STUDENT HANDBOOK

ASSOCIATE DEGREE IN NURSING PROGRAM

PALO VERDE COLLEGE

ADN Program

HTTPS://WWW.PALOVERDE.EDU/ACADEMICS/NURSING/RN.ASPX

One College Dr. Blythe, CA 92225

(760)-921-5500

Welcome to the nursing program at Palo Verde College! You have made an especially important decision for your life, and we are happy for you as you start on a new adventure, a career in nursing. You have chosen a profession that has a proud heritage and offers an exciting future. We are here to provide the guidance and tools you need to achieve your academic goals and achieve success passing the NCLEX-RN licensure exam.

Section I
Introduction

General Information

The nursing student handbook is to be used as a guide for all policies and procedures to which nursing students are held accountable. All nursing students are expected to adhere to the policies and procedures in the student handbook. Program policies are designed to facilitate fair and equitable treatment for all students enrolled in the Palo Verde College Associate Degree Nursing Program (ADN program). Further information may be found in the individual course syllabus. Students are expected to review the nursing student handbook at the beginning of each semester. Students are responsible for reviewing and abiding by the updated handbook and will be held accountable to the most current edition. The Palo Verde College Associate Degree Nursing Program adheres to all California State Board of Registered Nursing policies regarding patient care, safety, and conduct.

Approval Status

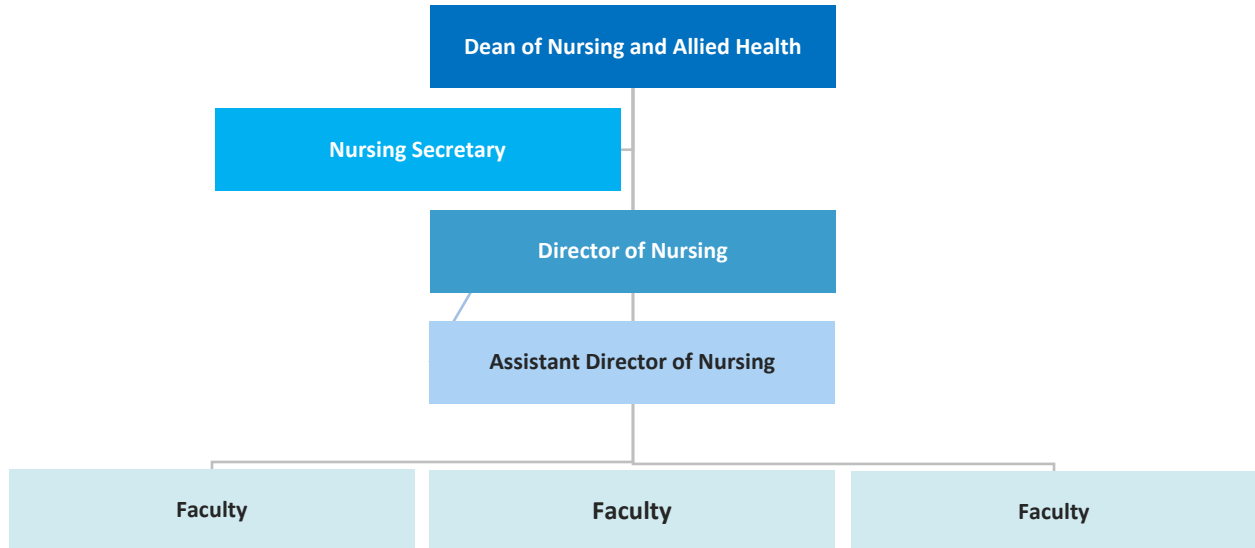The Palo Verde Associate Degree Nursing Program is approved by the California Board of Registered Nursing (BRN), www.rn.ca.gov 400 R Street, Suite 4030, Sacramento, CA 95814-6200, (916) 322-3350

Palo Verde College History

Palo Verde College is a California Community College founded September 15, 1947, on the site of the former Morton Air Academy, Blythe, CA. In 1998, the College District expanded to include the City of Needles. The students attending Palo Verde College's main campus are mainly residents from the community of Blythe and the two state prisons near the main campus, as well as Needles, Bullhead, NV, and Mohave Valley, AZ.
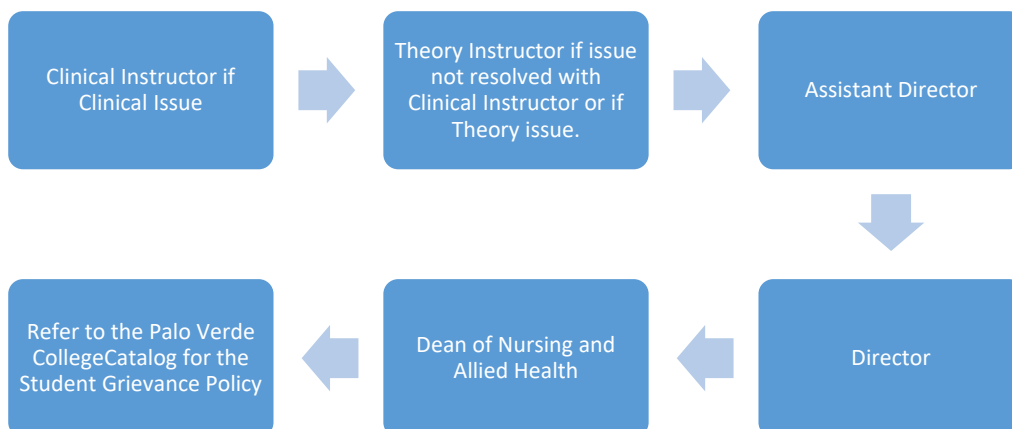
Palo Verde College is institutionally accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC).

Associate Degree Nursing Program Organizational Chart

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                    ┌─────────────────────────────────────┐
                    │  Dean of Nursing and Allied Health   │
                    └─────────────────────────────────────┘
    ┌───────────────────────┐
    │   Nursing Secretary   │
    └───────────────────────┘
                    ┌─────────────────────────────────────┐
                    │         Director of Nursing          │
                    └─────────────────────────────────────┘
                    ┌─────────────────────────────────────┐
                    │     Assistant Director of Nursing    │
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    ┌───────────────┐   ┌───────────────┐   ┌───────────────┐
    │    Faculty    │   │    Faculty    │   │    Faculty    │
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Chain of Command/Conflict Resolution Process

Nursing students should follow the chain of command and give the opportunity for each level of leadership to resolve the issue or conflict prior to moving to the next level in the chain of command. If the problem persists, the student is advised to refer to the Palo Verde College Catalog for the grievance process.

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┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Clinical         │     │ Theory Instructor │     │                  │
│ Instructor if    │ ──► │ if issue not      │ ──► │ Assistant        │
│ Clinical Issue   │     │ resolved with     │     │ Director         │
│                  │     │ Clinical          │     │                  │
│                  │     │ Instructor or if  │     │                  │
│                  │     │ Theory issue.     │     │                  │
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                                                            │
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│ Refer to the     │     │                  │     │                  │
│ Palo Verde       │ ◄── │ Dean of Nursing  │ ◄── │ Director         │
│ CollegeCatalog   │     │ and Allied       │     │                  │
│ for the Student  │     │ Health           │     │                  │
│ Grievance Policy │     │                  │     │                  │
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Section II

Nursing Program Philosophy and Framework

Florence Nightingale Pledge

I solemnly pledge myself before God
and in the presence of this assembly.

To pass my life in purity and to practice
my profession faithfully.

I will abstain from whatever is
deleterious and mischievous,
and will not take or knowingly
administer any harmful drug.

I will do all in my power to maintain
and elevate the standard of my
profession and will hold in confidence
all personal matters committed to my keeping and
all family affairs coming to my knowledge
in the practice of my profession.

With loyalty will I endeavor to aid the
physician in his work and devote myself
to the welfare
of those committed to my care.

Mission Statement

Through theoretical and clinical instruction, we will assist students to become skilled, competent health care providers, capable of delivering quality healthcare to their community. Through theoretical and clinical instruction, students will have a solid base on which they can participate in life-long learning, skills development, and augmentation.

Palo Verde Nursing Program Model Description

The Palo Verde College Associate Degree Nursing (ADN) Curriculum model is a graphic representation of the program mission, which is to prepare competent entry-level nurses to provide quality patient-centered care. The model's constructs of the nursing process, professional role, safe environment, and communication skills are interrelated and represent the end of program student learning outcomes. Each construct integrates the knowledge, skills, attitudes, and behaviors required to practice as an entry-level registered nurse.

Program Philosophy and Conceptual Framework

The faculty of the Associate Degree Nursing Program has chosen an eclectic, conceptual framework. This diverse conceptual framework is built upon four major curricular concepts: human needs, education, health, and the nursing process.

The nursing faculty believe **humans** are integrated biological, psychological, social, and spiritual beings who are adaptive as they interact with the environment. We believe individuals have intrinsic value and there is worth inherent in each human life. As individuals and members of society, they have unique human needs and the right to develop to their maximum potential. Individuals have freedom of choice and are accountable for those choices. The development of each individual student is due to his/her unique bio-psycho-social interactions with the internal and external environment. Our belief revolves around basic needs, life span development, vulnerability, and strength in coping with these multi-dimensional factors. Human needs are at the center of our conceptual framework. Throughout the life span, humans enter the health care system. At times, during the process of growth and development, the person is unable to meet their needs because of pathophysiological, psychosocial, cultural, or spiritual causes. The human individual is unique, complex, a holistic being with biological, psychological, social, cultural, and spiritual dimensions. Individuals possess diverse values and beliefs, dignity, unconditional worth, and the inherent right to assume responsibility for the development of their own potential.

We believe **education** is a dynamic, life-long process facilitating individual growth and positive behavioral changes through selective learning processes. Learning is dependent upon the active participation of the learner and involves the development of cognitive, affective, and psychomotor abilities. The instructor is the designer and facilitator of learning experiences and the evaluator of the student's performance. Educational growth requires an environment that promotes creativity, responsibility, respect, and genuineness which enhances the learning process and the development of the total person. We believe the nursing faculty is responsive to changes in nursing, health care, and society by providing a variable curriculum to assist the associate degree nursing student in achieving the program

objectives. We believe every member of society has the right to healthcare, and the program's responsibility to the community is to provide prudent practitioners that give safe and competent healthcare services. Therefore, it is the responsibility of the faculty to assess, develop, plan, implement, evaluate, and revise the program to prepare the student to meet the health needs of all humans and in all environments within a changing society.

We believe **health** is a state of soundness and wholeness of physical, psychosocial, and spiritual functioning. The concept of health varies as growth and developmental changes occur over time. Health has different meanings for individuals and groups in diverse cultures and situations. The maintenance of health is dependent upon how people's needs are met, the stages of growth and development, adaptation to external and internal stressors, communication, and teaching. As individuals progress through life, optimum levels of wellness can be achieved. Illness occurs when alterations occur in an individual's optimum state of wellness. The registered nurse is one of the primary resources as humans travel on the wellness-illness continuum. The registered nurse will assist the person in maintaining optimum health throughout their life span.

We believe **nursing** is a profession that assists individuals in maintaining optimum health throughout their life span. The practice of the registered nurse requires a comprehensive knowledge base and skillful use of the nursing process in providing holistic care. Nurses collaborate with members of various disciplines in utilizing resources and providing health care services to the consumer. The registered nurse has a multifaceted role and practices within a variety of health care settings in the community. The setting in which the nurse-patient relationship occurs varies according to the patient's needs. The registered nurse participates in the delivery of healthcare in hospitals, clinics, care provider's offices, private duty agencies, home care, skilled nursing centers, correctional institutions, industry, and occupational health centers, among many other areas. The registered nurse promotes health and wellness in acute and chronic care facilities, communities, and homes by utilizing community health resources. The registered nurse must understand and practice within the legal and ethical standards of nursing and their scope of practice while demonstrating personal growth by seeking to maintain standards of excellence. The registered nurse maintains standards of excellence through research, continuing education, individual accountability, and commitment to quality.

