student of the available support resources to be successful.

3. The outcomes of the meeting are delineated on an Academic Learning Contract form indicating the specific objectives the student must achieve by a given date, any referrals made and plans on how the instructor will assist the student.

4. The Academic Learning Contract is signed by the instructor and student. The form is placed in the student file and a copy of the form is given to the student for their record.

5. The student must achieve the objectives detailed in the Academic Learning Contract to pass the course and progress in the program.

6. Should the student be dismissed from the program, the student will be required to make an appointment to speak with the Program Director.

Title: Learning Contracts – Absence, Clinical and Professional

Policy#: 122B

Purpose: To explain the reason for and process of being placed on a learning contract

Policy: Satisfactory clinical performance, attendance and professionalism must be maintained in all nursing courses. If the student's clinical and/or professional performance falls below standards, or if clinical absences become excessive, the student is given notice of being at risk for not passing the course.

The student is placed on an absence. clinical and/or professional learning contract by the clinical instructor or as needed by another member of the semester team.

A learning contract is a mechanism to ensure the student is aware they are in danger of not being successful in the course, detail the benchmarks the student must achieve to pass the course, and refer the student to appropriate resources to improve his/her chances of success. A student may be on up to 4 types of learning contracts: academic, absence, clinical, professional.
1. Academic Learning Contract:
2. Absence Learning Contract:
3. Clinical Learning Contract:
4. Professional Learning Contract:

Guidelines:

1. If a student does not meet a satisfactory level of attendance, clinical and/or professional performance in any portion of the course, the student is informed of the concern verbally and in writing. The written warning is reviewed with the student and faculty. The student and faculty member sign the form, and the warning is added on the Clinical Evaluation Tool. The student is given a copy of the warning. (Dependent on the severity of the issue, the student may be placed immediately on a Clinical and/or Professional Learning Contract).

2. If the identified concern on the written warning continues, the student is placed on a formal Clinical/ Professional Learning Contract by the clinical faculty member or as needed by another member of the semester team.

   a. 1st occurrence: refer to items 3-5 below
   b. 2nd occurrence: refer to items 3-5 below. If a student is placed on the clinical and/or professional learning contract for identical concerns, a meeting will be scheduled with the student, faculty and Assistant Director.
   c. 3rd offense: refer to item 9 below.

3. The faculty will meet with the student to discuss the situation in a private setting. The faculty member explores possible causes for the student's difficulties, identifies a remediation plan, and advises the student of the available support resources available to be successful.

4. The outcomes of the meeting are delineated on a completed Clinical/Professional Learning Contract form indicating the specific objectives the student must achieve by

a given date, referrals made, student input, and faculty assistance to be given.   The contract is signed and placed in the student's file. A copy is given to the student.

5. An instructor may request a meeting with the Program Director or Assistant Director if the faculty member needs a neutral perspective. A meeting with the Program Director or Assistant Director may also be requested at the discretion of the student.

6. The student must achieve the objectives detailed in the learning contract to pass the course, and progress in the program.

7. Professional and Clinical Learning Contracts will remain in the student's record throughout the nursing program.

8. In each subsequent semester, the student and faculty may review the contract at the beginning of each course.

9. An accumulation of three occurrences involving the identical issues as previously delineated of either a Clinical and/or Professional Learning Contract while in the nursing program, or any occurrence that potentially places the client (patient), self, or others in immediate danger, will result in the dismissal from the program.

10. In the event of a dismissal from the program, the student will be required to make an appointment to speak with the Program Director.

Title: Professional Role Behaviors

Policy #: 123

Purpose: To assist in orienting and socializing students into professional nursing role behaviors and to support decision making/action.

Overview:

A. Socialization into the professional nursing role should be facilitated for the students during their nursing education. Professional conduct during nursing education forms patterns of professional accountability essential for successful practice.

B. Students have the right to be informed of the requirements for professional role behaviors and the responsibility to conduct themselves in accordance with the requirements.

C. Faculty must consistently inform and implement requirements for professional role conduct, and consistently enforce consequences in the event of violation of the professional role requirements.

D. Values underlying professional role behaviors are mutual respect, civility, personal accountability, trustworthiness, and open communication. The principles of adult learning, including readiness, self-directedness and active participation are also relevant to professional role behaviors.

Policy:

The policy statement for Professional Role Behaviors is consistent with the philosophy and rationale of the Golden West College student policies, the California Nurse Practice Act, and the assumptions inherent in the ethical codes of conduct of professional nursing organizations, including the National Student Nurses Association Code of Academic and Clinical Professional Conduct.

Although intended to guide a high standard of professional behavior in the clinical setting, this policy statement and the critical elements listed are generally applicable to conduct in the classroom setting, online learning, and should govern all interactions conducted as a nursing student.

Failure to achieve professional role behaviors should be documented in specific terms of violation, intervention, and consequence.

Consequences may include suspension: course failure, referral, required consultation, or assignment to validate the student's understanding of the impact of the violation and the significance of professional conduct. A violation of specified professional role behaviors may constitute failing clinical and therefore course failure.

