



**Sierra College Associate Degree
Nursing Program**

**Student Nurse
Handbook**

Fall 2011

Sierra College Associate Degree Nursing Program: Student Nurse Handbook Fall 2011



Sierra Community
College District

Congratulations and welcome to the Sierra College Associate Degree Nursing Program.

Student success is the focus for our Associate Degree Nursing Program. Each student's success is contingent upon their commitment to education, their capacity to demonstrate initiative and assume responsibility for their actions and behavior. The faculty facilitates learning by establishing an environment of respect and creating educational opportunities. It is each student's responsibility to seize these opportunities.

Students are carefully and thoughtfully guided through the Associate Degree Nursing Program by a group of talented professionals with years of experience in nursing and nursing education. This handbook provides a guide for navigating the expectations of this program and the profession of nursing. **WE STRONGLY ENCOURAGE EACH STUDENT TO REVIEW THIS HANDBOOK FREQUENTLY.**

Again, we extend our welcome and best wishes as you embark on a dynamic journey.

Most Sincerely,

Sierra College Nursing Faculty and Staff

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Program Overview

Accountability

Accountability is a key word in the discipline and profession of nursing. The materials in the Sierra College Student Nurse Handbook contain the philosophy, policies, procedures, and general information which will facilitate your success in the program. Students are expected to be accountable and responsible for the content of this handbook. Please review/refer to this handbook regularly. Faculty, administration, and nursing department staff are available to clarify questions.

Students are accountable for their education and successful completion of this program which ultimately results in preparation to perform the functions and responsibilities of a professional registered nurse.

Students are required to:

- Consistently maintain a current Basic Life Support (BLS) certification for health care providers in compliance with the American Heart Association guidelines.
- Establish and maintain compliance with program and facility health and immunization requirements.
- Assume nursing responsibilities under the guidance and direction of their instructor or as outlined by course outcomes.
- Perform only those nursing skills and functions learned and validated in the program and as outlined by the California Nursing Practice Act.

Policy Revision

The faculty, administration, and program staff collaboratively reserve the privilege of revising the policies and procedures found in this handbook at any time deemed advisable. Any revisions will be made in writing and effective as of the date on the revision. Students are notified of revisions using standard communication for the District: Sierra College e-mail account. Generally, policies are reviewed and updated annually. The handbook is posted to the Sierra College Nursing website.

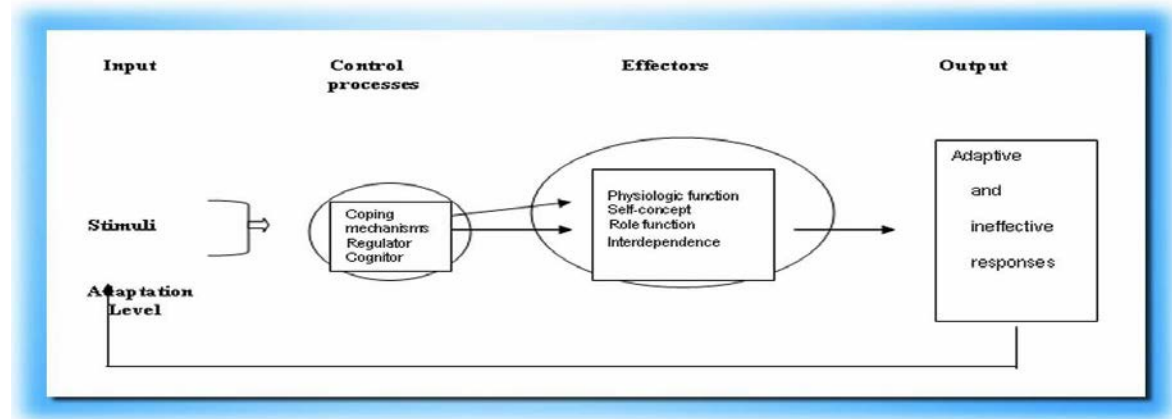
Program Organization, Mission & Philosophy

The program philosophy and objectives are based on Roy's Adaptation Using Roy's six-step nursing process; the nurse assesses first the behaviors and second the stimuli affecting those behaviors. In a third step the nurse makes a statement or nursing diagnosis of the person's adaptive state and fourth, sets goals to promote adaptation. Fifth, nursing interventions are aimed at managing the stimuli to promote adaptation. The last step in the nursing process is evaluation. By manipulating the stimuli and not the patient, the nurse enhances the interaction of the person with their environment, thereby promoting health.

Using the philosophy of theorist Sister Callista Roy in the implementation of the curriculum supports nursing care focused on the action or agents that stimulate a response not on the individual person. This promotes nursing care with compassion, nursing care without judgment and fosters respect for each person's individuality, i.e., cultural, ethnic, educational background, and support system. This also provides a foundation for learning nursing from an evidence-based practice perspective as this objective approach aligns well with Roy's Adaptation theory.

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ROY ADAPTATION MODEL



Blais, Hayes, and Kozier (2005). Professional Nursing Practice, Concepts and Perspectives, 5th edition. Prentice-Hall Health

Statement of Philosophy

The philosophy of the Associate Degree Nursing (ADN) Program is consistent with the goals and mission of Sierra College: to provide a supportive learning environment enriched by diversity, which promotes personal and professional success, leadership, innovation, responsibility and a sense of community. The ADN program curriculum uses a conceptual framework based on the Roy Adaptation Model. This model focuses on the individual as a biopsychosocial adaptive system that employs a feedback cycle of input, throughput, and output. Both the individual and the environment are sources of stimuli that require modification to promote adaptation, an ongoing purposive response. Adaptive responses contribute to health, which Roy defines as the process of being and becoming integrated. Each person's adaptation level is unique and constantly changing.

Curriculum Framework

The curriculum for the Associate Degree Nursing Program is developed in collaboration with Board of Registered Nursing "Content Required for Licensure", California Community College Model Curriculum for Associate Degree Nursing, the California Nursing Practice Act and community nursing standards. The curriculum is approved by the Board of Registered Nursing, the Sierra College Curriculum Committee and the Educational Standards Committee. The curriculum is designed for the full-time student. There are no part-time educational offerings in the Associate Degree Nursing Program. Student commitment is full-time and consists of a minimum of **15-20** hours of study each week to maintain an average standing in each course.

Nursing Department Mission

The mission of the Nursing Department is to prepare students as providers of care across the health-illness continuum. The program respects the individuality of students and recognizes that each student has different educational, experiential, cultural, spiritual, economic, and social backgrounds and a unique support system. The aim of the program is to provide a positive, innovative learning model that fosters

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the development of critical thinking and problem solving skills so that the student who completes this nursing program is equipped to deliver care to a culturally diverse population in a variety of health care settings and demonstrate success by passing the NCLEX-RN licensing examination on first attempt.

Terminal Objectives

Student Learning Outcomes/Objectives are provided in each course syllabus. Program Terminal Objectives state that upon completion of the program the graduate will:

1. Apply the nursing process based on Roy's Adaptation Model to support and promote health when caring for clients in all states of the life continuum within a variety of healthcare settings.
2. Communicate effectively with clients, families, and within the health care team using therapeutic and interpersonal strategies and learned skills.
3. Teach health maintenance and promotion to clients and their families, and to members of the community.
4. Interact collaboratively as a member of the health care team and to assume leadership responsibilities in coordinating care for groups of clients in structured health care systems.
5. Demonstrate the principles of client advocacy; accept responsibility for nursing practice and function and accountability within the legal scope of registered nursing practice.
6. Assume responsibility and accountability for professional growth and lifelong learning.
7. Pass the National Council Licensure Examination for Registered Nurse (NCLEX-RN) exam on first attempt.

Curriculum by Semester

Semester I *Nursing Fundamentals, Nursing Process, & Foundational Concepts in NRSR 21 Caring for the Geriatric Client*

Introduction to nursing with overview of its evolution, present trends and issues, legal and ethical aspects and the major concepts underlying today's practice. Theory and correlated clinical practice related to utilizing the nursing process based on Roy's Adaptation Model to provide direct care to stable adult and elderly patients. Emphasis on basic human needs and promoting adaptive mechanisms for attaining and maintaining wellness. Students gain the knowledge and skills necessary to perform all basic nursing procedures.

Semester II *Medical-Surgical Nursing I & Foundational Concepts in Caring for the NRSR 22 Pediatric Client*

Theory and correlated clinical practice related to utilizing the nursing process based on Roy's Adaptation Model to promote adaptation by adult and pediatric clients and their families experiencing common and/or remedial illnesses/stressors. Students further develop skills and apply theory introduced in NRSR 21 in varied and more complex settings, and gain additional theory and skills related to new clinical areas and levels of responsibility.

Semester III *Medical-surgical Nursing II, Leadership and Management, & Foundational NRSR 23 Concepts in Caring for the Mental Health Client Caring for the Geriatric Client*

Theory and clinical practice related to application of the nursing process based on Roy's Adaptation Model. Students provide care for the adult client having a variety of complex health problems and learn

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to apply the nursing process for clients experiencing common mental health illness. Focus is on the role of the registered nurse in health teaching, leadership, management, and team communication. Students further develop skills and apply theory introduced in NRSR 22 in varied and more complex settings, and gain additional theory and skills related to new clinical areas and levels of responsibility.

Semester IV *Advanced Medical-Surgical Nursing & Foundational Concepts in Caring NRSR 24* *for the Maternal-Newborn Client*

Theory and correlated clinical practice related to the application of the nursing process based on Roy's Adaptation Model for multiple adult and geriatric clients with complex health problems experiencing acute illness. Students learn to promote adaptation for the maternal-newborn clients experiencing illness/stressors. Students further develop skills and apply theory introduced in previous semesters in varied and more complex settings, and gain additional theory and skills related to new clinical areas and levels of responsibility.

Enrollment Options

Students may enter the program as generic students, advanced placement students (LVN to RN Upward Mobility), or the LVN 30 unit option process (see Policy and Procedure section). Licensed Vocational Nurses seeking licensure as a registered nurse enter the program in the third semester when there is space available. Licensed Vocational Nurses who wish to exercise the 30 unit option must be currently licensed in California and are admitted on a space available basis only. Licensed Vocational Nurses contemplating the 30 unit option are strongly encouraged to contact the Nursing Office for additional information regarding requirements and process.

LVN Advanced Placement and 30 Unit Options

Sierra College offers an upward mobility, LVN to RN, program and the LVN 30 unit option. In the past four years, there have been no inquiries or enrollments in the LVN 30 unit option program. We have enrolled 5-10 Licensed Vocational Nurses seeking advanced placement each spring since 2005. (See Exhibit 5F: Upward Mobility Admission Process excerpted from Sierra College Nursing Website.)

In conjunction with the official Associate Degree Nursing curriculum, additional information regarding the nursing curriculum may be found in each course syllabus and the Student Nurse Handbook.

Clinical and Theory Hours

Theory and clinical hours are scheduled throughout the 16 week semester. We do not have a "finals" week. The final exam is administered on the last scheduled theory day for the semester. There are no clinical make-up days scheduled for the first 3 semesters (*See Absence and Tardy policy found in the Student Nurse Handbook.*)

Clinical Absence

Missed clinical hours may result in a remediation assignment to ensure each student has adequate opportunity to meet the clinical course objectives. Any remediation assignment must be completed on or before the last day of instruction for each course or as indicated by faculty. The Clinical Instructor, in collaboration with the Lead Instructor in a team-taught course and/or the Program Director, determines

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the applicable clinical remediation assignment. (See Absence and Tardy policy found in the Student Nurse Handbook.)

