El Camino College

Associate Degree Nursing Program

Student Handbook

2012-2013
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Dear Nursing Student,

Welcome to the El Camino College Associate Degree Nursing Program! Our community college has been educating nurses since 1962 and has graduated over 2500 registered nurses to meet the health care needs of the community. The faculty and staff are pleased to have you join our nursing program!

You are about to embark upon a rigorous program of study. The nursing program will prepare you for entry into the health care field as a registered nurse after you successfully satisfy the state licensing requirements. It is our desire to see you successfully complete the nursing program within two years. While we cannot foresee the needs of each individual student, this Student Handbook has been published in an attempt to provide you with information that will serve as an ongoing guide throughout the program.

During your education in the nursing program you will have many questions. It is important to get the correct answer from the most appropriate source. The information contained in this handbook were written to assist students as they progress through the program and answer some of the most frequently asked questions. You are encouraged to carefully read the handbook and keep it for future reference. If you have questions regarding content in the handbook, please feel free to clarify them with the nursing director, assistant director or faculty.

There are several bulletin boards throughout the nursing department. Announcements and important information are posted and updated on a regular basis. You will find current information posted about meetings, further education, job opportunities and scholarships. We also welcome all nursing students to join our local chapter of the Student Nurses’ Association: Iota Kappa Chi.

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

Best Wishes!

Terri Kyle, MSN, CPNP
Director of Nursing
PHILOSOPHY and UNIFYING THEME

PHILOSOPHY

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

The faculty believes that:

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

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

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

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

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

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

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

UNIFYING THEME
The Associate Degree Nursing Program at El Camino College is based on a unifying theme that offers a model from which the curriculum is organized. This unifying theme identifies the nursing process as its organizing structure and is integrated with the concept of the Basic Human Needs.

NURSING PROCESS
The curriculum defines the nursing process as a systematic method of identifying problems arising from Basic Human Needs and assisting the individual to recognize and cope with these problems throughout the life cycle. The steps that are included in the nursing process are:

Assessment
Identifies and documents changes in health status which interfere with the client’s ability to meet the Basic Human Needs.

Diagnosis
Establishes a nursing diagnosis based on individualized client needs.

Plan
Develops an individualized nursing care plan based on nursing diagnoses, Basic Human Needs and structural variables, and plan interventions that follow established nursing protocols by: Establishes priorities for care based on the client’s identified needs; and establishes long- and short-term client goals.

Implementation
Applies established nursing protocols to an individualized plan of care according to the prioritization of a client’s needs and structural variables. Participates in the prescribed medical regimen by assessing, delegating, and providing follow-up care to clients in a safe manner.

Evaluation
Utilizes established criteria for the evaluation of individualized nursing care, which includes clients, families, significant others, and members of the nursing team to evaluate and define short and long-term goals. Identifies alternate methods of meeting the client’s needs; modifies plans of care as necessary and documents change.
**BASIC HUMAN NEEDS**

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

**Physical Integrity Need**
- **Motivating Forces:** damage or threat of damage to the anatomical structure.
- **Goal:** preservation of the physical apparatus.
- **Nursing Involvement:** protecting the client by providing a safe environment, performing nursing tasks in a safe manner, monitoring the physical apparatus for stress intensification which could cause damage, and assisting the client to care for his physical apparatus.

**Affiliative Need**
- **Motivating Forces:** maintenance of satisfactory relationships with others.
- **Goal:** construction and maintenance of a position in social space.
- **Nursing Involvement:** protecting the client by identifying stressors or potential stressors to the client’s self-concept, supporting the client’s coping mechanisms, and reducing stress intensification.

**Activity-Rest Need**
- **Motivating Forces:** inappropriate utilization of energy.
- **Goal:** coordination of behaviors that both use and conserve energy so that resources can be utilized without overtaxing and exhausting them.
- **Nursing Involvement:** alleviating stressors to the activity-rest balance and preventing or mitigating the effect of the imbalance.

**Ingestive Need**
- **Motivating Forces:** replenishment of nutrients necessary for life.
- **Goal:** maintenance of cellular nutrition.
- **Nursing Involvement:** assisting the client to obtain necessary nutrients orally or by parenteral routes in order to cope with an imbalance or assisting in the maintenance of usual patterns.

**Excretory Need**
- **Motivating Forces:** ridding the body of the waste products of the metabolism and substances that cannot be utilized by the body.
- **Goal:** protect the fluid and electrolyte balance essential for life.
- **Nursing Involvement:** assisting the client to maintain usual patterns and to cope with altered patterns.
O2CO2 Exchange Need
**Motivating Forces:** the requirement to maintain adequate cellular oxygenation.
**Goal:** maintain optimal gaseous exchange within the individual and between the individual and the external environment.
**Nursing Involvement:** providing the necessary measures to facilitate this exchange.

Sexual Need
**Motivating Forces:** the requirement to express the self as a sexual being.
**Goal:** preservation of sexual identity and continuance of the species.
**Nursing Involvement:** assisting the client to maintain sexual identity and to cope with stressors which impact sexual identity and/or reproduction.

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

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

**NURSING PROGRAM OUTCOMES**
Based on the preceding beliefs, of the graduate of the El Camino College Associate Degree nursing program will demonstrate the following student learning outcomes.

**PROFESSIONAL PRACTICE**
The graduate will adhere to standards of professional practice, is accountable for his/her actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks.

**COMMUNICATION**
The graduate will communicate effectively, accurately, and in a timely manner with patients, significant others and members of the health care team.

**EVIDENCE-BASED NURSING PROCESS**
The graduate will utilize the nursing process to provide patient-centered nursing care, integrating evidence-based practice to address unmet basic needs for a diverse population of patients in a variety of health care settings.

**HEALTH EDUCATION**
The graduate will implement health education to promote and facilitate informed decision making, achieve positive outcomes, and support self care activities.
TEAMWORK AND COLLABORATION
The graduate will utilize teamwork and collaboration while providing quality care to individuals and families.

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

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

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<tr>
<th>El Camino College</th>
<th>Associate Degree Nursing Program</th>
<th>Student Learning Outcomes</th>
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<tr>
<td>Students who have successfully completed the El Camino College Associate Degree Nursing Program will demonstrate the following competencies:</td>
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**PROFESSIONAL PRACTICE**
The graduate will adhere to standards of professional practice, is accountable for his/her actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks.

