



**Sierra College Nursing Program**

**Student Nurse  
Handbook**

# Sierra College Associate Degree Nursing Program Student Nurse Handbook

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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 answer questions and clarify information.

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. The most recent policies are reflected on the Sierra College website.

#### **Program Organization, Mission & Philosophy**

The program philosophy and objectives are based on Roy's Adaptation Model. Using Roy's six-step nursing process, the nurse assesses first the behaviors and secondly, 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. The fifth step is nursing interventions and is aimed at managing the stimuli to promote adaptation. The sixth and 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.

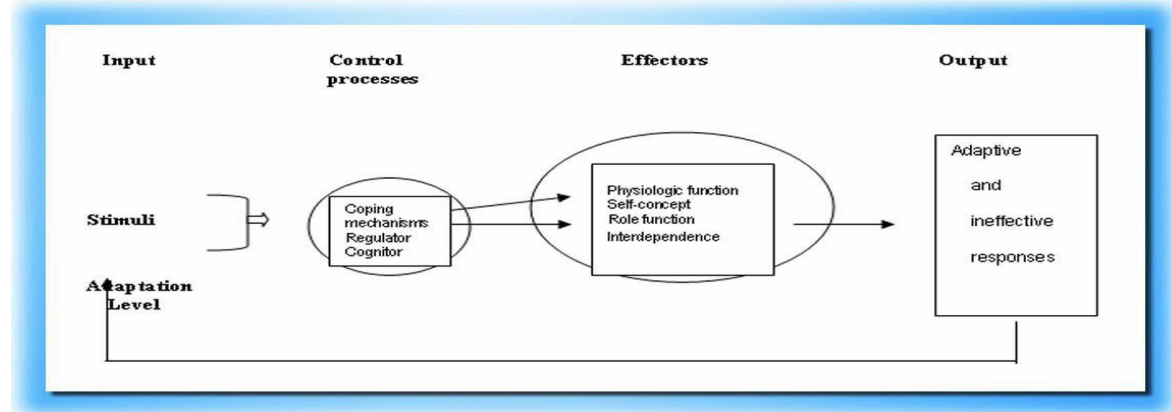
Using the philosophy of theorist Sister Callista Roy in the implementation of the curriculum supports nursing care focused on the action or agents that stimulate a response not on the individual person. This promotes nursing care with compassion, nursing care without judgment and fosters respect for each person's individuality, i.e., cultural, ethnic, educational background, and support system. This also

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provides a foundation for learning nursing from an evidence-based practice perspective as this objective approach aligns well with Roy's Adaptation theory.

### ROY ADAPTATION MODEL



Blais, Hayes, and Kozier (2010). Professional Nursing Practice, Concepts and Perspectives, 6th 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.

### 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 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

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settings. In addition, the program also prepares each student to demonstrate this success by passing the NCLEX-RN licensing examination on first attempt.

### **Program Learning Outcomes**

Student Learning Outcomes/Objectives are provided in each course syllabus. Program Learning Outcomes 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 implement evidence-based practice model into nursing practice.

### **Curriculum by Semester**

#### **Semester I NRSR 21:** *Nursing Fundamentals and Geriatric Nursing*

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 is 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 NRSR 22:** *Medical-Surgical Nursing I & Pediatric Nursing*

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 NRSR 23:** *Medical-surgical Nursing II & Mental Health Nursing*

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 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.

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### **Semester IV NRSR 24:** *Advanced Medical-Surgical & Maternal Newborn Nursing*

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. Licensed Vocational Nurses seeking licensure as a registered nurse may enter the program in the second or 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.

### **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.

Assessment Center (916) 660-7430	Sierra College Bookstore (916) 660-8200	Cal WORKS (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) 660-7220	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 that the application of the nursing process, in the context of providing direct patient care, is their responsibility. Students are not functioning

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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.

### **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 practice 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.
- Plagiarism and/or cheating during an examination.
- 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

<b>Standard</b>	<b>Critical thinking ability sufficient for safe reasoning and clinical judgment.</b>
<b>Expected Behavior (not all inclusive)</b>	<b>Unacceptable Behavior (not all inclusive)</b>
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

<b>Standard</b>	<b>Interpersonal capacity sufficient for interaction with individuals, families and groups, faculty and colleagues, from various social, emotional, cultural and intellectual backgrounds.</b>
<b>Expected Behavior (not all inclusive)</b>	<b>Unacceptable Behavior (not all inclusive)</b>
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.

### Professionalism

<b>Standard</b>	<b>Apply core performance standards at all times: Advocacy, Collegiality, Ethics &amp; Values, Knowledge, Inquiry, Accountability, Autonomy, and Self-Regulation.</b>
<b>Expected Behavior ( not all inclusive)</b>	<b>Unacceptable Behavior (not all inclusive)</b>
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."
<b>Advocacy:</b> 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.
<b>Collegiality:</b> 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.
<b>Ethics &amp; Values:</b> Using information and evidence from nursing and other disciplines to	Appropriates work/research from other students as own in assignments (academic dishonesty).

