SACRAMENTO CITY COLLEGE
VOCATIONAL NURSING

NURSING STUDENT HANDBOOK

(Revised 3-14-24)

Dear Nursing Student:

Welcome to Sacramento City College Vocational Nursing Program. This Student Nursing Handbook contains the standards, policies and requirements by which the Vocational Nursing Program operates. Since the policies in this handbook relate to the special characteristics and functions of nursing program, it is to be used in conjunction with the more comprehensive Sacramento City College catalog. While the policies of the nursing program are unique, they are congruent with the values, mission, and vision of Sacramento City College.

Values

- **Connect** with each other to create change.
- **Care** with courage and compassion.
- **Contribute** to an equitable community.
- **Commit** to something greater than yourself.

Mission

We are the People's College, empowering our students and community through education. When we say "we are the People's College," we mean that we are an open-access college serving the Sacramento/Yolo region, welcoming anyone who wants to get a college education. We believe that education is a fundamental right that can transform lives and be a force for social change, and that this right should be made available to everyone. We provide educational opportunities that rival the quality of programs at four-year colleges and universities, and we make these opportunities affordable, accessible, and equitable to all. Whether your educational path is to transfer to a four-year institution, enter directly into the workforce, build skills to advance in your career, or engage in personal enrichment, our degree and certificate programs are designed to fulfill student goals and contribute to the vitality of our community.

Vision

Imagine a college where...Every student feels connected. We value, celebrate, and uplift each other. We interrogate, disrupt, and dismantle racism and oppression. We treat each other with compassion. We make high-quality education and technology accessible to all. We leverage innovation to create possibilities for our community. We authentically engage and value the student voice. We celebrate the joys of learning. Every student determines their future. We strive to be that college.

This Student Handbook contains important information that will serve as a guide as you progress through the nursing program. The Sacramento City College Nursing Program has an illustrious history, and we hope you will be proud to be a part of it. The nursing profession is exciting and full of opportunities. The faculty and staff are here to assist you while you are enrolled in the nursing program. It is my sincere hope that you find your nursing education experience to be a positive and rewarding journey.

Julie Holt RN, MSN, CPNP
Director of Nursing Program

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A. HISTORICAL BACKGROUND

Sacramento City College (SCC) has its roots in the Sacramento County Hospital School of Nursing, a traditional three-year diploma program that opened its doors to students in 1909. With the exception of a six-month period in 1923, it continued operation until 1950, graduating 350 nurses from the Sacramento County Hospital School of Nursing.

Miss Ethel Muhs was the Superintendent of Nurses at the Sacramento County Hospital and the Director of the Sacramento City College Nursing program. It was her vision that nursing students should attend classes at the Sacramento Junior College, in addition to their nurses' training. From 1928 on, this became a reality for nursing students.

The SCC Nursing Alumnae Association was originally founded in 1924 by Miss Ethel Muhs and continues in existence to the present day. The name has been changed to the SCC Nursing Alumni Association. The SCC Nursing Alumni Association has an ongoing scholarship program, the Ethel Muhs Nursing Endowment Scholarship Fund, and awards scholarships each year to qualified nursing students enrolled at SCC. In 2021, the Cheryl Strella Bridge to the Future of Nursing Scholarship was established in commemoration of her as a faculty member in the SCC Vocational Nursing Program. This scholarship is awarded with each Vocational Nursing graduating class.

After World War II, the medical director of the County Hospital and the Sacramento County Board of Supervisors began negotiations with the Sacramento Junior College to transfer the program to the College, which was then under the San Juan Unified School District. On July 1, 1950 the direction and control of the school was assumed by Sacramento Junior College. The three-year curriculum of the Sacramento Junior College School of Nursing was offered from 1950 to 1960. During that time 270 students graduated from the nursing program.

The SCC Vocational Nursing program was established as a three-semester program for an SCC Associate Degree or Certificate in 1970 with approval from the Board of Vocational Nursing and Psychiatric Technicians.

B. STATEMENTS OF PHILOSOPHY

1. PHILOSOPHY AND PURPOSE OF SACRAMENTO CITY COLLEGE

SCC endorses an open access policy. The college is open to all who wish to apply regardless of previous educational background. The purpose of SCC is to provide opportunities for basic skills development, career advancement, social development, critical thinking, and personal enrichment. The college is committed to continuous improvement and promotion of student learning through outcome-guided assessment, planning and evaluation. The college prides itself in the cultural diversity of the campus and community it serves.

2. PHILOSOPHY AND PURPOSE OF THE VOCATIONAL NURSING PROGRAM

The purpose of the Vocational Nursing Program at SCC is to prepare a graduate who is eligible for licensure, utilizes the nursing process effectively within health care agencies, and is able to provide competent patient care as an entry-level

professional vocational nurse. The purpose is also to prepare nurses who function within legal and ethical boundaries, and who are responsible for continuing education activities that will aid in maintaining competency in practice.

3. **PHILOSOPHY OF HUMANITY**
Every person, regardless of race, creed, sex or age, is worthy of being treated with respect. All people share common human attributes and have basic human needs. People change continuously and adapt to stressors throughout their lives. People respond to each stressor based on current perceptions and past experiences, striving to attain optimal wellness and to maximize their potential in life.

4. **PHILOSOPHY OF NURSING**
Nursing is an art and a science, founded on a professional body of knowledge that integrates concepts from liberal arts, biological, physical, psychological and social sciences. Nursing is based on an understanding of the human condition across the life span, cultural and spiritual aspects, and the relationships of an individual with others and within the environment. Nursing is a dynamic, continually evolving discipline that uses critical thinking to integrate increasingly complex knowledge, skills, technologies and patient care activities into evidence-based nursing practice. The goal of nursing care in any setting is preventing illness, alleviating suffering, and providing protection, promoting comfort and restoring health, and promoting the dignity of the individual in end of life issues. Nursing care requires the ability to recognize and differentiate levels of wellness and illness and use appropriate independent judgments in the practice of nursing.

The nurse provides a complete assessment of the health status of the patient and/or family, and implements a holistic approach to a plan of care. The nurse assists in promoting health, in coping with health problems, in adapting to, and/or recovering from the effects of disease or injury, and in supporting the right to a dignified death. The nurse is accountable for abiding by the legal and ethical boundaries of vocational nursing practice.

5. **PHILOSOPHY OF NURSING EDUCATION**
Education is an ongoing process of gaining knowledge and skills. Nursing education provides the basic competencies necessary to become eligible for licensure and function as vocational nurse. The student gains an appreciation for the necessity of ongoing education in order to provide safe, effective care. This education is provided within a comprehensive and relevant nursing curriculum, which supports career mobility for both returning and entering students.

6. **PHILOSOPHY OF LEARNING**
The adult learners who come to the SCC nursing program have different learning needs and styles. Many have life experiences that influence their approach to learning. Most of our students have families and maintain employment. Some of our students come to the nursing program for a second career. Our philosophy of learning is sensitive to our unique, culturally diverse, adult students who ultimately must be responsible for their own learning.

The learning process is strengthened when the relationship between concepts is apparent, and the learner has the opportunity to apply theoretical principles in clinical situations. Adult learners tend to be self-directed and wish to apply knowledge immediately. They are highly motivated when information is perceived as relevant and useful. Student achievements are influenced by their self-perception and the environment in which they are taught. Learning is fostered in an atmosphere of mutual trust and respect. Success fosters success. Repetition, practice, experiential activities and recognition of achievement promotes learning and retention.

The learning process is further enhanced through faculty-student interaction in the classroom. **This modality of dynamic interaction requires student reading and content preparation prior to theory classes**, which utilize a variety of learning activities. Limited student-teacher ratios facilitate optimum learning in the clinical area and are essential for safe practice. In addition, the clinical skills lab and simulation lab provide opportunities to learn and practice skills, decision making, and leadership in a safe environment.

Support services are available to maximize student success. These services include faculty advising, learning resource center referrals, lab skills practice, computer assisted instruction, and tutorial services. Faculty implements the recommendations from the Disability Resource Center regarding learning differences of students. Students are responsible for setting up testing time with the Disability Resource Center.

C.   STUDENT LEARNING OUTCOMES: THE VOCATIONAL NURSING PROGRAM

Upon completion of the third semester of the nursing program, the student/graduate will meet application requirements for the NCLEX - PN and under the direction of a licensed physician and/or licensed professional nurse will be able to:

1.   Utilize the nursing process within organized health care systems to help patients with common illnesses meet their basic human needs through direct patient care services. (Nursing process, critical thinking)

2.   Provide individualized nursing interventions to assist patients in need of rehabilitation, including lifestyle changes in the hospital, home, or in the community. (Teaching, individualized care, advocacy)

3.   Implement standards of care from evidence-based practice through the use of critical thinking skills and scientific knowledge (technology) to enhance safety, quality improvement and effectiveness when performing nursing functions and procedures. (Safety, evidence-based practice, technology, quality improvement)

4.   Maintain respectful, caring, and therapeutic communication essential to

the achievement of health related patient, family and/or organizational goals. (Respect, caring, communication)

5. Demonstrate the ability to accurately report and document patient assessments, interventions, changes in patient status and outcomes of care in the written and electronic medical record (EMR). (Documentation, technology, collaboration)

6. Act as a patient advocate and teacher in assisting patients and families to prevent illness, promote wellness and maintain the optimum level of health and ability to function.

