



Fast Track Vocational Nursing Student Handbook

2024-2025

SECTION I

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 PVC (Palo Verde College) Fast Track Vocational Nursing 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 Fast Track Vocational Nursing Program adheres to all California State BVNPT (Board of Vocational Nursing and Psychiatric Technician) policies regarding patient care, safety, and conduct.

Approval Status

The Palo Verde Fast Track Vocational Nursing Program is approved by the Board of Vocational Nursing and Psychiatric Technician 2535 Capitol Oaks Drive, Suite 295, Sacramento, CA 95833 (916) 263-7800 <http://www.bvnpt.ca.gov>

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 (Blythe)

and Needles are mainly residents from the community of Blythe and the two state prisons near the main campus, as well as Needles, Bullhead, NV, and the 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).

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 healthcare 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.

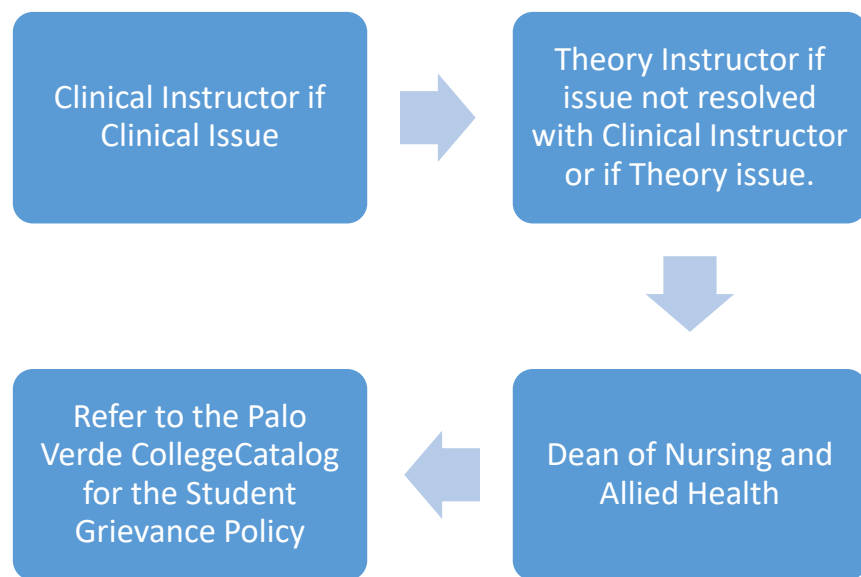
Palo Verde Nursing Program Model Description

The Palo Verde College Fast Track Vocational Nursing 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 vocational nurse.

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.



Section II

Program Philosophy and Conceptual Framework

The faculty of the Fast Track Vocational Nursing Program have 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 the 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 vocational 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 vocational nurse is one of the primary resources as humans travel on the wellness-illness continuum. The vocational 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 vocational 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 vocational 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 vocational 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 vocational nurse promotes health and wellness in acute and chronic care facilities, communities, and homes by utilizing community health resources. The vocational 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 vocational 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 vocational 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 interactions 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.

• Copied and pasted from ADN handbook with ADN replaced with VN

- 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 vocational 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 vocational nurses use while assessing the client's responses to implemented interventions. The vocational 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 vocational 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 vocational 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 vocational 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 vocational 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, vocational 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.

Conceptual Framework-Old one

The faculty of Palo Verde College Nursing Department has chosen an eclectic conceptual framework. This diverse conceptual framework is built on two major curricular concepts; human needs and the nursing process. The nursing process is a framework that can be utilized in all nursing practice. It is important for the vocational nurse to conceptualize all phases of the nursing process which includes assessment, analysis, planning, implementation, and evaluation. At Palo Verde College the nursing process will be utilized throughout the curriculum.

Assessment will be 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 vocational nurse will use diagnostic reasoning, theoretical knowledge, and clinical judgment to examine, prioritize, organize, and synthesize the data collected during assessment. The plan of care is the next step to guide the nurse's actions. The plan of care will identify behavioral outcomes and the terms to achieve the outcomes. The outcomes statements and the plan of care is 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, as the vocational nurse compares the client's functional health status and coping patterns with developmental norms and healthy patterns of adjustment. Evaluation continues throughout the nursing process as the vocational nurse assists with monitoring the client's responses to intervention, updates the plan of care accordingly.

The minor curricular threads are based on a health and wellness continuum which includes life span development, communication, patient teaching, end-of-life care, and the role of the vocational nurse. The vocational nurse contributes to the nursing process by assisting with the performance of basic physical assessments, implementing the nursing care plan within his or her scope of practice, as defined in the Vocational Nursing Practice Act, and contributing data to the analysis, planning, and evaluation of patient care.

The person is the center of our conceptual framework. Throughout the life span, the person enters the health care system. Most individuals are born into the health care system. At times, during the process of growth and development, the person is unable to meet their needs because of path-physiological, psychosocial, cultural, or spiritual causes. The vocational nurse is one of the primary resources as the person travels on the wellness-illness continuum. The vocational nurse will assist the person in maintaining optimum health throughout the life span.

To effectively care for any person, the vocational nurse must be able to identify fulfilled and unmet needs. This practice requires a comprehensive knowledge base and skillful use of the nursing process. The vocational nurse realizes throughout the person's life span, these unfulfilled or unmet needs are influenced the person's interactions with significant others, societal groups, and the environment.

The vocational nurse assists with the assessment, analysis, planning, implementation, and evaluation of the direct care given to persons 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 nursing process, vocational nurses assist people to make informed choices contributing to wellness restoration, maintenance, or to a peace death. While using communications, patient teaching, and the nursing process, it is important to involve the patient's family members, significant others and support system for teaching and giving support. 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.

Vocational Nurses' function within the definition and framework of the role specified by the state board Scope of Vocational Nursing as responsible members on the health care team. The state board Scope of Practice of Vocational Nursing differs from state to state in the USA and some US Territories.

SECTION III

General Policy and Procedures

Physical, Emotional, Cognitive, and Health Requirements

A. Physical Requirements

All students are required to have a physical assessment completed within a year (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.

B. 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.

C. 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.

D. 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 providing assistance to 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 of 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 (DSSPS) 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.