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<tr>
<th>Level One</th>
<th>Level Two</th>
<th>Level Three</th>
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<tr>
<td>Recognize accountability for own actions and behaviors.</td>
<td>Demonstrate accountability for own actions and behaviors</td>
<td>Maintain accountability for own actions and behaviors</td>
</tr>
<tr>
<td>Describe legal ethical and regulatory frameworks utilized in nursing practice</td>
<td>Apply legal, ethical, and regulatory frameworks</td>
<td>Integrate and adhere to legal, ethical, and regulatory frameworks into nursing practice</td>
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**COMMUNICATION**
The graduate will communicate effectively, accurately, and in a timely manner with patients, significant others and members of the health care team.

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<tr>
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<th>Level Three</th>
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<tbody>
<tr>
<td>Begin to develop effective communication skills.</td>
<td>Demonstrate effective communication skills.</td>
<td>Integrate effective communication skills in all areas of nursing practice</td>
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**EVIDENCE-BASED NURSING PROCESS**
The graduate will utilize the nursing process to provide patient-centered nursing care, integrating evidence-based practice to address unmet basic needs for a diverse population of patients in a variety of health care settings.

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<tr>
<td>Begin to develop and utilize assessment skills to determine patient’s health status.</td>
<td>Accurately perform a focused or comprehensive assessment based on patient’s health status.</td>
<td>Independently perform a baseline and ongoing assessment based on the patient’s changing needs.</td>
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<tr>
<td>Begin to analyze assessment data to identify relevant nursing</td>
<td>Demonstrate critical thinking and evidenced based practice in the</td>
<td>Consistently formulates relevant nursing diagnoses and initiates</td>
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diagnoses and develop a plan of care.  
Begin to utilize interventions that assist patients in meeting their seven basic needs.  
Begin to assess and evaluate patient’s response to interventions and revise plan of care.  

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<th>HEALTH EDUCATION</th>
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<td>The graduate will implement health education to promote and facilitate informed decision making, achieve positive outcomes, and support self care activities.</td>
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<tr>
<td>Identify learning needs to develop and implement a basic teaching plan.</td>
<td>Implement a teaching plan and evaluate the patient’s progression toward meeting identified learning outcomes.</td>
<td>Modify teaching plan based on evaluation of patient’s progress towards achievement of identified learning outcomes.</td>
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<th>TEAMWORK AND COLLABORATION</th>
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<td>The graduate will utilize teamwork and collaboration while providing quality care to individuals and families.</td>
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<tr>
<td>Work with health care team to achieve patient outcomes.</td>
<td>Collaborate with the patient, significant support persons and health care team to evaluate progress towards achievement of outcomes.</td>
<td>Coordinate the decision making process with the patient, significant support persons and the health care team.</td>
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<th>MANAGEMENT OF CARE</th>
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<tr>
<td>Begin to manage patient care utilizing available resources to meet patient needs.</td>
<td>Manage patient care utilizing available resources to meet patient needs.</td>
<td>Prioritize and delegate aspects of patient care management utilizing available resources to meet patient needs.</td>
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<th>SAFETY</th>
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<tr>
<td>Provide safe patient care at all times.</td>
<td>Provide safe patient care at all times and demonstrate an awareness of external safety threats.</td>
<td>Provide safe patient care at all times and intervene as appropriate when additional safety threats exist.</td>
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**Key:** Level 1 – N150, 153, 154. Level 2 – N250, 253. Level 3 – N254, 255
CURRICULUM
PREREQUISITES TO THE NURSING PROGRAM
English 1A
Math 73 or 80 (or passage of math competency exam)
Anatomy 30 or 32, Physiology 31; or Anatomy and Physiology 34A and 34B
Microbiology 33

ADDITIONAL GENERAL EDUCATION REQUIREMENTS
English 1B
Psychology 5
Sociology 101

REQUIRED NURSING COURSES (GENERIC)
Nursing 48, 145
Semester 1:
Nursing 150, 151, 152
Semester 2:
Nursing 153, 154, 155, 156
Semester 3:
Nursing 250, 251, 153
Semester 4:
Nursing 254, 255

REQUIRED NURSING COURSES (UPWARD MOBILITY)
Nursing 48
Semester 1:
Nursing 149, 154, 155, 156
Semester 2:
Nursing 250, 251, 153
Semester 3:
Nursing 254, 255

Once admitted into the nursing program on a particular campus, students are required to complete all courses on that campus. Students may not choose to take courses numbered NURS 149 and higher on the alternate campus.

GRADING CRITERIA
All nursing courses must be passed with a final course grade of 75% (minimum) and final clinical evaluation of satisfactory. The final course grade is NOT ROUNDED up to achieve this score.

A = 90-100
B = 81-85
C = 75-80
D = 63-74 (not passing)
F = 62 or below (not passing)
Students will be provided with course requirements at the beginning of each course. All grades will be averaged according to weight in order to reach a final grade.

**Examination Policy**
- Nursing students may not retake any course exam or final. Group exam reviews will be arranged by the instructor. Appointments for individual review of exams must be made during the faculty’s office hours, and prior to the next exam. Final examinations will not be available for review.
- All theory courses with a clinical component may implement math-related questions for each exam. The math questions will be weighted the same as all other questions.
- A final math exam consisting of twenty (20) questions will be administered in each course with a clinical component. This math exam will be administered at the discretion of the instructor. The student will be required to pass this exam with a minimum of 90% accuracy in order to progress to the next sequenced nursing course. Refer to course syllabus for level of math content required.
- In NURS 150, the student has two opportunities to pass the midterm and final math tests. For the remaining courses, a student has two chances per course to pass the final math test. If he/she fails two final math tests, the student will be required to remediate prior to progressing to the next sequenced nursing course.

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

The following guidelines explain how the tool is used.
1. At the end of each week, each student must complete the CET and submit it to their clinical instructor. Students are to use black ink when completing the CET. Each box is to be completed if the skill or activity was attempted. If a subunit is deemed unsatisfactory, the whole unit also receives a “U”. Students must write their remarks explaining each “U”.
2. The clinical instructor reviews each parameter to determine if he/she agrees with the student’s self-assessment.
3. If the instructor agrees, no documentation is required however, comments may be written if desired.
4. In areas in which the instructor disagrees with the student, the instructor strikes through the student’s “S” or “U” and writes in the appropriate assessment. Each change in the student’s assessment will include an instructor comment regarding the change.
5. Instructors will use a different color ink to highlight changes.
6. CETs will be returned to the student prior to the next scheduled clinical day.
7. Students are not to change their self assessment after turning in the CET. Students are not to change the instructor’s assessment.