7. Organize care for a group of patients and participate in providing direction for personnel utilizing leadership skills, collaboration, teamwork and supervision in long term, sub-acute and outpatient services. (Leadership/management role)

8. Apply ethical principles, legal boundaries, and spiritual beliefs and practices while providing culturally sensitive competent care. (Legal, ethical, culture, religion)

9. Assume responsibility for own professional growth and development through reflective thinking, research, and use of resources to engage in continuous improvement in skills and knowledge.

D. <u>CURRICULUM OVERVIEW</u>

The unifying theme of the curriculum framework consists of five major interrelated concepts concerning the student's use of critical thinking skills with the nursing process to provide safe nursing care for the patient. These concepts are basic human needs, life-cycle development, health/illness continuum, stress adaptation, and significant health problems. The first four of the above concepts provide the theoretical orientation and framework around which the course content is organized and learning experiences are planned throughout the curriculum. Significant health problems are used to implement concepts, the vocational nurse's professional role, and required core competencies for safe, quality practice.

The first major concept of basic human needs focuses on providing a safe and effective care environment for the patient. Clinical and theory instruction emphasizes providing safe nursing care that is patient-centered, evidence based, and quality driven. Sub-concepts covered within basic human needs include personal hygiene, nutrition, human sexuality, and pain management. Instruction on life span development, the second concept, centers on cultural and spiritual diversity, developmental tasks, and interpersonal relationships. The third concept of health/illness continuum focuses attention on health promotion and maintenance, reduction of risk potential, and physiological adaptation. The fourth concept of stress adaptation concerns maintenance of physiological and psychosocial integrity across the life span, knowledge of community health resources, health perception, maintenance and restoration.

Major health problems are the vehicle for emphasizing pathophysiology, pharmacology, legal-ethical aspects, teamwork, collaboration, and communication while incorporating simulation, new technology and informatics in clinical practice and education. The theoretical framework provides the context in which the nursing process is introduced and then practiced in an increasingly more complex patient environment requiring additional nursing responsibilities. The nursing process consists of assessment, analysis, planning, intervention, and evaluation of health problems. Instruction emphasizes the development of sound clinical practice and judgment essential in today's healthcare environment.

Teaching modalities used throughout the program include lecture, group discussion, case studies, computerized instruction, skills lab practice, simulation experiences, and clinical practice in healthcare facilities. All three semesters utilize an online course management system. Students access the online course management site through the SCC website. Each semester has a small percentage of online theory content.

In first semester students apply the nursing process to meet the basic needs of the patient. Emphasis is on assessment of patient needs and basic nursing interventions for adults and the older adult. Focus is also directed at learning about the contribution of data to the care plan under the supervision of the Registered Nurse. Concepts and principles related to legal and ethical aspects, communications, health teaching, cultural diversity, and human sexuality are applied in a variety of clinical settings and with patients of all ages.

In second semester students apply the nursing process to meet the needs of: adult patients with major health problems related to complex regulatory, cardio-vascular/ respiratory and reproductive disturbances; mothers during the maternity cycle and newborns; and hospitalized children of all ages. Emphasis is on increasing independence in the provision of nursing care. Focus is also directed at enhancing contribution of data to the care plans under the supervision of the Registered Nurse. Concepts and principles related to legal and ethical aspects, communication, health teaching, cultural diversity, and human sexuality are applied in a variety of settings and with patients of all ages.

In the third semester, students apply the nursing process to meet the needs of adult patients of all ages with major health problems related to more complex psychosocial, regulatory, elimination, cardiovascular/respiratory, and nutritional disorders. Emphasis is on understanding all steps of the nursing process and identifying the role of the LVN Principles related to legal and bio-ethical aspects, communication, health teaching, cultural diversity, and human sexuality are included. Management principles, the Vocational Nursing Practice Act, professional organizations, resume writing, and job search are covered in the final semester of the program.

PROGRAM REQUIREMENTS FOR VOCATIONAL NURSING

VN 120 - First: Meeting Adult Basic Health Needs 12
VN 130 - Second: Meeting Needs of All Age Groups 12
VN 140 - Third: Meeting Complex Adult Health Needs..12

TOTAL UNITS...36

GENERAL EDUCATION AND SCIENCE COURSES

AH 110 – Medical Language for Health Care Providers..3
FCS 340 - Nutrition 3
FCS 324 – Human Development: A Life Span 3
BIOL 100 – Introduction to Concepts of Human Anatomy and Physiology.................3
OR
BIOL 430 – Anatomy and Physiology...5
BIOL 431 – Anatomy and Physiology...5
PSYC 300- General Principles...3

E.   LEGAL ASPECTS OF CLINICAL PRACTICE

1.   ACCOUNTABILITY
This handbook contains requirements students must fulfill. Accountability is a vital component in the discipline of nursing. The primary purpose of the handbook is to acquaint students with program expectations and requirements in order to be successful in completing the program and be prepared to function as an accountable and competent graduate.

2.   PROFESSIONAL LIABILITY INSURANCE
Professional liability insurance is required for all students. The insurance must be purchased at the beginning of the first and third semesters. This provides coverage for one calendar year. Students who enter the nursing program in the spring semester, in the middle of the academic year, will have to pay again for liability insurance in the following fall semester. Students must be registered for VN120, VN130 or VN140 before liability insurance is in effect.

3.   LEGAL ASPECTS OF STUDENT NURSE CLINICAL PRACTICE

a. At no time should a student assume responsibility for nursing care without the knowledge and supervision of his/her instructor.
b. Students should never perform functions above and beyond that which are permitted by the Nurse Practice Act of the State of California.
c. If at any time a student poses a threat to the health and safety of patients he/she cares for, the instructor has the legal responsibility to remove the student from the clinical setting.
d. Students are expected to adhere to the legal/ethical aspects of student nurse practice, including maintaining patient confidentiality. Any violation of patient confidentiality will result in disciplinary action, which may   include dismissal from the course and/or program, as determined by administration.
e.   If clinical facility investigations are instituted for inappropriate student access of electronic health records or patient information, students will receive an educational agreement and disciplinary action for unsafe

practice for ethical legal behavior with dismissal from the course and/or the program.

4.   PATIENT CONFIDENTIALITY

☆ Under no circumstances will patient confidentiality be breached. This includes, but is not limited to, reproducing patient information, removing patient information from the hospital and/or discussing patients other than in conference rooms and classrooms. Proof of HIPAA and confidentiality training will be completed by each student on Healthstream and/or in the clinical facility and uploaded to Castlebranch. All facility regulations and policies for confidentiality will be followed in all clinical settings including the following: conference rooms, break rooms, elevators, outdoor spaces, parking lots, facility shuttles as well as in the classroom on campus.

5.   **CODE OF ETHICS FOR NURSES: AMERICAN NURSES ASSOCIATION (ANA)**

Code of Ethics for Nurses with Interpretive Statements provides a framework for nurses to use in ethical analysis and decision-making. The Code of Ethics establishes the ethical standard for the profession. It is not negotiable in any setting nor is it subject to revision or amendment except by formal process of the House of Delegates of the ANA. The Code of Ethics for Nurses is a reflection of the proud ethical heritage of nursing, a guide for nurses now and in the future.

Ethics serve as guidelines for the conduct of members of a profession. Established standards, referred to as codes of conduct or ethics, are the rules and ordinances used for guidance of the members' professional activity. The original code of ethics for the ANA has undergone revisions over the years.

A code of ethics explicitly makes the primary goals and values of a profession. When individuals become nurses, they make a moral commitment to uphold the values and special moral obligations expressed in their code. The Code for Nurses is based on a belief about the nature of individuals, nursing, health, and society. Nursing encompasses the protection, promotion and restoration of health; the prevention of illness; and the alleviation of suffering in the care of clients, including individuals, families, groups, and communities. In the context of these functions, nursing is defined as the diagnosis and treatment of human responses to actual or potential health problems.