Student College Email

All students are provided with a Palo Verde College e-mail 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 Vocational 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 of 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 (DSPPS) 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 DSPPS 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 HIPAA Guidelines visit the Human Health Services website. <https://www.hhs.gov/hipaa/for-professionals/index.html>

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 Vocational 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

Student Rights to Privacy Family Educational Rights & Privacy Act (FERPA) (Palo Verde Community College, n.d.)

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 is necessary to complete their college related duties.

Academic Policies Nursing program disc in ADN book

Student Obligation

Palo Verde Community College District will impose restrictions on those students and former students who fail to clear district financial obligations. The restrictions are that students or former students shall be denied the privilege to register and/or shall not receive grades, transcripts, diplomas or other earned certificates, enrollment verification or any other services normally afforded students in good standing. Examples include but are not limited to: returned checks, unpaid fee agreements, unpaid ATI fees, unpaid loans, unreturned equipment loans and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation. All checks returned due to insufficient funds are subject to a fee of \$25.00. (Board Policy 3370; Title V Regulation 59410).

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 is begun which may result in severe consequences. Cheating is seeking credit for academic work through the use of dishonest, deceptive, or fraudulent means. Dishonesty consisting of cheating of any kind with respect to examination, course assignments, or illegal possession of examination papers, or any student helping another to cheat is 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 his/her 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 is 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.

Policy for Granting Credit

General Policy

A general policy of Palo Verde College Vocational Nursing Program is to provide the opportunity for all students to be given credit for the nursing knowledge and skills they have already acquired and placed at a level that will assure successful attainment of educational 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" or better, within the last five years, academic course work, a class and/or clinical laboratory. This includes the following:

1. Armed Services.
2. Licensed psychiatric technician or psychiatric technician courses.
3. Vocational or practical nursing courses.
4. Registered nursing courses.
5. Certified Nurse Assistant Course.
6. Other courses the school determines are equivalent to the courses in the Palo Verde College Nursing program.
7. Licensed Paramedic

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

1. Official school transcripts indicating satisfactory grades, "C" or above, to include an official description of program hours and subject descriptions.
2. Proof of certification.

CNA Credit from another Program

With appropriate proof, all course work from other nursing programs will be granted credit on the basis of equivalency to Palo Verde College. A written examination and performance assessment may be required for the purpose of establishing the need for remediation.

With appropriate proof, all CNAs are granted the 150 hours of transfer credit. Assessment of CNA students may be conducted to establish the necessity of remediation. All remediation will be completed prior to the first day of the semester.

Transfer Admission Procedure

1. Follow admission procedure of Palo Verde College as outlined in the general catalog.
2. Follow admission procedure to the Vocational Nursing Program as outlined in the Student Handbook
3. Submit course descriptions from schools attended, of all nursing course for which transfer credit is desired, to the Registrar's office.

Assessment and Challenge

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

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 file with Vice President of Instruction and Student Services, a petition to challenge a course by examination.
4. Must furnish proof of background, experience or training to insure a reasonable measure of success in the challenge.
5. Must pay a fee of \$ 30.00 per exam, plus the enrollment fee of \$46.00, for each unit of credit taken by examination.

Social Networking

Palo Verde College is aware the internet (social networking) is used by students as a means of communication. Be aware of information you are posting on the internet.

- 1) Posting information on the internet regarding an individual's data you obtained in the clinical setting is a violation of confidentiality. If you remove the name and still present information such as age, sex, race, diagnosis or type of treatment a person may still be identified.

- 2) Remember any network website may be seen by a prospective employer. Photographs and language can be seen as disrespectful and may prevent you from continuing in the nursing program or possibly future employment.
- 3) Once information is posted on the website anyone can access it and the information continues to circulate.
- 4) Breaches of confidentiality will result in suspension or failure of the course, and expulsion from the VN Program.

Students are advised to think carefully before posting any information on a website or application.

CPR Certification

CPR Requirements: Students are required to have a current **American Heart Association Basic Life Support (BLS) for Health Care Providers** ecard. A copy of the CPR ecard must be submitted to the Nursing Office. CPR certification must be maintained while a student in the Nursing Program. It is the student's responsibility to submit copies of CPR ecard renewal to the nursing program. The student cannot practice in the clinical setting without a current American Heart Association BLS for Health Care Providers ecard on file. This will be strictly enforced since practice at our clinical sites require this. This is a safety and compliance issue.

Malpractice

Malpractice Insurance: Students are also required to have current malpractice insurance. Students can purchase malpractice insurance at Palo Verde College Business Office.

Background Screening

Students are required to undergo a background check and a urine drug screening test before starting the nursing program or being placed at a clinical site. The cost of the background check and drug screen are assumed by the student. If the student does not complete the background check, they are not allowed at the clinical site and s/he must withdraw as they would be unable to complete the required hours required by the BVNPT.

Background Checks

If a student is charged with a misdemeanor or felony during the program, he/she may be dismissed from the program. A new background check must be done (at the student's expense) and the clinical site will determine whether or not the student will be allowed at that site. If the student is not allowed at the clinical site, he/she must drop the Vocational Nursing course since it would be impossible to meet requirements of the program.

- **Clinical Site Requests-** If a clinical site requests additional background checks it will be the financial responsibility of the student.

Misdemeanor or Felony Convictions

In accordance with state law, the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) may delay or deny licensure for crimes substantially related to the practice of nursing. This includes convictions involving sex crimes, drug crimes (including DUI), theft, and abuse/violence (including domestic violence). As part of the application process, graduates are required to submit background checks (fingerprints or LiveScan). Questions that students may have related to possible denial should be referred to:

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capital Oaks Drive #205
Sacramento, CA 95833
(916) 263-7800
FAX: 916-263-7859
E-mail: bvnpt@dca.ca.gov
Web: <http://www.bvnpt.ca.gov>

Drug Screening

PVC is a drug-free campus. By enrolling in the nursing program, the student agrees to the drug screening policy, including testing, if the instructor and/or clinical facility personnel assess the student appears impaired. Such testing will be at the student's expense. There will be a zero-tolerance policy for drug and/or alcohol abuse. Any student who is impaired in class or clinical and/or has a positive drug screening may be dismissed from the program.

Random Drug Testing Policy

The student agrees to on-the-spot or random drug testing at their own expense if any impairment is suspected in the classroom or clinical setting. If a student refuses to submit to testing and impairment is suspected, the student will be dismissed from the campus and/or clinical facility and subject to dismissal from the program.

Physical and Health Requirements

(Immunization and TB Screening)

All students are required to have a physical exam completed within a year (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.