We believe faculty are responsive to changes in nursing, health care, and society by providing variable learning experiences to assist the associate degree nursing student in achieving the program objectives. We believe every member of society has the right to healthcare and that the program's responsibility to the community is to graduate students to provide safe and competent nursing care.

We believe the health care delivery system is changing quickly in response to societal demands, rapidly changing technology, and increasing longevity. These changes are bringing about a collaborative level of interaction between healthcare workers and the consumer. The

nursing profession remains a strong advocate for society's health needs and is involved with the changing needs of individuals, groups, families, and communities.

Therefore, it is the responsibility of the faculty to assess, develop, plan, implement, evaluate, and revise the nursing program to prepare students to meet the health needs for all humans and in all environments within a changing society.

- Assessment is utilized to collect data that reflects the health status of the client in relation to all dimensions of the person, including physical, psychological, intellectual, social, and spiritual needs.
- Analysis is the step of the nursing process in which the registered nurse will use diagnostic reasoning, theoretical knowledge, and clinical judgment to examine, prioritize, organize, and synthesize the data collected during assessment.
- Planning is the next step to guide the nurse's actions. Planning will identify behavioral outcomes and the terms to achieve the outcomes. The outcome statements and the plan of care are recorded on the nursing care plan.
- Implementation involves both a measurable nursing action and the client's response to the action. The nursing care plan will be utilized in the implementation phase.
- Evaluation begins in the assessment phase of the nursing process and is a continual process registered nurses use while assessing the client's responses to implemented interventions. The registered nurse compares the client's functional health status and coping patterns with developmental norms and healthy patterns of adjustment.

To effectively care for any person, the registered nurse must be able to identify both met and unmet needs. This practice requires a comprehensive knowledge base and skillful use of the NCSBN Clinical Judgement Measurement Model and nursing process. The registered nurse knows that throughout the person's life span, these unmet needs are influenced by the individual's interactions with significant others, societal groups, and the environment.

The registered nurse also utilizes the NCSBN Clinical Judgement Measurement Model and nursing process when performing physical assessments, collecting data, interviewing patients, planning, implementing the nursing and interdisciplinary plan of care, analyzing the patient's response to interventions, and evaluating the patient outcomes.

The registered nurse recognizes and analyzes cues, prioritizes hypothesis, generates solutions, takes action, and evaluates outcomes for people who are unable to maintain their wellness independently due to the lack of necessary strength, will and/or knowledge. Through effective communication, patient teaching, and the use of the NCSBN Clinical Judgement Measurement model and nursing process, registered nurses assist individuals to make informed choices contributing to wellness restoration, maintenance, or to a peaceful death. While utilizing effective communication, patient teaching, and the NCSBN Clinical Judgement Measurement Model, it is important to involve the patient's family members, significant others, and support systems. It is also important to formulate a plan of care to

meet the individual needs as they relate to the stages of growth and development. The nursing process is the core and essence of nursing and is central to all Nursing actions.

Quality and Safety Education for Nurses (QSEN)

The Associate Degree Nursing Program incorporates competencies developed by the QSEN Institute. Using the Institute of Medicine (2003) competencies for nursing, QSEN faculty have defined pre-licensure and graduate quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency.

- **Patient-Centered Care-** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based upon respect for patient's preferences, values, and needs (QSEN Institute, n.d.).
- **Teamwork and Collaboration-** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN Institute, n.d.).
- **Evidence-Based Practice-** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN Institute, n.d.).
- **Quality Improvement-** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN Institute, n.d.).
- **Safety-** Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN Institute, n.d.).
- **Informatics-** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN Institute, n.d.).

End of Program Student Learning Outcomes (EPSLOs)

- Make clinical judgements, substantiated with evidence-based nursing practice that integrates nursing science in the provision of comprehensive safe and effective care while promoting the health of patients, within a family and community context.
- Therapeutically communicate and collaborate with diverse patients, families, and the interprofessional healthcare team to achieve quality patient centered outcomes.
- Use information and technology to communicate, research best practice, integrate knowledge, mitigate errors, and support clinical decision making in the provision of safe, effective patient care.
- Practice professional nursing competencies, while integrating legal and ethical standards that meet the needs of individuals across the lifespan.
- Incorporate integrity, accountability, and leadership into nursing practice while advocating for self-actualization in patients and families.
- Engage in lifelong learning to promote personal and professional development.

Section III
General Policy and Procedures

Physical, Emotional, Cognitive, and Health Requirements

Physical Requirements

All students are required to have a physical assessment completed within 12 months of entry into the nursing program. Students are required to travel to agencies, hospitals, and all assigned healthcare facilities with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program.

The following physical requirements are necessary to participate in the clinical courses in Nursing:

- **Strength** - Sufficient strength to lift, move, and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR, which requires. sufficient body weight, stamina, and adequate lung expansion.
- **Mobility** - Sufficient to bend, stoop, get down on the floor, and rise without injury; a combination of strength, dexterity, mobility, and coordination to assist patients; ability to move around rapidly and maneuver in tight spaces. Ability to be on your feet for 6-12 hours at a time.
- **Fine Motor Movements** - Necessary to manipulate syringes, feeding tubes, catheters, and IVs; to assist patients with feeding, hygiene, and activities of daily living; to write in charts; to perform sterile procedures and other skilled procedures.
- **Speech** - Ability to speak English clearly in person and/or over the telephone, to communicate effectively with staff, physicians, family members, and patients.
- **Vision** - Sufficient to perform physical assessments of patients and equipment; to read medication labels; chart entries and accurately read syringe calibrations. Visually discriminates depth and color perception.
- **Hearing** - Sufficient to accurately discriminate sounds, hear on the telephone, and to be able to hear through the bell and diaphragm of the stethoscope.
- **Touch** - Ability to palpate both superficially and deeply, and to discriminate tactile sensations.

Emotional Requirements

Students must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health-care personnel. Listed below are necessary components for nursing students to be successful in their career and academics.

Cognitive Requirements

The student must have sufficient cognitive ability to listen, speak, read, write, reason, critically think, manage their time appropriately, prioritize, and perform mathematical functions (addition, subtraction, multiplication, division, percentages, and fractions with or without a calculator) at a level that allows analyzing and evaluation of materials and information presented either verbally

or in written format. The student must also safely administer, and document medications ordered for all assigned patients at each clinical practicum.

Health Requirements

Infectious Diseases - Nursing is a high-risk profession for exposure to Hepatitis and other contagious diseases. Required immunizations reduce this risk for Nursing. Students with an impaired or deficient immune system may be at risk for serious diseases and should discuss their condition with their health care provider.

Academic Policies

Academic Fraud

The faculty of Palo Verde College is committed to a policy of honesty in academic affairs. We assume that students will pursue their studies with integrity and honesty. However, when students are caught cheating or plagiarizing, a process will begin which may result in severe consequences. Cheating is seeking credit for academic work using dishonest, deceptive, or fraudulent means. Dishonesty consists of cheating of any kind with respect to assessments, course assignments, or illegal possession of assessment papers. Any student aiding another student on a secured assessment is also subject to penalties.

 It is the responsibility of the student to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he or she may speak to his or her professor. Depending on the seriousness of the infraction, **the student may**:

- have course grade lowered.

- receive a failing grade on the paper, test, or course.

- be placed on probation or suspension.

- be expelled.

Academic fraud: includes but is not limited to the following situations:

Plagiarism: using someone else's ideas or work without proper or complete acknowledgement. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely rewording someone else's work or ideas and using it as one's own is also plagiarism.

Plagiarism on the Internet: Purchasing research papers on the internet and submitting them as your own constitutes a gross case of plagiarism. The use of data, ideas, words, or information not generated by you is considered plagiarism.

Cheating: is copying of any test or quiz question, problem, or work done in a class that is not the student's own work. A student involved in assisting another student without authorization or the student receiving the information is considered cheating.

Falsification of clinical records is prohibited (ex: falsifying vital signs or altering the medical record).

Learning Management System (LMS)

Canvas is the college-wide learning management system (LMS). Orientation to Canvas is available on the college website. It is the student's responsibility to check Canvas for updates to course materials or communication, daily.

Electronic Communication and Devices

- Electronic devices, e.g., cell phones, tablets, etc., are only permissible as they relate to the learning environment. The learning environment is defined by the instructor.
- Photographs and video recording are only permissible as it relates to the learning environment.
- Photos/video recording in any clinical setting for any reason is not permitted
- Recording by any method, at any time, is by permission of the instructor only.
  - Recording lectures may be limited to students with documented learning accommodations.
  - Recording of any kind may not be shared, transmitted, or sold and must be destroyed at the end of the semester.
- Recording devices provided through the Disabled Student Services and Programs (DSPS) office are to be utilized during lecture only. These devices are prohibited in clinical settings. Students are prohibited from recording any portions of test review or meetings with instructors.
- Smart glasses are not allowed in the classroom at any time unless there is accommodation documented through the DSPS office that allows for the use of them due to a disability. Wearing smart glasses, unless approved by DSPS will be considered a violation of academic dishonesty and students will be subject to dismissal from the program.

Student College Email

All students are provided with a Palo Verde College email address. All official communication with students will occur through their college email. Students are required to view their e-mail site daily.

Professional Communication and Social Media Guidelines

This policy is intended to guide students in professional communication that is expected in the programs as well as in the professional community. Communication includes verbal, non-verbal, written, and electronic means (emails, text, social media post, etc.). Social media are defined as forms of electronic communication through which users create online communities to share information. Students should be aware, communication reflects you, the nursing program, the College, and the profession of nursing. Before you communicate in any fashion, take a moment to consider if your words might lessen the community's trust in our ability to serve them. Students should visit the National Council of State Boards of Nursing (NCSBN), for the latest

guidelines and to view a brief video on healthcare providers and social media usage. The following should be followed while a student in the Associate Degree Nursing Program:

1. Faculty, staff, and administration will be addressed professionally by title, and in a professional and courteous manner.
2. Appointments should be made directly with faculty.
3. Appointments for the Dean or Director of Nursing should be made directly by contacting them.
4. Students, staff, and faculty will communicate through their Palo Verde College email addresses. This is the official means for all college related communication.
5. Students and faculty should check their Palo Verde email account daily.
6. Canvas is the college-wide learning management system (LMS). It is the student's responsibility to check Canvas for updates to course materials and course communication daily.
7. It is the student's responsibility to be familiar with and know how to utilize Canvas, and any other computer-generated programs used in the nursing program, such as ATI.
8. Students should be able to navigate the College website and the website for the nursing program as students are accountable to information posted there.
9. Photos, video and any video or audio recording in any clinical setting is not permitted for any reason and is in violation of HIPAA.
10. Recording by any method, at any time, is by permission of the instructor only.
11. Recording lectures may be limited to students with documented learning accommodations.
12. Recordings of any kind may not be shared, transmitted, or sold and must be destroyed at the end of the semester.
13. Recording devices provided through the Disabled Student Services and Programs (DSPS) office are to be utilized during lecture only. These devices are prohibited in clinical settings. Students are prohibited from recording any portions of test review or meetings with instructors. Students may refer to the DSPS contract for more details.