CODE OF ETHICS: PROVISIONS 1 - 9

1.   *The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.*

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

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

4.   *The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.*

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

6.   *The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.*

7.   *The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.*

8.   *The nurse collaborates with other health professionals and the public in promoting community, national, international efforts to meet health needs.*

9.   *The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, maintaining the integrity of the profession and shaping social policy.*

6.   **SCOPE OF VN NURISNG PRACTICE AND PERFORMANCE STANDARDS**
      2518.5   SCOPE OF VOCATIONAL NURSING PRACTICE

The licensed vocational nurse performs services requiring technical and manual skills which include the following:

a.   Uses and practices basic assessment (data collection), participates in planning, executes interventions in accordance with the care plan or treatment plan, and contributes to evaluation of individualized interventions related to the care plan or treatment plan.

b.   Provides direct patient/client care by which the licensee:
  i.   Performs basic nursing services as defined in subdivision (a);
  ii.   Administers medications.
  iii.   Applies communication skills for the purpose of patient/client care and education.
  iv.   Contributes to the development and implementation of a teaching plan related to self-care for the patient/client.

2518.6. PERFORMANCE STANDARDS.

a.   A licensed vocational nurse shall safeguard patients'/clients' health and safety by actions that include but are not limited to the following:
  i.   Reporting to the Board acts specified in Sections 2878 and 2878.5 of the Business and   Professions Code;

ii. Documenting patient/client care in accordance with standards of the profession; and

iii. Performing services in accordance with Section 125.6 of the Business and Professions Code.

b. A licensed vocational nurse shall adhere to standards of the profession and shall incorporate ethical and behavioral standards of professional practice which include but are not limited to the following:

i. Maintaining current knowledge and skills for safe and competent practice;

ii. Maintaining patient/client confidentiality;

iii. Maintaining professional boundaries with the patient/client;

iv. Abstaining from chemical/substance abuse; and

v. Cooperating with the Board during investigations as required by Section 2878.1 of the Business and Professions Code.

vi. A violation of this section constitutes unprofessional conduct for purposes of initiating disciplinary action.

7. DOCUMENTS FOR APPLICANTS WITH CONVICTIONS

RECORD OF CONVICTION
The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) may deny license on the grounds that the applicant has been convicted of a crime and/or felony. (California Business and Professions Code, Section 2521). Each student must complete all items on the Record of Conviction document. The student must sign and date the form and submit in a sealed envelope. The student must also sign and date the outside of the envelope.

Applications that result in review by the BVNPT are delayed due to lack of supporting documentation necessary to make a prompt decision to approve or deny the application. Students must include all of the following information CLEARLY LABELED with their licensure application packet:

Complete Explanation: a written statement from the applicant describing the incident(s), date(s) incident occurred, outcome (for example, paid fine, placed on probation, court ordered classes or rehabilitation), and any rehabilitative efforts or changes to prevent future occurrences.

NOTE: new regulations effective 10-1-2015 which raise the fine for reportable traffic violations over $1000. It is important the applicant disclose all of his or her convictions, including traffic violations.

 PLEASE BEGIN COLLECTING ALL NECESSARY DOCUMENTATION IN THE FIRST SEMESTER OF THE PROGRAM.

NOTE:
• The certified court documents DO NOT include the arrest report and MUST be requested separately.
• Contact the arresting agency for this report. The arresting agency is the agency that conducted the arrest and/or issued the citation (ex. Highway Patrol, Police Department,

Sheriff's Office). If the arrest documents are purged or unavailable, please provide a letter or proof from the arresting agency which confirms that information.
- If the arrest is for DUI be sure to request that the Blood/Breath Alcohol Content (BAC) is included with the report.

Certified Court Documents:
- Contact the court to get a certified copy of all court documents pertaining to the conviction(s) including satisfaction/compliance with all court ordered probation orders.

Evidence of Rehabilitation
- Include completion certificates of court ordered/voluntary rehabilitation.

Reference Letters for Alcohol or Drug Related Convictions:
- Include recent, dated letters from professionals in the community; for example, counselor, probation officer, employer, instructor, etc. who can address an awareness of the past misconduct and current rehabilitation; honesty/integrity, management of anger/stress, non-use of alcohol/drugs. Letters must be signed by author and dated within the past year.

Reference Letters for all other Convictions:
- Include recent letters from professionals in the community; for example, counselor, probation officer, employer, instructor, etc. who can address an awareness of the past misconduct and current rehabilitation; honesty/integrity, management of anger/stress. The letters must be signed by the author and be dated within the last year. (These letters can be faxed or e-mailed, please submit a hard copy for the file.)

Work Performance:
- Submit a copy of your most recent work evaluation or review. For Exam applicants, the evaluation does not have to be from a health-related agency.

NOTE for traffic citations less than $300: A letter of explanation is all that is required.

F.   PROGRAM POLICIES AND REQUIREMENTS

1.   DRUG SCREEN AND LAW ENFORCEMENT BACKGROUND CHECKS

All clinical facilities in the greater Sacramento area require drug screens and law enforcement background checks for all students prior to entering a nursing program. SCC nursing programs have contracted with Castlebranch.com for these services. Students make payment directly to www.Castlebranch.com. Students receive a drug screen chain of custody form and a network of labs that may be used for testing. A urine sample is required.

If there is a break in continuous enrollment in the program, students will need to repeat a drug screen and background check as required by our hospital partners.

Some county courts charge additional fees to search records. Students will be contacted for any additional court fees.

Individual agencies determine the acceptance of students based on their own criteria. According to the guidelines set forth by the BVNPT every effort is made to find alternate clinical sites for students not cleared by certain clinical facilities.

If a student is found ineligible to attend clinical and continue in the program, the Program Director/Assistant Director and department counselor meet with the student to discuss results and future plan. If these efforts fail, the student will not be allowed to participate in clinical and is not able to meet course objectives.

2. UNIFORM STANDARDS

There are no dress regulations on campus except when students wear the school uniform. During all three semesters, students will observe uniform regulations in assigned clinical facilities including clinical conference and hospital cafeteria. Uniforms and name badges are authorized to be worn off-campus only during a designated clinical experience for the program.

a. UNIFORM: The uniform consists of a Dickies or Cherokee brand scrub top and pants in Wine or Burgundy. The traditional scrub top will have a high v- neck opening and two patch pockets; breast pocket and side vents are permitted. The scrub top and pant must be from the same manufacturer and style approved by faculty. The uniform pant can be straight or flared leg, cargo style, but no cuff. The patch must be affixed to the upper right front of the shirt and the SCC photo ID worn on the left. The uniform should be freshly laundered and wrinkle free. While in uniform, no perfume or cologne is allowed.

b. HAIR: Must be neatly combed, secured, and kept above the shoulders when in uniform. Traditional ponytails are allowed if hair does not hang passed the collar; otherwise, the hair is to be secured neatly off the shoulders. Hair bands must be white. No decorative hair clips. No extraordinary hair coloring e.g., purple, green, blue, pink.

c. MAKE-UP: Must reflect a subtle daytime look; heavy glamour make up is not permitted.

d. JEWELRY: No hoop or dangling earrings may be worn. Only one pierced earring may be worn in each ear. The earrings must be located on the ear lobes. Acceptable earrings are either a silver ball, gold ball or pearl and may not be larger than 7 mm in diameter. Ear gauges must be worn with a flesh-colored cap. There should be no visible body piercings. The only other jewelry that may be worn is a plain stone-less ring and a wristwatch in gold, silver or white and without adornment. Religious jewelry must be pre-approved and not be visible in the clinical area.

e.   FINGERNAILS: May not exceed 1/8 inch from end of fingertip. No nail polish or artificial nails.

f.   SHOES: Must be totally white or black with closed toes and heels or ergonomic nursing shoes with a heel strap. Shoes and laces are to be kept clean. Shoes should be worn only for clinical. Socks or hosiery, skin tone or white, free of runs, must be worn.

g.   SWEATERS: If sweaters are worn in patient care areas, they must be white. Sweaters CANNOT be worn while providing patient care. Sweaters must be a plain cardigan style. Pullovers, turtlenecks, sweatshirts, or sweaters with hoods are not acceptable.

h.   GUM CHEWING / SMOKING: Gum chewing is prohibited in the hospital setting. Nursing students must adhere to the current smoking policy of the LRCCD and their assigned clinical agencies, with electronic cigarettes ("e-cigarettes") included with cigarettes.

i.   RELIGIOUS HEAD COVERINGS: Must be neat, freshly laundered wrinkle free and maintained in such a way that they do not interfere with patient care and patient safety.

j.   TATTOOS: Are discouraged and should be removed if possible. Tattoos must be covered while in the clinical area. Check with your clinical instructor for agency-specific guidelines.

k.   UNDERSHIRTS: Only plain white undershirts or camisoles may be worn; only V neck style permitted but must not be visible.

l.   MISC: Utility belts are permitted provided they are freshly laundered and in good repair. Pens on ropes around the neck are not allowed.