Procedure:

Orientation:

1. During incoming student orientation, students are provided copies of the Policy Statement, as well as an overview by the Program Director or nursing faculty.

2. The student will be asked to sign a document verifying receipt and acceptance of the professional behavior requirements.

3. The signed copy will be placed in the student's file in the Nursing Office. The student should retain a copy for reference throughout the program of study.

4. The student is expected to review the student handbook on a regular basis or when issues arise that may place them in jeopardy.

Golden West College – School of Nursing
Critical Elements of Professional Role Behaviors

The following essential performance behaviors must be consistently demonstrated by students in the School of Nursing at all times – in the clinical setting, in the classroom and whenever the student is representing the School of Nursing.

1. **Communication** - Demonstrates in verbal and nonverbal interaction respect for others' opinions, active listening skills, assertiveness, and professional courtesy. Demonstrates ability to effectively use the English language in conversing, comprehending, writing, and documenting to meet course outcome competencies.

2. **Preparedness** – Plans and arranges time. Completes assignments prior to class or clinical. Uses learning materials and resources in order to actively participate in learning activities.

3. **Attendance** - Takes initiative to clarify and confirm schedule. Student Is present without exception in required classes, orientation sessions, and clinical practice including the NEST and lab. Demonstrates initiative and follow through in meeting scheduled assignments.

4. **Punctuality**- Is consistently prompt in meeting scheduled class/clinical schedules and demonstrates eagerness and enthusiasm for engaging in learning assignments and activities.

5. **Dress** - Adheres to the Uniform Policy when in the clinical setting. Dresses in a professional, appropriate manner for meetings, classes and other activities in the role of a student nurse

6. **Equipment** – Anticipates supplies and equipment that will be needed to complete course/clinical assignments and learning activities, and proactively prepares to have these resources available. Equipment may include stethoscope, scissors/clamps, watch with a second hand, and name tag.

7. **Conflict Management** – Demonstrates collaborative problem-solving skills in the event conflicts relevant to the course or clinical occurs. Makes comments on course, faculty, and preceptor evaluations with specific, constructive feedback on effective teaching and learning strategies, as well as recommendations for improvement.

8. **Obligation to the Patient** – Demonstrates accountability in accepting assignments for patient care and carrying through with responsibilities within the designated time frames. Communicates whereabouts (breaks, lunch, meetings, etc.) to the RN preceptor and/or clinical instructor and assures continuity of care at all times.

9. **Respect Demonstrated to Patient, Peers, and Health Care Providers** - Courtesy, consideration, and respect are conditions for learning and required of professional communication in all settings. Demonstrates attentiveness, politeness, consideration for others in all environments and interactions. Body language, nonverbal behaviors, including voice tone, and personal opinion must demonstrate professionalism and collegiality at all times.

10. **Emotional and Physical Readiness** - Engages in self-monitoring and demonstrates the mental, emotional and physical health necessary for clinical activities**.**

11. **Constructive Use of Time** – Manages time constructively, shows self-direction and initiative to locate or request meaningful learning experiences.

12. **Confidentiality –** Demonstrates respect for patient confidentiality within and outside the agency. Maintains patient confidentiality and HIPAA compliance in all communications.

13. **Requirements for Clinical setting–** Takes the initiative to complete all requirements prior to the onset of clinical, according to published policy detailing specific requirements. Provides copies of the verifying documentation for program files. The student will **NOT** be allowed to begin clinical until all requirements are met including training and documentation required for assigned clinical agencies.

14. **Institutional Policy and Procedure -** Participates in scheduled orientation (agency and computer) to acquaint self with relevant policies and procedures and adheres to them throughout the clinical experiences.

15. **Online courses** - Follows the necessary rules of "etiquette", in courses using educational technology.

Title: Re-admission to the School of Nursing

Policy #: 124

Purpose: Explain the process for the Golden West College (GWC) nursing student to re-enter the program after withdrawal/dismissal

Policy: Students who withdraw or are dismissed from the School of Nursing are given a classification for prioritizing re-entry and based on space availability:

Priority 1 -	GWC re-entry students who withdrew in good academic and clinical standing or due to military active duty
Priority 2 -	GWC re-entry students who withdrew with a grade below 75% and/or unsatisfactory clinical performance
Priority 3 -	GWC re-entry students who were dismissed or failed out of the program
Priority 4 -	Advanced Placement/Transfer students

Students are eligible for re-entry to the School of Nursing within one year (two semesters) after the withdraw/dismissal date (semester). If a student does not seek re-entry within that timeframe, they are not eligible for re-entry to the GWC nursing program.

Students seeking re-entry after **one** withdrawal/dismissal from the School of Nursing are re-entered based upon demonstrating the completion of the Individualize Plan for Return, priority rating, and space availability.

No student is re-entered to the School of Nursing after the **second** withdrawal/dismissal from the School of Nursing. In rare instances, the Program Director may allow a re-entry due to unusual circumstances.

Guidelines:

1. The student must meet with the Program Director to receive counseling regarding activities for the Individual Plan for Return and guidance on the re-entry process.