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inform practice. Sharing or communicating knowledge with colleagues, clients, family and others to continually improve care and health outcomes.	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.
<b><u>Inquiry:</u></b> 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.
<b><u>Accountability:</u></b> 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.
<b><u>Autonomy:</u></b> 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> .
<b><u>Self-Regulation:</u></b> 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*

### Policy: Test-Taking Procedures during Theoretical Exams

Theory exams are scheduled and listed in each semester's syllabus. Students must comply with the following guidelines for each exam:

- No food, water or gum is allowed during tests. No hats/head coverings are to be worn.
- To maintain test security, bathroom breaks will not be permitted, except in an emergency situation. Students are encouraged to use the restrooms before the start of the exam. The exam will pause if a student must leave to use the bathroom. However, no additional time will be given for a bathroom break.

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- Phones must be turned OFF and stored in backpacks/purses, not with the student, per direction of your instructor.
- Smart watches must be removed and stored in backpacks.
- When entering the examination room, students are to place all personal items (jackets, purses, backpacks, books, notes, etc.) in an area designated by the instructor. Students are allowed a pencil, and eraser.
- Students are allowed to write on scratch paper after the start of the exam (ie: lab values). All scratch paper will be turned in prior to leaving the testing area.
- *Special Accommodations (ADA) Statement regarding testing: In accordance with the Americans with Disabilities Act requirements, Sierra College can accommodate most special needs. Students with a documented physical or learning disability (documentation must be on file with the Dean of Student Services prior to the beginning of the semester) may request testing accommodations by contacting Disabled Students Programs and Services (DSPS).*

### **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 are expected of all students and required by the Associate Degree Nursing Program curriculum approved by the California board of Registered Nursing. **Clinical hours must be made up by all students.** All absences are communicated directly by the student prior to class/clinical by contacting the instructor. 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 any student who has been under a physician's care.

A student's safe progression through the program, and ability to meet the program 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, or tardy is defined as arrival after instruction has begun.
2. A Student Occurrence Report is generated once a student has missed one week (or its equivalent) of theory. This is typically 2 theory days. This may or may not lead to a referral to the Nursing Review Committee.
3. Immediate referral to the Nursing Review Committee is made if the student has missed more than one week of theory.
4. Leaving a class 30 or more minutes prior to the scheduled end of class without prior approval from the instructor constitutes an absence.

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### **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. The fourth incident will result in an immediate referral to the Nursing Review Committee.

### **Clinical Absence**

1. In the clinical setting a student is considered absent in the following situations:
  - Not in attendance for a scheduled clinical day.
  - Leaves clinicals 30 or more 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 before the start of the clinical day. 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. There can be no restrictions to practice in the clinical setting, i.e. "light duty".

### **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 when the group is to report to the hospital per instructor guidelines).
- Two late arrivals are equal to one clinical absence. Students will be required to make up an entire clinical day for these 2 tardies.

### **Clinical Absence Remediation**

Missed clinical hours must be made up by the student. One make-up day will be scheduled at the end of the semester for any student needing to make up a clinical day. Students missing more than one clinical day will be unable to complete assigned clinical hours and may be immediately referred to the Nursing Review Committee. The student may receive an incomplete and will be allowed to return the following year. All hours for the specialty rotations (geriatrics, pediatrics, mental health and maternal newborn) must be achieved as well.

### **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

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- 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.

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 may be 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.

#### 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.

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- 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. The signed agreement is kept on file in the Nursing Office.

### **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, which includes direct patient care facilities, skills and simulation labs, 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. As previously stated, all clinical time must be made up within the semester.

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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 may be 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.
- Student may not leave the assigned clinical area during scheduled clinical time, except during breaks when the student may go either to the cafeteria, or unit break room.
- 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 access to medication references, and access to personal protective equipment. Failure to carry the designated references and/or supplies results in dismissal from clinical for inadequate clinical preparation.

Photographs in the clinical setting are strictly prohibited, unless previously authorized by facility administration.

### **Cell Phone Usage**

If the facility permits cell phones for faculty to student communications then the instructor may determine acceptable means of contact during clinical that meet the facility requirements. No personal



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text messaging is allowed. If the facility policy supports the use of hand-held reference devices, the following process must be followed:

- All functions except the reference and text messaging functions must be inactivated in the clinical setting.
- Accessing e-mail, cell phone messages or any information not pertinent to patient care is strictly prohibited. No phone calls are to be made or accepted during the clinical hours.
- In case of emergency, the clinical instructor's phone number shall be distributed to family members wishing to contact the student.

### **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 course syllabus.

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. Students are not allowed on the clinical site premises without an instructor/designee present, or during non-clinical hours. Students are not allowed to contact hospital employees outside of clinical hours.

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

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### 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 and refer the student to the Nursing Review Committee.
- Notify the Lead Faculty of the incident and any missed clinical time.
- Notify the program director of any student dismissal from clinicals.

### 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. (this is considered a medication and is subject to medication error documentation)

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."

Applicable level of asepsis must be maintained 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.

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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:

- When the medication is obtained from the dispensing source(Pyxis or med cart). (Compare with MAR/EHR)
- When the dose is being prepared/calculated. (MAR/EHR)
- At the bedside, prior to administering to the patient. (EHR/MAR detail screen)

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.