Student Services

Students enrolled in the Associate Degree Nursing Program enjoy the same support services provided all Sierra College students. These services are located on the main campus and are listed on the Sierra College website and via the Sierra College Catalog. The Roseville Gateway Campus has a computer and learning resource center located on the second floor of the building.

Assessment Center (916) 660-7430	Sierra College Bookstore (916) 660-8200	CalWORKS (916) 660-7367
Career Connections (916) 660-7481	Counseling Services (916) 660-7400	Disabled Students Programs & Services (916) 600-7460
Health Services (916) 660-7490	Learning Opportunities Center (916) 660-7450	Library/Learning Resource Center (916) 660-7200
Tutorial Services (916) 7220	Veterans Services (916) 660-7470	Writing Center (916) 660-8093

Student Nurse Professional Responsibilities

Students enrolled in the Associate Degree Nursing Program are preparing to enter the nursing profession. As is stated in the *California Nursing Practice Act*, section 2729 "Nursing services may be rendered by a student when these services are incidental to the course of study of one of the following:

- A student enrolled in a board-approved pre-licensure program or school of nursing.
- A nurse licensed in another state or country taking a board-approved continuing educational course or post-licensure course."

As indicated in this regulatory statement, each student understands and application of the nursing process, in the context of providing direct patient care, is their responsibility. Students are not functioning under the license of faculty or that of staff nurses participating in clinical education. Because of this, it is imperative that students understand the responsibilities of a registered nurse and seek guidance to support safe practice.

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Policy: Nursing Student Standards of Conduct & Expected Student Behaviors

In addition to the Standards of Conduct Applicable to all Sierra College Students as set forth in Board Policy 5500 and in the Student Rights and Responsibilities Handbook, students enrolled in the Associate Degree Nursing Program must adhere to this policy describing *Standards of Conduct and Expected Student Behaviors*.

Students enrolled in the Associate Degree Nursing Program are expected to demonstrate professional behavior in both the classroom and in all clinical settings. Behaviors that are required of a registered nurse are emphasized throughout the program.

Students are representatives of the Sierra College Associate Degree Nursing Program and the Nursing profession. Students are obligated to comply with, and function within the framework of the *California Nursing Practice Act* and the California Board of Registered Nursing *Standards of Competent Performance*. Students function under the guidance of the Nursing Faculty and the professional Registered Nurses in the clinical setting. Students are expected to comply with all policies and procedures outlined in the Sierra College Student Nurse Handbook and the standards of conduct and expected student behaviors outlined in this policy.

Clinical agencies in which the students study and the healthcare consumers with which the students come in contact expect students of the Nursing Program to be well prepared and conduct themselves with professionalism and integrity.

There are behaviors that are serious enough to result in immediate dismissal from the Nursing Program. These include, but are not limited to:

- Gross negligence resulting in harm to client, family, or facility relationship.
- Verbal threat of harm (assault).
- Physical violence (battery).
- Falsifying a medical record.
- Carrying a weapon or illicit drugs/drug paraphernalia.
- Stealing from the clinical site, college, peers, or faculty.
- Failure to comply with the laws and regulations governing patient privacy.
- Failure to satisfactorily complete any student remediation plan.
- Failure to comply with, or remediate, any issues addressed by *Safe Clinical Practice Standards & Policy*.

Expected standards of behavior are identified in the following STUDENT BEHAVIOR CHART along with examples of behaviors that meet and those that do not meet the standard.

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STUDENT BEHAVIOR CHART

Critical Thinking

Standard	Critical thinking ability sufficient for safe reasoning and clinical judgment.
Expected Behavior (not all inclusive)	Unacceptable Behavior (not all inclusive)
Identify cause/effect relationship in clinical situations, develop nursing care plans/concept maps, apply theory in clinical, identify and resolve problems.	Unable to identify problems and/or resolutions, unable to prioritize, or relate theory to clinical practice; needs unusual/excessive/close supervision or guidance; does not seek, perceive, and/or use learning experiences.

Interpersonal Communication

Standard	Interpersonal capacity sufficient for interaction with individuals, families and groups, faculty and colleagues, from various social, emotional, cultural and intellectual backgrounds.
Expected Behavior (not all inclusive)	Unacceptable Behavior (not all inclusive)
Establish a rapport with patients/clients, faculty, members of the health care team, and colleagues.	Unaware of effect of self on others. Unaware of cultural issues, threatens emotional well-being of others.
Interacts with patients/clients, faculty, members of the health care team and colleagues in a respectful and courteous manner.	Unaware of effect of personal body language, tone of voice, and/or communication pattern has on others.

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Professionalism

Standard	Apply core performance standards at all times; Advocacy, Collegiality, Ethics & Values, Knowledge, Inquiry, Accountability, Autonomy, and Self-Regulation.	
Expected Behavior (not all inclusive)	Unacceptable Behavior (not all inclusive)	
Exhibit professional grooming, adhere to ethical & legal principles, behave with integrity, be honest, take responsibility, be accountable for own actions and communication.	Fails to comply with program dress code, fails to consider and/or respond to feedback in the context of "life-long learning."	
<u>Advocacy:</u> Understanding the client's perspective. Assisting the client with their learning needs. Being knowledgeable about policies and practices that impact the delivery of health care in assigned clinical facility.	Fails to be adequately prepared for clinical learning experience as outlined in course syllabus and program outcomes. Develops plan of care in isolation of patient and family interaction. Does not access, or comply with, facility policies and procedures when providing client care.	
<u>Collegiality:</u> Develops collaborative partnerships within a professional context. Acknowledging and recognizing interdependence between care providers.	Fails to participate, cooperate, and contribute to group assignments. Uses words or body language that conveys disapproval or dismissal of opinions of others: care providers, patients, families, faculty, and/or colleagues/peers.	
<u>Ethics & Values:</u> Using information and evidence from nursing and other disciplines to inform practice. Sharing or communicating knowledge with colleagues, clients, family and others to continually improve care and health outcomes.	Appropriates work/research from other students as own in assignments (academic dishonesty). Failure to communicate a patient's condition verbally or in writing in a timely manner thus placing the patient in physical or emotional jeopardy. Failure to report errors in a timely manner.	
<u>Inquiry:</u> Being open-minded and having the desire to explore new knowledge. Asking questions leading to the generation of knowledge and refinement of existing knowledge. Being committed to life-long learning.	Does not question aspects of patients' care or condition that does not understand. Does not demonstrate initiative to acquire knowledge. Does not recognize limitations in practice as outlined in program outcomes and/or course syllabus.	
<u>Accountability:</u> Understanding the meaning of self-regulation and its implications for practice. Using legislation, standards of practice and a code of ethics to clarify one's scope of practice. Being actively engaged in advancing the quality of care. Recognizing personal capabilities, knowledge base and areas for development.	Unaware that an error has been made. Does not report errors made to the instructor. Argumentative or denies errors when addressed by instructor/facility staff/program administration.	
<u>Autonomy:</u> Working independently and exercising decision-making within one's appropriate scope of practice/level of knowledge within the program. Becoming aware of the barriers and constraints that may interfere with one's autonomy in respect to the <i>California Nursing Practice Act</i> .	Failure to comply with program policies related to dependent, collaborative, and independent actions and/or communication. Failure to function within the scope of student practice outlined in the <i>California Nursing Practice Act</i> .	

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Professionalism (continued)

Standard	Apply core performance standards at all times; Advocacy, Collegiality, Ethics & Values, Knowledge, Inquiry, Accountability, Autonomy, and Self-Regulation.	
Expected Behavior (not all inclusive)	Unacceptable Behavior (not all inclusive)	
Self-Regulation: Accepting accountability for learning and development of nursing knowledge. Demonstrates initiative in, and advocates for, personal learning needs.	Does not adequately prepare for clinical and/or theory as outlined in course and program documents. Does not build on previous semester skills and knowledge.	

The standards of conduct identified herein are not intended to be all-inclusive, and students are expected to adhere to all applicable policies, procedures, laws, and regulations. Failure to do so may also result in disciplinary action, up to and including dismissal from the Nursing Program.

References

- *American Nurses Association Code of Ethics for Nurses*
- *American Nurses Association Scope and Standards of Practice*
- *California Nursing Practice Act*

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Policy: Absence and Tardy Procedures and Management

The attendance policy requirements are based on the belief that a student can profit from this program only if they attend regularly, actively participate in class/clinical learning activities and are adequately prepared for learning experiences. Classroom, skills lab, and clinical attendance is expected of all students and required by the Associate Degree Nursing Program curriculum approved by the California board of Registered Nursing. All absences are communicated directly by the student prior to class by contacting the instructor or the nursing department. It is the student's responsibility to obtain lecture notes, handouts, and assignments for the day(s) absent from class.

A physician's clearance is required for all illnesses or health conditions that place the student, faculty, classmates, and patients at risk. A physician's written clearance stating that the student may return to clinical "without restriction" is required for a student who is absent for three or more continuous days.

Missed clinical hours may result in a remediation assignment to ensure each student has adequate opportunity to meet the clinical course objectives. Any remediation assignment must be completed on or before the last day of instruction for each course or as indicated by faculty. The Clinical Instructor, in collaboration with the Lead Instructor in a team-taught course and/or the Program Director, determines the applicable clinical remediation assignment. A student's safe progression through the program, and ability to meet the terminal and course objectives, requires consistent attendance in both theory and clinical. Nursing faculty must be able to determine, without a doubt, that the student has met the course objectives.

Theory Absence

1. Students must notify the theory instructor if they are going to be late or absent from class. Late is arrival after instruction has begun.
2. A Student Occurrence Report is generated once a student has missed one week (or its equivalent) of theory.
3. Immediate referral to the Nursing Review Committee is made if the student has missed more than one week of theory (or its equivalent).
4. Leaving a class 30 or more minutes prior to the scheduled end of class without prior approval from the instructor constitutes an absence.

Late Arrival: Theory

A student is considered "tardy" if they arrive after instruction has begun. The student will need to wait until the next break in instruction to enter class. On the fourth incident of tardiness, and all late arrivals thereafter, the student is considered absent for the class.

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Clinical Absence

1. In the clinical setting a student is considered absent in the following situations:
 - Not in attendance for a scheduled clinical day.
 - Leave clinical 30 or minutes prior to the scheduled end of clinical without the prior approval of the instructor.
2. Students who are going to be late or absent must notify the clinical instructor and the Nursing Office. Late is any time after the scheduled start time.
3. A student may not participate in clinical if a Sierra College instructor determines that the student smells of alcohol, has slurred speech, unsteady gait, impaired judgment or if the student's demeanor indicates a possible threat to patient safety.
4. Students with casts, splints, illnesses or injuries that inhibit movement or interfere with patient and/or student safety may not participate in clinical.

Clinical Late Arrival (Tardy)

In the clinical setting a student is considered tardy in the following situations:

- Arrives after the scheduled start time of clinical (start time is documented in the course syllabus).
- Two late arrivals are equal to a clinical absence requiring clinical remediation assignment commensurate to missing a full clinical day.

Clinical Absence Remediation

Missed clinical hours may result in a remediation assignment to ensure each student has adequate opportunity to meet the clinical course objectives. Any remediation assignment must be completed on or before the last day of instruction for each course or as indicated by faculty. The Clinical Instructor, in collaboration with the Lead Instructor in a team-taught course and/or the Program Director, determines the applicable clinical remediation assignment.