2. Students seeking re-entry are required to submit a letter to the Program Director stating:

    a. Circumstances surrounding the withdrawal or dismissal
    b. Evidence of completion of objectives as delineated in the Individual Plan for Return
    c. Rationale statement explaining why student is better prepared for the nursing program

3. A letter must be submitted by the date specified on the Individual Plan for Return. If the student does not submit documentation of their intent to return to the program, they are ineligible for readmission.

4. Students approved for re-entry are placed on a re-entry list by priority (see above) for that specific course.

5. When a space is available in the student's required semester, a notification letter of re-entry is sent to the student. If the student does not respond or declines to accept this position, they are ineligible for re-entry. If the student has a temporary medical reason that prevents their return, a deferral can only be considered/approved by the Program Director.

6. Students who have completed the Individual Plan for Return and have been waiting for re-entry for two semesters have priority within their classification for re-entry.

7. If there are more re-entry students in the same priority category, than spaces available in the course, the students are chosen by random selection.

8. If there is no space available for the specific course, the student is placed on a re-entry list for the following semester. If a space does not become available within one year (two semesters), the student becomes ineligible for re-entry.

9. Students who have a withdraw and/or a dismissal totally two occurrences are not eligible for re-entry or to reapply to the Nursing Program.

10. Students who have transferred due to **two** dismissals from a prior program are given **one** withdraw/dismissal from GWC Nursing Program. After that, they are ineligible to re-enter or reapply.

11. Students who withdraw or are dismissed from G130 Nursing are not eligible for re-entry into the program. In rare instances, the Director of Nursing may allow a readmission due to unusual circumstances. G130 students are eligible to reapply during the next application period.

Title: Recommendation, Letter of

Policy #: 125

Guidelines: To comply with professional courtesy, students requesting a letter of recommendation from a faculty member should follow these guidelines:

1. If the letter is for employment, it would be unusual to request a letter from an instructor who has not supervised your clinical performance.

2. Personally, ask the instructor if she/he would be willing to write a letter on your behalf.

3. If the instructor agrees, follow the verbal request with a completed Request for Letter of Recommendation form (see attached). Include all required information on the form.

4. Allow one to three weeks' turnaround. Most faculty are assigned to fall and spring semesters only; request deadlines for the letters to be within those two semesters, unless otherwise instructed.

5. If you do not receive the letter within three weeks, it would be appropriate to leave a reminder message on the instructor's voice mail and/or email.

REQUEST FOR LETTER OF RECOMMENDATION

To:
Instructor _____ Date: _____

Purpose: (check appropriate area that pertains to this request)

Scholarship _____ Employment _____ Course Recommendation_____Other (specify) _____

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

Have you asked the instructor to write you a letter of recommendation?
_____ Yes _____ No

*** If you have not asked the instructor for a recommendation letter, please do so before you submit to the office.

Please provide a brief description on what you would like the letter to recommendation to indicate. If this is for a scholarship, please attach information.

Date needed:(**must** give two to three weeks' notice and occur during the fall and spring semesters)

Letter to be addressed to:

Name/Title: Address:

_____

Disposition: (check one)
　☐Mail to above address
　　(Supply self-addressed envelope with postage stamp when you submit this form)

　☐Hold for pick up

Student Name (print): _____

- -

Signature (Instructor): _____   Date: _____

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

Title: Progression, Retention and Graduation Policy

Policy #: 126

Purpose: To ensure students are aware of program progression, retention stipulations and graduation requirements

Policies:

1. Students must maintain a cumulative grade point average of at least 2.0 (75 %) overall throughout their enrollment in the Nursing Program.

2. Students must achieve a minimum grade of C (75%), as well as satisfactory performance in the clinical component, of each nursing course.

3. A failed nursing course may be repeated only one time. Failure of any nursing course for a second time will result in dismissal from the program.

4. Any student repeating a clinical nursing course must repeat both the theory and clinical components of the entire course, including both rotations (medical/surgical and specialty) for G140, G240, and G270.

5. Students must pass competency testing throughout the program of study based on course requirements. Students must pass all psychomotor skills by their third attempt.

6. Students must submit verification that they have met all pre-clinical requirements, (i.e., current CPR Certification, specified immunizations and Tb testing results, completion of annual blood borne pathogen module, report of criminal charges incurred since submission of the original criminal background check) prior to the start of the semester in which enrolled in any clinical nursing course.

    Failure to meet the criteria will result in being administratively dropped from the course. The student may register for the dropped course following the re-entry policy procedure.

7. Enrollments in the core nursing courses will be determined by the following priorities and space availability:
    a. Continuing students and veterans returning from active duty – students who enroll in at least one clinical nursing course.
    b. Re-entry students - students in good standing who have dropped out of the sequence of clinical nursing courses for at least one semester.
    c. Re-entry students – students who must repeat a clinical nursing course.
    d. Advanced placement students - students who have earned advanced placement in the sequence of nursing courses and who will be enrolling in their first Golden West College (GWC) nursing course.