All students must participate in clinical experiences as part of the nursing program. The college's office of disability services will work with the clinical agencies to determine what skills and abilities nursing students should possess to be able to meet the learning

outcomes for each clinical course. The clinical agency will determine if they can provide any necessary accommodations for students to meet these student clinical outcomes.

Immunizations and Titers

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

- Measles
- Mumps
- Rubella
- Chicken Pox
- DTaP- (Diphtheria, Tetanus, and Pertussis (whooping cough)).
- Hepatitis B
- Hepatitis C
- Covid-19

Flu Vaccination

Flu vaccination is **encouraged** by the clinical facilities we use for our clinical practice sites as well as the Nursing and Allied Health Department of Palo Verde College. Students should receive the vaccine if they are placed in a clinical facility during the months of October through April.

Any student coming to their clinical practicum with a fever, or developing a fever while there, are required by the clinical facility and the Nursing and Allied Health Department to go home and not provide patient care. If the student experiences a fever, they must be symptom free for a minimum of 24 hours before returning to the clinical practicum.

The purpose of this policy is to maximize patient safety as well as provide a safe environment for all healthcare personnel (HCP) by following CDC, OSHA, and professional association standards and guidelines for immunization and screening to reduce the risk of transmission of the following infectious diseases:

- Hepatitis B
- Typhoid
- Influenza (annual)
- Measles
- Mumps
- Rubella
- Varicella (Chicken Pox)
- Tuberculosis
- Tetanus, Diphtheria, and Pertussis
- Covid-19

“Healthcare Personnel (HCP)” means all paid and unpaid persons working in healthcare settings who have the potential for exposure to patients and/or infectious materials, including body substances, contaminated medical supplies and equipment, contaminated environmental surfaces, or contaminated air. HCP might include, but are not limited to, physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, students and trainees.

“Mask” means standard surgical or procedure mask.

Tuberculosis Screening

1. All nursing students must have a 2 step Tuberculin Skin Test (TST) or QuantiFERON-Gold TB testing before entry into the nursing program. Once the 2 step TST is completed. Students can get the one step TB screening thereafter.
2. If the student has evidence of TB screen within the past 12 months, the 2-step TST is waived.
3. Students are required to undergo an annual TB screening.
4. Positive TB skin test must have a chest X-ray negative for TB. Chest x-ray report must be provided.

eValue

eValue is a computer software program designed to simplify health science and nursing program administration. This program eliminates the need for the use of paper documents that have been kept in student files, taking up space and wasting valuable resources. Your eValue administrator will send you information that will allow you to log in, change your password, upload documents, track time for clinicals and class, complete pending evaluations from your instructor(s), complete other required evaluations, and initiate skills checklists that are required for lab. You will be responsible for uploading all of your required documents into eValue in a timely fashion. These documents include but are not limited to physical examination forms, TB test results, immunizations, packets required for clinicals, proof of drug screening, proof of background screening, proof of malpractice insurance, and CPR certificates. You are responsible for reaching out to your eValue program administrator/Clinical Placement Coordinator to resolve any issues that you may have logging in or uploading files. Pictures are not an acceptable method for documents that need to be uploaded. You may use the following free apps to upload your documents: Adobe Scan, Genius Scan, Scanner Pro, and Cam Scanner.

SECTION IV

Financial

Enrollment Fees

The governing board is required to charge each student a state enrollment fee for credit classes. The enrollment fee for California residents shall equal forty-six (\$46.00) dollars per credit hour for students enrolling in classes. Please contact the registrar's office for state resident fees. The enrollment fee is payable when the student registers. When requested by the student on an appropriate form, a full refund will be made for the class(es) she/he drops during the first ten (10) days of each semester. Appropriate fee refunds will be made for program changes resulting from action taken by the District to cancel or reschedule a class.

Financial Assistance

Financial Aid is provided for students who might otherwise not be able to attend college. The College's Financial Aid Program consists of scholarships, grants, and work study jobs. Only United States citizens and permanent residents are eligible for financial aid.

Associated Student Membership Fee

ASG Membership Cards entitle students to special discounts on campus and in the community. 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. The ASG membership fee is \$10.00 per semester or \$18.00 per academic year. Please note ASG fees are optional.

Textbooks and Supplies

Students furnish their own textbooks and supplies. A virtual bookstore and other online resources are available to the students for purchasing textbooks. Financial assistance may be available through EOPS and/or the Financial Aid Office to assist students.

Estimates of Fees

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, forty-six dollars (\$46.00) per unit* All amounts listed below are **estimates and could be more or less.**

All students must provide for their own expenses including motel, meals, and transportation to and from the college and the various clinical sites, therefore the student **must have reliable transportation** to these sites and should budget for these expenses. Contact the financial aid office for assistances, such as student loans, grants, and scholarships.

Traveling to other facilities is an absolute necessity and mandatory to complete the VN Program.

Semester 1

Tuition	\$1104.00 (21.75 units x \$46.00*)
For Arizona and Nevada residents.....	\$3,001.50 (21.75 units x \$138.00*)
Textbooks	\$296.00*
Physical Exam	\$45.00-\$90.00
Malpractice Insurance.....	\$13.00
Photo ID Badge.....	\$ 12.00
Background Check/Drug Screening...	\$87.50
Instructional Nursing Packs.....	\$60.00
ATI.....	\$533.33
Uniforms	\$200.00*
Student's Arm Patch.....	\$3.50
Watch with Second Hand or Digital Seconds	\$20.00*
BLS (CPR) Health Care Provider	\$40 - \$80

Semester 2

Tuition	\$759.00 (24 units x \$46.00*)
For Arizona and Nevada Residents...	\$2,277.00 (24 units x \$138.00*)
Textbooks.....	\$236.00*
ATI.....	\$533.33
Hotel, Traveling and Meals.....	\$750.00* (Class fundraisers help cover cost.)