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Policy: Students Impaired by Alcoholism, Drug Abuse, and Emotional Illness

Any student who exhibits signs of alcoholism, drug or emotional illness will be removed from the classroom and /or clinical setting. Behaviors indicative of alcoholism, drug abuse or emotional illness and which pose a danger to the safety and well-being of self and others include, but are not limited to the following:

- Physical impairment
- Impaired judgment
- Mental or emotional impairment
- Disruptive actions
- Inconsistent behavior patterns

When a student exhibits any of the above behaviors the following procedure is implemented:

- The student is immediately removed from the classroom or clinical area.
- The instructor will immediately report the incident to the Program Director.
- Within 24 hours the student will make an appointment with the Program Director.
- The student will be given a referral form identifying the behaviors that led to the classroom or clinical suspension and is referred for further professional evaluation.
- The student must have this form validated by a licensed chemical dependency/mental health counselor indicating that the student is safe to return to the clinical or classroom environment.
- The completed form must be submitted to the Program Director before the student can return to class activities.

When an instructor identifies a student as being impaired and as being a danger to self or others and the student refuses to comply with the above procedure, the student is suspended from the nursing program pending evaluation and release by a licensed chemical dependency/mental health counselor.

If the student complies with the procedure and is diagnosed as being impaired, the student will be suspended from the nursing program for a minimum of one year and until such time proof of having received professional treatment and certified release to return to nursing can be submitted.

After a minimum of one semester, the student may submit a request to re-enter the Nursing Program. (See Re-Entry and Transfer Policy.)

If the student establishes eligibility to re-enter the program and there is space available, the following interventions are implemented:

- The student shall provide proof of active participation in a recognized program on a regular basis, evidence of rehabilitation and/or recovery, along with a release to return to the nursing program at the time of the request for re-entry.

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- The student will be required to participate in an ongoing rehabilitative treatment program as a condition of re-entry. The evidence of continued rehabilitation treatment will be provided on a schedule as determined by the Program Director.
- Failure to submit evidence in an ongoing basis results in dismissal from the Nursing Program.
- A second documented incident of impaired behavior results in dismissal from the Nursing Program without the possibility of re-entry.

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Policy: Drug Policy and Procedure

In order to uphold the highest standards of the nursing profession, the nursing program has adopted a drug-free environment. As a condition of admission each student is required to submit to a background check and drug screening. Students are required to submit to additional drug tests throughout the program. The Nursing Drug Policy and Procedure is particular to the nursing program.

Drug Testing upon Admission to the Nursing Program

Students are admitted to the program pending a negative drug test. Admission will be withdrawn for a student testing positive.

Procedure for Student Drug Screening

Drug screening is conducted by a qualified laboratory using established methods and procedures. The process is managed by a third party vendor on retainer with Sierra Community College District Nursing Department. Confidentiality of the student is protected. All costs associated with the screening are the responsibility of the student.

Drug Testing Specimen Collection Procedure

The specimen collection, as determined by the collection site, involves securable urine containers and chain of custody procedures. If the test is positive, the available urine sample is used to determine the presence or absence of drug abuse. The third party vendor notifies the nursing program administrator of the test results. The nursing program ensures confidentiality of the results.

Drug Testing after Admission

Drug testing for any student in the clinical area may be requested by the nursing instructor or program director. The cost of drug testing is borne by Sierra College. The procedure for testing is described in the above section. Refusal by a student to submit to testing results in dismissal from clinical and potential disciplinary action as directed by the Nursing Review Committee or District Discipline Officer.

Voluntary Report

Any student who voluntarily reports that they have a chemical dependency problem is referred for counseling by the nursing program director. Conditions, if any, for continued participation in the program is at the discretion of the Nursing Review Committee. The student will submit to drug screening as requested by the nursing program director and is dismissed if a positive drug test is resulted.

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Re-Entry after a Positive Drug Test

A student whose admission is withdrawn or who is dismissed from the nursing program due to a positive drug test is considered for re-entry per the Re-Entry and Transfer Procedure and Information if the following conditions are met:

- Submission to an evaluation for substance abuse by a program approved for evaluation of drug use/or treatment program, and complete the prescribed treatment program.
- Submission to a drug test prior to re-entry. This drug test is at the student's expense.
 - A positive drug tests results in ineligibility for re-entry.
- Submission to random drug testing as requested by the nursing program director after re-entry has been granted.
 - The student is dismissed if a positive drug test is resulted.

Nursing Program Drug Testing Waiver Agreement

All students admitted to the Nursing Programs at Sierra College must sign the Nursing Program Drug Testing Waiver Agreement annually. The signed agreement is kept on file in the Nursing Office.

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Policy: Safe Clinical Practice Standards

The purpose of the clinical experience is to provide an opportunity for the nursing student to demonstrate competence in the cognitive (knowledge and judgment), psychomotor, and affective skills necessary to practice in the nursing profession. The clinical learning environment is one in which the student is expected to progress in level of competence under the supervision of faculty and clinical professionals. Students failing to apply safe clinical practice methodologies, resulting in the potential for, or actual patient harm, injury or death, are subject to disciplinary action to include program dismissal.

Standards of Practice

The student is expected to practice in a safe and responsible manner regarding themselves, the patient, and the environment. The student in the Associate Degree Nursing program, participating as a member of the health care team, is responsible for contributing to the continuity of care and maintenance of client safety and welfare throughout the clinical experience.

Malpractice/Liability Insurance

Sierra College covers the cost of the required malpractice/liability insurance during scheduled program courses and activities as indicated per the academic calendar.

Student Responsibilities

Prior to entering clinical, the student will have demonstrated the necessary knowledge and/or skill required for participation.

Prior to scheduled clinical experience, the student will have submitted evidence of negative TB test or chest x-ray (if PPD is consistently positive), current immunizations, CPR certification, negative drug test, and cleared criminal background check.

- Students are responsible for maintaining current documentation.
- Should any type of testing and/or certification expire during the course of the semester, the student will be suspended from the clinical rotation until current documentation is posted.
- Clinical time missed due to delinquent submission of required documentation results in disciplinary action.
- If expiration is discovered post-semester the student is subject to disciplinary action.

Students will not enter the clinical or classroom setting when they have an impairment or illness that is or maybe harmful or infectious to others.

The student will:

- Review regularly the practice of professional nursing as defined by the California Nursing Practice Act.
- Follow all rules and regulations as outlined in the Student Nurse Handbook and course information documents.
- Demonstrate honesty in all behaviors and communications.

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- Student may not leave the assigned clinical area during scheduled clinical time, except during breaks when the student may go either to the cafeteria, unit break room or designated smoking area if allowed per facility policy.
- Demonstrate adequate preparation for clinical experience by:
 - Completing thorough investigation of the clinical diagnosis represented by complete clinical preparation worksheet.
 - Achieve and sustain the course standards for dosage-calculation competence.
 - Demonstrate a working understanding of clinical objectives and student expectations outlined in the course syllabus.
 - Demonstrate ability to access and/or reference policies and procedures that guide clinical practice as outlined in the Student Nurse Handbook.
- Display stable mental/emotional and physical health.
- Demonstrate responsibility and accountability for all personal actions.
- Take appropriate steps to ensure personal injury does not occur.
- Abstain from all forms of sexual harassment toward fellow students, instructors, clients, and agency staff.
- Comply with the student uniform and dress code as outlined in policy.
- Demonstrate full understanding of confidentiality, including HIPAA regulations by not participating anywhere, to include any public forum, in inappropriate conversations, inappropriate sharing of information or obtaining information which is not pertinent to the student's current clinical assignment.
- Demonstrate correct, accurate, and timely communication both verbal and written.
- Provide safe, therapeutic care to clients, utilizing the level of supervision that has been outlined by the student's immediate supervisor (agency staff, clinical instructor).
- Abide by the nursing program Student Code of Conduct and Expected Student Behavior and the college Student Code of Conduct.
- All students must have with them at all clinicals: a working watch with a second hand, a stethoscope, current drug book or reference, and access to personal protective equipment (goggles). Failure to carry the designated references and/or supplies results in dismissal from clinical for inadequate clinical preparation.
- Students may not carry hand-held reference devices unless this is authorized by facility policy. If the facility policy supports the use of hand-held reference devices, the following process must be followed:
 - All functions except the reference function must be inactivated in the clinical setting.
 - No student is allowed to carry a cell phone on their person during clinical. Accessing e-mail, text-messaging, cell phone messages or any information not pertinent to patient care is strictly prohibited.
 - Photographs in the clinical setting are strictly prohibited.

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Care of Client Responsibilities

- The student must demonstrate correct use of all therapeutic processes, ensuring physical, mental, and emotional safety of the client and their property.
- Demonstrate a nonjudgmental attitude toward clients with regard to race, color, national origin, religion, socioeconomic status, age, disease process (physical and mental) and sexual preference.
- Provide only care which the student has been deemed competent to perform, using the level of supervision appropriate to the circumstances outlined in the clinical guidelines.
- Demonstrate a team approach to client care by communicating in a timely manner, verbally and/or in writing, all clinical information.
- Adhere to all program and facility policies and procedures governing clinical practice and follow directions for the assigned experience.
- Be responsible and accountable for all assigned client care and report to instructor and staff prior to leaving the assigned area. (Failure to do so constitutes abandonment of care and is subject to disciplinary action.)

Care of Environment Responsibilities

- Demonstrate respect for the agency through proper use and care of all equipment and property.
- Demonstrate understanding of disease transmission by using standard precautions, proper hand-washing, linen care, and isolation techniques.
- Adhere to facility policy, procedures, and directives.

FAILURE OF ANY STUDENT IN MEETING THE SAFE CLINICAL PRACTICE STANDARDS MAY RESULT IN DISMISSAL FROM CLINICAL AND REFERRAL TO THE NURSING REVIEW COMMITTEE.

Faculty Responsibilities

If a student violates this policy and/or demonstrates inappropriate behavior, and the clinical faculty has discussed their observations with the student in a private setting, the clinical faculty may do one or more of the following:

- Complete a Student Occurrence Report.
- Dismiss the student from clinical.
- Refer the student to the Nursing Review Committee (if dismissed from clinical).
- Notify the Lead Faculty of the incident and any missed clinical time.

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Policy: Safe Medication Administration

Program Requirements: All medications are administered safely through the application of the SIX RIGHTS of medication administration within the identified timeframe. In preparation for safe medication administration at the beginning of each clinical shift the student will:

- Check the medication administration record to determine which medications, BOTH scheduled and as needed (PRN), are to be administered and the times of administration.
- Review the current and previous 24 hours of physicians' orders. Note changes in medications currently ordered, new orders, and new and/or revised parameters for medication administration.
- Administer medications within 60 minutes of the prescribed time or per facility policy (whichever is most stringent) except in extenuating circumstances (patient off the floor, patient NPO).
- PRIOR to instructor's verification and discussion regarding medications for administration, the student must demonstrate knowledge and application regarding the following:
 - Pharmacologic and therapeutic action.
 - Primary adverse effects and incompatibilities.
 - Correct IV drip rate or ml/hr, IV pump rate for primary and secondary medications and fluids.
 - Correct medications dosage and safe dosage range.
 - Proper needle/syringe size; appropriate site selection and correct volume of medication for site selection.
 - Proper abbreviations and measurements related to medication administration.
 - Saline flush procedure.

All medications prepped for the patient regardless of route at the time of instructor verification are considered those that the student intends to administer to the patient. Any incorrect medication prepped by the student at the time they are checked by the instructor constitutes a "medication error."