Health Insurance Portability Accountability Act (HIPAA)

Students are involved with the complete personal care of clients in many facilities. Communication (verbal, electronic, or written) about clients and/or clinical experiences that reveal any patient health information (PHI) is a direct violation of privacy and confidentiality regulations and client rights. Any documents containing PHI may not leave the clinical facility. Removal of documents from facilities will result in a safety violation and removal of the student from the associate degree nursing program and dismissal. Students will comply with all privacy standards as accorded by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. For further information about HIPPA Guidelines visit the Human Health Services website.

Disabled Student Programs and Services (DSPS)

The DSPS office is committed to providing opportunities for students with disabilities to fully participate in all college programs. A variety of services/accommodations are available to students with identified disabilities. Students may contact the DSPS Office for assistance.

Any request for accommodation in the clinical setting or for off campus training should be referred to a DSPS counselor. Accommodation at a clinical facility may not be feasible, permissible, or reasonable due to the clinical facility's policies and/or regulations. The DSPS staff will work together with the individual students, instructors, and clinical institutions to determine the appropriate accommodations and to facilitate implementation of those accommodations.

Code of Ethics for Student Conduct

Students enrolled in Palo Verde College associate degree nursing program are expected to adhere to the American Nurses Association Code of Ethics for Nurses and the appropriate Standards of Clinical Nursing Practice. Cheating, plagiarism, forgery, or other forms of academic misconduct will not be tolerated. It is the responsibility of each student to ensure that his/her study and participation in the academic process is conducted so there can be no question concerning his/her integrity. As a student in a professional nursing program, it is the responsibility of each student to report the unethical behavior of a fellow student or colleague to the faculty member to protect the safety of the public and ensure the integrity of the program and profession.

Title IX

The Palo Verde Community College District is committed to a safe and equitable learning environment for all students. It does not discriminate based on sex in its educational programs. We encourage students to report any incident, including but not limited to sex discrimination or harassment, rape, dating violence, domestic violence or stalking committed on district property, at a district sponsored event or activity, or off-campus if it has continuing on-campus effects, directly to the Title IX Coordinator.

Sex

Palo Verde College does not allow discrimination based on sexual identity in the educational programs or activities it conducts. Title IX of the Educational Amendments of 1972, as amended, and the administrative regulations adopted there prohibit discrimination.

Disabled

Palo Verde College does not discriminate based on disability and follows Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under. More specifically, Palo Verde College does not discriminate in admission or access to, or treatment or employment in its programs and activities. Any student with a physical disability may decide to apply to the Nursing program. Nursing and Allied Health will make every endeavor to accommodate the students. But the student MUST meet the minimal requirements for theory and clinical to graduate from the program and qualify to sit for the NCLEX.

Age, Race, Color, Religion, or National Origin

Palo Verde College complies with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Age Discrimination Act of 1975 and the regulations adopted there under. No person shall, on the grounds of age, race, color, religion, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of Palo Verde College.

Filing a Complaint

Any student who feels discriminated against should contact the Title IX Coordinator.

The existence of this local complaint procedure does not preclude the complainant from filing a complaint directly with the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, or the Chancellor's Office of the California Community Colleges.

Sexual Harassment Policy

The Palo Verde Community College District recognizes that harassment based on sex is a violation of both Federal and State discrimination laws as well as District Policy. The district is committed to providing students with an environment free from sexual harassment and will not tolerate such conduct on the part of any student.

Such behaviors include, but are not limited to, unwelcome sexual advances, and/or verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's educational progress.
- submission to or rejection of such conduct is used as a basis for educational or employment conditions affecting the individuals involved.
- such conduct has the purpose or effect of unreasonably interfering with one's educational or work performance or creating an intimidating, hostile or offensive educational or work environment; or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the Palo Verde Community College District.

Any student who feels sexually harassed should contact the Palo Verde College Affirmative Action Officer. Copies of the complaint forms may be obtained from Administrative Services, the Library, and Student Services.

Student Records

The Federal Family Educational Rights and Privacy Act (FERPA), also known as the "Buckley Amendment," is designed to protect the privacy of students. It requires the College to comply with the following principles:

- Student records are open for inspection by students upon request. Specific documents which students have waived their rights to inspect remain confidential.
- Students have a right to challenge the accuracy of records and to request that they be amended.
- The institution may not release student records outside the institution without student consent, unless one of several exceptions applies.
- Requests from outside the institution for information regarding students should be documented, as should releases of student information.
- Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of the Family Educational Rights & Privacy Act.
- Students have a right to obtain a copy of the Colleges policy regarding the Family Educational Rights & Privacy Act. It may be obtained in the Student Service Office.
- The College may establish categories of information known as "Directory Information" and release this information without student consent, upon request by individuals external to the institution. Students may request that the categories below be excluded from Directory Information that would be released without student consent, upon request by a third party.

Palo Verde College has designated "Directory Information" to include the following information:

1. Name
2. Address
3. Telephone number and electronic mail address
4. Date of birth
5. Dates of attendance
6. Enrollment Status
7. Degrees and awards earned.

Students may wish to have the college withhold all Directory Information. If you choose not to have Directory Information released, complete the" Request to Prevent Disclosure of Directory Information" form and return to the Admissions and Records Office at the Palo Verde College, One College Drive, Blythe CA 92225. When the Registrar's Office receives a student's refusal to permit the release of "Directory Information," no further disclosures are made without that student's written consent (except to parties who have legal access to student records without written consent.) Rescinding of this action can be done by the student submitting the request in writing to the Registrar's Office.

Note that the following procedures apply:

- Students may review their educational records upon request from the Registrar's Office as set forth in the college policy.
- Students may request amendment of educational records by submitting a written request with the Superintendent/President to remove or correct any information recorded in the written records which he/she alleges to be inaccurate.
- Access to a student's educational records may be required and permitted by college faculty and staff for legitimate educational purposes where access by such individuals in necessary to complete their college related duties.

Nursing Program Disciplinary Process

All students that violate a Palo Verde College Associate Degree Nursing program policy and/or procedure, demonstrate a safety violation, and/or are unable to complete successful remediation, will be provided a Performance Evaluation Plan Forn (PEF) which outline possible options and/or defined outcomes based on college guidelines, Nursing program requirements and standards, Board of Registered Nursing regulations, and/or faculty decisions.

Process for PEF
1. The student case will be discussed at the next faculty meeting to determine the best course of action.
2. If a remediation plan (new or initial) is needed, the instructor will meet with the student and discuss the new plan and outcomes if performance changes are not observed. A new Student Success Contract (SSC) will be completed with relevant referrals.
3. If the student is unable to meet course and/or clinical objectives and criteria the student will be provided a final PEF with noted issues and referred to Program Director/Coordinator for exit interview. The student is not eligible for reinstatement until an exit interview has been completed and other reinstatement criteria have been met as per policy.
4. The theory instructor and student will meet to review the PEF and discuss student options. The student may be required to complete a Student Success Plan.

Academic Honesty

Academic honesty is a cornerstone of the educational community. Plagiarism and cheating are characteristics of unprofessional behavior and are considered academic dishonesty. This may lead to failure of the course without the possibility of reinstatement. Therefore, students are expected to understand the standards of academic honesty as they pertain to student behaviors. Students must acknowledge sources that are used for completing classroom assignments. Sharing information regarding simulation scenarios, skills testing, or other forms of evaluation are unprofessional and considered academic dishonesty. Students in all classes are expected to do their own work. Any incident of cheating, plagiarism or other dishonest activity will jeopardize continuation in the program.

Plagiarism

Any plagiarized work shall receive a failing grade for the assignment and may result in failure from the course. Furthermore, disciplinary action as described in the Palo Verde College Catalog may also occur. All approved group assignments must include the names of all contributors. Resources for APA citation assistance can be found through the Palo Verde library. Examples of plagiarism include failure to acknowledge and cite the work of others both in-text and through references.

Cheating

Students identified as cheating on any course work or assisting another student in cheating shall be given a "0" grade for that assignment/exam without opportunity for make-up, may fail the course without eligibility for reinstatement, and may result in further action as described in the Palo Verde College catalog.

Remediation Process Student Success Contract

Students who demonstrate deficiencies in the classroom or clinical environment will be placed on an SSC to assist in remediation. Unsatisfactory performance may result in failure of the course. If a course is a co-requisite it may result in failure of both courses.

Outline of Remediation Process for Minimal or Unsatisfactory Performance in Theory or Clinical Setting

1. In the case of any academic performance issue the student is notified by verbal or written feedback provided by the instructor.
2. The student will meet with the instructor(s) for completion of an SSC.
3. An SSC is created with referrals as needed based on identified learning needs from the meeting between the instructor(s) and the student.
4. Upon completion of the SSC, if continuing deficits are identified the student will be unable to meet the objectives of the course and fail the course.

Complaint Procedure/Due Process

Title IX, Education Amendments of 1972

The student is encouraged to pursue course work and other college sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student shall be free of unfair and improper action by any member of the academic community. Palo Verde College shall maintain a student grievance policy. The procedure whereby a student may file a grievance is specified in detail in the college catalog. The grievance process and any forms needed to facilitate this process will be available in the Student Services Office. This policy shall not apply where other policies are applicable for the resolution of specific categories of student complaints or appeals, such as complaints relating to sexual harassment or discrimination.

Student Concern Policy

1. Most problems can be addressed at their origin. Students should meet with their instructors on a regular basis to keep the lines of communication open to discuss problems or concerns.
2. If concerns are not mitigated through meeting with the faculty member the student should make an appointment with the Director to discuss unresolved problems or concerns after following the chain of command (as outlined in this handbook).
3. The California Board of Registered Nursing (BRN) will accept for review and consideration any concerns students have regarding the educational program.

Attendance/Absence

Students who can achieve perfect attendance for four semesters will be honored at the graduation and pinning ceremony.

General

A student in the Associate Degree Nursing Program is expected to attend all planned learning experiences, both classroom and clinical. Professional accountability mandates that the responsibility rests with the student. Classroom and clinical learning experiences are planned to provide opportunities for students to achieve objectives and to practice application of knowledge in the clinical setting. An absence does not relieve the student of responsibility for completing the course work to the satisfaction of the faculty teaching the content and/or clinical practicum. Emergency absences due to extenuating circumstances will receive individual consideration and evaluation by the Nursing faculty. All clinical absences must be made up hour-for-hour at the date, time and place the faculty deems appropriate. A clinical time not made up will result in a no-call-no-show. A daily attendance record will be kept by the instructor of classroom and clinical practice. Student attendance will be assessed daily. When a problem is identified, an appointment with the Dean of Nursing and Allied Health will be scheduled to formulate a plan of improvement.

Lecture Absence

Students are expected to notify their instructor if they expect to be late or absent. Class will start as scheduled. Arrival past the appointed starting time of a class is considered tardy. A student arriving past the start time must enter the classroom quietly and not disrupt the class.

- Absences must be limited to **two (2) days** of the total semester days.
  - o **2nd** absence: student will receive a PEF and SSC and be required to meet with the Instructor, Program Director, and the Dean of Nursing and Allied Health to formalize the plan of correction.
  - o **3rd** absence: student may be withdrawn from the nursing program.
- A **no-call-no-show** for lecture counts as two (2) lecture absences.

Students are responsible for contacting the instructor to arrange time with the instructor to make up missed work and assessments. The make-up assignment will be at the discretion of the instructor. Missed assessments due to a lecture day absence must be taken on the first day back following the absence. An alternate exam may be administered. If the student is tardy on the day of the scheduled assessment, the student must take the assessment following theory on the same day. Only one missed assessment will be allowed for make-up per semester. An alternate assessment may be given as a make-up assessment.