Graduation Requirements

Golden West College grants an Associate of Science Degree in Nursing to those students who fulfill all college requirements for graduation, and having achieved the following:

       1. Maintained a cumulative grade point average of 2.0 or above.

       2. Passed each nursing course with a minimum grade of C (75%) and satisfactory rating in all clinical experiences including lab and NEST.

       3. Have completed 12 units at GWC.

In order to qualify for the state board licensure exam, students must have completed the Associate Degree in Nursing. The student has the responsibility and is accountable to meet the degree requirements. The California Board of Registered Nursing provides an online application for the National Council Licensure Examination (NCLEX-RN) at the BRN website, www.rn.ca.gov.

Title: Nursing Student Injuries

Policy #: 127

Purpose: To delineate the process to follow in the event of a student injury

Policy: Based on Coast Community College District policy, all injuries to nursing students as covered under the District's Workman Compensation policy.

Guidelines:

1. All student injuries should be reported to the responsible faculty member as soon as possible after the injury is sustained.

2. If the student requires immediate attention:
    a) In the clinical setting, the student is taken to the emergency room.
    b) On campus during regular business hours, transport the student to the Student Health Center or call 911 if needed.
    c) On campus during non-business hours, notify Public Safety (58924) or call 911.

3. If the student's injury does not require immediate attention, the faculty member completes the two required forms (Student Injury Report and Supervisor's Report of Injury) and sends the student to the School of Nursing office during normal business hours.

4. If a non-urgent injury occurs after normal business hours, the instructor will notify the Program Director and the student may be sent to Prompt Care for further evaluation.

5. Notify the Program Specialist or Program Director that the student was injured and the disposition of the student.

6. The student must bring the required forms to the School of Nursing office within 24 hours (during business hours of the following day) or the next Monday (during business hours) if the injury occurs on a weekend clinical.

7. After the forms are signed by the Program Director, the student is sent to Campus Personnel/Human Resources.

8. The information about student injuries is compiled to discover trends and improve program safety.

Title: Student/Faculty Ratio

Policy #: 128

Purpose: To delineate criteria used to determine student/teacher ratio in the clinical setting

Policy: The Golden West College (GWC) School of Nursing student-faculty ratio complies with the Board of Nursing (BRN) regulations.

The class size is determined each semester based on Coast Community College District (CCCD) funding, grant requirements, availability of clinical agency placements, and funding for clinical faculty.

The student-faculty ratio varies based on the setting. In theory courses, the number of students is determined by the Program Director and Dean in collaboration with the faculty. In the clinical setting, the student-faculty ratio is a maximum of 12:1.

Regulations: The Board of Registered Nursing regulations section 1424 (k) states that the student/teacher ratio in the clinical setting is based on the following criteria:

1. Acuity of patient needs
2. Objectives of the learning experience
3. Class level of the students
4. Geographical placement of the students
5. Teaching methods
6. Requirements established by the clinical agency

Guidelines:

1. The faculty and Accreditation Commission for Education in Nursing (ACEN) preference is a ratio of 10:1.

2. In the first nursing course of the program, Clinical Teachings Assistants (CTA) may be used to assist the faculty member. The CTA positions are a strategy employed to increase student success and are funded by grants.

3. In practice, the clinical agencies establish the student-faculty ratio.

4. The clinical rotations are evaluated each semester by the students and annually by the faculty.

Title: Student Input into the Nursing Program

Policy #: 129

Purpose: To describe ways that students participate in the nursing program

Guidelines:

1. Students are encouraged to offer input into the nursing program.

2. A student representative from each semester serves on each of the standing program committees. It is the responsibility of the representative to serve as liaison between their class and the nursing committee.

3. A student representative from each of the standing committees (total of 3 students) will rotate attendance at the faculty meeting as non-voting members. Participation consists of committee reports, discussion, and any action items brought forth by students. The students will be excused for any personnel, disciplinary or confidential discussions.

4. Any concern a student may have regarding a class or clinical experience should be resolved by first meeting with the instructor. If the problem is not resolved, the student, the instructor, or both may request a conference with the Program Director.

Title: Use of Technology and Social Media

Policy #: 130

Purpose: The Golden West College School of Nursing uses online resources as a learning and communication tool between instructors and students. Professional behavior and proper technology etiquette are expected of all students both inside and outside the classroom and in the clinical setting.

Nursing students are preparing for a profession which provides services to the public and expects high standards of behavior and professional communication. Students should remember that their online presence reflects them as a professional. Many recruiters routinely search the social networks when considering candidates for hire.

Guidelines:

Technology

- All students are required to check student email and Canvas sites on a regular basis or daily.
- The use of electronic devices (i.e. cell phones,) for personal reasons is not permitted during lecture time, NEST time, or in the clinical setting.
- Students may use devices at school or in the clinical setting only when authorized by faculty or hospital staff.
- Visual and/or audio recording by any method, at any time, is by permission of the instructor only.
- Electronic devices can only be used in designated areas of the clinical sites.
- No photos may be taken by students in the clinical agency (including community campus sites) or lab (NEST) environments unless authorized by faculty.
- Confidential information related to individuals or agencies must be kept in confidence.
- All students are expected to follow HIPAA guidelines at all times.
- Student will notify the School of Nursing office for any changes with telephone numbers and/or emails while in the nursing program.
- For specifics regarding the use of computers, refer to Policy # 111 Computer Usage.
- Electronic medical records: Many facilities use electronic medical records. A student may not insert a flash drive into any hospital computer, print, take pictures or make copies of any part of the electronic medical record.

