



# **Vocational Nursing Student Handbook**

**2018-2019**

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# **SECTION I**

## **General Information**

### **Welcome**

*You have made one of the most important decisions of your life: a career in nursing. You have chosen a profession that boasts a proud heritage and offers an exciting future. The administration and faculty are here to provide the guidance and tools needed to achieve your academic goals and sit for your licensure exam.*

*This student handbook will serve as your guide while you are in the Vocational Nursing Program. The expectations presented are general and may be supplemented by course-specific procedures, syllabi, and the College Student Handbook. It is your responsibility to know and adhere to all policies and procedures. You are encouraged to seek assistance for any clarification or questions you may have regarding this information and these policies .*

## 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**

### **Palo Verde College Nursing and Allied Health**

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.

## Program Philosophy

We believe humans are integrated biological, psychological, social, spiritual beings who are adaptive as they interact with the environment. We believe individuals have intrinsic value and that there is worth inherent in 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 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.

We believe education is a dynamic, life-long process facilitating individual growth and positive behavioral changes through selective learning processes. Learning is dependent on 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 which promotes creativity, responsibility, respect, and genuineness which enhances the learning process and the development of the total person.

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 different cultures and situations. The maintenance of health is dependent on how peoples' needs are met, the stages of growth and development, adaption to external and internal stressors, communication and teaching.

We believe vocational nursing is a profession which assists individuals in maintaining optimum health throughout the life span. The practice of vocational nursing requires a comprehensive knowledge base and skillful use of the nursing process in providing holistic care. Vocational 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 health care in hospitals, clinics, doctor's offices, skilled nursing centers, correctional institutions, industry, private duty agency, and home care. 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 in the legal and ethical standards of nursing, and demonstrate personal growth by seeking to maintain standards of excellence. Vocational nursing maintains standards of excellence through research, continued education, individual accountability, and commitment to quality.

We believe faculty is responsive to changes in nursing, health care, and society in providing a variable curriculum which will assist the student in achieving the curriculum objectives. We believe every member of society has the right to health care, and that the program's responsibility to the community is to provide prudent practitioners that give safe and competent health care services.



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 health care workers and the consumer. The nursing profession stands as an 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 program to prepare the student to meet the health needs of all humans and in all environments within a changing society.

## **Behavioral Objectives**

- A. Utilizes the nursing process to provide safe and competent nursing care for individuals, families, and groups.
  - 1. Identifies basic physical, psychological, social, spiritual, and cultural needs.
  - 2. Safely implements therapeutic nursing techniques, incorporating scientific principles.
  - 3. Participates in developing interprofessional care plans for persons in a variety of health care settings.
  - 4. Utilizes critical thinking skills, evaluates individual responses and consults with appropriate personnel in updating the plan of care.
  
- B. Utilizes principles of management and communication for the attainment of client centered goals.
  - 1. Identifies and applies basic communication for the attainment of client centered goals.
  - 2. Establishes positive interpersonal relationships with health care personnel.
  - 3. Makes pertinent individual observations and communicates these to health care personnel.
  - 4. Interviews persons to obtain health related information.
  
- C. Provide health guidance by assisting with the development and implementation of a plan that utilizes teaching- learning principles.
  
- D. Functions as an advocate for the health care consumer to improve the quality and delivery of health care.
  - 1. Teaches individuals, families, and groups principles which promote wellness and prevent illness.
  - 2. Identifies overt learning needs of persons.
  - 3. Refer individuals, families, and groups to institutional, online, or community services.
  
- E. Demonstrates characteristics of professionalism in the promotion of health care and maintenance.
  - 1. Shows respect for the dignity of individuals.
  - 2. Respects the confidentiality of all information learned in carrying out their duties.

- F. Exhibits accountability for continuous personal and professional growth.
  - 1. Identifies personal strengths and weaknesses and seeks assistance for improvement.
  - 2. Demonstrates ethical nursing behavior at all times.
  - 3. Discusses the advantages of membership in professional organizations.
  