Failure to correctly identify the patient, scan the patient's ID band and/or scan the medication prior to administration 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, constitutes a medication error and will be an immediate referral to the Nursing Review Committee.

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 accept medications per a "verbal order" or "telephone order".

Students may review 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.

### **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).

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Students must be in neat, freshly laundered, school designated uniform when in the hospital and skills lab settings. Currently, this uniform consists of the approved Landis white scrub top and wine-colored scrub bottoms purchased from the Sierra College bookstore. Only the style and color sold at the Sierra College Bookstore is permitted.

The school-designated photo identification must be worn above the waist when in uniform, in the school issued badge holder. No other badge holders are allowed.

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.

Black socks or flesh-tone hosiery must be worn.

Black, smooth-finished, closed heel and toe type shoes must be worn and must be polished. Shoe laces must be black and clean.

Appropriate personal hygiene (cleanliness) is required. Hair must be of naturally occurring color, 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. Head bands may be worn but can only be black, brown or white in color. 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.

A wristwatch with a second hand must 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. No necklaces or bracelets can be worn. Facial or body piercing(s), including tongue, with jewelry is not allowed. Tattoos must be covered when in uniform.

Gum may not be chewed in the clinical areas.

Students must adhere to the uniform dress code when wearing uniforms on campus, and always during skills lab time.

### **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 and Simulation labs and classrooms. These safety guidelines shall be adhered to by all concerned.

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### **General Safety**

All faculty, staff and students must know and practice safety guidelines at all times while using the Skills and Simulation 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 and Simulation labs and nursing classrooms are reserved for enrolled nursing students. Students not enrolled in the Associate Degree Nursing, Medical Assisting, Phlebotomy or the Precertification Nursing Assistant Trainings programs are prohibited from using these facilities.

### **Clinical Skills Lab**

There shall be no eating in the labs. Water may be kept in a designated area in each skills lab that would be comparable to the areas in each hospital's nursing unit. No drinks at the bedside.

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 cabinets, within the locked skills labs 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.

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.

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### **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 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 or manikin 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 unable to meet the clinical hours due to missed clinical time, the student is required to withdraw from the program with an incomplete. 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, stating "no restrictions".

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 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 during 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:

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.

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 care and complete the required notifications.

\*All nursing students must complete a High-Risk waiver form each semester.

### **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 computers is a privilege and not a right and may be revoked

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if abused. The user is personally responsible for their actions in accessing and using the college and the nursing program's computer resources.

All users must be informed of and agree to the following computer use conditions:

- Students accessing the computers must be currently enrolled in coursework within the Associate Degree Nursing Program or the Precertification Nursing Assistant Training program.
- Food and drink are NOT permitted when using the laptops.
- No cellular telephone use is permitted when using the laptops. 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.

### **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:

- 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."



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- Use the internet or social media to contact hospital employees or discuss anything related to the Sierra College Nursing Program.

### **Inappropriate Language or Materials**

Since the college's computers are public property, 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.

### **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 will not be allowed back into 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 one year of program exit. All students who do not re-enter within one year, 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, no later than the semester before they wish to re-enter.

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.

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Transfer students must re-enter the program within one year 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 (withdrawal/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 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.
- On Educational Agreement or Learning Contract for unsatisfactory clinical performance.
- Were dismissed from the program due to unsafe clinical practice, or were 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.

- ✓ **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)
- ✓ **Program dismissal:** Student is removed from the program before the end of the semester, with subsequent program dismissal, due to the inability to meet the objectives of the educational agreement AND is clinically unsafe.

\*Students who are dismissed from the program will NOT be considered for reentry into 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. This includes withdrawal due to pregnancy and personal medical reasons.

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2. Students who left the first semester not in good standing will not be considered in the re-entry process. These students who wish to return will need to reapply to the Sierra College Nursing Program as a new applicant.

### **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 Standing."

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

### **Establishing Eligibility**

All students requesting re-entry who have left in "good standing" will return without any testing, space available. Those students requesting re-entry or transfer into the Sierra College Associate Degree Nursing Program who have left "not in good standing" are required to complete a safety assessment. A safety assessment consists of the following:

- Successful completion of a dosage-calculation test, from the semester the student last completed with a passing grade. Ninety percent (90%) accuracy is required.
- Theory assessment from the semester the student last completed with a passing grade. Cumulative exams are used for this process. A score of 75% or higher is required.
- Simulated clinical assessment leveled at the semester the student last completed with a passing grade. Faculty will manage this clinical experience and the student will be required to successfully demonstrate skills, dosage calculations and physical assessments within a clinical scenario leveled at the student's previous semester completion. Passing this assessment is contingent upon appropriate critical thinking when asked questions by the instructor, maintaining correct skill demonstration and accurate dosage calculations. This will be administered before the first clinical day.

\*The student must demonstrate all critical elements in the clinical assessment without prompting by faculty.

The student is given one opportunity to pass each of these assessments. Should the student not pass one of these assessments, the testing process concludes and the student is not eligible for re-entry in the semester for which the student initiated testing. The student is then ineligible to re-enter the nursing program.