Clinical Absence

1. Students are expected to attend each clinical experience. Any clinical absences must be made up hour for hour and completed prior to the beginning of the next semester. If a clinical day is missed, due to an extenuating circumstance, clinical make-up dates and times will be scheduled by the instructor. An alternate clinical site may be used. Clinical experiences may be scheduled on weekends and evenings, and an evaluation in skills lab or the SIM Lab may be required.
2. A clinical facility absence requires notification to the faculty at least one hour before the start of the clinical day.

No Call-No-Show Policy

For students to be successful in the ADN program, they need to attend every class, lab, and clinical. Students who demonstrate tardiness and excessive absences will be dismissed from the program.

Student Illness and Injury

For the protection of the students, patients, visitors, clinical personnel and faculty, the following policies must be followed.

- Injuries in the classroom or clinical setting must be reported immediately to the nursing instructor so the necessary medical care can be initiated with the appropriate agency, and to complete the college documentation of the injury.
- Any student with a visible injury or illness involving a potential communicable disease will be required to furnish a clearance statement from the care provider before returning to the class or clinical setting. Examples of the above include conditions requiring casts, canes, slings, elastic bandages, skin rashes, sore throats, and draining or open wounds.
- If reasonable accommodations cannot be made, the student will not be able to meet the learning outcomes for the course and will not be able to progress in the program. The student will be eligible to apply for readmission later.
- Signed letters from the care provider regarding student illness, surgery, injury, or pregnancy must include limitations or restrictions as well as a statement defining classroom and clinical

activities allowed. Any exclusion must be followed up by a signed, written release from the care provider before returning to full activity.

- In all circumstances, students must be able to meet specified learning objectives, with consideration of the restrictions stipulated by the care provider, to remain in good standing in the nursing program.
- Due to clinical facility requirements, Palo Verde College may require additional written medical clearance to insure student and patient safety. In all instances, the student agrees to release Palo Verde College, and all clinical facilities used by Palo Verde College, from all responsibility for injury or loss sustained while participating in the program.

Grading Policy

Clinical skills and skills laboratory performance will be determined on a pass (P) or fail (F) basis. To progress to each successive semester of the program, the student must receive a minimum final grade of 75% in all theory classes, and a pass (P) in each clinical rotation. Receiving "fail (F)" in clinical will prevent the student from progressing in the program. Likewise, a student receiving less than a 75% grade in theory, despite receiving a Pass (P) grade for the co-requisite clinical course, will not be able to progress to the next nursing course. The clinical course is graded with a pass or fail.

Student Evaluations

All students will be kept apprised of their performance in both the theory and clinical components of all nursing courses. Theory, clinical, skill laboratory, and SIM Lab requirements must be satisfactorily completed, to successfully complete the course. Students should refer to the course syllabus for specific requirements for each course.

Theory- An instructor may initiate an SSC at any time during the semester when academic performance or classroom expectations are unsatisfactory. Students will complete the SSP prior to meeting with the instructor. At the time of meeting, the instructor and the student will discuss the issue(s) and jointly develop strategies for improvement. Failure to meet the stipulations identified in the SSC may result in failure of the nursing course and inability to progress in the nursing program.

Clinical- An instructor may initiate an SSC at any time during the semester when clinical performance or expectations are unsatisfactory. All students will receive written evaluations of their clinical performance during conferences with their clinical faculty at mid-term and at the end of the semester. Mid-term and final evaluations are signed by both the student and instructor and placed in the student's file.

Grading Scale

Numerical Grade	Letter Grade
93-100	A
85-92	B
75-84	C
74 and below	Fail

Students are responsible for making an appointment with their instructor any time their grade average drops below 75%, or they believe a conference is needed for any reason. To meet the standards of the nursing program a student must maintain a minimum of 75% grade average in theory and maintain a pass grade in all clinical objectives and skills. The final overall grade for theory class will be rounded. Grades for assignments, exams, submitted work will not be rounded.

- For Example: The student receives a 74.3 on their exam, 74.3 is the score that will be used for final grade calculation.
- For Example: The final grade for the course is 73.4; the student's grade will be calculated as 73.
- For Example: The final grade for the course is 74.6; the student's grade will be calculated as 75.

Late or incomplete written assignments and papers are unacceptable. Late assignments will not be accepted for credit.

Dress Code Policy

It is the policy of Palo Verde College nursing program that students present a professional appearance whenever representing the department. Students not dressed according to the policy will be required to fix the problem, and/or sent home and given a clinical absence. This will be followed by a written warning. Inappropriate dress in the classroom will result in the student receiving a warning and removing the inappropriate items.

Bullying (Incivility)

The nursing program does not tolerate bullying of any kind toward any person(s) or entity. Incivility is defined as: disrespectful, insensitive, or disruptive behaviors inconducive to learning which can include active or passive disrespectful or rude speech. Incivility in the classroom (virtual or face to face) is any action that interferes with a harmonious and cooperative learning atmosphere in the classroom and broken rules of conduct (Campbell, Lambie, & Jones, 2020).

Disrespectful and uncivil behaviors in healthcare settings often lead to life-threatening mistakes, preventable complications, and harm to patients and families. These behaviors have detrimental effects on individuals, teams, organizations, and patient safety (Clark, 2019). Therefore, it is of utmost importance that a culture of kind, caring, and civil behavior be promoted in the nursing program.

Reporting Bullying

Any student or faculty who encounters bullying and/or incivility in any form, to themselves or another individual, or believes they may have witnessed bullying and/or incivility in any form, must report the incident. All parties involved will be given due process to explain their actions and feelings.

Section IV
Program Admission and Reinstatement

Admission Policy and Procedure

It is the policy of the Palo Verde College to allow all students the opportunity to apply for admission to the Associate Degree in Nursing program without prejudice or predetermination. must be 18 years old on the first day of class. Applicants must meet with a college advisor prior to applying to the ADN program for advising. All students must have an official high school transcript or GED with a minimum score of 2.5. The anatomy, physiology, and microbiology courses must have a lab component. A state accredited company must evaluate all foreign transcripts for twelfth grade equivalency. TEAS Exam with a minimum score of 62.5.

Application to the nursing program is separate from application to the college. An application form is available during specific application periods and can be obtained from the school website. Enrollment in the nursing program is limited.

Applicants will be selected based on an objective ranking system (refer to catalog and nursing pre-requisite information). Applicants determined to be eligible, but not initially selected, will remain in consideration for selection according to their random selection ranking until all slots in the class offered have been confirmed as accepted. Admission will be annually in the spring semester.

All admitted students must pass a background check and drug screening (clinical agency requirement); have current American Heart Association Health Care Provider (CPR) by the first day of class.

Any falsification of application information will result in immediate disqualification as a candidate for the nursing program.

Prerequisites

Required Prerequisite Courses	All prerequisite courses must be completed with a 2.5 GPA, or better, *before* applying to the ADN Program.
CHE 101 or CHE 109	Intro to General Chem or Chem for Healthcare Providers
BIO 111*	Basic Microbiology
BIO 210 *	Human Anatomy
BIO 211*	Human Physiology
NSC 128	Medical Terminology
General Education Requirements	**Refer to the Associate's Degree General Education Option A in the current catalog.**
Math	Minimum of 3 credits
	Statistics, College Algebra, Liberal Arts Math
Communication	2 courses required from Area A and one from Area B
Area A	Reading and Composition
Area B	Critical Thinking, Introduction to Speech, Public Speaking, Argumentation and Debate
Humanities	1 Course Required
	Refer to the Associate's Degree General Education Option A in the current catalog Humanities Area for the selection of courses
Social Science	2 courses required one from Area A and one from Area B
Area A	Refer to the Associate's Degree General Education Option A Social Sciences Area A in the current catalog for selection of courses
Area B	PSY 101, 110, 115,145,150, 201, 202, 203, 205, 210 215, 220
	SOC 101, 111, 115, 120
Ethnic Studies	1 course required
	ETH 101, 210

ADN Program Courses

Code	Title	Units
Semester 1		
NUR 251	Fundamentals in Nursing	5.5
NUR 252	Clinical Practice for NUR 251	5
Semester 2		
NUR 255	Medical-Surgical Nursing I	5
NUR 256	Clinical Practice for NUR 255	5
Semester 3		
NUR 258	Psychiatric/Mental Health Nursing	1.25
NUR 259	Clinical Practice for NUR 258	1.5
NUR 260	Family/Child Nursing	1.5
NUR 261	Family/Child Clinical	1.5
NUR 262	Maternal-Newborn Nursing	1.5
NUR 263	Maternal/Newborn Nursing Clinical	1.5
Semester 4		
NUR 264	Advanced Medical-Surgical Nursing	2.25
NUR 265	Clinical Practice for NUR 264	2.5
NUR 266	Leadership	1
NUR 267	Clinical practice for NUR 266	1
Total Units		

LVN Advanced Placement Requirements

LVN Advanced Placement Program			
• Applicants must have an unencumbered LVN License.			
• All prerequisites must be completed prior to start of semester			
• Students are selected based on Multi Criteria List and ADN Program space availability			
SEMESTER	**COURSE TITLE**	**COURSE NO.**	**Semester Units**
	LVN Transition Class	NUR 268	4.0
	Complete Semester 3		8.75
	Complete Semester 4		6.75
	Total Nursing Units		19.50

Palo Verde College Associate Degree Nursing Requirements-

Requirements for associate degree nursing include:

- Completion of minimum 60-degree applicable semester units
- Required completion for defined major.
- Cumulative GPA of 2.0 or better in associate degree applicable units
- Good academic standing at Palo Verde College
- A minimum of 12 units are completed at Palo Verde College.

Policy for Granting Credit

Palo Verde College Associate Degree Nursing program will provide the opportunity for all students to be given credit for the knowledge and skills they have already acquired and placed at a level that will assure successful attainment of the program learning goals.

Transfer Credit

Transfer credit shall be given for applicants with previous education from an accredited institution who have satisfactorily completed with a grade of "C" (75%) or better, academic course work, a class, and/or clinical laboratory. This includes the following:

1. Armed Services.
2. Other courses that the school determines are equivalent to the courses in the Palo Verde College Associate Degree Nursing Program.

Prior to credit being given, evaluation of the following must occur:

1. Official school transcripts indicating satisfactory grades, "C" (75%) or above, to include an official description of program hours and subject descriptions.
2. Proof of unencumbered vocational nursing license.

Credit from Another Program

With appropriate proof, all course work from other nursing programs will be granted credit based on equivalency to Palo Verde College. A written assessment and performance assessment may be required for the purpose of establishing the need for remediation. With appropriate proof, all LVNs are granted transfer credit equivalent to the first year of the Associate Degree Nursing Program hours. LVNs must also complete and pass NUR 268 LVN-ADN Transition course prior to being accepted into the ADN program. Assessment of LVN students will be conducted to establish the necessity of remediation. All remediation will be completed prior to the first day of the semester. Acceptance of LVN students into the ADN Program is contingent upon space availability.

Transfer Admission Procedure

1. Follow the admission procedure of Palo Verde College as outlined in the general catalog.
2. Follow admission procedure to the Associate Degree Nursing Program as outlined in the Student Handbook.

3. Submit course descriptions {schools attended) of all courses for which transfer credit is desired to the Palo Verde College Registrar's Office.

Assessment and Challenge

Students shall be given credit upon completion of assessments demonstrating proficiency in specific bodies of subject matter, relevant to the Palo Verde Associate Degree Nursing Program, acquired through experience (within the last five years).

Challenge Examinations

The challenge examinations are applicable to students and LVN graduates for Advanced Placement option. The challenge exams provide applicants with credit for previous education, the opportunity to obtain credit for another acquired knowledge. Once the applicant is accepted into a cohort term, the student may request advanced placement.