- G. Practices vocational nursing within established legal standards and ethical principles to provide health quality health care.
  - 1. States and complies with the scope of practice.
  - 2. Demonstrates ethical nursing behavior.
  - 3. Discusses the advantages of membership in professional organizations.
  - 4. Utilizes professional journals as a basis for evidence based practice when writing, reading, completing class projects, and when presenting in any venue.
  
- H. Functions as an entry level member of the health care team under the supervision of a licensed registered nurse, experienced VN faculty, or licensed physician.

## **Conceptual Framework**

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 II**

### **Student Rights**

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

- Students have the right to develop the capacity for critical thinking and to engage in a sustained and independent search for truth.
- Students have the right to take reasoned exception to the data or view offered in any course of study and to reserve judgment about matters of opinion.
- Students have the right to examine and discuss all questions of interest to them, and to express opinions publicly and privately using a sense of professional ethics.
- Students have the right to receive academic counseling from the faculty with referral when additional assistance is required.
- Students have the right to reasonable input in the determination of the curriculum.
- Students have the right to representative participation in the formulation and application of policies affecting academic and student affairs.
- Students have the right to review the grading systems with faculty members for better understanding.
- Students have the right to protection through orderly procedures against prejudiced or capricious academic evaluations.
- Students have the right to submit appeals to the President of Palo Verde College and, if dissatisfied with the final college level disposition, to the Board of Trustees.
- Students have the right to review the performance of their instructors through the use of evaluation forms reflecting course objectives.
- Students have the right to a safe environment in which to learn, work and live.

- Students have the right to equal standing under the policies of the school without regard to age, gender, marital status, race, creed, color, national origin, culture, and physical handicap.
- Students have the right to expect clear standards of behavior which are considered essential to Palo Verde College and its community life.

## Student Conduct

A person preparing to enter the nursing profession and/or allied health programs must possess high standards and values. Developing a professional image through dress and behavior in clinical facilities, the classroom, and the residence of others as a part of the educational process. Each student represents the school at all times, therefore, students are expected to conduct themselves in a way that will reflect favorably of themselves, the Department of Nursing and Allied Health, and the college. Acceptable conduct is based on high moral standards, consideration for the rights of others, and self-respect.

Students, in all cases, must respect the authority of the administration, professors, faculty, and staff. Such regulations are necessary for the welfare of the school. The following behaviors shall constitute cause for disciplinary action. The items marked with an asterisk (\*) may include immediate suspension from the college prior to a Disciplinary Committee Hearing:

1. \*Physical or verbal abuse, threat, or use of force or violence directed toward a member of the college community or campus visitor when engaged in authorized activities.
2. \*Use, possession, sale, distribution, or presence on campus while under the influence of alcoholic beverages, narcotics or other drugs.
3. \*Possession or use of explosives, dangerous chemicals, firearms, biohazardous materials, or deadly weapons on college property or at a college function.
4. \*Theft or damage of property or equipment belonging to a member of the college community, a campus visitor, or a clinical provider.
5. \*Disorderly, lewd, indecent, offensive conduct, sexual harassment, or expression which interferes with the normal education process.
6. Dishonesty, included but not limited to: furnishing false information to the college, cheating, plagiarism, forgery, alteration, or misuse of college documents, records, or identification.
7. Obstruction or disruption of classes, administrative services, or other college activities.
8. Unauthorized entry to, or use of, college facilities, supplies, and/or equipment.
9. Willful or persistent smoking, eating, drinking, or ingestion of legal/illegal substances in any area where prohibited by college policy.

10. Willful disobedience of college authorities acting in the performance of their duties.
11. Violation of college rules and regulations, including those applicable to student organizations.
12. Other acts or omissions defined as illegal under civil or criminal law.

\*The above list is not intended to be inclusive; there may be other grounds for disciplinary action.