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### **Policy: Student Evaluation and Grading**

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

#### **Course Requirements**

- Achieve a passing theory grade by receiving a minimum score of 75% or higher from the available theory exam points. Non-theory points are only added in once the student has successfully achieved 75% or higher on the exams.
- Meet and sustain the clinical objectives for the course. Clinical is graded as pass/no pass.
- 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. There is no rounding.

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

\*If a student fails to achieve a 75% cumulative grade after the final exam, the student will not be permitted to attend the final 2 clinical days, or the final theory day. Students who didn't pass the semester will receive a phone call from the lead instructor after the final exam and will be asked to turn in his/her school badge to the nursing office.

\*If a student fails to meet the clinical objectives or is dismissed from the program, the resulting grade on the transcript will be an F. If a student is dismissed from the program, they are not permitted to attend the remaining clinical or theory days.

### **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 in the back of the

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classroom each semester. Agenda requests are submitted to the Associate Dean of Nursing within 48 hours of the scheduled meeting. The first half hour of each curriculum meeting is reserved for student concerns/questions/ideas and will be discussed in a professional manner. Course management suggestions should be reflected in the course evaluations at the end of each semester.

### 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. All other suggestions regarding course management should be directed to course evaluations at the end of each semester.

### Class Representatives/Officers

It is beneficial for each class to choose/elect class representatives. This election is typically conducted during the first 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

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- 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 also 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.
- 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.

### **Chain of Command**

Students are expected to follow and adhere to the nursing program's chain of command. Any and all concerns should be handled as follows:

1. Nursing Program concerns or questions:
  - a. Class officers, who would notify the program director.
  - b. Clinical Instructor.
  - c. Lead instructor for that semester.
  - d. Program director/Dean of Nursing and Allied Health
  - e. Vice President of Instruction
  - f. President, Sierra College
2. Semester grades, clinical progression, and overall standing

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- a. Clinical Instructor.
- b. Lead instructor for that semester.
- c. Program Director/Dean of Nursing and Allied Health
- d. Vice President of Instruction
- e. President, Sierra College

### **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 any day 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 Theater 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 nails, jewelry, body piercings and tattoos. (See Uniform and Dress Code Policy.) Hair can be worn down for this one day.

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 or 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. This is to be viewed at the beginning of the ceremony.
- ✓ 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 Program Director at least one week prior to the date of the event, including the video.

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)

# Sierra College Associate Degree Nursing Program

## Student Nurse Handbook

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P (916) 322-3350 | TTY (800) 326-2297 | [www.rn.ca.gov](http://www.rn.ca.gov)



## Online Application for Exam Applicants

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The Board of Registered Nursing highly recommends that applicants apply online. If you have previously submitted a paper application, do not submit an electronic version as that could slow down the process.

How to apply online (see the [Online RN Initial Exam Application Instructions](#) for a screen-by-screen walkthrough of the online application process and the [Online Training Tutorial](#) for a video demonstration):

1. Register for a [BreEZe](#) account, if you have not done so previously.
2. On your [BreEZe](#) account homepage, select "1 – RN Initial Exam Application" from the dropdown menu below "Start a New Application or Take an Exam".
3. At the end of the application process, you will have the opportunity to attach documents to the application. Please attach as much information as possible to reduce paperwork, speed the review process, and reduce the need for deficiency letters.
4. You must pay application fees with a valid credit card.



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## Submitting Fingerprints - Live Scan Process

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Submission of fingerprints is required as part of the licensure process for California. Applicants may request a form for Live Scan service from our website or download it during the online application process. The link to the form is located within the online application on the "Introduction" tab and "Application Questions" tab. The form must be downloaded and completed and then submitted to the Board after submission of the RN licensure by Examination application.



# Sierra College Associate Degree Nursing Program

## Student Nurse Handbook

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Applicants must complete the required fields and take it to a Live Scan site with the appropriate processing fee.

At the Live Scan site, the vendor will scan your fingerprints electronically and transmit them immediately for processing. The Board will NOT be able to receive results for fingerprints taken at Live Scan locations that are outside of California.

Visit the [California Office of the Attorney General website](#) for Live Scan locations. Most local law enforcement agencies in California have Live Scan equipment. Hours of operation and fees vary, so please contact the Live Scan site directly for information.

Using Live Scan can help speed up the licensing process as the Board receives fingerprint results from this technology much quicker than through the manual card process.

To get started:

- If you are an initial Examination applicant, you must FIRST submit your completed application for Examination.
- Request a Live Scan form by:
  - Clicking the link located within the online application on either the “Introduction” tab or the “Application Questions” tab and download the form or
  - Clicking the [Fingerprint Request](#) link to request located on the Board’s website. Once we receive your form request and your submitted application is confirmed, you will receive an email containing a link to download the Live Scan form.
- Download the Live Scan form and complete all areas marked with a red “X”.
- The form will print in triplicate; take all three copies to the Live Scan site with your processing fee.
- After your fingerprints have been scanned:
  - First copy of form is kept by the Live Scan operator.
  - Second copy may be submitted to the Board through your online BreEZe account (this is not required – please only submit a completed copy if it is being specifically requested by the Board).
  - Retain third copy of form for your records.