8. The CET instrument explains when an instructor/student conference is needed to discuss a clinical improvement plan (CIP), (i.e. if more than 15% of the defined parameters are unsatisfactory in 1st and 2nd semester, 10% in 3rd semester and 5% in 4th semester). However, if a student receives an unsatisfactory consistently in one or more areas but does not meet the above criteria, a CIP is warranted at this point as well.

9. At the end of the term, the CET and any (all) CIPs are to be filed in the student’s main file in the nursing office.

10. The Clinical Evaluation Tool (CET) and Clinical Improvement Plan (CIP) are documentary evidence that each student has completed all clinical objectives and required remediation for each clinical course. Without this document, the student has no proof of meeting clinical course objectives and will receive a grade of unsatisfactory for the clinical course. PLEASE DO NOT LOSE THESE DOCUMENTS!

11. Each student is responsible for handing in these documents each week and at the end of the course as required by clinical course faculty. Students must also complete midterm and final course self-evaluations.

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

Student learning outcomes that have been met satisfactorily will continue to be the subject of evaluation in subsequent clinical courses. Students are evaluated throughout the program to ensure that they provide safe nursing care. Students are encouraged to request a conference with the instructor for perceived problems.

Failure to meet the following critical behavior will lead to immediate dismissal of the student from the clinical setting and result in a failing clinical grade:

- Communicate truthfully, accurately, and appropriately in verbal and/or written form.

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

- Provide safe patient care at all times (unsafe patient care will initiate an immediate student conference and may lead to dismissal of a student from clinical or from the course without warning).
- Assume responsibility and/or accountability for one’s own actions

The student must maintain a satisfactory rating in the clinical setting at all times, regardless of theory grade. Unsatisfactory clinical performance is determined by:

- The inability of the student to satisfactorily meet the clinical objectives.
- The inability of the student to meet attendance/punctuality standards designated by the course.
- Regression of the student to a previous and lesser level of performance.
- Unsafe patient care provided by student.
Probation
Probation is a status resulting from unsatisfactory clinical performance. Satisfactory/unsatisfactory clinical performance is defined within the clinical evaluation tool for each nursing course. A student placed on probation receives a written conference form stating the reason(s) for probationary status. This conference form functions as a warning that the student must improve his or her clinical performance during a specified time period or be dismissed from the course. If the final clinical performance is rated as unsatisfactory, the student will not be allowed to progress in the program. A course grade of "D" or "F" will be awarded regardless of the accumulated theory grade(s) attained by the student.

Simulation
Simulation opportunities will be provided as part of the clinical experience. It is incumbent upon the student to arrive promptly for simulation lab as it is considered of equal value to a clinical day. Tardiness to simulation lab will necessitate making up the simulation day on a non-clinical day to be assigned by the simulation lab coordinator. The makeup simulation day assigned will be non-negotiable. The clinical instructor will initiate a CIP for unprofessional behavior. The student will be required to complete a ‘Simulation Assignment Due to Tardiness’ paper that will be due to the simulation facilitator at the end of the simulation day.

PROGRESSION THROUGH THE NURSING SEQUENCE
A minimum grade of "C" (75%) must be achieved in order to progress to the next clinical course. A drop, stop-out, incomplete grade or inability to pass the math exit exam may interrupt progression through the nursing program.

MANDATORY DROP
A theory grade below C (75%) and/or unsatisfactory performance in the clinical area results in a mandatory DROP and withdrawal from the nursing program. In accordance with college policy (Board Policy 4225), a student may re-enroll in any nursing course only one time after receipt of a sub-standard grade (D, or F). Therefore, a student who receives a course grade of D or F may repeat this course one (1) time only. A student can fail only one (1) nursing course (clinical or non-clinical) during the entire program.

Failure of a clinical course requires completion of remediation and successful repeat of the same clinical course in order to proceed. When assigned remediation is completed, the student may re-enter the nursing program on a space-available basis. If the student fails to pass the course a second time or fails an additional course later in the program, the student will be required to withdraw from the nursing program. Withdrawal with a current grade below 75% counts as a drop (failure).

VOLUNTARY STOP-OUT
A stop-out is characterized by voluntary withdrawal from the program due to extenuating circumstances, with a theory grade of C (75%) or higher and satisfactory performance in the clinical setting. The student must communicate in writing to the instructor and nursing director (Torrance campus) or dean (Compton campus) the rationale for the stop-out. This process must be initiated before the final date to withdraw. A total of two (2) stop-outs will be allowed for the duration of the program.
It should be noted that students who take a stop-out have priority on the waiting list over those who receive a mandatory drop. Students are encouraged to discuss their situation with their instructor(s) and consider very carefully the effective utilization of a voluntary stop-out.

**COMPREHENSIVE EXIT EXAMINATION**
An exit examination will be required of all students enrolled in N255. If a student does not meet the passing score on this examination after two attempts, the student will be required to complete remediation and an incomplete grade will be assigned.

**RE-ENTRY POLICY**
Students must apply for re-acceptance into the nursing program within one (1) year of the exit date. The student who is absent from the program in excess of one (1) year will be considered "inactive" and placed on "inactive status". **Re-entry will be on a space available basis.**

**APPEALS PROCESS**
The Appeals sub-committee meets at least once every eight (8) weeks during the school year. The purpose of the Appeals sub-committee is to evaluate students whose progress through the nursing sequence has been stopped after two (2) drops/failures. Students who meet the criteria as described in the ECC Catalog Administrative Procedure 4225, may appeal to the committee when they have corrected/remediated the extenuating circumstances that precluded their successful progression. The sub-committee will require verification and/or validation of these extenuating circumstances and/or remediation and may request the student to appear before the sub-committee if necessary. The Appeals sub-committee makes recommendations to the Director of the Nursing Department regarding students who appeal. Samples of the Appeals Form and instructions are included in Appendix.