Asepsis must be maintained (medical and/or surgical) throughout the medication administration procedure.

Safety checks include two patient identifiers for medication administration. Students must comply with the facility policy regarding the specific patient identifiers used in their assigned facility. Should the facility not specify the two elements of patient identification, the defaults are the patient name and medical record number.

In addition to the above safety checks, Sierra College Associate Degree Nursing program requires three (3) additional checks PRIOR to administering medications. The student checks for the correct patient, medication, and dose at the following times:

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1. When the medication is obtained from the dispensing source.
2. When the dose is being prepared/calculated.
3. At the bedside, prior to administering to the patient.

The following information is prepared and documented on the Medication Administration Record (MAR) or appropriate flow sheet PRIOR to instructor verification:

- Blood pressure and apical pulse taken by the student within one hour of medication administration of vasoactive drugs and/ or drugs that will affect the heart rate and rhythm.
- Appropriate laboratory values for specific medications, i.e., (list not all inclusive):
 - PT, PTT, INR
 - Electrolytes
 - Drug levels (Dilantin, Digoxin, Depakote etc.)
 - Peak and Trough levels: aminoglycosides
- Failure to take and document vital signs as above constitutes a medication error.
- Failure to adequately research and apply laboratory and/or drug values constitutes a medication error.
- All medication errors and “near misses” are documented on a Student Occurrence Report.

Students must demonstrate critical reasoning when considering “holding” a medication scheduled for administration. The student must discuss the plan to “hold” a medication with the clinical instructor, the staff RN and if applicable, the physician.

All medications must be documented immediately **FOLLOWING** medication administration unless prevented by extenuating circumstances. Documenting a medication as “given” prior to administration is illegal and constitutes a medication error.

All newly ordered medications are verified with the **ORIGINAL** physician’s order prior to administration. Verification is a collaborative process between the student, instructor, and primary nurse. Students may not administer medications per a “verbal order” until that order is signed by the physician.

Students may read the information they have researched regarding medications to be administered at the time of instructor verification. The student is expected to have researched the information **PRIOR** to administration not at the time of instructor verification. The exceptions are PRN medications the patient has not received in the previous 24 hours and newly ordered medications.

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Policy: Uniform and Dress Code

The uniform standards are implemented when students are participating in any clinical experience unless otherwise directed by the clinical facility and/or environment (mental health, maternal-newborn).

- Students must be in neat, freshly laundered, school designated uniform when in the hospital and skills lab settings.
- The school-designated photo identification must be worn above the waist when in uniform.
- The Sierra College Nursing Program patch is required on each uniform and/or program cardigan. The program patch is secured on the left sleeve, three inches below the shoulder seam.
- The designated program cardigan may be worn. Sweaters, sweatshirts, colored undershirts and/or undershirts with visible writing are not allowed. Plain white short or long-sleeved shirts for warmth may be worn under the required uniform.
- Appropriate white or flesh-colored undergarments must be worn so as not to be visible through the uniform.
- White or flesh-tone hosiery or ankle socks must be worn.
- Men will wear white uniform pants with school designated shirt top. Appropriate white ankle hosiery or socks must be worn.
- White smooth-finished, closed heel and toe type shoes must be worn and must be polished. Shoe laces must be white and clean.
- Appropriate personal hygiene (cleanliness) is required. Hair must be neatly combed and kept above the collar. Hair must be secured in a fashion so that it does not fall forward when bending at the waist or leaning forward. No decorative hair secures are allowed. Make-up must be subdued; no scented products may be worn in the clinical areas.
- Fingernails must be clean and short. Artificial nails, nail overlays, and nail polish are not allowed per infection control regulations.
- Beards and mustaches, if worn, must be neat and trimmed.
- No jewelry other than a wristwatch with an expandable band may be worn. A plain wedding band (no stones) may be worn. If ears are pierced, one pair of pearl, gold, or silver-colored metal posts may be worn in the earlobes. Facial piercing(s), including tongue, with jewelry is not allowed.
- Gum may not be chewed in the clinical areas.
- Cell phones, iPods, and/or electronic communication devices, and pagers, are not permitted in the clinical areas.
- Students must adhere to the uniform dress code when wearing uniforms on campus.

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Policy: General Safety Requirements and Accident/Illness Management

It is the intent of the faculty and administration to provide a safe learning experience for all students and provide guidelines for the development, implementation, and maintenance of a safety program. The following guidelines are established to provide instructions in maintaining safety for students, staff, and faculty while using the Skills, Simulation, Computer labs and classrooms. These safety guidelines shall be adhered to by all concerned.

General Safety

All faculty, staff and students must know and practice safety guidelines at all times while using the Skills, Simulation, Computer labs and nursing classrooms. Failure to adhere to the general safety guidelines will result in a Student Occurrence Report. All labs are locked unless occupied by faculty, staff, and/or students during class or scheduled open lab practice. The Skills, Simulation, Computer labs and nursing classrooms are reserved for enrolled nursing students. Students not enrolled in the Associate degree Nursing or the Precertification Nursing Assistant Trainings programs are prohibited from using these facilities.

Clinical Skills Lab

- There shall be no eating or drinking in the labs during student use, demonstration or return demonstration.
- Access to the doorway in the labs will be evident at all times. Furniture will not be placed in a manner that obstructs exits.
- The skills lab will not be used as a health center for ill students, staff, or faculty.
- Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the labs will not be considered the responsibility of the District or the Nursing Department.
- All students shall practice proper hand washing technique while using the skills and simulation labs.
- The labs are not to be used as social areas. Students are to report any misconduct occurring in the labs and may be held responsible if not reported.
- Students using the skills or simulation labs must be in full school uniform.
- Students using open skills lab must be under the direction of faculty and must sign in and out for each session.

Sharps Safety

Needles provided for practice of injections are used in the skills lab and ONLY when faculty is present. All sharps are secured in locked cabinets when not in use during scheduled classroom or open lab times.

Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in a Student Occurrence Report.

Students are to practice injections ONLY on the manikins and/or equipment provided in the skills lab. Students may not practice intravenous insertion on classmates outside of the scheduled and monitored skills lab days established for this procedure.

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Students are NEVER to recap dirty needles and must discard used needles in the sharps disposal containers provided in the skills lab. Needles and other sharp objects must not be discarded in the trash or left out openly in the skills lab at any time.

Electrical Safety

- Wet materials may not be used around electrical outlets or equipment.
- Faculty and students are responsible for reporting to the appropriate staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
- No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
- Electrical beds in the skills and simulation labs will be inspected as needed for repairs.
- Electrical beds shall be maintained in the lowest position.

Physical Safety

- Students will be observed to use safe body mechanics when demonstrating moving, lifting, and transferring skills.
- Students should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance or the appropriate assistive device.
- Students practicing lifting techniques will not perform these procedures in a careless or unsafe manner.
- Equipment needed for body mechanics practice will be kept in working condition. Any broken part will be reported immediately to the Nursing Office.

Standard Precautions

All blood and body fluids should be treated as if they were infectious. Students involved in any situation involving blood or other potentially infected materials must make sure to follow all precautions to avoid getting another person's blood or body fluids on their skin and/or mucus membranes.

Injury/Illness

Students with casts, splints, or a condition that inhibits movement and interferes with patient or student safety are not able to participate in clinical in either the hospital or skills lab settings. If the student is deemed unable to meet the course objectives due to missed clinical time the student is required to withdraw from the program. The student may request re-entry per the Re-Entry and Transfer Policy. A physician's clearance is required upon re-entry into the program.

In order to protect patients, peers, and others you must not report to class or the clinical area if any sign of illness is present. A student who is absent from clinical due to illness may be permitted to attend class if this has been cleared with the instructor. A physician's clearance may be required before a student may return to clinical. In addition, if the student receives an injury or develops an illness or condition that may endanger the student, staff or patients, it is necessary for the student to obtain clearance from a private physician before they are allowed to return to class or clinical.

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Accidents

If a student becomes injured while in attendance on campus or in clinical, the student's health is of prime importance. If a student is injured while in clinical the instructor must be notified immediately. Students are treated per Sierra College policy. The cost of such treatment is covered by the Sierra College District Worker's Compensation policy. In the event of an injury either on campus or in the clinical area, the student is advised to follow-up with their private health care provider or the Health Services Center on the main campus.

If an accident occurs, the following procedures are implemented:

Off-Campus Clinical Facility:

Medical care is provided as directed by Sierra Community College District Worker's Compensation policy. This may result in treatment in an emergency room or referral to an outpatient clinic. The clinical instructor will provide direction regarding treatment options in compliance with District policy.

The following forms must be completed by the student and their clinical instructor and submitted to Human Resources within one business day of the injury/illness:

- Employee's Claim for Worker's Compensation Benefits (DWC 1)
- Report of Employee's Accident or Injury
- Receipt of Worker's Compensation Information
- Employer's Report of an Occupational Injury (instructor)
- Supervisor's Report of Employee Injury (instructor)

A copy of all forms is kept on file in the Nursing Program office.

Blood-Borne Pathogen Exposure

The following procedure is followed **IMMEDIATELY** after a needle stick or exposure:

- Wash the area with soap and water for at least 3 minutes.
- Splashes to the nose, mouth, or skin should be washed with water for 5 minutes.
- Eyes should be irrigated with clean water, saline or sterile irrigants.
- No scientific evidence indicates that the use of antiseptics for wound care or squeezing the wound will reduce the risk of transmission of Human Immunodeficiency Virus (HIV). The use of caustic agent such as bleach is NOT recommended.
- Prompt reporting is essential. In some cases, HIV post-exposure treatment may be recommended and it should be started as soon as possible, preferably within 1-2 hours. After applying first aid, report the exposure immediately to the clinical instructor. The clinical instructor will provide direction for your care and complete the required notifications. The student and the instructor are required to complete required paperwork.
- All nursing students must complete a High-Risk waiver form at least annually.

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Policy: Nursing Student Acceptable Use of the Computer and Skills Labs

Students attending community college are mature and responsible adults. The college maintains an open and unfiltered system with regard to Internet access. All nursing students are expected to abide by the specific rules set forth below. The use of the computer lab is a privilege not a right and may be revoked if abused. The user is personally responsible for their actions in accessing and using the college's and the nursing program's computer resources.

In order for the Nursing Department to satisfy software license agreements all users must be informed of and agree to the following computer lab conditions:

- Students accessing the computer lab must be currently enrolled in coursework within the Associate Degree Nursing Program or the Precertification Nursing Assistant Training program.
- Food, drink, pets, bicycles and children are NOT permitted in the Nursing Program Computer Lab.
- No cellular telephone use is permitted in the computer lab. Ringers should be silenced if the cell phone is on the student or with the student's personal belongings.
- Directions must be followed when given by any instructor concerning use of equipment or student conduct. If a problem is encountered with any computer equipment notify faculty so a work order may be processed.
- Users may not install copy and/or download software, alter the system files, or disconnect any cables on computers or other equipment. This includes the installation of games or any other software not supported directly by the Nursing Department or District.
- Users may not attempt to physically move any equipment in the lab. Moving equipment may damage the equipment and/or cause network connectivity problems.
- Students may save work on a portable flash drive or CD-R/W. Information saved to the hard drive is removed daily.

Network

Proper use of the network does not include using programs for the playing of music, radio stations, and/or video of any type or format. Users should not provide, assist in or gain unauthorized access to college computing or network resources. Users should not attempt to circumvent or defeat computer or network security measures.