# Sierra College Associate Degree Nursing Program Student Nurse Handbook

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## FAQs - Reporting Disciplinary Actions

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Applicant Frequently Asked Questions can be found on the Boards website:

<https://rn.ca.gov/applicants/lic-faqs.shtml#discipline>

### 1. What is the process for applicants with a history of criminal conviction or prior discipline against a professional license?

Explanation of the current law on how BRN evaluates license discipline and criminal convictions can be found in the [BRN Applicant Webinar](#).

### 2. What criminal convictions am I required to report on the application?

As of July 1, 2020, applicants will no longer be asked about prior criminal conviction history. Criminal history will be discovered upon receipt of fingerprint results. All applicants with a history of criminal conviction will have their applications referred for an additional Enforcement Division review.

Convictions within seven years from the date of application will receive a full enforcement review. The Board will not take action on any convictions that have been expunged under Penal Code section 1203.4 or dismissed; including expunged convictions within the seven years.

The Board will not take action on convictions older than seven years, with exceptions. If the applicant was convicted of a serious felony as defined in [section 1192.7 of the Penal Code](#) or a crime for which registration is required pursuant to paragraph (2) or (3) of subdivision (d) of [section 290 of the Penal Code](#), the BRN will consider the conviction even if it is more than seven years ago.

### 3. What prior disciplinary actions am I required to report?

All prior or current disciplinary action against any other professional license must be reported, whether it occurred in California or in another state or territory. Applicants will be required to report prior formal discipline against another professional license.

### 4. What documentation am I required to submit for prior license discipline?

For prior license discipline, the applicant will be **required** to submit additional documentation in support of their application. The documents the BRN will **require** are:

- A certified copy of the licensing agency disciplinary order

# Sierra College Associate Degree Nursing Program

## Student Nurse Handbook

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- A detailed description of the circumstances surrounding your license disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the time of your disciplinary action which would enable you to avoid future occurrences. It would be helpful to include factors in your life which you feel may have contributed to your disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.

The applicant may also submit any of the following optional documents in support of their application:

- Recent work performance evaluations
- Recent Letters from professionals in the community; for example, AA/NA sponsor, counselor, probation officer, employer, instructor, etc. who can address an awareness of your past misconduct and current rehabilitation; for example, use/non-use of alcohol/drugs. The letters must be signed by the author of the letter and dated within the last year.
- If applicable to your conviction(s) or license discipline, documented evidence of professional treatment and counseling you may have completed. Please provide discharge summary, if available.
- 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.
- Proof of community work, schooling, and/or self-improvement efforts.

### **5. Can a person obtain a license as a registered nurse if they have a misdemeanor or felony conviction on their record?**

Yes. A large majority of applicants with discipline or criminal conviction records are issued a license. For some applicants, the process will take longer. The Board reviews all prior convictions substantially related to the qualifications, functions or duties of a registered nurse. Each application is evaluated on a case by case basis (please refer to the [BRN Disciplinary Guidelines](#)). The Board considers the nature, severity, and recency of the offense(s), as well as rehabilitation and other factors. The Board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation. As of July 1, 2020, the BRN will not take action on convictions older than seven years or that have been expunged under Penal Code section 1203.4 or dismissed. The preceding seven-year limitation does not apply if the applicant was convicted of a serious felony as defined in [section 1192.7 of the Penal Code](#) or a crime for which registration is required pursuant to paragraph (2) or (3) of subdivision (d) of [section 290 of the Penal Code](#).

### **6. What if my prior license discipline was based on a criminal conviction that is more than seven years old? What if the conviction was expunged?**

The BRN will not consider any prior license discipline if that discipline is based on a criminal conviction older than seven years from the date of application or based on a conviction that has been expunged pursuant to 1203.4 or similar statute. The BRN may require the applicant to submit a certified copy of the court expungement or dismissal order.

# Sierra College Associate Degree Nursing Program

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### **7. Is there any specific conviction that will automatically disqualify an applicant from receiving a license?**

No, there is not any one specific type of conviction that will disqualify an applicant. The Board must review, on a case by case basis, all convictions and supporting documentation to determine if an application will be approved or denied.

### **8. How will the BRN evaluate an arrest where charges were never filed, or charges were dismissed?**

The BRN will not deny a license on the basis of an arrest that resulted in a disposition other than a conviction, including an arrest that resulted in an infraction, citation, or a juvenile adjudication.

### **9. What type of documentation does the BRN need to review my prior criminal conviction?**

The BRN cannot require an applicant to submit any documentation related to a criminal conviction. However, the BRN will conduct a thorough investigation of criminal convictions prior to making a determination on the application. For this investigation, the BRN will obtain:

- **Certified** copies of Arrest or Investigation Records from the arresting agency (Police, Sheriff, CHP, Campus Police Dept., etc.) For DUI's, this includes evidence of the blood alcohol content, toxicology report, and Collision Report, if applicable.
- **Certified** copy of court disposition record; usually titled "Final Minute Order". This court record will show the final conviction charges, the sentencing information, and information showing completion of sentence.
- The Enforcement Division review and decision is dependent on the receipt of records. Depending on the agency, it may take several weeks for the arresting agencies and courts to respond.
- If the conviction has been dismissed or expunged, and the dismissal does not show on the fingerprint results, the applicant shall supply a certified copy of the final court order verifying the dismissal or expungement.