3.   **LABORATORY PRACTICE**

Students in this program will practice clinical skills on each other in a laboratory setting with instructor supervision. The course may include discussion of issues such as race, religion, sexuality, gender and disabilities related to course content.

Safety considerations guide the dress code for students in the clinical lab. Casual business attire may be worn unless the instructor asks the student to come in uniform for a particular experience. Feet must be protected by a closed toe and heel shoe. A heel strap shoe is acceptable.

4.   **ATTENDANCE POLICY**

The faculty is committed to excellence in nursing and to the belief that theory and clinical experience are integral components of this excellence. The faculty

believes consistent class and clinical attendance is needed for achieving learning objectives and essential for the evaluation process.

Students who accept a seat in the SCC VN Program must be available to have clinical rotations Monday through Friday. Clinical rotations are required by the program and established through collaborative regional planning agreements with our clinical partners and other Sacramento area programs of nursing. There are no exceptions to this policy.

Each 16-week semester of the nursing program provides a total number of theory (lecture) and clinical (lab) hours that correlate with a 12-unit course. Each nursing course provides 108 hours of theory and 270 hours of clinical for the entire semester.

According to the policy from the Board of Vocational Nursing Programs all missed clinical and theory hours will be made up for every hour missed. This policy is to comply with the Board of Vocational Nursing requirements to meet academic preparation for licensure. Acceptable clinical make-up time can include on-campus lab with return demonstration of nursing skills, simulation lab or clinical make hours in the facility. Absence warning form will be used to document make up plan and hours missed per clinical instructor and documentation of make-up hours will be recorded.
Theory absences for the vocational nursing program will be made up for every hour missed. This policy is to comply with the Board of Vocational Nursing requirements to meet academic preparation for licensure. Theory make up work can include case studies, videos, assignments, patient plan of care assignments, study question completion, NCLEX questions, online learning assignments or other written assignment as assigned by the faculty.

In the event of infectious disease exposure and/or extenuating health issues, theory classes can be converted to synchronous lectures via zoom per the faculty or Director discretion. Any clinical day cancelled due to exposure, illness and/or guidelines by the facility (i.e. State inspections) will need to be made up. Faculty will notify the class at the earliest possible time for any changes to the schedule. Any extenuating circumstances (i.e. health issue with provider note) resulting in absences will be evaluated on case-by-case basis and will require a provider note to return back to clinical and/or theory.

Students with 15 hours of clinical absence will be given an **absence warning and assignment.** Those who exceed 20 hours of absence will be given an Educational Agreement that includes a homework assignment that is due by the end of the rotation. **All hours missed will need to be completed by attending skills lab and/or clinical.** Excessive absenteeism may lead to dismissal from the program.

In order to protect patients, peers and others, students should not report to class or clinical areas if any sign of illness is present. Students must use good judgment and discretion during an illness with regard to coming to class or the clinical area. Students may attend class if not contagious. If a student has questions regarding illness, the student should seek clarification from an instructor. Additionally, any

student undergoing surgical procedures during a semester must provide a medical release from a physician stating the student can perform the Essential Functions Required of Allied Health Students.

REPORTING OF ABSENCE FROM THE CLINICAL AREA

➢ Continuity of patient care is an important responsibility in nursing. It is imperative the student call the clinical area and clinical instructor before their assigned time on duty to report any delay or illness.

➢ Promptness and being on time are professional behaviors faculty believes are important in student development. Tardiness will factor into the total clinical and/or theory hours absent.

5. **STANDARDS FOR USE OF ELECTRONIC DEVICES**

In the current climate of instant communication and computer/Internet technology, students must be mindful of appropriate conduct when using laptop computers, cell phones, text-messaging devices with or without a blue-tooth, and audio/video recording devices. Students are allowed to use hospital-provided computers for school related business only.

The use of electronic devices may be used in the classroom setting according to guidelines described below. The use of electronic devices within healthcare facilities during clinical experiences must be in accordance with the standards and policies of the individual facility. Students must clarify these standards with their clinical instructor prior to beginning clinical experiences at a particular agency.

In the classroom setting, students must obtain permission from the instructor to digitally record lectures and sign a waiver and inform the instructor at the beginning of class that they are recording a lecture. Cell phones must be turned off in class; **no texting allowed in class**. Cell phones may, **as an exception**, be used to access material on Canvas

Students ARE NOT allowed to take pictures of their patients in clinical; no reproduction of any patient/chart information is allowed. Students are not allowed to take pictures of exams with cell phones or save exams to personal computers and/or distribute to others.

Students are not allowed to put pictures, recordings, or comments of any nature on any social network such as Facebook, Twitter, or U-tube that references SCC Nursing Programs. Placing slanderous comments on a social network that references SCC Nursing Programs is a violation of professional conduct. Students are not allowed to reproduce any kind of patient-related documentation. Protecting the learning environment and the individual rights of students, instructors, and patients is the intent of these standards and are required by HIPAA compliance.

6. **GIFTS:**

> Faculty may, at their discretion, receive modest gifts from students at the end of the semester. In lieu of gifts, students can make a donation to a nursing scholarship through the SCC Foundation Office.

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G. **HEALTH REQUIREMENTS**

1. EVIDENCE OF PHYSICAL AND MENTAL HEALTH

> Students are required to have a complete physical examination utilizing the LRCCD health form. This must be submitted prior to starting VN 120. All students must submit a drug screen prior to beginning the first semester and if a break in continuous enrollment in the nursing program occurs. The requirements are in accord with hospital policy mandating that students are in good physical and mental health and free from communicable disease when caring for patients. When a student has an identified chronic condition, a physician's verification of the condition and of the ability to perform "Essential Functions Required of Allied Health Students" is required. This form is part of the application packet. Health records must be uploaded into Castlebranch. Students must pay for their Castlebranch account. All records must be monitored throughout the program to be current and accurate. Some clinical agencies will require students to upload health records into an online platform (i.e. My Clinical Exchange).

2. PERSONAL HEALTH AND ACCIDENT INSURANCE

> Students are encouraged to carry personal health and accident insurance. The college nurse has resource information regarding student health insurance.

3. IMMUNIZATIONS

> SCC nursing students use the *Castlebranch.com* Immunization Tracker System. Students must submit documents showing evidence of immunizations and a physical examination within one year, as part of this tracking system. **A shot or titer showing immunity is required.**
> - Tuberculosis Clearance (PPD): A two-step *initial* PPD skin test is required within one month of starting the nursing program, per clinical partners, completed 7-21 days apart. Subsequently, ***annual*** PPD skin testing is required
> - Tetanus/diphtheria/pertussis: **Tdap** within the last 10 years
> - Rubella (German Measles), MMR (Measles, mumps, rubella) doses #1 and #2
> - Measles (Rubeola): MMR doses #1 and #2
> - Mumps: MMR doses #1 and #2
> - Varicella zoster (Chicken Pox): 2 doses 4 weeks apart (#1 and #2)
> - Hepatitis B: 3 dose series (#1 now, #2 in 1 month, #3 about 5 months after #2)
> - Influenza vaccine: one dose annually
> - COVID 19 vaccine: Moderna or Pfizer 2 doses required with current booster; Johnson and Johnson 1 dose required.

4. C.P.R. CERTIFICATION WITH AED
   Students must complete Basic Life Support for Health Care professionals. This must include hands-on mannequin practice. Fully online CPR courses will not be accepted. Levels "A" or "C" at the American Heart Association do not meet the requirements for clinical and will not be accepted.

5. REPORTING STUDENT INJURY
   - If a student is injured or falls ill on campus, students must see the campus nurse. It is necessary for the student to report to the Science and Allied Health (SAH) office to complete a non-employee accident form.
   - If the student is injured while in the clinical area, the injury must be reported immediately to the instructor and complete the required hospital reporting form. Faculty must report student injuries in clinical to the SAH Division office within 24 hours. **First,** the instructor calls COMPANY NURSE at **1-888-375-9780** for guidance in obtaining the appropriate level of treatment and to begin the reporting process. There will be paperwork to sign on campus. If deemed appropriate by the Program Director and Dean, the student will file a workers compensation form.

   - In the event of a student injury either on campus or in the clinical area, the student is advised to follow through with his/her own health care provider.

   - If a student needs to be seen in a hospital emergency room, the cost of such care will be the responsibility of the student or the student's insurance carrier.

6. EXPOSURE TO HAZARDOUS OR RADIOACTIVE MATERIALS
   During classroom/clinical experiences, students may be exposed to hazardous or radioactive materials, radiation, or infectious diseases. Students will be provided information on associated health risks and appropriate safety precautions and will be expected to use them in the classroom and/or clinical setting.