**PROFESSIONAL BEHAVIORS**
All students are required to demonstrate professional behaviors throughout the nursing program. It is expected that the student will:

- Use each person’s title and last name when addressing them. For example: every instructor, administrator, staff and employee in the ECC Nursing Department and in the clinical facilities as Mr., Mrs., Ms, Doctor, etc.
- Utilize the department’s established chain of command to communicate issues and concerns. For example, initially talk with course instructor to discuss issues prior to discussion with others. In the event issues are not addressed to the student’s satisfaction, the student may choose to proceed to speak with the Assistant Director of Nursing, and on to Director of the program.
- Dress in El Camino College Nursing Department approved clinical uniform attire for all clinical experiences, including skills lab and simulation lab.
- Wear name badges at all times while in the nursing department and in clinics.
- Assume primary responsibility for own learning by:
  - Preparing for classroom/clinical discussion.
  - Reporting to agency prepared for patient care, on time, and dressed according to El Camino College dress code.
  - Utilizing skills laboratory for mastery of technical skills.
• Consistently taking initiative in seeking faculty consultation and supervision.
• Communicating in a manner that maintains and promotes a working relationship with co-workers, patients and staff member(s).
• Communicating important changes in the patient's condition to the Staff RN and instructor accurately and without delay.
• Recognizing and assuming responsibility for the consequences of own actions.
• Utilizing knowledge and skills learned from previous courses.
• Utilizing Standard English in all written and verbal communication.
• Providing transportation to all clinical facilities (even if greater than a 25-mile radius).
• Arranging to meet all clinical and lecture hours, which may differ from class schedule due to clinical facility changes.
• Arranging for financial support.
• Maintaining health standards throughout the Nursing Program.

• Evaluate self realistically
  • Identifying to instructor those course objectives which student is having difficulty meeting for any reason.
  • Recognizing own limitations:
    • Attempting only those procedures within ADN educational experience.
    • Reporting work overload or incomplete patient assignment early in clinical day (time for reporting determined by instructor).
  • Completing Clinical Evaluation Tool honestly and accurately
    Completes written clinical performance anecdotal note or other assigned clinical paperwork based on organization of time, application of nursing process, mastery of technical skills, self-confidence, and maintenance of confidentiality.

ADDITIONAL STUDENT EXPECTATIONS
• Student classroom assignments must be:
  • ON TIME
    • On the proper forms (hand-drawn forms accepted at instructor’s discretion).
    • In ink, typed or prepared on a computer.
  • Students must come to class prepared.
    • All objectives must be reviewed prior to classroom discussion.
    • All required audio-visual materials must be viewed before class.
  • Students must allow time for mandatory check-off during Nursing 150, as well as workshops in all nursing courses.
  • Students need the instructor's permission to use a tape recorder in class.
  • Students may not bring food and/or drinks to the classroom.
  • Students must come to the clinical setting prepared and on time.
  • Clinical times and dates may change. Be flexible.
  • Children are not permitted in the classroom or clinical facilities according to ECC policy.
  • Absences must be communicated to the faculty and clinical facility. Your instructor will give you specific directions on the correct way to communicate this information.
• Second year nursing students receive priority enrollment over first year students for Nursing 251. If a first year student enrolls in this course and a second year student is
unable to enroll, the first year student will be asked to drop. If space permits the first year nursing students may be allowed to remain in the course.

POLICIES AND PROCEDURES

ACADEMIC HONESTY
The El Camino College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate academic dishonesty. To uphold the academic integrity of the institution, all members of the academic community, faculty and students alike, must assume responsibility for providing an educational environment of the highest standards characterized by a spirit of academic honesty. Dishonesty (cheating, plagiarism) violates Section I.A of El Camino College’s Board Policy 5500, Academic Honesty and Standards of Conduct. As defined in the policy academic dishonesty includes cheating and plagiarism, forgery of academic records, as well as unauthorized selling or transfer classroom/clinical academic materials. The policy is available on the college website at http://www.elcamino.edu/administration/board/boarddocs/5500%20%20Academic%20Honesty.pdf

CONSEQUENCES FOR DISHONESTY
When an instructor has determined that there is evidence of dishonesty in any academic work, the student may receive a failing grade for that piece of work and disciplinary action may be pursued. Any or all of the following actions may be imposed:

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

Refer to Administrative Procedure 5520 Student Discipline & Due Process Procedure for additional information: http://www.elcamino.edu/administration/board/AP5520StudentDisciplineDueProcessProceduresDecember212009%20docx.pdf

ATTENDANCE POLICY
Punctuality and attendance are professional expectations. Students are expected to attend all theory and clinical days. Students who miss the first class meeting or who are not in regular attendance during the drop period of the class will be dropped by the instructor. Students whose absences from a class exceed 10% of the scheduled class meeting time may be dropped by the instructor.
Students must follow the instructions in the course syllabus in relation to notifying the clinical/classroom faculty of an anticipated tardy/absence. Due to El Camino College insurance requirements, students must pay tuition before beginning clinical courses. Proof of payment must be provided to the instructor prior to the first clinical day. Students will not be permitted to attend courses in which they are not enrolled.

**COURSE AND INSTRUCTOR EVALUATION**

Instructor evaluations are completed in a paper format, a few weeks before the end of the course. Student input and responses on these evaluations are critical to improvement of the program.

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

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

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

**DISABILITY POLICY**

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

Individuals with disabilities are welcome in the field of nursing. Resources are available to assist student nurses with disabilities. [http://exceptionalnurse.com/](http://exceptionalnurse.com/). However, the student must be able to perform certain necessary functions throughout the nursing program. These physical, cognitive, affective and psychomotor abilities are crucial for the provision of safe and effective nursing care. Progression and graduation are contingent upon one’s ability to demonstrate the necessary functions delineated for the nursing program. Clinical agencies may identify additional necessary functions. The nursing program reserves the right to amend the necessary functions as required.

Students, who are otherwise qualified and have a documented disability that will require accommodation to perform these functions, must contact the Special Resources Center. Student’s must provide documentation for the disability and request reasonable accommodation(s) that will enable them to begin or continue as a student nurse. Accommodations will be considered on an individual basis, and the Nursing Department will determine if the modifications are reasonable or if there are other possible accommodations. While El Camino College is committed to
providing accommodations, those accommodations may not guarantee success in the clinical setting.

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

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

- perform repetitive tasks.
- walk the equivalent of five miles per day.
- reach above shoulder level.
- hear tape recorded transcriptions.
- distinguish colors.
- adapt to shift work.
- work with chemicals and detergents.
- tolerate exposure to dust and/or fumes.