The ADN program utilizes ATI (Assessment Technologies Institute) for all nursing content areas. Transfer students may challenge these examinations, upon admission acceptance, if they have previously completed and were awarded course credits from an accredited college or university with a grade of C or better. Once the student has passed the nursing assessment administered by the program, the credit by exam for the respective nursing content is awarded. Students must successfully complete the challenge assessments plus demonstrate clinical competency at the level in which the student is requesting transfer credits for.

To be eligible for credit by examination, a student:
1. Must have earned a minimum of 12 semester hours of credit at Palo Verde College and must be currently registered.
2. Student is in good standing at Palo Verde College (GPA must be 2.50 or better).
3. Must submit in writing a request to challenge a nursing course with the Program Director or Dean of Nursing and Allied Health.
4. The Vice President of Instruction and Student Services will approve or disapprove a request.
5. In addition to successful completion of a theory challenge the student must successfully complete a test of clinical competency.
6. Must furnish proof of background, experience, or training to ensure a reasonable measure of success in the challenge.
7. Must pay a fee of $ 30.00 per exam, plus the enrollment fee of $46.00, for each unit of credit taken by examination.

Challenge/Advanced Placement (Military Trained)

Individuals who have held military health care occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1C) may achieve advanced placement into the Nursing program with documentation of education and experience

qualifying them for the specific Military Health Care Occupation and upon successful completion of the challenge exam(s), dosage calculation exam, and skills competency exam.

Students with military healthcare experience may request to complete assessments for advanced placement through the challenge examination process at the time they are accepted into the nursing program. All military veterans' transcript reviews, military service records and credits-by-exam will be taken into consideration when determining the quantity and quality of applicable competencies in concert with federal, state, and local laws and affiliated accrediting body standards. To assist military veterans with healthcare experience in obtaining advance placement into the Associate Degree Nursing Program, the student must meet the program admission requirements to be considered for advanced placement.

A written request petition for advanced placement related to military healthcare experience must be completed within two years following discharge as evidenced by Form DD-214 and prior to enrolling into the ADN program.

The Veteran must also:
- Meet nursing program admission requirements.
- Pass ATI TEAS Assessment with a minimum score of 62.5 or higher.
- Make an individual appointment with the program director.

Veterans with Military Healthcare Experience and Licensed VN
To be considered for this option the applicant must have the following:
- An active, encumbered Licensed Vocational Nurse (LVN) license.
- Submit official transcripts with detailed experience statement.
- Challenge exams of each course may be requested by the student to demonstrate both theoretical and clinical competency. A course overview will be given prior to the exam.
- Successful completion of the medical dosage calculation assessment.

The program director will determine the course(s) the veteran or corpsman must complete based on the criterion established by the College. Admissions to the program is on a space available basis and is not guaranteed.

Veterans with Military Healthcare Experience and Not Licensed VN
To be considered for this option the applicant must have the following:
- Submit official transcripts with detailed experience statement.
- Challenge exams of each course may be requested by the student to demonstrate both theoretical and clinical competency. A course overview will be given prior to the exam. The college has established the maximum number of quarter credit units that may be challenged.
- Successful completion of the medical dosage calculation assessment.
- Successful completion of skills and simulated assessments.

The student will be offered admissions into the ADN program when all criteria are successfully met. Admission to the program is on a space available basis.

Applicants must meet all general entrance requirements of the associate degree nursing program, including proof of graduation from high school or achievement of GED; completion of designated prerequisites for the nursing major with a cumulative GPA of 2.5 on all previous college coursework; current BLS certification; completion of the ATI Proctored Fundamentals Pre-Admission Assessment.

- Applicants must have an honorable discharge if using this route for admission to the program.
- All prerequisites must be completed prior to enrolling in nursing courses.
- Acceptance of military challenge students into the program is contingent upon space available.

Procedure

Applicants must make an appointment with an admissions advisor at least four weeks prior to any application period, to discuss eligibility requirements for the program. The program director will determine courses eligible for a challenge.

- Applicants considered for advanced placement will include those individuals who have satisfactorily completed, within the last two years, education, and experience for the following:
    a. Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP)
    b. Army Health Care Specialist (68W Army Medic)
    c. Air Force Independent Duty Medical Technician (IMDT 4N0X1C)
- Applicants applying for transfer credit must submit the following materials verifying education and experience: official copies of transcripts from appropriate education programs(s), demonstrating satisfactory completion of coursework and clinical experience.
- Documentation of experience.
- After a review of the applicant's documentation and upon determination that the applicant has met the educational and experience requirements as well as the additional nursing program admission requirements, the student will be required to take a written challenge examination for fundamentals of nursing, a competency skills exam, and a dosage calculation exam.
- Materials will be provided to the student to help the student prepare for the challenge examination.
- Written and skills competency examinations for advanced placement or challenge will be scheduled by the program director.

Program Dismissal

The faculty reserves the right to remove, from the clinical area, any student who demonstrates unsafe behavior. The nursing dismissal process as outlined in this handbook will be followed. Some behaviors will result in academic failure and may make the student ineligible for reinstatement. These behaviors include, but are not limited to:

- Administering medications outside the scope of practice and/or without appropriate supervision.
- Endangering the public such as removing a patient from a facility for any reason, regardless of facility policy, clinical site/staff request or clinical care plan and/or utilizing lab equipment outside a practice environment.
- Performing invasive procedures outside of the scope of practice and/or without appropriate supervision.
- Breach of confidentiality
- Client abandonment.
- Physical or verbal abuse, bullying behaviors, and/or threat of inflicting injury to a patient, fellow student, staff member, or instructor.
- Demonstrating unsafe behaviors.
- Behavior consistent with or being under the influence of the use of controlled substances, alcohol, or any intoxicant.
- Violation of HIPAA

The following patterns of behavior as determined by the professional judgment of faculty, may result in a safety violation and academic failure of the course without opportunity for reinstatement.

These behaviors include, but are not limited to:
- Insubordination.
- Profane language or behavior with the intent to disrupt, malign, harm, or discredit program faculty or staff.
- Unable to effectively communicate with the health care team or patient in the English language.
- Failure to comply with the chain of command.
- Falsification of clinical paperwork.
- Violation of the ANA Code of Ethics.
- Unprofessional behavior.
- Unsafe performance of previously learned skills.
- Medication error in which the student is at fault as evidenced by circumventing safety guards, not applying basic learned skills, or neglect.
- Engaging in academic dishonesty.
- Violation of program policies and/or college policies.

- Recording an instructor without permission.
- Recording assessment review sessions.
- Consumption/possession of alcoholic beverages or illicit drugs on campus, off campus clinical/learning sites, when representing the college, or wearing the school uniform.
- Failure to follow the dress code policy.
- Physical or verbal disruption of instructional activity or administrative procedures in the classroom, clinical facility, or faculty offices.
- Theft, vandalism, or non-accidental damage to property of the college or its employees, patients, or the community at large.
- Habitual or excessive tardiness or absences.
- Failure to notify clinical, faculty, or nursing office of absence or tardiness.
- Wearing of smart glasses, unless approved by DSPS in the classroom or clinical environment.

Withdrawal Policy

A student may need to exit the nursing program. Students leaving the college at any time after registration must formally withdraw from the college via Palo Verde College Services on the computer. Failure to withdraw from the course will result in a failing grade for each course. Students must schedule an exit interview with the program director within one week of leaving the program to develop an SSC for remediation and reinstatement.
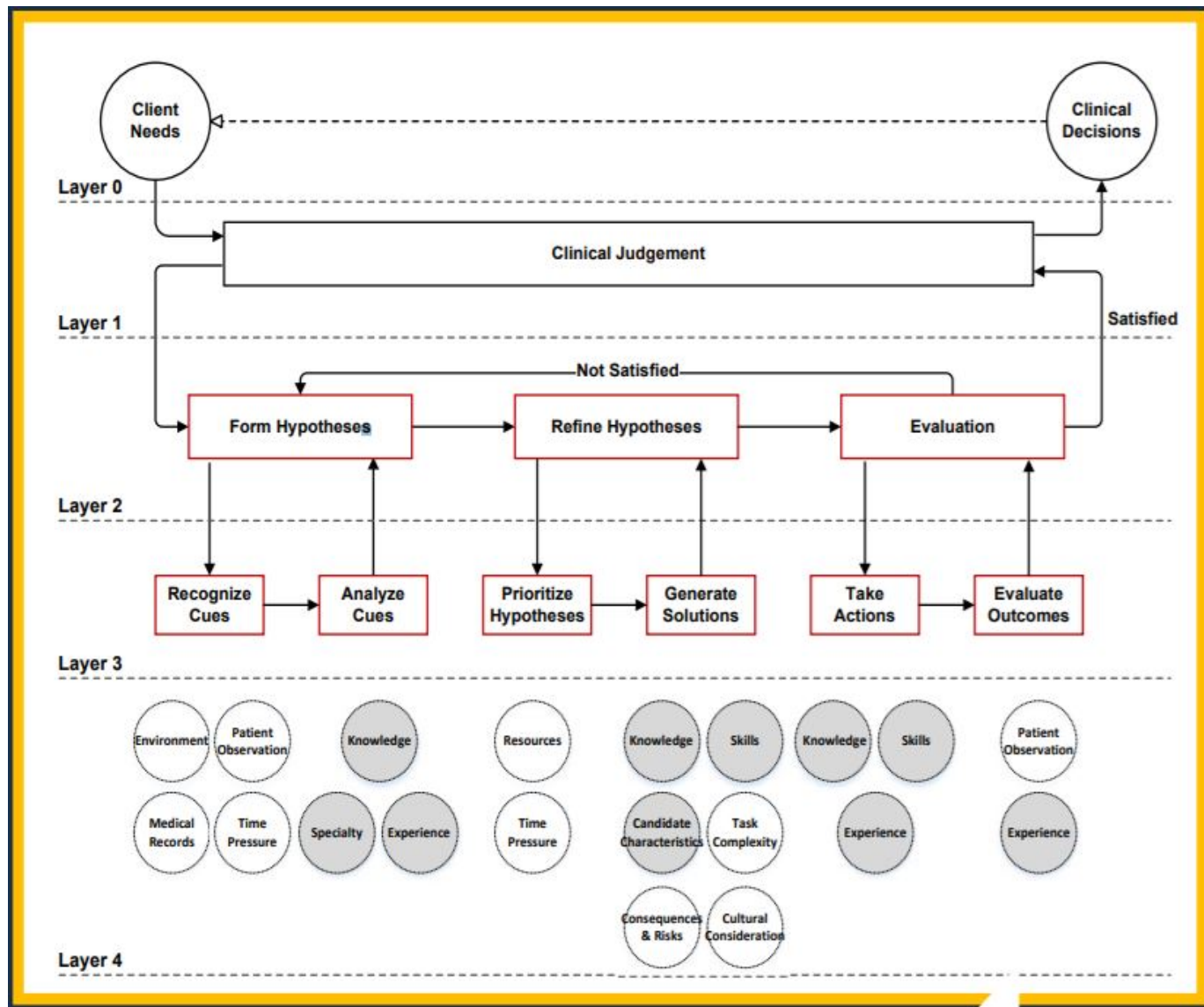
Policy For Readmission

A student may re-enter the nursing program only one time after failing, dropping a nursing course, or withdrawing from the program. If the student wishes to be placed on the waitlist for program re-entry, the student applying for reinstatement must submit a Petition for Reinstatement to the Program Director. The request shall explain what circumstances or conditions would justify reinstatement.

Students who re-enter the program will be subject to all current college and nursing program policies and must fulfill all entrance requirements including a repeated background check and drug screen. Completion of an individualized SSC is required. Failure to complete the SSC by the specified deadline will disqualify a student from re-entering the program. Students will be admitted on a space available basis and must re-enter the program within two years after failing or withdrawing.