Semester 3

Tuition	\$690.00 (4.25 units x \$46.00*)
For Arizona and Nevada Residents	\$2,070.00 (4.25* units x \$138.00*)
Textbooks	\$0
ATI.....	\$533.33

Physical Exam	\$45.00-\$90.00
Hotel, Traveling and Meals.....	\$750.00* (Class fundraisers help cover cost.)
Graduation Cap & Pin.....	\$97.00
White uniform/tie/lab jacket	\$100.00
Fingerprinting by Live Scan.....	\$64.00
Application for License.....	\$220.00
Exam Fee.....	Paid by PVC Foundation (if taken exam within 3-months after graduation date)
NCLEX Data Center	\$100.00+
<i>Administering Test charge</i>	

Note: The \$533.33 ATI fee MUST be paid at the beginning of each semester. This is your preparation course for readiness to sit for your licensure exam: NCLEX-PN. This resource will be provided for the entirety of the three semesters in the VN Program, as well as three months after you graduate, provided you keep your payments up to date. This can be paid in the business office and a receipt brought to the Nursing Office, CL125 to make a copy for your file.

The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) tracks all VN students the FIRST time the students take the NCLEX-PN exam. Schools are credited with a % of students who pass on the FIRST try of their licensure exam and pass. Any student failing the exam the FIRST time can retake but it counts against the VN Program School. We are providing you with the tools, knowledge, and skills you need to pass the NCLEX-PN exam and practice safely as a Vocational Nurse in CA. The ATI materials are one of those.

SECTION V

Nursing Program Policies

Essential Requirements of VN Students

To enter into and to complete the Vocational Nursing Program, students must be able to meet the following emotional and physical requirements.

Emotional Requirements

The student 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.

Physical Requirements

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 would be necessary to participate in the clinical application 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 and adequate lung expansion. No student is expected to move any patient without assistance from faculty, another student(s), or staff member(s).
- **Mobility** - Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility, and coordination to assist patients; ability to move around rapidly.
- **Fine Motor Movements** - Necessary to manipulate syringes and IV tubings; to assist patients with feeding and hygiene; to write or electronically document in patient records; to perform sterile procedures and other skilled procedures.
- **Speech** - Ability to speak English clearly in person, or over the telephone, in order to communicate with staff, physicians, and patients.
- **Vision** - Sufficient to make physical assessments of patients and equipment; to read medication labels, read electronic medication records, chart entries, and accurately read syringe calibrations.
- **Hearing** - Sufficient to accurately discriminate sounds, hear on the telephone, and be able to hear through the bell and the diaphragm of the stethoscope.
- **Touch** - Ability to palpate, both superficially and deeply, body parts during physical assessment, and appropriately position patients and discriminate tactile sensations.
- **Health - Infectious Diseases** - Nursing is considered to be a high-risk profession for exposure to Hepatitis and other contagious diseases. Immunizations required by the School of Nursing reduce this risk for nursing students, but do not eliminate it entirely. Pregnant students need a physician's note to participate in the program. Pregnant students in their 2nd and 3rd trimester must submit a monthly physician's clearance to participate in the program. Students with impaired or deficient immune systems may be at risk for contracting serious diseases. These students must have physician approval for participation in clinical courses and should discuss their situation with a physician regarding the potential risk in the clinical setting.
- **Health - Back Injury** - Nurses are considered to be at high risk for back injury. Students with a history of back injury or disease are at added risk. Such students must have physician approval for participation in clinical courses and must discuss their situation with the clinical instructor.

- **Appearance** – See pages 24 and 41.

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 processing and understanding 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.

DSP&S

The DSP&S 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. To arrange for an appointment, contact the DSP&S Office at (760) 921-5489 or come to the DSPS office. (CL131).

Any request for accommodations in the clinical setting or for off campus training should be referred to a DSP&S counselor. Keep in mind those individual institutions that host the College's clinical training programs may have their own rules and regulations that must be followed and not all accommodations that are requested may be feasible, permissible, or reasonable. Therefore, the DSP&S staff will work together with the students, the instructors, and the clinical institution/training program to determine the appropriate accommodations and to facilitate in implementing those accommodations.

Code of Student Conduct

Students enrolled in Palo Verde College Nursing Department Programs 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 that his/her study and participation in the academic process is conducted so there can be no question concerning his/her integrity. The Nursing and Allied Health Department has zero tolerance for unethical conduct.

As a student in a professional nursing program, it is the responsibility of each student to also report the unethical behavior of a fellow student or colleague to the faculty member in order to protect the safety of the public and ensure the integrity of the program and profession.

Any student may be dismissed from the program, removed from the classroom/clinical site, suspended, placed on probation, or withdrawn for one or more of the following, but not limited to:

1. Unauthorized consumption/possession of alcoholic beverages or illicit drugs on campus, off campus clinical/learning sites, when representing the college, or wearing the school uniform.

2. Failure, after a warning, to wear adequate clothing and footwear while attending classes or participating in campus laboratory activities, and at clinical practicums.
3. Cheating or plagiarism in connection with any college academic program.
4. Physical or verbal abuse, bullying behaviors, and/or threat of inflicting injury to a patient, fellow student, staff member, or instructor.
5. Physical or verbal disruption of instructional activity or administrative procedures in the classroom, clinical facility, or faculty offices.
6. Unauthorized visits or phone calls to off campus sites as a representative of the nursing program. Students must not wear the Palo Verde College uniform/patch anywhere other than the clinical site or a sanctioned off campus activity.
7. Consistent failure to follow dress code in the clinical facility.
8. Theft, vandalism, or non-accidental damage to property of the college or its employees, patients, or the community at large.
9. Habitual or excessive tardiness or absences (see Attendance/Absence/Tardiness).
10. Repeated failure to notify assigned area, faculty and/or school nursing office of impending absence or tardiness from class or clinical requirements.

Admission Policy and Procedure

It is the policy of the PVC Nursing and Allied Health Department to allow all students the opportunity to apply for admission to the Vocational Nursing program without prejudice or predetermination.

All students must be 17 years old on the first day of class. All students must have an official high school transcript or GED. A state accredited company must evaluate all foreign transcripts for twelfth grade equivalency. Students must have the prerequisites completed before the first day of class or have approval of the Associate Dean of Nursing to enter the program while continuing to take prerequisites. Any student that is taking prerequisites during the VN program must meet with the Associate Dean of Nursing weekly and must complete the prerequisite courses with a passing grade prior to entrance into the second semester. Candidates will be selected from completed applications. Candidates must pass a background check and drug screening. Candidates must have current American Heart Association Health Care Provider (CPR) by the first day of class.