- grip.
- bend both knees.
- sit for periods of time.
- climb stairs or ladder.
- stand for long periods of time.
- lift 25 pounds.
- squat.
- perform CPR.

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

- cope with a high level of stress.
- make fast decisions under high pressure.
- cope with the anger/fear/hostility of others in a calm manner.
- manage altercations.
- concentrate.
- cope in an acceptable manner with confrontation.
- handle multiple priorities in a stressful situation.
- assist with problem resolution.
- work alone.
- demonstrate a high degree of patience.
- adapt to shift work.
- work in areas that are close and crowded.

**ELECTRONIC DEVICES**

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

- Personal electronic devices are allowed in the clinical setting for the sole purpose of accessing information necessary for medication administration.
- Personal electronic devices at **no time** shall store, copy, or photograph any Personal Health Information (PHI) from the clinical facility. This is a direct violation of HIPAA regulations on patient privacy. Students found in violation of this will receive an unsatisfactory for the entire course.
- Students will have the ability to utilize personal electronic devices when allowed by their clinical facility, solely for the purpose of attaining patient related data from texts and references on their device.
- Students shall not utilize personal devices as telephones, texting devices or cameras in the patient care areas.
Any student using an electronic device must show their clinical instructor the reference material on their device. Access to the internet is not sufficient reason to use an electronic device.

Any repeated offense using electronic device inappropriately in the clinical setting will result in an “unsatisfactory” clinical evaluation in the area of professionalism. Students will be ineligible for the director’s award, will have a record of such offense in their academic file and will receive a failing grade for the nursing course.

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

**MALPRACTICE INSURANCE**
Malpractice insurance is required by the clinical facilities. Each student enrolled in the Nursing program is covered under both liability and malpractice insurance policies through El Camino College. This insurance provides coverage to a maximum of $1,000,000. In order for liability and malpractice insurance to be current, students must pay all fees within 7 days of registration. If student fees are not paid within seven days of registration, the student will be dropped from all courses and will not be covered by the liability and malpractice insurance. Students have the option of purchasing additional insurance privately. For more information on individual insurance contact the National Student Nurses’ Association or your Iota Kappa Chi representative.

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

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

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

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

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

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

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

STUDENT GRIEVANCE DUE PROCESS
The purpose of this procedure is to provide an orderly process of communication between a student
and faculty in order to mediate grievances that arise within the Nursing Program.
A grievance may arise due to:

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

Refer to El Camino College Administrative Procedure 5530 Student Rights and Grievances
available on the college website for additional information.

SUBSTANCE ABUSE POLICY
In accordance with BRN policy, an El Camino College Nursing Student will be suspected of
being under the influence of an abused substance if he/she has the following: a breath odor of
alcohol, exhibits acting out behavior (inappropriate behavior), slurred speech, unstable posture or
instability upon ambulating, or shows any other indication that can be directly related to the
ingestion of alcohol and/or other drugs. In keeping with the general policy of El Camino College,
the nursing student is prohibited from transporting or having in his/her possession alcoholic
beverages on the campus or any other facility that is deemed an extension of the college campus.

Actions:

- The instructor will immediately report any infraction of the policy to the Nursing Program
  Director or, in her absence, the Assistant Director, who in turn will notify the Dean of the
  Health Sciences and Athletics Division.
- The student will not be permitted to remain in the classroom or in the clinical area while
  under the suspected influence of alcohol, other drugs, or is exhibiting inappropriate
  behavior.
- If the student denies being under the influence of drugs or alcohol, he/she will be asked to
  voluntarily submit to a blood or urine test within two hours of the incident.
- If the incident occurs on campus, the procedure outlined in the El Camino College Board
  Policy 5500 Academic Honesty & Standards of Conduct and Administrative Procedure
  5520 Student Discipline and Due Process Procedure
- If the incident occurs in the clinical setting:
  - a responsible adult will be asked to come and escort the student home,
  - the student must stay in a non-patient area until an escort can be found, or
  - security can be called if the student refuses to stay in a non-patient area.
- If it is concluded the student is impaired because of substance abuse, the student will be
  encouraged to seek treatment/counseling for the problem.
Disciplinary action as outlined in the El Camino College Board Policy and Administrative Procedure referenced above may be deemed necessary in order to resolve the problem. A memo of the resulting action and subsequent conference will be filed in the student's folder with a copy given to the student.

UNIFORM GUIDELINES/DRESS CODE

The goal of uniform guidelines is to direct the nursing student towards a professional appearance and appropriate wardrobe in the clinical setting. Students should not wear their uniforms outside of skills lab or the clinical setting. Uniforms may be ordered from Doveapparel.com/products.html

- Torrance campus school code: ECCT
- Compton campus school code: ECC

Course instructors and/or clinical faculty will mandate any alterations in these guidelines.

- Students must dress in El Camino College Nursing Department approved clinical uniform attire for all clinical experiences. The uniform must be clean and unwrinkled at all times.
- Shoes: White leather shoes are to be worn. No sandals or clogs are permitted. White crew socks should be worn with pants. Anklets are not acceptable. Socks may not be worn with dresses or skirts; wear hose.
- Lab Jacket: 3/4 length white lab jackets with retractable sleeves with the ECC patch are optional.
- Undergarments: White or flesh-tone slips, V-neck undershirts, or camisoles must be worn with the uniforms. Sleeves on undergarments should not be longer than the length of the uniform sleeve. Undergarments should not be conspicuous or visually apparent through uniform. Garments should be loose enough to permit freedom of movement.
- Jewelry: A watch with a second indicator must be worn. The student may want to consider a watch that displays military time, as this is most often used in the clinical setting. Confine jewelry to a plain wedding band and only one stud earring per ear.
- Nails: Nails must be clean, trimmed, and of moderate lengths. Clear or neutral polish is acceptable. Acrylic nails are not permitted.
- Hair: Hair is to be a naturally occurring color or shade, clean, neatly groomed and off the collar. If clips or barrettes are used, they must be of a plain design. No ribbons allowed. Buns, braids and ponytails that do not touch the collar or fall forward in the face are acceptable.
- Body Piercing: There can be no visible body piercing, except for one stud earring per ear.
- Tattoos: There can be no visible tattoos.
- Nametags & Patches: The ECC Patches may be purchased at the ECC bookstore. Patches should be placed on the left side of the chest. The picture ID should be worn all the times at the clinical site and on campus.
- A back support belt is acceptable attire. Safety-lift back supports are recommended but optional. Some agencies provide back supports to students during their clinical rotation.
- No gum chewing is allowed while giving patient care in the clinical area.
- No perfumes and colognes are to be worn in the clinic or classroom.
- It is the responsibility of the student to adhere to these standards and the faculty to assist each student to maintain the dress guidelines. Any student whose appearance does not meet dress guidelines may be requested by the instructor to leave the clinical setting.
RESOURCES FOR ENHANCING STUDENT LEARNING
Creative learning activities increase and/or improve one's nursing skills. The academic credit for each course is based upon the successful completion of the lecture, clinical and lab components.