Section V

Theory Policy and Procedures

NextGen NCSBN Clinical Judgement Model

- Assessments are not limited to only multiple choice and include Next Gen NCLEX style questions.
- Assessments are given in class according to the course calendar.
- Students are expected to notify their instructor if they expect to be late or absent.
- Assessments are designed to measure student's ability to apply clinical judgement to recognize and analyze cues; generate and prioritize solutions; and evaluate outcomes. Standardization in testing practice is done to improve student performance and expose students to similar testing formats as set forth by the National Council of State Boards of Nursing (NCSBN) for the NCLEX-RN. These guidelines serve as an outline for faculty to reference when creating, evaluating, and administering assessments.
- Students may be assigned seating during assessment.
- Faculty reserve the right to video record students during assessments.
- Discussion of information about assessment items, answers, or questions is a violation of academic integrity and may lead to removal from the program.
- Students may not engage in disruptive behavior at any time during the assessment.
- If a student needs the instructor's attention for any reason, the student must raise their hand.
- Students are required to have all sign-on codes/passwords and be computer literate before coming in the testing room.
- Tampering with the operation of the computer or attempting to use it for any function other than taking an assessment will result in a zero on the assessment and academic dishonesty procedures implemented.
- Only approved four-function calculators may be utilized in taking assessments and will be provided by the instructor.
- Time limits will be strictly observed.
- Any student who engages in academic dishonesty during an assessment will receive a grade of "0" for the assessment.
- Phones must be powered down and stored in a backpack or other personal belongings.
- Students must place all personal belongings at the front or side of the classroom, as designated by the instructor.
- Personal items will not be permitted at the student desk. Personal items include, but are not limited to:
  - Any electronic device
  - Bags/purses/wallets
  - Books/study material
  - Cameras of any kind
  - Coats/hats/scarves/gloves
  - Food
  - Smartwatches
  - Lip Balm

- Final assessments are given during final exam week.
- Final assessments may not be taken early or made up

Assessment Review
- It is each individual instructor's decision as to whether or how an assessment review will be given.
- No assessment review or assessment results will be given until all students have completed the assessment.
- Any question concerning an assessment score must be brought to the attention of the instructor within one (1) week of the assessment date.
- Students are encouraged to review each assessment within two (2) weeks of the assessment. Analysis of test-taking and study skills can be discussed with the instructor at this time.
- Assessments may be reviewed only one time.
- Review of final assessments is against program policy.

Medication Competency Safety Assessment (MCA)

To administer medications in the clinical setting, each student must pass an MCA safety assessment with a score of at least 90%. Any student who is unsuccessful will have one additional attempt to achieve the passing score. The MCA will be administered using Dosage Calculation Proctored Assessments. Students will be required to complete remediation assignments before attempting MCA retake. A student may not pass medication until this assessment is mastered at 90%.

MCA Remediation Process

Students will be required to complete a remediation plan outlined on an SSC if they do not achieve a 90% score on their MCA. This remediation aims to ensure the student has resources and learning aids to ensure success. Students will receive the Topics to Review report from ATI Dosage Calculation Exam results which will be used to identify learning opportunities. Students will use the Topics to Review report to review identified topics using ATI Dosage Calculation and Safe Medication Administration. Students will have one week to complete this step. Students will be instructed to complete a Practice Exam that includes questions based on the Topics to Review report. The date for the practice exam will be determined by the faculty. When the student receives 90% or better on the ATI Dosage Calculation Practice exam, they will be provided information on the retake for the MCA. If a student does not achieve a 90% or better a second time on the Practice Exam the student will retake the MCA with no further remediation opportunities. A student who does not achieve a 90% on the MCA retake is unable to pass medication and meet clinical objectives, therefore they will fail the clinical course and the co-requisite theory course. A student who fails the MCA is eligible to reapply for readmission to the program.

Assignments

- All assignments are due on the assigned due date.
- All approved group assignments must include the names of all contributors.
- All nursing program assignments must be cited, according to current editions of American Psychological Association (APA).
- Written assignments will be evaluated on format as well as content. They should:
    - Be in APA format (current edition).
    - Be on standard-sized paper (8-1/2" x 11")
    - Have a proper title page.
    - Be typed, or computer-generated.
    - Be written on one side of the paper only.
    - Have correct spelling, grammar, and sentence structure.
    - Have all documentation in a standard format.
    - Follow guidelines provided for the assignment.
    - Have pages fastened/stapled together prior to submission to instructor or office personnel.
    - 3-ring binders or any other type of presentation binder that is larger than 8.75" x 11.5" are not allowed to be used for turning in assignments to instructors.
- Nursing Plans of Care are completed on the forms provided.
- Students are expected to follow specific guidelines provided in each syllabus regarding all assignments.
- The ATI capstone project is not optional and is required to meet the program objectives. Each assigned module must be completed on time. If any module in the ATI Capstone project is not completed, the student will not have met the program outcomes and will not meet program requirements. Students that do not meet program or course objectives will not qualify for graduation.

Section VI
Clinical

Clinical Placement

Experience is provided in a variety of health care facilities including hospitals, nursing homes, and clinics. Palo Verde College has an affiliation agreement with each of the facilities where students are placed. Students and faculty are subject to the general policies of each institution. Students will rotate through a variety of clinical facilities throughout the program. To meet the clinical objectives, students may have to attend clinical at a time or place that is different than their original assignment. Students may not participate in clinical activities on any unit in which they work.

Clinical assignments will be scheduled over a variety of hours and days of the week. Faculty input will guide student placement in clinical sections. Individual student requests for clinical sites or schedules will not be accommodated unless there are extenuating circumstances and must be approved by the program director.

Clinical Rotations

The ratio for clinical will not exceed ten students per instructor. Students must report to the clinical areas at the time designated by their instructor. Students are expected to be fully prepared for their clinical assignment. For the safety of the patient, unprepared students will be given appropriate assignments to overcome identified deficiencies or sent home, thereby earning a clinical absence. Any clinical absence will require makeup of hours, as determined by the instructor. Professional relationships must be maintained with patients.

Health Teaching Guidelines

The program recognizes client and family health teaching as an important part of the student's experience and an integral portion of the curriculum. Health teaching needs are to be identified by the student and reviewed with the instructor prior to implementation.

Invasive Procedures

Students must notify the clinical instructor prior to performing a procedure or a treatment. Based on clinical performance, students may be allowed at the discretion of the instructor to perform a procedure or treatment independently. If a student performs a procedure or treatment without prior approval of the instructor, it may constitute grounds for dismissal from the program. Invasive procedures are defined as: a medical procedure that invades the body by puncturing the skin or inserting instruments into body cavities (indwelling catheter insertion, IV catheter insertion, nasogastric/orogastric tube insertion, etc.).

Patients with Infectious Diseases

All students will be assigned to care for patients with infectious diseases. Exemptions may be made for those students with medical verification of a health condition which would preclude contact with infectious patients. Standard precautions will be implemented in the care of all patients. All students will employ universal precautions in situations where contact with blood

and body fluids is a possibility. Students will maintain current immunization status during program entirety.

HIPAA

Students are involved with the complete personal care of clients in many facilities. Communication (verbal, electronic, or written) about clients and/or clinical experience that reveals any Patient Health Information (PHI) is a direct violation of privacy and confidentiality regulations and client rights. Any documents containing PHI may not leave the clinical facility. Removal of documents from facilities will result in a safety violation and removal from the program. Students will comply with all privacy standards as accorded by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. For further information about HIPPA Guidelines visit the Health and Human Services website.

Photo Identification

Facility photo ID badges will be worn by all current nursing students when they attend clinical. Students must have their facility photo ID badge clipped to their uniform and cannot be below the waist, or on a lanyard type device.

CPR Certification

Students are required to have a current American Heart Association Basic Life Support (BLS) for Health Care Providers certification and may not participate in any clinical activities without this. A copy of the certification must be submitted to the Nursing Office and uploaded into the current electronic storage database. CPR certification must be maintained while a student is in the nursing program. If the CPR certification expires while the semester is in session, students will need to renew their CPR prior to semester start.

- *For example: CPR expires March 13 which is during the semester. CPR will need to be renewed prior to Spring semester start.*

Malpractice Insurance

Students must be covered by liability insurance during their enrollment in the associate degree in nursing program to be able to attend clinical rotations. Students can purchase malpractice insurance at the Palo Verde College Business Office.

Background Screening

Students are required to undergo a background check before starting clinicals. The cost of the background check is assumed by the student. If the student does not complete the background check, they are not allowed to participate in any clinical activities, and the student must withdraw as they would be unable to complete the required hours set forth by the California Board of Registered Nursing.

Background Checks

If a student is charged with a misdemeanor or felony prior to or while enrolled in the program, the student may not be permitted to attend clinicals. The organizations in which students attend

clinicals will determine eligibility for student placement based on the background check. If the student is not allowed at the clinical site and no alternate site is available to meet clinical objectives, the student must withdraw from the program due to inability to meet learning objectives. If a clinical site requests additional background checks, it will be the financial responsibility of the student to assume the additional costs.

Misdemeanor or Felony Convictions

In accordance with state law, the California Board of Registered Nursing may delay or deny licensure for crimes related to the practice of nursing. As part of the application process, graduates are required to submit background checks (fingerprints or LiveScan). Any questions that students have related to this requirement should contact the California Board of Registered Nursing.

Drug Screening

All facilities require a urine drug screen (UDS). This may occur before or during the clinical rotation. All expenses for UDS testing are assumed by the student. Palo Verde College is a drug-free campus. By enrolling in the Associate Degree Nursing program, the student agrees to the drug screening policy, including random testing, at their own expense if any impairment is suspected in the classroom or clinical setting. If a student refuses to submit to testing, the student will be dismissed from the campus and/or clinical facility and subject to dismissal from the program.

Social Security Number

While Social Security Numbers are not required to take nursing coursework, the facilities used for clinical rotations do require them. Social Security Numbers are also required for NCLEX examinations.

Onboarding Requirements

Required Documents
Physical Assessment/Health Clearance
TB 2 Step, <u>OR</u> TB QuantiFERON Gold, <u>OR</u> CXR (if positive TB test in the past)
Annual Influenza Vaccine
Proof of COVID Vaccination and Boosters as needed. Provide proof of two doses of Modena or Pfizer, or one dose of Janssen.
Tdap
Drug Screening - 10 Panel via Englander ONLY
Hepatitis B Core Titer
Hepatitis B Surface Antibody Titer
Hepatitis B Surface Antigen Titer
Hepatitis C Titer
Mumps Titer
Rubella Titer
Rubeola Titer
Varicella Titer
<u>American Heart Association</u> BLS for Healthcare Provider Certification
Background Check
Copy of State Issued ID: (Colored copy of Front & Back)
Badge Photo (This will be scheduled by Palo Verde Collegeand students will be notified of date and time)
Attend Hospital Orientation if Required by Facility

Health Clearance

A health clearance is required by the clinical facilities prior to entering the clinical setting. The health clearance is based on job functions and physical requirements. Facilities have different systems for "on-boarding," and it is the student's responsibility to comply with the facility's requirements.

Immunizations and Titers

All clinical facilities require evidence of a student's immunity (by documentation in immunization records or lab titers) for the following diseases:

- Measles (Rubeola)
- Mumps
- Rubella
- Varicella

- DTaP- (Diphtheria, Tetanus, and Pertussis) Proof of Immunization within the last 10 years
- Hepatitis B
- Hepatitis C

Flu Vaccination

Some healthcare organizations require the flu vaccination prior to attending clinicals during flu season. Students are expected to assume of the flu vaccination and provide the documentation of receiving the flu vaccination uploaded by the deadline the facility sets.