Prerequisites

The following courses must be completed at the time the application is submitted. Work-in-progress will only be accepted at the discrepancy of the Associate Dean of Nursing and Allied Health

NSC 128: Medical Terminology

NUR 102: Introduction to Anatomy and Physiology for Allied Health

-or- BIO 210: Human Anatomy *and* BIO 211: Human Physiology (required for RN students)

PSY 201: Introduction to Psychology and Human Growth and Development

Class Size and Alternates

The maximum number of students in any class will be 15, with up to one alternate selected. The alternate will be allowed to participate in the program until the day clinical begins. Alternate students must attend all classes and meet all course requirements, including grade requirements, attendance, exams, homework, and skills labs. As a seat in the program becomes available, the alternate will be offered a permanent place in the program. On the first day of clinical, only 15 students may continue. If no seat is available, the alternates will not be able to continue in the program.

Application to the Program

All VN applicants must test above or complete English 100 or ENG 101 and Math 095 and have a GPA above 2.0.

Procedure

1. Applications will be placed in convenient areas for student access. This includes the college student services, nursing department, and online from the college website.
2. Application Packets will be available to any and all interested students.
3. Student selection will be prior to the semester of graduation of the current VN class.
4. Only completed applications will be considered. Completed applications will consist of the following:
 - a. A completed application forms.
 - b. Proof of assessment testing and/or successful completion of English 100 or English 101 and Math 095.
 - c. Official transcripts and, if necessary, foreign transcript evaluation for 12th grade equivalency by an outside agency.
 - d. Three letters of recommendation from a former instructor, supervisor, and a person in a healthcare-related field.
 - e. An essay submitted with the application (instructions are on the website).
 - f. Completion of the TEAS exam with a score of 50% or higher (lower scores may be accepted once the application is reviewed by the team).
5. The sole exception to the completed application will be official transcripts that have not arrived at the department, or, the official foreign transcript evaluation is not complete.
 - a. The student must show proof the transcript or evaluation has been requested within two weeks of the opening of the application process.
 - b. Students selected under these circumstances will sign a letter of understanding; if the transcripts are not appropriate, the student's acceptance will be withdrawn, and the student will not be eligible to continue in the program.

- c. Students with inadequate transcripts may reapply for a future class when the transcripts meet the regulations set forth by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).
6. Students with misdemeanor or felony convictions will not be discriminated against but will be counseled in reference to the BVNPT process to evaluate the graduate's application for licensure.
 - a. Students will sign a form indicating they have received and understand the BVNPT's policy on prior convictions and the pending licensee's obligations.
 - b. A letter of understanding will be signed, indicating the students has been informed by the professor that the BVNPT is under no obligation to clear the conviction and the student may be denied licensure only after successful completion of the program and passing of the licensing examination: NCLEX-PN.
 7. Once accepted, the student is obligated to attend any mandatory pre-program meetings, interviews, and/or nursing program activities (on or off campus).

Attendance/Absence

Perfect Attendance

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

General

A student in the Vocational 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, (see page 36).

A daily attendance record will be kept by the instructor of classroom and clinical practice. Each student **MUST** sign in and write the time and sign out and write the time. Student attendance will be assessed daily. When a problem is identified, an appointment with the Associate Dean of Nursing and Allied Health will be scheduled to formulate a plan of improvement.

Failure to improve attendance in the current or future levels (such as being placed on attendance probation again) may result in termination from the program.

Refer to the instructor's syllabus for additional information related to make-up requirements for the course.

Lecture Absence

Students are expected to notify the **Nursing Office** (760-921-5504) if they expect to be late or absent. Class will start as scheduled.

1. Absences must be limited to **two (2) days** of the total semester days.
2. **2nd** absence: student will be required to meet with the Instructor and the Director/Associate Dean of Nursing and Allied Health to formalize a plan of correction and will be placed on attendance probation.
3. **3rd** absence: student will be evaluated (case by case) and may be withdrawn from the VN Program.
4. **4th** absence: student is withdrawn from the VN Program, no exceptions.
5. A **no-call-no-show** for lecture counts as two (2) lecture absences. One more absence after a no-call-no-show, the student is withdrawn from the VN Program-No exceptions.

Make-up course work for lectures missed due to absenteeism is permitted and credit is given. Makeup work **does not** remove the number of absences. Students are responsible for contacting the instructor to arrange time with the instructor to make-up missed work and exams. The make-up assignment will be at the discretion of the instructor. Make-up assignments are due the Monday following the absence.

Missed examinations 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 the day of the scheduled exam, the student must take the exam following theory on the same day. A **10% reduction** in the exam grade will occur for any missed theory exams. See next paragraph.

Only two (2) missed examinations will be allowed for make-up per semester. An alternate exam may be given as a make-up exam. Any make-up exam will be given a penalty of **10%** from the earned score. For example, a make-up exam score of 85% will result in a loss of 8.5% for a final score of 76.5% ($85\% - 8.5\% = 76.5\%$).

Clinical Absence

1. Clinical absences must be made up hour for hour and completed prior to the beginning of the next semester.
 - a. The student will complete the Clinical Make-Up Attendance Sheet, including: date, time in and out, and the facility. Clinical make-up dates and times are at the date and time convenient for the instructor assigned to the make-up shift. The facility does NOT have to be the one being used at the time of the absence, as long as the clinical objectives for the day of absence are met.
 - b. Clinical make-up sites will be determined by the instructor.

- c. It is suggested students anticipating an unavoidable absence, notify the instructor as early as possible and make arrangements for make-up objectives that will be missed. Make up for the classroom and clinical are mandatory and will be assessed and planned accordingly to meet the objectives and content of the classroom and clinical missed. Clinical experiences may be scheduled on weekends and evenings, and a performance evaluation in skills lab or the SIM Lab may be required.
2. A clinical facility absence requires notification of the Nursing Office no less than one (1) hour prior to report time, no less than one (1) hour notification of the faculty, and no less than one (1) hour notification to the charge nurse at facility in which the make-up clinical practicum is being performed. A voice mail may be left in the nursing office only if no one answers the call. No voice mail, text, written correspondence or email will be accepted when calling clinical faculty or the Charge Nurse at the clinical make-up site.

Clinical/Lecture – No-Call-No-Show Policy

It is the belief and policy of the PVC Nursing and Allied Health Department that students are in training to learn professional, ethical and acceptable behaviors of employment, as well as to be competent, safe VN nurses. Students who do not to attend classes will be counseled by the lecture instructor, clinical instructor and Associate Dean of Nursing and Allied Health and placed on formal probation or immediately dropped from the program.