7. IMPAIRED BY ALCOHOLISM, DRUG ABUSE, EMOTIONAL ILLNESS
   A student must be in optimal physical and mental health to ensure safe, effective care of patients. If a student's physical or mental health is symptomatic of substance abuse, the instructor has the right and responsibility to remove that student from the patient care area.

   According to SCC Catalog regarding student conduct: "*drinking or being in possession of, or under the influence of alcoholic beverages on college campuses is prohibited without qualification*". This student will be referred to the College Nurse/Counseling for further evaluation. The Nursing Department policy includes the student being immediately removed from the classroom or clinical setting, because their behavior and/or performance poses a danger to the safety and well-being of self or others. These behaviors may include, but not limited to physical impairment, impaired judgment, mental/emotional impairment, disruptive actions, and/or inconsistent behavior patterns. When a student exhibits these behaviors the following will occur:

   a. Student will be removed from the classroom or clinical area.

b. Instructor immediately reports incident to Program Director or SAH Dean.
c. Within 24 hours the student meets with the Program Director and will be referred for further professional assessment.
d. Student will be given a referral form indicating those behaviors that led to the classroom/clinical removal. The student must have this form signed by a licensed chemical dependency/ mental health counselor indicating the student is safe to return to nursing school. This form must be submitted before the student can be readmitted.

When an instructor identifies a student as being impaired, is a danger to self or others, and the student refuses to submit to the required assessment, the student may be suspended from the nursing program. If the student completes the required assessment and is diagnosed as being impaired, the student will be suspended from the nursing program for a minimum of one semester and until such time proof of having received professional treatment and a medical release to return to nursing school can be provided.

Re-entry Policy Related to Alcoholism, Drug Abuse, or Emotional Illness:
After a minimum of one semester, the student may request readmission to the nursing program, according to the following requirements:
a. Student must submit a written request to the Director for re-admission.
b. Student shall provide proof of active participation in a recognized program on a regular basis, evidence of rehabilitation and/or recovery, along with a release to return to nursing school.
c. Student will be required to be in an on-going rehabilitative treatment program as a condition of readmission and continuation in the program.
d. Re-entry is on a space available basis; theory and skills testing required.
e. Failure of evidence in on-going treatment will result in program dismissal.
f. A second documented incident of impaired behavior will result in dismissal from the nursing program.

H. EXAMS

10% of total exam points will be deducted for any exam that has to be rescheduled. Students must notify instructor as soon as possible if they are unable to take the exam. Make-up exams are to be taken on the first day of return, at the instructor's convenience, or total points for that exam will be forfeited. Alternate exams may be used as a make-up exam in lieu of the regular course exam. Each student's situation will be reviewed on an individual basis, and may require additional documentation. Students have one week after an exam to make an appointment with faculty to review exam contents. No exam review will be done after the one week limit.

1. GUIDELINES FOR TAKING WRITTEN OR ONLINE EXAMS

a. Students with identified learning differences will take their exams across campus in college-designated area. Students will make these arrangements and provide formal documentation for accommodations.
b. All belongings must be placed away from student desk.

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c. Number of exam questions and start and stop time will be written on the front board. It is the student's responsibility to ensure their exam has all pages and number of questions. No less than 1.5 minutes will be allowed per question during exams.

d. Scratch paper will be provided for math questions and submitted with student's name on it upon test completion.

c. Students who arrive late for an exam must complete exam in allotted time.

d. Any extenuating circumstances will be reviewed on an individual basis.

e. Upon completion of exam, student must leave quietly and not return during testing.

f. Calculators will be provided if needed.

g. Students found cheating during an exam will be asked to leave the classroom and receive a zero grade on the exam. Disciplinary action includes a meeting with the Program Director/Assistant Director and the semester team and may result in dismissal from the program.

2. GUIDELINES FOR ONLINE TESTING

Exams may be scheduled outside of regularly scheduled class times and in multiple locations, due to computer room availability on campus. Computerized testing takes place via the Canvas website. Access to the site for testing purposes is allowed only during designated, proctored testing times. Off campus online exams will be given at the discretion of the instructor if remote operations is required.

During the exam, including bathroom breaks, students are **not allowed** access to personal items, including electronic devices (cell phones, tablets, pagers, cameras or other electronic devices), books, purses, briefcases, backpacks or wearing hats. Any items brought into the testing site will be inspected prior to entrance and subject to inspection at any time. Faculty reserves the right to determine which items students may bring into the exam room. During an exam, navigation away from the testing screen and use of any resources, e.g., e-mail, Canvas, or internet is strictly prohibited and will result in disciplinary action as described above.

The format for computerized test questions includes: multiple choice, fill-in-the blank, multiple correct answers, prioritizing, figure/illustration (hot spots), or chart/exhibit. One question at a time will be presented. Students must remain in their seat and raise their hand to ask questions. Scratch paper, pencils, and calculators provided must be returned prior to leaving the exam room.

The "SUBMIT" button should be pressed only when all answers are final. Exam answers cannot be changed after the exam has been submitted. All exams must be submitted within the specified timeframe.

Test review occurs immediately upon submitting completed exams, with questions, answers, and rationales. The exception is the final exam, which does not allow access to questions or rationales. During test review, notes may not be made, and there is no verbal discussion of individual questions. Students may not

discuss any part of the exam, including question type, content, or answers with other students, this includes reconstructing exam items using one's memory or the memory of others, posting or discussing questions on the internet or social media websites. Failure to abide by these guidelines will result in disciplinary action. If students have additional questions concerning theory concepts after an exam, an appointment with theory faculty can be made within one week of the exam to discuss concepts and study strategies.

3. DOSAGE CALCULATION COMPETENCY (MATH EXAM)

a) A dosage calculation competency examination will be administered at the beginning of each nursing course. The initial math exam is given during scheduled class time. If the student does not achieve a score of 85% or above in VN120, 90% or above in VN 130, and 95% or above in VN140- the student will be given a *Needs Improvement* with suggestions to improve performance. The student is expected to take advantage of tutoring before the re-take exam.

b) Exam retake #1: First retake of Dosage Calculation Competency will be administered outside of class time. If the student does not achieve the required score or above, the student will be placed on an *Educational Agreement*. The student will then be allowed one more retake attempt. Attendance at tutoring is mandatory at this time

c) Exam retake #2: Second retake will be administered outside of class time. If the student does not achieve the required score or above the student will not be allowed to continue in the semester.

I. **EVALUATION**

1. THEORY EVALUATION
The vocational nursing student's theory grade in each course is determined by the points earned on examinations, quizzes, in class assignments, and out of class assignments. A final theory grade of C (75%) or better is required to proceed to the next semester. Letter grades are determined according to the following percentages:

$$A = 90 - 100\%$$
$$B = 80 - 89\%$$
$$C = 75 - 79\%$$
$$D = 65 – 74.99\%$$
$$F = < 64.99\%$$

There is no rounding up of grade percentages throughout the nursing program.

2.   CLINICAL EVALUATION

Evaluation of the student's clinical performance is based on the achievement of the clinical objectives for each course. Assessment of the student's progress will be done in conference with the instructor on an ongoing informal and formal basis and will include student self-evaluation. A midterm clinical evaluation is delivered to each student by their clinical instructor. A satisfactory clinical evaluation is required in each course for progression to the next semester. A final conference will be scheduled and held within one week of the end of the course and the instructor will write a summary of the evaluative conference. The student will sign the form that he/she has read it and make comments related to achievement of clinical objectives. This IS NOT the place for student evaluation of instructor.
Each semester has identified the mandatory clinical skills to be completed during that semester.   These can be found in each semester's "Student Learning Outcomes and Objectives Evaluation" tool. Students are responsible for taking the initiative to find these skills in the clinical area for validation by faculty. If clinical skills cannot be performed in the clinical setting, they will be validated in the lab under at the discretion of the instructor at the end of the semester.

3.   COURSE GRADE

A final course grade of C (75%) or better is required for progression to the next semester. The grade recorded will be the result of theory achievement and having met clinical performance objectives. If the clinical performance is unsatisfactory, the grade recorded will be an "F" regardless of the theory grade. If a semester is failed in the program, no credit is given for portions of the failed semester. Mid-term Records of Progress are used to counsel students for success for theory grades less than 75% or not meeting clinical learning outcomes.

4.   STUDENTS FAILING TO MEET COURSE OBJECTIVES

When a student is not meeting course objectives in theory or clinical, the student will be notified of this unsatisfactory performance in writing. The instructor and the student shall confer to discuss strategies for improving study skills, mastery of theory objectives, and/or preparing for clinical assignments.

The student not meeting theory objectives will meet with the instructor to develop an academic learning plan. The instructor will keep the Program Director informed regarding students who are not achieving 75% during the semester.