Covid-19 Vaccination

Proof of vaccination against Covid-19 must be submitted and completed prior to attending clinical rotations.

Tuberculosis (TB) Screening

1. All nursing students must have a 2 step Tuberculin Skin Test (TST) before entry into the nursing program. Proof of the TST should include the manufacturer, lot number, and expiration. Once the 2 step TST is completed. Students can get the one step TST annually while in the ADN Program.
2. If the student has evidence of TST within the past 12 months, the 2-step TST is waived and a 1 step TST can be completed.
3. Students are required to undergo an annual TST.
4. Positive TST must have a chest X-ray negative for TB. A chest x-ray report must be provided, and results uploaded into the electronic student health record.
    a. Facilities may require a copy of positive TST result submitted with copy of chest x-ray.
    b. Chest X-ray must be completed within the last year.
5. QuantiFERON Gold testing may be accepted dependent on the policies of clinical facilities.

Possible Results for Titers and Other Requirements

Vaccine	Required	Low Immunity or Equivocal Result Requires
Hepatitis C	Verification by a laboratory blood testing affirming serological evidence of immunity.	
Hepatitis B Surface Antibody	Verification of the disease by a laboratory blood testing affirming serological evidence of immunity. ➢ *NOTE- Some people do not gain immunity to HepB even after vaccination. But facilities require evidence of inability to gain immunity.*	**3 doses (2 dose Heplisav-B)** #1 Dose #2 -minimum 4 weeks after #1 dose #3 -minimum 8 weeks after #2 dose*(#3 must be separated from #1 by at least 16 weeks)*
Measles Mumps Rubella (MMR)	Verification by a laboratory blood testing affirming serological evidence of immunity.	Rubella 1 dose Measles and Mumps 2 doses (minimum 4 weeks apart)
Varicella (Chicken Pox)	Verification by a laboratory blood testing affirming serological evidence of immunity.	2 doses (minimum 4 weeks apart)
Tetanus/Diphtheria/ Pertussis (Tdap)	1 Written Document Dose with lot number and expiration date (MUST be within the last 10 years)	
Flu	Written Document must include lot number and expiration date	
TB	2 Step TB **OR** TB QuantiFERON Gold **OR** Chest X-Ray w/Positive TB result	

Clinical Guidelines

Clinical sites may have additional dress code requirements which may require students to adapt accordingly. The nursing program reserves the right to modify the dress code accordingly.

- The approved school uniform is required. Uniforms must be purchased from Halby's at 135 North Commercial Street in Blythe. The program uniform is light blue scrub pants, light blue scrub top (patch pockets are encouraged but not mandatory) and Palo Verde College ADN patch on left upper arm of the uniform sleeve at the shoulder. Students are required to complete clinicals at Ironwood State Prison and need a black uniform with a uniform patch to be adhered to the uniform in the same fashion as mentioned with the light blue uniform.
- Uniforms should fit and be neither too tight nor too baggy. Pants must be hemmed off the ground.
- Pants are to be pulled up to the waistline, no sagging pants or visible underwear.
- Uniforms must be clean, well-kept, and unwrinkled.
- Palo Verde College ADN patch must be permanently attached to the left sleeve at the shoulder. Pinning the patch on the sleeve or tacking the patch loosely is not acceptable. Any student in which the Palo Verde College ADN patch is not on correctly will be asked to fix the problem.
- Undergarments must not be visible. It is recommended that students wear white or flesh-colored undergarments to prevent visibility of them. It is also recommended that students ensure that they can bend, stretch, raise their arms, and squat in their uniform prior to attending clinicals or labs to ensure proper fitting and ensure that undergarments cannot be seen.
- Garments with the uniform: White or light-blue sweater, warm up jacket, or white lab coats are the only acceptable garments. White or light blue undershirt or tee shirt with short or 3/4 sleeves may be worn under the scrub shirt. An all-white or all light blue long or short sleeve shirt may be worn under the uniform.
- Shoes must be nurse work shoes, black or white in color, with NO logos showing.
  a. The heel and toes must be fully enclosed.
  b. Shoes and laces must be clean and tied.
  c. Shoes must be vinyl or leather and non-permeable.
  d. Inappropriate shoes will result in student dismissal from the clinical site. A clinical absence will be earned by the student.
- Hair must be pulled back from the face. All hair must be off the collar. No loose hair. Hair must be clean and neat. Items to secure hair must be plain, with no decorative embellishments. No head covering, cap, hat or hood may be worn, unless it is for religious/cultural reasons. Permission for any head covering must be approved by the clinical instructor prior to the first clinical practicum.

- Nails should be short (trimmed to fingertips) and clean. No acrylic nails, tips, gels, polish, or decorations.
- Make-up should be modest, minimally applied. False eyelashes are not allowed.
- Facial hair should be neatly trimmed and groomed, or students must be cleanshaven. No beard stubble or new beard growth.
- Jewelry will be kept to a minimum in the clinical area. The only acceptable ring is a flat wedding band, no raised stones. A wristwatch with a second hand or digital seconds is required at each clinical experience. Electronic watches with internet capability may not be worn during clinical hours. Only one pair of pierced earrings may be worn (one on each earlobe only). The earrings must be small studs with no dangling parts. No facial piercings, tongue piercings, eyebrow piercings, nose piercings, or other body parts that are visible besides the earlobes shall have piercings. Students asked to remove any jewelry (first time) will receive a verbal warning. The second time the student will receive a PEF, and if a third incident occurs, the student will be dismissed from the program.
- If a tattoo is deemed inappropriate by the instructor, the student will be asked to cover it.
- Sunglasses may not be worn indoors or outdoors while performing patient care.
- Students must be free of odors, including but not limited to: fragrances, lotions, shampoos, soaps, deodorants, perfume, smoke, fabric softeners, or body odor.
- Clinical uniforms must be worn to all laboratory classes and simulation labs. Clinical uniforms are worn to any community events, professional ceremonies, and all events in which the student represents the Nursing Program for Palo Verde College. The dress code policy always applies unless the program director has permitted a change.

Section VII
Student Rights and Conduct

Student Rights

Students have the right to an atmosphere of academic freedom. The Associate Degree Nursing Program has a duty to develop policies that provide and safeguard the student's freedom to learn and:

- develop the capacity for critical thinking and to engage in a sustained and independent search for truth.
- take reasoned exception to the data or view offered in any course of study and to reserve judgment about matters of opinion.
- examine and discuss all questions of interest to them, and to express opinions publicly and privately using a sense of professional ethics.
- receive academic counseling from the faculty with referral when additional assistance is required.
- reasonable input in the determination of the curriculum.
- participation in the formulation and application of polices, affecting academic and student affairs.
- review the grading systems with faculty members for better understanding.
- protection through orderly procedures against prejudice or capricious academic evaluations.
- submit appeals to the college president and, if dissatisfied with the final college level disposition, to the Board of Trustees.
- review the performance of their instructors using evaluation forms reflecting course objectives.
- a safe environment in which to learn, work and live.
- equal standing under the policies of the school without regard to age, sex, marital status, race, creed, color, national origin, culture, and disability.
- expect clear standards of behavior which are considered essential to Palo Verde College and its community life.

Student Conduct

A person preparing to enter the nursing profession should possess integrity, determination, sense of self, and a curious mind. Once in the nursing program, students will be taught concepts that utilize these attributes to be successful, professional, compassionate, and competent in their nursing practice. Developing a professional image through dress and behavior in clinical facilities, the classroom, and the residence of others, is a part of the educational process. Each student always represents the school; therefore, students are expected to conduct themselves in a way that will reflect favorably of themselves, the Department of Nursing, and the college. Acceptable conduct is based on high moral standards, consideration for the rights of others, and self-respect.

Code of Ethics for Student Conduct

Students enrolled in the nursing program are expected to adhere to the American Nurse Association Code of Ethics for Nurses and the appropriate Standards of Clinical Nursing

Practice. Cheating, plagiarism, forgery, or other forms of academic misconduct will not be tolerated. It is the responsibility of each student to ensure their study and participation in the academic process is conducted so there can be no question concerning their integrity.

Professional Conduct

The nursing and allied health programs have a responsibility to maintain high professional standards. Professional behavior is an essential competency of the healthcare provider role. A student's performance, behavior, and professional conduct will be evaluated by the faculty and may result in academic failure of the course if deficiencies are present, and remediation is inappropriate or does not correct the problems. Additionally, students are held to the Code of Ethics for Student Conduct as outlined in the current college catalog. Students may not represent themselves as a Palo Verde College student without faculty consent in a healthcare facility. Please remember that your conduct as a student reflects upon you as an individual, on the healthcare programs, and the college.

Student Representation on Committees

Students are encouraged to participate in the college governance structure and take part in the student legislature. In addition, students are asked to select representatives for the nursing program faculty meetings where they will have the opportunity to address student concerns. Student participation at these meetings is critical to the implementation of a nursing program that is responsive to student needs.

Section VIII
Financial

Financial Assistance

Financial aid for college education is available from federal and state programs, as well as private sources. The types of aid offered are scholarships, grants, and work-study.

Scholarships and Grants

Scholarships and grants are usually awarded based upon demonstrated financial need. Factors such as financial need or academic excellence are the primary basis for scholarships. Students do not need to repay scholarships or grants, so these types of aid are highly recommended.

Work-Study

Under the Federal and State Work-Study Programs, the college helps arrange a job for you as part of your Financial Aid Award.

Veterans Services

Palo Verde College is approved for the training of veterans, dependents and reservists leading to a certificate, associate degree, or transfer to a four-year institution. Veteran services assist eligible veterans, dependents, and reservists in obtaining their VA educational benefits and achieving their educational goals. The Veteran Services Office provides information on veteran's benefits and services; assists with completing applications and forms necessary to receive VA educational benefits; and assists with referrals to other agencies and resources.

Veteran Services are available through the Financial Aid Office, located in the Student Services Building.

Associated Student Government Membership Fee

The goal of the Associated Student Government (ASG) is to improve and expand services to students. In addition to other privileges, ASG membership entitles students to free or reduced-price admission to various activities and discounts for various food and merchandise with local merchants. ASG membership is required for students to take part in student government and to hold office. Cards may be purchased at the time of registration or at any time during the semester. Additional information can be provided by the office of Student Government.

Books, Computer, and Supplies

Program orientation is mandatory and will provide more specific costs. Textbooks are included in the ATI fee each semester. Students must purchase their own supplies. Students will need laptop for testing. Financial assistance may be available through EOPS and/or the Financial Aid Office to assist students.

Tuition Cost

Tuition will vary each semester because each semester has a different number of units. The cost of tuition is the same as other college courses at Palo Verde College.

Onboarding Expenses

The cost of onboarding requirements is the responsibility of the student. Onboarding requirements are determined by the facilities. All students must meet these onboarding requirements to participate in the clinical activities.

Other Required Expenses

All students must provide for their own expenses including motel, meals, and transportation to the various clinical sites. These facilities may be several hours from the campus and require overnight accommodation. The financial aid office may be able to provide funds for assistance with these expenses and it is the students' responsibility to seek any funding to defray these costs. Traveling to various locations and facilities is mandatory to complete the clinical component of the nursing program.

Section IX
Resources

Campus Resources

Tutoring

Tutoring is free for all enrolled students at Palo Verde College. More Information is available in the Library/Student Learning Center. In addition to the Learning Center, the DSPS and EOPS programs offer tutoring for students enrolled in these programs.

Transfer Center

The Transfer Center is designed to assist the student in educational pursuits and transfer to a four-year university. Palo Verde College has counselors who are dedicated professionals and can answer education and career related concerns either online or on-campus.