Procedure for Calling Off

1. Students who are absent from the clinical area are expected to call the instructor **no less than one (1) hour** prior to the beginning of the clinical work day. Instructors will include in their syllabus the appropriate protocol for where and when to call the clinical instructor.
2. Students who choose not to come to clinical without prior notification or fail to return to work after lunch or scheduled breaks, will immediately be put on formal probation.
3. An interview will be scheduled with the Associate Dean of Nursing and Allied Health, the clinical instructor/faculty, and the student.
4. At the conclusion of the interview, it will be up to the Associate Dean of Nursing and Allied Health and clinical instructor/faculty, to determine if the student stays on formal probation or is dropped from the program.
5. The terms of formal probation will include, but not be limited to:
 - a. Written Letter of Understanding
 - b. Remediation Contract with student to avoid absences for the remaining part of the semester.
6. All terms of probation must be satisfied, and the student removed from probationary status in order to progress to the next semester.

Tardiness

Arrival any time past the appointed starting time of a class is considered a tardy. There is no grace period. A student arriving past the start time will not be admitted to the class in session. The student must wait until the next break to join the class. If students are **one (1)**

hour or later or leave one (1) hour or earlier, the student will be counted as one half day absent.

Student Illness, Injury and Pregnancy

For the protection of the students, patients, visitors, clinical personnel and faculty, the following polices must be adhered to:

1. Injury 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.
2. Any student with a visible injury or illness involving a potential communicable disease will be required to furnish a clearance statement from the physician 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.
3. Students who are pregnant must notify the instructor and the Associate Dean of Nursing and Allied Health as soon as the pregnancy is confirmed. The pregnant student must submit a letter from their physicians stating any restrictions on their activities. Pregnant students need a physician's note to participate in the program. Pregnant students in their 2nd and 3rd trimester must submit a monthly physician's clearance to participate in the program.
4. Due to the nature of direct patient care and lack of flexibility in training schedules, the Nursing Program does not guarantee accommodation of any restriction identified by the physician. If the restriction cannot be accommodated, the student will be withdrawn from the program.
5. Letters from physician 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 written release from the physician before returning to full activity.
6. In all circumstances, students **must** be able to meet specified learning objectives, with consideration of the restrictions stipulated by the physician, to remain in good standing in the nursing program.

Please Note: The faculty of the nursing department may require an 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 any and all responsibility for injury or loss sustained while participating in the program.

Clinical

The ratio of students to instructor for the clinical training will not exceed 15 students per instructor. Students must report to the clinical areas at the time designated by their instructors. 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, acquiring a clinical absence.

Professional relationships must be maintained with patients. Assigned patients may be visited (other than hours of clinical assignment) **only** when approved by the instructor.

Clinical facilities are under no obligation to provide opportunities for practical experience. Students are advised that a student may be dismissed from the clinical facility at the discretion of the facility administration without explanation or cause. Should this occur, the student will not meet the clinical hours required by the BVNPT and will be withdrawn from the program.

Auditing Classes

Auditing of any Nursing classes is **not** permitted. Any student who attends class must be officially enrolled and meet all of the syllabus and curriculum objectives to receive a grade from the instructor.

Grading Policy

High standards of health, scholarships and conduct must be maintained by each nursing student. Students in the Vocational Nursing Program are graded by theoretical and written work with a letter grade. Clinical skills at a designated healthcare site and skills laboratory performance will be determined on a pass (P) or fail (F) basis. In order to be promoted to each successive semester of the program, the student must receive a minimum final grade of “C” in all theory classes, and a pass (P) in each clinical rotation. **Receiving “fail (F)” in clinical will prevent the student from going on to the next semester despite the academic grade for the course. Likewise, receiving under a 75% grade in theory despite receiving a satisfactory (S) grade for the clinical practicum will prevent the student from going on to the next semester. A clinical progress evaluation will be conducted by the clinical instructor weekly.** A final evaluation for classroom and clinical will be completed at the end of each semester. Students will be monitored and evaluated continuously.

Theory, clinical, skill laboratory and SIM Lab requirements must be satisfactorily completed independently in order to successfully complete the course. Students should refer to the course syllabus for specific requirements for the course.

Grading Scale		
% Grade	Letter Grade	Quality Points
93 - 100	A	4
85 - 92	B	3
75 - 84	C	2
70 - 74	D	1
69 or below	E	0

Students are responsible for making an appointment with their instructor any time their grade **average drops below 75%**, or they feel a conference is needed for any reason. To meet the standards of this program a student must maintain a minimum of 75% grade average in the theory and maintain a pass performance in all clinical objectives and skills.

Students must notify the clinical instructor prior to performing a procedure or a treatment, unless prior arrangements were made with the instructor. If a student performs a procedure or treatment without prior approval of the instructor, this may constitute **grounds for dismissal from the program.**

Students must be covered by **liability insurance** during their enrollment in the vocational nursing program to be able to attend clinical experience in the hospital and/or other agencies.

Late or incomplete written assignments and papers are unacceptable. Assignments should be turned in at assigned dates and times only. Late assignments may not be accepted for credit (refer to course syllabus).

Dress Code Policy

It is the policy of PVC Nursing and Allied Health Department that students present a professional, conservative appearance whenever representing the department. The clinical setting is not the place for nursing students to make a fashion statement. Student inappropriately dressed in the clinical area will be told to fix the problem, be sent home to change or sent home and given a clinical absence, at the discretion of the clinical instructor. This will be followed by a written warning. Inappropriate dress in the classroom will result in the student receiving a warning, and when possible, asked to remove the unsuitable items.

Clinical Guidelines

Clinical sites may have additional dress code requirements, so the Nursing Program reserves the right to adapt its dress code accordingly.

1. **Approved school uniform** is required. General appearance must be neat and groomed. The Vocational Nursing program uniform is navy blue scrub pants, navy blue scrub top (patch pockets are encouraged but not mandatory) and PVC VN patch on left upper arm of the uniform sleeve at the shoulder.
 - a. Uniforms will be appropriately fitting, 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.
 - b. Uniforms must be clean, well-kept, and unwrinkled.
2. **Appropriate undergarments:** must be white or flesh tone (no pattern or prints) not visible through uniform pants. Women are to wear full-size underwear; no thongs.
3. **Garments with the uniform:** White or navy-blue sweater, warm up jacket, or white lab coats are the only acceptable garments. White or navy undershirt or tee shirt with short or long sleeves may be worn under the scrub shirt.
 - a. An all-white or all navy long or short sleeve shirt may be worn under the uniform shirt during the winter cold months (or for those individuals who are chronically cold).