Social Media

- Information concerning patients/clinical rotations cannot be posted in any online forum, webpage, or social site. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or the use of photography of a patient or facility setting may still allow the reader to recognize the identity of a specific individual.

- Posting or discussions of any clinical experience or information regarding experience within the clinical agency, its staff or its patients on any internet social media site is not allowed.
- Students are legally responsible for anything that may be posted in social media forums. All social media sites are public domain and what a student posts may have legal and/or professional ramifications. Periodic internet searches may occur for instances of HIPPA breaches.

In the Professional role of a nursing student, students are not permitted to do the following:
- Exchange personal contact information of any kind between student and the patient and/or family.
- Present information concerning patients/clinical rotations in any online forum, webpage, or social site. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or the use of photography of a patient or facility setting may still allow the reader to recognize the identity of a specific individual.
- Post or discuss any classroom or clinical information or experiences regarding faculty, other students, clinical agency and its staff and patients, instructors with use of technology or on any internet social media site. Examples include but are not limited to the following:
  - Blogging
  - Microblogging
  - Postcasting/podcasting
  - Social networking
  - Social news sharing
  - Social bookmarking/social tagging
  - Photos/video hosting
  - Instant messaging
- Take any pictures on site of any clinical facility. This includes individual or group pictures, even if they do not have any patients or identifying clinical information.

If a student violates the Use of Technology and Social Media Policy:

1. The faculty member will meet and discuss the issue/concern with the student.

2. A discussion is held among the faculty within the semester as to the severity of the issue and the need for the student to be placed on a Learning Contract.

3. If the student is placed on a Learning Contract, a meeting will be scheduled with the student, faculty member, and the Program Director to discuss the issue and possible actions that may occur.
4. Violation of this policy may result in program dismissal.

5. The student is subject to disciplinary actions by the clinical site including exit from the hospital.

6. The student may be personally fined for his/her actions.

Title: Testing Practices

Policy #: 131

Guidelines:

1. All personal belongings are placed under the table or in the front/side of the room.

2. Students are not allowed to retain a hard copy, e-copy or testing scratch paper of the test.

3. When possible, students are seated every other row and every other seat.

4. To meet student needs, two testing environments may occur simultaneously, one in the classroom and one in the DSPS center. Students are to arrange testing to finish at the same time as the regular scheduled test and not to miss class if it is to follow testing.

5. Questions in the classroom about the test are answered at the discretion of the instructor proctor. If the question is deemed applicable to the entire class, the information is written on the board in the classroom.

6. If a question is raised by a student in the DSPS center, the student will relay the question to the proctor who contacts the instructor to obtain needed answers. If there is more than one instructor proctoring the exam given with the entire class, the second instructor present may walk to the DSPS center to answer questions as well or the question can be relayed by phone call or text by the proctor to receive an answer.

7. If it is apparent to the instructor that cheating has occurred, the students involved receive zero points for the test (see Academic Honesty policy # 100).

8. Grades are posted after a computer analysis and instructor review has been completed. If tests are other than multiple choice, they may take longer to grade. Posting of grades may take up to one week after the test.

9. Students should notify the instructor, in advance, if they will be absent for a test.

10. Students who do not take the test at the regularly scheduled time may be given a different form and format (essay, short answer etc.) of test. Only one make-up exam is allowed per semester

11. Impromptu quizzes may be given at the discretion of the instructor in the classroom setting (not given in DSPS)

Title: Test Review

Policy#: 132

Purpose: Detail the process for students to follow to review course examinations

Policy: The Nursing faculty value student testing as an integral part of learning. The development of test taking skills is essential to prepare students for the NCLEX-RN. Therefore, students who wish to review completed examinations will have the opportunity to do so following course specific guidelines.

The purpose of the test review is to enhance the student's learning, <u>not to contest the score</u> or argue with the instructor regarding specific answers or test grade.

Guidelines:

1. Student should contact the course instructor to set up a time to review the examination following specific course guidelines.

2. The review must occur prior to the end of the semester.

3. The instructor has the discretion as to how to conduct the review.

4. Students who earn 75% or less on an exam and are on an academic learning contract are expected to review their exam with faculty.

5. Students will view only the questions that were graded as incorrect on their examination.

6. Students may not use any recording or communication devices during the exam review.

7. Sharing of exam information during the review is prohibited.

8. Faculty may stop the post-examination review if any uncivil behavior is noted during the review and students will be subject to being placed on a professional learning contract.

Title: 30-Unit Option Program for LVNs

Policy #: 133

Regulations: This option complies with the California Board or Registered Nursing Policy (Section 1429 of BRN Rules and Regulations).