The Board is responsible for obtaining certified court documents and arrest reports related to your prior conviction sustained within the past seven years from the date of your application. The Board does not require applicants to submit these documents. You may voluntarily provide these documents and upload them to your application.

### **10. What other information can I voluntarily submit to the BRN for additional evaluation of my criminal conviction?**

The BRN cannot require the applicant to submit any documentation related to their criminal conviction. However, the applicant may voluntarily submit information in support of their application. The types of information the applicant may voluntarily submit includes:

- A detailed description of the circumstances surrounding your conviction(s) or disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the

# Sierra College Associate Degree Nursing Program

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time of your conviction(s) or disciplinary action which would enable you to avoid future occurrences. It would be helpful to include factors in your life which you feel may have contributed to your conviction(s) or disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.

- Evidence of rehabilitation. Examples of rehabilitation evidence include, but are not limited to:
  - Recent work performance evaluations
  - Recent Letters from professionals in the community; for example, AA/NA sponsor, counselor, probation officer, employer, instructor, etc. who can address an awareness of your past misconduct and current rehabilitation; for example, use/non-use of alcohol/drugs. The letters must be signed by the author of the letter and dated within the last year.
  - If applicable to your conviction(s) or license discipline, documented evidence of professional treatment and counseling you may have completed. Please provide discharge summary, if available.
  - 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.
  - Proof of community work, schooling, and/or self-improvement efforts.
- Scan your original documents and upload them as attachments to your online application. The scan should be in PDF format, in color, and the certification seal must be fully legible. Scanning and uploading the documents ensures the documents are included with your application, and ensures the documents are ready for review when the Enforcement Division reviews your application. Keep your original certified documents for your records.

The Board is responsible for obtaining certified court documents and arrest reports related to your prior conviction. The Board does not require applicants to submit these documents. You may voluntarily provide these documents and upload them to your application.

### **11. What should I do if I have a past conviction and received a certificate of rehabilitation from the criminal court, been granted clemency, or have been pardoned?**

Per [Business and Professions Code section 480\(B\)\(2\)\(b\)](#), a person shall not be denied a license on the basis that the person has been convicted of a crime, or on the basis of acts underlying a conviction for a crime, if that person has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code or has been granted clemency or a pardon by a state or federal executive. If any of these scenarios apply, it is recommended the applicant submit Certificates of Rehabilitation, or copies of the clemency/pardon orders. Once these documents are received, the BRN will complete a full Enforcement Division review.

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### **12. Can I receive an Interim Permit if my application is under review because of convictions?**

No. If your application is referred to the Enforcement Division for review, you will not be allowed to receive an interim permit until the review has been complete, and a final decision has been made regarding your application.

### **13. How long will it take the BRN to obtain the certified court and arrest documents related to my prior conviction?**

The BRN will formally request the certified documents promptly once your application is referred to the Enforcement Division. Processing times for these records vary greatly from one court or arresting agency to another and we are unable to guarantee a timeframe for receipt of these records. The BRN will attempt to obtain these documents in a timely manner. Some applicants may experience significant delays.

### **14. How long will it take to review the information that I submit with my application?**

Please allow additional processing time for documents which must be requested by the Enforcement Division. You can reduce your Enforcement Division processing time by voluntarily providing your certified court and arrest documents, however; you are not required to provide them. The Board will make every attempt at obtaining these documents on your behalf.

### **15. I am licensed in another state and want to receive my temporary license as soon as possible. Can I obtain a temporary license by coming to the Board's office if I have prior conviction(s) within the preceding seven years or out of state disciplinary action on my record?**

No. Temporary licenses are not issued until all conviction, discipline, rehabilitation, and other evidence is fully evaluated.

### **16. How can I help facilitate how quickly my prior conviction or license discipline is reviewed?**

The Board is responsible for obtaining all certified court and arrest documents related to reported prior convictions. Although the applicant is not required to provide these documents to the BRN, you may elect to provide these documents directly to the Board which may result in faster application processing times.

### **17. How do I appeal the denial of my application for licensure?**

You have the right to appeal the license denial and to have an administrative hearing under the provisions of [Section 485\(b\) of the Business and Professions Code](#). You must submit the appeal in writing to the Board within 60 days from the date of the denial letter. If you do not submit an appeal in writing to the Board, you will automatically waive your right to a hearing, and your application will be deemed denied.

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Should you appeal and the denial is upheld, the earliest date to reapply is one year from the date of service of the notice of denial.

### **18. What will happen if I choose not to appeal the application denial?**

If you choose not to appeal the application denial, you will be allowed to reapply for licensure one year from the date of the service of the denial letter. Application denials are a permanent action on your licensure record and are reported to the National Council of State Boards of Nursing and the National Practitioner Databank.