Attempts by a student to obtain, manipulate, delete or change the contents of another user's files, passwords, etc., are regarded as infractions of the January 1980 California Computer Crime Penal Code (Senate Bill #66). Attempts to "break" the operating system constitute a felony under this law.

Users should not connect personal computers or any other device to the Sierra College network. Users should not use information technology resources for non-college, unsanctioned, commercial activity.

Internet

The following rules and restrictions concerning Internet connection must be followed where applicable. Students must NOT:

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- Transmit unsolicited information, which contains obscene, indecent, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct.
- Transmit unsolicited information which contains profane language or panders to bigotry, sexism, or other forms of discrimination.
- Use the internet to gain unauthorized access to any computer.
- Engage in personal attacks; writing, bullying, intimidating, threatening or harassing entries.
- Make threats (directed toward others or self) without expecting the recipients of those threats, the college, and the police to consider them as real.
- Engage in inappropriate mass mailing, which includes multiple mailings to newsgroups, mailing lists or individuals, e.g., "spamming," "flooding," or "bombing."

Inappropriate Language or Materials

Since the college's computer labs are public areas, students shall not access Internet sites that contain pornography, gratuitous violence, non-instructional game interaction, or any material that is deemed to be offensive to others and that is not consistent with District policy and/or laws of the United States. The intent of this provision is not to limit academic freedom but to respect the sensibilities of others using these facilities. Material of this type is offensive to many people and is not acceptable at Sierra College. If a student inadvertently accesses material containing nudity/pornography, the student should promptly exit the application and inform the instructor of the error. Students who are doing legitimate academic research on a subject that may be controversial must notify the Faculty before using the computer to access this material.

Students who do not comply with these terms may face disciplinary measures including formal disciplinary actions from Sierra College, liability for all damages, attorney fees and court costs.

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Procedure: Admission Procedure

Cohort selection is completed each Spring semester. Each fall 30-40 students and ten alternates are accepted for provisional admission to the Associate Degree Nursing (ADN) Program. Cohort selection is completed through computer-generated randomization and application of the Chancellor's Predictor of Success formula with a score of 84% or higher.

All selected applicants are given provisional admission into the program pending successful completion of the Test of Essential Academic Skills (TEAS) with a cumulative score of 67% or higher, a clear background check, drug screening and health assessment. The selected alternates, if not given provisional admission in the semester they applied, receive provisional admission the following fall. Recency requirements for alternates may be waived should the course recency expire upon admission to the program the following year. The nursing department complies with all academic regulations and requirements as stated in the current Sierra College Catalog.

Prerequisites

English 1A Composition and Literature

Math A Elementary Algebra **OR** one of the following:

- a. Math D Intermediate Algebra
- b. Math 12 College Algebra
- c. Math 16A or 16 Calculus Life and Social Sciences
- d. Math 29 Pre-Calculus
- e. Math 30 Calculus I
- f. Math 31 Calculus II
- g. Math 42 Business Calculus
- h. Completion of one year (or block schedule equivalent) of Algebra or Integrated Mathematics III or higher level mathematics in high school with grades "C" or better.

*Bio Science 4 or 8A/8B Microbiology

* Bio Science 5 or 7A/7B Human Anatomy

*Bio Science 6 Human Physiology

*Nutrition 10

Psych 100 Introduction to Psychology

Human Development 1

Prerequisites must be completed at the time the application is submitted. Courses "in progress" are not considered.

Prerequisite courses must be completed with a grade "C" or higher from a regionally accredited institution per academic regulation.

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**These courses have a 7 year recency requirement. Course must be completed within 7 years of admission to the program with documentation verifying recency on the applicable official transcript.*

The following steps complete the admission procedure:

- Randomized applications are evaluated for completion, prerequisite verification, reading competency and Chancellor's Predictor of Success score.
- Veterans applying for admission into the Associate Degree Nursing Program are not randomized with the applicant pool. All veterans who meet the qualifications for admission are given provisional acceptance into the program.
- All prerequisite courses must have a letter grade of A, B, or C documented on the appropriate official transcript.
- All foreign transcripts must be evaluated as indicated in the College Catalog.
- Ten alternates are selected from the randomized pool of applicants.
- Alternates not admitted in the year they initially applied receive provisional admission in the next application acceptance period.
- The TEAS is administered to the selected cohort during program orientation.
- Applicants who fail to achieve a passing score on the TEAS are dropped from the program and the open seat filled with one of the selected alternates.
- Students dropped due to failure to achieve a passing score on the TEAS are awarded provisional acceptance the following admission cycle or no less than one year from the initial drop date.
- Students taking the TEAS after being dropped due to failure to achieve a passing TEAS score may repeat the TEAS one time after verification of remediation.
- Failure to achieve a passing score on the second TEAS attempt, results in withdrawal of provisional admission to the program. Applicants who fail the TEAS on the second attempt must submit all future applications as a first time applicant.

LVN to RN Applicants (Upward Mobility)

Licensed Vocational Nurses seeking licensure as a registered nurse may apply for advanced placement in the Associate Degree Nursing Program. Applicants are admitted on a space available basis using the following process:

Qualified applicants are those who have successfully complete the prerequisites and have submitted a complete application. Applications are assessed for overall grade point average (GPA) in all prerequisite courses and coursework completed in vocational nursing education. Applicants with an overall GPA of 2.0 or above are randomized. Space is awarded to randomized applicants with GPA of 3.0 or higher first. Once all applicants in this category have been awarded provisional admission, the remainder of the available seats are awarded to applicants with a GPA of 2.0 to 2.9, in random order, until all space is filled.

LVN 30 Unit Option

Licensed Vocational Nurses who wish to exercise the 30-unit option must possess current licensure as an LVN in the state of California. Applicants wishing to exercise this option are admitted on a space available basis in priority order. (See Re-Entry and Transfer Procedure and Information.) Licensed Vocational Nurses seeking this option must contact the Nursing Office for information regarding requirements, process, and available space.

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Policy: Re-Entry & Transfer Information and Procedure

The associate Degree Nursing Program is committed to regularly enrolled students who have not interrupted their nursing major education by dropping, withdrawing, or not achieving the course objectives; therefore, re-entry is dependent upon space available in the designated course and establishing eligibility to re-enter the program.

Regardless of the circumstances related to the request for re-entry, the student's most recent theory grade and clinical performance evaluation will be the factors considered in determining eligibility for re-entry. Students may request re-entry one time. If the student is not successful in establishing eligibility for re-entry they are not enrolled in the program.

Re-Entry Eligibility

- Re-entry shall include a review of the student's prior clinical and theory status.
- A cumulative grade point average of at least 2.5 must be maintained on all coursework completed up to re-entering the program. All transcripts, including any course(s) in progress, must be submitted.
- Students must re-enter within two years of program exit. All students who do not re-enter within two years, regardless of the semester of exit, will be required to reapply as a "new applicant."
- All students requesting re-entry must submit a written request for re-entry to the Program Director. Additionally, the student must establish eligibility for re-entry by successfully completing a safety assessment.
- All students requesting re-entry must complete a safety assessment. The safety assessment includes testing of theory and clinical competence for material up to and including the semester the student last completed with a passing grade. Any costs associated with testing are the responsibility of the student requesting re-entry.
- Any student requesting transfer into the Sierra College Associate Degree Nursing program must submit a complete application. Students requesting transfer must meet all Sierra College ADN prerequisite coursework. The Associate Dean of Nursing, in collaboration with Nursing Liaison Counselor, will review all prerequisite and nursing coursework to determine the semester in which the student is eligible for transfer. The transfer student must successfully complete a safety assessment to establish eligibility. Transfer students must re-enter the program within two years of leaving their previous program (see priorities for re-entry).
- In the event that curriculum changes have occurred, re-entering students must meet current program requirements and comply with current program policies and procedures.
- Students who leave (withdraw/dropped) the program fall into one of two categories:
 - Left in "Good Standing"
 - Left "Not in Good Standing"

Students who left the program "in good standing" were passing both theory and clinical at the time of withdrawal, had maintained a Proficiency Level 2 on all ATI Proctored Assessments and were not on Learning Contract or Educational Agreement at the time of their departure.

Students who left the program "not in good standing" met one or more of the following criteria at the time of their departure:

- Receiving a failing grade in clinical or theory.
- Had not maintained a Proficiency Level 2 on all ATI Proctored Assessments.
- On Educational Agreement or Learning Contract for unsatisfactory clinical performance.

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- Deemed unsafe.
 - Deemed grossly negligent.*
-
- A student who fails an individual nursing course or leaves the program “not in good standing” may request re-entry once in compliance with this policy.
 - All re-entry students must complete program and semester requirements. Should the student establish eligibility for re-entry and there is space available in the course the student is eligible to enter; all of the requirements will be outlined in the re-entry letter received from the Program Director. Students are responsible for all costs associated with these requirements.
 - A Safety Assessment is initiated in the course the student most recently completed with a passing grade as long as all other coursework meets the program prerequisites and requirements for theory and clinical at the time the request for re-entry is made.
 - Safety Assessments are conducted by Lead Faculty or designee.

Unsatisfactory: Performance is considered unsatisfactory when a student does not possess and exercise that degree of learning, skill, care and experience ordinarily possessed and exercised by students at the same level in the program.

Unsafe practice: Performance is considered unsafe when a student’s action(s) reflect a substantial departure from that of other students at the same level under similar circumstances and when the student’s actions have or could have resulted in harm to the patient.

Grossly negligent: Performance is considered grossly negligent when a student’s behavior justifies the belief that there has been a conscious disregard or indifference for the health, safety or welfare of the patient. (Adapted from Definitions in the BRN Rules and Regulations)

* Students who leave the program “not in good standing” due to gross negligence will NOT be considered for reentry to the Sierra College Associate Degree Nursing Program.

Priorities for Re-Entry: First Semester

If a student left the Nursing Program in the first semester and has established eligibility for re-entry in compliance with the above procedure, the priority for available space will be as follows:

1. Students who left the first semester in good standing will re-enter the program the next semester the course is offered.
2. Students who left the first semester not in good standing will not be considered until all of the eligible candidates described in “#1” have been processed. When the number of eligible applicants for reentry exceeds the number of spaces available, a process of random selection will be implemented.

Priorities for Re-Entry: Second, Third, and Fourth Semesters

If a student left the Nursing Program during the second, third or fourth semesters and has established eligibility for re-entry, the priority for re-entry **based on available space** is as follows:

- First priority will be given to students who left the Sierra College Nursing Program in “Good Standing.”
- Second priority: LVN to RN Upward Mobility students who have met all prerequisite and pre-enrollment nursing requirements followed by transfer students in good standing who have met all prerequisite and pre-enrollment requirements.
- Third priority will be given to students who left the Sierra College Nursing Program “Not in Good

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Standing.”

- Fourth priority: LVNs seeking licensure as a registered nurse via the 30 unit option.

Establishing Eligibility

All students requesting re-entry or transfer into the Sierra College Associate Degree Nursing Program are required to complete a safety assessment. A safety assessment consists of the following:

- Successful completion of a dosage-calculation test leveled at the semester the student last completed with a passing grade. One-hundred percent (100%) accuracy is required.
- Theory assessment leveled at the semester the student last completed with a passing grade. Standardized tests are used for this process. Passing standard per the test vendor.
- Simulated clinical assessment leveled at the semester the student last completed with a passing grade.
 - Assessment is completed by the Lead Faculty or designee for the semester in which the student has established eligibility for re-entry.
 - The student must pass all critical elements in the clinical assessment without prompting by faculty.