Guidelines:

1. Candidates interested in the LVN 30-Unit Option must complete the minimum requirements for eligibility as listed:

    a. Provide copy of California LVN license.

    b. Complete application process for Nursing LVN TO RN BRIDGE COURSE and meet requirements to be deemed a qualified applicant

    c. Successfully complete Nursing LVN to RN Bridge with a grade of C or better.

2. Candidates meeting the above criteria will be accepted into the second year of the Registered Nursing Program, pending space available.

3. 30-Unit Option Program:
    - Prerequisites
    - Bio G220 4 Units (Anatomy)
    - Bio G210 5 Units (Microbiology)
    - Bio G225 4 Units (Physiology)
    - Nursing G190 LVN to RN Bridge 4 units
    - Nursing G240 8 units
    - Nursing G241 1 unit
    - Nursing G270 8 units
    - Nursing G271 1 unit

        *Curriculum for G190 is currently under revision –
        See School of Nursing website for more information.

4. The LVN 30-Unit Option non-degree RN Program <u>does not lead to an Associate Degree in Nursing.</u> This non-graduate status entitles the candidate to take the NCLEX-RN for licensure as a registered nurse only in the State of California.

5. This permanent non-graduate status may hinder employment and further educational opportunities and may prohibit endorsement as a registered nurse in other states.

6. Additional information concerning the LVN 30-Unit Option is available from the

California Board of Registered Nursing (BRN)
400 R Street, Suite 4030,
Sacramento, CA 95814,
(916) 322-3350.

Title: Uniform Policy

Policy #: 134

Purpose: To delineate the correct attire for patient interactions in various settings

Policy: It is the policy of the School of Nursing faculty to ensure that student attire represents a professional image at all times of patient/agency interaction.

Professional apparel is neat, modest, well-fitting and must conform to agency dress code. Students are expected to be dressed in a professional manner in classroom, lab and clinical site.

If a student's appearance is deemed to be unprofessional, the student may be asked to leave the classroom, lab and/or clinical area.

Students must comply with any additional clinical agency-specific dress code polices.

Guidelines:

1. NAME BADGES: Golden West College (GWC) name badges must be worn when in the clinical/lab setting or per hospital policy. Students not in possession of the badge will be sent home and will be marked as being absent for that clinical day.

2. SHOES: Only all white smooth leather shoes with closed heel and toes are to be worn with the uniform. White tennis shoes without insignias or markings are allowed.

3. HAIR: When wearing the GWC uniform, hair must be neat, controlled, a natural color and off the face. Hair longer than shoulder length must be secured with a plain fastener. For men hair should not extend beyond or cover the ear or shirt collar. Extreme styles are not tolerated (i.e. sculpting, shaving).

4. FACIAL HAIR: Male students must be clean-shaven. Beards and mustaches should be short, neatly trimmed without the beard extending beyond the chin level and must comply with clinical agency policies.

5. JEWELRY: No jewelry, including earrings, piercings are worn with the uniform. One plain wedding band may be worn. A lapel watch with a sweep second hand is required. No wrist watches are allowed.

6. MAKEUP, PERFUME and AFTERSHAVE LOTION: Make-up should be tasteful and enhance one's natural, professional in appearance. Overuse of cosmetics and cosmetic appliances/prosthetics (false eyelashes) is not appropriate. No perfume or aftershave lotion is to be used when in the clinical setting.

7. No body art is to be visible when in uniform. Body art must be covered with either a bandage, white long or short sleeve shirt or a lab coat.

8. Either a V-neck or crew neck, long or short sleeve <u>white</u> shirt with no logos or designs can be worn under the uniform.

9. NAILS: Nails should be clean, well-manicured, and short. No artificial nails or nail polish are allowed.

10. Full uniform must be worn when preparing for assignments in the hospital unless otherwise stated in semester orientation. Also, Photo IDs **MUST** be worn.

11. Community Dress Code: Students having patient interaction in community settings should wear appropriate clothes, as directed by agency policy and the course specific guidelines. The school photo ID must be worn at all times. Additional agency policies will be explained in the related course.

12. Gum chewing is never appropriate while in uniform.

13. Students should be aware of body odor and/or bad breath and should use products appropriate to the situation

14. JACKET: For additional warmth or depending upon instructor guidance, white jackets with an embroidered Golden West College logo are required and available for purchase.

15. EQUIPMENT: In the clinical agency:

<u>Required</u> equipment includes:

a. Black ball point pen
b. Stethoscope with interchangeable bells and diaphragms suitable for adults and infants
c. A lapel watch with sweep second hand is required. No digital watches are to be worn.
d. Bandage scissors
e. Penlight
f. Additional required equipment per course syllabus

Title: Withdrawal and Dismissal

Policy #: 135

Purpose: To explain the ways a student may be exited from the program

Policy: It is the policy of the School of Nursing that a student must maintain a 75% average overall, pass at least more than half of the examinations given in a semester and have satisfactory clinical and skill performance to stay in a course and/or progress in the program.

Definitions:

An **official withdrawal** is one in which a "W" appears on the student's transcript. A student or the instructor may initiate an official withdrawal.