For the student not meeting clinical objectives, a verbal notification will occur with the instructor and as reflected on the weekly evaluation form. The second time the same clinical objective is not met; the student will be given a written *Needs Improvement* to help define what needs to be improved. The instructor will notify the Director regarding student's unsatisfactory clinical performance. For

clinical performance involving a risk to patient safety at any time, use of a *Needs Improvement* may be used <u>without</u> prior verbal notification.

Students are expected to perform previously learned skills correctly as they proceed through the program. In the second and third semesters of the program, students who do not correctly perform previously learned fundamental skills, such as identifying the patient prior to medication administration, will receive a *Needs Improvement* without verbal notification. If clinical performance does not improve, and the student fails to progress, the student will be placed on an *Educational Agreement.*

If, at any time, the instructor determines that a <u>critical incident</u> has occurred in the clinical area, the student will be placed on an *Educational Agreement*. The student will receive a verbal notification that he or she is on an *Educational Agreement* and the written document will be presented to the student within one week. Once a student is told in the clinical area that they are on an *Educational Agreement*; the terms are in effect at that time. The instructor must notify the Director of any critical incidents that occur in the clinical setting.

The *Educational Agreement* identifies the responsibilities the instructor and student will assume to achieve course objectives by the end of the semester. If at any time during the semester a student's performance is deemed clinically unsafe* or grossly negligent* by the instructor, the student will be dismissed from the clinical area and receive an "F" course grade. Any student with an unsatisfactory* in clinical performance will need to arrange a conference with the Program Director. Whether or not a student signs the *Educational Agreement*, the terms of the agreement are in effect. Students not meeting the final course objectives will receive a failing grade and cannot continue into the next semester.

The *Needs Improvement* and *Educational Agreement* forms are used for excessive absenteeism. The Program Director /designee will meet with students placed on *Educational Agreements* for excessive absenteeism.

During team and faculty meetings, semester team instructors discuss student progress, problems, and successes in clinical rotations. Instructors may consult with other program faculty, especially from previous semesters, to ensure consistency in professional development of the student. Members of the faculty confer with each other to develop strategies to facilitate student success in meeting clinical objectives.

ADAPTED FROM CA CODE OF REGULATIONS AND SCC STUDENT CODE OF CONDUCT:

Unsatisfactory: does not possess and exercise the degree of learning, skill, care and experience possessed and exercised by students at the same level in the program.

Unsafe Practice: a substantial departure from the practice of other students at the same level and under similar circumstances; when student's actions have, or could have, resulted in harm to the patient.

Gross Negligence: means a substantial departure from the standard of care which, under similar circumstances, would have ordinarily been exercised by a competent licensed vocational nurse, and which has or could have resulted in harm to the consumer. An exercise of so slight a degree of care as to justify the belief that there was a conscious disregard or indifference for the health, safety, or welfare of the consumer shall be considered a substantial departure from the above standard of care.

Incompetence: the lack of possession of and failure to exercise that degree of learning, skill, care and experience ordinarily possessed and exercised by responsible LVNs.

Professional Misconduct: not in conformity with prevailing standards or laws.

Misconduct: cheating, plagiarism, dishonesty, removing a test from the classroom, stealing tests, inappropriate emails to instructors or other students. Misconduct for which students are subject to discipline include obstruction or disruption of the learning process, physical or threatening abuse, and theft of, or damage to, property of any person

Cheating: to obtain or attempt to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means. This includes copying from someone else's test, submitting work that is not one's own, submitting work presented previously in another course, altering or interfering with grading, using material during an exam that is not allowed, consulting with someone, other than the instructor, during an exam

Plagiarism: representing the work of someone else as your own and submitting it for any purpose. This includes incorporating the ideas, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit.

Other Acts of Dishonesty: Purposely allowing another student to copy from you during a test, giving your homework, term paper, or other academic work to another person to plagiarize, having another student submit work in your name, lying to an instructor, altering a graded work after it has been returned and then resubmitting the work for regrading, removing a test from the classroom, viewing a test outside of the exam room and sharing with other students, or stealing tests.

J.   CONDUCT AND DISCIPLINE

1.   COURSE ACCOUNTABILITY CONTRACT
      In each semester of the nursing program, the student is required to read and sign a course contract to verify having read Course Syllabus, Student Code of Conduct, Nursing Student Handbook, policies for clinical facilities, other policies that regulate attendance and participation in the SCC VN Program. The contract identifies behaviors that constitute Student Misconduct.

2.   HONOR PLEDGE
      Each incoming student signs an Honor Pledge that acknowledges their commitment to the high standards of education in the SCC nursing program and the core values of the nursing profession which include caring, integrity, diversity, honesty, ethical behavior, and accountability. In addition, each student of the SCC

VN Program pledges to follow the Code of Academic and Clinical Professional Conduct below which is adapted from the National Student Nurses Association's *Code of Academic and Clinical Professional Conduct.*

HONOR PLEDGE

Today, I join my fellow students to pledge my commitment to the highest standards of education and professional nursing while a student at Sacramento City College Vocational Nursing Program.

I recognize that nursing is one of the most trusted professions and that it is an honor and privilege to become a member of this profession. I understand it is my responsibility to sustain the public trust in nursing throughout the program and beyond.

I am committed to demonstrating the Sacramento City College Vocational Nursing Program core values of caring, professionalism, integrity, diversity, and innovation and shall strive to apply these principles in all work with clients, families, faculty, staff, and peers.

I pledge upon my honor to be faithful to the Nursing Student Code of Conduct and to uphold all policies by which I am governed. I will conduct myself as a worthy representative of the VN program and the college and will support my peers in their efforts toward the same.

As I commit myself to the rigors of the Vocational Nursing Program, I promise to display honesty, ethical behavior, and accountability in the pursuit of academic and practice excellence. Therefore, I ask Sacramento City College Nursing faculty, staff, and my fellow students for the honor of induction into the Nursing Class of_____ on this day, _____.

Adapted from the National Student Nurse Association Code of Academic and Clinical Professional Conduct

AS A STUDENT OF THE SCC VN PROGRAM, I PLEDGE TO:

a. Actively promote and encourage the highest level of legal and ethical principles in academic and clinical situations.
b. Strive for excellence by maintaining and promoting integrity, truthfulness and honor in all aspects of academic and clinical performance.
c. Promote life-long learning and constantly strive to improve the quality of nursing care.
d. Treat others with respect in all areas of the clinical and academic setting.
e. Facilitate an environment in the classroom and clinical setting that promotes learning and allowing faculty to educate nursing students.
f. Cooperate in every reasonable manner with the academic and clinical faculty and clinical staff to ensure the highest quality of patient care and use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.

g. Encourage faculty, clinical staff and peers to mentor nursing students and strive to satisfy academic and clinical needs of nursing students.

h. Advocate for the rights of all patients.

i. Provide care to patients in a compassionate, knowledgeable, culturally competent and professional manner.

j. Without faculty approval I will refrain from performing any technique or procedure for which I am unprepared by education or experience.

k. Accept the moral, ethical and legal responsibility for my actions.

l. Avoid unauthorized duplication of the patient's medical record.

m. Serve all patients impartially and accept no personal compensation from those entrusted to my care as a nursing student.

n. Communicate academic and clinical information in a truthful and accurate manner.

o. Ensure that there is full disclosure and that proper authorizations are obtained from patients involved in all areas of research.

p. Ensure that informed legal consent of the patient has been obtained to perform all invasive clinical procedures, as required by law.

q. Abstain completely from the use of alcoholic beverages, narcotics or illicit/controlled substances in the academic and clinical setting.

r. Strive to encourage rehabilitation services for students suffering from substance abuse and mental illness.

s. Report potentially dangerous and suspicious activities to the appropriate authorities.

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

Instructors are responsible for providing students with an environment that is conducive to learning. A key component of this is a classroom in which civil behavior is observed at all times. If a student is disruptive in class, the student will be asked to leave class. The minimum standards for such behavior can be found in the Student Standard of Conduct.

3. CONSEQUENCES OF DISHONESTY
According to the *SCC Student Standard of conduct:*
Depending on the seriousness of the infraction, the following may occur as a result of student dishonesty: receive a failing grade on the test or paper, have a course grade lowered and receive an "F" in the course, placed on disciplinary probation or suspension, expelled.

According to the *SCC Nursing Programs*:
The nursing student who is cheating will be given a zero for that assignment/ exam. The student who is found cheating will then be placed on an Educational Agreement. If there are any further instances of cheating, lying, or misconduct, the student will be dismissed from the nursing program for the semester.

K.   STUDENT RIGHTS

1.   STUDENT PARTICIPATION/REPRESENTATION
- NSNA student representatives are encouraged to attend the LRCCD Nursing Advisory Committee.
- Students have direct input into the program's philosophy, objectives, curriculum changes and other matters directly relating to students.
- The faculty and the administration value student involvement in all aspects of the vocational nursing program.
- Students must complete the course/program evaluations at the close of each semester. Objective and constructive student evaluation allows for faculty and administrative consideration of student feedback.