**Note: Applications received with certified arrest and certified court records may have significantly shorter wait times.**

Sierra College Associate Degree Nursing Program  
Student Nurse Handbook

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# SIERRA COLLEGE

## ADMINISTRATIVE PROCEDURE No. AP 5521

### Nursing Student Discipline Procedures and Due Process

Date Adopted: 10/1/2010

Date Revised: 4/24/2015

Date Reviewed: 4/24/2015

References: Education Code Sections 66017, 66300, 76030 - 76037, 76233 and 76234; CA Penal Code Sections 245, 626.2 and 626.4; California Nursing Practice Act; American Nurses Association Code of Ethics for Nurses; American Nurses Association Scope and Standards of Professional Practice; Nursing Student Conduct and Expected Student Behaviors; Safe Clinical Practices, and Student Nurse Handbook

This procedure applies to discipline involving students in the Sierra College Associate Degree Nursing Program. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Nursing Student Code of Conduct and Expected Student Behaviors, Safe Clinical Practices Policy and policies set forth in the Student Nurse Handbook and to address and resolve issues/concerns raised as communicated through Student Occurrence Report(s). Each case is handled individually; while due process is always employed, some of the procedures may not be necessary in every case.

Depending on the behavior/issue, nursing students may also be subject to discipline under District Board Policy 5500, Standards of Conduct, and Administrative Procedure 5520, Student Discipline Procedures and Due Process. Student discipline administered under District policies and procedures may not necessarily be directly related to the Nursing Program but may still adversely affect the status of a student in the Nursing Program e.g.: short-term and long-term suspensions and permanent expulsion.

#### I. Definitions

A. Deadlines: Failure of the District to meet any of the deadlines specified in this Procedure shall not be construed against the District or result in a finding in favor of the student.

B. Fees: Students who are suspended or dismissed from the Nursing Program shall not be refunded or credited any fees paid by and/or for the student.

C. Notification: Whenever this Procedure calls for or permits notification to be given, current student contact information will be utilized and deemed sufficient for this provision. The District will use reasonable means to transmit notice and communications, using the information provided by the student. It is the student's responsibility to ensure that the District has updated and current addresses and telephone contact information at all times. Personal delivery shall also be deemed compliance with any mailing requirement. Any e-mail sent to the student's last known e-mail address shall be presumed to be received by the



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student. A student's failure or refusal to sign a receipt to indicate it was received shall not invalidate the contents of the notice. Notification is deemed given at the time an email is transmitted or a telephone call is placed. Student contact is not required.

### **I. Student Occurrence Report Process**

A student who is alleged to have engaged in unacceptable behavior/action must meet with their faculty or designated administrator to complete a Student Occurrence Report regarding such behavior/action. The goal of the Student Occurrence Report is to secure resolution of the behavior/action. All Student Occurrence Reports may be considered when addressing any additional program violations.

The faculty member or administrator initiating the Student Occurrence Report will contact the student involved as soon as reasonably practical to allow the student input in the completion of the report. The student must cooperate in the completion of the report and may provide any additional information for consideration. Failure of the student to provide input to the Student Occurrence Report will not prevent its completion. Failure of the student to cooperate may also result in further disciplinary action, up to and including dismissal from the Nursing Program. The faculty member will determine whether to refer the Student Occurrence Report to the Nursing Review Committee.

### **II. Nursing Review Committee Disciplinary Process**

When a referral is submitted to the Nursing Review Committee the purpose will be to review the issue and associated documentation and to determine the appropriate action as expeditiously as possible. The referral can be submitted by the faculty or designated administrator, or the student involved.

A. The Appropriate Educational Administrator shall convene and facilitate the Nursing Review Committee on the next instructional day that falls on Monday through Friday, when the district is open to the public, following receipt of the Student Occurrence Report referral.

B. The Nursing Review Committee shall consist of:

1. The Appropriate Educational Administrator or designee
2. The Lead Faculty for the course in which the involved student is enrolled
3. Clinical faculty
4. Other nursing faculty not related to the course (if the lead faculty and clinical faculty are one and the same)

C. Procedures for Immediate Clinical Suspension:

1. The Nursing Review Committee shall review the issue documented on the Student Occurrence Report to determine whether the student will be placed on immediate suspension from clinical experience pending the outcome of the disciplinary process.

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- a. A student who is suspended from clinical experience may be given the right to attend other classes during the suspension from clinical experience at the discretion of the Nursing Review Committee.
  - b. If a student is placed on clinical suspension and later returned to the program, all missed days due to such suspension must be completed by the end of the semester in which the suspension occurred.
  - c. The student will not be returned to clinical experience unless it is determined that the student's participation in clinical experience will not put the program, patients, patients' family, students or facility relationship at risk.
  - d. If a student is returned to the program, every effort will be made to allow the student to make up any hours missed due to the suspension if it is feasible.
2. The Appropriate Educational Administrator or designee shall notify the student of the clinical suspension via email and telephone.
  3. A decision for immediate clinical suspension is within the sole discretion of the Nursing Review Committee and cannot be challenged on appeal.