The instructor may 'drop' a student who does not attend class the first week of the semester.

The last day for the student to withdraw is indicated in the Golden West College (GWC) schedule of classes.

A **dismissal** is an instructor-initiated action in response to a student's inability to meet the grading requirements of the course. A dismissal results in a failing grade ("D" or "F").

Guidelines:

1. Before the semester – A continuing student who does not wish to continue in the program **MUST** notify the Program Specialist at least one month prior to the beginning of the semester start date. The penalty for not notifying the program of the withdrawal may be ineligibility to re-enter as a returning student.

2. **Voluntary withdrawal** during the semester – While it is the intent for each student to progress through the program in a sequential manner, individuals may find it necessary to withdraw from the program for medical or personal reasons. If the student, after consulting with the clinical instructor and semester team leader wishes to withdraw, the student is required to complete the following steps:

   a. Meet with the instructor of the course to compete an Individualized Plan of Return (IPR).
   b. Meet with the Program Director or Assistant Director to review the IPR and advise the student on the re-entry process. The instructor's presence at this meeting is optional.
   c. If the student is in good standing, they will be considered first priority for re-entry.
   d. Complete the paperwork in the Office of Admissions and Records to officially withdraw from the course.

3. **Academic/Clinical Withdrawal** – If it is before the college 'drop' date and the student is in danger of not successfully completing the course, i.e. grade below 75%, not meeting course objectives, the student may choose to withdraw from the program. The student is required to complete the following steps:

   a. Meet with the instructor of the course to compete an Individualized Plan of Return (IPR).
   b. Meet with the Program Director or Assistant Director to review the IPR who will advise the student on the re-entry process. The instructor's presence at this meeting is optional.
   c. The withdrawal is considered an academic/clinical withdrawal and the student is second priority for re-entry.
   d. Complete the paperwork in the Office of Admissions and Records to officially withdraw from the course.

4. **Dismissal** – A dismissal results from a failing grade ("D" or "F"), unsatisfactory clinical performance, and/or professional conduct by the student under the following circumstances:

   a. Final points are added and the result is below the required 75%. Specific course "bonus points" are not intended to keep the grade above 75%
   b. Failure to satisfactorily meet clinical objectives
   c. Behavior inconsistent with the American Nurses' Association Code of Ethics or the clinical agency's policies.
   d. Repeated non-compliance with the College or nursing program policies.
   e. Failure to meet objectives outlined on the Learning Contract.
   f. Unsafe clinical practice results in an immediate dismissal, without prior warning or learning contract due to the severity of the issue (see Dismissal from Program without Prior Notification policy).
   g. Student is considered third priority for re-entry.

5. **Failure** -- As per program policy, a student may not progress in the program with a grade of "D" or "F". The student must:

   a. Meet with the instructor of the course to compete an Individualized Plan of Return (IPR).
   b. Meet with the Program Director or Assistant Director who will review the IPR and advise the student on the re-entry process.
   c. The student is considered third priority for re-entry.

Title: Written Work, Standards

Policy#: 136

Policy: All written assignments must demonstrate a college level of competency in written communication. Assignments must be submitted as specified in the course guidelines. Inability to communicate effectively in written English may jeopardize the student's ability to achieve a passing grade.

Guidelines:

1. GRAMMAR -- The student's written work
    a. has no more than an occasional fragment, comma splice or run-on
    b. uses correct verb forms in appropriate sequence,
    c. observes the rules of subject-verb agreement and pronoun-antecedent agreement and clear reference with only rare lapses in complicated sentences.

2. SYNTAX -- The student's written work:
    a. can maintain word order in standard written English in long, complicated sentences,
    b. rarely misplaces modifiers.

3. SENTENCE Skills -- The student:
    a. can write sentences of varied length and complexity,
    b. can incorporate subordinate sentence structures into long sentences,
    c. produces logical and unified sentences,
    d. avoids mixed sentence structure,
    e. does not omit necessary words,
    f. uses parallelism with only occasional flaws,
    g. maintains a clear point of view.

4. PUNCTUATION --The student:
    a. has only rare errors with commas,
    b. uses semi-colons and apostrophes correctly most of the time,
    c. can use quotation marks correctly most of the time,

5. DICTION -- The student:
    a. rarely misspells words,
    b. checks dictionary or handbook to eliminate most errors with homophones,
    c. uses precise words most of the time,
    d. can use a dictionary for most reference functions.

6. MECHANICS -- The student:
    a. uses correct capitalization most of the time,
    b. knows some uses of italics,
    c. is able to follow directions for assigned manuscript form.
    d. may not alter posted classroom or clinical paperwork as posted on Canvas.

TITLE: Pinning Ceremony

POLICY #: 137

POLICY: Pinning is a tradition in nursing, started by Florence Nightingale as she awarded her graduates with a pin recognizing and welcoming them into the profession of nursing. The students will work with a faculty advisor who will provide guidance and direction for the ceremony.