Every effort will be made to resolve disciplinary problems at the lowest level. Disputes over the resolution of a disciplinary action, or the application of severe penalties, will be submitted to a Disciplinary Hearing Committee.

Before the Disciplinary Hearing Committee convenes, the following administrative remedies must be attempted:

1. The violation must be brought to the attention of the student by means of an oral warning from a member of the faculty or staff.
2. A second violation will result in a written warning and meeting with the Director and Associate Dean of the Nursing and Allied Health Department and an anecdotal record.
3. Persistent action will result in a report to the Vice President of Instruction and Student Services, who will meet with the student.
4. Based on written evidence of persistent defiance of authority, or a violation of disciplinary actions, a disciplinary hearing will result.

**.If a student violates a state or federal statute that requires immediate suspension or presents a threat of bodily harm to him or herself, or members of the college community, he or she can be removed from the campus prior to a Disciplinary Committee Hearing.**

Specific violations which occur at Palo Verde College require administration to define the rights and responsibilities of students.

- Administrators must be free to invoke fair and reasonable procedures for operation of the college.
- Each student has rights and responsibilities regarding other students and faculty.

Schools are viewed as a “marketplace of ideas” but no individual has a constitutional right to prevent a school from carrying out its assigned functions. The school must, however, show that a behavior is disruptive before disciplinary action can be initiated.

When it becomes necessary to impose discipline, and the situation cannot be resolved by a faculty or staff member, the discipline will be referred to the Vice President of Instruction and Student Services. In the event the disciplinary situation cannot be resolved without a Disciplinary Committee Hearing, the Vice President of Instruction and Student Services will advise the student of the procedures as outlined in Board Policy 5300 and Administrative Regulation 5300.

## Complaint Procedure/Due Process

The student is encouraged to pursue course work and other college-sponsored activities that will promote intellectual growth and personal development. In pursuing these goals, the students should be free of unfair and improper action by any member of the academic community. Occasionally, one or more students will register a complaint. Such a complaint may pertain to discrimination, the application of policy, schedules, financial aid, treatment by employees, or any other concerns.

The complaint procedures for discrimination (Board Policy 3410) and sexual harassment (Board Policy 3410/Administrative Procedures 3410), must be initiated within 10 days from the time of the alleged incident to file a complaint. Neither requires a mandatory informal step. For additional information or a copy of the procedures, contact the Affirmative Action Officer in Administrative Services or call (760) 921-5448

Complaints which do not involve allegations of discrimination or sexual harassment (Complaints Concerning employees - Board Policy 3815-PVC/Administrative Procedures 3815-PVC) must be initiated within ten days of the alleged complaint, and evidence of an attempt to informally resolve the matter must be documented before a formal hearing committee is convened. This procedure may result in a resolution between the two parties thereby avoiding a more formal level of the process. This may prevent the escalation of feelings related to the complaint, and will also help to maintain the privacy of the matter if it remains between the two individuals.

### Student Concern Policy

1. Most problems can be addressed at its origin. Students should be willing to meet with their instructors on a regular basis to keep the lines of communication open to discuss problems or concerns.
2. A student may make an appointment with the Director and Associate Dean of Nursing and Allied Health to discuss unresolved problems or concerns after meeting with the instructor.
3. The Board of Vocational Nursing and Psychiatric Technicians, BVNPT, will accept for review and consideration any concerns students have regarding the educational program.

Contact:

**Board of Vocational Nursing and Psychiatric Technician**

**Department of Consumer Affairs**

**2535 Capitol Oaks Drive, Suite 295**

**Sacramento, CA 95833**

**(916) 263-7800**

Web: <http://www.bvnpt.ca.gov>

## Student Records

### Family Education Rights and Privacy Act (FERPA)

Pursuant to the Family Education Rights and Privacy Act of 1974, family rights regarding student records were developed. The rights apply to all students and to the parents or legal guardians of students that are financially dependent upon them (financial dependency must be documented). Students may request an opportunity to inspect any and all official school records, files, and data related to them. If information in the file is inaccurate, misleading, or inappropriate, the student may request that the information be removed or, if denied, include a statement disputing the material which was challenged.