2.   COURSE CHALLENGE/CREDIT
Students transferring into the SCC VN Program may obtain credit for previous education and/or experience.
a.   Transfer Credit: Applicants who have successfully completed previous nursing education within the last five years may qualify for transfer credit. This may include:
- Accredited vocational or practical nursing courses.
- Accredited registered nursing courses.
- Accredited psychiatric technician courses.
- Armed Services nursing courses
b.   Procedure.
- Submit application and official transcripts by specified date.
- Credit will be granted based on content and hours of the transferring courses and comparability to time allotted for the subject within the SCC VN Program. A transfer/challenge student must complete VN140 to receive a Certificate of Achievement in the VN program.
- Written and/or performance assessments may be required, but is for remediation purposes only.

3.   PROBLEM RESOLUTION/STUDENT GRIEVANCE PROCESS

If a student feels they have been treated unfairly and believe that one or more of their student rights have been violated, they are encouraged to pursue the college's Student Grievance Process. The student should proceed as follows:
1.   Meet with the involved person(s) in an effort to resolve the problem. If not satisfied with the outcome;
2.   Meet with the instructor/team that will assist the student in problem resolution. If not satisfied with the outcome;
3.   Meet with the Program Director who will assist the student in resolving the problem. If not satisfied with the outcome;
4.   Meet with the Dean of SAH who will counsel and assist the student in resolving the problem. If not satisfied with the decision of the Dean;
5.   Seek assistance from the Student Grievance Officer in RN 257.

4.   NURSING STUDENTS WITH LEARNING DIFFERENCES

The SCC Nursing Program understands that students with learning disabilities are typically intelligent, talented, and motivated. Students have often developed a variety of creative strategies for compensating for their learning disabilities. Some students may not realize that they have a disability and remain undiagnosed until faced with the rigors of college or a nursing program.

In compliance with the Americans with Disabilities Act (ADA), nursing faculty will provide "reasonable accommodations" for students with disabilities that may affect their learning ability and test taking performance. Students are required to submit their learning prescription from the Learning Disability (LD) Program Office to their nursing faculty who will facilitate that accommodations are provided. If you think you may have a learning disability, please contact a Disability Services and Programs for Students (DSPS) counselor as soon as possible, to conduct an LD evaluation because the process usually takes several months. Students needing further information about tutoring and other services available should view the college website.

5.   EMERGENCY CALLS

In the event that a student receives an emergency call, an attempt will be made to reach the student. This does not pose a problem when the student is in Mohr Hall during class time. However, contacting a student in the clinical area is difficult due to the nature of the setting. Please provide your childcare provider with an alternate name to call in case of emergency. The office number is **558-2272** and should only be used in cases of an emergency. Office hours are 8:00 am- 6:00 pm. Monday through Thursday and 8:00 am - 4:00 pm. on Fridays.

L.   **COMPLETION REQUIREMENTS AND CEREMONY**

In order to complete a state approved vocational nursing program, a student must complete the courses listed in the required program section of the catalog. Each student must complete no less than 1530 hours in the vocational nursing curriculum. The SCC VN program has been approved for completion of 576 hours of theory and 972 hours of clinical, or 1548 hours of board approved curriculum instruction. Therefore, all student attendance must be monitored on an hour for hour basis throughout each week of the semester. These program requirements must be met in order to be eligible to apply for the licensure examination to become a Licensed Vocational Nurse. Please be aware that the BVNPT can deny a license on the grounds an applicant has been convicted of a crime and/or felony. The student is responsible for applying for a Certificate of Achievement in vocational nursing prior to program completion. The program may lead to a degree if additional requirements are met.

The deadlines to apply (petition) for graduation are spring - 1st Friday of March and fall - 1st Friday of October. It is highly recommended that you meet with a counselor prior to

submitting your graduation petition to ensure that you have met all the requirements for graduation. The certificate petitions will be distributed by the nursing department.

There is a date and time on the VN 140 calendar designated as the date to work on licensure applications. Faculty will review the process with the class even if students do their individual applications online on their own time. The Nursing Director will submit the Record of Nursing (RONP) Progress to the Board of Vocational Nursing as required by regulation within 6 weeks after graduation. The RONP is submitted after the Sac City College Admissions and Records department confirms the completion of the degree or certificate. After the RONP is processed by the BVN-PT, then the authorization to test will be released to the graduate. Students will need to also register for their NCLEX test through the testing organization.

Upon completion of the program the student receives a Certificate of Achievement in vocational nursing during a completion ceremony. The student purchases a school pin and receives it during the pinning ceremony. The pin represents the college where he/she completed vocational nursing. In the third semester, students, along with the faculty advisor and the SCC Program Director, plan for the completion ceremony, which is held upon the conclusion of the last semester of the nursing program. All plans for the completion ceremony such as decorations, slide presentation, program, photographer, must be approved by the faculty and Program Director. Students are encouraged to participate on a committee and be part of the completion ceremony.

During the pinning ceremony students are required to wear professional business attire with a white graduation gown and a peach stole with SCC Vocational Nursing lettering on it in dark blue. Professional attire includes footwear. No jeans, boots, athletic-type shoes or flip-flops may be worn at the ceremony. Only the academic cap that comes with the gown is permitted if the class chooses to wear a cap. Students who choose not to follow these guidelines will not be permitted to participate in the ceremony.

VN PINNING CEREMONY

Location of Ceremony:
- SCC Performing Arts Center (PAC); date must be after final exam, Dec. and May.
- Pinning is always on the Tuesday of the last week of school

Committees/Communication
- The Pinning Committee will consist of 4 members, all in good academic standing. This includes the class President, class Vice President, and one person elected from each clinical group to be contact persons to pass information to and from faculty and students.
- To finalize decisions, the Pinning Committee will discuss their concerns together, with the student body, and meet with the Faculty Pinning coordinator. There must be class consensus for decisions, all or none.
- Music, slide presentation, decorations must be approved by Faculty Coordinator prior to class vote.

- Graduation Speaker requires a class vote; may be a faculty and/or student. If the class selects a student speaker, a copy of the speech must be reviewed by the Faculty Coordinator by _____.
- Name of Speaker and Mistress of Ceremonies requires a class vote and names submitted to Faculty Coordinator by _____.
- Pinning Committee makes request to Mistress of Ceremony and Speaker by 9th week_____.

Graduate's Words of Thanks:
- Words of thanks must be typed, 12 font, single-spaced. Due (11th week): _____.
- Write name as you would like it to appear in the program (i.e. first, middle, last)
- 2-3 sentences maximum to acknowledge support given while in the program.
- Submit to student leader for first proof read. Then email to clinical faculty who will provide a second proof read. Clinical faculty will forward final reading to Faculty Coordinator to submit to graphics.

Music:
- Indicate how music to be played: iPod, iPhone, etc. and submit a copy of the lyrics, for approval specify play "Before, Marching in, "After Ceremony"
- Provide artist name and track title for each selection. Songs with inappropriate lyrics, even if instrumental-only, will not be accepted. Due (11th week): _____

Photography/Gowns/Stoles/Pins/Student Volunteers
- Arrange photographer to take class/individual portraits; requires majority vote.
- White gowns are worn over professional clothing; order gowns as a group online *(ex. GraduationSource*.) Class vote determines if cap is worn; tassels must be worn with cap. All gowns must be of the same fabric and shade of white. Tassel choices TBD; class votes whether to wear tassels or not.
- Order school pins from *J.H. Recognition* (8th week):___. Price varies depending on metal and accessories. Orders must be submitted as a group with order forms given to Faculty Coordinator. Checks, money order, or credit card are acceptable.
- Burgundy, 5/8 inch ribbon is purchased to attach the pin. Ribbon will be placed over the cap to wear around neck at pinning; coordinate with Faculty Coordinator.
- Order stoles by (9th week): _____. Stole costs $25.00 each plus tax ($1.94). Total cost is $26.94; shipping and handling is an additional $6.00. Checks or money orders made payable to *Terryberry Company*; class credit card if available. Submit all orders in a group and give to Faculty Coordinator to order.
- Samples of gown, stole, pin are available, See Faculty Coordinator
- Volunteers, selected by Pinning Committee, needed to assist during ceremony to distribute programs, assist with lights; volunteers must be present at rehearsal.

Slide Presentation (Requires a class vote)
- Draft due (10th week):_____; final due (12th week): _____ (test on equipment)
- 5-7 minute slide/audio presentation shown while guests are arriving in PAC.
- Slideshow illustrates time in the program; best to play music separate from DVD.