Career Services

Career Services are designed to empower and equip students to discover their interests, values, and abilities to transition into meaningful life work. Assistance in resume writing and interviewing skills are provided.

Pirates Chest (Food Pantry)

According to Abraham Maslow's hierarchy of needs, we know that students who are hungry, homeless, or unsafe, are at a greater risk to fail to reach their optimal potential. Studies show that students who are hungry are less likely to complete their academic goals. Palo Verde College is committed to provide its college students with resources, in addition to food, to help combat food insecurity on campus.

- Located in the Pirates Den (College Services Building - Temporarily at the Blythe Emergency Food Pantry), this service will provide food items to current Palo Verde College students. It is open the 3rd Friday of each month from 9:30 AM - 11:45 PM.

Section X
Simulation

Simulation Lab Experience

Simulation (SIM) is an interactive tool to teach students concepts that are required to provide safe, competent, holistic care, at the bedside. Students can learn how to interact with a patient to build trusting relationships and practice clinical judgement, that can be implemented at the bedside. Palo Verde College nursing follows the International Nursing Association for Clinical Simulation and Learning (INACSL) design standards for creation of simulation activities.

There are some rules that must be followed to ensure equipment remains functional and all students have an enriching experience. No students are permitted in the SIM Lab without nursing faculty present. The manikins are advanced electronic devices that require specialized training to use.

Policies for the Simulation Lab
Proper Attire
- Students must follow the clinical dress code.

Expected Behavior
- Arrive on time with pre-assignment completed, if applicable.
- Treat the simulators as if they are real patients.
- Wash hands and wear gloves when caring for simulators.
- Handle equipment carefully.
- Be respectful and polite to peers and instructor.
- Clean and put away any equipment.
- Make all beds of patients upon leaving.
- No food or drink in the lab (this includes water).
- No cell phone use in lab.
- No drawing or marking on the simulators.
- All spills are to be cleaned appropriately according to the MSDS.

Student Rights
- Practice in a safe, judgment free environment.
- Receive an orientation that includes information about the simulator being used, the fidelity of the simulation, and nursing skills necessary to be successful in the scenario.
- Be informed of the objectives of the lesson.
- Ask for help at any time (in a manner that will not interfere with the outcome of the simulation experience).
- Have adequate debriefing time to have an enhanced learning experience and create new knowledge.
- Learn about the pathology behind the scenario before performing a simulation.
- Ask for extra help or open lab time to practice skills.
- Inform the instructor of any obstacles that would interfere with learning.
- Participate in a simulation that is relevant to the chosen program or course.

Instructor Responsibilities
- Inform the simulation lab staff of malfunctions, shortages, or problems in the lab.
- Provide an orientation in collaboration with the simulation staff to the students prior to conducting a simulation. Schedule the session with the simulation lab coordinator.
- Provide a safe and effective learning environment for the students.
- Ensure that all equipment and simulators are clean and put away after use.
- Ensure students consistently adhere to the rules of the simulation lab.
- Be properly trained in equipment and simulators before operating them.
- Provide instruction that is relevant to the program or current course.
- Ensure a debriefing process that is of appropriate time (at least half the time of the simulation experience or longer) and has appropriate discussion (most verbalization is from the students, not the instructor).

Orientation Process

Students will receive an orientation to simulation that includes information on:
- What is simulation?
- Purpose of simulation according to their program outcomes.
- Rules and regulations for simulation.
- Expectations and examples of possible roles.
- Overview of equipment and documentation equipment.
- Overview of the simulator to be used in the simulation experience.
- Explanation that the simulation may be recorded so that the data will be available for debriefing.

At the beginning of each simulation experience, students will be allowed 10 minutes for a brief overview of the patient. Roles will be assigned after the 10 minutes are completed and before the simulation experience begins.

Debriefing Process

- After completion of a simulation scenario, the students will have a reflective debriefing discussion that may be accompanied by a video of their performance.
- The debriefing process should last at least the length or half as long as the simulation itself allows for an effective reflection process.
- The instructor should have a minimal role in the debriefing process, the students should lead the discussion.
- The instructor should maintain a safe and therapeutic learning environment during the debriefing process.
- Students should use debriefing time to discuss feelings during and after the simulation experience, what went well, what needs work, nursing diagnoses, nursing interventions, and how this experience applies to their academics and nursing practice.

Simulation Contract

All students are required to bring a signed Simulation Fiction Contract to each SIM experience to verify acknowledgement of expected behaviors and participation.

Section XI
Clinical Facilities

Clinical Facilities

- Each clinical facility has specific requests for completion of paperwork prior to admission. This will be provided to the student when the clinical placement and been approved.
- Documentation requested will be provided to the student with a deadline for submission to the clinical coordinator.

Facilities

Facility	Facility Address
Alzheimer's of Coachella Valley	42-600 Cook St. Suite 134, Palm Desert
Clinicas De Salud Del Pueblo (Innercare)	1415 W Hobsonway, Blythe
Desert AIDs Project (DAP)	1695 N. Sunrise Way, Palm Springs
Desert Mountain Care Center	47763 Monroe Avenue, Indio
Hazelden Betty Ford Foundation d/b/a/ Betty Ford Center	39000 Bob Hope Drive, Rancho Mirage
Imperial County Behavioral Health Services	202 8th Street, El Centro
Palo Verde Unified School District	825 Lovekin Blvd, Blythe
Helping Hands Home Health	132 N. Broadway, Blythe
Desert Mountain Care Center	47763 Monroe St, Indio, CA 92201
Ironwood State Prison	19005 Wiley's Well Road, Blythe, CA 92225
Eisenhower Health	39000 Bob Hope Dr, Rancho Mirage, CA 92270
Jackson House - El Centro	2364 2nd St. El Centro
John F Kennedy Memorial	47111 Monroe St. Indio
Palo Verde Health Care District	250 N 1st St, Blythe, CA 92225
San Gorgonio Memorial Hospital Behavioral Health	1751 N. Sunrise Way Suite G, Palm Springs
Telecare Riverside County Psychiatric Health Facility	47-915 Oasis St. Indio

Clinical Site	Medical Surgical	Geriatrics	Peds	OB	Psych
Alzheimer's of Coachella Valley					X
Clinicas De Salud Del Pueblo (Innercare)	X	X			
Desert Mountain Care Center	X	X			
Eisenhower Health	X	X	X	X	
Helping Hands Home Health	X	X			
Desert Mountain Care Center	X	X			
Ironwood State Prison	X				X
Jackson House - El Centro					X
John F Kennedy Memorial	X	X	X	X	
Hazelden Betty Ford Foundation					X
Palo Verde Head Start			X		
Palo Verde Health Care District	X	X	X		
Telecare Riverside County Psychiatric Health Facility					X
Imperial County Behavioral Health					X
Palo Verde Unified School District			X		
San Gorgonio Behavioral Health					X

Section XII
Appendices

Palo Verde College

Student Success Contract (SSC)

Learning Contract ( ), Incident Report ( ), Unprofessional Behavior ( )

Student Name: _____ Date: _____ Course: _____

Student Email: _____Cohort: _____ Faculty: _____

Student Opportunity/Behavior/Observation {summary of concern(s):

Has this behavior/incident occurred before: Yes ( ) NO ( ) N/A( )

Faculty Assessment: with plan, goals, objectives, timeline:

Faculty: _____ **Date:** _____

Student: _____**Date:** _____

Goals met/ not met: Yes ( ) No ( )

Explanation of goals not met:	

Progress/Evaluation: Date:

Decision: Progress to next course ( ) Further Remediation ( ) Referred for Faculty Discussion

Faculty: _____**Date:** _____

Student: _____**Date:** _____

Palo Verde College

Student Success Plan (SSP)

Name: _____ **Course:** _____ **Date:** _____

Please identify factors that have impacted your ability to be successful. For any checked areas please expand on what the issue is and describe the plan of action you will take to guide your future success.

___ Time Management	___ Work Schedule	___ Family/Personal Issues	___ Study Skills
___ Financial Issues	___ Communication Issues	___ Insufficient Skill Practice	___ Illness

Provide details of factors affecting your ability to be successful.

_____

_____

_____

_____

_____

_____

What is your plan of action for future success?

_____

_____

_____

_____

_____

_____

_____

Student Signature_____ Date _____

Faculty Signature _____ Date _____

Nursing Program Performance Evaluation Form (PEF (APPENDIX C))

Student: _____ **Course:** _____ **Date:** _____

Area of Concern:

    Theory   **Clinical**   **Current Grade:** _____
  ___   ___

Nature of Concern/Principle Violated:

___ **Knowledge Deficit**	___ **Interpersonal Concern**	___ **Safety**
___ **Skill Performance**	___ **Communication**	___ **Attendance**
___ **Professional Behavior**		

Detailed Description of Concern(s):

Supporting Documentation:

 College Catalog: _____   **Course Syllabus:** _____

 Nursing Student Handbook: _____   **Other:** _____

 Is Remediation Recommended? _____ Yes   _____ No

(If "yes" complete the Student Success Contract and Student Success Plan)

Required:

___ **Meet with Course Instructor**	___ **Nursing Programs Referral**	___ **Meet with Academic Support**
___ **Meet with Nursing Counselor**	___ **Student Success Contract**	___ **Other**

Suggested:

___ **Reduce Work Hours**	___ **Join Study Group**	___ **Develop Concept Maps**
___ **Make Flash Cards**	___ **Engage in Self-Care Activities**	___ **Employ Better Time Management**

By signing below, I agree to implement this PEF and abide by the plan of remediation by the above date. I understand that failure to successfully meet the requirements of this PEF may result in failure of this Nursing course and inability to proceed in the Nursing program.

_____   _____

Faculty Signature   Date   **Student's Signature   Date**

Palo Verde College

Simulation Fiction Contract

When participating in simulations the student's role is to assume all aspects of a practicing Nurse. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that students try to understand the goals of the learning session and behave as if the gap did not exist, and carry on with appropriate Nursing care, critical thinking and judgment.

Instructor Responsibilities:

- Create goal-oriented, practical simulations based on measurable learning objectives.

- Add enough realism to each simulation so that the learner receives enough clues to identify and solve a problem.

- Set and maintain a safe and engaging learning environment.

- Provoke interesting and engaging discussions and foster reflective practice post session.

- Identify performance gaps and help close the gaps.

Learner Responsibilities:

- Suspend judgment of realism for any given simulation in exchange for the promise of learning new knowledge and skills.

- Maintain a genuine desire to learn even when the suspension of disbelief becomes difficult.

- Treat the simulated patient with the same care and respect due to an actual patient.

- Request assistance when necessary.

- Treat the patient according to the scope of practice for your role.

- Maintain academic integrity regarding simulation experiences.

_____   _____

Student's Signature and Date   **Instructor Signature and Date**

Palo Verde College

ADN Program Video Consent and Release Form

Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to Palo Verde Community College ADN Program its affiliates and agents, to use my image and likeness and/or any interview statements from me in its publications, advertising, or other media activities.

This consent includes, but is not limited to: (Initial where applicable)

_____ (a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of me and/or record my voice.

_____ (b) Permission to use my name; and

_____ (c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, and for educational and awareness.

This consent is given in perpetuity and does not require prior approval by me.

Name: _____

Signature: _____

Address: _____

_____

Date: _____

Palo Verde College

Acknowledgement of Receipt and Understanding of Student Handbook

Signing below is acknowledging receipt of the student handbook. I agree to follow all rules and regulations listed within the handbook and will refer to the handbook for policies and procedures as needed.

_____   _____

Name   **Date**

_____

Signature