Other provisions of the federal law restrict access to the information in student records. School personnel with legitimate educational interest, schools of intended enrollment, specified federal and state educational administrators, or those who provide financial aid are entitled to access without student consent. Access may also be obtained without student consent pursuant to a court order.

The law designates certain information related to students as “Directory Information” and gives the college the right to disclose such information to anyone inquiring without having to ask students for permission. Palo Verde College has designated “Directory Information” to include: name, address, telephone number and electronic mail address, date of birth, dates of attendance, enrollment status, and degrees and awards received. “Directory Information” may be released at the discretion of the college unless a student has notified the college in writing that such information shall not be released. The “*Request to Prevent Disclosure of Directory Information*” forms are available on the college website or in the Registrar’s Office.

When the Registrar’s Office receives a student’s request to prevent the disclosure of directory information, no further disclosures are made without the 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.

Degrees and awards received are published in order to recognize individual scholastic achievements. If a student has denied release of “Directory Information”, recognition for any and all scholastic achievements will also be withheld. Palo Verde College will honor the student’s request to withhold all of the categories listed but cannot assume responsibility to contact them for subsequent permission to release certain information. Regardless of the effect upon the student, Palo Verde College assumes no liability for honoring your instructions that such information may be withheld.

Currently enrolled or former students may examine their academic records which are maintained in the Registrar’s Office located in the John O. Crain College Services Building. (Board Policy 5040).



## **Non-Discrimination Policy**

### **1. Gender**

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

### **2. Disabled**

Palo Verde College does not discriminate on the basis of disability and is in compliance with 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.

### **3. 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.

### **4. Filing a Complaint**

Any student who feels discriminated against should contact the Palo Verde College Affirmative Action Officer (the VP of Administrative Services) in Business Services.

The procedures for filing a complaint are identified in Administrative Regulation 4010. Copies of the complaint forms may be obtained in Business Services, the Library, and Student Services.

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 on the basis of sex is a violation of both Federal and State discrimination laws as well as District Policy. The District is committed to providing all employees, applicants for employment and students with an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee or student (Board Policy 3410).

Such behavior includes, but is not limited to, unwelcome sexual advances and verbal or physical conduct of a sexual nature when:(1) submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's educational progress or an individual's employment;

(2) submission to or rejection of such conduct is used as a basis for educational or employment conditions affecting the individuals involved; (3) 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 (4) 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 in Administrative Services. The procedure for filing a complaint is identified in Administrative Procedures 3410.

Copies of the complaint forms may be obtained in Administrative Services, the Library, and Student Services. 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.

## SECTION III

### General Program Policies

#### General Guidelines

1. Students will be admitted only at the beginning of the semester.
2. In no case will completion from the Vocational Nursing Program be permitted if a student has an unsatisfactory semester evaluation.

#### Academic Policies

##### 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 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.

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**

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 2.00 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, gender, 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** card. A copy of the CPR card 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 renewal to the nursing program. The student cannot practice in the clinical setting without a current American Heart Association BLS for Health Care Providers card on file at all times. 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 is not allowed at the clinical site 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 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 to be at that site. If the student is not allowed at the clinical site he/she must drop 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 LifeScan). 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](mailto: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 or clinical facility and subject to dismissal from the program.

## Physical and Health Requirements

(Immunization and TB Screening)

### Physical Exam

All students are required to have a physical exam completed before entry into the nursing program. (The form for physicals may be obtained in the nursing office.)

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.

- **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 IVs; to assist patients with feeding and hygiene; to write in charts; 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 perform physical assessments of patients and equipment; to read medication labels; chart entries, and accurately read syringe calibrations.
- **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.
- **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 2<sup>nd</sup> and 3<sup>rd</sup> 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** – Professional dress, grooming, and hair style with natural color (no other colors, streaked, or extreme colored hair); **no visible piercings** except one in each earlobe; **no visible tattoos**.