SKILLS LAB
The Skills Lab area is located in the Nursing Department on both campuses. Open or supervised practice lab times will be posted as available. Selected videocassettes/DVDs, CD-ROMs, and numerous textbooks for reference are available for checkout. No food or drinks are allowed in the Skills Lab.

STUDENT SUCCESS WORKSHOPS AND COORDINATORS
Student success workshops are conducted periodically on each campus. The Student Success Coordinator is also available for individual consultation (by appointment, during posted hours).

LEARNING RESOURCE CENTER/LIBRARY MEDIA TECHNOLOGY CENTER
A variety of software is available for nursing students to checkout or to use preloaded on computers in the centers. Locations include:

- Learning Resource Center located in room 252, on the second floor, West Wing of the Schauerman Library on the Torrance campus. Ext. 3514.
- Library Media Technology Center located on the first floor, East wing of the Schauerman Library on the Torrance campus. Ext. 6715
- Nursing Learning Lab located in room E54 on the Compton campus. Ext. 2730.

REFERENCES/PERIODICALS
Registered students have online access to the CINAHL and Health Reference Center databases via the El Camino College library. Additionally, selected periodicals (print and microfilm) and reserve textbooks are available in the library. They may be found at the Periodicals area on the first floor in the East wing of the Schauerman Library on the Torrance campus and Emily B. Hart-Holifield Library. These resources will be listed in the course syllabus. A current El Camino College Identification card is required to utilize the online databases and to check out reserved publications.

PELLA ROSE MADDEN ROOM
This room is located in the southwest corner in the lower level of the Schauerman Library on the Torrance campus. All nursing books, as well as a special collection of oncology materials, including pamphlets and articles are located here.

WRITING CENTER
The Writing Center (located in Humanities 122 on the Torrance campus and in F39 on the Compton campus) focuses specifically on a student’s writing skills. These services are especially valuable to English-as-a-second-language (ESL) students and those students having difficulty writing college-level papers.
AWARDS AND RECOGNITION

NURSING DIRECTOR'S RECOGNITION LIST
All nursing students are eligible for nomination to the Nursing Director’s Recognition List. Requirements for nomination are:
- Meets all the instructor's requirements of the course in a timely fashion.
- Receives a grade of “B” (81%) or better for the course.
- Receives the recommendation of the clinical instructor for above average clinical performance.
Certificates will be presented after the completion of every clinical nursing course to those students meeting the criteria. Students who receive this recognition in 4 or more clinical courses will receive special recognition at the Completion Ceremony.

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

ACADEMIC EXCELLENCE AWARD
Recognition will be given during the Annual College Awards Ceremony and Completion Ceremony to those students who have demonstrated exceptional academic ability. To qualify for consideration, a student must have taken 60 units at El Camino College with a minimum grade point average of 3.67 or must have earned an A.A. or A.S. Degree with a minimum grade point average of 3.5 in a major in the Division of Health Sciences & Athletics.

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

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

STUDENT REPRESENTATION/ACTIVITIES

IOTA KAPPA CHI (IKX)
Iota Kappa Chi (IKX) is the local chapter of the California Nursing Students’ Association and the National Student Nurses’ Association. The main concern of the local chapter is developing and fostering support through participation; to be responsive to all nursing students’ needs by networking on local, state, and national levels; and to act as a liaison between students and faculty. Students may participate at the local, state, and/or national levels. Meeting dates, times and locations are published to all ECC nursing students. Membership for Iota Kappa Chi costs $5.00 each semester.
COMMITTEES

STUDENT AFFAIRS COMMITTEE
The functions of the Student Affairs Committee are to facilitate student communication with each other and faculty and to review and refer student concerns, suggestions and ideas through appropriate administrative channels. The student affairs committee is the voice of the students and it can only be heard if it is used. If you have any suggestions on how to make the nursing program better, bring them to the Student Affairs Committee.

The committee is composed of at least one faculty member each from Year I and Year II, who are appointed annually by the director of Nursing. Faculty members shall have full voice and vote. Three students shall be elected by their peers from Year I and four students shall be elected by their peers from Year II during the first two weeks of the fall semester. All nursing students are eligible and do not necessarily have to be members of Iota Kappa Chi. All student representatives on the Student Affairs Committee shall have full voice and vote. The first meeting of the Student Affairs Committee shall be to elect a chairperson and determine student representatives to the following standing committees: Curriculum; Evaluation; Acceptance, Transfer, and Progression; and Learning Resources. Committee meeting schedule will be posted every semester.

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

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

Evaluation Committee
The functions of the evaluation committee shall be to: (a) oversee implementation of the total program evaluation plan; (b) review total program evaluation plan every three years and propose revisions to the ADNFO; (c) define, collect, and analyze data for annual graduate follow-up; (d) develop and implement a plan for collecting and analyzing student retention data; and (e) act on requests submitted by the Director of Nursing and College Administration.
**Acceptance, Transfer, and Progression (ATP) Committee**
The functions of Acceptance, Transfer and Progression (ATP) committee shall be to: (a) develop written criteria for the review of readmission and transfer applicants; (b) review applications and transcripts of transfer and readmission students and make recommendations regarding acceptance; (c) annually review program entrance requirements; nursing course pre-requisites and readmission and progression policies and make recommendations as necessary to the ADNFO; (d) accept and review petitions relating to student progression through the ADN program and make recommendations to the Director of Nursing; and (e) conduct formal student hearings as needed.

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

**COMPLETION CEREMONY**
El Camino College provides a formal graduation ceremony for all graduating seniors at the end of each academic school year. All graduating students are encouraged and expected to attend. Additionally, nursing students may organize an on-campus completion ceremony within specific guidelines. This completion ceremony is not an official graduation ceremony.