Invitations

- Invitations usually purchased from graphics on campus; note invitations are 20¢ each and regular envelopes are 9¢ each; linen envelopes are 17¢ each. Samples available. Purchase order for invitation order is due (9th week): _____
- If ceremony in PAC, numbers aren't limited; if in Student Center, 210 maximum.
- Pinning Committee determines how invitations are distributed; faculty, administration, and community partners are invited to attend.

Programs

- Have been made by graphics at reasonable price. Sample programs are available.
- Purchase order for programs is due (10th week):_____

International Council of Nurse's Pledge

- Recited by students during ceremony. Text of pledge may be printed on a separate card or in the actual program to be read during the ceremony.
- Battery operated candles may be purchased 2 for $1.00 by students.

   Décor/Refreshments/Cleanup (Requires class vote)

- Decorations for ceremony (balloons, draping, plants) purchased by students; need to be approved by Faculty Coordinator; suggested cost be kept to a minimum.
- Light refreshments are optional and must be provided by students through campus food Service; a separate space will need to be reserved to serve refreshments.
- Cleanup handled by student volunteers; assistance welcomed from underclassmen

Day of Pinning Ceremony

- Rehearsal and decorating prior to ceremony; all grads and volunteers at rehearsal.
- Guests no earlier than 60 min prior to ceremony; wheelchair seating available
- Guests aren't permitted to touch equipment unless approved by faculty.
- Children are the responsibility of their accompanying parent or guardian.
- Any guest in violation of the rules may be asked to leave.
- Guests are encouraged to park in the structure and pay the $1.00 fee; vehicles are cited on ceremony date, unless informed otherwise.

M.   RE-ENTRY INTO THE NURSING PROGRAM

1.   Students are allowed one course failure in the 2nd or 3rd semesters. Students who fail in the 1st semester must reapply. Students, who are failing in theory and withdraw from the course by the drop date, have had their one course failure. A course failure is defined as absenteeism that exceeds program policy, clinical failure, an unmet *Educational Agreement*, withdrawing from the course with a grade of less than 75%, or ending the course having earned a "D" or "F".

2.   A wait list of returning students seeking re-entry into the nursing program is kept by the Program Director. The wait list will be maintained in chronological order of re-entry request. Students who leave for medical reasons, and are passing clinical and theory, have priority over academic failures to return.

3.   If a student wishes to be considered for re-entry, an exit interview with the Program Director must be scheduled. If a student does not participate in an exit interview, they will not be considered for re-enrollment. Conditions of Re-entry are reviewed with the student, which must be met prior to assessment testing or meeting with the Readmission Committee.

4.   Subsequent to the exit interview, a written request for re-entry must be received by the Program Director; requests may be postal mail, emailed or hand delivered. Students must confirm desire to re-enter the program every semester to remain on the return list. Students must notify the Director if accepted into another program, so their space can be offered to another student waiting.

5.   If a space becomes available, the Program Director will call the student to notify that a space in the program is available. If the student fails to respond to the phone call within 72 hours, the offer to reinstate will be rescinded. An appointment for testing is scheduled when the student responds in a timely fashion.

6.   Students who have been out of the program for any reason must be tested for re-entry. Testing includes passing a medical/surgical and math exam at 75% and a clinical skills exam at pass/fail from the semester prior to exiting the program. If a student does not show up, phone, or email regarding a scheduled testing appointment, their name is taken off the wait list. Students who are out of the program for two years must reapply to begin the program again.

7.   Upon successful passing of the re-entry test, an appointment is scheduled with the Readmission Committee, which consists of the Program Director, an Assistant Director, and one faculty member. The student must submit their academic success plan and evidence of remediation to the Readmission Committee. The final decision for re-entry is at the discretion of the Director.

8.   If a student declines the offer of re-entry one time, their name will move to the bottom of the existing wait list. If a student declines a second time, their name will be removed from the wait list.

9.   A personal leave or deferment to begin the nursing program is at the discretion of the Director. The student must have a theory grade of 75% or above and no unresolved *Educational Agreement* at the time of exit from the program, in order to be granted a personal leave. Deferment to begin is possible one time only.

10. Regardless of length or reason for exit, all re-entry students must complete certain program requirements. These requirements are identified in the Conditions for Re-entry reviewed during the exit interview. Requirements that need to be updated include immunizations, CPR, malpractice, drug screen, and background check. Students are responsible for costs associated by these requirements.

11. Students who fail more than one semester in the VN program are not eligible for re-entry, but may reapply to the program or apply to another nursing program.

N.   STUDENT PERSONAL RELEASE

- As an enrolled nursing student, I authorize SCC to photograph, record my likeness and/or voice, or to incorporate the same into film, video tape, slide show or other such media, and authorize the use of such media or any portion thereof.

- As an enrolled nursing student, I release and hold free and harmless both SCC and the LRCCD from any claims of copyright, libel, slander, invasion or violation of privacy or other similar rights that I may hold or assert.

O.   HANDBOOK REVISION POLICY
The faculty retains the right to revise the policies and procedures found in this handbook at any time deemed necessary. Any revisions required by hospital partners become effective on the date of the revision and will be made available to students.

P. COURSE STRUCTURE FOR CANVAS

In order to provide consistency and clarity in the online learning environment, courses will be structured similarly, in the following format on CANVAS:

Each course unit is contained in a course module. The module will contain the following information: Unit SLO's, Powerpoints/Handouts/Videos, Discussion Boards, and Assignments.

Discussion boards are used for activities within the course. Assignments will be completed and submitted using CANVAS. The CANVAS gradebook will display current grades for assignments, quizzes/exams as well as the cumulative grade.

Testing will be completed in CANVAS in the respective semester Lab sites. Online exams/quizzes will be delivered via CANVAS and will be on campus and proctored by faculty, in-person.

Students are expected to come to class prepared to participate by completing case studies, discussion boards, and/or other supplemental homework.

Q.   <u>**COVID Policies**</u>   - *Subject to change per clinical facility, district policy and/or the CDC .*
  <u>**Vaccine Policy**</u>

- All students must be vaccinated with original COVID vaccines with current booster per clinical facility requirements.
- All vaccines are to be submitted to Castlebranch.

  <u>**Suggested Practices for Skills Lab** *and on-campus activities*</u>

  Personal protective measures (e.g., handwashing, cough etiquette, and face coverings) that students must use on-campus setting)
- All students must be vaccinated before entering the skills lab.
- Students are to avoid touching eyes, nose, and mouth.
- Students should frequently wash their hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are unavailable.
- Mask per illness protocols for Sac City College COVID policies or if recovering from illness. (see below)

  <u>**COVID Practices for Clinical Facilities -Masks, N95 FIT training and PPE**</u>

- Students will not come to the clinical facility with a fever, cough, or if feeling ill.
- Students will abide by all hospital/facility policies while caring for patients, which may include COVID testing, temperature screening and questionnaires. Students may be required to arrive early before shift if COVID screening and/or testing will be required.
- PPE will be worn according to hospital/facility policy.
- All students will be FIT tested for an N95 mask and PAPR training on an annual basis. N95 masks will be required to be worn per facility policy during specific time periods. PAPR availability is limited in certain facilities. FIT testing forms need to be kept by all students and may be required to be shown during a shift at the facility.
- A surgical mask may be required in clinical for the entire shift per facility policies.

  https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html

  <u>**COVID Illness Reporting and Testing Policy**</u>
- COVID testing can be performed at the clinical site per the facility policy.
- COVID rapid home tests are available at SCC Health Services
- Reporting illness to the faculty member is important for protection of our SCC nursing community as well as the patients in the clinical setting.
    - Sac City College COVID policies, reporting and interactive decision chart are available: https://scc.losrios.edu/campus-life/covid-19-information
    - Contact tracing will be completed through SCC health services.
    - Return to campus after illness based on current SCC policies on the website. This may include isolation and/or masking per the policy.

R. CONTACT FOR THE BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS (BVN-PT)

Students have a right to contact the Board of Vocational Nursing and Psychiatric Technicians.

    2535 Capitol Oaks Dr. #205, Sacramento CA 95833

    Phone: (916)263-7800

    Email: bvnpt@dca.ca.gov

    Website for contact information: https://www.bvnpt.ca.gov/contact.shtml

    Home page: https://www.bvnpt.ca.gov/

S. APPROVED CLINICAL SITES FOR THE SCC VN PROGRAM

Clinical sites may change based on facility's capacity to place students. The current approved clinical sites for the Vocational Nursing Program include the following:

UC Davis Ambulatory Care Clinics

Greenhaven Healthcare Care Center

Pine Creek Healthcare Center

Sutter Rehabilitation Institute

Mountain Manor Care Center

Sacramento Post-acute Care Center

ONE Community Health Clinics

Riverbend Nursing Center