The Director and Assistant Director or designee representing the entire nursing faculty, will present the GWC Nursing pin to welcome the completing students into the nursing profession as colleagues. This ceremony is not graduation and should not be considered as such. Commencement at Golden West College, held at the end of every Spring semester, is the time when graduates are awarded their degrees and are recognized by the College and the public**.** Graduating students from both the Fall and Spring semesters are strongly urged to attend the commencement ceremony as this is the time when they are formally recognized by the college for their academic achievement.

Guidelines:

1. Responsibilities of the Nursing Students:
    a. Pinning ceremony committee
    b. At the end of the third semester, the students will organize the Pinning Committee. The committee should be 5 to 7 students. Two students from the committee are to be selected to work directly with the Faculty Advisor.
    c. The committee will routinely update all students on the progress of the ceremony.
    d. The committee will develop a ballot to allow all graduating students to vote on:
        ▪ Faculty speaker
        ▪ Two faculty members to announce student names
        ▪ Student Master of Ceremony
        ▪ Student speaker
        ▪ Student reading for significance of the pin

2. Student Speeches and/or Videos:
    All student speeches and/or videos must be completed 2-3 weeks prior to the ceremony date and given to the faculty advisor for approval.

3. Venue:
    The pinning ceremony is to be held at Golden West College (classroom, forum, theater, gymnasium, student center or patio) and is arranged by the students.

4. Time and Length of Ceremony:
    The ceremony will be held on a weekday afternoon 1-3 weeks prior to the end of the semester as venue space is available. The ceremony is to be 1 hour in length.

5. Pins:
   The Golden West College, School of Nursing pin is purchased by the student. Students cannot be pinned with any other pin (i.e. RN pin).

6. Attire:
   The students may opt to wear school uniform or business casual. Lab coats are optional and are purchased by the students. Caps and gown are not permissible for any pinning ceremony as these are only allowed at graduation.

7. Funding:
   The graduating class will be responsible for raising funds to pay for the ceremony.

8. Reception:
   Students may arrange a reception for themselves and family at a venue of their choice and will incur the costs.

9. College Compliance:
   The Pinning Ceremony will occur in compliance with all college policies and procedures for such student events and it is the committee's responsibility to attend to such policies (i.e. Security, use of approved vendors, fire safety, etc.)

COVID EXPOSURE REPORTING AND FOLLOW-UP PROCEDURE

FOR DIRECT EXPOSURE:

Student Exposed on Campus or Clinical Setting

- Student who is directly exposed to COVID informs the instructor right away.
- Direct the student to get tested for COVID-19.
  - https://www.360clinic.md Free and fast. The result may come back as fast as within 24 hours.
  - Students may go to their doctor or a different site if they wish.
- Instruct student(s) to self-quarantine immediately.
- Complete the COVID-BAT Template RN Chart (see attachment).
- Instructor completes the incident form online within 24 hours <u>only</u> for students with known direct exporsure https://cm.maxient.com/reportingform.php?CoastColleges&layout_id=4
  - Attach the COVID-BAT Template RN chart under "Supporting Documentation".
  - Submission of the form will trigger the PAC team and Human Resources. They will contact you for additional information and the next steps.
- Instructor informs HR immediately once aware of the known exposure.
  - Contact your HR representative.
  - The instructor will provide the following information:
    - Date of exposure
    - Report of symptoms
    - Last Date the employee was on campus
    - Was employee tested for COVID-19? If so, date of test? Test results and date received?

- The Campus Student Health Center representative will contact the Faculty member and the Nursing Director for further action items such quarantine, return-to-campus clearance and class requirements, etc.

Student Exposed Off-Campus or Clinical Setting with No Contact with Other Students or Faculty/Staff

- Student informs the instructor right away.
- Direct the student to have COVID test done.
  - https://www.360clinic.md Free and fast. The result may come back as fast as within 24 hours.
  - Students may go to their doctor or a different site if they wish.
- Instruct the student(s) to self-quarantine immediately.
- Instructor fills in the incident form online as soon as possible <u>only</u> for students directly exposed. https://cm.maxient.com/reportingform.php?CoastColleges&layout_id=4
  - Submission of the form triggers a few parties: PAC team and Human Resources. They may write to you for questions and clarification.
- The Campus Student Health Center representative will contact the Faculty member and the Nursing Director for further action items such quarantine, return-to-campus clearance and class requirements, etc.

FOR NON-DIRECT EXPOSURE:

- Student who is directly exposed to COVID-19 informs the instructor right away.
- Direct the student to complete a COVID19 test done.
  - https://www.360clinic.md Free and fast. The result may come back as fast as within 24 hours.
  - Students may go to their doctor or a different site if they wish.
- Instruct student(s) to self-quarantine immediately.
- Students can resume regular activities if the test result is negative and has no symptoms.

  * Since it is possible for the non-direct exposure to contract COVID-19, please consult with the Assistant Program Director for a case-by-case evaluation and next steps.

Note: for NON-COVID RELATED INCIDENT

- Follow the incident reporting procedures found in the Nursing Student Handbook: The instructions and forms are in Teams: School of Nursing>Forms for Faculty>Student Injury

* This info is located in the SON Faculty Teams page: School of Nursing>Forms for Faculty>Student Injury