- b. PVC VN patch **MUST** be permanently attached to the left sleeve at the shoulder. Pinning the patch on the sleeve or tacking the patch on loosely is not acceptable. Any student in which the PVC VN patch is not on correctly will be asked to fix the problem, be sent home to change, and/or given an absence, at the discretion of the clinical instructor.
4. **Shoes** must be nurse work shoes or tennis shoes, white in color, with **NO** logos showing. The heel and toes **must** be fully enclosed. Shoes and laces must be clean and tied. Inappropriate shoes will result in student dismissal from the clinical site to obtain dress code style shoes for the next clinical day. A clinical absence will be given by the clinical instructor.
5. **Hair:** must be pulled back from the face. All hair must be off the collar. No loose hairs. Hair color must be a natural color with no extreme streaking, highlights, tips, unnatural colors or rinses. Hair must be clean and not unruly.
 - a. Items to secure hair must be plain, with no decorative embellishments, such as flowers, rhinestones, ribbons, etc. No head covering, cap, hat or hood may be worn, unless it is for religious/cultural reasons. Permission from the clinical instructor is required **PRIOR** to the first clinical practicum, **NOT** the morning of the clinical practicum at the site.
6. **Nails:** short (trimmed to fingertips) and clean. Clear polish **ONLY**. No acrylic nails, tips, gels or decorations.
7. **Make-up:** modest, minimally applied.
 - a. No heavy eye shadow or eyeliner. No false eyelashes.
 - b. No heavy lipstick or bright colors. Clear or very light pink lip gloss or chap-stick may be worn.
8. **Beards, Moustaches, Goatees** neatly trimmed and groomed, or student must be clean-shaven. No beard stubble or new beard growth.
9. **Jewelry** will be kept to a minimum in the clinical area.
 - a. The only acceptable ring is a flat wedding band, no raised stones.
 - b. A wrist watch with a second hand or digital seconds is **MANDATORY** at each clinical experience.
 - c. Only one pair of pierced earrings may be worn, **ONE** on each earlobe only. The earrings must be small studs with no dangling parts.
 - d. No facial, tongue, eyebrow, nose or other body parts, jewelry's, not approved in this Handbook, can be worn in the clinical area. This includes, but is not limited to, necklaces, arm bracelets, ankle bracelets, and pins or broches on the uniform. If any jewelry is worn for religious/cultural reasons, the student must see their clinical instructor for permission **PRIOR** to the first clinical practicum, **NOT** at the clinical practicum site.
 - e. Students asked to remove inappropriate jewelry the first time will receive a verbal warning. The second time a written warning. The third time placed on formal probation. And, the fourth time dismissed from the program.

10. **Tattoos** Tattoos are at the discretion of the clinical instructor, Dean of Nursing and Allied Health, and any clinical facilities in which the students are required to be at. If a tattoo is deemed to be inappropriate by the instructor, Dean of Nursing and Allied Health or the clinical facility, the student will be asked to cover it at all times.

11. **Sunglasses** cannot be worn indoors or outdoors while performing patient care or on clinical practicum time.

12. **Odors** Students must be free of odors, including but not limited to: fragrances, lotions, shampoos, soaps, deodorants, perfume, smoke, or body odor.

Wearing inappropriate jewelry or other inappropriate dress code presentation in the clinical setting will affect your evaluation of professional behavior in clinical practicums that is completed by your clinical instructor.

Class Guidelines

Clinical uniforms must be worn to classes at PVC per the Dress Code Policy. In the third semester ONLY, long pants, capris or knee length shorts, scrubs or jeans (with NO holes, rips, or tears) and a t-shirt/polo shirt with Palo Verde College Vocational Nursing or Palo Verde College logo can be worn to class. Pants cannot be baggy and worn anywhere but the waist or so tight a student is unable to move about freely in them. Shirts may have nursing related words/art that are appropriate on them as long as the PVC logo or PCV Vocational nursing logo is also on the shirt. Faculty may send any student home to change into the approved clinical uniform if pants/jeans and/or shirts are inappropriate for the classroom. Inappropriate is determined by the faculty. Once a student has been required to change class attire to clinical attire, the student loses the right to wear anything but the clinical attire per Dress Code Policy to class the remainder of the third semester.

Clinical uniforms are worn to any service/community events, professional ceremonies and events, and all events in which you represent the Vocational Nursing Program for PVC. The Dress Code Policy applies at all times unless the faculty attending has permitted a change.

Withdrawal Policy

A student may need to exit Palo Verde College Nursing program due to variety of reasons. All students leaving the college at any time after registration must formally withdrawal from the college via PVC Services on the computer. Failure to withdraw from the course will result in a failing grade for each course.

The students must schedule an exit interview with the program director/coordinator within one week of leaving the program to develop a contract for remediation and re-entry plan.

Bullying (Incivility)

Bullying Defined and Discussed

The Nursing and Allied Health Department has ZERO tolerance for any bullying of ANY kind toward ANY person(s) or entity. Incivility is defined as: lack of respect, absence of honoring diversity, rudeness, unsociable speech, gestures or behaviors, and/or violent behavior (Milesky, Baptiste, Foronda, Dupler, & Belcher, 2015).

Incivility is a growing problem in undergraduate higher education today, (Gerry, 2012; Milesky, Baptiste, Foronda, Dupler, & Belcher, 2015). There are assumptions that since nursing has always been acclaimed as a trustworthy and caring profession, incivility did not exist in nursing education or employment. This environment of incivility in undergraduate education, especially nursing education, can exist with student-to-student, whether nursing student and/or non-nursing student, student-to-faculty, and faculty-to-faculty (Robertson, 2012). Student incivility, in the form of bullying, is a growing dilemma in undergraduate scholastic institutions (Condon, 2014). Acts of bullying can be identified in many forms and behaviors. Some of these, but not limited to, are identified in collegiate venues as: holding distracting conversations in class, using computers for endeavors unrelated to class, demanding make-up examinations and grade changes that do not comply with the class syllabus or department and higher education policies, commanding extensions or make ups on assignments, cyberbullying, rude behavior, verbally/emotionally/physically abusing another person or group, making condescending remarks, aloof or unsocial attitude toward another person(s), disrespect by peers, faculty or staff manifested in forms of gestures, words, and/or behavior, personal attacks or threatening comments or gestures, arriving late for class, leaving class early, and frequent leaving and returning to class during instruction, to name a few, (Clark, 2008; Clark, Olender, Kenski, & Cardoni, 2013; Luparell, 2008; Milesky, Baptiste, Foronda, Dupler, & Belcher, 2015; Robertson, 2012).