## 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



## 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.

**This policy applies to JFK Memorial Hospital and associated programs/facilities.**

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               | Tetanus, Diphtheria, and Pertussis |
| • <b>Influenza (annual)</b> | Typhoid                            |
| • Varicella (Chicken Pox)   | Measles                            |
| • Tuberculosis              | Mumps                              |
| • Meningococcal             | Rubella                            |

**“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.

### Policy:

**JFK Memorial Hospital HCP** must actively engage all appropriate measures to prevent the spread of communicable diseases by vaccination, antibody testing, hand hygiene, utilizing personal protective equipment, and by utilizing a combination of these controls where appropriate. All HCP must participate in the vaccine/testing decision-making process for the diseases listed in this policy. Vaccine/testing declinations are only permitted after consultation with JFK Memorial Hospital's Chief Medical Officer (CMO) or designee based on a bona fide medical or religious exemption. Documentation is required to demonstrate receipt of vaccination/testing and/or to comply with the procedures allowed as an alternative to vaccination/testing.

### Annual Influenza Vaccine Declination

For Influenza vaccination, HCP who decline to receive immunization (regardless of reason) must wear a Mask (except in the main lobby or cafeteria) throughout flu season (minimal start date is November 10, end date is March 31, unless an outbreak extends flu precautions).

## Tuberculosis Screening

All nursing students must have a 2 step Tuberculin Skin Test (TST) before entry into the nursing program.

1. If the student has evidence of TB screen within the past 12 months, the 2-step TST is waived.
2. Students are required to undergo an annual TB screening.
3. Positive TB skin test must have a chest X-ray negative for TB. Chest x-ray report must be provided.

## 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 the 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 .	\$563.50 (12.25 units x \$46.00*)
For Arizona residents	\$1690.50 (12.25 units x \$138.00*)
Textbooks .....	\$400.00*
Physical Exam .....	\$45.00- 120.00
Malpractice Insurance .....	\$13.00
Background Check/Drug Screening..	\$87.50
Fundamental Packs .....	\$100.00
Kaplan Computerized Testing .....	\$120.00
Photo ID Badge .....	\$12.00
Uniforms .....	\$200.00
Student's Arm Patch.....	\$3.50
Watch with Second Hand ....	\$20.00
Health Care Provider/CPR .....	\$80.00

**Semester 2**

Tuition .....	\$598.00 (13 units x \$46.00*)
For Arizona Residents.....	\$1794.00 (13 units x \$138.00*)
Textbooks.....	\$257.00*
Cal-Testing/Drug Screening .....	\$60.00*
Kaplan Computerized Testing .....	\$120.00
Hotel, Traveling and Meals.....	\$750.00* (Class fundraisers help cover cost.)

**Semester 3**

Tuition .....	\$598.00 (13 units x \$46.00*)
For Arizona Residents .....	\$1196.00 (13 units x \$1794.00*)
Textbooks .....	\$100.00*
Kaplan Computerized Testing .....	\$120.00
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.....	\$150.00
Exam Fee .....	\$200.00
NCLEX Data Center charge for Administering Test.....	\$100.00+

<b>Approx. cost</b> .....	<b>CA \$5843.50</b>
.....	<b>AZ \$9362.50</b>

**Note:** The \$120.00 Kaplan Computerized Testing 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 takes 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 Kaplan Test Prep 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 2<sup>nd</sup> and 3<sup>rd</sup> 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 25 and 31.

## **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 Program are expected to adhere to the American Nurse Association Code of Ethics for Nurses and the appropriate Standards of Clinical Nursing Practice. Cheating, plagiarism, forgery or other forms of academic misconduct will not be tolerated. It is the responsibility of each student to ensure 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 prerequisite completed before the first day of class. Placement testing, beyond the required English and Math levels will be sufficient for admission to the programs. 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) card by the first day of class.