A student may repeat ONE of the above assessments ONCE. Should the student demonstrate the need to repeat a second assessment in establishing eligibility, the safety assessment is deemed complete and the student is not eligible for re-entry in the semester for which the student initiated testing.

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Policy: Student Evaluation and Grading

Students must meet the following three requirements to pass a course and maintain enrollment in the ADN program:

- Achieve 75% of the available theory exam points.
- Meet and sustain clinical objectives for the course.
- Achieve a Proficiency Level 2 on all Proctored ATI Exams.

A student who achieves a theory grade of 75% or higher but fails to meet and sustain the clinical objectives for the course and/or does not achieve a Proficiency Level 2 on all ATI Proctored Examinations, fails the course.

A student who successfully meets and sustains the clinical objectives for the course but fails to achieve 75% or higher in theory, and/or does not achieve a Proficiency Level 2 on all ATI Proctored Examinations, fails the course.

A student who successfully meets and sustains the clinical objectives for the course, achieves 75% or higher in theory but does not achieve a Proficiency Level 2 on the ATI Proctored Examinations, fails the course.

Course Requirements

- Achieve a passing theory grade (75% or higher).
- Meet and sustain the clinical objectives for the course.
- Achieve a Proficiency Level 2 on all ATI Proctored Examinations.
- Complete all assignments, both clinical and theory, within the timeframe designated by the faculty.
- Achieve dosage-calculation standards described for the semester.
- Successfully perform Nursing Skills and Procedures required for the semester.
- Comply with Nursing Student Code of Conduct and Expected Behaviors.
- Comply with the Safe Clinical Practices Policy.

Grading

The grading for all theory courses is on a point system as follows:

90-100%	= A
80-89%	= B
75-79%	= C
65-74%	= D
64% or below	= F

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Evaluation of Student Achievement

Examinations: All tests are scheduled. Tests may be a combination of multiple choice, short answers, and essays. Test content is based on the objectives for the course and incorporates current and previous course and/or clinical work, reading, lecture, and written assignments.

- a. The point value for the comprehensive midterm and final exams is determined by the Lead Instructor in collaboration with the teaching team.
 - b. Examinations are corrected and the grades posted within one week following the test date.
 - c. Examination review is specific to each Lead Instructor and course.
 - d. Collaborative testing may be implemented in a course. The procedure for Collaborative Testing is as follows:
 1. All students must participate.
 2. Students complete their individual exams and submit to the instructor.
 3. Students must stay in the classroom until all exams are completed and submitted. (no bathroom break etc.)
 4. Once all exams are submitted, students may take a short break.
 5. After a short break, students are assigned a group number.
 6. Once the students have moved to assigned groups, each group will receive a blank examination.
 7. The groups will then collaboratively answer the questions on the examination.
 8. The time allotted for group examinations is one half the time allotted for the individual examinations.
 9. Collaborative Testing Scoring:
 - 90-100% on group test = 2 points to individual test score.
 - 80-89% on group test = 1 point to individual test score.
 - Less than 80% on group test = no additional points.
 - e. No tests are thrown out.
- Example:**
- Student achieves 38/50 correct on individual test = 76%
- Student achieves 46/50 correct on group test = 92%
- Student adds 2 points to individual test score = 40/50 or 80% as final score achieved for this test.

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- f. Missed Examinations: It is the student's responsibility to contact the faculty when the student has missed a scheduled examination. Missed examinations must be completed within one week of the scheduled examination. Make-up examinations may be a different test.
- g. Students wishing to dispute a test question(s) must complete the "Test Question Dispute Form" within one week of reviewing exam results. (See appendices.)
- h. Test Management: At no time during an examination are students allowed to ask the instructor for question clarification and/or direction in choosing or documenting the correct answer. Students may be provided a blank sheet of paper with each examination to document questions that were confusing, typographical errors, and/or concerns regarding particular question(s). The blank sheets of paper are submitted with the test for review of comments and faculty consideration.
- i. Exam Administration: Cheating on examinations is a reality and has severe outcomes for students. To minimize cheating, spreading out seating and/or scrambling test questions to make two versions of the test are successful strategies. **During exams, all student belongings are placed at the front of the classroom or in an area that is not accessible by students throughout the duration of the examination.**

Assessment Technologies Institute (ATI)

The Assessment Technologies Institute (ATI) materials are adjunct to the instructional materials required for each course. The ATI materials support student understanding and application of course content. The following procedure describes the student accountabilities and assignments related to implementation of ATI assessment and diagnostic tools. Practice and Proctored Assessments for each course are listed in the course syllabus.

Practice Assessment:

Practice Assessments are provided in specific content areas giving students experience in taking computerized tests and assisting students in identifying areas requiring review. A student may take Practice Assessments multiple times and as often as needed to meet the **90%** threshold prior to taking the Proctored Exam. Students must achieve 90% on the practice exam in order to take the required proctored exam. It is **strongly recommended** that students complete a "**focused review**" after each practice assessment and prior to repeating the practice assessment to ensure strong understanding of the content.

Students must achieve **90%** or higher on practice assessment(s) in order to receive the non-theory points designated for Proctored Exam proficiency levels. No non-theory points are awarded for students achieving a Proficiency Level 2 on Proctored Assessment if they did not achieve a 90% or higher on the practice assessment(s). No non-theory points are awarded for students achieving Proficiency Level 2 after remediation and retesting.

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Focused Review:

A focused review is a list of content areas and/or test questions documenting subject(s) requiring review. The list is individualized for each student and produced after the student has completed a practice assessment. It is accessible through the ATI website.

Proctored Assessment:

The Proctored Assessment is given when 75% or more of the theoretical content for each course has been completed. Each student must achieve a **Proficiency Level 2** on Proctored Assessments. Students in NRSR 21, 22, and 23 who do not achieve proficiency level 2 on proctored assessments on the first attempt must complete remediation and retake the Proctored Exam. Remediation and the exam retake must be completed within 2 weeks of the date of the original exam. Failure to achieve Proficiency Level 2 on the second attempt results in referral to the Nursing Review Committee.

In NRSR 24 students must achieve Proficiency Level 2 on Proctored Exams on the first attempt. Failure to achieve Proficiency Level 2 on the first attempt results in referral to the Nursing Review Committee.

Proficiency Level	Explanation	Theory Points Awarded (after student achieves 75% or higher on all theory tests)
Level 1	Indicates a student is likely to JUST MEET NCLEX-RN standards in this content area. Students are encouraged to develop and complete a rigorous plan of "focused review" in order to achieve a firmer grasp of this content. Students at this level are expected to complete a remediation plan through focused review as directed by course objectives. Remediation is required and retake of the exam.	No points awarded for Proficiency Level 1 score.
Level 2	Indicates a student is fairly certain TO MEET NCLEX-RN standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content. No remediation required.	1% of all available theory points awarded for Proficiency Level 2 score. Ex: 400 theory points = 4 points added to theory grade after achieving 75% or higher on all theory tests.
Level 3	Indicates student is likely TO EXCEED NCLEX-RN in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content. No remediation necessary.	2% of all available theory points awarded for Proficiency Level 3 score. Ex: 400 theory points = 8 points added to theory grade after achieving 75% or higher on all theory tests.

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ATI Remediation Guidelines for Proctored Assessments

Students in NRSR 21, 22, and 23 who do not achieve Proficiency Level 2 on each proctored exams must remediate prior to retaking the assessment one time. Remediation consists of the following:

1. Complete focused review of content areas missed on the first Proctored Exam.
2. Independently complete Practice Assessment A and achieve $\geq 90\%$ with the rationales turned off.
3. Complete collaborative testing process on Practice Assessment A for all students not achieving Proficiency Level 2 on first Proctored exam. Collaborative testing is group testing of an alternate practice exam with the rationales turned off.
4. Retake an alternate Proctored Exam within 2 weeks of the initial test.
5. Pass the proctored exam with Proficiency Level 2 on second attempt.
6. If Proficiency Level 2 is not achieved on second attempt, students are referred to the Nursing Review Committee.

Students in NRSR 24 who do not achieve Proficiency Level 2 on proctored exams must complete remediation and are referred to the Nursing Review Committee.

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Policy: Student Participation Rights and Responsibilities

The nursing programs at Sierra College comply with academic regulation, matriculation and registration guidelines, academic and transfer credit policy and student enrollment regulations are articulated in the Sierra College Catalog and Sierra College Student Rights and Responsibilities Handbook except where specifically designated by program policy.

Student Participation

The faculty and administration of the Sierra College Nursing Program value student participation in the nursing program development and review. Students are encouraged to attend department curriculum meetings and provide candid feedback each semester with course and faculty student surveys.

Curriculum Meetings

Each class is urged to select class officers to represent the concerns/questions/ideas of the class members at department curriculum meetings. The meeting schedule is posted on the bulletin board outside of the Nursing Office and on the web-based classroom management system (Blackboard) at the beginning of each semester. Agenda requests are submitted within 48 hours of the scheduled meeting. The first hour of each curriculum meeting is reserved for student concerns/questions/ideas.

Program/Course/Faculty Evaluation

In an ongoing effort to improve the Associate Degree Nursing Program, students are expected to provide feedback each semester by completing student surveys. Students are urged to actively participate in this process in an objective, constructive manner. Student feedback is anonymous.

Healthcare Advisory Committee Meeting

Student representatives or elected class officers are invited to attend the annual Healthcare Advisory Committee Meeting. The Advisory Committee Members include community healthcare partners, faculty who teach nursing program prerequisite courses, faculty and/or administrators from area Associate Degree Nursing Programs, Faculty and students from the Associate Degree Nursing Program and Division Educational Administrators. The purpose of the meeting is to gain insight from the community and all participants regarding the program curriculum and its alignment with community needs and healthcare standards.

Program Policies and Procedures

Students wishing to suggest or make changes to current program policy and/or procedure may present their ideas at a curriculum meeting, send their ideas with a class representative to a curriculum meeting, and/or document their ideas and submit directly to the Program Director. The student(s) making the suggestion and/or request must submit their name and contact information with the request should questions and/or clarifications be requested.

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Class Representatives/Officers

It is beneficial for each class to choose/elect class representatives. This election is typically conducted at the beginning of the second semester of the nursing program.

Class Representatives/Officers & Responsibilities

President

- Initiate and conduct class meetings
- Represent the class at curriculum and/or advisory meetings
- Initiate special committees; pinning ceremony decorations, refreshments, etc.
- Support and attend fund-raising events

Vice-President

- Collaborate with the President in duties and responsibilities
- Act in behalf of the President when the President is absent
- Support and attend fund-raising events

Secretary

- Take minutes for all class meetings, transcribe minutes and make meeting minutes available to all class members
- Open class meetings by reviewing minutes from previous meetings
- Support and attend fund-raising events

Treasurer

- Open an account for class funds
- Track cash deposits and expenditures and report when requested
- Support and attend fund-raising events

Historian

- Record class functions
- Collect memorabilia throughout the program and make accessible to the class

Associate Degree Nursing Student Rights (See Sierra College Student Rights and Responsibilities Handbook.)

Along with the rights expressed in the Sierra College Student Rights and Responsibilities Handbook and the rights expressed in Board and Administrative policies, a student in the Associate Degree Nursing Program has the right to:

- Examine official educational records related directly to the student. (Official student records are maintained in the District Admission and Records department.)
- Receive an explanation of entries in the educational record.
- Challenge the contents in the educational record.