Bullying on college campuses is seldom publicly brought to faculty and administrators' attention. Fear of: irreversible stigmas, failing out of a program, appearing like a whiner or protester, worry of causing controversy, anxiety of the effort resulting in futility, isolation in the program or group, lack of or decreased self-confidence, and/or physical symptoms such as stress,

emotional adversity, illnesses, and requirements of time and energy that takes one away from classwork and studying (Clark, Olender, Kenski, & Cardoni, 2013; Robertson, 2012;)

The act(s) of bullying are diverting and destructive to individuals and institutions (Condon, 2014). Faculty, staff, and administrators provide time intensive, costly, valuable and vigorous classes, courses and degrees that can become ineffective and worthless when bullying is allowed to prevail and control the results of higher learning. Student(s) have a right to experience learning in a physically/psychologically safe environment, free from terror of bullying from anyone on or outside the campus.

Reporting Bullying

Any student or faculty who encounters bullying in any form, to themselves or another individual, or believes they may have witnessed bullying in any form, must report the incidence(s) to their theory/clinical faculty or the Nursing Office IMMEDIATELY. All parties involved will be given due process to explain their actions and feelings. The incidence(s) will be reported to the VP of Instruction and Student Services, the Dean of Instruction and Student Services, the Director and Associate Dean of Nursing and Allied Health, the Student Success Manager, and the DSP&S Director/Counselor and DSSS Director.

First Offense: Discussion and written warning.

Second Offense: Discussion and program probation.

Third Offense: Discussion and termination from the VN Nursing or Allied Health Program the Student is enrolled in.

Termination can occur at First or Second Offense, if the consequences of the bullying are severe enough. Subject to decision of the Director and Associate Dean of Nursing and Allied Health.

SECTION VI

SIMulation Lab Rules

- No student is permitted in the SIM Lab without Nursing and Allied Health Faculty present. No exceptions.
- No student is permitted in the Control Center AT ANY TIME.
- No food, drink, snacks, betadine, cell phones, pagers or electronic devices of any kind are permitted in the SIM Lab or Control Center.
- The main doors to CL 210 and CL 211 are to remain closed at all times. Doors are NOT to be propped open.
- Nursing and Allied Health uniforms are to be worn at all times by students using the SIM Lab. SIM lab is considered Clinical Practice time.

- Professional and courteous conduct is expected at all times in the SIM Lab. Failure to do so will result in dismissal from the SIM Lab.
- There is NO sitting on SIM Lab beds. Only manikins are permitted in/on the beds.
- NO equipment or supplies are to be removed from the SIM Lab or Control Room.
- Any damage to equipment or supplies should be reported to the Nursing Office or the Director IMMEDIATELY.
- Students are NOT permitted to touch any equipment in the SIM Lab except that which they are directly working with. Misuse of any equipment or supplies by any student(s) will result in immediate dismissal of the student(s) from the SIM Lab. A second offense will result in permanent dismissal from the SIM Lab and, thus, from the VN Program.
- Students will be held responsible for damage to any equipment as a result of not following SIM Lab policies and procedures and will be dismissed from the SIM Lab. Two dismissals from the SIM Lab, for any reason(s), will result in permanent dismissal from the SIM Lab, thus, permanent dismissal from the VN Program.
- Students are required to sign a video/audio consent form and SIM Lab confidentiality form, at the beginning of each SIM Lab experience, regarding the performance of other students in the SIM Lab, the scenarios used in the SIM Lab and all actions and information occurring in the SIM Lab. Any breach of confidentiality will result in VN Course failure.

List of Clinical Facilities

Blythe Post Acute Care
 (formerly Blythe Nursing Care Center)
 285 West Chanslorway
 Blythe, California 92225

John F Kennedy Memorial Hospital Inc., (JFK)
 47-111 Monroe Street
 Indio, California 92201

La Paz Regional Hospital
 1200 Mohave Road
 Parker, Arizona 85344

**Mama's House and Hope Center
(Pregnancy Rescue)**
44875 Deep Canyon Road
Palm Desert, California 92260

**Palo Verde College Child Development Center (CDC)
(Don Kuykendall Center)**
811 West Lovekin Blvd.
Blythe, California 92225

Palo Verde Hospital
250 N 1st Street
Blythe, California 92225

Clinicas de Salud del Pueblo/Blythe Family Clinic
321 W. Hobsonway, Suite C
Blythe, CA 92225

SECTION VII

Reference List

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Condon, B.B. (2015). Incivility as bullying in nursing education. *Nursing Science Quarterly*, 28(1), pp. 21-26.

Gerry, A. (2012). Student perceptions of incivility in nursing education: Implications for educators. *Nursing Education Perspectives*, 33(1), pp. 15-20.

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Milesky, J.L., Baptiste, D.L., Foronda, C., Dupler, A. E., & Belcher, A.E. (2015). Promoting a culture of civility in nursing education and practice. *Journal of Nursing Education and Practice*, 5(8), pp. 90-94.

Robertson, J.E. (2012). Can't we all just get along? A primer on student incivility in nursing education. *Nursing Education Perspectives*, 33(1), pp. 21-26.

**Palo Verde College
Vocational Nursing Program
2022-2023 VN Student Handbook Approval**

Please initial the next four small blank spaces, date the fifth larger space and sign the Student Signature at the bottom of the page. Upload the completed form into eValue.

I have received _____ and have read _____ the 2022-2023 VN Student Handbook, asked any questions I have _____ and approve the VN Handbook as it is written _____ on _____ . I will abide by the

date

Policies and Procedures in the VN Student Handbook, as long as, I am a VN Student at Palo Verde College in the Department of Nursing and Allied Health, in the classroom, clinical experiences, in the SIM Lab and Skills Lab and any other areas where I represent Palo Verde College Nursing and Allied Health Department.

Student Signature _____

Faculty Signature _____

Director Signature _____

Date _____

Please print the following document, 2022-2023 VN Handbook Approval, on page 47, and upload it into eValue.