### **Prerequisites**

The following courses must be completed at the time the application is submitted. Work-in-progress will not be accepted.

NUR 100; NUR 118: Certified Nursing Assistant



NSC : Medical Terminology

NUR 102: Introduction to Anatomy and Physiology for Allied Health (recommended)

-or- BIO 210: Human Anatomy *and* BIO 211: Human Physiology (recommended 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 two alternates selected. The alternates will be allowed to participate in the program until the day clinical begins. Alternates 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**

Incomplete applications will not be considered. All prerequisite conditions must be met at the time the application is submitted.

All VN applicants must test above or complete English 99 and Math 81/82 and have a GPA above 2.0.

The Traditional Program (three semester program) must complete NUR 100 and NUR 118 (Certified Nursing Assistant Program) or an equivalent 150 hours prior to submission of the application. Each class must be completed with a “C” or above. No exceptions.

## **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 graduation of the current VN class.
4. Only completed applications will be considered. Completed applications will consist of the following:
  - a. A completed application form.
  - b. Proof of assessment testing and/or successful completion of English 99 and Math 81/82.
  - c. Official transcripts and, if necessary, foreign transcript evaluation for 12<sup>th</sup> 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 selected by the Associated Dean and Faculty of the VN Nursing Program, to be written on an assigned day at Palo Verde College, date and time to be announced.
  - f. Completion of a standardized entry exam, chosen by the Associated Dean of the VN Nursing Program. Date and time to be announced.
  - g. Completion of the interview by a panel of experts in Nursing, education, Nursing education, leadership, and clinical expertise.

5. The sole exception to the completed application will be official transcripts that have not arrived to 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 are able to 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 no made up will result in a no-call-no-show, (see page 35).

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. **2<sup>nd</sup>** 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. **3<sup>rd</sup>** absence: student will be evaluated (case by case) and may be withdrawn from the VN Program.
4. **4<sup>th</sup>** absence: student is withdrawn from the VN Program, no exceptions.
5. A **no-call-no show** for lecture counts as two (2) lecture absences.

**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 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. 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 more late, or leave one (1) hour or more early**, 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 2<sup>nd</sup> and 3<sup>rd</sup> 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 satisfactory (S), unsatisfactory (U) or needs improvement (NI) 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 satisfactory in each clinical rotation. **Receiving “unsatisfactory” 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 and skill laboratory 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 satisfactory 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 white or 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 .
  - 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 may be worn under the scrub shirt.
  - a. An all-white or all navy 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 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, 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** cannot be visible. All visible tattoos must be covered with a flesh-tone colored bandage or tape for the entire clinical experience.
11. **Sun glasses** 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 in the clinical setting will affect your evaluation by your clinical instructor of professional behavior in clinical practicums.

## 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, & Belcjer, 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, pens, pencils, 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 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  
Blythe, California 92225

### **Palo Verde Hospital**

250 N 1<sup>st</sup> Street  
Blythe, California 92225

## SECTION VII

### Reference List

- Clark, C.M. (2008). Faculty and student assessment of and experience with incivility in nursing education. *Journal of Nursing Education*. 47(10), pp. 458-465.
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- Condon, B.B. (2015). Incivility as bullying in nursing education. *Nursing Science Quarterl.*, 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.
- Luparell, S. (2008). Incivility in nursing education. *Journal of Nursing Education*, 55(3), pp. 42-46.
- 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.

**Please print the following document, 2018-2019 VN Handbook Approval, on page 46, and follow the directions below.**

**Palo Verde College  
Vocational Nursing Program  
2018-2019 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. Give the completed form to your course faculty.**

I have received \_\_\_\_\_ and have read \_\_\_\_\_ the 2018-2019 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 any other areas where I represent Palo Verde College Nursing and Allied Health Department.

Student Signature \_\_\_\_\_

Student Semester (circle one)    1    2    3

Faculty Signature \_\_\_\_\_

Director Signature \_\_\_\_\_

Date \_\_\_\_\_