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- Expect educational records will be kept confidential unless the student signs a written consent for release of such information.
- Receive during the first class session a written course outline or syllabus including a course schedule, assignments, expectations and grading procedure.
- Be informed promptly of unacceptable performance.
- Schedule appointments with the instructor(s) for counseling or assistance with course work.
- Receive fair and impartial treatment at all times.

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Policy: Pinning Ceremony Guidelines

The Pinning Ceremony is the traditional graduation ceremony for the Associate Degree Nursing Program students. The Pinning Ceremony is held in the Dietrich Theatre on the Rocklin Campus. The ceremony is typically scheduled the Monday evening after the last day of the semester. The Program Director confirms the date each semester and collaborates with the Theatre Supervisor and the Facilities department in coordinating the technology and refreshment tables needed for the ceremony. Dietrich Theatre has 450 fixed seats.

There is a faculty advisor assigned for each Pinning Ceremony. The responsibilities of the faculty advisor are to provide direction for ordering pins, coordinate rehearsal for the event, and provide direction regarding District policies and procedures related to use of the Theatre.

The student dress for the Pinning Ceremony is the school uniform, freshly laundered, neat in appearance with dress code compliance for hair, nails, jewelry, body piercings and tattoos. (See Uniform and Dress Code Policy.)

The students are responsible for the following:

- Designing and printing invitations, event programs (simple designs may be submitted to the Sierra College Printing department at the students' expense).
- Decorating the stage without the use of glitter, confetti, or burning candles.
- Selecting one-two faculty members to present the nursing pins to the class.
- May select a speaker; class officer, well-known registered nurse, faculty member
- May develop and present a slideshow that chronicles the students' journey through the nursing program.
- Asking students in the second semester to act as hosts; serving refreshments, handing out programs, assisting with clean-up.

Students are responsible for all costs associated with the Pinning Ceremony. Students may conduct fund-raising events to off-set out-of-pocket expenses.

All printed materials for public viewing, and speeches delivered by student representatives must be reviewed and approved by the Nursing Office at least one week prior to the date of the event.

Invitations are mailed at least one month in advance of the ceremony. The following departments and/or representatives are invited to this event:

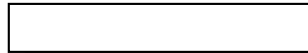
- Sierra Community College District Executive Team (Nursing Office to distribute)
- Trustees of the Sierra College Board (Nursing Office to mail)
- Hospital facility representatives (if desired)
- Family and friends of the graduates (maximum occupancy 450)

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CALIFORNIA BOARD OF REGISTERED NURSING

APPLICATION FOR LICENSURE AS A REGISTERED NURSE

General Information and Instructions



Excerpted from California Board of Registered Nursing website; www.rn.ca.gov. Information highlighted with an asterisk () contains directions specific for Sierra College ADN students. Please access the BRN website for additional information as this excerpt is not all inclusive.*

I. **INTRODUCTION**

You must take the National Council Licensure Examination (NCLEX-RN) if you have never been licensed as a registered nurse in another state or if you have not passed the national licensing examination. If you are licensed in Canada you must take the NCLEX-RN unless you have passed an acceptable five-part Canadian examination. You must have completed an educational program meeting all California requirements. If you are lacking any educational requirements, you must successfully complete an approved course in that subject before taking the examination.

The NCLEX-RN is administered by Computerized Adaptive Testing (CAT) and is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. With CAT, there is continuous, year-round testing, allowing eligible candidates to schedule their own examination on a date and at the location of their choice. Examination applicants should submit their application to the Board at least four (4) months prior to when they wish to take the examination to allow time for processing and receipt of all required documents. Note: Application processing times vary depending on workload volumes received.

The Board will evaluate your application and, if found eligible, you will be provided an NCLEX-RN Examination Candidate Bulletin with important and detailed instructions regarding the registration process with the NCLEX testing service.

PLEASE NOTE: All NCLEX examination registrations with the NCLEX testing service will remain effective for a 365-day time period. Candidates who are not made eligible by our Board within the 365-day time period will forfeit their registration and fee with the NCLEX testing service. The Board encourages candidates to wait until they are made Board eligible before registering with the NCLEX testing service.

PLEASE NOTE THE FOLLOWING IMPORTANT ISSUES:

- Processing times may vary, depending on when the Board receives documents from schools, agencies, and other states or countries. The time to process an application indicating a prior conviction(s) may take longer than other applications. Delays may also occur with the fingerprint processing by the Department of Justice and/or the Federal Bureau of Investigation (FBI).

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- If you change your name and/or address after submitting an application for licensure, you must notify the Board immediately in order to receive current information. Applicants are required to submit legal documentation of a name change to the Board. Examples of acceptable forms of legal documentation are a birth certificate, marriage certificate, divorce decree, and/or court documents, social security card or passport. A copy of a driver's license is not acceptable.
- PLEASE NOTE: Your name must match EXACTLY as it appears on your photo identification that you will present at the test center. The same name must also be provided to the NCLEX test service at the time you register in order to prevent delays with issuing your Authorization to Test.
- Pending application files are not public record, therefore an applicant must sign and submit a release of information before the Board will release information to the public (employers, relatives, or other third parties).
- Once you are licensed, your address of record must be disclosed to the public upon request, under California law.
- Applicant fees are earned; therefore, fees are not refundable even if an applicant is found ineligible.

II. REPORTING PRIOR CONVICTIONS OR DISCIPLINE AGAINST LICENSES

Applicants are required under law to report all misdemeanor and felony convictions. "Driving under the influence" convictions must be reported. Convictions must be reported even if they have been adjudicated, dismissed or expunged or even if a court ordered diversion program has been completed under the Penal Code or under Article 5 of the Vehicle Code. Also, all disciplinary action against an applicant's registered nurse, practical nurse, vocational nurse or other health care related license or certificate must be reported.

Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license.

When reporting prior convictions or disciplinary action, **applicants are required to provide a full written explanation of:** circumstances surrounding the arrest(s), conviction(s), and/or disciplinary action(s); the date of incident(s), conviction(s) or disciplinary action(s); specific violation(s) (cite section of law if convicted), court location or jurisdiction, sanctions or penalties imposed and completion dates. **Certified** copies of arrest and court documents or state board determinations/decisions should also be included.

Note: Applicants must also submit a description of the rehabilitative changes in their life, which would enable them to avoid future occurrences.

To make a determination in these cases, the Board considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

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The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not be limited to:

- Recent, dated letter from applicant describing the event and rehabilitative efforts or changes in life to prevent future problems.
- Letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.
- Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
- Proof of community work, schooling, self-improvement efforts.
- Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.

All of the above items should be mailed **directly** to the Board by the individual(s) or agency who is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit, P.O. Box 944210, Sacramento, CA 94244-2100.

It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a licensing determination can be made. All evidence of rehabilitation must be submitted prior to being found eligible for an examination.

An applicant is also required to immediately report, in writing, to the Board any conviction(s) or disciplinary action(s) which occur between the date the application was filed and the date that a California registered nursing license is issued. Failure to report this information is grounds for denial of licensure or revocation of license.

NOTE: The application must be completed and signed by the applicant under the penalty of perjury.

III. **INSTRUCTIONS FOR SUBMITTING A FINGERPRINT CARD OR LIVE SCAN PROCESS**

All applicants for licensure by examination are required to complete and submit one (1) set of fingerprints. All requests from the Board of Registered Nursing for background checks of applicants must be submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) either by Live Scan **or** on an Applicant Fingerprint Card (Hard Card). The Applicant Fingerprint Card (Hard Card) **or** Request for Live Scan Service Applicant Submission form (BCII 8016) must be submitted in the **same name** as shown on your application for licensure.

There are **two (2) methods available** for completing the fingerprint requirement:

**There is only one method offered for Sierra College Students. Fingerprint services are offered through Sierra College Police Services.*

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Method 1 -- **Live Scan Process**

For applicants residing in or near California, the Board of Registered Nursing recommends you use Live Scan to submit your fingerprints in order to shorten the time for your fingerprint process. Applicants must complete and submit the Request for Live Scan Service Applicant Submission form (BCII 8016) at a Live Scan site. Simply complete the attached triplicate form for Live Scan service or download 3 copies from our web page, complete the sections marked with a red X, and take it to a Live Scan site along with your fee for processing.

Processing Fee for Live Scan Service:

The fee for the Live Scan service varies, so please contact the Live Scan site directly to obtain the correct information. To see a listing of the California Department of Justice (DOJ) applicant Live Scan agency locations, fees and hours of operation, go to <http://www.ag.ca.gov/fingerprint/publications/contact.pdf> www.ag.ca.gov/fingerprints/publications/contact.php.

**The fee for Livescan services through Sierra College is approximately \$46.00. Please contact Police Services at 660-7120 for current fees.*

When using the Live Scan process, the fingerprint processing fee must be paid at the Live Scan site when you provide your live scan fingerprints. **Do not send your fingerprint processing fee to the Board.** Please be aware that these processing fees are in addition to the "rolling" fee charged by the Live Scan operator.

Once your fingerprints have been scanned and you have completed the sections marked with a red X, the Live Scan operator will complete this triplicate form or the downloaded copies and return the second and third copies to you. **The second copy of this form must be submitted to the Board with your application as proof of complying with the Fingerprint requirement in order for the Board to process your application.** You may retain the third copy for your records.

Using Live Scan can speed your licensure because the Board receives fingerprint results from this new technology much quicker than through the manual fingerprint card process. On average, Live Scan results take 1-2 weeks, while manual fingerprint cards can take 1-2 months. (Processing times at DOJ and FBI vary.)

IV. **COMPLETING THE CONFIRMATION CARD**

The Board will acknowledge receipt of an application if the applicant completes and affixes the proper postage to the CONFIRMATION CARD. This card is being provided as an optional service.

**A confirmation card is a self-addressed, stamped postcard submitted with your application for licensure. The BRN will confirm receipt of your application through this process.*

V. **SOCIAL SECURITY NUMBER**

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c)(2)(C)) authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for

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purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination where licensure is reciprocal with the requesting state. **If you fail to list your social security number, your application for initial or renewal license will not be processed.** You will also be reported to the Franchise Tax Board, which may assess a \$100 penalty against you. Questions regarding the Franchise Tax Board should be directed to (800) 852-5711.

VI. **INTERIM PERMIT**

First-time examination candidates may apply for an Interim Permit to work while awaiting the results of their examination. Important facts to keep in mind about Interim Permits:

Interim Permits cannot be issued until all nursing requirements are completed and the applicant has been found eligible for the examination. Interim Permits will be issued one time only and are valid for no longer than six months.

"A permittee shall practice under the direct supervision of a registered nurse who shall be present and available on the patient care unit during all the time the permittee is rendering professional services. The supervising registered nurse may delegate to the permittee any function taught in the permittee's basic nursing program which, in the judgment of the supervising registered nurse, the permittee is capable of performing." (Section 1414(c), Title 16, California Code of Regulations.)

Interim Permits expire immediately if an applicant fails the examination. "An Interim Permit is not renewable and is in effect to the expiration date or until the results of the examination are mailed, at which time it becomes null and void." If test results are mailed before the end of the six months, the Interim Permit expires immediately. (Section 1414(b), Title 16, California Code of Regulations.)