### D. Disciplinary Actions:

1. Actions that may be taken by the Nursing Review Committee may include but are not limited to:
  - a. Drop the issue without further action
  - b. Prescribe specific interventions to assist the student in achieving and sustaining expectations.
  - c. Mandate a Learning Contract
  - d. Mandate an Educational Agreement
  - e. Program dismissal
2. The Chair of the Nursing Review Committee shall notify the student of the Committee's action(s) on the next instructional day that falls on a Monday through Friday via email and telephone.
3. Should the Nursing Review Committee mandate a Student Learning Contract or Educational Agreement, the student will be required to sign the document. All elements of such contracts or agreements must be successfully completed and/or complied with by the student within the timeframe designated by the Committee. Failure to successfully complete and/or comply with

# Sierra College Associate Degree Nursing Program

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the requirements may result in immediate dismissal from the Program without the possibility of return.

4. There are behaviors serious enough to result in dismissal from the Nursing Program as referenced in Nursing Student Code of Conduct and Expected Behaviors. Each student is also responsible to comply with the published rules, regulations and standards of conduct of the District as outlined in Board Policy 5500 and Administrative Procedure 5520, as well as all federal, state, and local laws.

### **III. Student's Right to Appeal**

The only disciplinary action taken by the Nursing Review Committee that can be appealed by a nursing student is a decision to dismiss the student from the Nursing Program.

- A. A nursing student who wishes to appeal the dismissal must submit a Nursing Disciplinary Appeal form to the Dean of Student Services on the next instructional day that falls on Monday through Friday following receipt of the disciplinary action notice.
- B. Once an appeal form is submitted, the Vice President of Instruction and the Dean of Science & Mathematics will be notified of the impending appeal.
- C. Nursing Disciplinary Appeal forms are located in the Student Nurse Handbook.
- D. Failure to submit an appeal form within the designated timeframe and in the manner specified will be presumed to be the student's acceptance of the Nursing Review Committee's decision to dismiss the student from the program and will waive the right of the appeal.

### **IV Nursing Disciplinary Appeal Process**

The purpose of the Nursing Disciplinary Committee is to review and take action on a Nursing Student's appeal of a decision made to dismiss them from the Nursing Program.

- A. The Nursing Disciplinary Appeals Committee shall consist of three (3) voting members:
  - District Disciplinary Officer or designee;
  - Nursing Department Chair or designee, and
  - A student appointed by the Student Senate
- B. The Chair of the Committee shall be the District Disciplinary Officer or designee.
- C. The hearing will take place on the next instructional day that falls on Monday through Friday following receipt of the student's filing of the Nursing Disciplinary Appeal form.
- D. The hearing shall be limited to one meeting.

## Sierra College Associate Degree Nursing Program Student Nurse Handbook

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- E. The chair of the Nursing Disciplinary Appeals Committee will notify the student of the date, time, and location of the hearing via email and telephone.
- F. The hearings need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding. Unduly repetitious evidence may be excluded.
- G. The Appropriate Educational Administrator or designee shall present the findings of the Nursing Review Committee and be available to answer questions in support of the dismissal action.
- H. The student and the Appropriate Educational Administrator or designees have the right to present documents and written and/or oral statements including the testimony of witnesses. Written statements of individuals not present at the hearing must be made under penalty of perjury and must be submitted to the Chair prior to the start of the hearing. If the written statement is disputed by either side, the Chair may continue the hearing and allow the objecting party to secure the attendance of the witness, obtain contradictory evidence, or such other remedy as determined by the Chair.
- I. All proceedings of the Committee shall be closed to everyone other than the Committee members, the Appropriate Educational Administrator or designee, the student involved, and an evidentiary witness while presenting evidence. The student shall not have the right to be represented by an attorney or other advisor during the appeal. All participants shall maintain the strictest confidentiality.
- J. The Committee will consider all available evidence relevant to the appeal. Final deliberations will be conducted with only the Committee members present. The decision shall be by majority vote. The student will be notified of the decision on the next instructional day following the hearing.
- K. The decision of the Nursing Disciplinary Appeals Committee is final without the ability to appeal to the Superintendent/President or the Board of Trustees.

Sierra College Associate Degree Nursing Program  
Student Nurse Handbook

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**Nursing Disciplinary Appeal Form**



**Sierra College Nursing Department, 5100 Sierra College Blvd., Rocklin, CA 95677 916-660-8300**

The Sierra College Nursing Discipline Procedure provides that students may initiate an appeal of a Nursing Review Committee recommendation by filling out, signing and filing this form.

You must complete this form and return it to the Office of the Dean of Student Services, no later than the next instructional day (Monday through Friday) after receiving notification of the Nursing Review Committee's recommendation and/or decision.

Your failure to file this request for an appeal within the designated timeframe and in the manner specified shall constitute a waiver of your right to a hearing for appeal. If you do not fill out this form completely, you will waive your right to an appeal.

If you have any questions about this form or your right to appeal, contact the Dean of Student Services at (916) 660-7304.

**REQUEST FOR APPEAL**

I, \_\_\_\_\_ (please print) hereby request an appeal of the Nursing Review Committee recommendation dated \_\_\_\_\_. I received the Recommendation Notice on \_\_\_\_\_.

Address \_\_\_\_\_

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Student ID# \_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

# Sierra College Associate Degree Nursing Program Student Nurse Handbook

## Nursing Student Discipline Procedure and Due Process