- On the Torrance campus, the completion ceremony is to be planned for the weekend immediately following the last day of school in the fall (Friday or Saturday) and immediately following the college graduation in the spring. It may not conflict with the main El Camino College graduation but is to be scheduled on the same day (usually immediately following the college graduation ceremony). An on-campus site (Campus Theater, Recital Hall, Marsee Auditorium) may be reserved for a formal ceremony if the class desires. The Marsee Auditorium has enough seats so that each student can invite as many people as he/she desires; the Campus Theater will seat 325 people; the Recital Hall has limited seating (125). On-campus sites are free of charge.
- On the Compton campus, the completion ceremony date should be planned in conjunction with the Dean of Health and Human Services.
- Invitations and programs can be printed through the ECC copy center or through an outside vendor. Some companies will allow a choice between two or three different styles of invitation. This makes the selection process easier, as the class does not have to agree on one style. It is best for one representative to handle the paperwork and money.
- The class may provide the nursing department with an 8 x 10 group photograph (with frame) to be displayed on the wall of the department. Committees should be formed to work on each separate area of the Completion Ceremony - music, program, speakers, decorations, refreshments. If each committee determines the cost involved for their responsibility, the total cost can then be presented to the graduating students for approval.
- All arrangements for the completion ceremony that require group discussion or voting should be completed before week 8 of Nursing 254. Once the preceptor rotation begins, it is impossible to get the class together. All meetings should be held outside normal class hours.
• Graduating seniors may order the El Camino College Nursing pin. Pins should be ordered at the beginning of Nursing 254. One member of the class should handle collection of all paperwork and money. The nursing office has the information on the Pin Company (added bonus: this person usually gets their pin free!). Pins are not mandatory. They also must be selected individually, since the price varies greatly depending on the type of metal and accessories selected.

GRADUATION
• Graduation check should be initiated early. Make sure all transcripts from other colleges are on file with Records Office. If not, make sure OFFICIAL transcripts are sent to ECC Records Office.
• Paperwork for the NCLEX-RN needs to be submitted to the Board of Registered Nursing at least one month prior to the student’s expected graduation date. Forms and instructions are available from the nursing office administrative assistant.

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

The Board of Registered Nursing may deny any license applied for if the applicant has been found guilty of fraud or acts which deceive the public, a felony, or addiction to habit-forming drugs, etc. Students who have questions regarding further limitations related to licensure should contact the Board of Registered Nursing. In addition to applying for licensure (information available at http://www.rn.ca.gov/applicants/lic-exam.shtml), the graduate must also apply to take the RN licensing exam (NCLEX-RN®). Information about the NCLEX-RN® application process is available at https://www.ncsbn.org/nclex.htm. The website for the NCLEX-RN® test plan is https://www.ncsbn.org/2010_NCLEX_RN_Detailed_Test_Plan_Candidate.pdf
### CLINICAL IMPROVEMENT PLAN (CIP)

**Student Name _____________________________**
**Date ______________**

**CIP initiated by _________________________________**
**Date ______________**

**Attachments included □**

### Summary of criteria deemed unsatisfactory:

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

### Date by which behaviors need to improve:

**Student’s comments:**

I have received a copy of this Clinical Improvement Plan.

<table>
<thead>
<tr>
<th>Student signature</th>
<th>Date</th>
<th>Faculty signature</th>
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<td>Date</td>
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</table>

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

<table>
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<tr>
<th>Student signature</th>
<th>Date</th>
<th>Faculty signature</th>
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<tbody>
<tr>
<td>Date</td>
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</table>
General Instructions
1. All calculations must be shown on your test paper. If there is insufficient room for your calculations, additional work must be calculated on approved scratch paper.
2. Use of calculators is not permitted during the 1st or 2nd eight week session of N150.

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

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

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

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

DOSAGE CALCULATION INSTRUCTIONS

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

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

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

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

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

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

GUIDE TO THE APPEALS PROCESS FOR ADMISSION

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

1. Application for Admission by Appeal. (An application form may be obtained from the Nursing office located in the Technical Arts building, Room 101 A.)

2. Typed letter addressed to the appeals committee that includes:
   a. A description of the extenuating circumstance(s) that contributed to your unsuccessful course completion or low GPA. (Supporting documentation must be attached to your letter).
   b. Your plan for successful completion of the nursing program here at El Camino College. Include in your plan specific strategies to achieve success.
   c. An explanation of why the committee should approve your request for entering the program.

3. Current transcripts must be submitted from all colleges attended. Foreign transcripts must be evaluated by a foreign transcript evaluation service.

4. GPA must be calculated by an El Camino College counselor.

Additional Information

- All completed appeals packet must be submitted to the nursing office secretary two weeks prior to the Appeals Committee meeting. Meeting dates are available from the nursing office secretary. The Appeals Committee meets at least twice per semester. You will be notified by mail of the committees’ decision.

- An incomplete appeals packet will not be considered.

- IF APPEAL IS APPROVED, STUDENTS’ NAME WILL BE PLACED ON THE WAITING LIST AND ADMISSION WILL BE ON A “SPACE AVAILABILITY” BASIS.
El Camino College Associate Degree Nursing Program

APPEAL CHECK LIST FOR NURSING COUNSELOR APPROVAL

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

Student’s Name: ___________________________ Student ID #: __________

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

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

Have you appealed a previous ECC appeal decision?

Nursing Counselor:
Date: __________ Cumulative GPA: __________
NET Score: __________ Math Score: __________ Reading Score: __________ Core Prerequisite GPA: __________
DRP Score: __________ Grades: Anatomy 30 or 32: __________
Transferring from another Nursing Program: Yes __________ No __________ N/A __________
Name of School: __________ English 1A: __________

File Complete? (Check yes/no or N/A) __________________________

1. Completed Application for Admission by Appeal
2. Typed letter with:
   a. Description of extenuating circumstances (illness, death in family, financial need)
   b. Plan for successful completion of the nursing program
   c. Recommended and required remediation completed.
   d. Why should the committee approve request
3. Supporting documentation of extenuating circumstances (timeline must correspond with classes failed) for re-entry and transfer appeals.
4. Current ECC transcripts and/or sealed up-to-date official transcripts from all other colleges
5. Documentation of eligibility for accommodation by the Special Resource Center
6. Transfer Recommendation Form completed by Active Dean/Director from previous nursing school for transfer appeal.