To qualify for an Interim Permit, the examination applicant must submit:

1. Appropriate **Fees**.
2. **Application for Licensure by Examination**.
3. One completed **Fingerprint Card (Hard Card) or second copy of the Live Scan Service Applicant Submission form (BCII 8016)**.
4. For International Graduates, a copy of your **license or diploma** that allows you to practice professional nursing in the country **where you were educated**.
5. Proof of passage of an English comprehension examination if you are from a non-English speaking country or did not take your country's licensing examination in English. Passage of the Test of English as a Foreign Language (TOEFL) is acceptable. It is suggested that if you decide to take the TOEFL, you should apply as soon as possible as it takes several months from the time of filing until your TOEFL results are received. TOEFL is located at Box 6151, Princeton, NJ 08541-6151; phone number (609) 771-7100. You may also visit their web site at www.toefl.org.

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VII. *REQUEST FOR TRANSCRIPT*

** Sierra College ADN graduates do not need to submit the "Request for Transcript". This process is completed by the Program Director. All transcripts and supporting documentation verifying completion of the education and nursing requirements are submitted to the BRN by the Program Director once all transcripts for the entire class are provided via Admissions and Records. This process may take up to 8 weeks post-graduation.*

Mail the **Request for Transcript** form to your nursing school(s) with the fee required by the school. **The official transcripts must include all completed coursework and reflect the degree awarded and date conferred.** Transcripts are **not accepted** from applicants or if stamped "issued to student."

CALIFORNIA GRADUATES:

- **The Request for Transcript form must be completed by your nursing school with official transcripts showing degree awarded and date conferred.**
- **Sierra College Program Director requests transcripts for all graduates and submits the official transcript to the BRN with required forms.**
- **Sierra College ADN graduates DO NOT NEED to submit a request for transcript as described above.**

VIII. EDUCATIONAL REQUIREMENTS

NOTE: For California licensees who wish to seek licensure by endorsement to another state, please be advised that other states requiring graduation from a nursing program **MAY NOT ACCEPT** the California license of California Non-Graduates, LVN-30 Unit Option, and Corpsmen.

U.S. GRADUATES, CALIFORNIA NON-GRADUATES, and APPLICANTS EDUCATED OUTSIDE THE U.S. COMPLETING NURSING REQUIREMENTS:

- Section 2736 of the Business and Professions Code states that applicants must have satisfactorily completed instruction in an accredited school of professional nursing that meets California's educational requirements.

CALIFORNIA SCHOOLS - LVN-30 UNIT OPTION:

- A copy of your current license to practice as a Licensed Vocational Nurse is required, as well as the year first licensed.
- Following LVN licensure, you must have completed professional registered nursing courses in a California school accredited by the Board which is beyond the first year and includes **theory** with **concurrent clinical practice** in advanced medical-surgical, mental health, psychiatric and geriatric nursing, physiology, and microbiology.
- Courses required for vocational nurse licensure do not count toward fulfillment of the **additional** RN educational requirements.

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CORPSMEN:

Pursuant to Section 1418 of the Business and Professions Code, corpsmen must meet the same theory and clinical qualifications as that of a registered nurse. As a result, those applicants applying for licensure based on military training and experience may not meet the minimum qualifications for licensure.

The Board suggests that you contact a college in your area regarding your educational background. The college may be able to advise you if you will be able to use any of your course work and/or training toward a degree in registered nursing.

Also, you may want to contact the Board of Vocational Nursing and Psychiatric Technicians to inquire about licensure requirements for a licensed vocational nurse. That board may be contacted at (916) 263-7800 and is located at 2535 Capitol Oaks Drive, Suite 205 Sacramento, CA 95833. You may also visit their web site at www.bvnpt.ca.gov.

If you choose to submit an application for licensure, your fees will be nonrefundable and your application will be evaluated.

- Please mail the Request for Transcript form to the school of nursing with the fee required by the school.
- Transcripts must be received and evaluated by the Board prior to being found eligible for the examination.
-

If you have any questions, please contact the Board of Registered Nursing at (916) 322-3350.

IX. CANDIDATES WITH DISABILITIES – REQUEST FOR ACCOMMODATIONS

The California Fair Employment and Housing Act¹ ("FEHA") grants qualified individuals with disabilities who participate in the examination process protection from unlawful discrimination.

More specifically, the FEHA protects individuals with physical or mental disabilities, cosmetic disfigurement or anatomical loss or individuals regarded as or with a record of any disability who is able to perform the essential functions in an examination setting for the NCLEX-RN with or without an accommodation. A disability is a limitation of a major life activity that makes achievement difficult, requires special education or services, or affects social activities or interactions. Impairments that are not disabilities are sexual behavior disorders, compulsive gambling, kleptomania, pyromania, substance abuse disorders resulting from current and unlawful use of controlled substance.

While the board is not required to allow an accommodation that fundamentally alters the nature of the examination, the board will grant any reasonable accommodation and engage in an interactive process with each applicant who requests an accommodation to ensure that individuals with disabilities are able to meaningfully participate in the examination process.

The board will make any reasonable modifications to its policies, practices, and procedures to accommodate an individual with a disability.

The board is not able to provide reasonable accommodations to individuals unless the board is made aware of the individual's need. An applicant who needs an accommodation to be able to participate in the examination, must advise the board by the time of application for the examination. This notification should

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include sufficient documentation to enable the board to determine whether or not the requested accommodation is reasonable and will not fundamentally alter the nature of the examination.

The board is prohibited by law from requiring an individual with a disability to accept an accommodation if the individual chooses not to accept it.

If you have a disability which may require accommodations of the examination process or access to the examination center, you must submit with your application the following REQUIRED information:

1. A **Request For Accommodation Of Disabilities** form completed and signed by the applicant. This form is included in the application packet.
2. A **Professional Evaluation And Documentation Of A Disability** form completed and signed by a professional evaluator or equivalent information on original letterhead stationery of the evaluator. This form is included in the application packet.
3. If applicable, a **Nursing Program Verification** form indicating what accommodation(s) were granted in testing procedures during the nursing program. This form should be completed and signed by the nursing program Dean or Director or their designee or equivalent information on original letterhead stationery of the nursing program. This form is included in the application packet.

The required information must be completed and submitted with your application or your examination could be delayed. If you have any questions, you may contact the Testing Coordinator by writing to the Board address, Attn: Testing Coordinator, or by calling (916) 322-3350.

Any examination accommodations, including aids brought into the testing center must have **pre-approval** of the Board.

¹The California Fair Employment and Housing Act as amended by AB2222, Government Code section 12900 et seq. effective January 1, 2001, grants applicants participating in a licensure examination more protection from unlawful discrimination than the federal Americans With Disabilities Act.

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BOARD OF REGISTERED NURSING

PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov
Louise R. Bailey, MEd, RN, Executive Officer

Reporting License Discipline and Convictions

"Conviction" includes a plea of no contest and any conviction that has been set aside or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code, including infractions, misdemeanor, and felonies. It is not necessary to report a conviction for an infraction with a fine of less than \$300 unless the infraction involved alcohol or controlled substances. However, any convictions in which a plea of no contest was entered and any convictions that were subsequently set aside pursuant or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code must be disclosed. "License" includes permits, registrations, and certificates. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, or any other restriction.

The following information must be provided for each license discipline or conviction sustained:

- A detailed written explanation describing the circumstances and events that led to your arrest(s) and conviction(s), including: date and place of arrest; arresting agency; court where case was heard; and sentencing information, including fines, courses, counseling, restitution, probation, parole, community service, and jail or prison time.
- Documents relating to the arrest, such as: police report, arrest report, booking report, complaint, citation or ticket.
- Documents from the court, such as: Notice of Charges, Complaint, or Indictment; Plea Agreement, Sentencing Order, Probation Order, or Judgment; Dismissal, Probation Release, or Court Discharge.
- Any related mitigating evidence or evidence of rehabilitation that you want to provide.

Frequently Asked Questions Regarding Discipline and Convictions

1. Do you have to report an arrest if you were not convicted?

No. You only need to report an arrest if you were convicted.

2. Do you have to report traffic violations and/or automobile accidents?

Yes, if a traffic ticket was issued and you were fined over \$300.

3. What happens if you can't obtain certified court documents and police reports on convictions?

You must submit written proof from the court or police department specifying inability to locate the required documents. The Board verifies this and bases its decision on other substantial information (e.g., letters of recommendation, evidence of rehabilitation, etc.).

4. Do you have to report non-payment of child support?

No. However, if your case is in the District Attorney's (DA) Office for non-payment, the DA notifies the Department of Consumer Affairs Family Support Unit. If you are deemed eligible for licensure, your license is issued on a temporary basis for 150 days. If at the end of that time period, you have not established a payment agreement with the DA's Office, your license is suspended.

5. Do you have to report a conviction that was expunged (i.e., conviction was stricken or deleted from official records)?

Yes. Pursuant to Penal Code section 1203.4, you are required to report a conviction that was expunged.

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The law specifies that it does not relieve you from the obligation to disclose the conviction in response to any direct questions contained in any questionnaire or application for public office, for licensure by any state or local agency.

6. What happens if you fail to disclose all or part of your convictions?

Failure to disclose all or part of your convictions may be grounds for disciplinary action as you falsified information required on your renewal of licensure.

7. Do you have to report misdemeanors, felonies and/or convictions which you pled nolo contendere?

Yes. Pursuant to Business and Professions Code, section 2765, a plea or verdict of guilty or a conviction following a plea of nolo contendere is considered a conviction. Any conviction substantially related to the qualifications, functions and duties of a licensee can be grounds for discipline of a license.

8. Do you have to report convictions if you were under 18 years old and tried as an adult?

Yes. If you were under 18 years of age, but were tried and convicted as an adult, you are required to disclose the conviction.

9. Do you have to report military convictions or dishonorable discharge?

Yes. Any offense or violation during your military career must be reported to the Board on the Report of Conviction form.

10. How does the Board determine which violations are substantially related to the applicant's license?

Pursuant to Title 16, California Code of Regulations, section 1444, a conviction or act shall be considered to be substantially related to the qualifications, functions or duties of a registered nurse if to a substantial degree it evidences present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety or welfare. Such convictions or acts shall include but not be limited to those involving the following issues:

- Assaultive or abusive conduct including, but not limited to, those violations listed in subdivision (d) of Penal Code Section 11160.
- Failure to comply with any mandatory reporting requirements.
- Theft, dishonesty, fraud, or deceit.
- Any conviction or act subject to an order of registration pursuant to Section 290 of the Penal Code.

11. How does the Board determine satisfactory rehabilitation of a licensee?

Pursuant to Business and Professions Code sections 480 and 490, and Title 16 California Code of Regulations, sections 1444, the Board utilizes the following general criteria to determine satisfactory rehabilitation:

- The nature and severity of the act(s) or crime(s) under consideration.
- Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration.
- The time that has elapsed since commission of the act(s) or crime(s) under consideration.
- The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed.
- Evidence, if any, of rehabilitation.

12. What does the Board look for on the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI) reports?

The Board reviews the RAP sheets (i.e., criminal record reports) to ensure that the conviction history

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matches what you provided on your Report of Conviction form and to determine if the violation is related to the qualifications of a licensee.

13. How can you get a copy of your RAP sheet (i.e., criminal record report)?

You may request a copy of your RAP sheet from the Department of Justice (DOJ). DOJ requires you to complete a "Record Review Process" form, complete another fingerprint card and pay a fee for processing. To obtain more information on this process, you must contact DOJ directly.

14. How long does a conviction stay on your RAP sheet?

The information contained on your RAP sheet is retained indefinitely. Therefore, you should always report all convictions. Failure to disclose all past convictions may result in disciplinary action.