ECC Nursing Counselor who completed form:
Print Name ___________________________ Signature ___________________________

6/20/12
### EL CAMINO COLLEGE ADN - APPLICATION FOR ADMISSION BY APPEAL

Applying for: fall semester [ ] spring semester [ ] Year: _______ GPA: __________

Name: ___________________________________________ Student ID#: __________

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

Address: ___________________________ City & State: ___________ Zip code: __________

Telephone H: ( )___________ W: ( )___________ E-mail address: __________________

Applying for: (Check appropriate box)

- Generic program [ ]
- Upward mobility [ ]
- 30 Unit option [ ]

Applicant’s signature: ____________________________________________

Below line for ATP Committee use only

Applicant accepted into program:  Yes [ ] No [ ] Acceptance pending [ ]

Reason:

---

**Remediation to be completed prior to admission:**

<table>
<thead>
<tr>
<th>Academic Strategies 30ab - <em>Test-Taking Strategies for Nursing Students.</em></th>
<th>Required</th>
<th>Recommended</th>
<th>Documentation Submitted</th>
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<tbody>
<tr>
<td>Academic Strategies 1abcd for reading at the LRC:</td>
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<tr>
<td>Required for DRP less than 60</td>
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<tr>
<td>1. New Century. <strong>Must</strong> bring all strands to 10th grade level.</td>
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<tr>
<td>2. PLATO. <strong>Must</strong> attain 12th grade reading level</td>
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<td>Special Resource Center Evaluation (Educational Development 29) at the Student Services Center</td>
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<tr>
<td>Nursing 210 - Impl of Pathophysiology Concepts for Nurses</td>
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<td>Complete with a passing grade</td>
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<td>Student Health Services</td>
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<td>Skills Laboratory</td>
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<td>SOS</td>
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<td>Other</td>
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Written verification that requirements for admission have been met must be attached to one copy of this form and submitted to the Nursing Office. The student must complete all requirements and apply for entry within one (1) year.

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

Course admitted into: No.: _______ Title: ____________________________________________

---

Appeals Subcommittee Member’s Signature | Date | Appeals Subcommittee Member’s Signature | Date

---

Director’s Signature: __________________________________________ Date: __________

6/20/12  35
A Few General APA Guidelines

A) Paper Requirements: Typed, double-spaced, 1” margins all around, 12 font Times New Roman, on standard 8.5”x 11” white paper.

B) Page header at the top of every page: type the title of the paper (flushed left) and insert page numbers flushed right:

EXAMPLE:

Running head: MANAGING BLOOD GLUCOSE

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

EXAMPLE:

The Effects of Alcoholism During Pregnancy

Christian Peters

N149: Preparation for Advanced Placement in Nursing

Instructors Name

El Camino College

June 29, 2011

D) Main body: Start with an introductory paragraph and end with a concluding paragraph. Indent the first sentence of each paragraph.

***DO NOT plagiarize- using the words, ideas, or works of others without referencing.
E) Direct quotes: When using a direct quote place quotation marks at the beginning and end of the statement, words, or sentence(s) followed by the author(s) last name only, year of publication, and page number.

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

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

F) Paraphrasing: Restating or referring to an idea contained in someone else’s work.

EXAMPLE 1: The results of one poll demonstrated that many Americans are unhappy with the results (Milkins, Adams & Jones, 2001).

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

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

ADDITIONAL APA FORMAT GUIDELINES REGARDING CITATIONS ARE AVAILABLE AT: http://www.elcamino.edu/library/library_ser/docs/APA2010Final.pdf
El Camino College Nursing Department
LETTER OF RECOMMENDATION REQUEST FORM

NAME_______________________________________ DATE: ______________
Last First MI

PHONE NUMBER(      )________________________ NURSING CLASS__________________
REQUEST FOR: Instructor_________________ Nursing Office_____________________

REASON FOR REQUEST
____________________________________________________________________________
____________________________________________________________________________

Letter should be addressed to:

NAME / TITLE: _______________________________________________________________

ADDRESS: ___________________________________________________________________
Number Street

City State Zip Code

Mail Pick up

Please describe the following IOTA KAPPA CHI (IKX) activities you have participated in:
Committees you served_________ Position as a board member_______
Events you attended___________ Any organization you belong to _______

INSTRUCTIONS TO STUDENTS REQUESTING LETTER OF RECOMMENDATION

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

Please remember that faculty members do not have summer and winter nursing responsibilities.
They may teach a summer or winter course (if applicable), but their responsibilities relate only to
that specific course assignment.
EVALUATION OF STUDENT HANDBOOK
Please submit this form to the student affairs committee via the nursing office if there is any part of the handbook that you feel needs to be clarified or changed and if there is any information that is not included and would be helpful. You may submit this form any time you have an idea to communicate. Thank you.

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

___1. Philosophy of the Nursing Program
___2. Unifying Theme
___3. Curriculum
___4. Grading Criteria
___5. Progression through the Nursing Sequence
___6. Professional Behaviors
___7. Policies and Procedures
___8. Resources for Enhancing Student Learning
___9. Awards and Recognition
___10. Student Representation/Activities
___11. Graduation
___12. Candidacy for Licensure
___13. Appendix
     ___Continuing Improvement Plan
     ___Dosage Calculation Instructions for NURS 150
     ___Dosage Calculation Instructions
     ___Guide to the Appeals Process for Admission
     ___Appeal Checklist for Nursing Counselor Approval
     ___Appeal Form
     ___APA Guidelines
     ___Letter of Recommendation Request Form

******************************************************************************

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HANDBOOK RECEIPT FORM

1. The El Camino College Nursing Student Handbook contains information and policy statements that will assist in a student's progress through the nursing program. Each generic nursing student will receive a copy of the handbook during the first core nursing course.

2. The student will be held accountable for all policies contained within the handbook.

3. The signature below indicates that the student has received and reviewed a copy of the nursing handbook.

4. The signed receipt form will be collected during the first nursing course.

5. The Student Handbook is revised annually. The student will be informed of the revisions and will be held accountable for all revised policies contained within the revised handbook.

________________________________________
Signature of Student

________________________________________
Name (please print)

________________________________________
Date

________________________________________
Nursing Course

________________________________________
Faculty